



OneNote, Adding Pages and Content

Quick Reference Guide



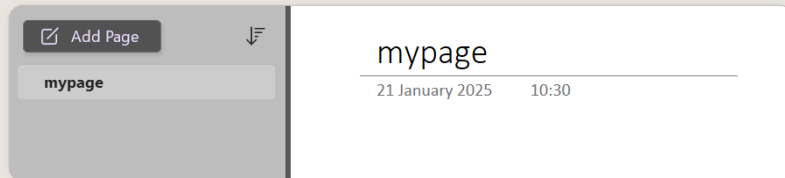
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Think of OneNote pages as your digital canvas — type anywhere, add images, checklists, and even voice notes. No restrictions, no boundaries — just pure flexibility to organise your thoughts your way.

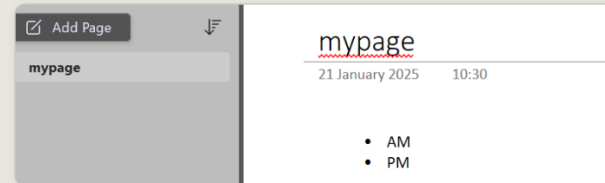
Add Pages and Content in OneNote

- Open OneNote. You can do this from the desktop app, OneNote for the web, or the mobile app.
- Sign in with your Microsoft account to sync your notes across devices — so whether you're on your laptop, phone, or tablet your notes are synchronised.
- On the right-hand side of your notebook, you'll see the '**Pages**' pane. Click '**Add Page**', and a brand-new blank canvas appears.
- Click at the top of the page and give it a title.



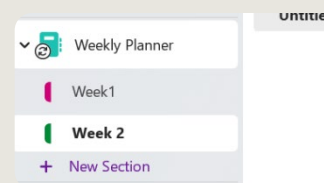
Add Text Content

OneNote is like a freeform playground — you can type anywhere! Just click and start typing anywhere on the page — no strict layouts, just total freedom.



Organise Pages into Sections

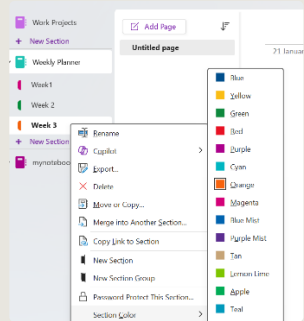
As your notebook grows, keep things tidy by organising pages into sections. Click '**Add Section**'(plus) next to the current section, click on the section and give it a name, and start moving pages into their rightful homes.



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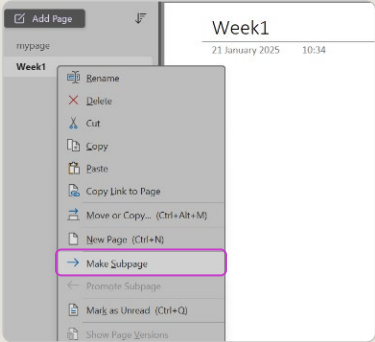
Colour-code your sections to make them easily distinguish between work, personal, and project notes.



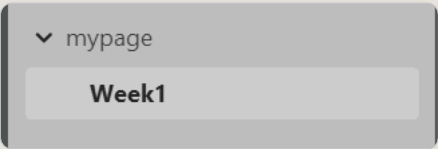
Create Subpages

Use subpages to break down large topics into smaller sections — perfect for organising projects, meeting notes, or multi-step plans.

- 1. **Create a New Page:** In the Pages pane on the right, click 'Add Page' to create a new page.
- 2. **Convert to a Subpage:** Right-click the page you want to turn into a subpage and select 'Make subpage'.



- 3. **Indent for Organisation:** You'll notice the subpage is slightly indented under the main page, keeping your notes neatly organised.
- 4. **Collapse or Expand Subpages:** Click the small arrow next to the main page to expand or collapse subpages for better visibility.



- 5. **Promote a Subpage Back to a Main Page:** Right-click the subpage and select 'Promote Subpage' to bring it back to the main page level.

