

OneNote, Adding Pages and Content

Quick Reference Guide



OneNote, Adding Pages and Content

Quick Reference Guide

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

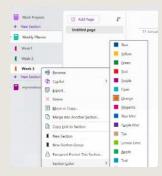
As your notebook grows, keep things tidy by organising pages into sections. Click 'Add Section'(plus) next to the current section, click on the section and give it a name, and start moving pages into their rightful homes.



OneNote, Adding Pages and Content

Quick Reference Guide

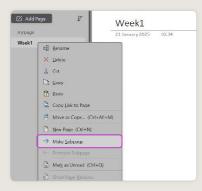
Colour-code your sections to make them easily distinguish between work, personal, and project notes.



Create Subpages

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

- 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.

