2011 ABA TECHSHOW
Live Tweet Review – OneNote – The Secret is Out!
From http://twitter.com/#!/OreLawPracMgmt

- OneNote is searchable, shareable - Content goes on pages. Each page goes in a section, sections go into binders. (Ships free with Office 2010.)

- Include OneNote in yr (your) backup (each section has its own .one file).

- Can set OneNote to back up as often as every 1 min - probably over kill. Once per hour is recommended.

- Set OneNote to backup to another machine, not same desktop. Badges show whether OneNote is synced.

- Can sync OneNote across all machines - if needed can restore from any of those cached copies.

- Syncing is delta level meaning if changes made on two machines all will sync with OneNote.

- Use Windows key N to do side notes on the fly, they go to unfilled area. So when you reopen OneNote you can drag and drop.

- Can copy and paste from Web into OneNote pages.

- Hyperlinks from Web are preserved in OneNote - can also hyperlink from One Notebook to another.

- Can easily nest pages and make subpages in OneNote (can use subpages for printing single page docs).

- Searching in OneNote goes across all notebooks.

- Use OneNote to track research results and "to read later" material.

- Can easily create tables in OneNote - use for client notebook to track open issues.

- Click mouse anywhere on page to do "napkin math" with add, subtract, etc. in OneNote (works with text only).

- You can password protect by right clicking sections in OneNote.

- OneNote is encrypted.

- Enclose in brackets to create links within notebooks in OneNote.

- There are preformatted notebooks/templates for OneNote.

- Can share notebooks in OneNote by hosting data file on server.

- Use SkyDrive for sharing OneNote in the cloud (not Dropbox - syncing issues).

- Use OneNote with images - use Windows key S to screen grab. Copy to clipboard, paste in, then annotate with draw.

- Can record audio and video under Insert tab in OneNote.

- Use smartphone camera to take pic of biz card and bring into OneNote.

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