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OneNote can help you find notes no matter where they are. To find notes, select the magnifying glass or press Ctrl+F and type a search word or phrase. OneNote searches typed text, handwritten notes, and even words shown in pictures. If you want to narrow the search, select the drop-down arrow and choose an option.

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## How to Get Things Done with OneNote: Set Up OneNote for ...

Getting Things Done with OneNote has been the key for my ability to organize and be more productive. It provides the organization and the scheduling so you can clear your mind and focus on the tasks at hand. It is my favorite computer app. GTD and OneNote will not do your work for you and its not a tool designed for that purpose.

## How You Can Use Getting Things Done with OneNote - Tech ...

Then weigh that next action in light of your current list of priorities to decide where it fits. OneNote makes it easy to move things from list to list, to tag items with priorities or type, to quickly text search for reference material, to move information in and out of Outlook and other apps,...

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Use OneNote with other programs in the Office suite, on your desktop or mobile devices. These easy steps will help you get started quickly even if you are a complete beginner. After that, we'll link you to more intermediate and advanced tips to make sure you get the most from this useful program.

## How to Use Microsoft OneNote in 9 Easy Steps

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## 16 Settings to Control Your Microsoft OneNote 2016 Experience

Add the OneNote Web Clipper to your web browser so you can save, annotate, and organize anything from the web. Get OneNote Web Clipper Capture the web. Quickly capture any webpage to OneNote, where you can easily edit, annotate, or share it. Remove the clutter.

## OneNote Web Clipper Installation

Create an Outlook task in OneNote. In OneNote, select the words that you want to be your task. In the menu that appears, click the arrow next to the Outlook Tasks button and choose a reminder. A flag appears next to your task in OneNote and your task is added to Outlook.

## Create Outlook tasks in OneNote - OneNote

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In OneNote 2013, click File, click Share, then click Get a Sharing Link—you can decide if you want to allow others to view your notes or edit them with you. When they get the link, they can edit using their favorite browser—no install or sign up required—or they can edit in their favorite OneNote app.

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These are just a few ways to get better organized with OneNote and is the method I use and have been very successful with for many years. In the next article, I will go into how you can use OneNote with Getting Things Done and dramatically increase your productivity. As you can see, each of the 3 parts must be used together in order to be ...

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menting the Getting Things Done methodology. OneNote is a great cross platform general purpose digital notebook application from Microsoft. The cross platform nature of OneNote suits me really well since I have an Android, Mac and iPad and am...

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