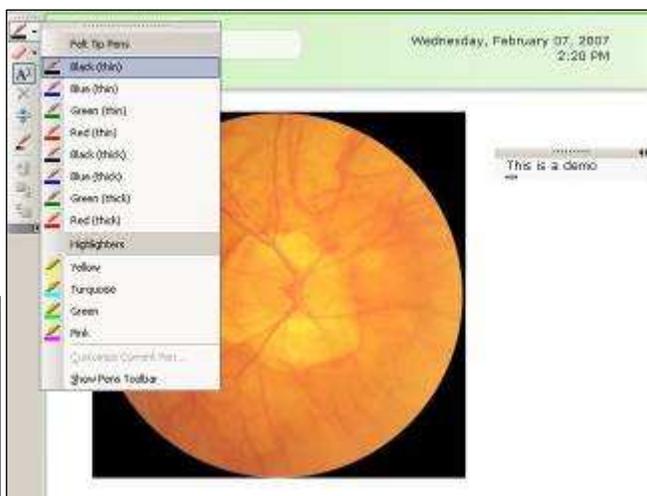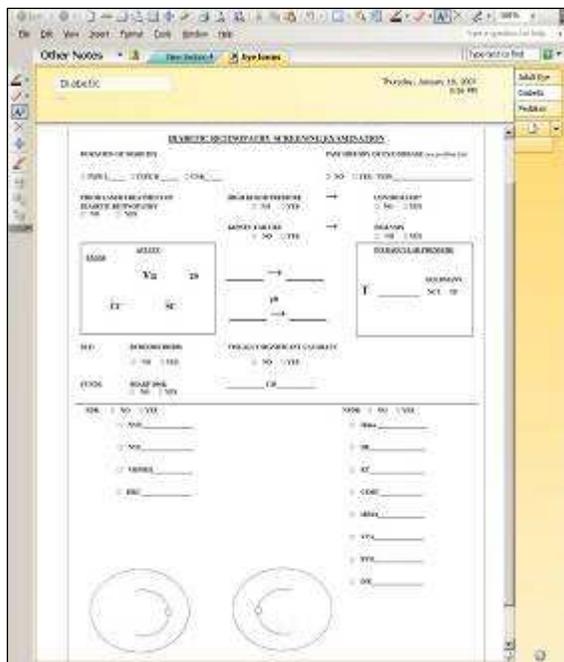## MS OneNote

Microsoft OneNote is a standalone application that allows users great flexibility. You can add images and partial screenshots from any source on your computer (including the internet, other applications like Word or Excel, or any proprietary software that computes clinical results and displays them on your screen) to OneNote, then markup the images however you like, using your mouse, draw pad, or Tablet PC stylus.

Clinical Scenarios using OneNote

1.   Capture results of a retinal exam and paste the screenshot into OneNote, then highlight significant results.

2.   Import a blank form, such as a diabetic retinopathy screening exam, then fill out the form.

3.   Annotate illustrations just as you would on a paper form using different colors and line styles.

4.   Add handwritten or typed comments.

5.   Any combination of the above, all in the same OneNote file.

Any image can be pasted into OneNote as in the example to the right.   Then any annotations (drawings, hand written notes, etc) can be added.

Overprints (called stationary in OneNote) can also be used as in the example below.

You can draw in multiple colors, erase, and even use handwriting anywhere on the image.

Anything that is drawn can be moved (using the type/selection tool).

When finished annotating in OneNote, PDFCreator can be used to output it into whichever file type that is needed. You can set PDF Creator as your default printer (see BBP for PDF Creator) or select PDF Creator each time. Note: you can change the default printer at the start of Clinic.
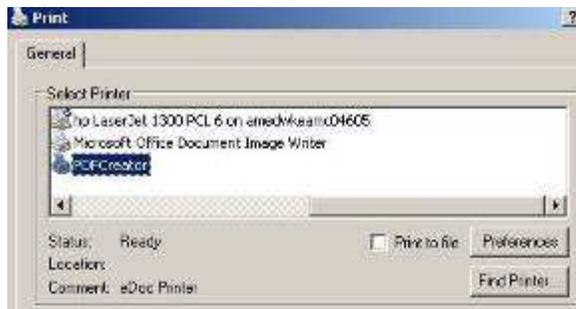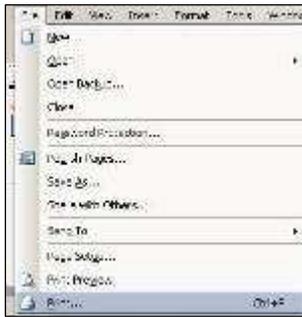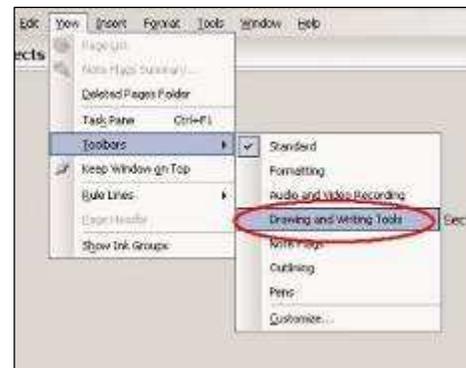

Steps for the first time user

When opening the application for the first time, the OneNote Drawing/Writing tool should be set up in this manner:

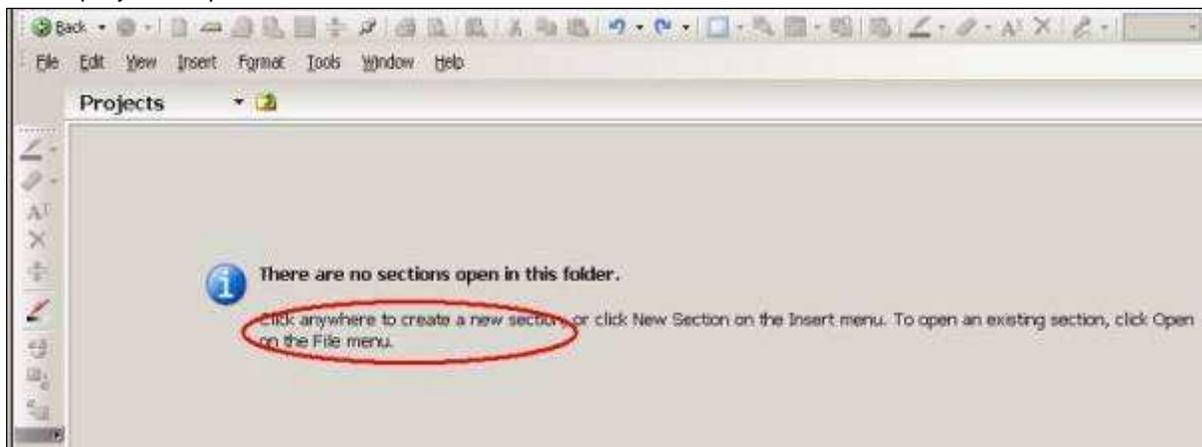Selecting View-> Toolbars -> Drawing and Writing Tools will display the tool bar.

The tool bar can then be moved to either side of the window. This increases the ease of use.
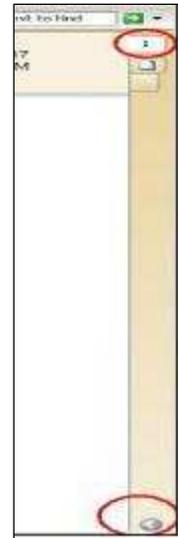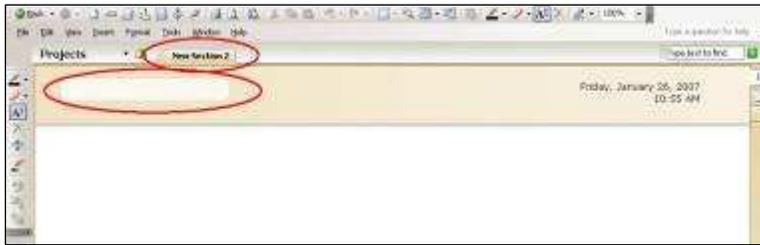

Steps for OneNote use

OneNote is now ready to be used. The steps are as follows:

1. If no project is opened, this is what will be seen:

Clicking anywhere in the application work area will bring up a new section.

2. Now the project is created and time stamped. The title can now be entered.

Multiple pages can be created or opened at once.

The button at the bottom right toggles between the page number and the title of the page.

3. To import items into OneNote, proceed with the following steps:

If an image: Insert -> Picture -> From File. You can also Cut -> Paste any image you like.
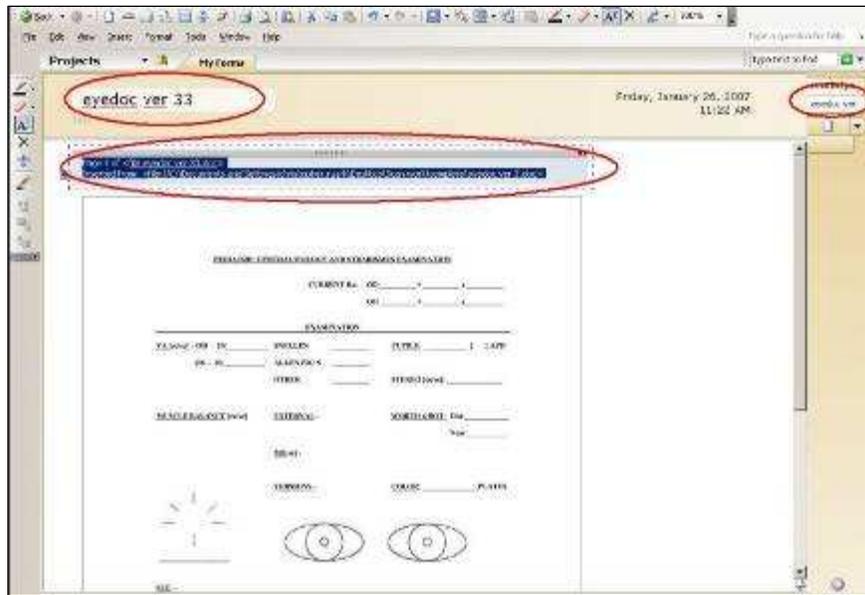
If a document: Insert -> Document as picture

Most documents can be imported this way, allowing for a wide range of options.

Note that you can copy and paste any photo that is displayed on your computer.
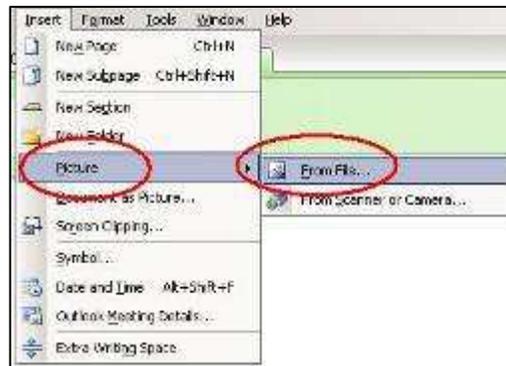
After being imported, OneNote automatically places where the Document came from at the top. If this is not needed, it can be removed by selecting it and pressing delete.

The original title of the document is also taken by OneNote. It can be renamed by simply selecting the title and entering the desired title.

4. Once you complete a note on a patient, you can clear the information simply by clicking + dragging across, highlighting all the items you wish to clear, then pressing <DELETE>.

5. If the item that was imported into OneNote is something that will be used multiple times, it will be easier to create Stationery from it. (We can help)
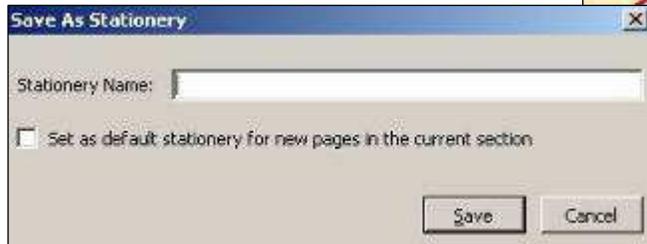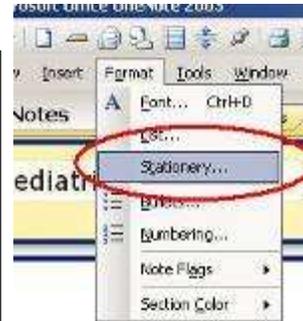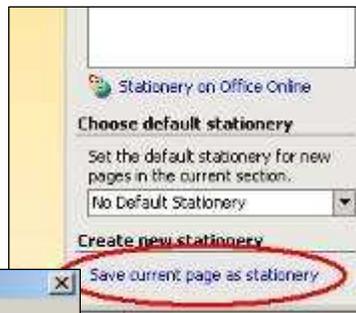
To create Stationery from anything imported into OneNote follow these steps:

Format->Stationery…

Select the option at the bottom of the list that is displayed:

Save current page as stationery

Name the Stationery appropriately so as to avoid confusion in the future.

Now to create new OneNote items:

File -> New -> New from Stationery -> My Stationery