

Microsoft OneNote



Microsoft OneNote - Summary

This application is a program that allows you to take and save notes. This can be used anywhere and you can save any of your notes in just a few minutes. In addition, you can share the notes with people and organize them in a way that makes it easier to find what you're looking for. Besides creating notes, you can also share documents, add comments, and mark the importance of the document.

One of the best features of this application is having the ability to create sticky notes in your document. These work like post-it notes and can be added anywhere in your document. This allows you to see what you were thinking at that specific time and give you reminders of things you don't want to forget. With this application, you can also record audio and add visuals to your documents.

As long as you have an internet or network connection, you'll be able to create and share documents. It's free to use and doesn't take too long to learn. With thousands of downloads and documents saved, most users find that they love using the service and appreciate the features available to them. It's a great option for those that frequently need to record thoughts or ideas before they forget. # Key Features

Keep reading to see 4 of the key features of Microsoft OneNote.

Audio & Video Recording

If you've ever been out and about when something important pops into your head, then you probably have a pretty good idea how it is when you can't record this information anywhere. Microsoft OneNote lets you do audio or video recording to help you save pages regardless of what you're doing or where you're at.

Sticky Notes

Another great feature are sticky notes. These work the same way a post-it note does and allows the user to add targeted information anywhere on the page. You can add as many as you want or need and you should be able to easily get back to see the information that you recorded. These can also work great for when someone else is reading your document and want to leave comments about certain areas.

Custom Tags

Custom tags let you organize your documents in a way that you specify. For example, you can

organize by category, date, or information type. You'll be able to name each tab and choose the exact information that will be stored there. These tabs will be listed in one place and you should be able to click on it and go right to the documents in that section.

Text/Page Translation

One final feature that Microsoft OneNote has is the ability to translate text or pages. Not only can this help you share your information with those that don't speak the same language as you, but you'll also be able to have a translation generated in a matter of seconds. You never know when you might need a translation service, so this is a great option to have.

Conclusion

For writing down ideas or recording information on the go, Microsoft OneNote is a great option. You have plenty of settings that you can customize to your needs and you can use many features to make creating your document easier. It could take a little time to get the hang of things and it might cause some issues when syncing, but you should be able to use the application quite easily.

Advantages / Disadvantages

Ability to collaborate in real-time
Easily used on the go
Many options for storing documents
Can be used with other software
Can be synced with other notes or applications

Features aren't very consistent at times
Free version doesn't work without internet connection
Some issues could happen with syncing