

## 3. Inserting Files and Creating Links



In this chapter you will get started with creating a movie list and adding all kinds of media to it. First you will learn how to insert images that are stored on your computer, then you will search directly for images from within *OneNote* and add these as well.

Furthermore, you will learn how to change the stacking order of the images and rotate and mirror photographs. In addition, you will insert and attach documents and compare the differences between them.

You will also learn how to make screen shots, insert them, and copy text from the images. With a webcam or microphone at hand, you can also insert audio and video files. And finally, you will learn how to make calculations in *OneNote*.

In this chapter you will learn how to:

- copy content from websites and paste it in *OneNote*;
- insert images from your computer;
- delete images;
- insert online images;
- move and edit images;
- insert and link documents;
- make screen shots and insert them;
- convert text from images into editable text;
- record audio;
- record video;
- make calculations.





### **Please note:**

In order to work through the exercises in this chapter, you will need to use the practice files made for this book. You can download these files from the website accompanying the book [www.visualsteps.com/onenote2016](http://www.visualsteps.com/onenote2016). In *Appendix B Download the exercise files* you can read how to do this.



## 3.1 Copy and Paste Text and Images from a Website in OneNote

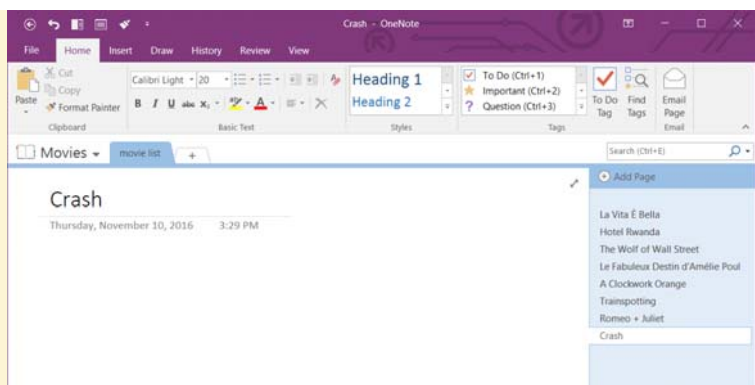
The Internet is a source of information. It can be interesting to incorporate some online text or visual information into your notebook. This may be convenient if, for example, you want to collect your favorite recipes, plan a trip or make a list of your favorite movies. In this chapter you start by adding information about a movie from a website. You will be using an exercise file for this purpose:

 **Open OneNote** 1



 **Open the *Movies* notebook from the *Exercise files OneNote* folder** 11

You can see the notebook:

 **Make a new page called “Crash”** 6



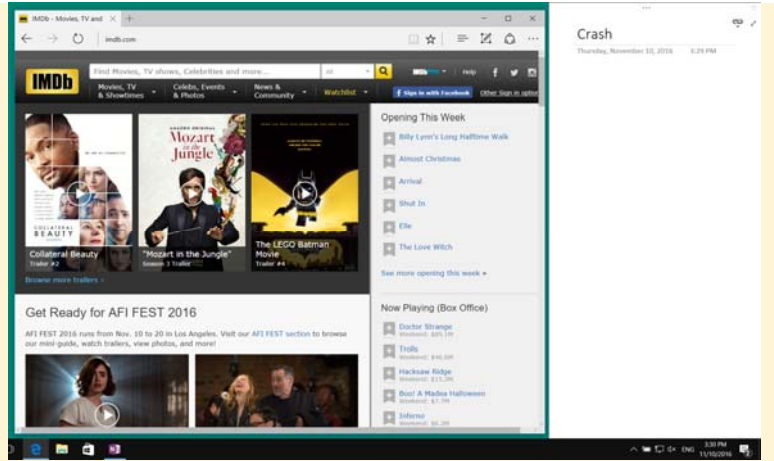
You will now look for information about a movie on the website. In this example the website [www.imdb.com](http://www.imdb.com) is used for this purpose. You will copy the text to the movies list in *OneNote*. First you will dock *OneNote* on the desktop and then open the website:

 **Dock OneNote on the desktop** 25

 **Open the website**  
**www.imdb.com** 


The website is on the left-hand side and *OneNote* on the right-hand side of the screen:

If you do not see this happen, you can place the browser on the left/hand side of the screen yourself.





You can search for the movie *Crash*:

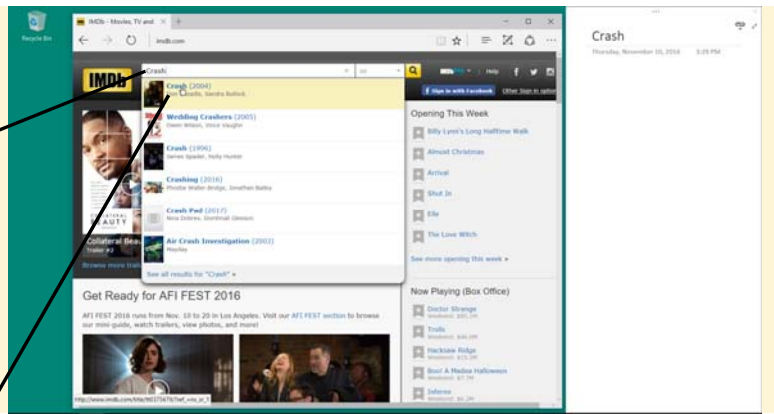
In the search box:

 **Type:** Crash


Some search results will appear:



 **Click**


 **Crash (2004)**  
 Don Cheadle, Sandra Bullock




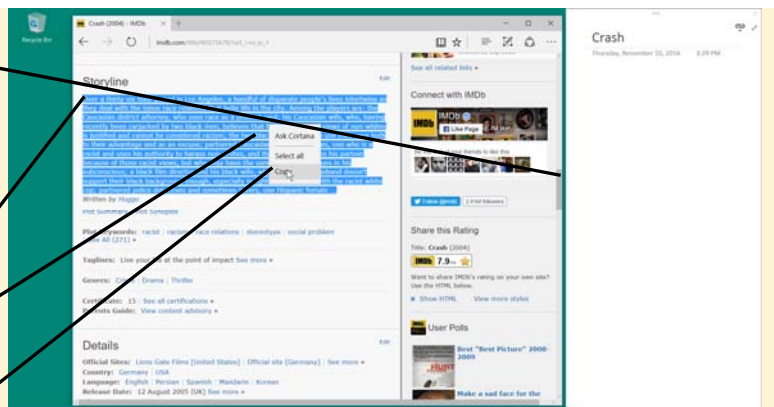
The webpage with information about the movie appears. Now you can copy some text:

 **Drag the scroll bar downwards**

 **Select the text “Over a thirty-six ... femail...”**  


 **Right-click the text**

 **Click** Copy



You can paste the text in *OneNote*:

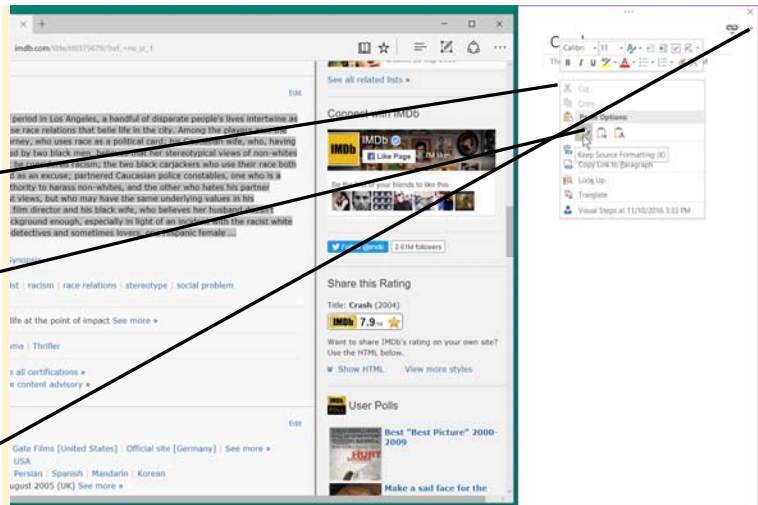
In the window of *OneNote*:

 **Right-click an empty part below the title**

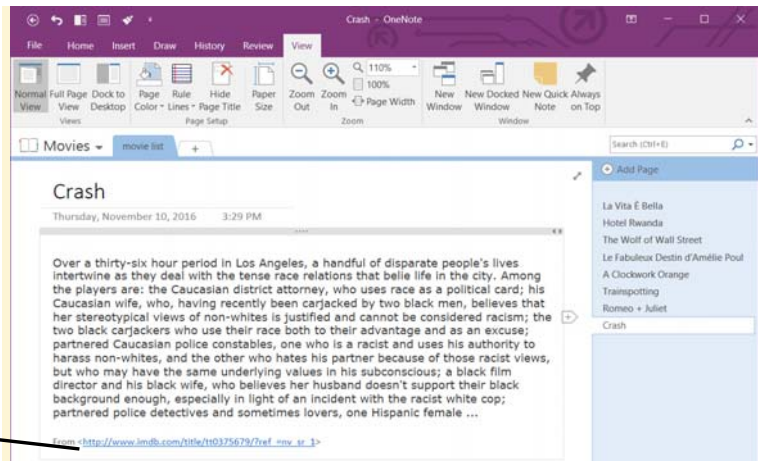
 **Click**

The text is now in *OneNote*. You can return to the Normal display:



 **Click**



*OneNote* remembers the web address from where you copied the text and adds that automatically as a source link underneath the text. This is a setting that can be turned off later, if desired.

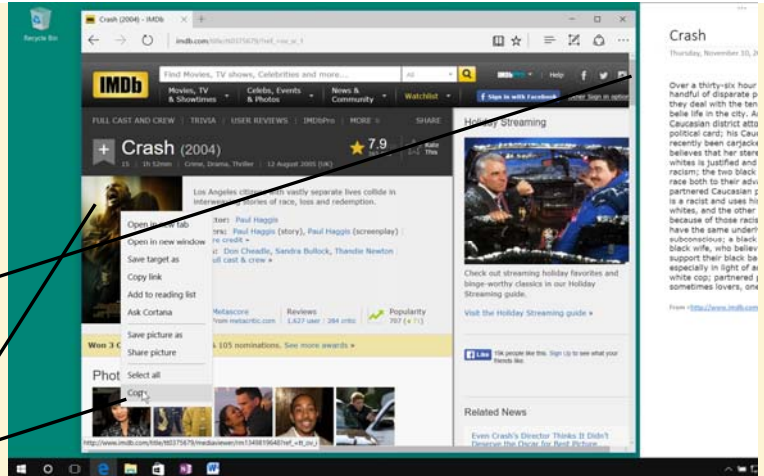


Now you can add an image as well. You can do this from the same website. Again you first have to dock *OneNote*:



 **Dock *OneNote* on the desktop** 

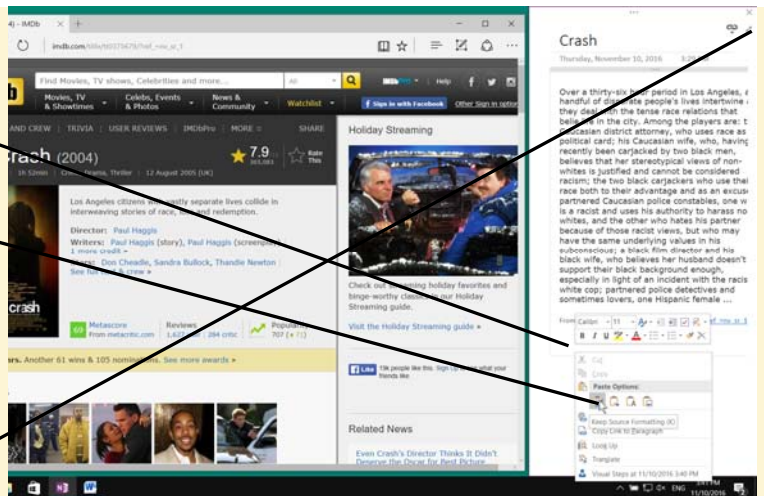
In the browser window you first delete the text selection:

- ⊖ Click outside the selected text
- ⊖ Drag the scroll bar upwards
- ⊖ Right-click the photo
- ⊖ Click Copy



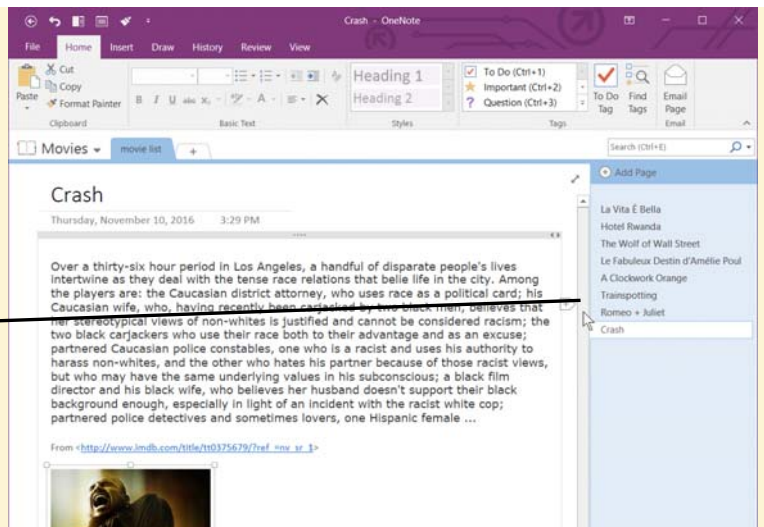
In the *OneNote* window you:

- ⊖ Right-click below the text
- ⊖ Click 
- The photo is now inserted in *OneNote* and you can return the Normal display:
- ⊖ Click 





You see the result:

- ⊖ If necessary, drag the scroll bar upwards



You can see that by copying text from websites you no longer have to rely solely on typing texts yourself. This way you can copy and combine a lot of interesting information from web pages.

 **Close the window of the Internet browser**  10





**Please note:**


Just like books, websites often feature copyrights. If you want to copy text and information from web pages and share this with others by print or digitally later on, it is advisable to ask for permission from the webmaster or owner of the website.


## 3.2 Inserting Images from Your Computer


It may be a cliché, but a picture is worth a thousand words. In this section you will learn how to insert images from your computer into your notes. First open the *Hotel Rwanda* page:

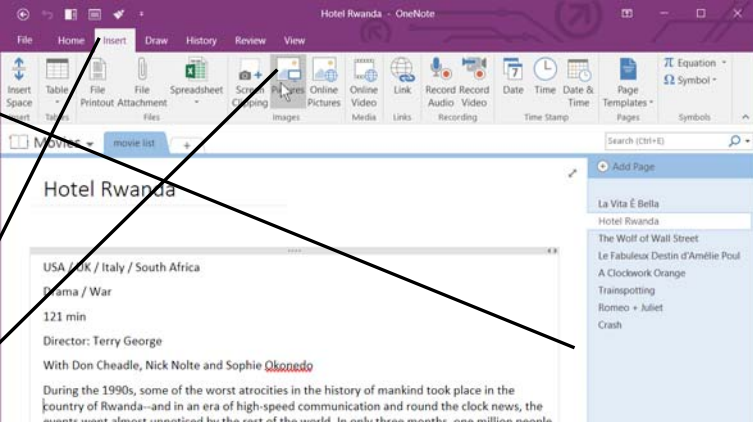
 **Open the page *Hotel Rwanda***  16

You can now insert an image:

 **Click anywhere to the right of the description text box**

 **Click the Insert tab**

 **Click Pictures**



The screenshot shows the OneNote interface with the 'Hotel Rwanda' page open. The 'Insert' tab is selected in the ribbon, and the 'Pictures' button is highlighted. Callout lines point from the instructions on the left to the corresponding elements in the screenshot: the 'Insert' tab, the 'Pictures' button, and the area to the right of the text box.



**Please note:**

Please be sure to click outside the text box. If you click inside the text box, the image would be placed on that spot.