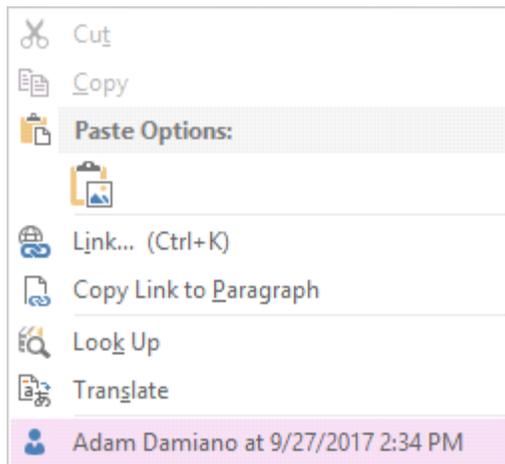


# OneNote

Tuesday, August 25, 2015 6:11 PM

## "git blame"

You can figure out when you wrote a particular line in OneNote by right-clicking it; it's the lowest menu choice:



## Options

### Autocaps off

I frequently type code notes, so I find it helpful to turn off autocaps for the first character of a line:  
File --> Options --> Proofing --> AutoCorrect Options... --> Capitalize first letter of sentences

## Shortcuts

### Most helpful

Alt+shift+D inserts the date: 8/25/2015 (alt+shift+F for datetime and alt+shift+T for time)

Alt+shift+[up|down] will move an entire line up or down.

Alt+shift+[left|right] will indent/unindent a line. This is really useful when combining with up|down because you can move bullet points all over the place.

Alt+[left|right]: go back to last/next page visited.

This is SUPER useful when you need to add something to your TODO list or whatever and then get back to the note you were just on.

Ctrl+alt+[1-6]: apply heading styles to the selected lines.

Ctrl+shift+N: reset formatting to normal.

Alt+shift+-: collapse children of list. For example:

- Hello ← <press alt+shift+- here>
  - world

Alt+1, alt+2, ...: these are just like any other ribbon-based Windows program; it will activate a Quick Access Toolbar shortcut (from the upper left of the title bar of the application).

### Helpful

Ctrl+[shift]+tab: previous/next section.

Ctrl+[pgup|pgdown]: previous/next page.

Ctrl+alt+L: lock all password-protected sections. This is useful when you want to look at a note briefly and then not have to wait the 10 (?) minutes for it to autolock.

Ctrl+shift+T: edit the title of the current note (from there, just tab to get to the main content)

Enter: when the cursor is on a link, pressing enter will follow the link: <http://google.com>

This does NOT work when the cursor is just before/after the link, as that would be super annoying.

## Fuzzy searching

Something kind of interesting I just discovered (11/2/2015): searching for "three" will also match the word "third".

There is a Notebook Pane that you can pin to the left side. I find this very helpful when you have multiple notebooks open at once as it lets you more quickly jump to a section in another notebook.

To pin this, click the notebook dropdown at the upper left and then click the pushpin icon at the upper right of that dialog.

## Troubleshooting

### OneNote is spell-checking in the wrong language

Apparently proofing is done per-section, so you need to do Review --> Language --> "Set proofing language" with a particular section highlighted.