

Use Predesigned Templates for OneNote Notebooks

To make working with OneNote more efficient, you can use predesigned templates to quickly create pages that have a consistent look and feel. Over the course of this topic, you will learn about predesigned templates and how they work with OneNote notebooks.

Topic Objectives

In this topic, you will learn:

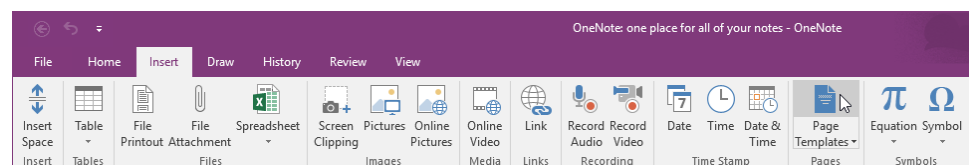
- About OneNote templates
- How to use predesigned templates
- How to create page templates

ONENOTE TEMPLATES

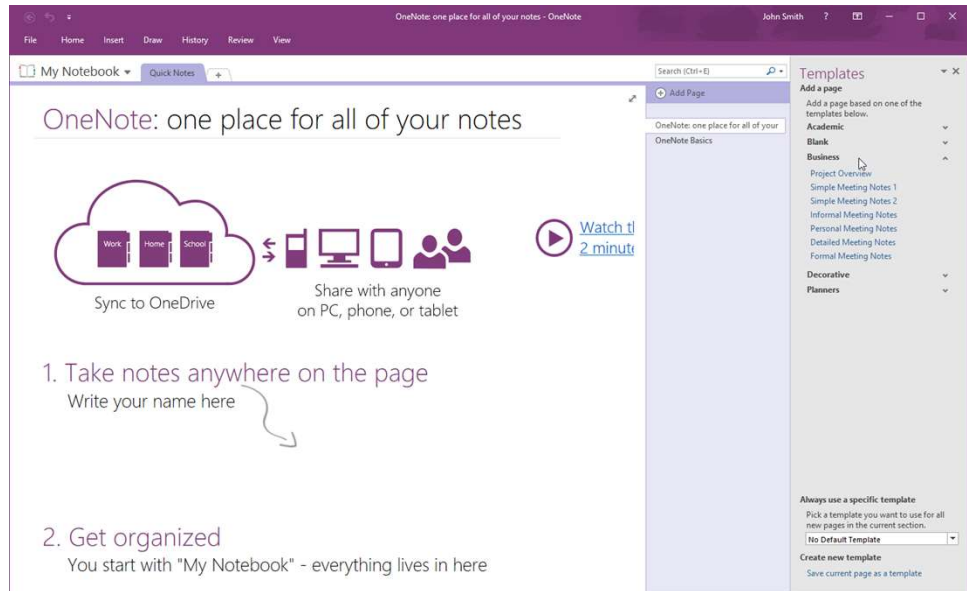
Like most Microsoft Office applications, OneNote includes the ability to create and use custom **templates**. These templates allow you to quickly create pages that all have the same elements and a consistent appearance. Additionally, templates allow you to reduce the repetitive nature of creating many pages that all share the same design and structure.

USING PREDESIGNED TEMPLATES

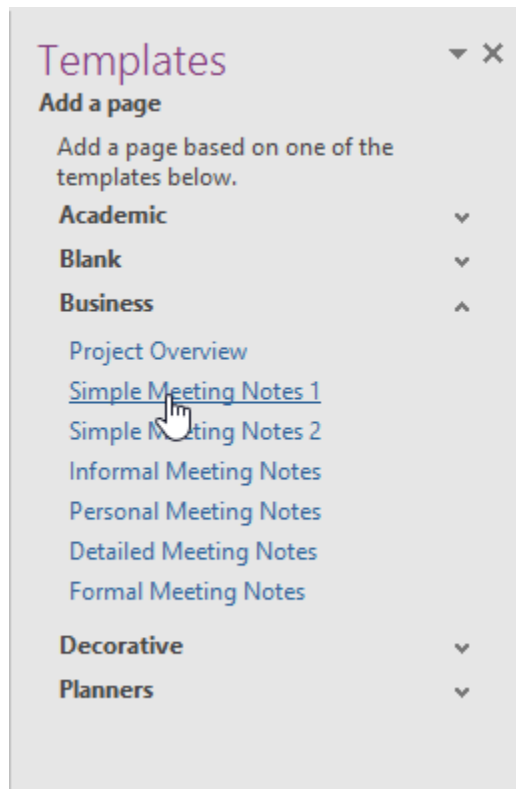
To use one of the predesigned templates that are available in OneNote, open the section in which you want the new page to be stored in. Next, click Insert → Page Templates:



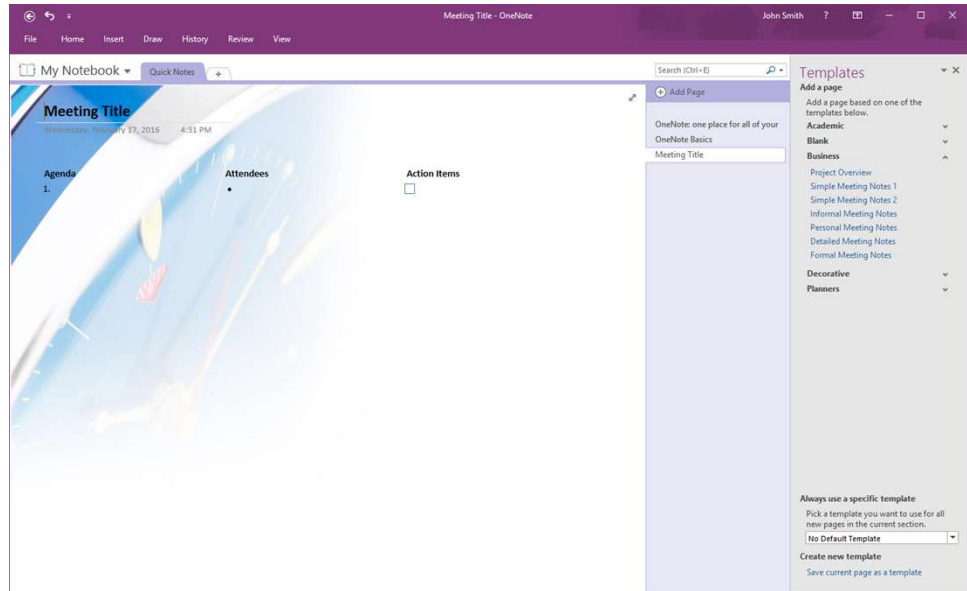
This action will display the Templates task pane on the right side of the OneNote window. Click the category of the new page template that you would like to use:



Next, click one of the page template options that are listed:



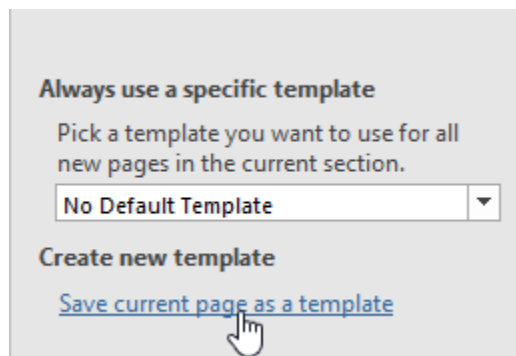
A new page based on the selected template will be created and displayed:



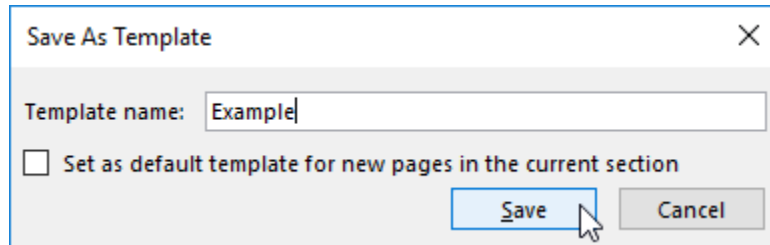
Now, you can start entering notes into this page as you would any other page in OneNote.

CREATING PAGE TEMPLATES

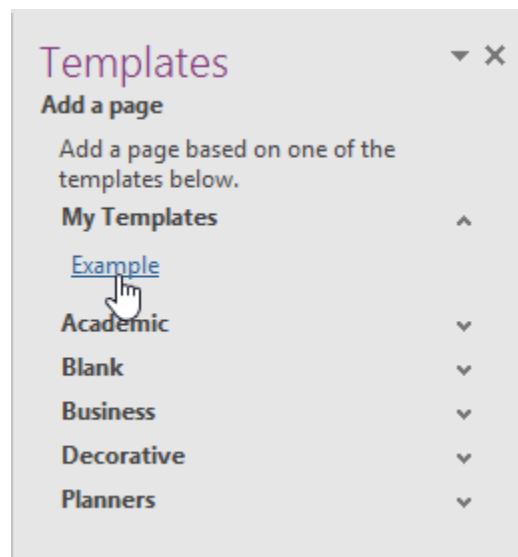
You can also create your own, custom templates. To start, create a page with the elements that you would like to remain consistent. With that page active, click the “Save current page as a template” link at the bottom of the Templates task pane:



This action will display the Save As Template dialog on your screen. Here, you can enter a name for your new template. You can also set it as the default template for this section if you wish. Click Save to create the new template:



After the new template has been saved, it will become available in the “My Templates” category of the Templates task pane:



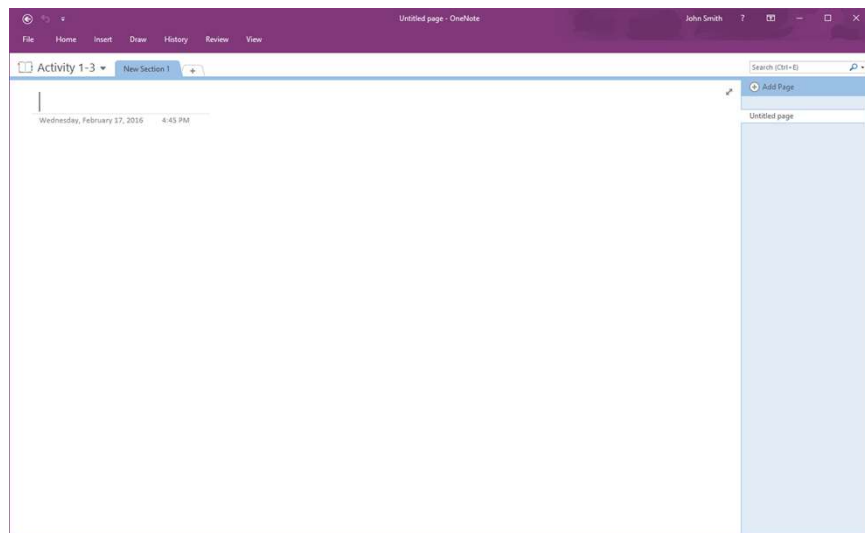
You can now use it as you would any other template.

ACTIVITY

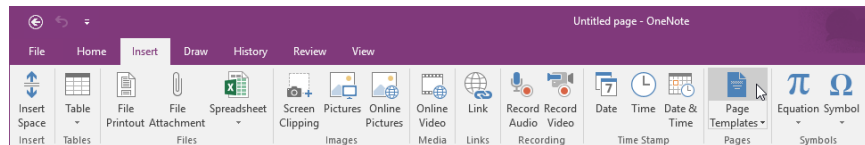
Using Predesigned Templates

You would like to record the notes of a weekly meeting regarding future expansion opportunities for your company. To save some time, you would like to create a page based on an existing OneNote page template.

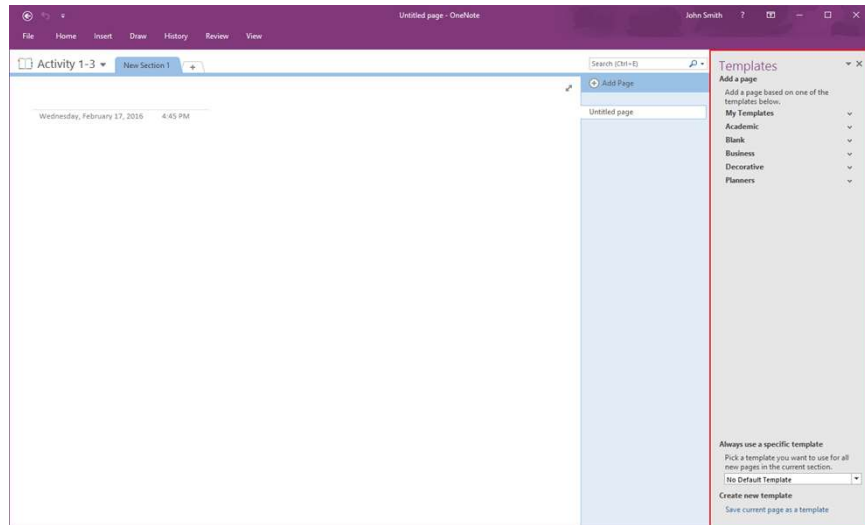
1. To begin, open the Activity 1-3 notebook from your Exercise Files folder:



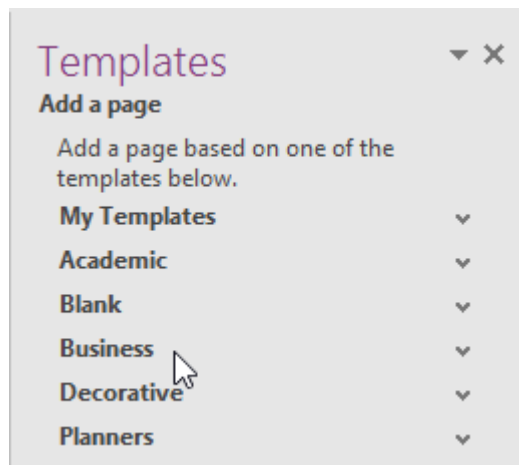
27. On the ribbon, click Insert → Page Templates:



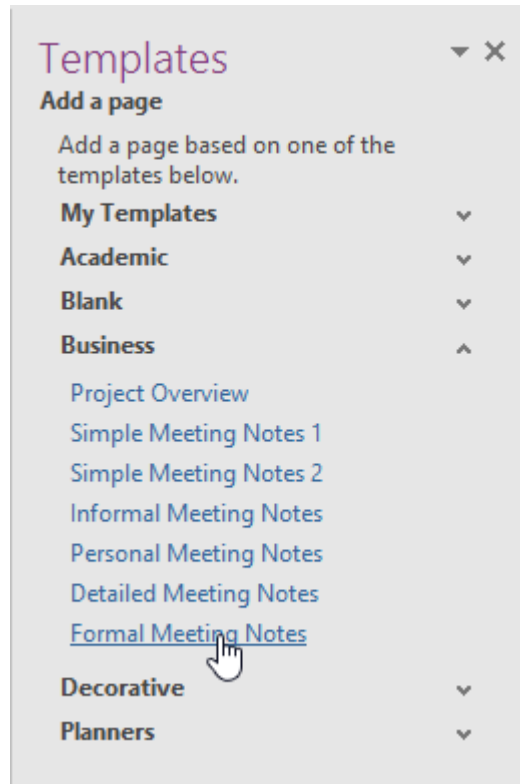
28. The Templates task pane will now be displayed along the right-hand side of the OneNote 2016 window:



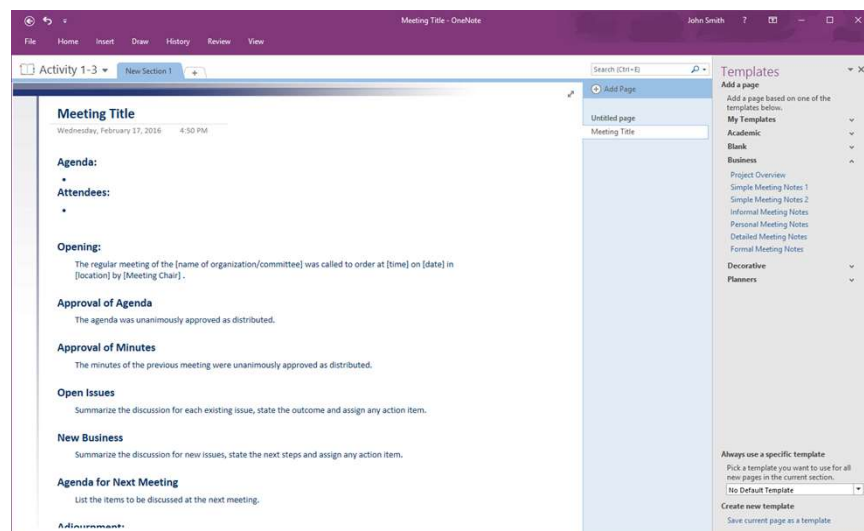
29. Inside the Templates task pane, click the Business template type:



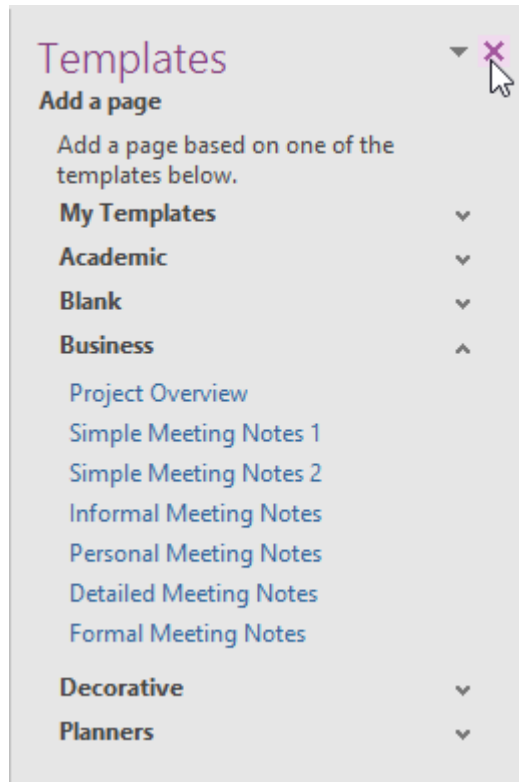
30. Now, you will see several templates that you can choose from. Click the Formal Meeting Notes option:



31. A new page based on the selected template will be created and displayed:



32. Close the Templates task pane by clicking the Close button (X) in its top right-hand corner:



33. Close Microsoft OneNote 2016.