

Customize the User Interface

In order to take advantage of all the many features that OneNote 2016 has to offer, being able to customize the user interface to your own preferences is important. Over the course of this topic, you will learn all about the various ways that you can customize the user interface.

Topic Objectives

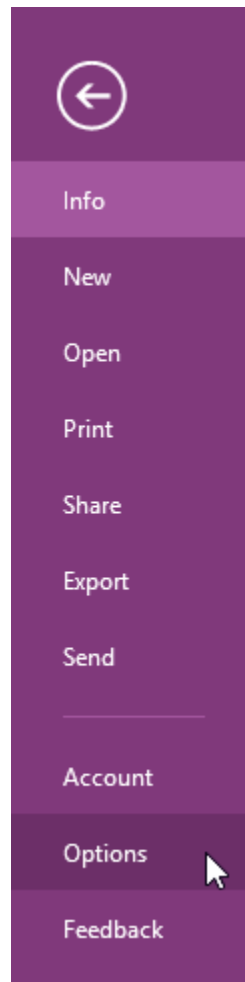
In this topic, you will learn:

- About the OneNote Options dialog box
- How to customize the Quick Access toolbar using the OneNote Options dialog box
- How to add a command or group to the ribbon using the OneNote Options dialog box
- How to minimize the ribbon
- How to create a ribbon tab and group
- How to work with docked windows and views

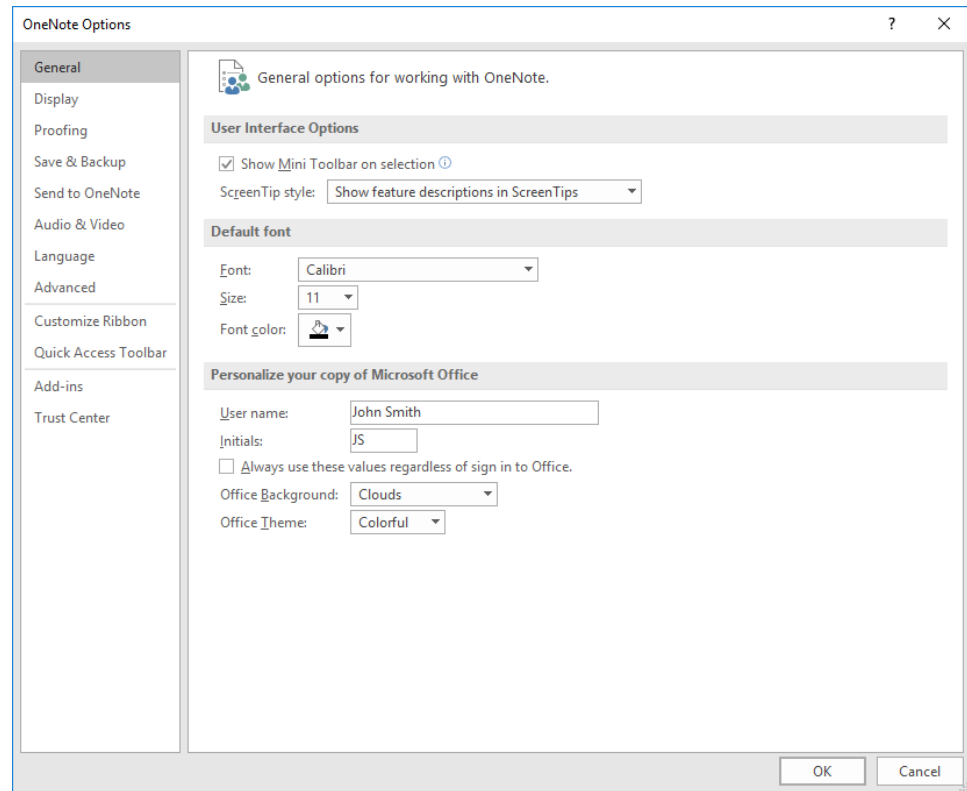
THE ONENOTE OPTIONS DIALOG BOX

The **OneNote Options dialog box** is where you can find many of the controls that are used to customize the OneNote interface.

To open the OneNote Options dialog box, click File → Options:



When the OneNote Options dialog box is displayed, the General category will be shown by default:



The OneNote Options dialog box is divided into 12 categories:

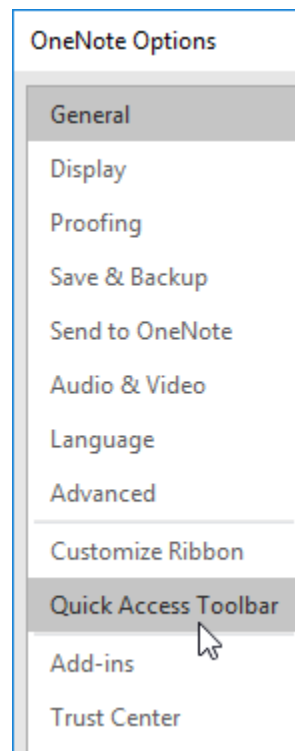
- **General:** Change general settings such as the mini toolbar, default font, and personalization options.
- **Display:** Includes options such as toggling the Navigation Bar and creating new pages with line rules.
- **Proofing:** Change how OneNote finds and corrects spelling errors.
- **Save & Backup:** Customize how OneNote saves notebooks and their components, as well as how they are backed up.
- **Send to OneNote:** Customize how OneNote integrates with other applications, such as Microsoft Internet Explorer.
- **Audio & Video:** Set how audio and video clips are integrated and played in a notebook.
- **Language:** Set the language that is used by all applications in Microsoft Office, including Microsoft OneNote 2016.
- **Advanced:** Change advanced options, such as how linked notes behave and optimize battery performance on mobile devices.
- **Customize Ribbon:** Add new tabs, groups, and commands to the ribbon.
- **Quick Access Toolbar:** Add and remove commands to and from the Quick Access toolbar.

- **Add-Ins:** Manage how add-ins are handled by Microsoft Office.
- **Trust Center:** Access the Trust Center and modify security and privacy settings for OneNote.

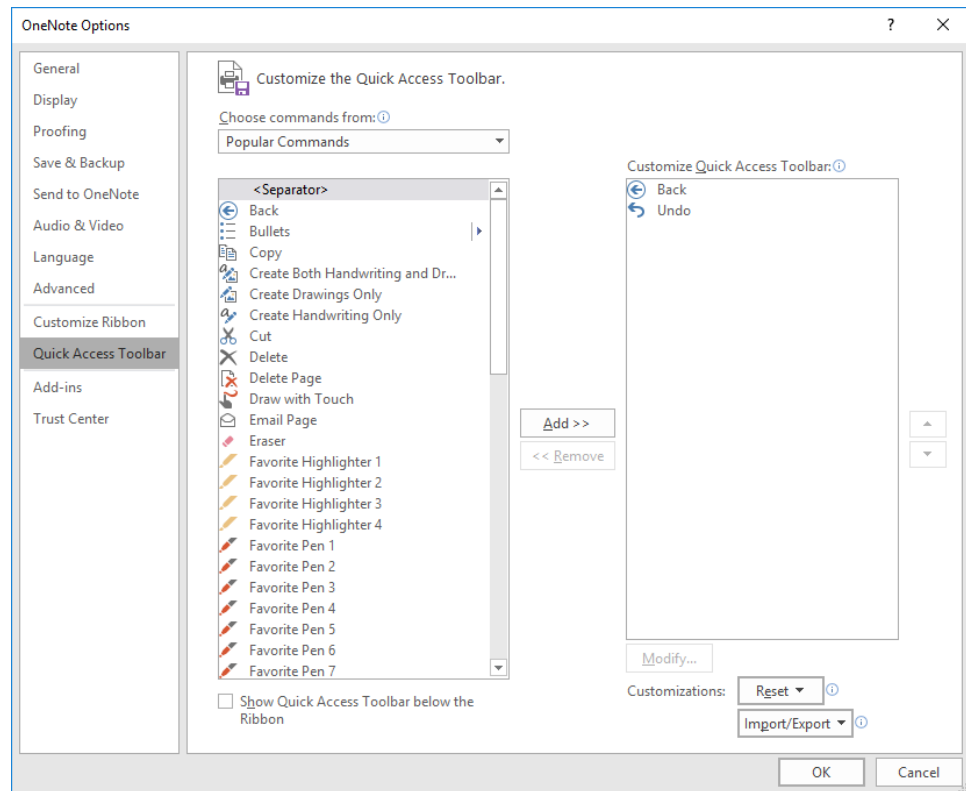
CUSTOMIZE THE QUICK ACCESS TOOLBAR USING THE ONENOTE OPTIONS DIALOG BOX

The **Quick Access toolbar** gives you quick access to frequently used commands and is completely customizable.

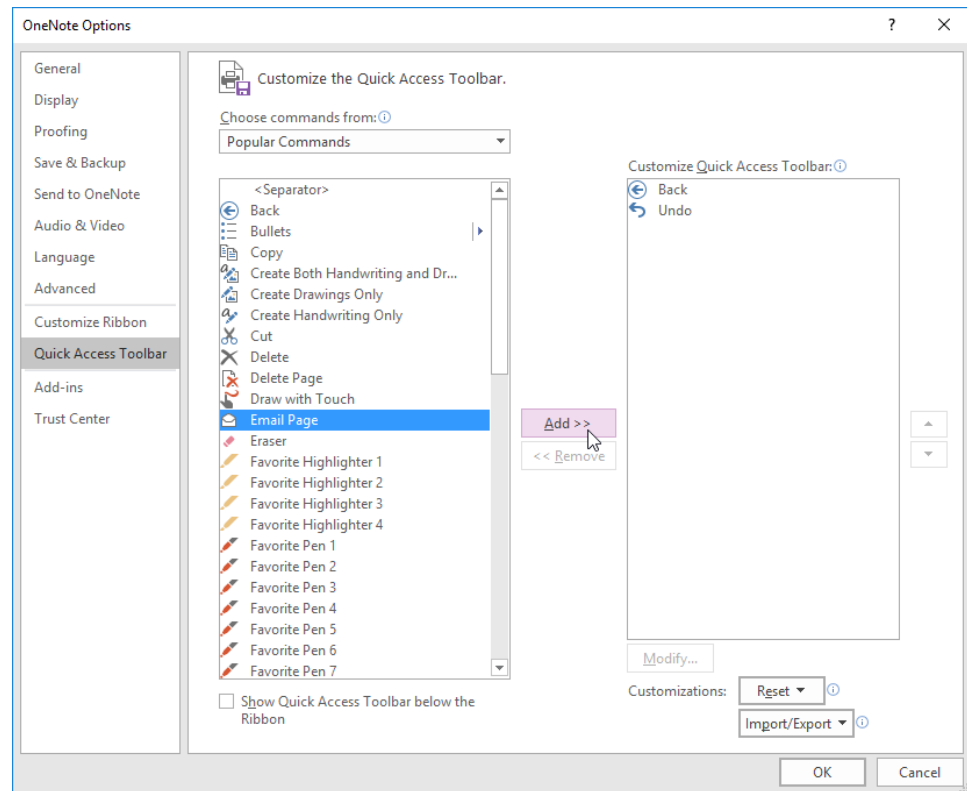
To start customizing the Quick Access toolbar, click the Quick Access Toolbar category on the OneNote Options dialog box:



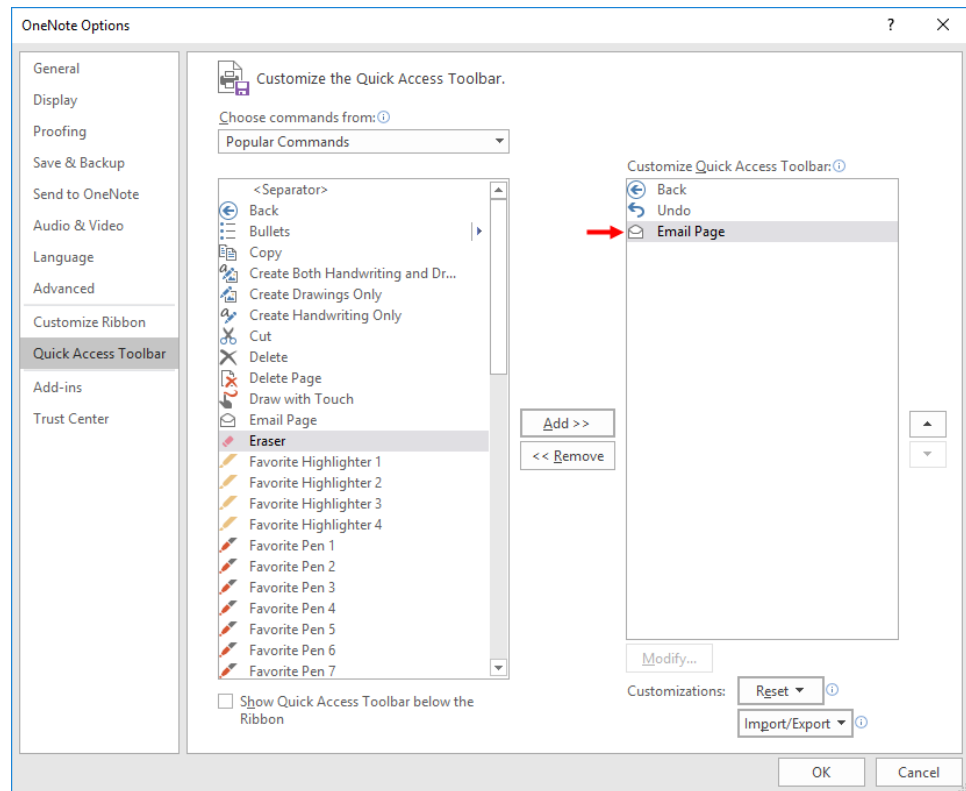
With the Quick Access Toolbar category displayed in the OneNote Options dialog, you can start adding or removing commands using the commands provided:



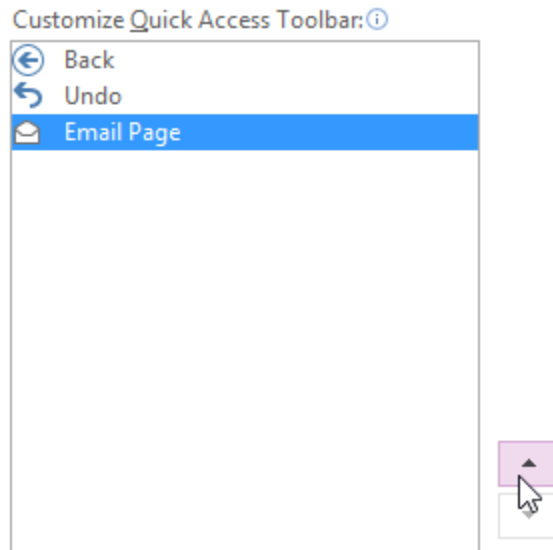
For example, you can add buttons by first selecting a command category using the “Choose commands from” drop-down menu. Next, choose a command from the list on the left, and then click the Add button:



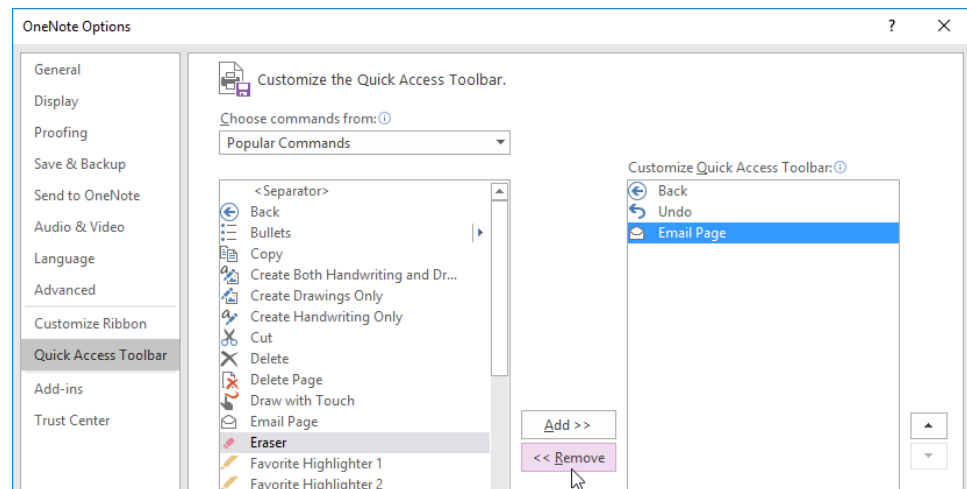
This action will make the selected command appear in the list on the right. In this example the Email Page command has been added to the Quick Access toolbar:



Items will be added to the bottom of this list, meaning they will appear in the rightmost position in the toolbar. You can adjust the position of the individual commands in this list by selecting a command and then clicking the up or down arrows to the right of the Customize Quick Access Toolbar list box:



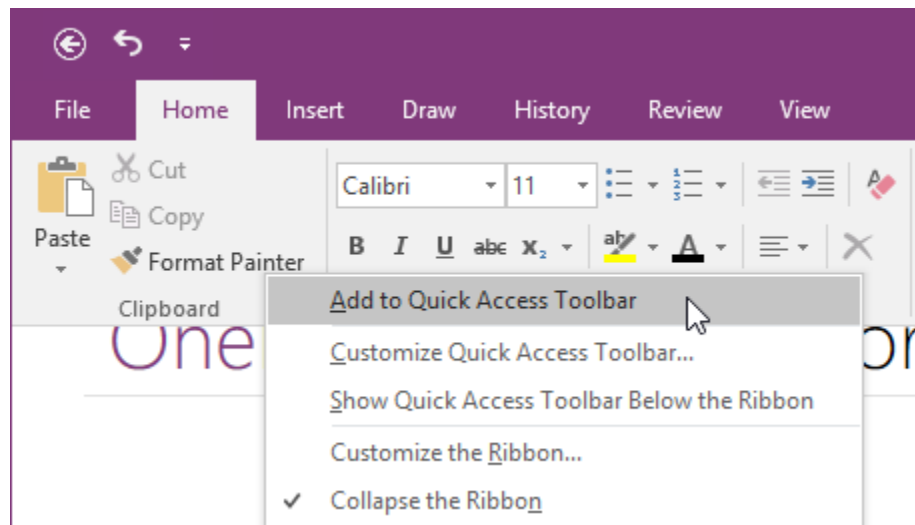
To remove commands from the Quick Access toolbar, select the command in question from the Customize Quick Access Toolbar list box and click the Remove button:



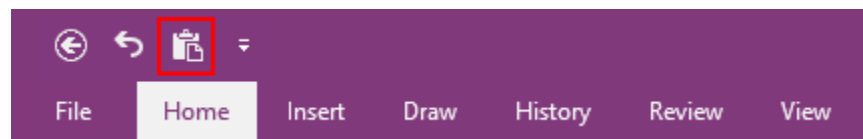
Click the OK button on the OneNote Options dialog box to apply any changes that you have made.

ADD A COMMAND OR GROUP FROM THE RIBBON TO THE QUICK ACCESS TOOLBAR

To add a command or group found on the ribbon to the Quick Access toolbar, right-click the command or group on the ribbon and click “Add to Quick Access Toolbar:”



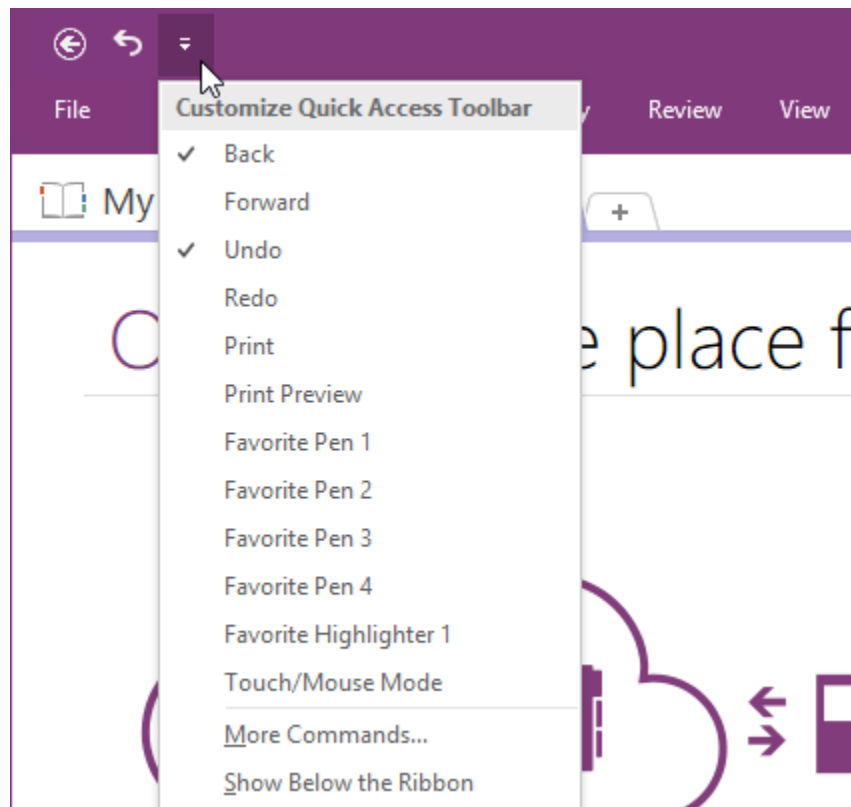
Then, the command (or group) will be added:



You can remove a command from the Quick Access toolbar by right-clicking on the command in question in the toolbar and then clicking Remove from Quick Access Toolbar.

ADD A COMMAND TO THE QUICK ACCESS TOOLBAR USING THE CUSTOMIZE THE QUICK ACCESS TOOLBAR MENU

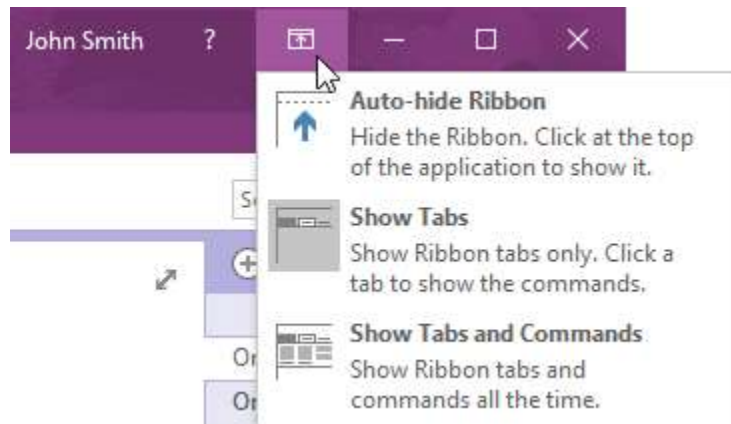
Commands can also be added to the Quick Access toolbar using the **Customize Quick Access Toolbar** menu. To access this menu, click the drop-down arrow next to the Quick Access toolbar. On it you will see a list of commonly used commands:



Click any command on this menu to add it to the toolbar. If a command has a check by it, this indicates that the command has already been added to the toolbar. You can remove any of these such commands by clicking their listing to remove the check.

MINIMIZE THE RIBBON

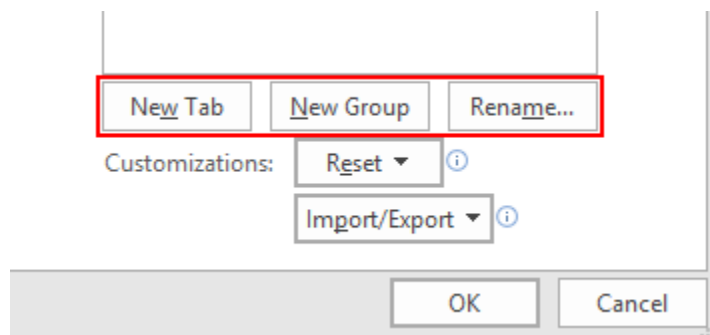
Minimizing the ribbon will hide its groups and commands, leaving just the tabs displayed. This is the default state for OneNote 2016. To have the ribbon maximized all of the time, click the **Ribbon Display Options** button that is near the top right-hand corner of the window:



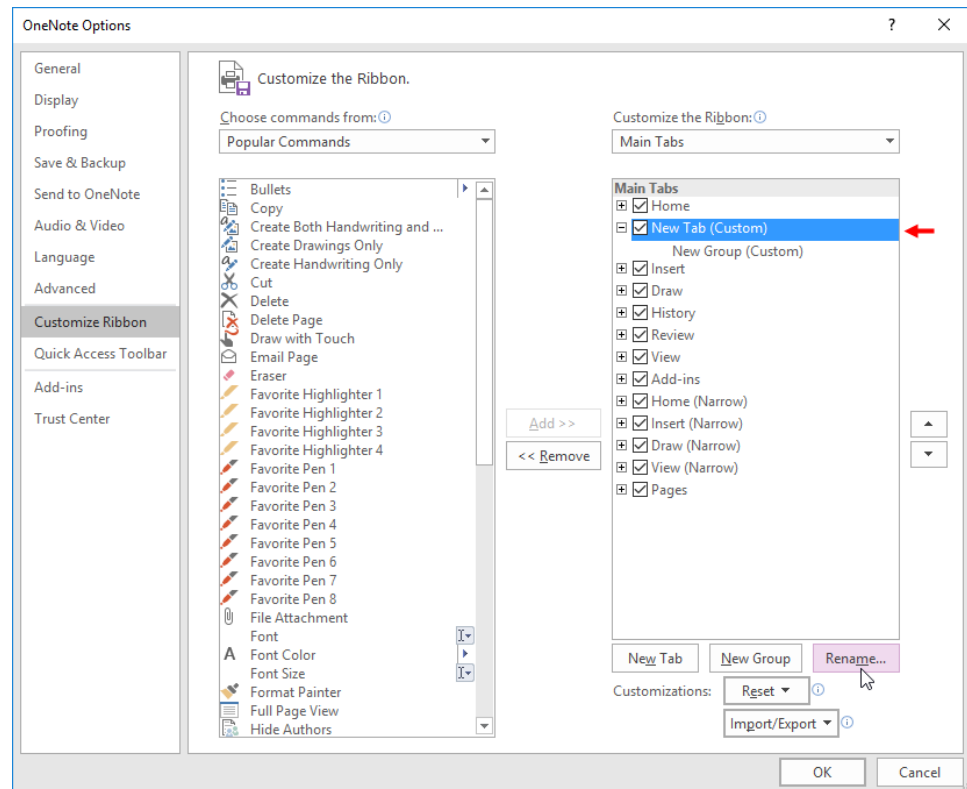
By default, the **Show Tabs** option will be selected, but clicking the **Show Tabs and Commands** option will show the ribbons tabs and commands all at the same time. Alternatively, clicking the **Auto-hide Ribbon** option will hide the ribbon entirely until the top of the application is clicked.

CREATE A RIBBON TAB AND A GROUP WITH COMMANDS

You can create your own tabs and groups using the New Tab, New Group, and Rename buttons at the bottom of the Customize Ribbon category of the OneNote Options dialog box:



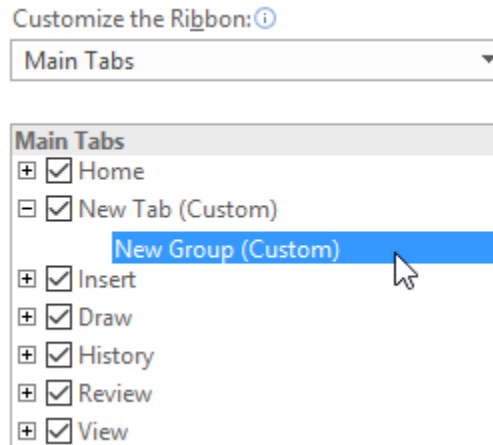
Clicking the New Tab button will create a tab that can be filled with as many groups and commands as you would like. Any new tabs that you create will be labeled “New Tab,” with a group labeled “New Group.” You can give any new tabs or groups a more descriptive name by using the Rename button:



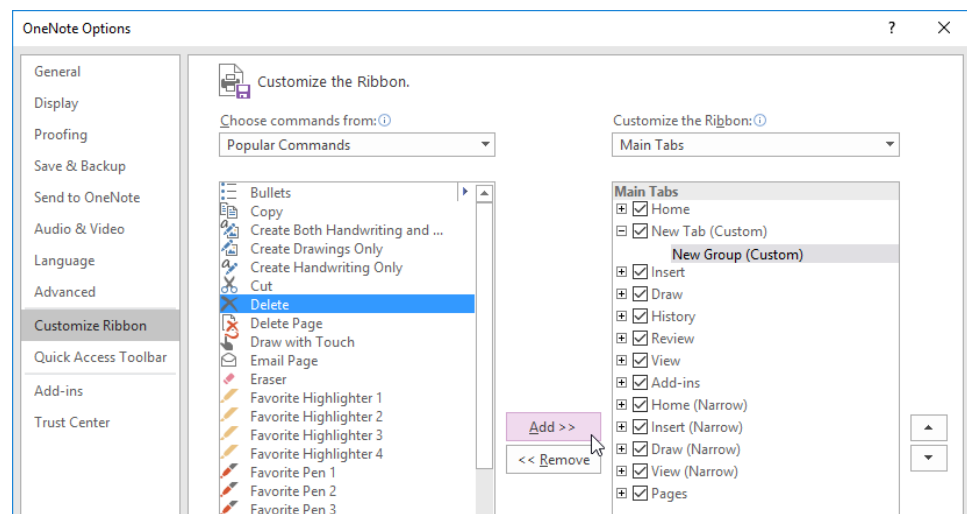
You can remove custom tabs and groups by clicking the Remove button, but you cannot remove tabs that were included with OneNote. These such tabs can only be hidden from the ribbon by unchecking their associated check boxes. Also, note that if you highlight a custom tab and click Remove, that tab and its configuration will be deleted and cannot be recovered.

Customize Group Commands

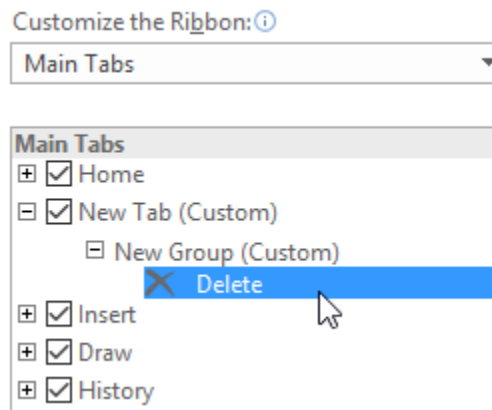
You can customize any groups that you have added to a tab, using the Customize Ribbon category on the OneNote Options dialog box. To add a command to a group, first expand the tab that you want commands added to from the “Customize the Ribbon” list box. Next, expand or select a custom group in that tab:



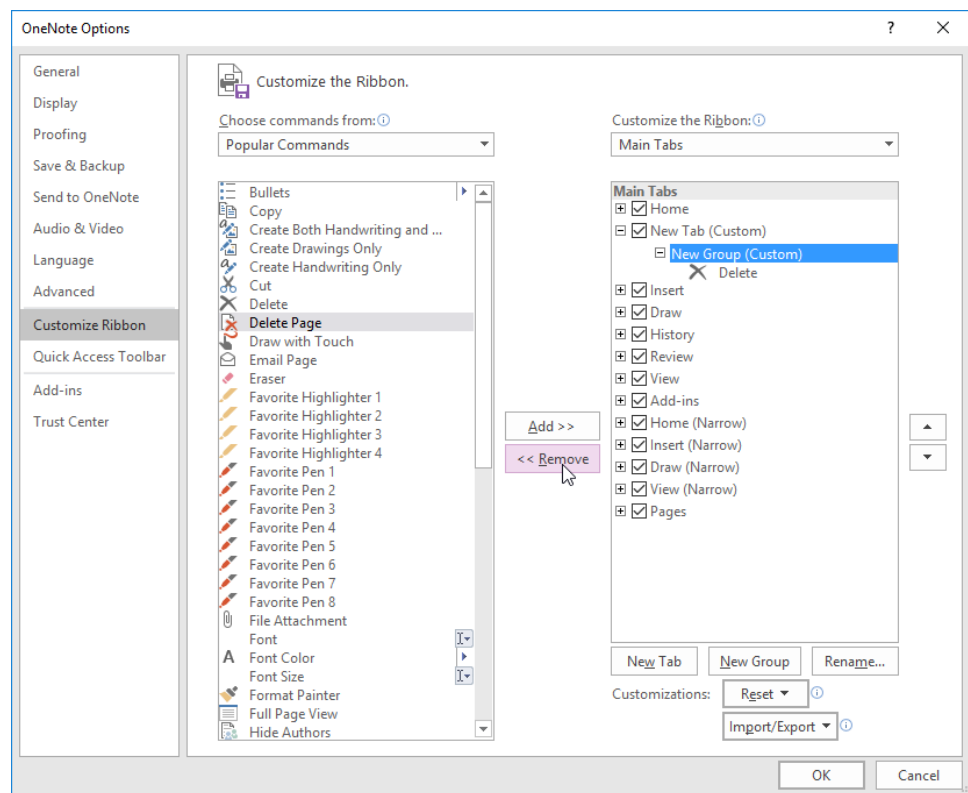
Next, select a command from the “Choose commands from” list on the left and click the Add button:



The selected command(s) will now appear within the previously selected group:



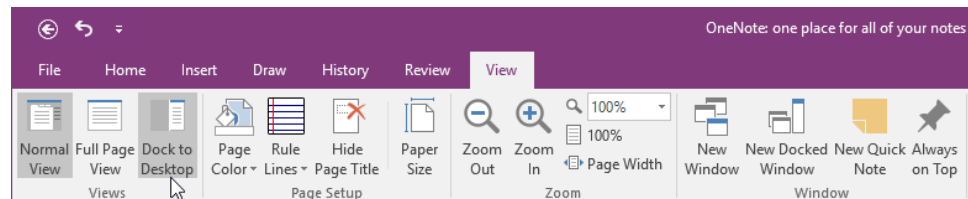
To remove a command from a custom group, or to remove the group itself, select it in the list on the right and click the Remove button:



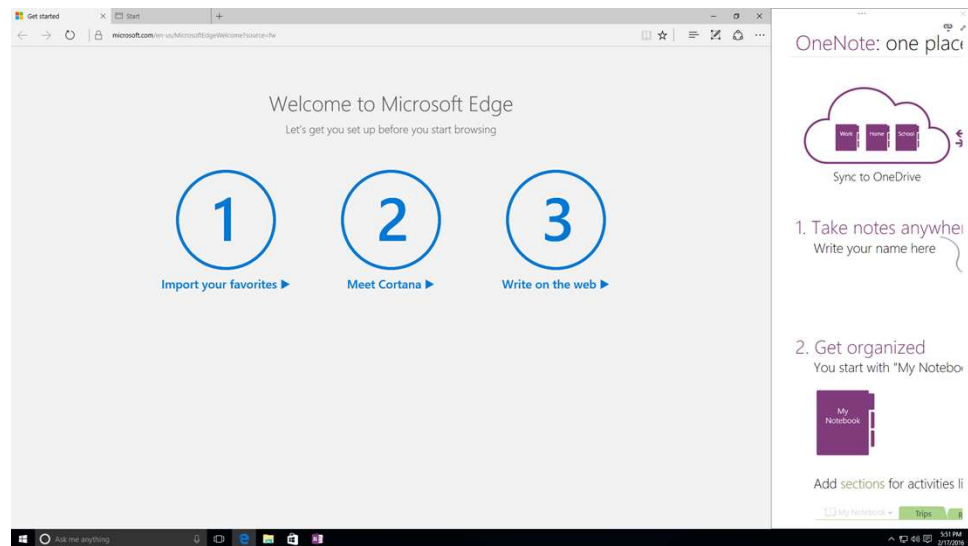
DOCKED WINDOWS AND VIEWS

The **Dock to Desktop** command is used to attach (dock) the OneNote 2016 window to the side of the Windows desktop. With this configuration, you can then display other applications alongside of it. This allows you to record notes and work with OneNote without having to switch between the application window and the OneNote window.

To dock the OneNote window to the desktop, click View → Dock to Desktop:

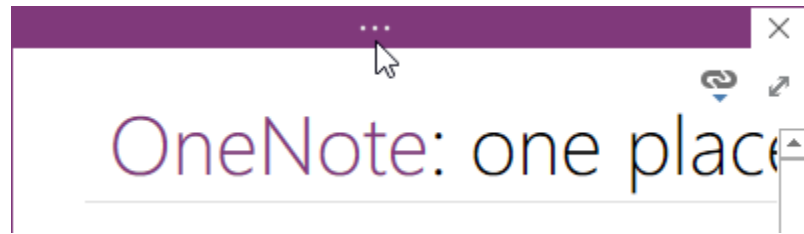


The OneNote interface will then change to display only the current page and resize it so that it appears as a narrow vertical window that is attached to the right side of the Windows desktop:

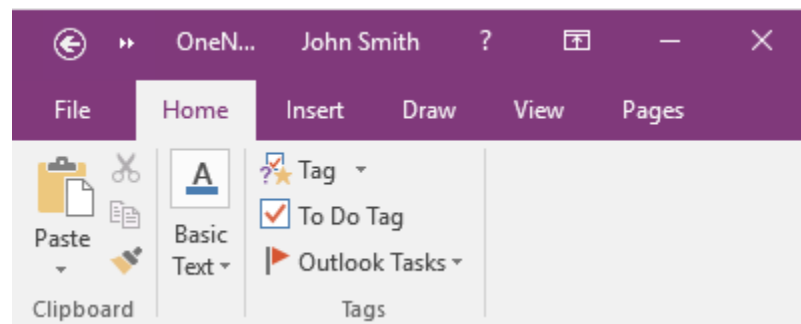


All other windows (maximized or not) will be moved and resized to fit in the remaining area of the screen. OneNote will also be pinned to the top of the other windows, so if you move a window towards OneNote, the window will disappear underneath it.

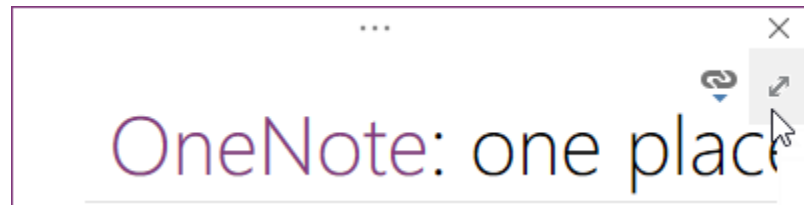
To access the ribbon while the OneNote window is in this view, click the three dots that appear at its top:



A compressed version of the ribbon will then be displayed until you click elsewhere on the screen:



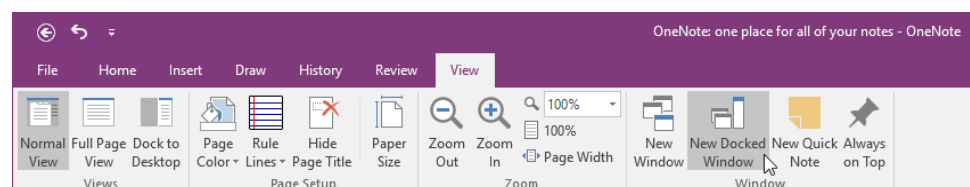
To remove a docked window, click the Normal View button (↗) that appears near the top right-hand corner of the docked OneNote window:



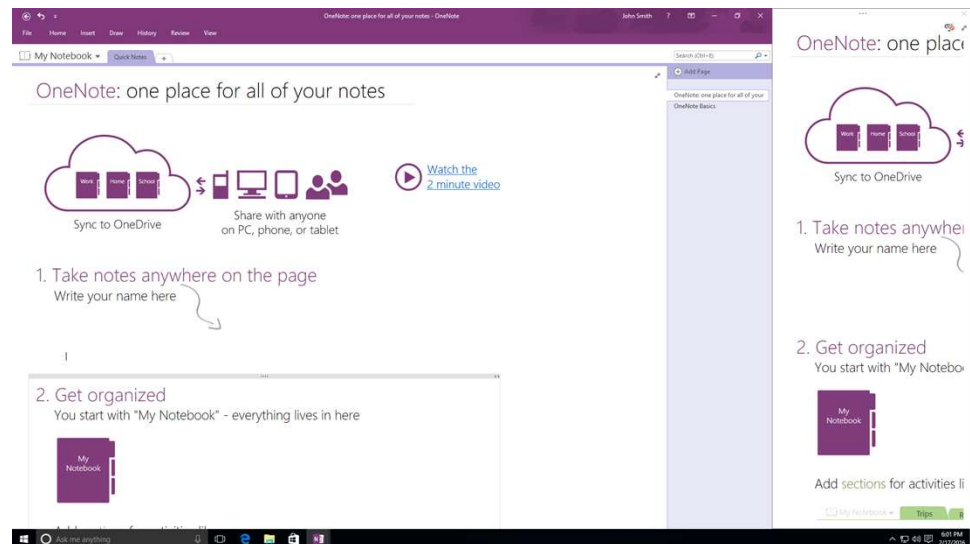
Alternatively, you can use the Ctrl + Alt + D shortcut.

The New Docked Window Command

You can also dock new windows by clicking View → New Docked Window:



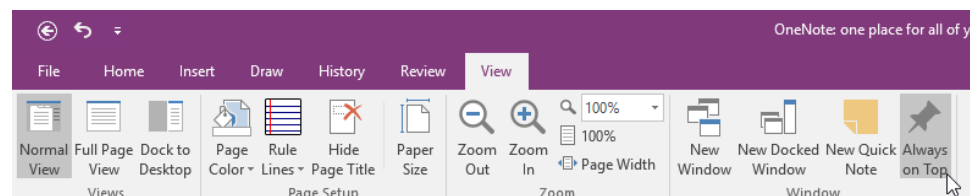
This will create a new docked OneNote window in addition to the OneNote window that was already open:



The Keep on Top Command

By default, OneNote behaves the same as any other window you have open on your computer: you can switch between windows by clicking back and forth between them or by clicking the program icons in the taskbar. Since OneNote is designed to take notes and record quick pieces of information, you have the ability to pin OneNote to your screen. This means that OneNote is always displayed on top of the other windows, even when another window is in use (like a web browser or word processor).

To pin OneNote to the top of your screen, click View → Always on Top:



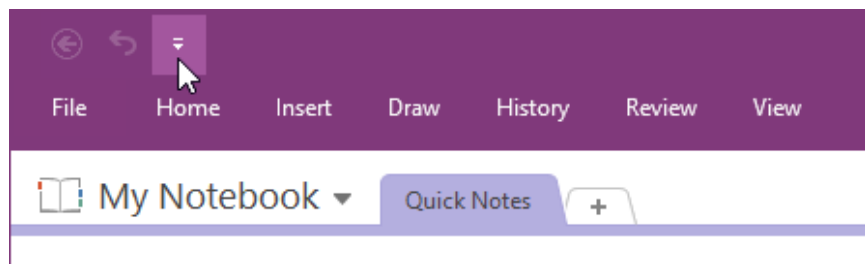
This will force OneNote to always be on top of other windows. To disable this command, click Always on Top again. Now, OneNote will behave like any other window.

ACTIVITY

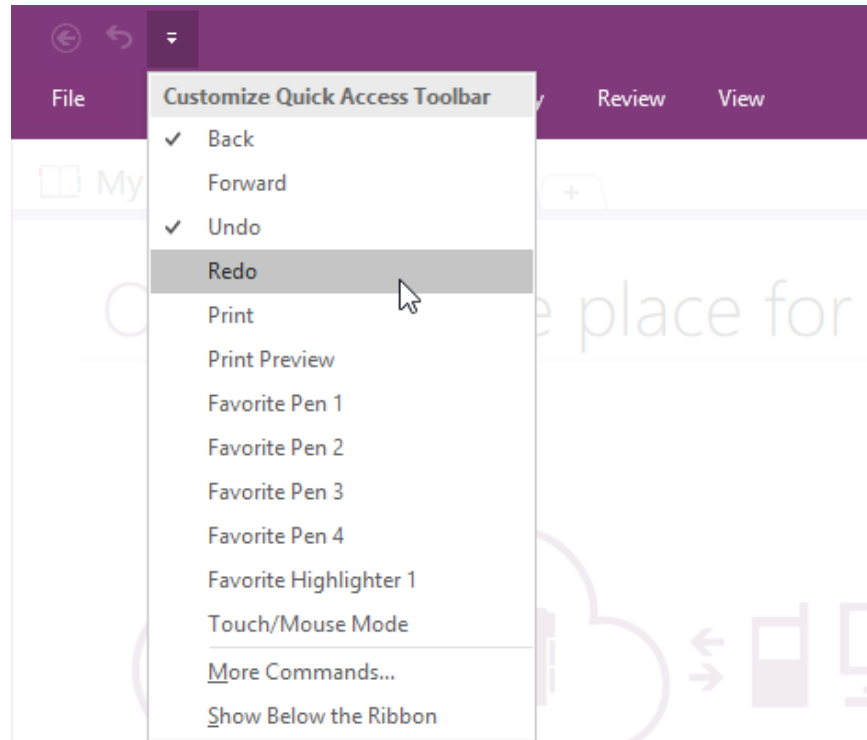
Customizing the User Interface within OneNote

You would like to customize both the Quick Access toolbar and the ribbon interface to suit your individual workflow.

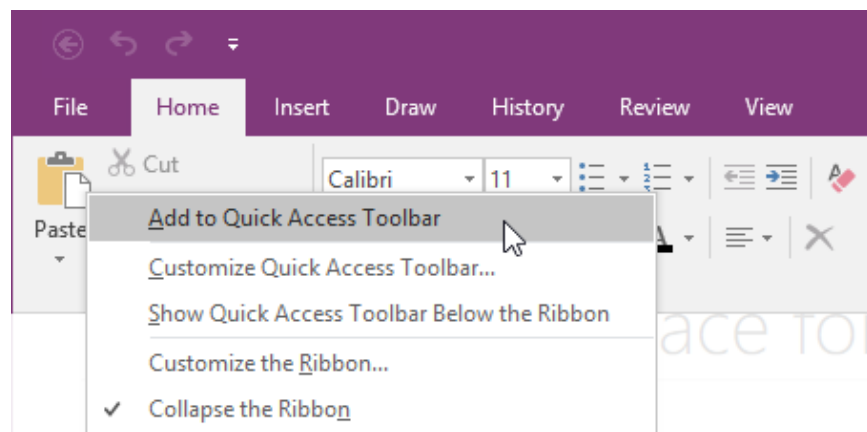
1. To begin, open OneNote 2016.
34. Click the pull-down arrow on the right-hand side of the Quick Access toolbar:



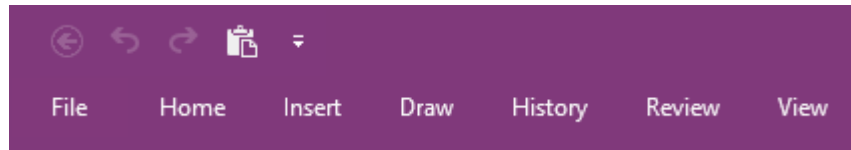
35. In the Customize Quick Access Toolbar menu, click the Redo option:



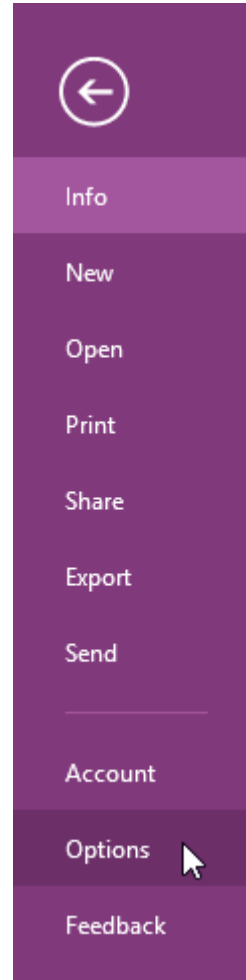
- 36.** The command will be added to the toolbar. Next, click the Home tab. Right-click the Paste command and click “Add to Quick Access Toolbar:”



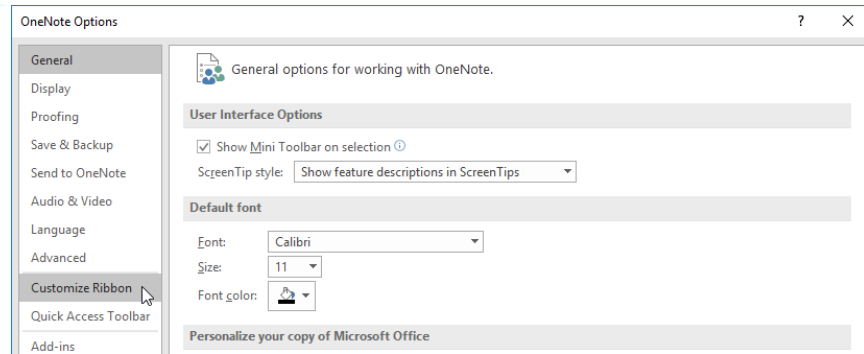
- 37.** You will now see both the Redo and Paste commands on the Quick Access toolbar:



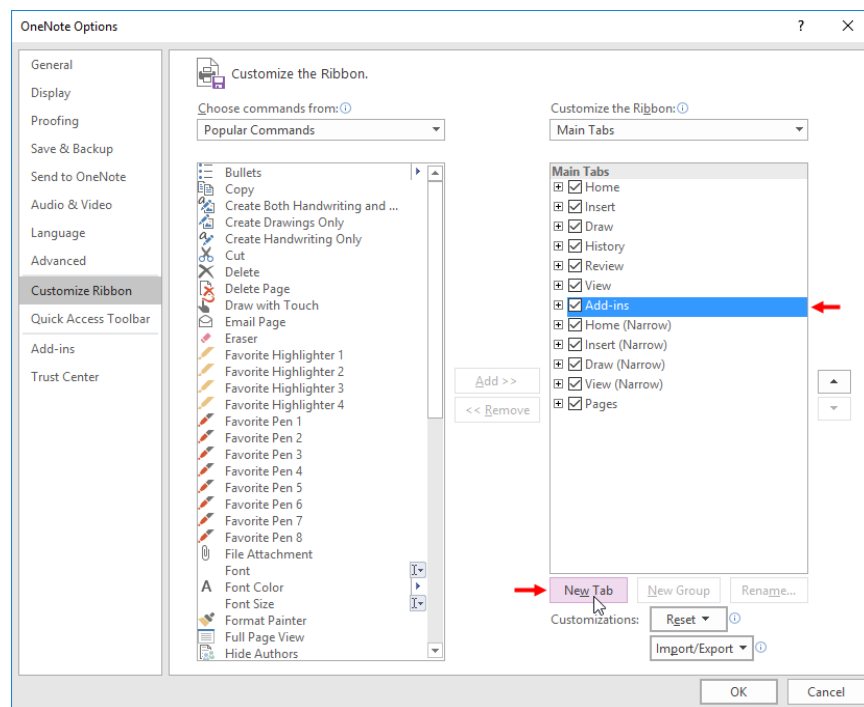
38. Click File → Options:



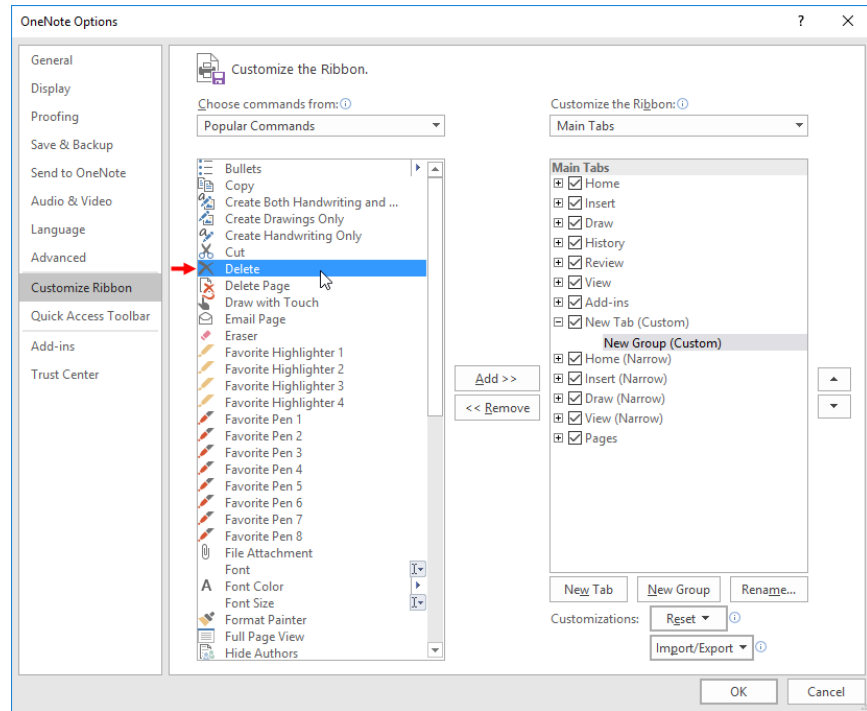
39. The OneNote Options dialog box will now be displayed. Click the Customize Ribbon category:



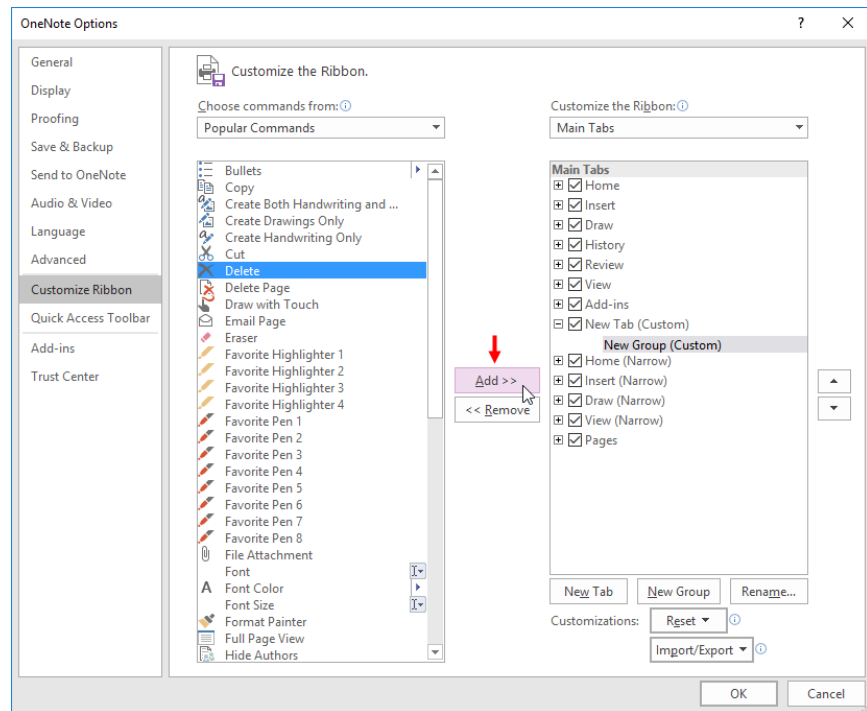
- 40.** Ensure that the Add-Ins tab is selected from the Customize the Ribbon list. (This will place the new tab that we create after the default tabs.) Near the bottom right-hand corner of the OneNote Options dialog box, click the New Tab button:



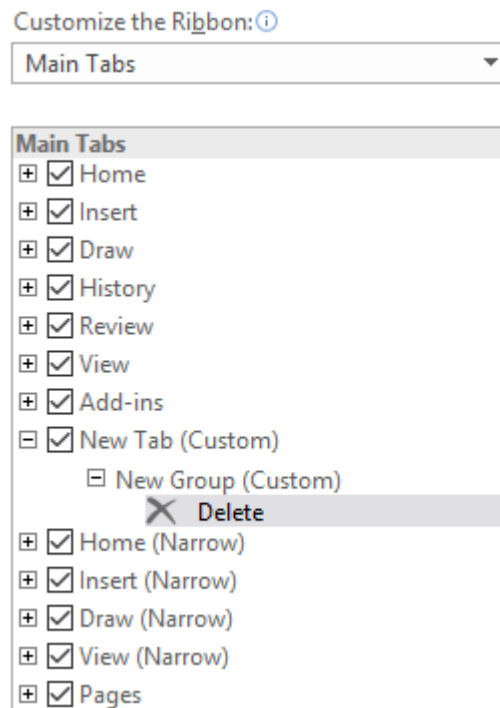
- 41.** The new tab will appear amongst the other tabs that are available with a new group automatically added. Ensure that the New Group within the New Tab is selected. Inside the “Choose commands from” list box, click to select the Delete command:



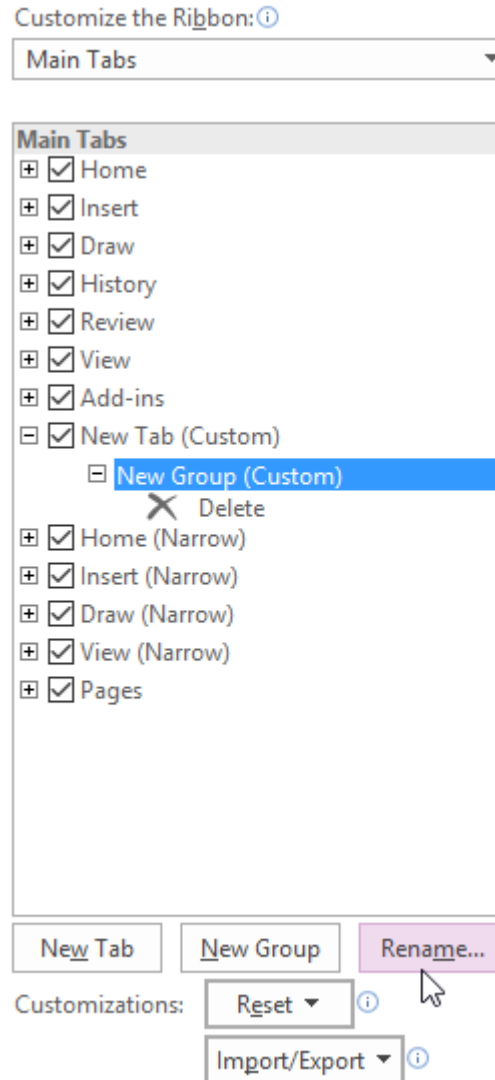
42. Click the Add button:



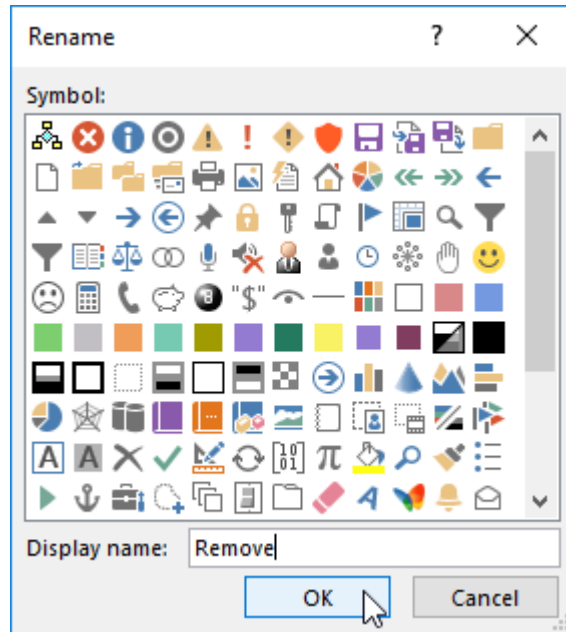
- 43.** The Delete command will now appear inside the selected group (New Group in this case):



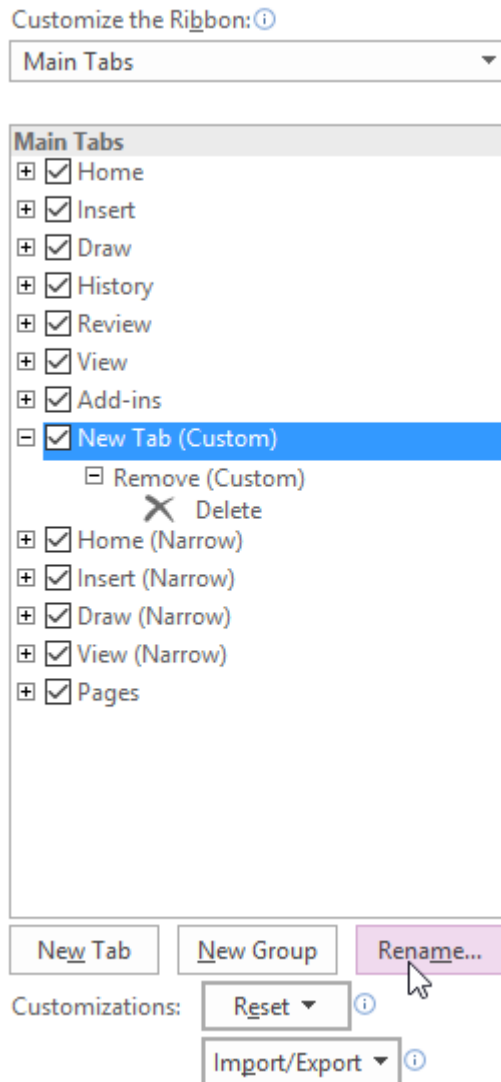
- 44.** Click to select the New Group item and then click Rename:



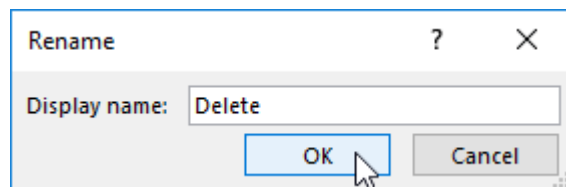
45. The Rename dialog box will now be displayed. Type “Remove” into the “Display name” text box and then click OK:



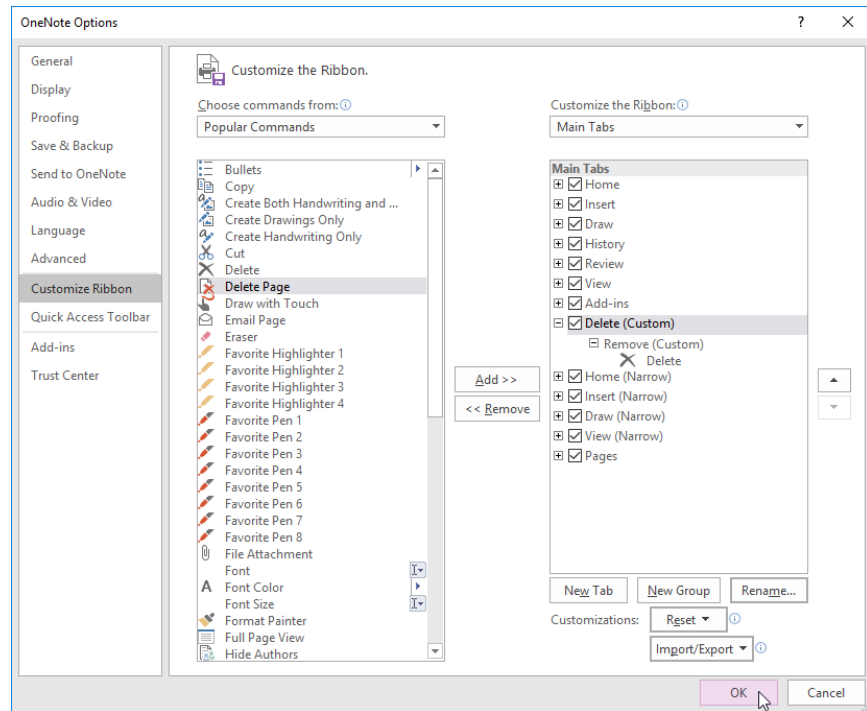
- 46.** Inside the Customize the Ribbon list box, click to select the New Tab item. Click the Rename button again:



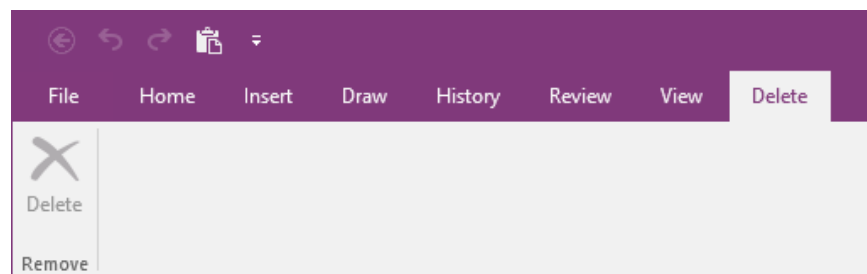
- 47.** In the Rename dialog box, type “Delete” into the “Display name” text box. Click OK:



- 48.** With the new tab now configured, click OK in the OneNote Options dialog box to apply the new settings:



49. The Delete tab now appears on the ribbon. Click this tab. You will see the group that you renamed and the command that you added:



50. Close Microsoft OneNote 2016 to complete this activity.