How to Search in OneNote

It is extremely easy to search OneNote for any search term. The search parameters can be set to look in specific Notebooks or Section.

Step 1
Find the search bar in the upper right hand corner, directly above the Page section.

Step 2
Click the black drop arrow next to the magnifying glass to search in only the current Section, only the Section Group, the current Notebook, or All Notebooks.

Step 3
Type in the term you are looking for and press Enter to search all Notebooks. OneNote will highlight the Page your term is on and where the word is on the page. By hitting the next arrow, OneNote will switch between Notebooks, including any Unfiled Notes.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat or contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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