Adding Tags in OneNote

Tags are useful when keeping track of important information or updating items on a To Do List.

Step 1
To open the Tags toolbar, click on the View button at the top of the screen. Select Tags Toolbar and the toolbar will appear along the left side of the screen.

Step 2
Place the cursor in the desired note and choose a Tag from the toolbar. For this example, the To Do Tag is used. This tag inserts a checkbox in front of the selected note.

Step 3
Tags that insert a checkbox can be marked as completed by clicking directly in the To Do checkbox or by placing the cursor next to the tag and pressing the To Do button a second time. When you’ve marked the item as completed, a red check mark will appear in the box of the Tag.
Step 4
To remove a tag, click the Tag button in the toolbar or press position the cursor in the front of the note and press Backspace.

Step 5
OneNote also makes keeping track of your Tags and makes jumping to specific Tags simple. Click the Show All Tagged Notes button at the top of the Tags Toolbar. This will open up the Tags Summary pane.

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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