Writing and Drawing Tools in OneNote

OneNote provides options to utilize a pen to draw and write on a Tablet PC.

Using a Pen

Step 1
If the Drawing Tool bar is not appeared on the screen, go to Tools menu and select Customize. In the Toolbars tab, check Drawing Tools and close the window. The Drawing Tool bar should appear in the menu bar.

Step 2
Click the dropdown by the pen button to view the list of pens and highlighters. Choose a pen and begin writing.

Drawing a Shape

Step 1
Click on a shape in the Drawing Tools menu. Options of line colors and line thickness are under dropdown arrows.

Step 2
Click and drag on the note page to draw a shape.

More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, 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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