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## Cornell note template for onenote

As a teaching, I've always made bad notes, and worse, making them worse. I went through school and university mobile computers and was limited to the A4 side – At university, if we were lucky, a lecturer could allow us to copy his overhead transparencies and I remember in my final year the lecturer used PowerPoint and gave us slide prints – this was amazing at the time! I also remember being introduced into Cornell's note, which had a methodology and realised that the system for taking, making and reviewing notes would have really changed. If you haven't been exposed to this method before, simply set the edge down on the left side of the page that creates a large content area on the right, a smaller cue column on the left, and then create a summary area at the bottom of the page. While loading the experience (or even meeting!), you take the notes you want in the content area. Whenever you think about a question or you get a key point or an idea, you write it down in a column of cue. It's important that you find answers to questions one way or another, because it's your brain trying to connect information for meaning. Finally, at the end of the day, you write a summary down to the bottom, and it's that it goes to the first time when you re-read and review your notes, returning to cues and content areas only if you need more detailed information. This is just a really short review – more details can be read on and even download the OneNote template from If you really want to know more, you should read the book *How to Study* at the College of Walter Pauk, Professor Cornell, who first came up with the method. Quickly forward a large number of years ahead and now we have OneNote and tablet and OneDrive that connects our phones, PCs and OneNote all together. This, in my view, allows for a full redefinition of the notes. One of the advantages of digital work on a tablet is the ability to place photos, videos and published documents (high fidelity content) with feathers and highlighting (low fidelity content). Travis Smith, from Microsoft Education Australia, makes a great case for this in his pencil presentation stronger than the keyboard, making his whole presentation from OneNote, using a pan and zoom to navigate mind mapping content, co-working with his audience, using digital ink. During one of these presentations, I had a personal epiphany in which I asked myself a question – What if we took notes in this way. I tried this the next day in a lecture I attended and I repeated it in every learning activity I've attended since then. I've probably repeated the process more than 20 times, and it doesn't matter if it's an appointment, lecture or a lesson, it works – especially when it's together. version of the Cornell Note method. I found, I'm really taking notes, not just taking them my old lined way. It works like this. At the beginning of a session, I create a new OneNote page where I can take notes. I like the lines of the rules graph paper because it helps me navigate the page and write more nicely. Then I zoom in to the maximum, using a pinch stroke. This gives a reasonable amount of space, but not enough — so I draw in the lower right corner, and then OneNote allows me to zoom in again with a pinched gesture. If I do it again, I end up with a really big canvas – and then I delete all the previous corners that leave the last one. Now I have an H U G E canvas to write! In the center of the canvas I write a central idea/theme and present the name(s) - This then becomes a reference point for starting notes and making my mind or spider map. The trick now is to use zoom (with an expansion flick) to zoom in on the canvas for notes in the areas around the page, sequential them and linking ideas/notes with arrows. As a rule, I try to think of myself as a satellite – when I zoom in, I see the structure of my thinking, big ideas and connections – so I increase it to make headlines and associations. When I zoom in, I want to see the details – so I'm here to give examples, traditional notes and my specific thoughts on an idea, process or concept. The ability to zoom in and out really changes the experience of taking notes (and reviewing) in a way that isn't possible on paper. It's a real time saver to start inserting digital content by printing out your mobile phone, taking a photo of a presentation screen that automatically saves to OneDrive, and then insert it into a page in OneNote directly from OneDrive (insert > image > OneDrive > Camera Roll). Of course, you can also take pictures with your tablet and insert it from your local camera. In an online or online presentation, the Screen Snipping tool works perfectly for it (and you can even just insert just the bit you want or need!). Now you can be above and around this digital content, which is your meaning, instead of simply taking notes. Using spotlight markers and color pens to sort content also helps create a whole set of notes that are easy to navigate. I still hold the Cue column down the left (or sometimes right) for questions, key points and ideas; and instead of the summary that's at the bottom, I do it in the top right corner, where I'd traditionally started taking my notes. This way, when I get to review my notes, the starting point is the beginning of the page where the title block and summary. Then it's just a matter of using zoom and pan to rep my notes – zoom in to see the big picture of thoughts and association, and back-to-back looking details. It was for me the definitive process to learn to make and take notes in this way, but I know there is a difference in my understanding - I will not come back! How notes look magnified (you can see big ideas and links): And zoomed in (for specific content and notes) weekly\_assignments.one things\_to\_do\_list.one birthday\_and\_anniversary\_calendar.one week\_appointment\_calendar.one calendar2014.one 2014\_weekly\_calendar.one daily\_work\_schedule.one notes\_to\_do\_list.one pre-travel\_checklist.one cornell\_notes.one homework\_assignments\_elementary.one calendar\_2015.one the\_daily\_schedule.one gtd.one four-quadrant.one bets.one calendar2018-en.one calendar2018.one black\_background\_and\_white\_text.one Read A Book.one How to use Gem's Cornell Template Note with Fields? Sections: Meeting Notes, Miscello, Planning, Project A, Project B, Research, Travel Workbook.onepkg Sections: Planners, Class 1, Class 2, Stabla Class, Class 4, Class Five, Note-Taking Tips, Research studentnotebook.onepkg Sections: Personal information, Shopping, Books, movies, and music, Travel, Recipes, This to, Miscelloction: Getting Started with OneNote, More Cool Features personal\_notebook.onepkg onenote\_2007\_guide.onepkg Pages: ? OneNote monitors things at work, home or school, oneNote basics, best uses, what's new? General.one Microsoft OneNote is a fantastic, versatile tool for writing notes. One of its best features-- at least if you're using a version of Windows-- are page templates. With OneNote templates, you can consistently search for all pages in notebooks and easily repeat notes for things like appointment notes and project reviews. To use OneNote templates in Windows, select Add your OneNote page and method onenote page pages on mac i Web.Add pages from OneNote pre-pageThe OneNote pre-page bands give you a quick pick-up for the PagesOneNote page designed to give you new directions, but that's what you need to write referrals. Instead of creating a blank new note, start with the template and work faster — or write your notes on a blank page and add a text formatting template later. On the OneNote ribbon, click the Insert tab, and then click the Page Templates button. A new Template Sidebar will open with template categories. Select the design you want for the new page. There are class notes templates, meeting note templates, templates with different backgrounds, and page resize suggestions—you can even make pages with index card size! Approved, decorative templates are pretty much cheese, with stock photos or clipart books, day planners, and flowers and hearts among the options. However, business templates can come in handy, as they start with the outline and notes sections you need to include. Grab a recently used template without opening sidebarSe you used the template, it will appear in the menu under the Page Templates button. Just click down below this , and select the template you want to use. This is an easy way to grab a template without needing to open

Sidebar. Pro Tip: To use the same template for all new pages in the current notebook section, click the drop-down box under Always use a specific template on the Page Templates sidebar to select the template you want. Create your own OneNote TemplateOneNote, you can change any note to a OneNote template that you create your Own OneNote template, perhaps with your own report outline, or with the company logo? You can change any page or note from OneNote to the template you want to use for new pages. Simply create a new note with the items you want in the template — or open a note that already has the text you want for the template. Add placeholders for things that may change, maybe a date date or subject for meeting notes. Then reopen the Templates Page, and then click the Save Current Page as Template link at the bottom. Give the suggestions a name, and you're done. The next time you make a note, you'll find your OneNote templates in the My Templates group in the Sidebar. Make OneNote templates for Mac, Web, and Mobile Instead of using Sidebar Templates, make copies of notes templates in OneNote for Mac, and WebOneNote for Windows is the only version that officially supports templates — but you can still make and use your templates in every other version. Just make a template note as usual, write text and add the formatting you want to note. Add as many template notes as you want to this notebook to keep all the templates together. Then, in Mac or the Web, right-click the note and select Copy. Go to the notebook where you want to make a new copy of the template note, right-click again, and select Paste (or on mac, select Copy Page to ... the first time you right-click, and then choose where you want to put a new copy of the notes). This will give you a full copy of the note in the standard notebook — and leave the template note ready for use next time. A similar trick works in OneNote mobile apps. Open the template notes notebook, tap the Edit button at the top, and select the note you want to unhinge. Then tap the copy icon at the bottom (it looks like an arrow box), select Copy, and select where you want to make a new copy of this note. It would be great if you had full OneNote templates on Mac, web and mobile, but for now this work gives you most of the features of the template today. Download OneNote Templates for WindowsSo looking for more oneNote templates for Windows onlineAu longer oneNote templates available on your PC? Microsoft contains some useful templates in OneNote and offers free OneNote templates in templates.office.com. This section now only provides templates for Excel, PowerPoint, Word.No — you can still find suggestions elsewhere on the web. Gem is the best place to start. It has a collection of 20+ free oneNote templates from Things Make a list in the Cornell Notes template in seven complete notebook templates. Want a better template for meetings or events? Download the Meeting Notebook and shared event template on OneDrive. The Meeting Notebook has group meeting sections by quarter, and agenda pages, pre-read, deck, and notes, each with placeholders for meeting details and follow-up items. An event notebook can help you redirect all the information you need to organize an event, use sections for attendee material, presentations, goals and theme, organizer material, and more instructions for recording relevant event information. If you are a fan of Bullet Journal organizing tasks and notes, you can grab a template to change the OneNote notebook to bullet Journal, with instructions for the template I wrote on Lifewire (formerly Mobile Office on About.com). This round-up from Brighthub offers several OneNote business templates, most of which are still available for download. Want templates that work on Mac, Web, Mobile, and Windows? The OneNote Community Notebook Templates section includes a wide range of simple templates that you can copy and use in any edition of OneNote.Become a OneNote expert with zapierLearn everything you need to know about OneNoteNew oneNote or are you looking for more hidden tips? For more ways to use OneNote to stay organized and productive, see our full Microsoft OneNote training guides. It covers everything from oneNote to the basic basics you need to take notes and organize your thoughts, along with tips on embesing web content into notes, writing with pen in OneNote, using OCR to recognize text in footnotes, and more. This is the companion guide you need to get the most out of the Microsoft Notes app. This post was originally published on December 21, 2016 and was updated on June 14, 2017 to include new screenshots and tips on creating templates in other OneNote editions. Editions.

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