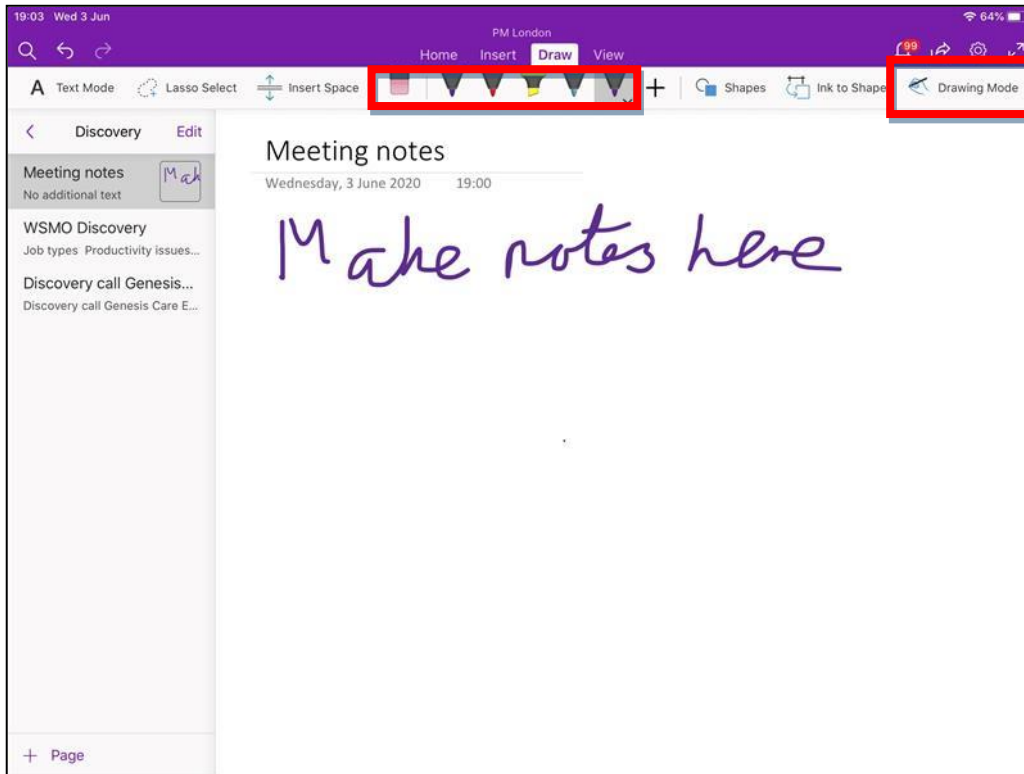
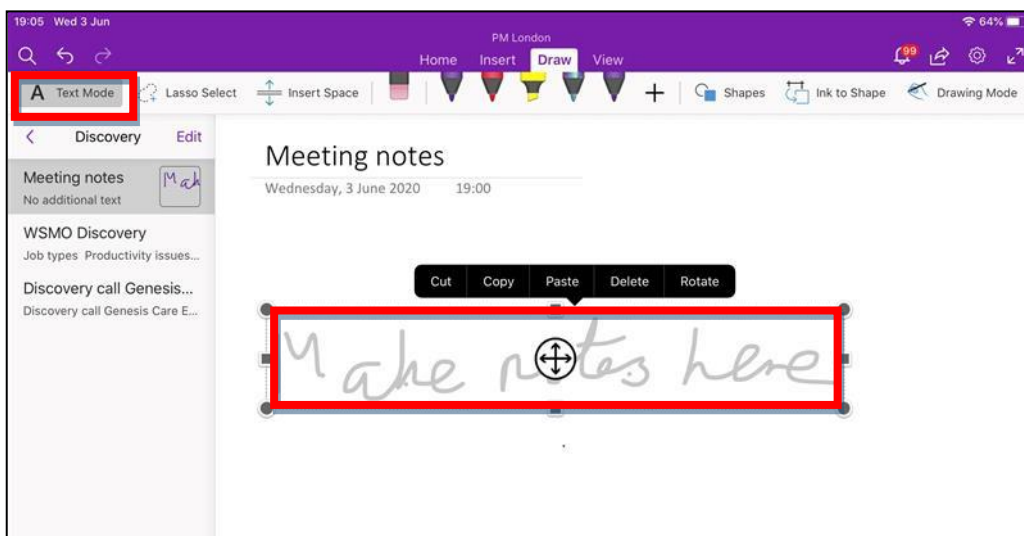


WorkingSm@rt with OneNote - Tips for audio & handwriting notes on an iPad/Tablet

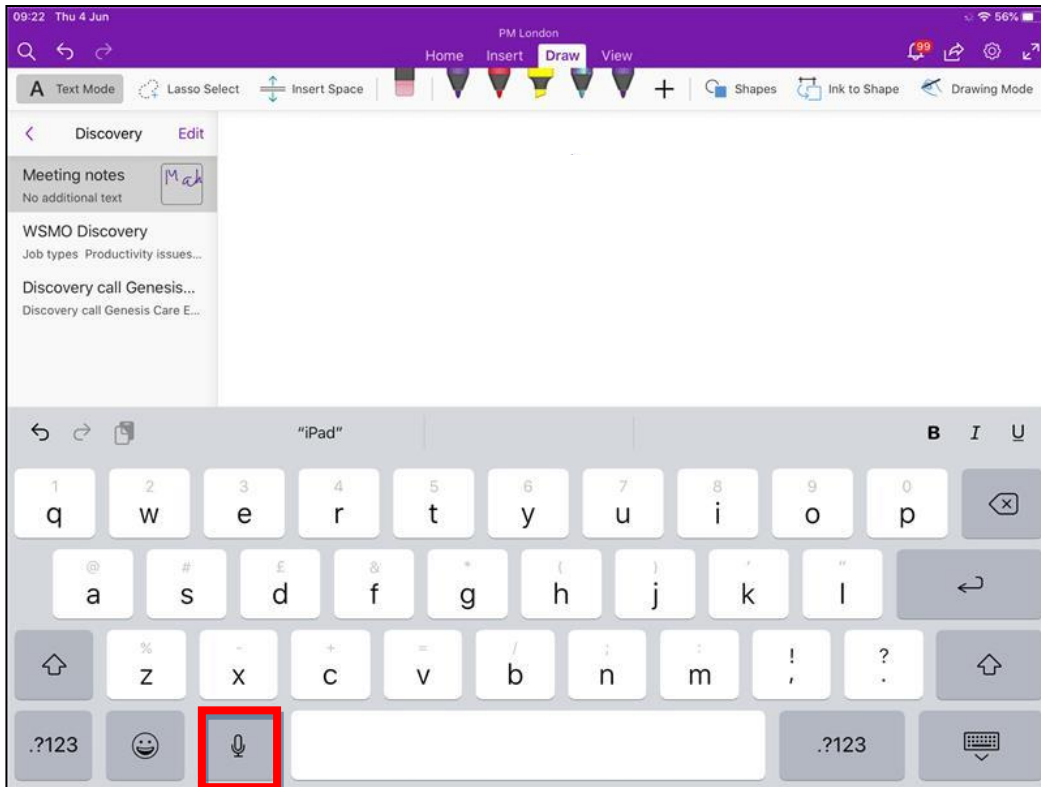
1. In OneNote, in addition to typing your notes to a page you can also handwrite them to save time by clicking on the **Draw** tab > **Drawing Mode**
2. Once in **Drawing Mode** you can choose from a variety of pencils and pens etc. To erase something you have written, click on the **Rubber** icon and then click on the text you want to delete.



3. Once you handwrite your notes, you can click on them to move them around, delete, etc.
4. To switch back to typing mode click on **Text Mode**.



5. You can also use the **dictation** functionality on your phone and tablet to speak instead of writing. Click anywhere in a page so the keyboard appears and then click on the **microphone** icon on the keyboard.



6. As you speak, the writing will appear on the page. To go back to the keyboard, click on the **keyboard** icon.

