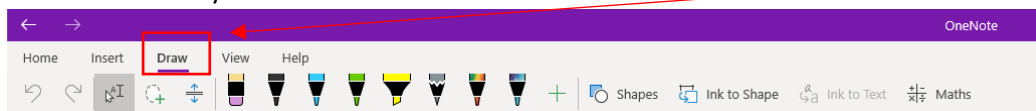


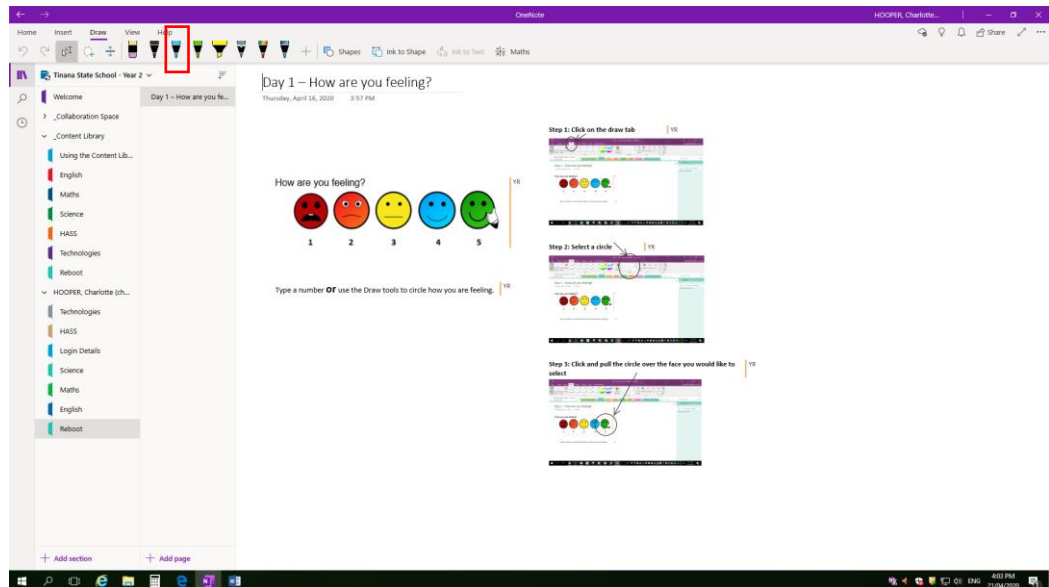
How to use the Draw tab in OneNote

1. You will see that you now have access to the draw tab and tools. **Select Draw Tab.**



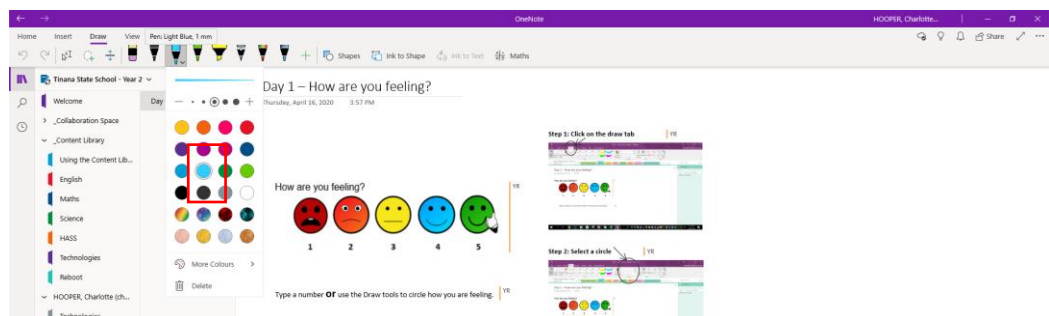
2. Select pen type

e.g.



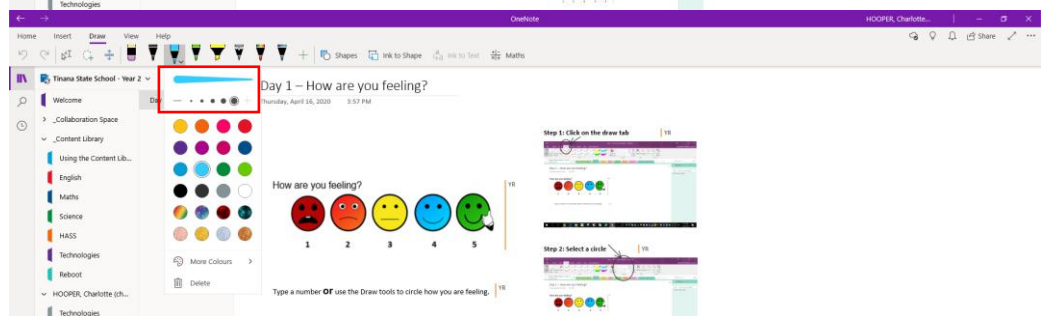
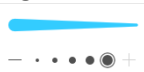
3. Select Colour

e.g.

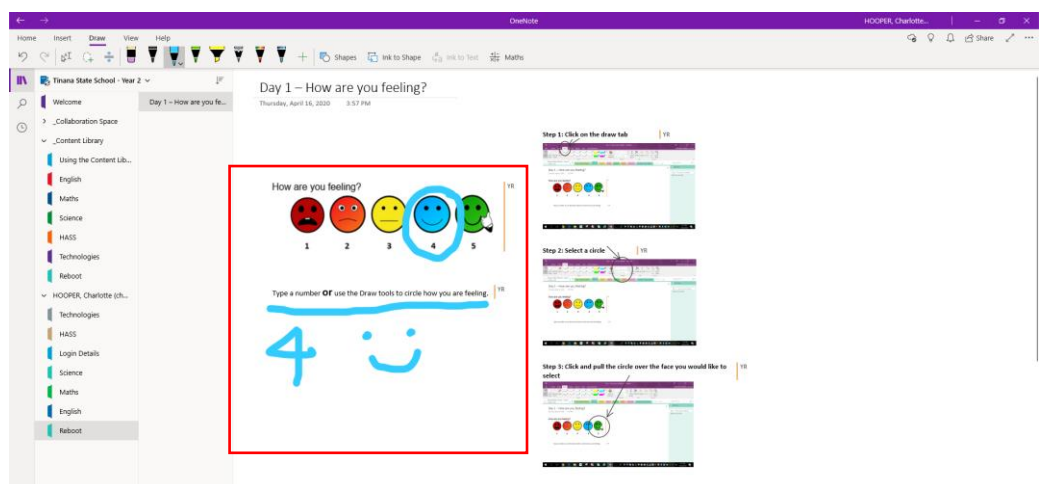


4. Choose width

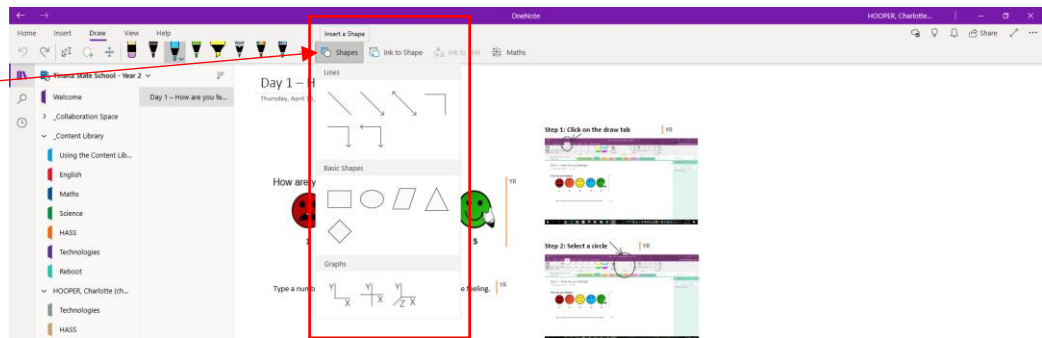
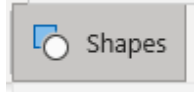
e.g.



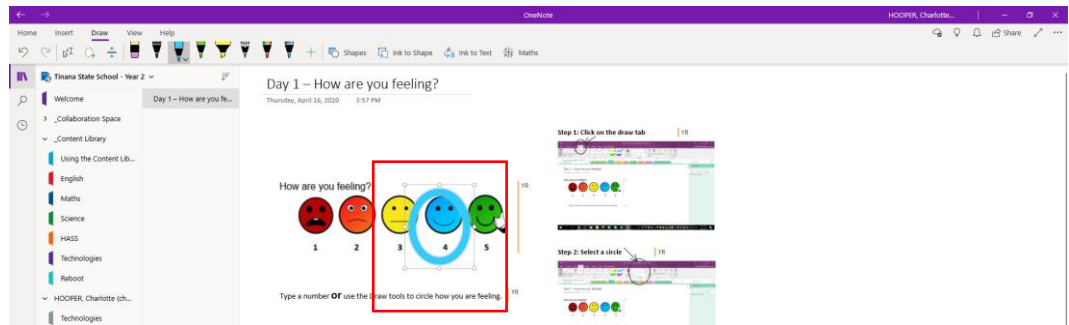
5. Left click and drag on Pen to draw



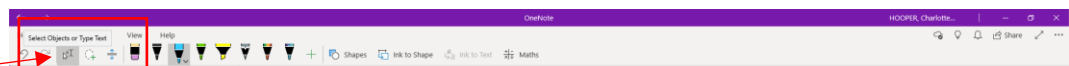
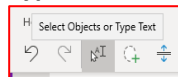
6. Insert a Shape. Left click on 'Shapes' button



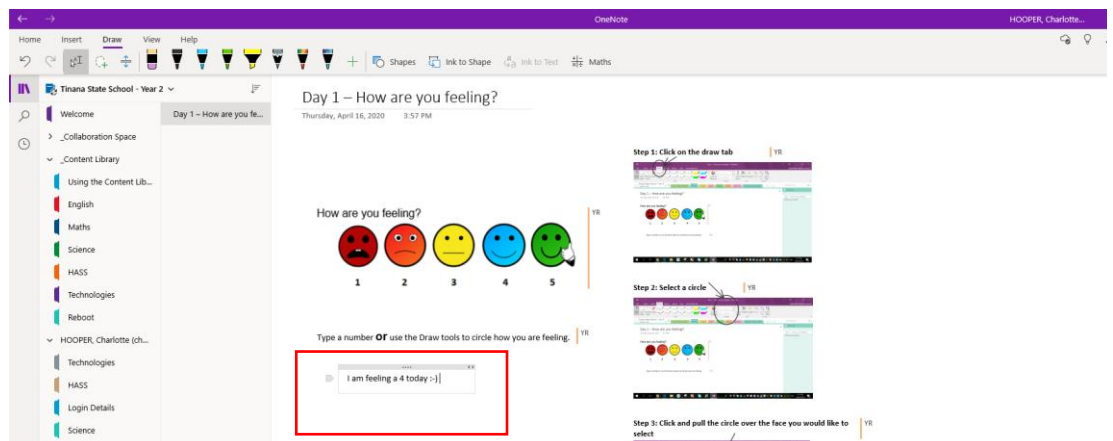
7. Click and drag to make a shape (e.g. circle)



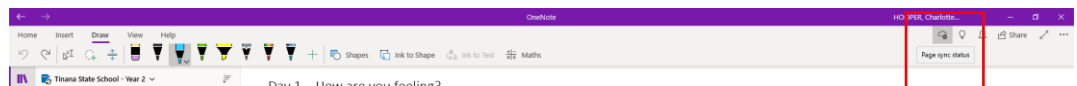
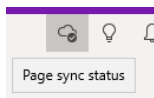
8. Click here to 'Select Objects or Type Text'



9. Type text using keyboard



10. Check 'Page sync status'



11. Page saved to online successfully

