



OneNote, the Hidden Powerhouse on Your Computer

YOU PROBABLY HAVE A LIST OF CONTACTS ON YOUR COMPUTER, A CALENDAR, A TASK MANAGER, AND MAYBE A BILLING SYSTEM. BUT THERE ARE BITS OF DATA THAT DON'T FIT INTO ANY OF THESE.

Fortunately, your computer probably already has an incredibly useful application called OneNote. It's included with Microsoft 365, the relatively new name for Office 365. Even if you use Libre Office or Open Office, you can use OneNote for free, and it's the perfect place to stuff bits of information that don't fit elsewhere.

Before OneNote, I used plain text documents, spreadsheets, and occasionally word processor documents to keep track of these kinds of information. The problem with that method is that finding the information again required that I remember what kind of document it was and where I had stored it. OneNote ended that.

OneNote was first offered as a standalone application 2003, so it had to be purchased separately. Then it became a part of Microsoft Office and now Microsoft 365.

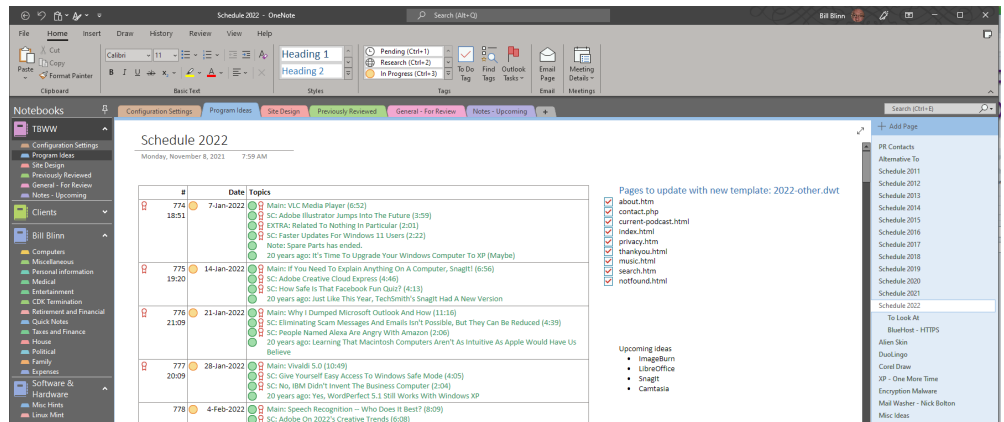
Free for All

TO USE ONENOTE, USERS NEED TO HAVE A MICROSOFT ACCOUNT, BUT IT CAN BE A FREE ACCOUNT.

In addition to running on Windows, there are also versions for the MacOS, IOS, iPadOS, and Android. Or you can use a web-based version. Anything you enter or change in any location will be reflected on all other devices.

Information about time spent on projects for clients belongs in the time billing system, appointments should be in a calendar, email addresses and other contact information belong in a contacts application.

But what about books that I want to read, or hardware and software settings for various computers, doctors and prescriptions, or



I'VE USED ONENOTE SINCE 2011 TO MONITOR THE STATUS OF THE WEEKLY TECHBYTER WORLDWIDE PODCAST TO ENSURE THAT I'M ALWAYS AWARE OF WHAT WORK REMAINS TO BE COMPLETED FOR EACH PROGRAM.

topics for *TechByter Worldwide* podcast? Those are all candidates for OneNote.

Structured Organizing

ONENOTE USERS OFTEN CREATE A HIERARCHICAL SYSTEM: NOTEBOOKS AT THE TOP LEVEL CONTAIN TABS AND THE TABS CONTAIN PAGES.

Pages contain information in various forms such as tables, screen shots, external documents, audio, and video. The hierarchy is helpful because we humans are comfortable thinking that way, but it doesn't matter if you use the hierarchy or even if you misfile something.

I have a personal notebook, one for TechByter, one for hardware and software, and one for client projects. The TechByter notebook contains tabs for configuration settings, program planning, notes for upcoming topics, and more. In the Programs tab there's a page for each year's podcasts and topics for weekly

programs, along with status information. I use a table structure with one row for each week's program and one line per topic.

The ability to create sub-pages is one I use rarely. My personal notebook has a Miscellaneous tab and that tab has a *Reading Challenge* page that I set up several years ago when my wife challenged several people to an ambitious, year-long reading exercise. Since then, I've started reading a lot of series books – many of them police procedurals – so I have a page for each author that lists the author's books and icons show whether I have requested the ebook, received it, am reading it, or have finished it.

The hierarchy is handy because it allows the user to go directly to a specific often-used section. I use the TechByter section several times a week, but sometimes I don't remember where I put important information. Maybe I know there's a page with details on how to use more than one Gmail account, but is it in *Hardware & Software*, *Personal*, or *TechByter*?

It doesn't matter!

- Hunger Games - Suzanne Collins (Book 1)
- Catching Fire - Suzanne Collins (Book 2)
- Mockingjay - Suzanne Collins (Book 3)
- You Can't Spell America without Me - Alec Baldwin
- How the Hell Did This Happen? - PJ O'Rourke - HORRID, UGH.
- Thanks, Obama - David Litt
- My Song: A Memoir - Harry Belafonte
- I Am No One
- Two Girls Down (Louisa Luna)
- The Color of Law
- Class of '67
- The Last Place You Look by Kristen Lepionka
- What you want to see by Kristen Lepionka
- It Shocked Even Us! by Frank Cipolla
- I Am Malala
- The Butler: A Witness to History by Wil Haygood (Very short book)
- Tigerland by Wil Haygood
- In Black and White by Wil Haygood
- The Book of Gutsy Women
- Blowout by Rachel Madow
- Becoming by Michelle Obama
- Dreams from My Father by Barack Obama
- The Audacity of Hope by Barack Obama
- Change We Can Believe In by Barack Obama
- Obama by Pete Souza (photographer)
- 1947: Where Now Begins by Elisabeth Ashrink & translated by Fiona Graham (Read to July [Cairo] in print book.) Ebook from Cleveland.
- Lincoln's Last Trial: The Murder Case That Propelled Him to the Presidency - Too much conjecture and guesswork, but still interesting.
- Deep State: Trump, the FBI, and the Rule of Law (James B. Stewart)- Kindle
- Born a Crime - Trevor Noah

Ctrl-F is used to find a word on the current page, but Ctrl-E searches all pages in all tabs of all notebooks and returns a list of pages that contain the term you're looking for. Clicking any of the listed links will take you to that page. So if I need to find my note about Gmail, I press Ctrl-E and type "gmail". OneNote returns three pages: One from a friend in 2010 who explained how he uses multiple accounts and two more that have details about how I've set up multiple accounts. Instead of wasting half an hour or more looking for the information, it's on my screen in less than 10 seconds.

No Saving Needed

AS WITH MANY MODERN APPLICATIONS, ONENOTE ELIMINATES THE NEED TO SAVE A FILE. AS SOON AS YOU'VE TYPED SOMETHING, IT'S SAVED.

This functionality has been added to the other Microsoft Office apps if you save files to OneCloud, but OneNote was the first to use it.

OneNote's primary competitor is Evernote. I have tried three or four times to use Evernote and have never succeeded. For one thing, OneNote has much better formatting capabilities. It's not Word (or even Excel), but the formatting capabilities are more than adequate for its intended purpose.

In addition to typing notes using the keyboard, camera (still or video), or stylus, users can also copy and paste information from emails, websites, and documents of all

SEVERAL YEARS AGO, MY WIFE CHALLENGED ME AND SEVERAL OTHERS TO A READING CONTEST. I USED ONENOTE TO TRACK MY PROGRESS AND THEN EXTENDED THE SECTION TO INCLUDE RECOMMENDATIONS FROM THE LIBRARY AND FRIENDS.

sorts. OneNote has a snipping tool that lets users select an area on the screen and send the image to a specific page without even having to open the application. OneNote creates a virtual printer so that users can add information from any application that can print. Importing files into OneNote is also an option or using the Web Clipper extension for Chrome, Firefox, and Edge.

Images pasted or printed into OneNote are automatically analyzed for text, so it's possible to search for text in an image or a printout. If you need the text from an image, right-click it and choose *Copy Text from Picture*. This also applies to handwriting and Microsoft's ability to recognize handwriting is quite good.

Dreamweaver Dictionary - User added words

Monday, December 17, 2018 11:25 AM

"Properties" is not a context function that's available for icons in the Task Bar or for icons on the Start Menu, and I don't keep a Dreamweaver icon on the Desktop where that setting would be available. In any event, the UAC warning each time I started Dreamweaver would be bothersome. So I tried to find the location of the personal dictionary file.

It's here:

```
C:\Users\{UserName}\AppData\Local\Adobe\Linguistics\UserDictionaries\Adobe Custom Dictionary\en_US\added.txt
```

```
C:\Users\{User}\AppData\Local\Adobe\Linguistics\UserDictionaries\Adobe Custom Dictionary\en_US\added.txt
```

The file is a plain-text file in ASCII order (meaning A-Z followed by a-z) and there is a blank line at the end of the file. I've confirmed that words can be added to and deleted from the file and that the file is read only when Dreamweaver is launched, so save the file and reload Dreamweaver if you edit the "added.txt".

ADOBE'S WEBSITE DEVELOPMENT APPLICATION MAINTAINS A LIST OF USER-ADDED WORDS FOR THE SPELLING CHECKER TO IGNORE, BUT I HAVE TROUBLE REMEMBERING WHERE THE FILE IS STORED. WITH ONENOTE, THAT IS NO LONGER A PROBLEM.

Any item in OneNote can have one or more associated tags. All tags can be defined by the user and the first 9 tags can be applied from the keyboard (Ctrl-1 through Ctrl-9). When defining a tag, the user establishes the name, a symbol to display, the color of the text, and a highlight color.

As good as OneNote is, there's one task that it's not suited to: Maintaining a list of passwords. Security is far too limited. For passwords, you need a password manager such as LastPass; but for retaining, organizing, and locating just about any other kind of information, OneNote is ideal.

To learn more about OneNote, visit the [Microsoft website](#). 

The Value of Macros

ANY TASK THAT MUST BE REPEATED SHOULD BE AUTOMATED. MACROS CAN HELP.

I'm lazy and I don't like performing the same task time after time. Laziness isn't necessarily bad if it leads to better processes, and that often means macros.

Macro Express by Insight Software allows me to perform repetitive, and sometimes complex actions, with just a few keystrokes.

At its most basic, the application creates consistent dates that will always be correct and without typos. It also can be used to generate symbols that otherwise would require using the Alt key and the numeric keypad. The abbreviation "deg" allows me to type a degree symbol (°) without having to remember that Macro Express is replacing "deg" with Alt-0176.

I've also created macros for cents (¢), copyright (©), cubed (³), division (÷), squared (²), subscript 2 (₂), trademark (™), and registered trademark (®), but the program can also perform complex actions that involve multiple applications.

This includes the ability to work with the Windows clipboard, minimize and restore windows, create dialog boxes for responses from users, open folders in the file explorer, read and write files, use file transfer protocol to place or get files, type text, change the status of keyboard keys, perform relatively complex programmatic logic, manipulate the mouse, play audio or video files, manipulate the Registry, perform system functions such as restarting the computer, make branching decisions based on factors such as the value of variables or the passage of time, select an application based on several factors, modify the size or position of windows, and a lot more.

[Insight Software](#) offers ShortKeys, Keyboard Express, Macro Express, and Macro Express Pro at prices ranging from \$35 to \$70 so that users can fill their needs, from basic character replacement to remarkably complex operations. 