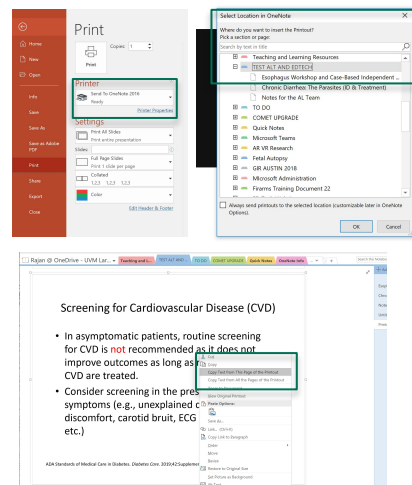


Standards and Specifications

Print to OneNote & Search for Text in OneNote

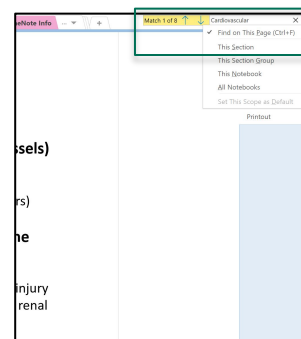
Students add curriculum materials to the notetaking application OneNote. The following instructions explain how to print PowerPoint, PDF, Word and other documents to OneNote as well as how to search for text within the elements or images in OneNote. As always, the [EdTech](#) team is here to assist you.

1. To print a document such as a PowerPoint slide deck to OneNote, first, open the PowerPoint file. Select Print and choose “Print to OneNote 2016.”
2. Select the target OneNote Notebook, section and page.
3. Right-click on the slide containing the text you would like to copy. Select “Copy Text From This Page of the Printout.”
4. Paste the text in your destination and reformat as needed.



To search for text in a OneNote page, type into the search field in the upper right of the OneNote window. By clicking the triangle in the search field, you can specify the search occurs on the page level, or in a Section, Section Group, Notebook or all of your Notebooks.

It can take several minutes after adding a document to OneNote for text to become searchable. You can force the functionality by right-clicking on an element on a OneNote page and selecting “Make Text in Image Searchable” and performing the search again.



Not all text in images will be searchable as it depends on the quality of the original source.