OneNote

OneNote allows you to organize information in a way that can make you much more productive.

Things I use one note for:

1. Process for development.
2. Notes for the courses I give at HHICC.
3. Tasks Required for specific development.
4. Education notes about courses I have taken.

You can get OneNote at:
https://www.onenote.com/download

OneNote Hierarchy

Think of OneNote as a three ring notebook. The top level is the actual notebook.

The next level is the tabs within that notebook. It can be for one subject or it can be for different subjects. That all depends on how you want to organize that notebook.

The last level is the pages in that section. This represents the actual notes that you would be taking pertaining to those sections.
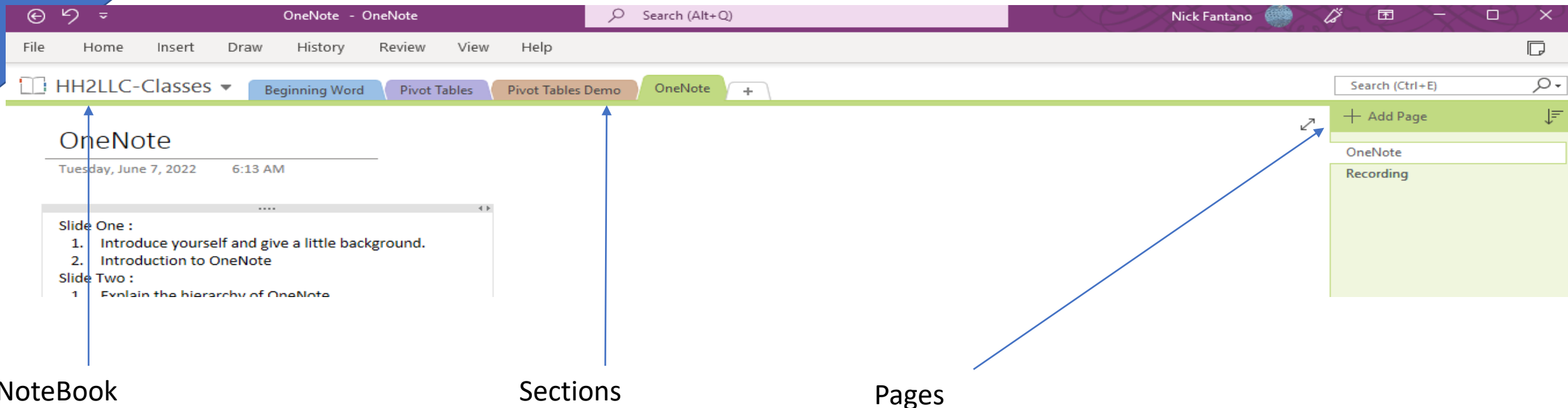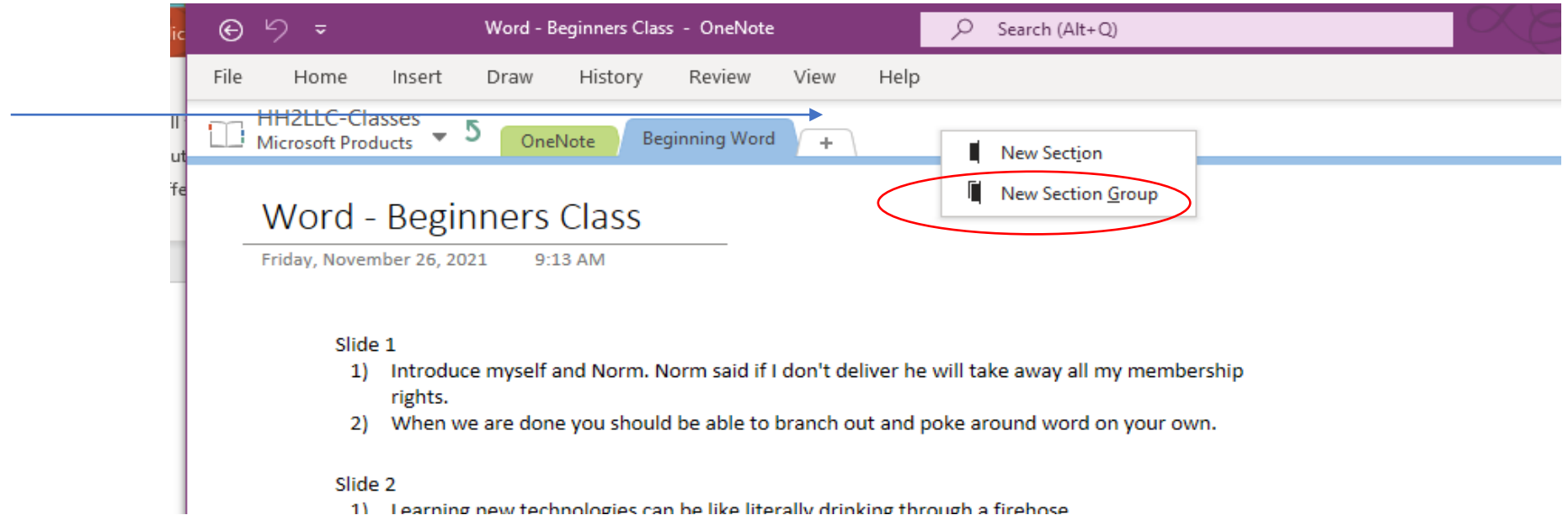
You can use section groups.

Office 365 View

Create a section group :

1. Right click in the section area.
2. Click New section group.
3. Type the name of the group.
4. Drag your section into the group.
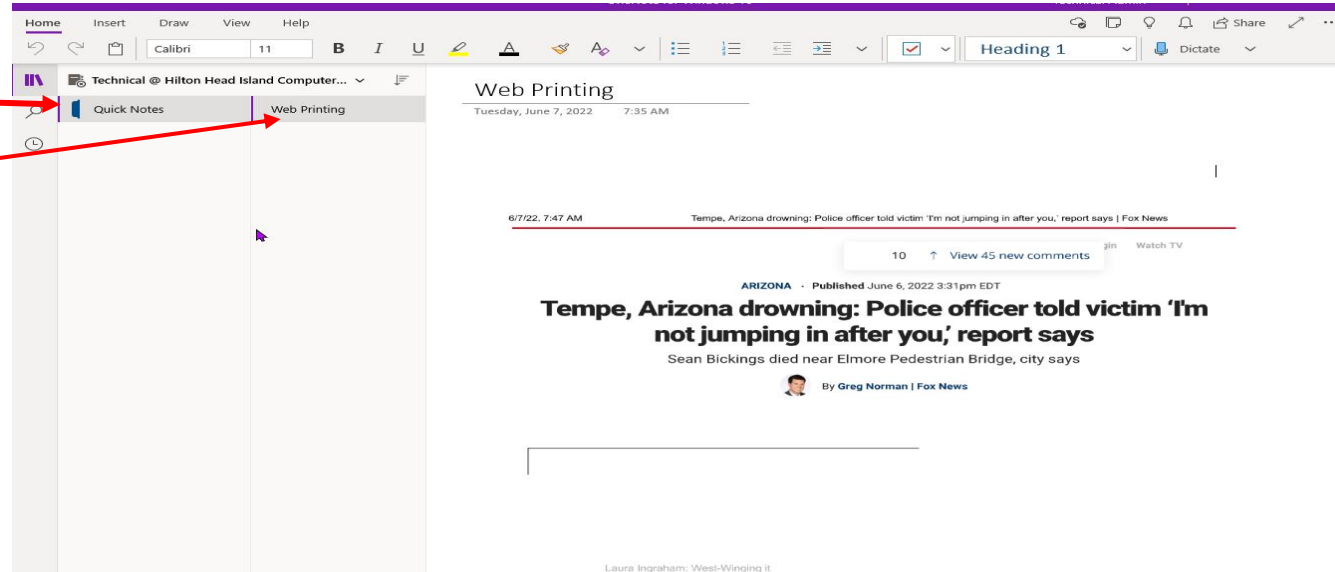5. You will no longer see that section in your group.
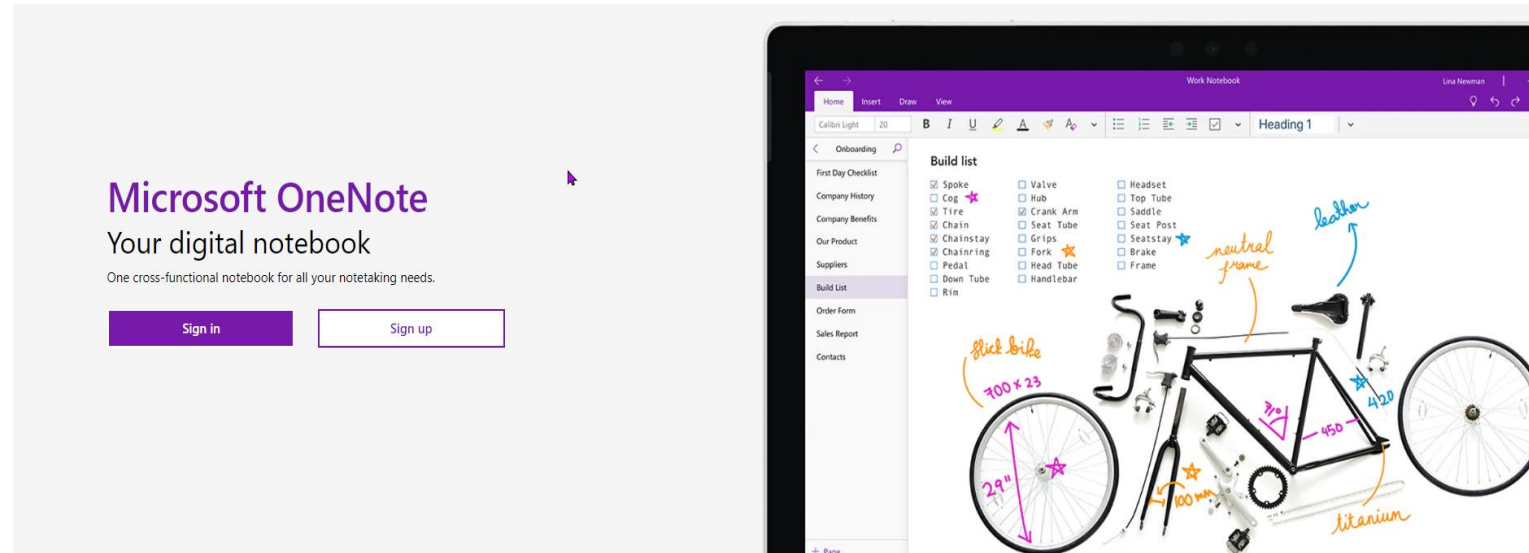

If Using Windows 10 Download

Section Area

Pages

Microsoft OneNote

OneNote will synch across devices because it stores information in the cloud which means that you can take notes on your phone and view them on your computer.

OneNote is free:

You can get OneNote at:
https://www.onenote.com/download

You will need a Microsoft account

If you have access to One Drive then you already have a Microsoft account.

You will be asked to create a Microsoft Account when you install One Note.

After you create the account you will have access to Microsoft OneDrive.

OneDrive is the access point that allows OneNote to be synched across multiple devices.

This allows you to take notes on your Phone and view them on your computer.

What to use One Note For!

I think of OneNote as a Physical Notebook. The Things I use One Note for:

1. Notes for courses I give at the Hilton Head Island Computer Club:
2. Notes for Course that I take.
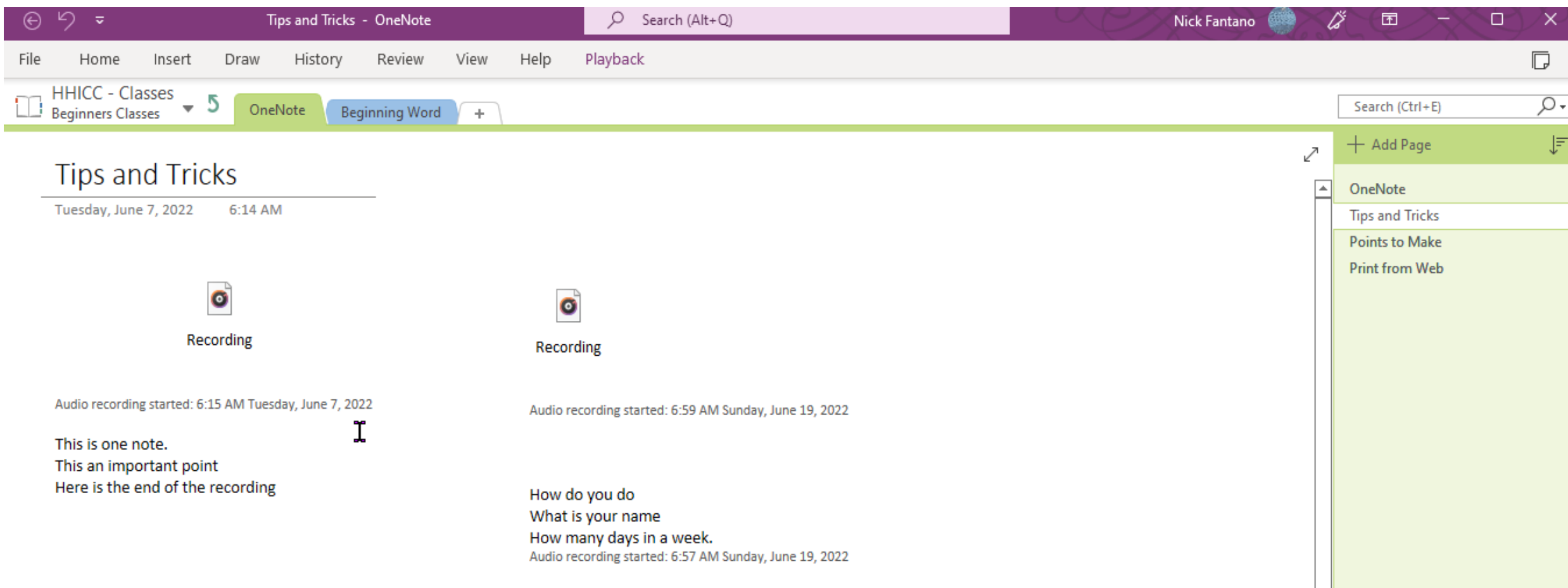
Web Development:

📖 Web Development Process ▼ | Design Process | UI Planning | +

Process

Tuesday, June 7, 2022   11:02 AM

There are 4 Basic Steps to the web development process. As you can see below the planning in the initial phase of the project is much more involved than actually writing code.

The first question that must be answered is what is the type of website that is being built. A website for a News Agency will look much different than a website for an artist.

1. Web UI
   a. There are places to get ideas for a good layout
      i. www.dribbble.com
      ii. 38 stunning web design ideas that will get people clicking - 99designs
   b. Rules for layout
      i. Three sections
         1) Hero Section
         2) Call to action.
         3) About section
      ii. Not Busy
         1) Hero section should encompass the branding of your website.
         2) The call to action will engage the user to move farther into the website.
         3) The about section will make communication easy.

Other Ideas

1. Recipes
2. Ideas
3. Charity Event Planning
4. Vacations
5. Shopping List
6. Menu for Parties
7. Investment Ideas
8. Gardening Watering Schedules
9. Lawn Fertilizing Schedules
10. Ideas for writing Books
11. Ideas for writing songs
12. Story Layout for Novels
13. Screen Play Ideas & Layout
14. Class Notes
15. Notes for this presentation.
16. Ideas for Business ventures
17. Ideas for new inventions
18. Health Information
    a. I would put nothing to personal here unless you password protect the notebook.

Password Protect your NoteBook

- If you wanted to store your passwords in a Notebook you could password protect that Notebook.

- Word of caution if you lose the password you will never be able to open the Notebook again.

Use Tags to Mark Important Points

- You can use tags to Mark an important point which will enable you to find it quickly at a later date.

- Right click the line and you will be presented with a Menu

- Then you can choose the type of tag you would like.

- When you want to see the tags you can go to the Home Menu and Find Tags

Extract Text from Images

- Right Click the Image

Click Copy Text from Image
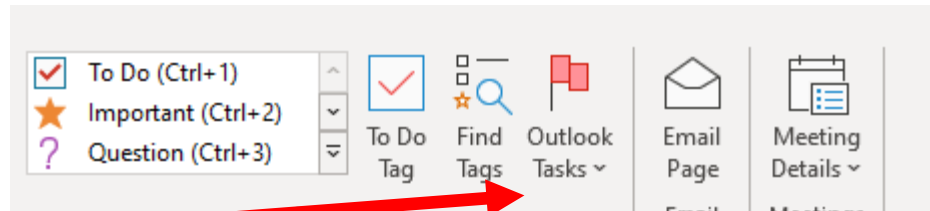
Paste anywhere on the page

Add Tasks to your Outlook Calendar

Highlight the task you want to add.

Click the Outlook Tasks Button

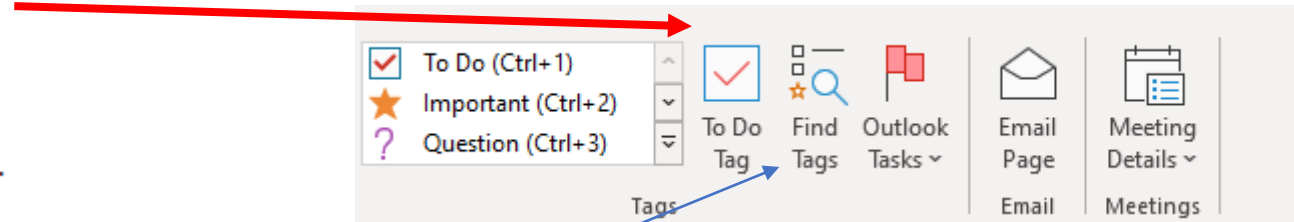You can choose a time or make a custom time.

OneNote will open outlook and you will be able to choose a date and time.
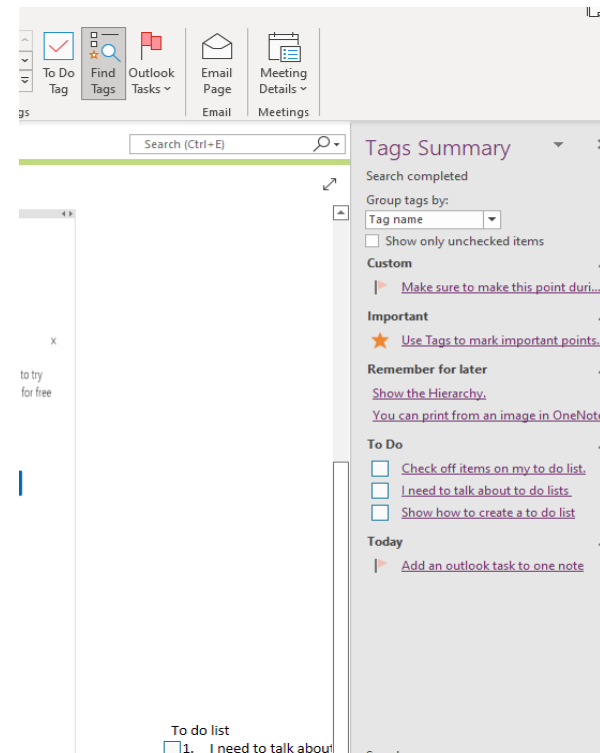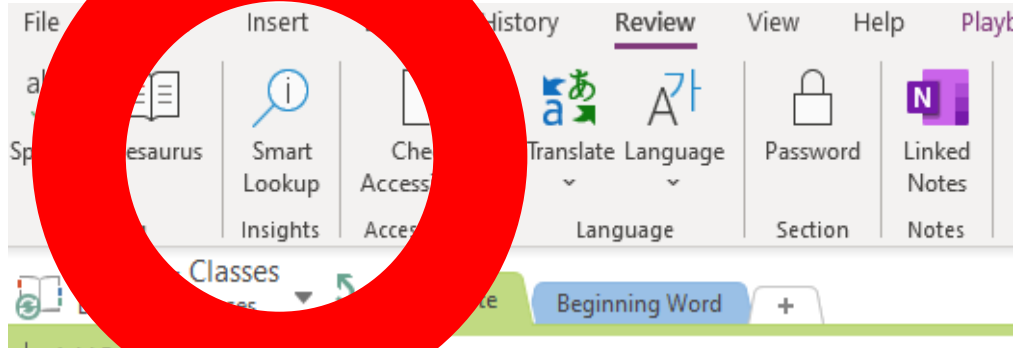
Create a To Do List

Find all your tags quickly:

This brings up your Tags Summary. This will include your to do lists.

Search the Web without leaving OneNote

Click on the Smart Lookup Button on the Ribbon.

It will bring up the following menu on the left.

When you search the web it will give you links to websites that it found.