A Cool Notebook

OneNote is a cool electronic notebook that Microsoft developed years ago. And it's free! Yes! Free for Windows, MacOS, and both Android and iOS mobile devices. Free. Free. Free. (You do need a Microsoft account, but that's free, too.)

Anything you might put in a physical three-ring binder, you can put into a OneNote electronic notebook: Notes. Pictures. Webpages you need to refer to. Instructions. Recipes. To-do lists. Emails you don't want to part with.
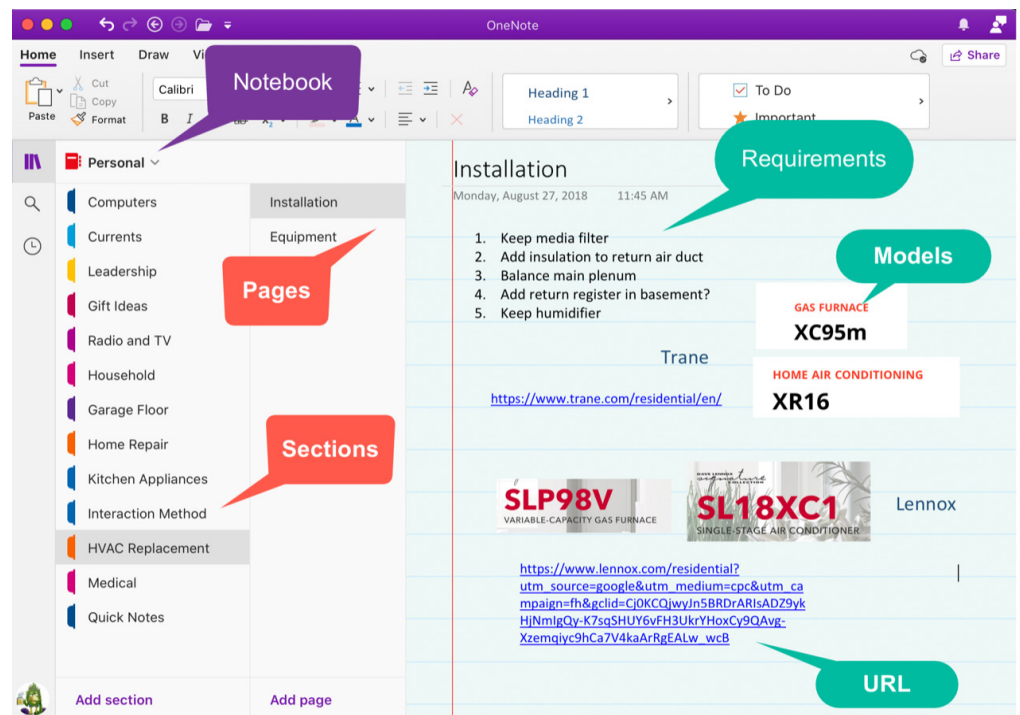
Here's one example: A couple of years ago, we started shopping for a new HVAC system. The hamster wheel on our twenty-year-old AC blower was wearing out, and the hamsters were threatening to go on strike. (See photo of the lead hamster, Fred, below.)

So, I created a new section in my personal OneNote notebook called "HVAC Replacement," and a new page called "Installation." Then I searched for HVAC installers on the web and used OneNote to save their contact information, specs about different HVAC brands, and a list of requirements. (I was looking for a hamster-free model.)

I copied the web addresses from the Lennox and Trane websites and pasted those onto the OneNote page along with the model numbers. (Ever try to write down a website address on a piece of paper?) OneNote

pages are "free format," so I could place notes, pictures, and links wherever I wanted.

And because OneNote uses Microsoft's OneDrive "cloud" storage, I can also view this notebook on my iPhone and iPad. Instead of having my notes

I kept information I had researched for a new HVAC system in OneNote.

Fred was one of our HVAC hamsters. He's retired now and lives in Delray Beach.

strewn about on papers here and there, they were all easily available in my OneNote notebook.

I'm quite comfortable including personal information in OneNote because my computer is password-protected. Indeed, keeping personal data on your computer is safer than in a paper notebook that could be stolen or lost.

Working in OneNote should be familiar if you've used Microsoft Office. But even if you haven't, the interface is simple enough.

If you need technical help, please contact us at **princetonsenior.org/psrc-tech-resources/**.