



Example of what not to do | OneNote Organization



The screenshot displays the OneNote interface with the following structure:

- Home** | **Insert** | **Draw** | **View**
- Home** ribbon: Paste, Cut, Copy, Format, Font (Calibri, 11), Paragraph (bullets, indent, list), Styles (Heading 1, Heading 2), Actions (To Do, Remember for later, Contact).
- Left Sidebar (Navigation Pane):**
 - Semester 2
 - Semester 1
 - CADE
 - SMA/IMA
 - ICM 1
 - PBL
 - More Notebo...
- Right Pane (Content):**
 - PDF: Abdomen04
 - Notes:
 - **Superior mesenteric artery:** pancreas, duodenum, jeju ascending/transverse colon
 - **Pancreas:** all retroperitoneal except tail; neck and uncir
 - **Duodenum:** site of main chemical digestion; transition
 - Suspensory can pull on ascending segment to pi

Notebooks

Sections

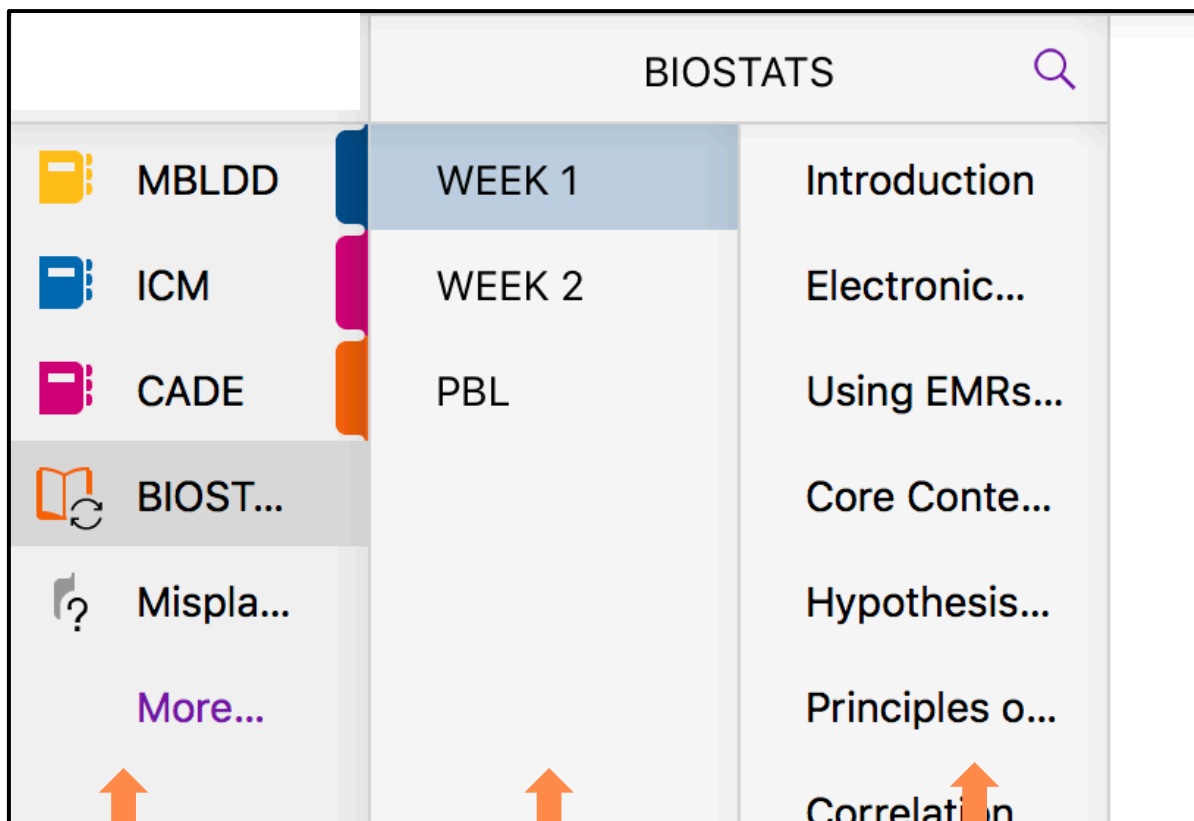
Pages



Notebooks by Course | OneNote Organization



Example: Organize **Notebooks** as Courses, with **Sections** as Weeks and **Pages** as Lectures



Notebooks

Sections

Pages



Notebooks by Exam Sections within a Course | Organization Tips



The screenshot shows the OneNote interface with a sidebar on the left containing a list of notebooks and sections. The main area displays the content of a selected page. The sidebar items are:

- First Aid
- Research - Summer
- SP ICC PBL
- SP ICC PBL (S2)
- ICM - Test (1)
- ICM - Test (3)
- ICM - Test (2)
- CADE - Test (1)
- CADE - Test (2)
- CADE - Test (3)
- CADE - Test (4) (highlighted)
- CADE - Test (5)
- MBoL - Test 1
- MBoL - Test 2
- MBoL - Test 3
- MBoL - Test 4
- MBoL - Test 5

The sections visible in the sidebar are:

- Pelvis
- Embryo
- Lab Checklist

The page content includes:

- No additional text
- > *Peritoneum & A...
No additional text
- > *Celiac Trunk & T...
No additional text
- > *Superior & Inferior Mes...
- > *Retroperitoneal Space...
- > ANS of Abdomen and P...
- Slides to Know
- Running Outline/Diagram

Notebooks

Sections

Pages

The screenshot shows a list of test notebooks in OneNote:

- CADE - Test (1)
- CADE - Test (2)
- CADE - Test (3)
- CADE - Test (4) (highlighted)
- CADE - Test (5)
- MBoL - Test 1
- MBoL - Test 2
- MBoL - Test 3
- MBoL - Test 4

Recommended | OneNote Organization



ATO recommends having as many Notebooks as possible. OneNote synchronization to the cloud performs better if the material is spread out across multiple Notebooks.

Helpful Tip: Closing Notebooks (offloading them to the cloud) speeds up OneNote app performance. Material that you don't need opened can be closed and stored in the cloud. Closed Notebooks can be retrieved from the cloud as needed.

OneNote Tutorials: <http://louisville.edu/medicine/tech/onenote-documents-tutorials>