

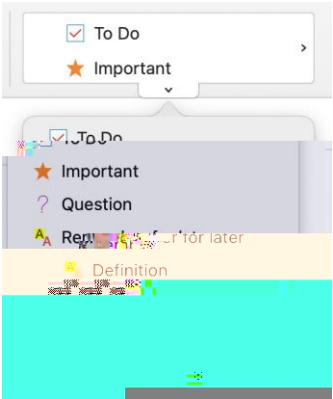
OneNote for Microsoft 365 for Mac

Access your notes anywhere

OneNote for Microsoft 365 for Mac

Tag selected notes

The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes, and you can create your own custom tags. Tagged notes are marked with icons that prompt you to follow up on important action items or to check off completed tasks on your to-do lists



Create wiki-style hyperlinks

Turn your notebook into a functional wiki by creating links to specific sections, pages or paragraphs.

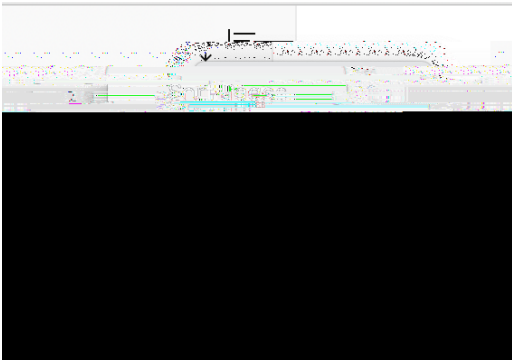
Hold the Control key while clicking the tab of the section or page, or clicking a paragraph that you would like to link to. Next, click **Copy** or **Copy Link**, and then paste the link wherever you want it.



Sort pages

You can sort pages by alphabetical order, date created, or date modified.

Select the Sort Pages icon at the top right of the page list pane in the Navigation bar, and then choose the sort order you want.



Copy text from pictures

OneNote can recognize text in pictures. On any page, insert a picture containing legible text (a receipt, for example), hold the Control key while clicking the picture, select **Copy**, and then paste the copied text where you want it.

