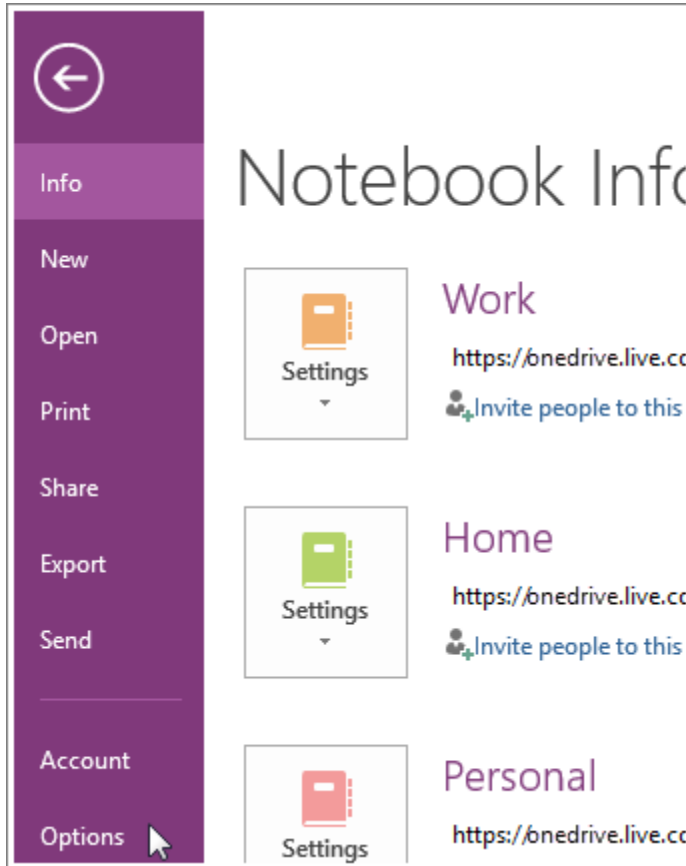# Format notes

Change the default font in OneNote

OneNote notes are formatted with the 11-point Calibri font. If you want to change the look of all *new* pages, you can change the default font, size, or color.

1. Choose **File** > **Options**.

2. In the **OneNote Options** dialog box, under **Default font**, select the **Font**, **Size**, and **Font Color** you want OneNote to use, and click **OK**.

Notes:

- The new default font applies only to *new* pages. You can't change all existing notes at the same time. If you want to format existing notes, you'll need to work page by page. Select the text you want to change and choose the **Home** tab. You'll find text formatting options, like font size, color, and style, in the **Basic Text** section.
- Changing the default font applies to notes, not page titles.

Format notes

Change the background color of a page

When you create a new page in OneNote it has a plain white background, but you can change that. Color-coding pages with specific background colors is a good way to organize your notebook. For example, you could use one color for notes about a home improvement project and another color for presentation notes.

1. Click **View** > **Page Color**.
2. Pick the color you want.
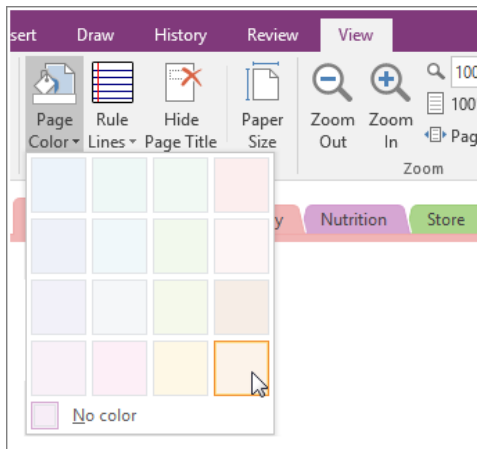
Tip: You can also add lines or grids to your page. Click **View** > **Rule Lines** and choose a style.

Change the tab colors in your notebook

Notebook sections are [divided by tabs](#). Changing the color of a page doesn't change the tab color. To change the color of an entire section, right-click the tab at the top of the page and choose **Section Color**.
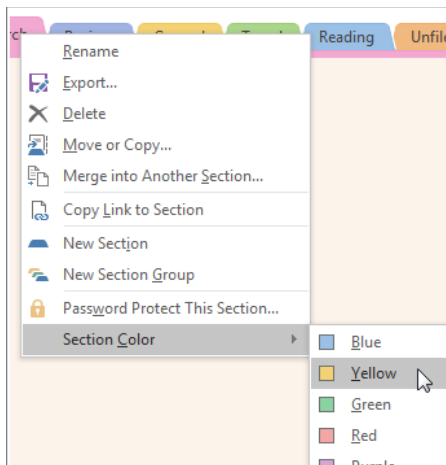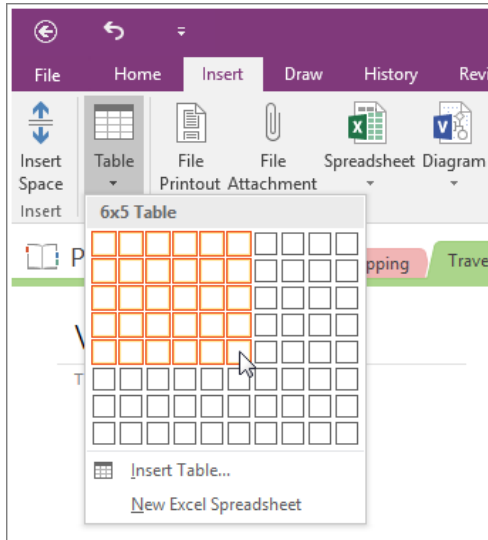

Note: Changing the section color changes the color of the tab at the top of your pages and the page tabs on the right. Your page color doesn't change though.

Format notes

Insert a table

1. Click **Insert** > **Table**, and then move the mouse over the grid to select the size of the table you want.
2. Click the lower-right highlighted cell.

Note: When you add a new table on a page, OneNote reveals the hidden **Table Tools** tab on the ribbon. Here, you can select and format the table. To return to these tools again at any time, click anywhere within a table on a notes page. You can also access most of the table commands by right-clicking any table cell and then clicking the **Table** command.

Format a table

After you add a table to a page, you can select, modify, format, align, and convert it to change the way it looks and works.

1. Open the page containing the table you want to format.
2. Click anywhere in the table to reveal the hidden **Table Tools** tab on the ribbon.
3. In the **Table Tools** tab, do any of the following:
   - To precisely select any part of a table before applying formatting to the selection, use the commands in the **Select** ribbon group.
   - To delete any unneeded rows or columns from your table, use the commands in the **Delete** ribbon group.
   - To add any additional rows or columns to your table, use the commands in the **Insert** ribbon group.
   - To apply table borders and cell shading to any parts of your table, use the commands in the **Format** ribbon group.
   - To align the text within the cells of your table, use the commands in the **Alignment** ribbon group.
   - To sort the information in the cells of your table or to add a header row to it, use the commands in the **Data** ribbon group.

Format notes

Convert a OneNote table to an Excel worksheet

Sometimes, to improve the look of a table on a page, you might format a table to resemble a simple spreadsheet.

1. In OneNote, open the page that contains the table you want to convert.
2. Activate the table by clicking inside any of its cells and reveal the hidden **Table Tools** tab.
3. In the **Table Tools** tab, choose **Convert to Excel Spreadsheet**.
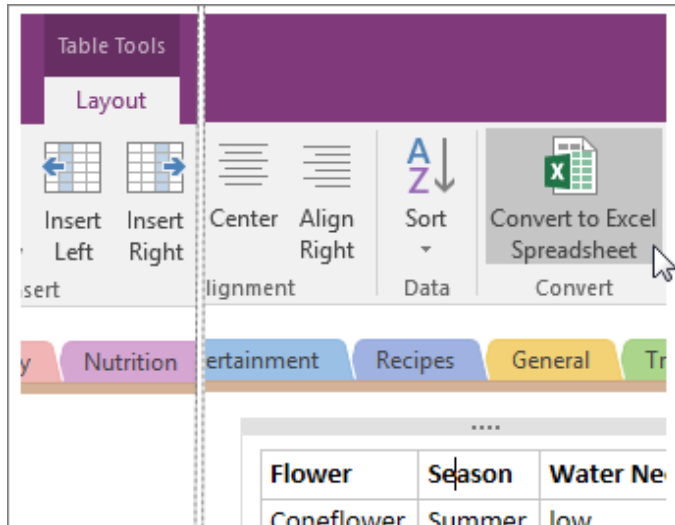
OneNote converts the table to an Excel spreadsheet and inserts a icon on the page and an embedded dynamic preview of the file. When you change or update the spreadsheet, the preview on the notes page automatically updates.

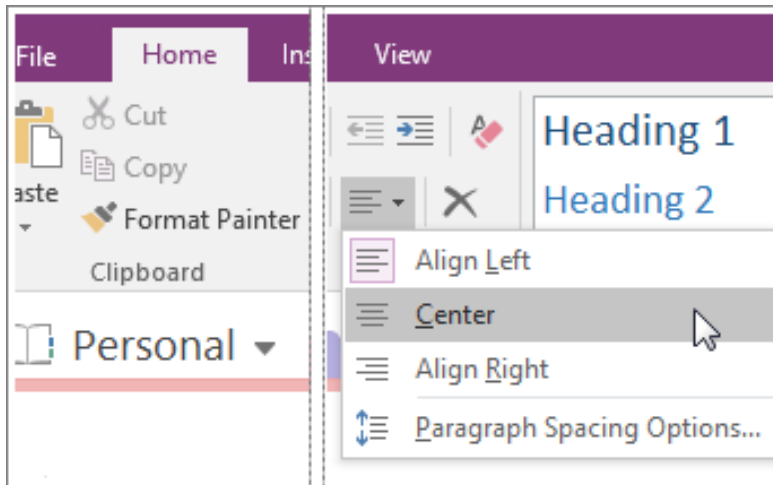If your data is already in a spreadsheet, you can add an Excel spreadsheet to your page.

Format notes

Change the line spacing

You can use the Paragraph Spacing options to change the amount of space between lines of text in your notes.

1. Select one or more paragraphs of text.
2. Click **Home** > **Paragraph Alignment** > **Paragraph Spacing Options**.

3. In the **Paragraph Spacing** dialog box, enter the numbers (in points) that you want.

Why doesn't anything happen when I enter a number?

OneNote isn't a word processor, so the numbers in the **Paragraph Spacing** dialog box work a little differently than they do in Microsoft Word and other Office programs. For example, if you type a 2 into any of the three boxes in the **Paragraph Spacing** dialog box (with the goal of doubling the current single-line spacing), nothing happens. That's because you need to enter the total number (in points) for the current font size and its intended line spacing (in typography, this is called *leading*).

OneNote uses 11-point Calibri, so entering any number over 11 will successfully increase the amount of space between your text paragraphs.

> **Note:** OneNote pages aren't like pages in Word. In OneNote, pages can go on and on. And because OneNote is designed to capture your notes, not print out traditional pages, you won't find a page break option in OneNote. Go to **File** > **Print** > **Print Preview** to see how your pages will look when printed. If you need to make specific and exact changes to the way your pages look, you will have better success pasting the content into Word first.

Format notes

How do I double-space text?

If you haven't changed the font from Calibri and the font size from 11, you can enter the number 27 into the **Line spacing at least** box to exactly double-space this font and size combination. If you're using a different font or font size, experiment until you get the spacing you want.

If you don't like the way the spacing looks, press Ctrl+Z to undo your action.

How do I use the Before and After spacing?

In the **Paragraph Spacing** dialog box, the numbers in the **Before** and **After** boxes may lead to puzzling results, depending on how your text is formatted.

Unlike Word, OneNote doesn't show you hidden paragraph marks. If you use soft line breaks in your notes (Shift+Enter), OneNote treats the text as part of the same paragraph, and applies spacing only before or after the entire block (paragraph) of text — either before or after a hard paragraph return (Enter).

If you're in the habit of pressing Enter between short lines of text in your notes, OneNote treats each line as a separate paragraph and applies the line spacing you entered in the **Before** or **After** boxes. This has a similar effect as entering the same number into the **Line spacing at least** box.

If you frequently work with notes from other people (for example, you combine status reports from your team), you may not always know how the text was formatted. If you enter numbers in the **Paragraph Spacing** dialog box and you don't like the results, try other numbers until you get the look you want.

If you're not having any luck changing the spacing of a particular section of text, try changing only one variable at a time. If nothing seems to happen, or you don't like the results, undo each attempt right away (Ctrl+Z) and try another number. Experimenting with all three variables in the **Paragraph Options** dialog box at the same time may make things more confusing until you get the hang of it.

Format notes

Create a bulleted or numbered list

You can add bulleted or numbered lists in OneNote to make it easier to scan your notes.

Create a bulleted list

Use bullet formatting for creating a random list that doesn't need to be used in any particular order (for example, a grocery list).

1. Click **Home** > **Bullets**.

If you want to choose a specific bulleting style, click the small arrow next to the button instead and click the style you want.
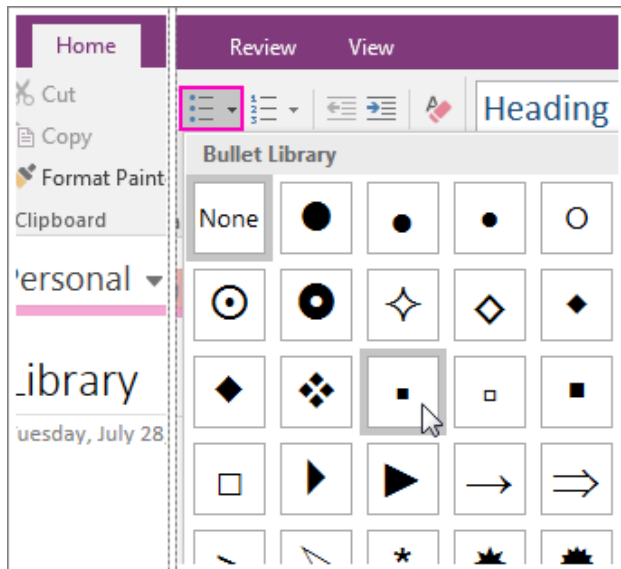
2. Type the first item to start the list, and then press Enter to begin a new line.

Repeat this step for any additional list items.

3. To end the list, press the Enter key twice.

Tip: To automatically begin a bulleted list, type an asterisk (*) on a new line in your notes, and then press the spacebar. Alternately, you can also use the Ctrl+ . (period) keyboard shortcut to begin a bulleted list.
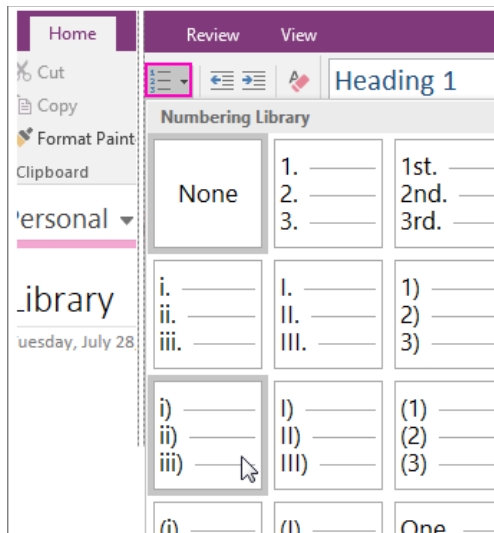
Format notes

Create a numbered list

Use number formatting for creating an ordered list that should be followed sequentially (for example, driving directions).

1. Click **Home** > **Numbering**.

If you want to choose a specific digit or letter style, click the small arrow next to the button instead and click the style you want.

2. Type the first item to start the list, and then press Enter to begin a new line.

Repeat this step for any additional list items.

3. To end the list, press the Enter key twice.

Tip: To automatically begin a bulleted list, type **1.** on a new line in your notes, and then press the spacebar. Alternately, you can also use the Ctrl+ / (slash) keyboard shortcut to begin a numbered list.

For more information, please refer to the Microsoft training resource page HERE