

Microsoft OneNote



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1. use of the app

Somehow everyone knows this. You want to capture ideas, make important notes. And what is missing or does not work at this very moment? The pen fails, notes are missing. This puts the person in distress and an unpleasant situation.

With the productivity tool OneNote from Microsoft you don't even get into such situations. It reliably helps to plan and record ideas or thoughts. Or you can simply use OneNote for daily errands. With this app for iOS, the user can easily write shopping lists and thus not forget anything. The created files can then be saved via OneDrive. The user thus has the option of accessing the data from anywhere.

The software helps to plan projects. The digital notebook is used to save research or notes and plans of all kinds - centrally. This is not only of interest for private use, but also for school or professional ideas, wishes and plans. Instead of having to use and dispose of mountains of paper, everything can be done with the iPhone or iPad from anywhere. Pen and notes are superfluous.

The user is able to organize his ideas and plans accurately with OneNote. In addition, he has the ability to eventually print these plans and open and edit them from many devices. The central storage of data is thus another important aspect for flexible working and planning - by the way, it can also be edited in a team with several people. ## 2. most important functions

What exactly is actually possible with OneNote for iOS in detail? First of all, there are the following functions:

- Create notes
- Draw and also sketch
- Synchronize and share notes

However, OneNote can do even more.

The notes created can also be stored on pages, individual sections or in notebooks. These can also be renamed or deleted individually.

For sharing the notes, it is possible to save the individual documents via OneDrive. The documents can then be opened from different devices. No matter if it is an iPad or iPhone. For the security aspect, the notes can also be provided with a password. This provides special protection for the files.

And what's the deal with drawing and sketching? OneNote's iOS app offers the user the function of either drawing freehand shapes or drawing circles, ellipses, rectangles and other shapes.

3. Rating

Finally, pen and notes can be dispensed with. Because the mobile iOS device is always with you anyway. Quickly write down ideas for the next shopping trip, the upcoming vacation or for the meeting that is coming up soon. If you still want to share the ideas with friends and colleagues, you can use OneDrive to store the files centrally. This way, everyone can access the documents. Those who don't want that and prefer to keep some of their notes to themselves can use the practical password protection. And thus has full control over the sharing of his files. Only the splitting into several pages is not possible in the app. If necessary, information can be transferred to Word if necessary.

Advantages / Disadvantages

1. you can add password protection to the data. 2. it is possible to synchronize and access from multiple devices from anywhere. 3. ideas and notes can be easily shared with others.

1. the app itself is free. However, it requires a subscription to MS Office 365, which is paid. 2. there is a single endless page. However, one cannot view individual pages. 3. only a limited selection of pens is available to the user.