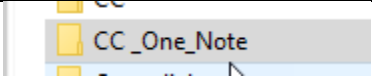
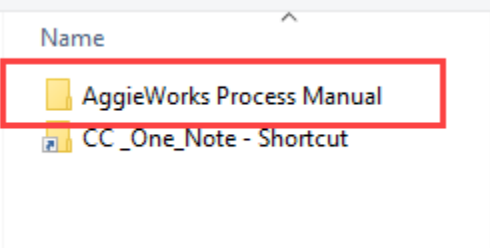
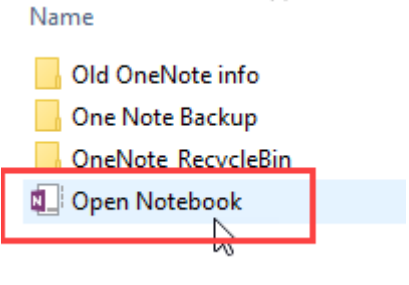


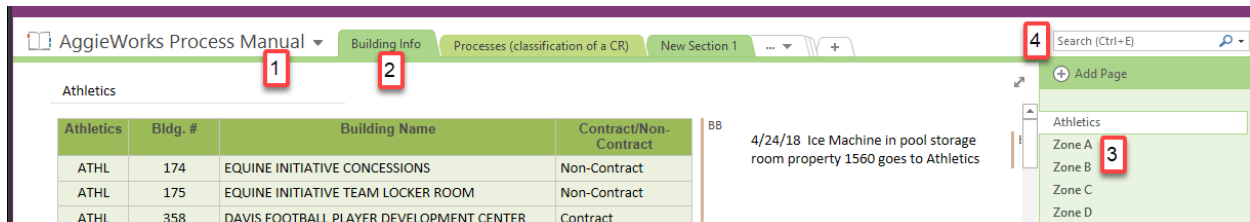
# OneNote Tips

## Open Notebook for the first time

	<ul style="list-style-type: none"><li>• On the N Drive look for the CC_One_Note folder</li><li>• Double click to open it</li></ul>
	<ul style="list-style-type: none"><li>• Double Click to open AggieWorks Process Manual</li></ul>
	<ul style="list-style-type: none"><li>• Click Open Notebook</li><li>• Click Open</li></ul>

## Navigating the Notebook

- Notebook is made up of Tabs (Sections) and Pages



The screenshot shows the OneNote interface with the following elements highlighted by red boxes and numbered:

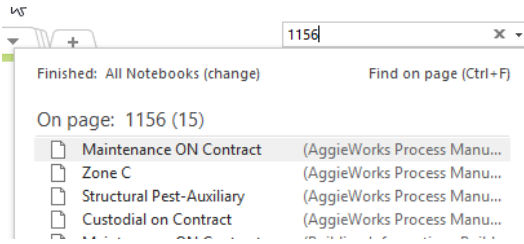
1. Name of Notebook (AggieWorks Process Manual)
2. Section Tab (Athletics)
3. Pages (Athletics, Zone A, Zone B, Zone C, Zone D)
4. Search box (Search (Ctrl+E))

Athletics	Bldg. #	Building Name	Contract/Non-Contract
ATHL	174	EQUINE INITIATIVE CONCESSIONS	Non-Contract
ATHL	175	EQUINE INITIATIVE TEAM LOCKER ROOM	Non-Contract
ATHL	358	DAVIS FOOTBALL PLAYER DEVELOPMENT CENTER	Contract

BB 4/24/18 Ice Machine in pool storage room property 1560 goes to Athletics

1. Name of Notebook
2. Section Tab
3. Pages
4. Search box

In the Search box, type a building you are looking for. Use “ ” to get the exact number



- A list of pages where that number exists will appear

- You can find the buildings on the contract.
- Which Zone a building is in

Phone numbers

Click on a Section and a Page name to open the information on that page