OneNote: Inserting PowerPoint Printouts for Notetaking

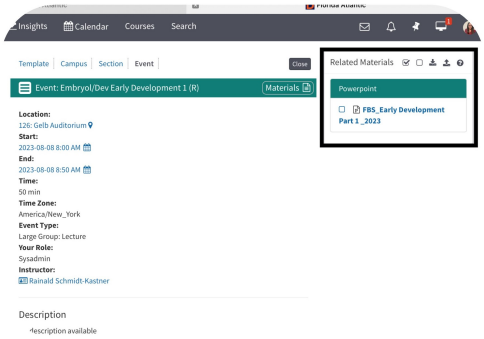
Christine Clevenger - 2025-06-18 - iPad Support

Preparing for Lecture: How to Move OwlMed PowerPoints into OneNote for Notetaking

Reminder: the URL for OwlMed is owlmed.fau.edu.

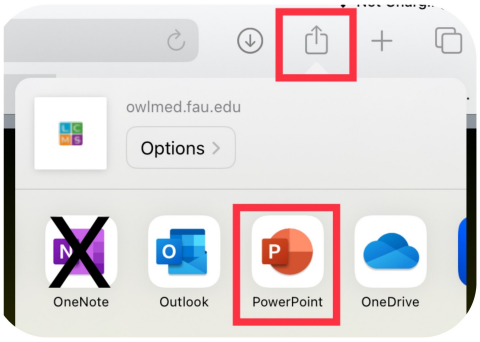
Students have the OwlMed, PowerPoint, and OneNote apps available on their devices.

OneNote is the preferred note taking app at FAU College of Medicine.



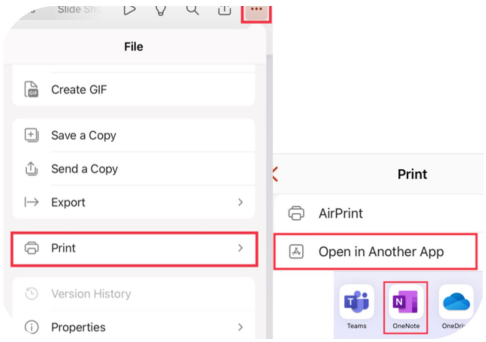
1. Download from OwlMed

1.Open the OwlMed shortcut on your iPad (owlmed.fau.edu)
2.Select the Lecture Event from the Calendar
3.Under the materials section, download the PowerPoint file (one at a time)



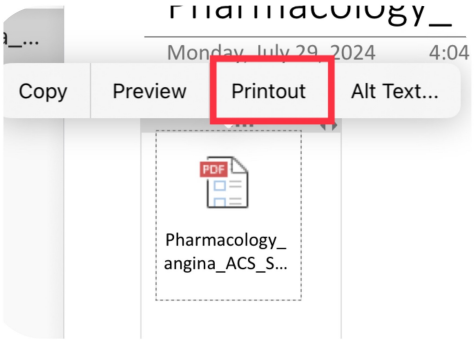
2. Open in PowerPoint App

1.The file should open in PowerPoint.
2.If the file does not open in PowerPoint, select the "Send To" icon
3.Select open PowerPoint presentation in PowerPoint app.



3. Print to OneNote

1.Make sure OneNote is open
2.In PowerPoint, tap the 3 dots
3.Select "Print"
4.Select "Open in Another App"
5.Select "OneNote" (Make sure you have OneNote installed & ready)
6.Give the file a title and designate location



4. Move to OneNote App for Printouts

1.You'll see a PDF icon.
2.Tap the icon and select "Printout"
3.The slides will appear in an easy to annotate fashion.
4.Take notes! ☺
5.Optional: You may now delete the original .pptx file to save space.

Video Tutorial:

- Tags
- note
- notes
- Onenote
- PowerPoint