

Playbook: Using Microsoft OneNote for Novel Writing in AI Writers Guild

By: Log Cabin Schoolhouse

Objective: This Playbook provides step-by-step instructions for students to register for a course, access their Log Cabin Schoolhouse Microsoft 365 license, and use Microsoft OneNote for novel writing.

Prerequisites:

- Registration for AI Writers Guild with Log Cabin Schoolhouse.
- Access to a computer or device with internet connectivity.
- A Log Cabin Schoolhouse Microsoft 365 account.

Procedure:

1. Course Registration and License Acquisition:

- Register for AI Writers Guild course through Log Cabin Schoolhouse.
- Email the provided contact with the student's details (first name, last name) to receive a Microsoft license.
- Receive an email from Microsoft with login information (check junk mail if not received).
- Change the password for security purposes.

2. Logging into Microsoft 365 and Accessing OneNote:

- Open a web browser and go to teams.microsoft.com.
- Enter your Log Cabin Schoolhouse Microsoft 365 email address and password.
- Once logged in, click on the nine dots called the waffle in the upper left-hand corner. Then click on the OneNote application.
- Download the desktop app as well as utilizing the online version. The desktop app has more functionality.
 1. In the top right corner, click on "editing".
 2. Click on "Open in Desktop App". This will download the desktop version on your computer.
- Installing the mobile app is also a great way to increase productivity during your novel writing process. Find Microsoft OneNote in the app store. Use your LCSH login to set it up.

3. Navigating OneNote for the First Time:

- Familiarize yourself with the OneNote interface: Notebooks, Sections, and Pages.
- Create a new notebook for your novel project. For this class I recommend two notebooks. One for novel planning and one for the novel (If you plan to write the novel

in OneNote. If you write your novel in Microsoft Word, you only need the one OneNote Notebook on Organization.)

1. Click on "+New Notebook."
 2. Name your new notebook your novel title.
 3. In the bottom left click "Add section" and name it "Characters"
 4. Add two pages with character names Betty and Sue. (You can change them later. This is to show you how your new notebook will work.) You click "Add Page" to add a new character page.
- Explore how to add text, images, and links to your notebook.
 1. Write a sentence about Betty on her page. (bold, italics, underline, etc.)
 1. Change the font style, sizes, and colors for organization and emphasis.
 2. Create bullet points or numbering lists, useful for outlining plot points or character traits.
 2. Add an image you find on the internet about Betty. Control c, to copy. Control v to paste the image. Add hyperlinks for quick access to external resources or references.
 3. Use drawing tools for mind-mapping or sketching ideas. Use stylus or finger for handwriting notes.
 4. Use tags for organizing notes and easy retrieval. The search function finds specific notes quickly. Here are some suggested tags for novel writing:
 1. #CharacterDevelopment: Tag notes related to the growth and changes in your characters over the course of the story.
 2. #PlotTwist: Use this for ideas or notes that involve surprising turns in the plot.
 3. #WorldBuilding: Mark notes that detail your story's setting, including the culture, geography, and history of the world you're creating.
 4. #Dialogue: Great for sections where you jot down potential conversations between characters.
 5. #Conflict: Use this tag for notes about central conflicts, challenges, or problems your characters face.
 6. #ClimaxIdeas: Tag key moments or ideas that could serve as the climax or major turning points in your story.
 7. #Research: For any notes that contain research information, historical data, or real-world references relevant to your story.

8. #Theme: Mark notes where you explore or develop the main themes and messages of your novel.
 9. #Subplot: Great for tracking smaller, secondary storylines that run alongside your main plot.
 10. #ChapterOutline: Tag notes that pertain to the outline or summaries of individual chapters.
5. Add a link to a Wikipedia page about Wekiva Springs, which is the state park where she disappears in your story.
- Learn how to organize your content using sections and pages.
 1. You can grab the sections and/or pages and drag them up or down to move them and reorder them.

4. **Collaboration and Sharing:**

- Discover how to share your OneNote notebook with teachers and peers.
 1. Know how to print screen or screenshot on your pc. Look for that on YouTube. You can share any part of your organization or story or even a favorite character if you can easily grab a picture of something quickly and copy it into Viva Engage. Every computer is a little different for this skill. My computer has something called Snipping Tool that I use on a regular basis.
- Understand how to collaborate in real-time within OneNote.
 1. We won't do a lot with this since we are asynchronous, but it's a good thing to know that it's possible for your future classroom use. OneNote is a super powerful tool in education as well as industry. I use it at business conferences.

5. **Tips and Resources:**

- Reach out to Jennifer@logcabinschoolhouse.com with any technical difficulties.
- [Using OneNote | Basics for students \(youtube.com\)](#)
- Andy Hunt does a lot of OneNote videos. If you want to see how others are using this tool, it's great to follow others who are doing it well. Here's his beginner video. Once this one makes sense to you, try finding a more complex video by him. Keep in mind that you have Microsoft for Education, and he is using a personal or professional version.
[OneNote Organization 101: Beginner Tips for Structuring Your Notes](#)

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It is tailored to guide beginner OneNote users, particularly students at Log Cabin Schoolhouse, through the process of using OneNote for the AI Writers Guild.