

OneNote Tip!

The default for OneNote is Calibri 12 – black. If you would like to change the default font type and size in OneNote follow these steps!

1. Click the **File** tab, and select **Options**.
2. In the **General** tab, go to the **Default font** section and change the settings according to your preferences.
3. Click **OK**.

When you have a tons of open tabs in MicroSoft Edge, you can see small snapshots of the pages by using your mouse to hover over each open tab individually, or select **Show tab previews** to see previews of *all* your open tabs.



Don't miss January's webinars!

Tue, Jan 07, 2020 at 9AM Pacific / 12PM Eastern

[Easy & Effective Storytelling with PowerPoint Morph](#)

Fri, Jan 24, 2020 at 8AM Pacific / 11AM Eastern

[The Kirkpatrick's Say Only Fools Rush In.... to Tie Learning to Kirkpatrick Level 4 Results](#)

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Get rid of all the distractions when you read in MicroSoft Edge!

Most websites have various types of content, such as advertisements and video clips that might distract you from what you are really interested in on the page. The Reading View feature in [Microsoft Edge](#) strips unwanted distractions, rendering just what you want to see!

Enter Reading View

1. Open Microsoft Edge.
2. Navigate to a website with content you want to read.
3. Select the small book icon near the right end of the address bar in the Edge browser window. Alternatively, use the keyboard shortcut **Ctrl+Shift+R**. (If the icon is missing or greyed out, this means that the web page you are on does not support Reading View in Edge).
4. Select the Reading View book icon again or press **Ctrl+Shift+R** to exit Reading View.

Once you select Reading View, the icon will change to blue and Edge will reformat the current page to improve its readability.

You can print this clean copy, or you can use the web note feature and make notes on the page. This is great for students reading articles! You can then print the page or send it to OneNote!

Some features are managed by your organization. Try it home and check out the Learning Tools and Grammar tools!