

The Web clipper is a useful (free) tool that you can install in your Web browser. When you have installed it, you can clip pages, pictures or articles from Web pages directly into OneNote.

Go to <https://www.onenote.com/clipper> in your Web browser. Most modern Web browsers are supported.

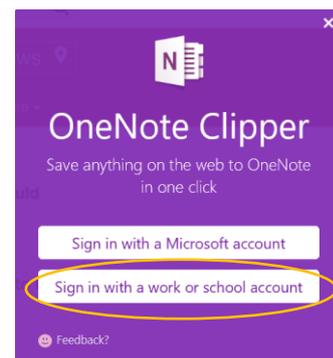


To set up the OneNote Web Clipper, do the following:

1. Click the Get OneNote Web Clipper button.
2. Follow the on-screen instructions that are displayed for the Web browser that you're using.
3. If prompted, acknowledge any security messages to give OneNote Web Clipper permission to work with your browser.

To configure the OneNote Web Clipper, do the following:

1. In your browser, open any Website, and then click the OneNote Web Clipper icon. The (small purple) icon locations differs in various Web browsers but is normally in the top right toolbar.
2. In the purple popup window that appears, click Sign in with a work or school account if you want to use the OneNote Web Clipper with an account given to you by the University of Bristol.
3. If prompted, confirm the requested application permissions for the OneNote Web Clipper. You can later change these application permissions at any time in your Account Settings.



4. To clip something from a Web page, click on the OneNote clipper icon and choose one of the 4 options;

- I. Full page creates and image of the whole page
- II. Region lets you select a region of the page
- III. Article will create an editable article so that you can further edit in OneNote

Click on the default location button and select the OneNote notebook and Section where you want to save the clipping. The clipper will then create a new page in the Section chosen and should appear in OneNote after a few minutes.

