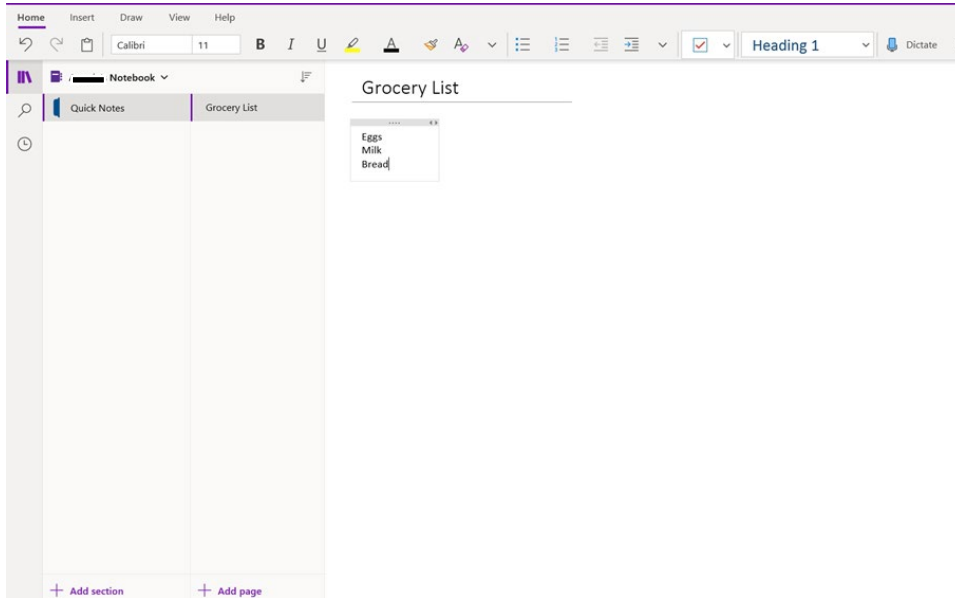


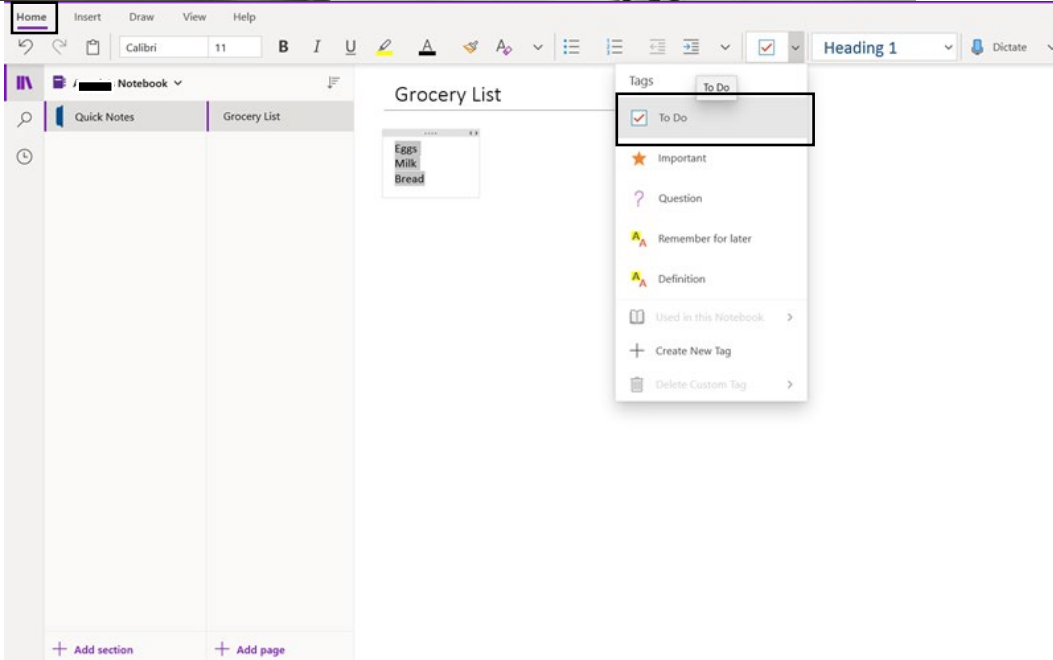
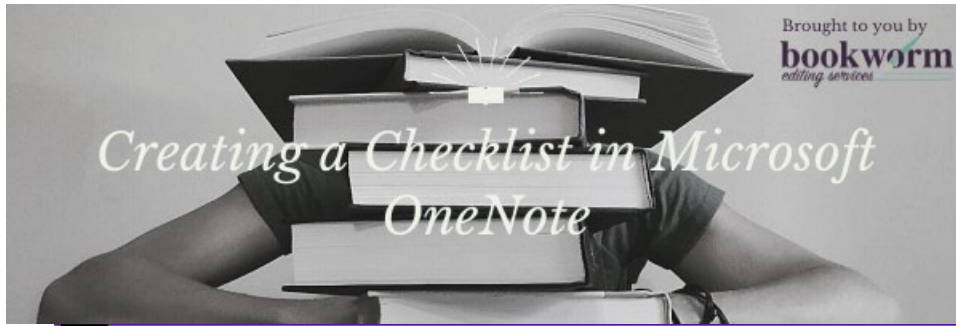
## Creating a Checklist in Microsoft OneNote

Here's how you use it:

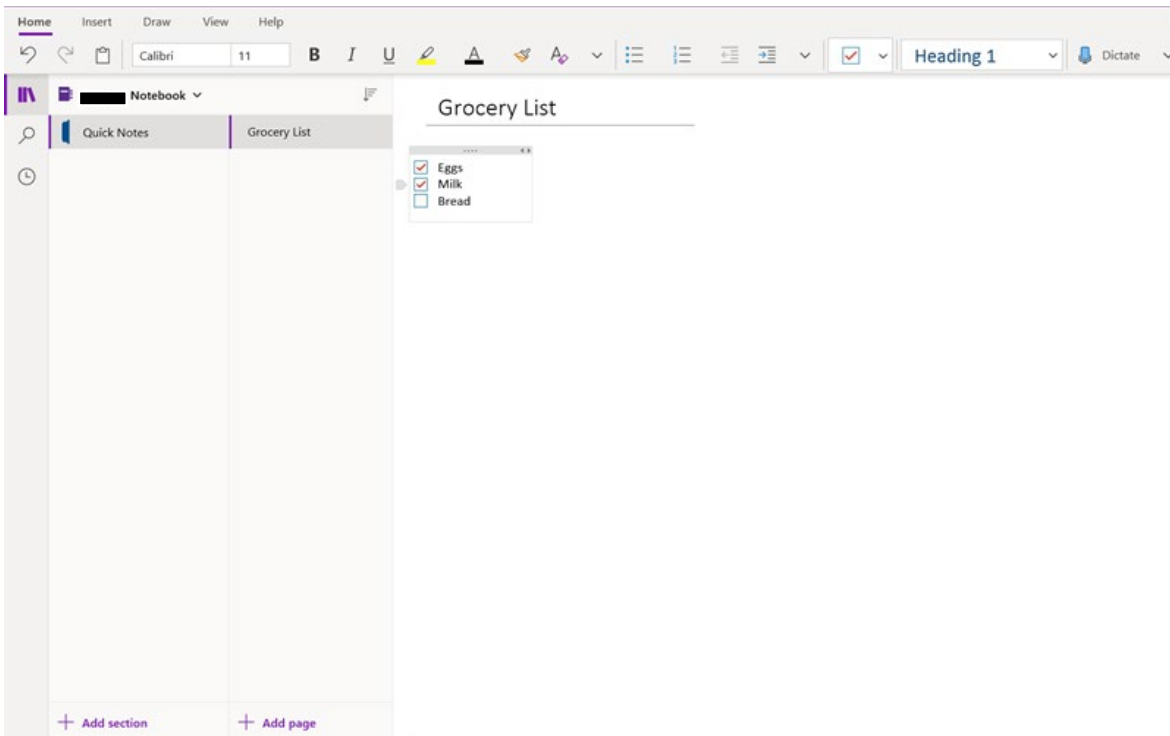
1. Open Microsoft OneNote.
2. Add the items you want on your checklist by typing text on the OneNote page.

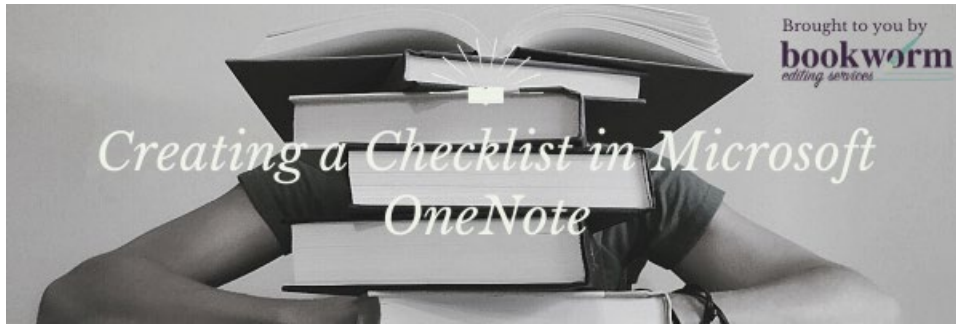


3. Highlight the items that you want marked as a **To Do** item and click on the **To Do** icon in the **Home** tab.



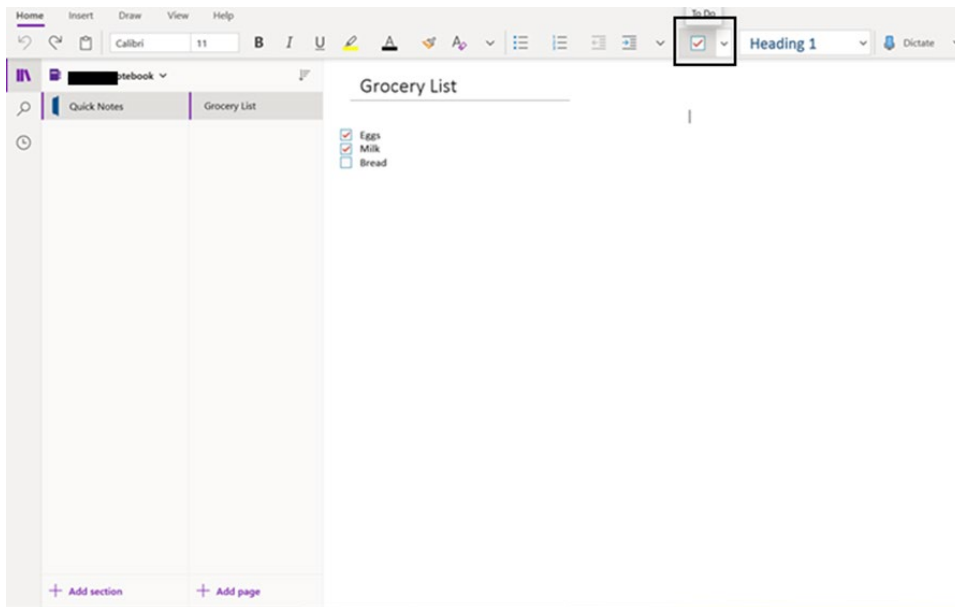
4. As you complete items, click the box next to each item.



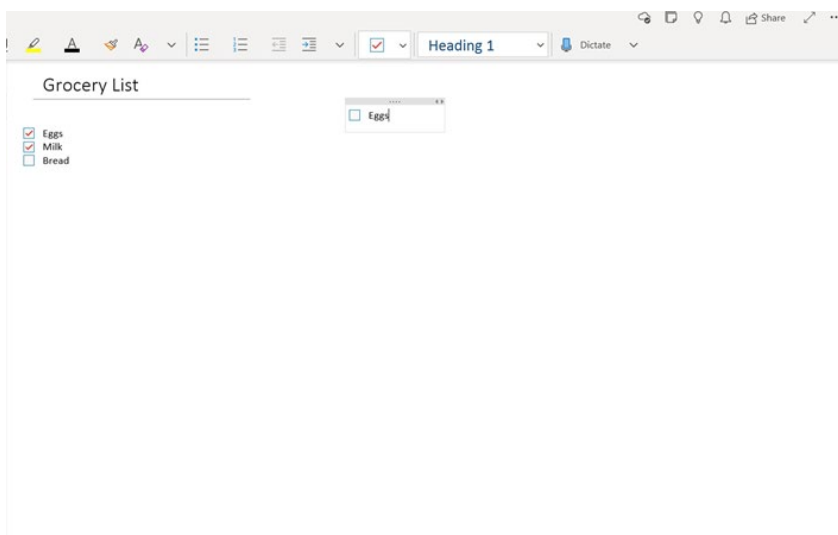


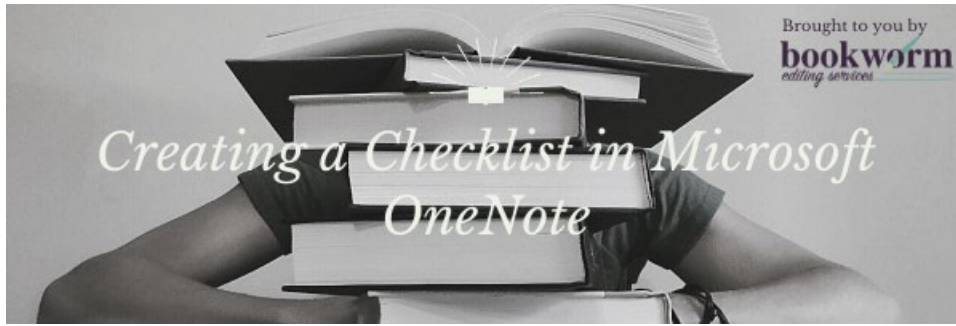
**Alternative:** If you want to add the checkboxes before you add your list of items, do the following:

1. Place your cursor where you want the checkbox to be and click on the **To Do** icon.



2. After adding the checkbox, type in the item for your list.





3. Repeat Steps 1 and 2 for additional items.

