

OneNote

File System Usage

The screenshot shows the Microsoft OneNote application window. The title bar reads "OneNote keeps track of stuff at Work, Home, or Sch - Microsoft OneNote". The ribbon includes tabs for File, Home, Insert, Share, Draw, Review, and View. The Home tab is active, showing options for Cut, Copy, Paste, Format Painter, Clipboard, Basic Text, Styles (Heading 1, Heading 2, Heading 3), Tags (To Do, Important, Question), Find Tags, E-mail Page, Outlook Tasks, and Meeting Details. The main content area contains the following text:

OneNote keeps track of stuff at Work, Home, or School

Gather, organize, search, and share ideas, thoughts, clippings, lists, projects, meeting notes, lectures, references, event plans, instructions, journal, etc. etc.

How are OneNote pages different?
You can type anywhere on the page.
For example, **type your name there:** →

What are all the tabs?

Notebooks
Work, Personal, Classes


Sections of a notebook
Math, Biology, History

Pages in a section
Course info, Lecture 1, Lecture 2



The diagram illustrates the hierarchy: Notebooks (Work, Personal, Classes) contain Sections (Math, Biology, History), which contain Pages (Course info, Lecture 1, Lecture 2). A small inset window shows a OneNote page with a "New Page" button and a list of pages (Lecture 1, Lecture 2).

How OneNote is Set Up

Invitation to OneNote notebook: AK PRA DENA 10(38), AK NPS DENA 10(40) Upper Hogan Creek

 Gould, Samantha (FHWA)

Sent: Wed 4/8/2015 10:08 AM

To:  Oppenheimer, Helen (FHWA);  Hinz, Steven (FHWA)

I wanted to attached the link for your OneNote Project.

Click to open the notebook in OneNote:

[onenote:///I:\Construction\Construction%20OneNote\AK%20PRA%20DENA%2010\(38\),%20AK%20NPS%20DENA%2010\(40\)%20Upper%20Hogan%20Creek%20Drainage%20&%20Denali%20Bridge%20Repairs](onenote:///I:\Construction\Construction%20OneNote\AK%20PRA%20DENA%2010(38),%20AK%20NPS%20DENA%2010(40)%20Upper%20Hogan%20Creek%20Drainage%20&%20Denali%20Bridge%20Repairs)

Thanks,

Samantha Gould
Final Review Engineer
Western Federal Lands Highway Division
610 E. 5th Street
Vancouver, WA 98661
Office: 360-619-7847

Access to OneNote.

The FRE will send you an email saying that you have access to OneNote. Make sure you are on the VPN. The file will remain on the I Drive but a local file will download to your computer.

To Contractor_Log - Microsoft OneNote

File Home Insert Share Draw Review View

Calibri 11

Heading 1
Heading 2
Heading 3

To Do (Ctrl+1)
Important (Ctrl+2)
Question (Ctrl+3)

Find Tags
E-mail Page
Outlook Tasks
Meeting Details

Notebooks: Book 1_WFLHD Project Diaries Book 2_Estimate and Summary Book 3_Pay Notes Book 4_Correspondence Book 5 Contractor and...

AK PRA DE...
Book 1_WFLHD Pr...
Book 2_Estimate a...
Book 3_Pay Notes
Book 4_Correspo...
Book 5 Contracto...
Book 6_Quality As...
Book 7_Misc. Rep...
SWPPP

To Contractor_Log
Wednesday, March 04, 2015
9:34 AM

**AK PRA DENA 10(38) & AK NPS DENA 10(40)
Outgoing Correspondence Record**

Date Written	Serial Number	Subject
12/17/2014	000	<u>Award Letter</u>
2/17/2015	000	<u>Delegation of Authority for WFL</u>
2/17/2015	000	<u>Notification of Precon</u>
2/9/2015	001	<u>Revised Epoxy coated rebar qty</u>
4/6/2015	002	<u>SWPPP Acceptance</u>
4/7/2015	003	Submittal HC-001 Expansion Joint
4/7/2015	004	Temporary Signal Request
	005	
	006	
	007	
	008	
	009	
	010	
	011	

<file:///C:/MyFiles
10(38) AK PRA DENALI &
10(40) AK NPS DENA
Correspondence
Correspondence Out
Correspondence Log.xlsx>

New Page
To Contractor_Log
000_Award Letter
000_Delegation of Authority f
000_Notification of Precon
001_Rebar Qty Update
002_SWPPP Acceptance
003_Submittal_HC-001 Expa
004_Temp Signal Request
005_
006_
007_
008_
009_
010_
011_
To Vancouver
To Client Agency
To Misc. Contacts
Email In
From Contractor
From Vancouver
From Client Agency
From Misc. Contacts

Unfiled Notes

When you click on the link, it will open up OneNote and the project will download.

File Home Insert Share Draw Review View

Clipboard: Paste, Cut, Copy, Format Painter

Basic Text: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbered List, Indentation

Styles: Heading 1, Heading 2, Heading 3

Tags: To Do (Ctrl+1), Important (Ctrl+2), Question (Ctrl+3), Find Tags

Outlook: E-mail Page, Outlook Tasks, Meeting Details

Notebooks:

- OneNote 2010 Guide
- Small Project Template
- Large Project Template
- AK PRA DENA 10(38), AK NPS ...
- Book 1_WFLHD Project Diaries
- Book 2_Estimate and Summary
- Book 3_Pay Notes
- Book 4_Correspondence
- Book 5 Contractor and Subcontractor ...
- Book 6_Quality Assurance
- Book 7_Misc. Reports and Plans
- SWPPP
- MT MCCONE 2013(1) Rock Cr...**
- WFLHD Project Diaries
- Estimates and CMs
- Contractor Paynotes
- Correspondence
- Contractor and Subcontract Reports
- Quality Assurance
- Reports and Plans
- SWPPP
- MT PRA GLAC 10(40) - GTSR Ri...
- Project Diaries
- Estimates
- Contractor Paynotes
- Contract Modifications
- Correspondence
- Contractor Daily Reports and Payroll
- Subcontractor Daily Reports and Payroll
- Contractor QC
- Material Certifications
- Material Tests
- Unfiled Notes


WFLHD Project Diaries | Estimates and CMs | Contractor Paynotes | **Correspondence** | Contractor and Subco...

Search All Notebooks (Ctrl+E)

CM 0001

Tuesday, March 24, 2015
12:29 PM

Administrative Change: Accounting Info Changes MB



CM001

New Page

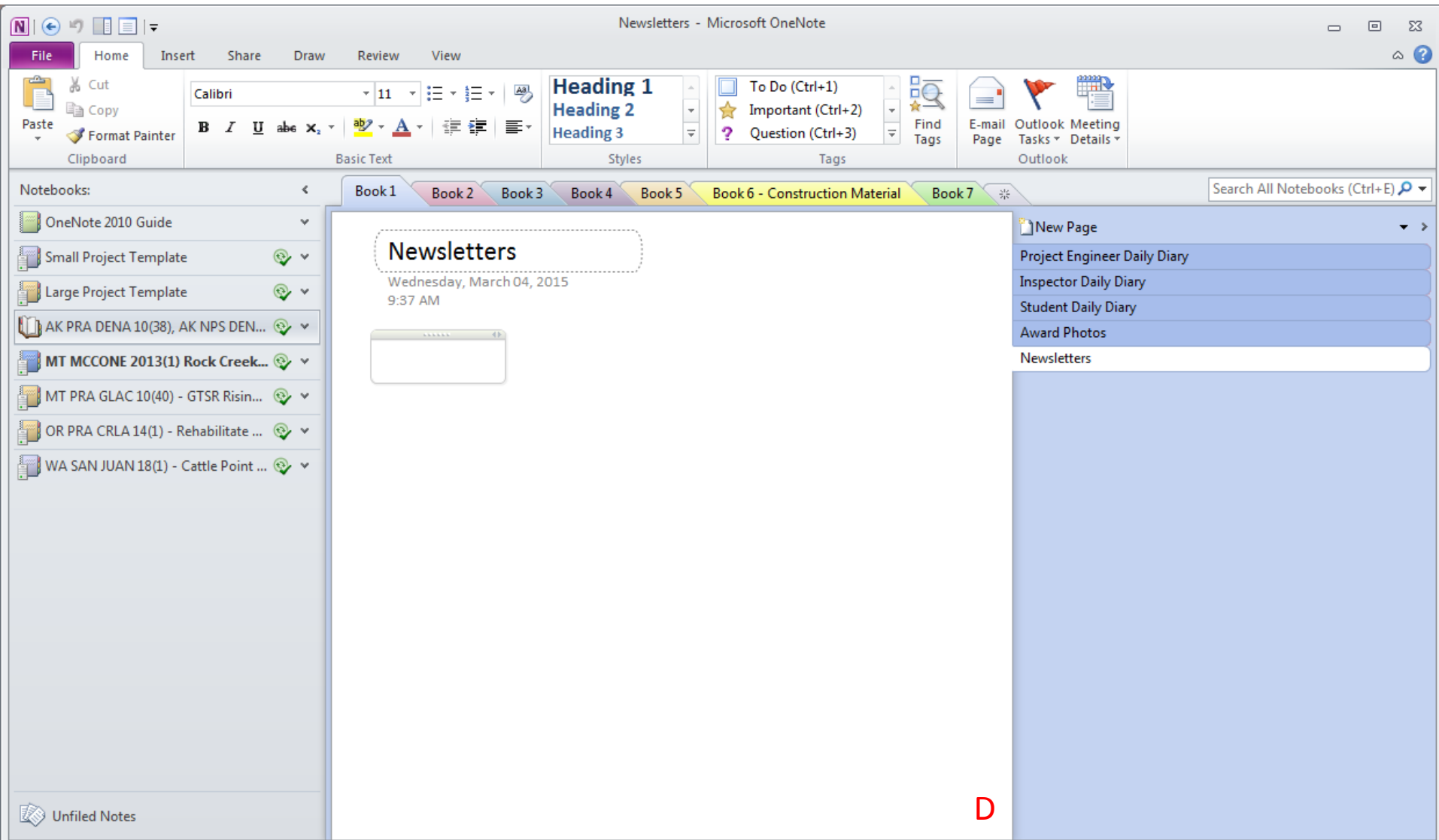
Estimates

Contract Modifications

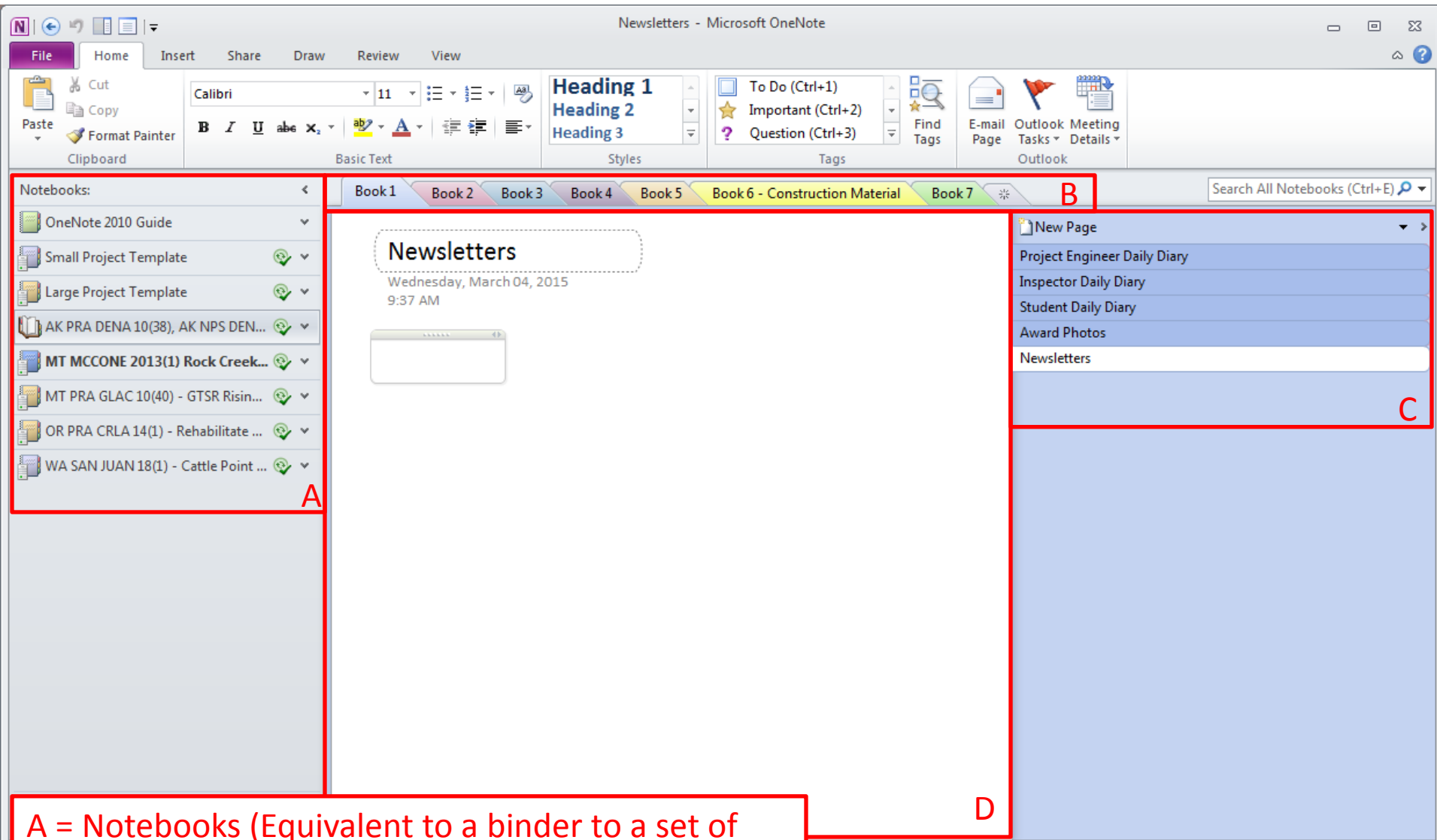
- CM 0001
- CM 0002
- CM 0003
- CM 0004
- CM 0005
- CM 0006
- CM 0007
- CM 0008
- CM 0009
- CM 0010

MT MCCONE 2013(1) Rock Creek Roads Stabilization
I:\CONSTRUCTION\Construction OneNote\MT MCCONE 2013(1) Rock Creek Roads Stabilization
This notebook is up to date.

When you hover over the project name on the left hand side, it will show you that the file is on the I Drive.



Project are created by Final Review Engineer and are located on the Network Drive: I Drive.



A = Notebooks (Equivalent to a binder to a set of project books)
B = Section (Equivalent to a binder)
C = Page (Equivalent to a tab in a binder)
D = Content (Equivalent to whatever is in each tab)

PE Diary - Microsoft OneNote

File Home Insert Share Draw Review View

Clipboard: Paste, Cut, Copy, Format Painter

Basic Text: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Decrease Indent, Paragraph Style

Styles: Heading 1, Heading 2, Heading 3

Tags: To Do (Ctrl+1), Important (Ctrl+2), Question (Ctrl+3), Find Tags

Outlook: E-mail Page, Outlook Tasks, Meeting Details

Notebooks:

- OneNote 2010 Guide
- Small Project Template
- Large Project Template
- AK PRA DENA 10(38), AK NPS DEN...
- MT MCCONE 2013(1) Rock Creek...**
 - WFLHD Project Diaries**
 - Estimates and CMs
 - Contractor Paynotes
 - Correspondence
 - Contractor and Subcontract Reports
 - Quality Assurance
 - Reports and Plans
 - SWPPP
 - New Section 1
- MT PRA GLAC 10(40) - GTSR Risin...
- OR PRA CRLA 14(1) - Rehabilitate ...
- WA SAN JUAN 18(1) - Cattle Point ...

Unfiled Notes

WFLHD Project Diaries | Estimates and CMs | Contractor Paynotes | Correspondence

Search All Notebooks (Ctrl+E)

New Page

PE Diary

Inspector Diary

Student Diary

Photos

Newsletters

PE Diary

Tuesday, March 24, 2015
11:34 AM

A typical project...

Bold areas are showing something new that was added but I have not seen yet.

CM 0001 - Microsoft OneNote

File Home Insert Share Draw Review View

Clipboard Basic Text Styles Tags Outlook

Notebooks: WFLHD Project Diaries Estimates and CMs Contractor Paynotes Correspondence

Search All Notebooks (Ctrl+E)

CM 0001

Tuesday, March 24, 2015
12:29 PM

Administrative Change: Accounting Info Changes

PDF

CM001

MB

Initials of person making change

New Page

Estimates

Contract Modifications

CM 0001

CM 0002

CM 0003

CM 0004

CM 0005

CM 0006

CM 0007

CM 0008

CM 0009

CM 0010

Unfiled Notes

A Shows under "Estimates and CMs" > "CM 0001" that there is a new document "Administrative Change: Accounting Info Changes."

Adding Documents to OneNote

EEBACS Delegation of Authority - Microsoft OneNote

File Home Insert Share Draw Review View

Calibri 11

Heading 1
Heading 2
Heading 3

To Do (Ctrl+1)
Important (Ctrl+2)
Question (Ctrl+3)

Find Tags
E-mail Page
Outlook Meeting Tasks Details Outlook

Notebooks: WFLHD Project Diaries Estimates and CMs Contractor Paynotes Correspondence Reports and Plans

WFLHD-299
Weeden

EEBACS Delegation of Authority
Tuesday, March 24, 2015
12:23 PM

WFLHD-299
(Rev. 4/14)

Contractor's EEBACS Delegation of Authority

GENERAL INSTRUCTIONS: Please submit this information in single copy promptly to avoid pay delays. The delegations below will remain in effect until written notification and a revised WFLH Form are submitted and received.

Contract No: DTFH 70-14-B-00009		
Project Number/Name: MT MCCONE 2013(1) ROCK CREEK ROADS STABILIZATION		
EEBACS Role	Role Description	Name/Title Authorized for R
Construction Contract Manager	The Contractor may have only one person delegated this authority. This role includes all system rights available to contractor personnel in EEBACS	1 MIKE KINDZBERSKI PROJECT MGR
Assistant Construction Contract Manager	The Contractor may have one or more persons delegated this authority who are employees. This role is identical to that of "Construction Contractor Manager". (The assistant role allows additional employees to have the same rights as the "Construction Contractor Manager.")	1 MIKE KINDZBERSKI
		2 CHARLIE JOHNSTON R.O.C.M.
		3 TEAL FOX R.O.C.M.
		1 MIKE KINDZBERSKI

EEBACS Delegation of Authority

EEBACS - Contractor User Forms - 2015 - Rock Creek Roads

File Edit View Tools Help

Organize Open with Adobe Acrobat X Print Burn New folder

Name	Date modified	Type	Size
EEBACS-001-AE-Staff-Construction-Cont...	3/17/2015 9:29 AM	Adobe Acrobat D...	206 KB
Signed EEBACS 001.pdf	3/17/2015 9:26 AM	Adobe Acrobat D...	42 KB

2 items selected Date modified: 3/17/2015 9:29 AM Date created: 3/17/2015 9:26 AM
Size: 246 KB

You can drag and drop files to the correct tab.

The screenshot displays the Microsoft OneNote interface. The title bar at the top right reads "EEBACS Delegation of Authority - Microsoft OneNote". The ribbon menu includes "File", "Home", "Insert", "Share", "Draw", "Review", and "View". The "Home" tab is active, showing options for "Clipboard" (Cut, Copy, Paste, Format Painter), "Basic Text" (font face: Calibri, size: 11, bold, italic, underline, text color, background color, bullet points, numbered list, indent), "Styles" (Heading 1, Heading 2, Heading 3), "Tags" (To Do (Ctrl+1), Important (Ctrl+2), Question (Ctrl+3)), "Find Tags", "E-mail Page", "Outlook Tasks", and "Meeting Details".

The left sidebar shows a list of notebooks, with "OR PRA CRLA 14(1) - Rehabilitat..." selected. Below it, a list of sections is visible, including "Project Diaries", "Estimates", "Contractor Paynotes", "Contract Modifications", "Correspondence", "Contractor Daily Reports and Payroll", "Subcontractor Daily Reports and Payroll", "Contractor QC", "Material Certifications", "Material Tests", "Survey Information", "Photos and Newsletters", "Reports and Plans", "SWPPP", "Project Diaries 2", and "Delegation of Authority".

The main content area shows a document titled "EEBACS Delegation of Authority" with a date of "Tuesday, March 24, 2015" and a time of "12:23 PM". A small, empty rectangular box is visible below the date. An "Insert File Options" dialog box is open, with the following text and options:

Insert File Options

Specify how you want to insert the file:

- Insert a copy of the file onto the page
- Insert the file as printout so I can add notes to it

Buttons: OK, Cancel

There will be file options for adding documents

File Home Insert Share Draw Review View

Clipboard: Paste, Cut, Copy, Format Painter

Basic Text: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Indentation

Styles: Heading 1, Heading 2, Heading 3

Tags: To Do (Ctrl+1), Important (Ctrl+2), Question (Ctrl+3), Find Tags, E-mail Page, Outlook Tasks, Meeting Details, Outlook


Notebooks:

- OneNote 2010 Guide
- Small Project Template
- Large Project Template
- AK PRA DENA 10(38), AK NPS DE...
- MT MCCONE 2013(1) Rock Creek...
- MT PRA GLAC 10(40) - GTSR Risi...
- OR PRA CRLA 14(1) - Rehabilitat...
- Project Diaries
- Estimates
- Contractor Paynotes
- Contract Modifications
- Correspondence
- Contractor Daily Reports and Payroll
- Subcontractor Daily Reports and Payroll
- Contractor QC
- Material Certifications
- Material Tests
- Survey Information
- Photos and Newsletters
- Reports and Plans
- SWPPP
- Project Diaries 2
- Delegation of Authority**
- WA SAN JUAN 18(1) - Cattle Point ...

Project Diaries Estimates Contractor Paynotes Contract Modifications Correspondence Contractor Daily Reports and Payroll

WFLHD 298

Tuesday, April 21, 2015
2:17 PM

 Delegation of Auth & ...

What it look like when “Insert a copy of the file onto the page”. This is the option that should always be selected.

Clipboard: Paste, Cut, Copy, Format Painter

Basic Text: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbered List, Indentation

Styles: Heading 1, Heading 2, Heading 3

Tags: To Do (Ctrl+1), Important (Ctrl+2), Question (Ctrl+3), Find Tags

Outlook: E-mail Page, Outlook Tasks, Meeting Details

- Notebooks:
- OneNote 2010 Guide
 - Small Project Template
 - Large Project Template
 - AK PRA DENA 10(38), AK NPS DE...
 - MT MCCONE 2013(1) Rock Creek...
 - MT PRA GLAC 10(40) - GTSR Risi...
 - OR PRA CRLA 14(1) - Rehabilitat...
 - Project Diaries
 - Estimates
 - Contractor Paynotes
 - Contract Modifications
 - Correspondence
 - Contractor Daily Reports and Payroll
 - Subcontractor Daily Reports and Payroll
 - Contractor QC
 - Material Certifications
 - Material Tests
 - Survey Information
 - Photos and Newsletters
 - Reports and Plans
 - SWPPP
 - Project Diaries 2
 - Delegation of Authority
 - WA SAN JUAN 18(1) - Cattle Point ...

EEBACS Delegation of Authority

Tuesday, March 24, 2015
12:23 PM



Delegation of Auth & ...

Inserted from: <<file:///C:/Users/samantha.gould/AppData/Local/Temp/1/562FB2D4-22BE-407F-8EDC-57F23E895DF7/pdf>>

What it look like when "Insert File as a Printout"
This option is not preferred. Check with your COE if they would like you to add your PE diarys in this format

WFLHD-298
(Rev. 4/14)

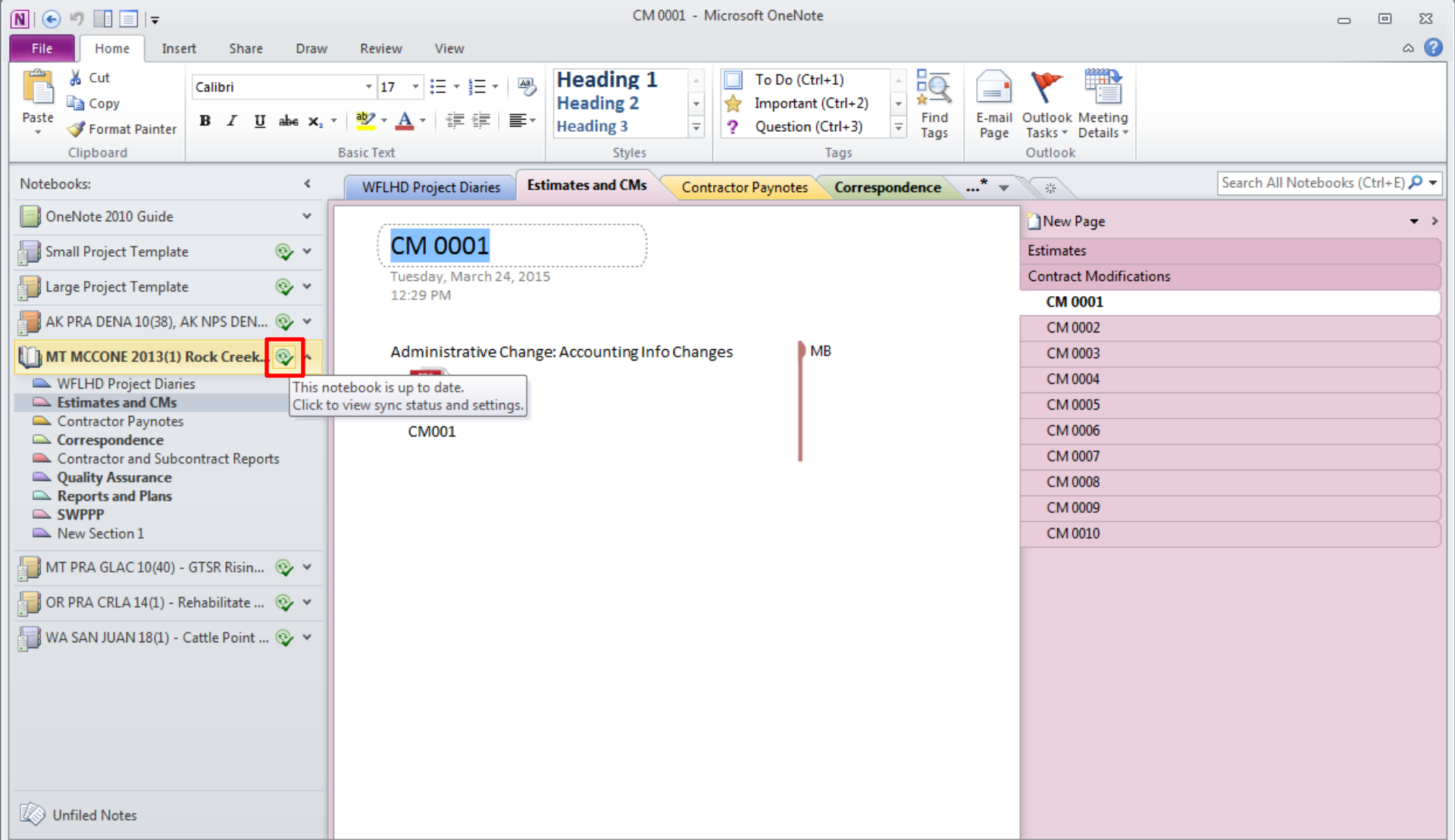
Contractor's Delegation of Authority (Authorized Signatures)

GENERAL INSTRUCTIONS: Please submit this information in single copy promptly to avoid delays. The delegations below will remain in effect until written notification and a revised Form are submitted and received.

Contract No: DTFH7015C00008

Project Number/Name:

Syncing



Because the file is located on the I drive, it needs to be synced. If it is synced up, it will have the green circle with a green check mark.

File Home Insert Share Draw Review View

Calibri 11

Heading 1
Heading 2
Heading 3

To Do (Ctrl+1)
Important (Ctrl+2)
Question (Ctrl+3)

Find Tags
E-mail Page
Outlook Tasks
Meeting Details

- Notebooks:
- OneNote 2010 Guide
 - Small Project Template
 - Large Project Template
 - AK PRA DENA 10(38), AK NPS DEN...
 - MT MCCONE 2013(1) Rock Creek...
 - WFLHD Project Diaries
 - Estimates and CMs
 - Contractor Paynotes
 - Correspondence
 - Contractor and Subcontract Reports
 - Quality Assurance
 - Reports and Plans
 - SWPPP
 - New Section 1
 - MT PRA GLAC 10(40) - GTSR Risin...
 - OR PRA CRLA 14(1) - Rehabilitate ...
 - WA SAN JUAN 18(1) - Cattle Point ...

WFLHD Project Diaries

EEBACS Delegation of Authority

Tuesday, March 24, 2015
12:23 PM

WFLHD-299
Weeden

WFLHD-299
(Rev. 4/14)

GENERAL INSTRUCTIONS
delays. The delegation
Form are submitted and

Contract No: DIF

Project Number/Name:

MCCONE

S Role

Contract person delegated this authority. This role includes all system rights available to contractor personnel in EEBACS.

The Contractor may have one or more persons delegated this authority who are employees. This role is identical to that of "Construction Contractor Manager". (The assistant role allows additional employees to have the same rights as the "Construction Contractor Manager".)

1 PROJECT M612

1 MIKE KUNDZBERG

2

3

1

Shared Notebook Synchronization

OneNote keeps a local cached copy of all your notebooks. This makes access to those notebooks faster and allows you to use them even when you are offline. How do you want OneNote to sync its local copy with the originals?

Sync automatically whenever there are changes

Work offline - sync only when I click "Sync All"

Remote notebooks: 7 up to date, 0 syncing, 0 not connected.

Large Project Template	Up to date.	Sync Now
AK PRA DENA 10(38), AK NPS DENA 10(40) Upper Hoga...	Up to date.	Sync Now
MT MCCONE 2013(1) Rock Creek Roads Stabilization	Up to date.	Sync Now
MT PRA GLAC 10(40) - GTSR Rising Sun to St. Mary, Ph...	Up to date.	Sync Now
OR PRA CRLA 14(1) - Rehabilitate West Rim Drive and ...	Up to date.	Sync Now
WA SAN JUAN 18(1) - Cattle Point Road Relocation	Up to date.	Sync Now

If you want to sync your project, press the circle next to the file. A pop up window will pop up. You will then press "Sync Now."

If you can't get it to sync, try restarting your computer and then call the Final Review Engineer if that doesn't work.

Setting up a Link

The image shows a screenshot of the Microsoft OneNote application. The window title is "With Vancouver - Microsoft OneNote". The ribbon at the top includes "File", "Home", "Insert", "Share", "Draw", "Review", and "View". The "Home" tab is active, showing options for text formatting (font face, size, bold, italic, underline, text color, background color) and paragraph alignment. The "Styles" section shows "Heading 1", "Heading 2", and "Heading 3". The "Tags" section includes "To Do (Ctrl+1)", "Important (Ctrl+2)", and "Question (Ctrl+3)". The "Find Tags" section has a search icon. The "E-mail Page" section includes "E-mail Page", "Outlook Tasks", and "Meeting Details".

The left sidebar shows a list of notebooks. The "Correspondence" notebook is highlighted with a red box. The main content area shows a page titled "With Vancouver" dated "Tuesday, March 24, 2015" at "12:45 PM". There are two PDF attachments: "MT PRA GTSR 10(4...)" and "Delegation of Authority".

The right sidebar shows a "New Page" dropdown menu with options: "With Project Staff", "With Contractor", "With Vancouver" (highlighted), "With Client Agency", and "Misc. Contacts".

A red box highlights the following text in the center of the page:

EXAMPLE: The Delegation of Authority has the EEBACS Delegation of Authority within the document. However, this is under the Correspondence tab.

The screenshot shows the Microsoft OneNote interface. The title bar reads "EEBACS Delegation of Authority - Microsoft OneNote". The ribbon includes "File", "Home", "Insert", "Share", "Draw", "Review", and "View". The "Home" ribbon is active, showing options for text formatting (Font, Paragraph, Styles) and tags (To Do, Important, Question). The left sidebar shows a list of notebooks, with "Reports and Plans" highlighted in a red box. The main content area displays a document titled "EEBACS Delegation of Authority" with a date of "Tuesday, March 24, 2015" and a time of "12:23 PM". The right sidebar shows a list of pages, with "EEBACS Delegation of Authority" highlighted in a red box.

The EEBACS Delegation of Authority should be under the EEBACS Delegation of Authority tab. But since it's not, you can create a link.

The screenshot displays the Microsoft OneNote interface. The main window title is "EEBACS Delegation of Authority - Microsoft OneNote". The ribbon shows the "Home" tab with various formatting and editing options. The left sidebar contains a list of notebooks, with "Reports and Plans" highlighted. The main content area shows a page titled "EEBACS Delegation of Authority" dated "Tuesday, March 24, 2015". A context menu is open over the page title, with the "Link... (Ctrl+K)" option selected. The right sidebar shows a list of pages, with "EEBACS Delegation of Authority" at the bottom highlighted.



You will **right click** on your EEBACS Delegation of Authority page and options will pop up. Click on **“Link... (Ctrl+K).”**


BACS Delegation of Autho

Monday, March 24, 2015
1:33 PM

Link

Text to display:

Address:
  

Or pick a location in OneNote:
 

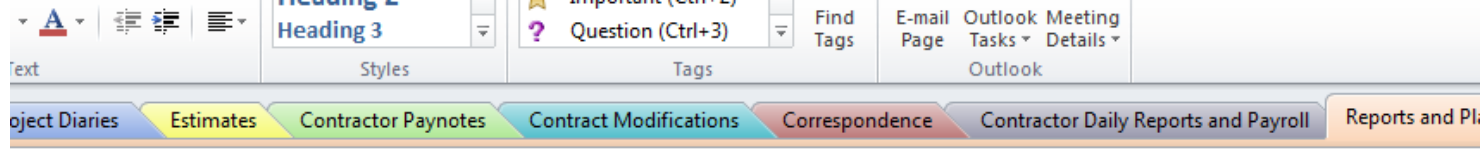
All Notebooks

- + OneNote 2010 Guide
- + Small Project Template
- + Large Project Template
- + AK PRA DENA 10(38), AK NPS DENA 10(40) Upper Hogan Cre...
- + MT MCCONE 2013(1) Rock Creek Roads Stabilization
- MT PRA GLAC 10(40) - GTSR Rising Sun to St. Mary, Phase 13
 - + Pr...
 - + Es...
 - + Contractor Paynotes
 - + Contract Modifications
 - + Correspondence
 - + Contractor Daily Reports and Payroll

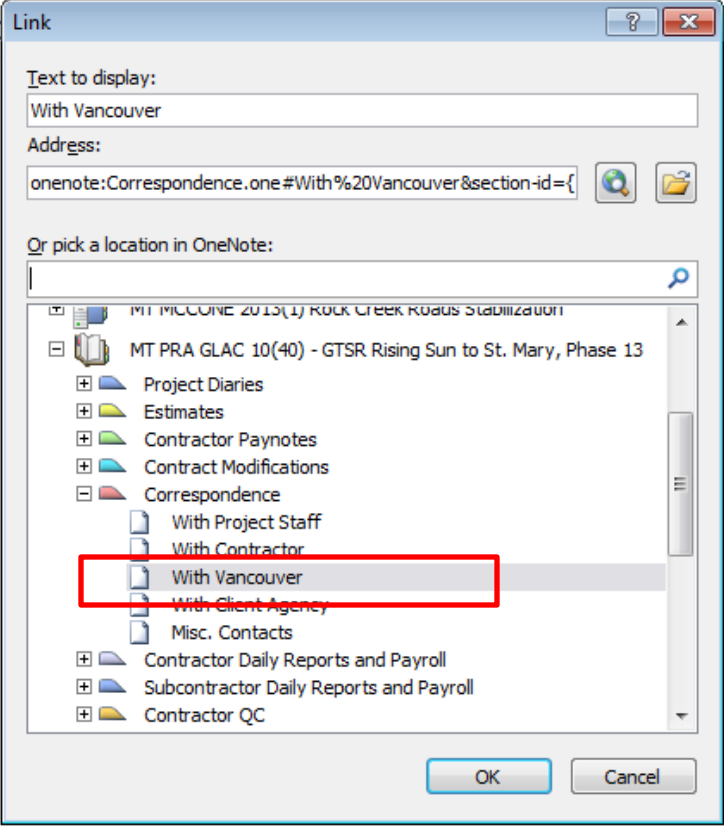
OK Cancel

Location: MT PRA GLAC 10(40) - GTSR Rising Sun to St. Mary, Phase 13

A window will pop up for you to select the file that you want it to link to.



EEBACS Delegation of Auth
Tuesday, March 24, 2015
12:23 PM



Choose your file. We want to link the EEBACS Delegation of Authority back to the folder Correspondence where the document is located. And then Press "OK."

The screenshot shows the Microsoft OneNote interface. The title bar reads "EEBACS Delegation of Authority - Microsoft OneNote". The ribbon includes "File", "Home", "Insert", "Share", "Draw", "Review", and "View". The "Home" ribbon is active, showing font settings (Calibri, size 11) and various formatting options. The "Notebooks" pane on the left lists several notebooks, including "Project Diaries", "Estimates", "Contractor Paynotes", "Contract Modifications", "Correspondence", "Contractor Daily Reports and Payroll", "Reports and Plans", and "SWPPP". The "Correspondence" notebook is selected, and the "EEBACS Delegation of Authority" page is open. The page content includes the title "EEBACS Delegation of Authority", the date "Tuesday, March 24, 2015", and the time "12:23 PM". A blue hyperlink "With Vancouver" is visible and highlighted with a red rectangular box. The right-hand pane shows a "New Page" dropdown menu with a list of pages, including "Meetings", "Reports and Plans", and "EEBACS Delegation of Authority".

It has created a link. So when you click on "With Vancouver" it will take you to the Correspondence page to see the document with EEBACS Delegation of Authority in it.

The screenshot shows the Microsoft OneNote interface. The title bar reads "With Vancouver - Microsoft OneNote". The ribbon includes "File", "Home", "Insert", "Share", "Draw", "Review", and "View". The "Home" ribbon is active, showing font settings (Calibri, size 17) and paragraph styles (Heading 1, Heading 2, Heading 3). The "Insert" ribbon shows options for "To Do (Ctrl+1)", "Important (Ctrl+2)", and "Question (Ctrl+3)". The "Share" ribbon includes "Find Tags", "E-mail Page", "Outlook Meeting Tasks", and "Outlook Details".

The left sidebar shows a list of notebooks. The "Correspondence" notebook is highlighted with a red box. Other notebooks include "Project Diaries", "Estimates", "Contractor Paynotes", "Contract Modifications", "Contractor Daily Reports and Payroll", "Reports and Plans", "OR PRA CRLA 14(1) - Rehabilitate ...", and "WA SAN JUAN 18(1) - Cattle Point ...".

The main content area shows a page titled "With Vancouver" with a timestamp of "Tuesday, March 24, 2015 12:45 PM". Two PDF attachments are visible: "MT PRA GTSR 10(4...)" and "Delegation of Authority". Both attachment icons are enclosed in red boxes.

The right sidebar shows a "New Page" section with a list of pages: "With Project Staff", "With Contractor", "With Vancouver" (highlighted), "With Client Agency", and "Misc. Contacts".

After clicking on "With Vancouver" you were taken to the Correspondence page to see the document with EEBACS Delegation of Authority in it.

This is super handy so you aren't having to email files to the Final Review Engineer. All you have to email to say it's been uploaded.