

Copy text from images in OneNote ^[1]

June 17, 2026 by ES and UIS Communications ^[2]

OneNote can recognize and copy text from photos of printed or handwritten notes, making it easier to search and reuse your content.

OneNote supports Optical Character Recognition (OCR), a tool that reads and extracts text from images. This works with both printed and handwritten notes. Take a photo of your notes and insert it in OneNote — later, you can search OneNote and find that image based on its text.

OneNote can also copy the text from an image directly to your clipboard.

NOTE: This feature is available in the OneNote desktop app for Windows and Mac. It is not supported in OneNote for the web or mobile apps.

Copy text from an image

1. Select **Insert > Pictures** to add your image to OneNote.
2. Right-click the image.
3. Select **Copy Text from Picture**.

NOTE: The **Copy Text from Picture** option may not appear immediately after inserting an image. If you don't see it, wait a few minutes and try again — OneNote processes text recognition in the background.

Copy text from picture

4. Press **Ctrl+V** (Windows) or **Command+V** (Mac) to paste the copied text.

Copied text

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/tech-tips/copy-text-images-onenote>

Links

[1] <https://www.cu.edu/blog/tech-tips/copy-text-images-onenote> [2] <https://www.cu.edu/blog/tech-tips/author/249473>