

One Note / Class Notebook

Tuesday, April 18, 2017 1:25 PM

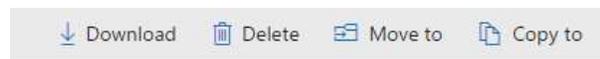
Exporting Notebooks

Thursday, April 6, 2017

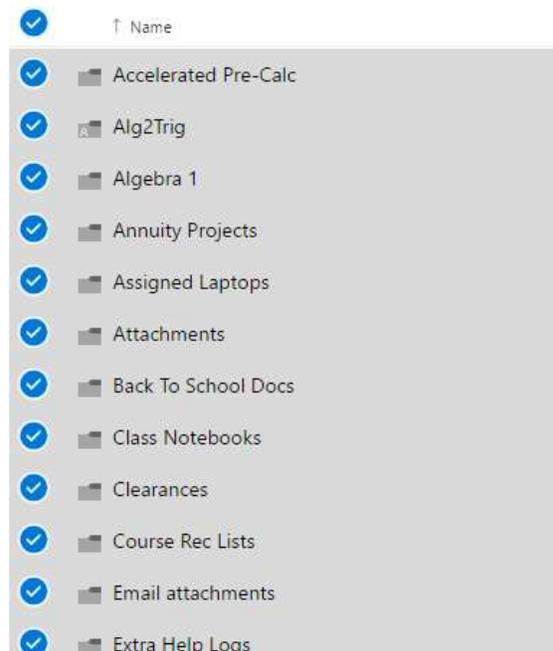
7:41 AM

Steps for Saving or backing up all files in your OneDrive to another location

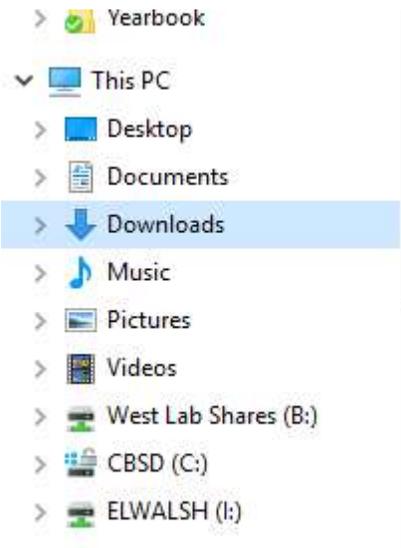
1. Go into Office 365, and then into your OneDrive
2. Select all files, by clicking on the Blue Check
3. Then select Download - your OneDrive is now being saved as a Zip Folder . You will see the download in the bottom left of your screen.



Files

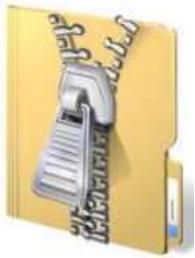


4. When it is done downloading, it will disappear from the bottom left corner, but you can look for the folder in your Recent Downloads.



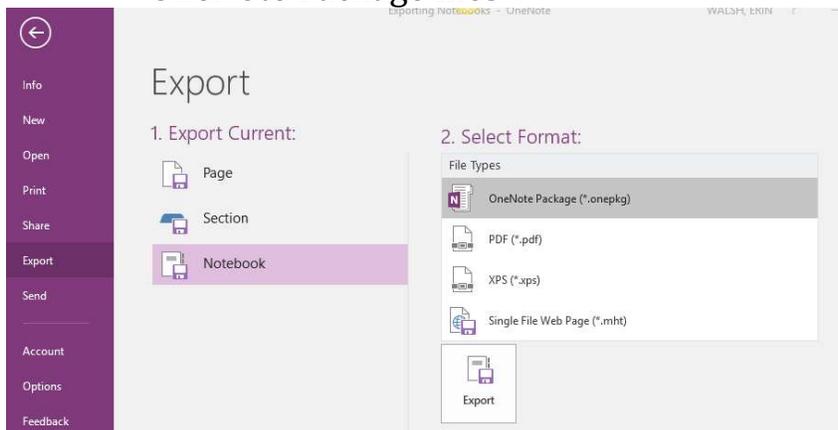
5. From here, drag the Zip Folder into your Flash Drive. Again, I recommend that the Flash Drive is already plugged into the computer.

<<saving a onedrive.mp4>>



Steps for Saving an Existing Notebook to a Flash Drive

1. Go into OneNote, and be in the notebook you wish to save.
2. In the top left corner, choose File.
3. Then choose Export - Notebook - OneNote Package (see below). Click Export
 - a. Note: saving an entire notebook is only supported in PDF, XPS or OneNote Package files



4. You will then be prompted to save the Exported Notebook to a location. I recommend already having your Flash Drive plugged into the computer and save to your Flash Drive.
 - a. Be sure that your Flash Drive will have enough space to handle the entire Notebook that you are exporting