▶ EMBEDDING EDITABLE WORD DOCUMENTS IN ONENOTE

- **<u>After you have saved your file to OneDrive</u>, click on FILE > SHARE**
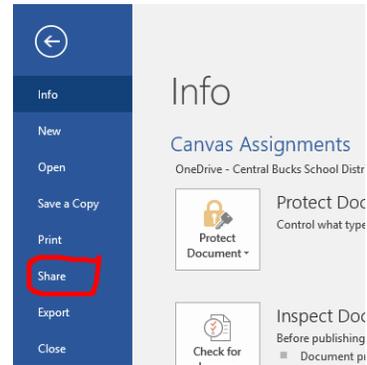
- **Click on the dropdown menu**
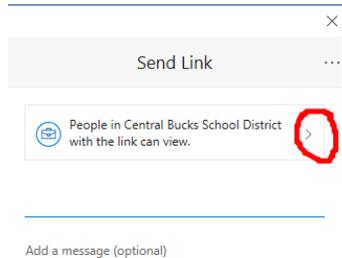
- **Click on the ALLOW EDITING Link**
  <mark>This is new this year</mark>
  <mark>(by default it used to allow editing)</mark>
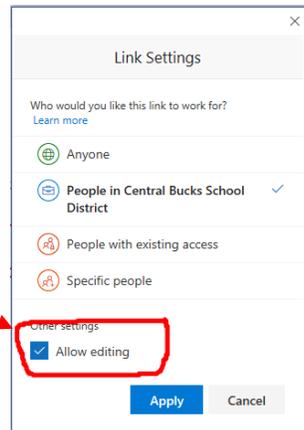
- **Click on APPLY**
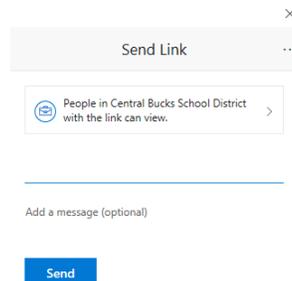
- **Click on COPY LINK**
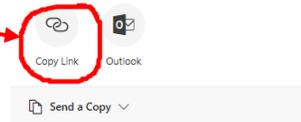
- **Then click COPY**
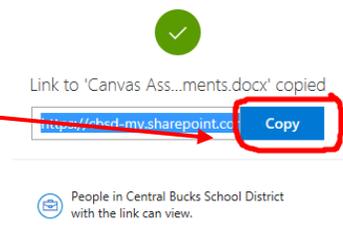
- **In OneNote choose on the INSERT Tab and choose LINK**
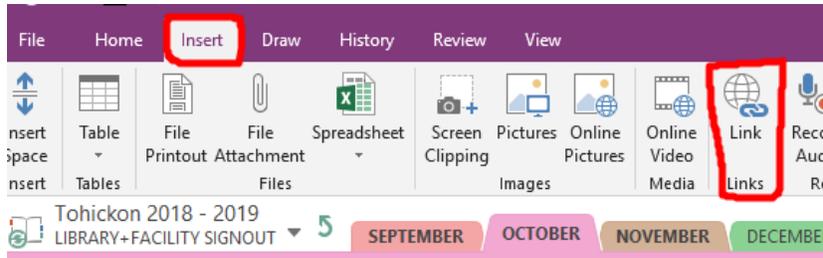
- **Paste the URL into the link box and give your file a jazzy name**
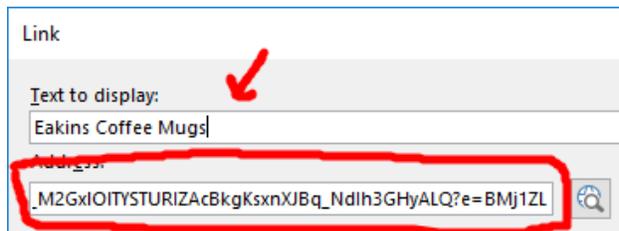
- **Voila! Your editable link is embedded in OneNote.**