Exporting a OneNote Notebook from OneNote 2013

- 1. Open OneNote
- 2. Click the title of the notebook you'd like to export
- 3. Click "File"
- 4. Click "Export"
- 5. Under the "Export Current:" heading, select "Notebook" to export an entire notebook (you can also export a single page or section, if you'd like)
- 6. Under the "Select Format:" heading:
 - a. If you would like to open the file on another computer to have the ability to modify the notes, select "OneNote Package (*.onepkg)"
 - b. If you only need to view the notes and are not concerned with modifying the notes, or if you don't have another computer with OneNote, select "PDF (*.pdf)"
- 7. Click the "Export" button
- 8. Select a location to save the exported file
- 9. Type in a name for the exported file
- 10. Click the "Save" button
- 11. Repeat this procedure for each notebook that you want to save
- 12. Transfer the files to wherever you have chosen to keep your backed up files

*Please see the following pages for pictures of the procedure





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