

How to Export a OneNote Notebook

1. Open the OneNote program. **IMPORTANT**: Do not open "OneNote for Windows 10". You must open the native OneNote program on your laptop. The key is that you see the **File** menu option at the top left of the screen.

(File	Home	Insert	Draw	History	Review	View	
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- 2. Open the OneNote notebook you wish to export. Click File > Open. You may need to drill down to *OneDrive Campbell.edu* to see your notebooks.
- Then click *File > Export*. Select *Notebook* and *OneNote Package (*.onepkg)*. Last, click the *Export* button.

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	Info	Export	
	New	1. Export Current:	2. Select Format:
	Open	Page	File Types
	Print Share Export		OneNote Package (*.onepkg)
		Section	PDF (*.pdf)
_>(Notebook	XPS (*.xps)
	Send		
	Account		Single File Web Page (".mht)
	Foodback		
	Peedback		Export
	Options		

4. The Save As window opens. Verify *Current Notebook* is selected under *Page Range* to export the entire notebook.

Page Range: 🔿 Selected Pages
O Current Section
Current Notebook

- 5. Choose the folder where you will save the notebook and click the *Save* button.
- 6. Repeat steps 2 through 5 for every OneNote Notebook you wish to export.