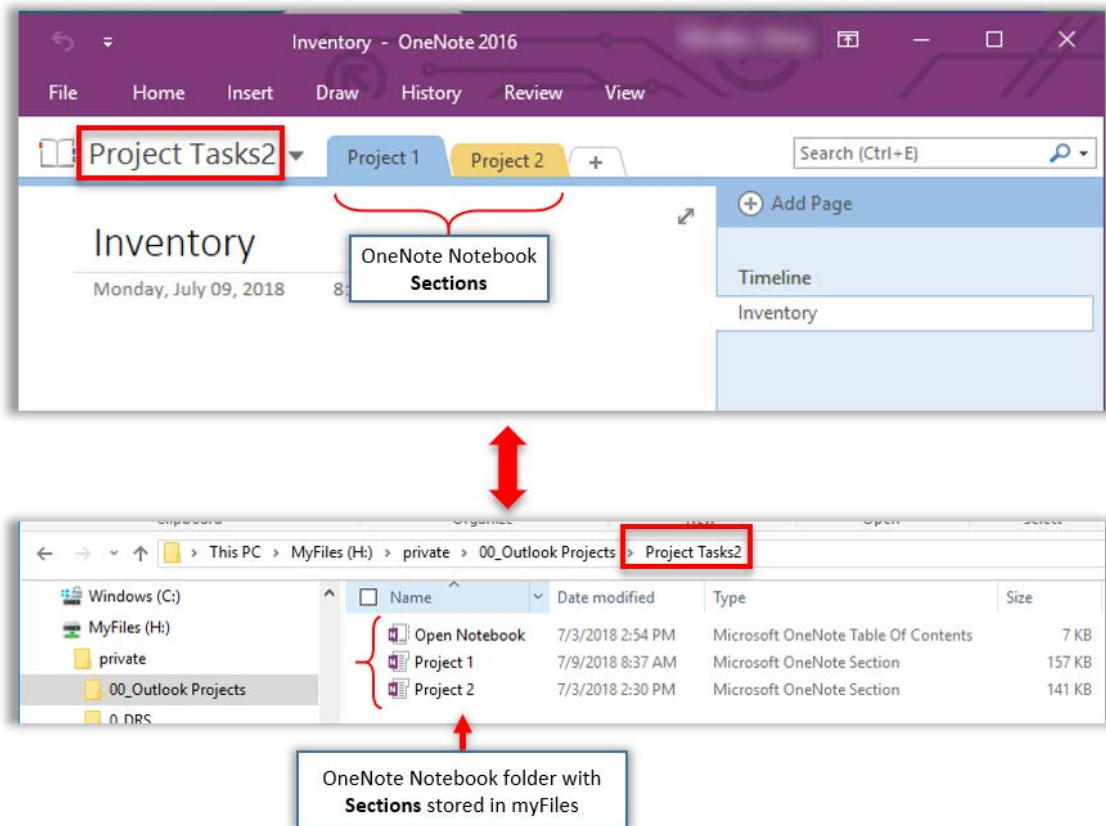


Move Your OneNote Notebooks to Your OneDrive Cloud Storage

This document covers how to move a OneNote Notebook *from* your myFiles or local storage on your computer *to* your OneDrive cloud storage.

Why is special documentation needed for moving OneNote Notebooks? A OneNote Notebook is not a single file which can be moved from one location to another like other discreet files. A OneNote Notebook *consists of a folder containing multiple “pieces”* that comprise your entire Notebook.

For example in the first image below, the OneNote Notebook “Project Tasks2” contains two **Section** tabs, “Project 1” and “Project 2”.



When the “Project Tasks2” OneNote Notebook was first created it was saved in myFiles. This created the “Project Tasks2” folder. In opening the “Project Tasks2” folder stored in myFiles, we see that the “Project Tasks2” Notebook is *stored as a collection of files*. Each notebook **Section** tab is its own file. A separate “Table of Contents” file is also stored in this Notebook folder.

Following are two methods for transferring your OneNote Notebooks, or Notebook Sections, to your OneDrive Cloud Storage.

From there, your Notebooks can continue to be accessed easily from both your local OneDrive Sync Client and your OneDrive cloud.

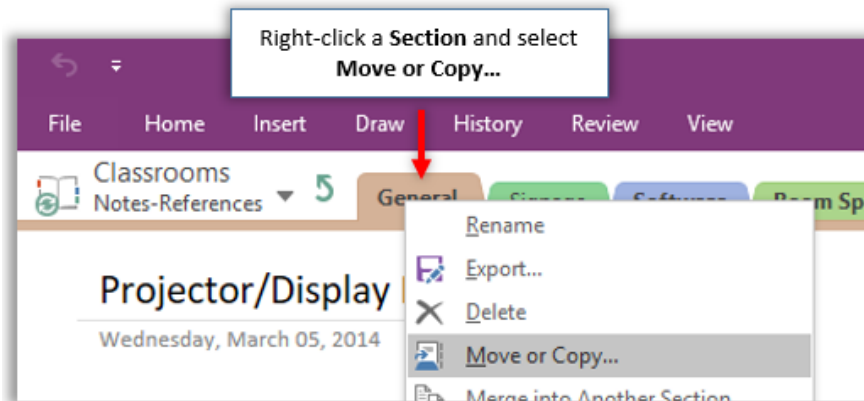
Method 1: Move OneNote Notebook Sections to a New Cloud Notebook

Use these steps to move selected **Section** tabs from your original Notebook to a Notebook in your OneDrive Sync Client. Moving individual Sections allows you to separate them into different Notebooks or aggregate Sections from multiple Notebooks into one.

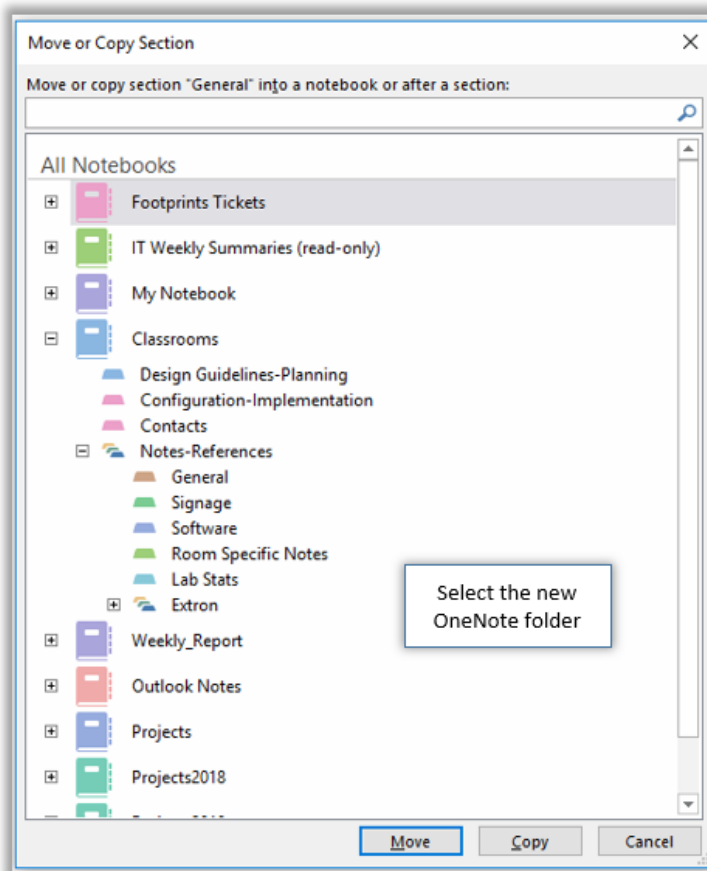
Note: If you do not yet have a OneNote Notebook on your OneDrive to hold the Sections you will move, create one in OneNote by going to **File > New**. Create the new Notebook in your **OneDrive Sync Client folder structure**.

To move your Notebook Sections,

1. Right-click a **Section** tab and select **Move or Copy...** from the short-cut menu.

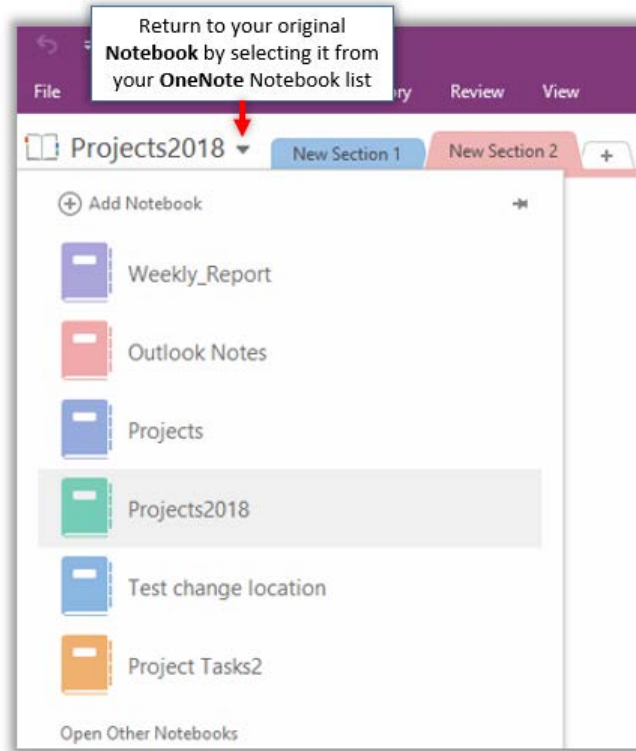


2. In the **Move or Copy Section** box that opens, select a Notebook that is stored in your OneDrive.



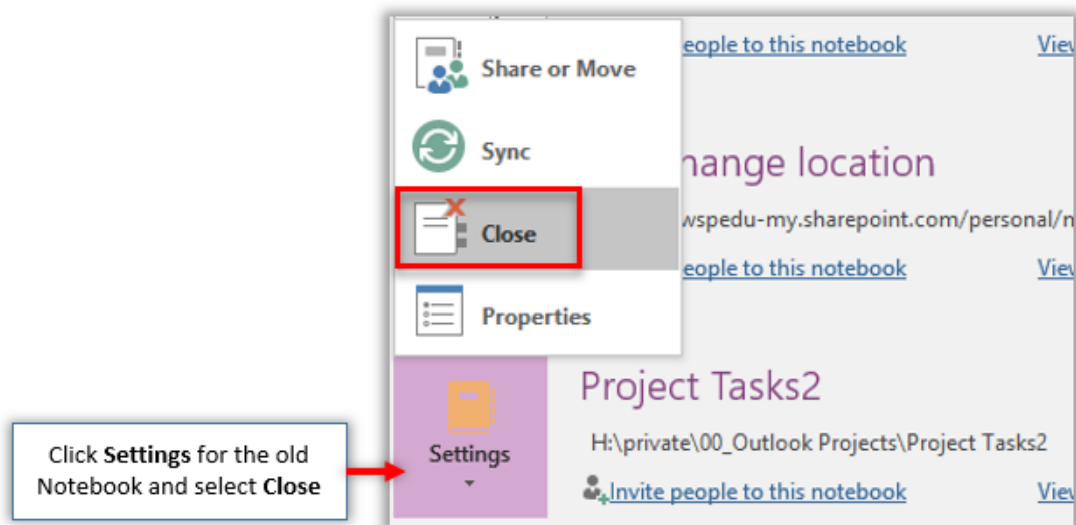
3. Click **Move**. This moves your **Section** tab and opens the Notebook that received the moved Section.

4. To move another Section from your original Notebook, you must re-open the original Notebook from your OneNote Notebook list.



Once you have completed moving your OneNote **Sections**, open your OneDrive Cloud Storage and test to ensure that everything has moved successfully. **IT IS THEN IMPORTANT** to:

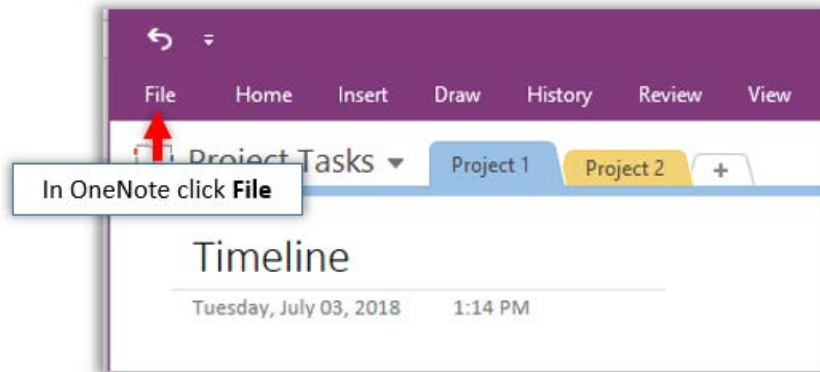
- Delete the old OneNote folder from its original location by selecting it and pressing **Delete** on your computer keyboard, Or right-click and select **Delete**.
- Then **Close** the old Notebook by selecting **File** in your OneNote. With the **Info** tab at the left selected, locate the old Notebook at the right. Click **Settings** for the Notebook and select **Close** to remove the old Notebook from your Notebook list.



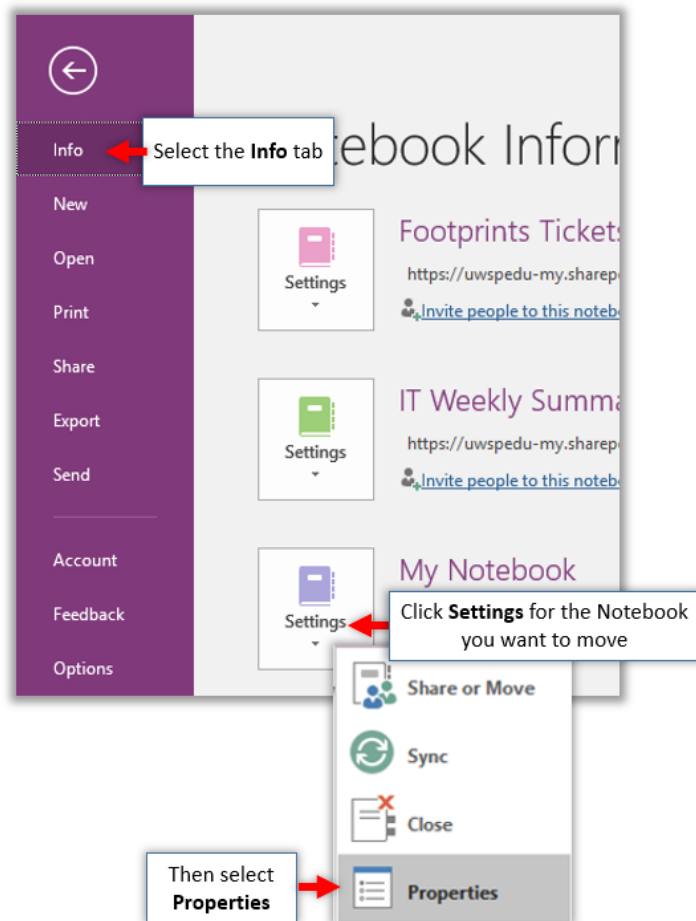
Method 2: Change Your Notebook Location

These steps **copy** a OneNote Notebook to a new location. You should save the copy into your OneDrive Sync Client folder structure.

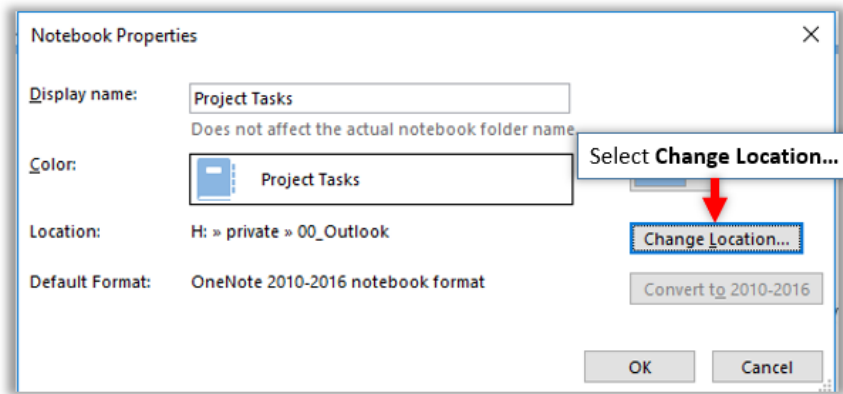
1. Open your **OneNote** application.
2. Click File at the upper-left.



3. Select the **Info** tab to view the list of your recently accessed OneNote folders.
4. Click **Settings** for the OneNote folder you want to move
5. From the dropdown that opens select **Properties**.

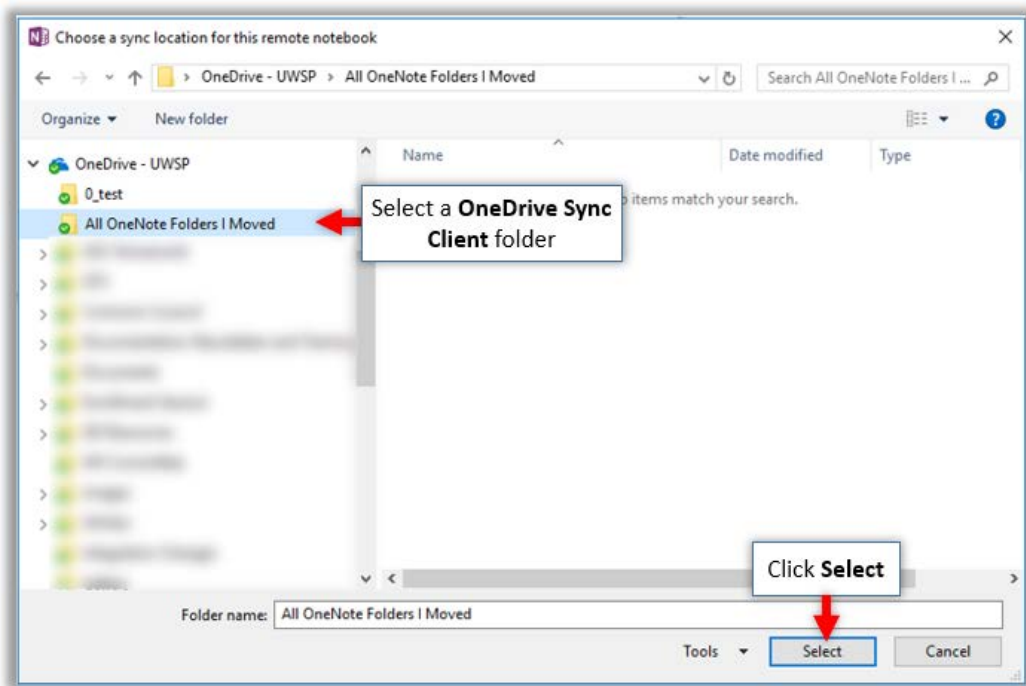


6. In the **Notebook Properties** box, click **Change Location...**

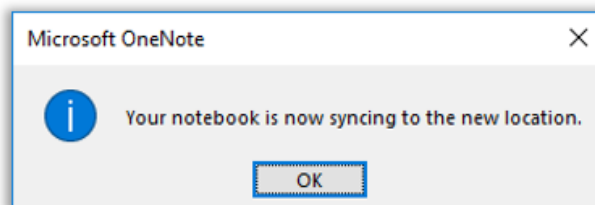


7. In the **Choose a sync location for this remote notebook** box, locate your **OneDrive-UWSP - Sync Client** and select a synced folder location for your OneNote.

8. Click **Select**.



9. Give your OneNote folder a few minutes to copy. Click **OK** to the pop up box that opens.



1. Once you have completed the copy, open your OneDrive Cloud Storage and test to ensure that your OneNote copied successfully.
2. **IT IS THEN IMPORTANT** to delete the old OneNote folder from its original location by selecting it and pressing **Delete** on your computer keyboard, or right-click and select **Delete**.