How to Open a OneNote Notebook

A OneNote Notebook can be opened using the toolbar in OneNote or using the Windows browser.

Opening through OneNote

Step 1
With OneNote open, got to File, Open, and select Notebook.

Step 2
This window opens directly into the OneNote Notebooks folder. Select the Notebook you would like to work on and Open.

Opening through Windows

Step 1
To begin press the Library icon pinned to the task bar.

Step 2
Select Documents, then the folder OneNote Notebooks.

Step 3
A Notebook can be opened to a specific section or to the last edited page. Select the desired method:

1. Double click the folder of the Notebook to work on. This will open to the Sections of the Notebook, so you can open the specific Section you would like to work on.
2. Right click on the Notebook you would like to work on, and select Open as Notebook in OneNote.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat or contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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