Printing to OneNote

You can send Word documents, PowerPoint presentation, or any other documentation directly to OneNote, allowing you to write on and add to the information you have been given.

**Step 1**
Open the document you want to use.

**Step 2**
Go to the office button, and select **Print**.

**Step 3**
Select under printer name, **Send to OneNote**.

**Step 4**
Your new printed document will show up in OneNote in the **Unfiled Notes** section.
Step 5
To move the document in the Unfiled Notes Section into a Notebook, clicking and hold down the page you would like to move.

Step 6
Hold the page over the desired Notebook. A menu will appear displaying the sections of the Notebook. Hover over the desired section and drop the page. Your page will be added to the end of the section.

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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