

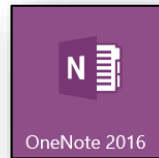
Adding Files to a OneNote Notebook

These directions explain ways to add files such as lesson plans to a OneNote Notebook.

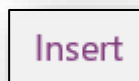
Note: These directions use the full version of OneNote.

Inserting Files

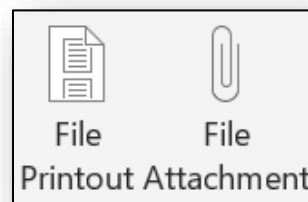
1. Open **OneNote 2016**.



2. Choose the **Insert tab** in the top left.



3. Choose **File Printout** or **File Attachment**.



Copying Pages from One Notebook to Another

1. In **OneNote 2016**, navigate to the page you want to copy.
2. Right-click on the **Page Name**.
3. Click **Copy**.
4. Navigate to the notebook you want to copy the page to.
5. Right-click **in the Pages Pane**.
6. Click **Paste**.

