

OneNote-Move or Copy Sections Between Notebooks

These directions explain how to move or copy sections from one OneNote notebook to another.

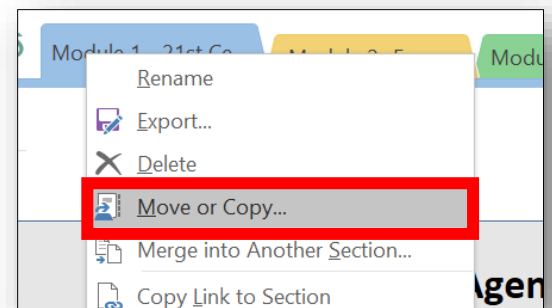
1. Open both notebooks in the desktop version of OneNote 2016.


Note: Be sure that you have both notebooks open: the notebook with the material in it and the notebook you want to move or copy it to.

2. Navigate to the notebook where you have the sections you want to move or copy.

3. Right-click on the **name of the section** you want to move or copy.

4. Click **Move or Copy**, depending on the action you need.



5. Scroll to find the notebook name and section where you want the selected section to be moved or copied. Use the  to expand the Notebook and sections.

6. Click on the location where you want the selected section moved or copied.

7. Click the **Move or Copy** button, depending on the action you need.

