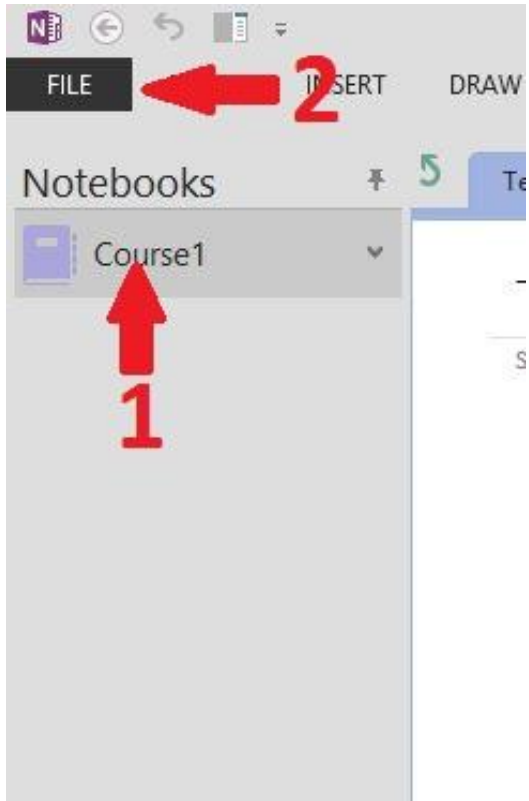


### **Exporting a OneNote Notebook from OneNote 2013**

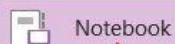
1. Open OneNote
2. Click the title of the notebook you'd like to export
3. Click "File"
4. Click "Export"
5. Under the "Export Current:" heading, select "Notebook" to export an entire notebook (you can also export a single page or section, if you'd like)
6. Under the "Select Format:" heading:
  - a. If you would like to open the file on another computer to have the ability to modify the notes, select "OneNote Package (\*.onepkg)"
  - b. If you only need to view the notes and are not concerned with modifying the notes, or if you don't have another computer with OneNote, select "PDF (\*.pdf)"
7. Click the "Export" button
8. Select a location to save the exported file
9. Type in a name for the exported file
10. Click the "Save" button
11. Repeat this procedure for each notebook that you want to save
12. Transfer the files to wherever you have chosen to keep your backed up files

\*Please see the following pages for pictures of the procedure



## Export

### 1. Export Current:



### 2. Select Format:

File Types

OneNote Package (\*.onepkg)

PDF (\*.pdf)

XPS (\*.xps)



