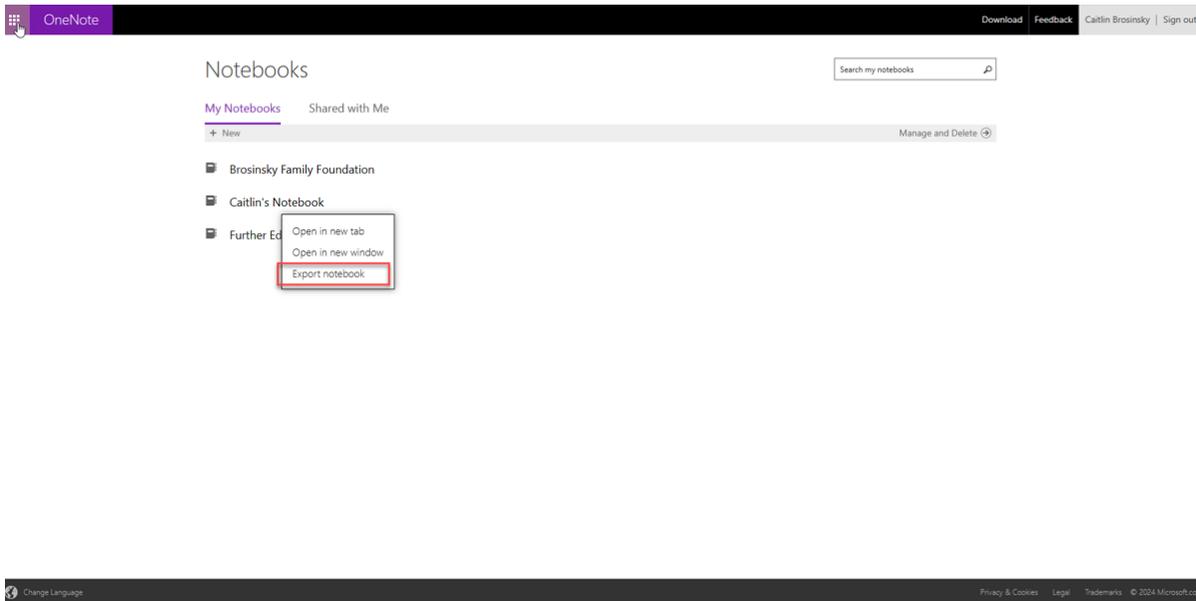
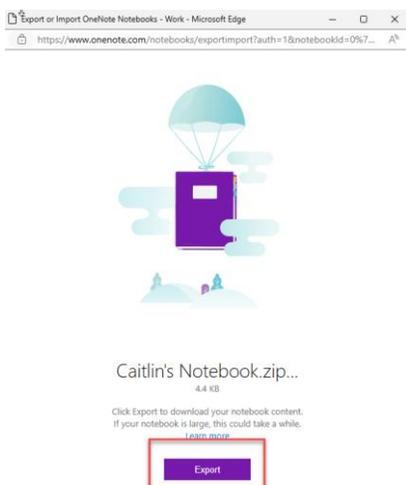


Exporting OneNote Notebooks:

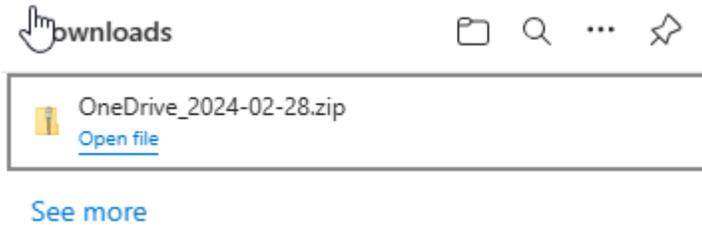
1. **Open OneNote:** Launch the OneNote application on your device.
2. **Select Notebook:** Choose the notebook you wish to export from the list of available notebooks. Under **My Notebooks**, right-click (PC) or Control-click (Mac) the name of the notebook that you want to export, and then click **Export notebook**.



3. **Export Notebook:** On the screen that opens, click **Export**.



4. **Specify Export Settings:** Follow your browser's prompts to save the file in the location you choose.



Each downloaded notebook is saved to your hard drive in Zip file format. If you want to later import a downloaded notebook, you'll need to first unzip its notebook folder from the Zip file, and then import the folder to OneNote for the web.

Tip: If the notebook you're exporting is very large or contains a large number of image or file attachments, it could take a long time to download your content. Make sure you have enough space on your hard drive to complete the download.

Importing OneNote Notebooks:

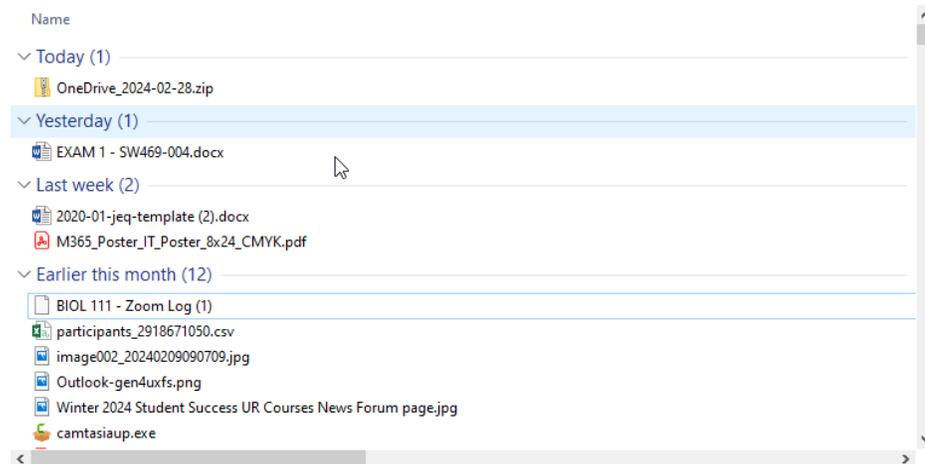
To import a notebook to OneNote that you've previously downloaded, do the following:

1. **Open OneNote:** Launch the OneNote application on your device.

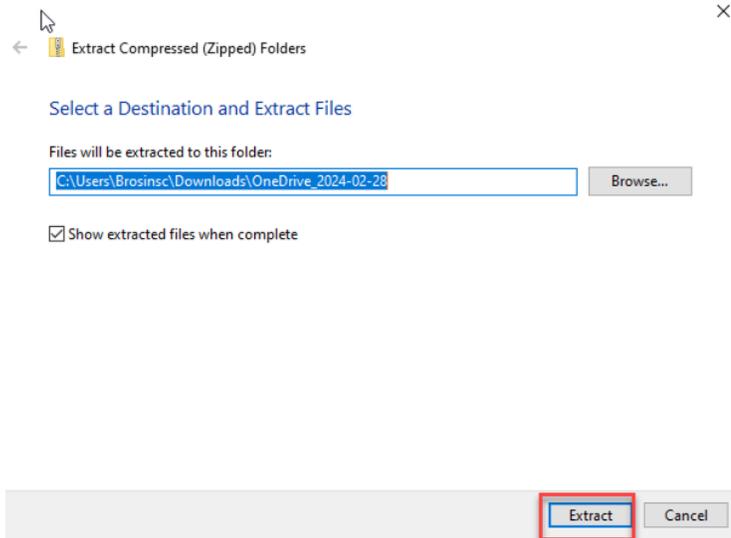
Tip: Importing notebooks is not currently supported in Windows Internet Explorer. We recommend using Microsoft Edge on Windows 10, or any other modern browser in older versions of Windows.

2. **Initiate Import:**

- Unzip the folder found in the file you previously downloaded. This unzipped folder is your notebook folder.



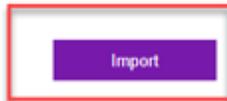
Select the unzipped folder. Select **Extract**.



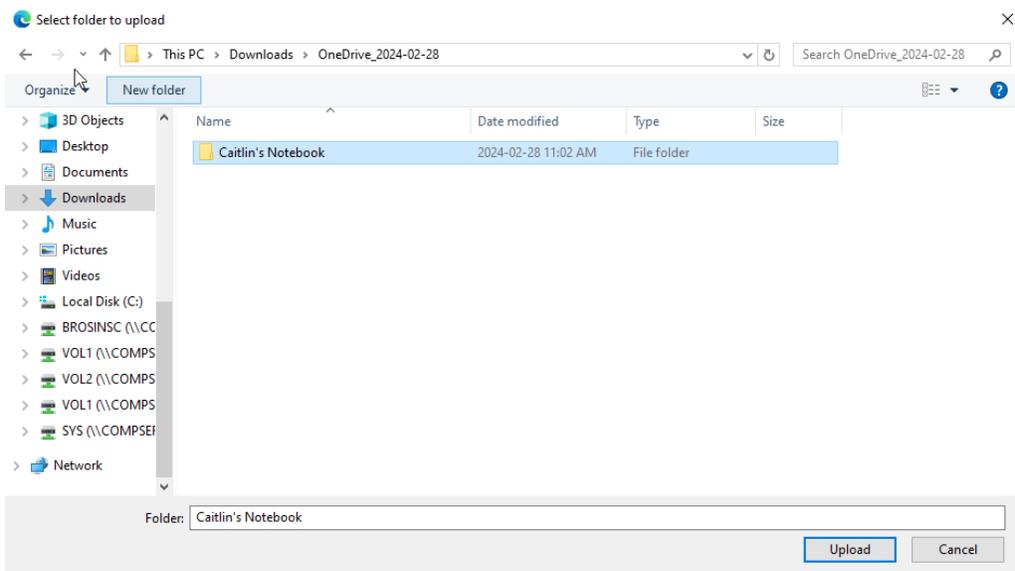
3. **Import Process:** On the screen that opens, click **Import**.

Import Saved Notebook

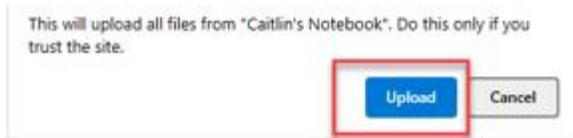
Save your notebook content to OneDrive. Be sure to select the folder, not the zip file. [Learn more.](#)



4. **Complete Import:** On your computer, navigate to the location of your notebook folder (see Step 2), click to select it, and then click **Upload** to import it.



Confirm the selection of **Upload** to complete the import process.



Import Saved Notebook

Save your notebook content to OneDrive. Be sure to select the folder, not the zip file. [Learn more.](#)

5. **Verify Imported Notebook:** Once imported, verify that the notebook and its contents appear correctly within your OneNote application.

Import Saved Notebook

Save your notebook content to OneDrive. Be sure to select the folder, not the zip file. [Learn more.](#)



Tip: If the import process begins but then appears not to finish, your [OneDrive account](#) might be low on available space. Manually delete any unnecessary files from your OneDrive storage (including any failed notebook uploads) and then try importing the notebook folder again.

Troubleshooting

If you're running into any issues while exporting or importing your notebooks, try the suggestions below.

My notebook download doesn't seem to finish

Over time, notebooks can significantly increase in size, especially if you use OneNote to collect embedded documents, image scans, PDFs, or video and audio clips as part of your notes. Before attempting to download large notebooks, make sure you have several gigabytes (GB) of available space on your computer's hard drive. If a download is interrupted because you ran out of storage, you'll need to restart the download again after you've recovered enough hard drive space.

My download contains only an “errors.txt” file, but no notebook folder

Whenever a notebook is downloaded successfully, it is saved as a Zip file that contains a folder with the same name as the notebook. In rare cases, it’s possible that a downloaded Zip file doesn’t contain any notebook folders but only shows a file called **errors.txt**. When this happens, something went wrong during the export process. To troubleshoot this issue, open the **errors.txt** file from the downloaded Zip file in a text editor and read its contents for more specific information.

OneNote doesn’t recognize the notebook I’m trying to import

If OneNote rejects a notebook file that you’re trying to import, it’s likely that you’re trying to upload the original Zip file that was created when you previously downloaded the notebook. To solve this issue, double-click to open the original Zip file, and then extract (copy) the notebook folder from the Zip file to any location on your hard drive (for example, the desktop). When the notebook folder has been successfully saved outside of its Zip file, you can import the folder into OneNote.

I got an error message saying I don’t have enough space to import my notebook to OneDrive

If your [OneDrive account](#) is low on available space, manually delete any unnecessary files from your OneDrive storage (including any failed notebook uploads) and then try importing the notebook folder again.

I got an error message saying my notebook is too large to export

Please move portions of your notebook into separate, smaller notebooks and then try exporting these smaller notebooks instead.

I’m still having trouble and need help

If you’ve tried the suggested troubleshooting tips in this article but are still having trouble exporting or importing your OneNote notebooks, please report your in the [OneNote forums on Microsoft Answers](#) so we can investigate the cause and help you find a solution. Thank you!

Reference:

<https://support.microsoft.com/en-us/office/export-and-import-onenote-notebooks-a4b60da5-8f33-464e-b1ba-b95ce540f309#:~:text=To%20download%20a%20notebook%20from%20OneNote%20to%20your,Follow%20your%20browser%E2%80%99s%20prompts%20to%20...%20See%20More>