

Instructions for Digital Planners/Notebooks:

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Here are the instructions on how to get started with your OneNote Digital Planner/Notebook:

Make sure Microsoft OneNote is installed on your PC, in order to install the planner file.

You can then access and use the planner/notebook from any device with Microsoft OneNote.

1. Download your files

Your file will download as a zipped file. You need to **extract** the contents (right click, extract all). Save it where you can find it easily. The folder name is the OneNote notebook folder.

2. Log into your OneNote Web Account

3. Import your files into OneNote

Click link to start importing files

<https://www.onenote.com/notebooks/exportimport?auth=1&toImport=true>

4. On the screen that opens, Click on Import

On your computer, navigate to the location of your OneNote notebook folder (see Step 1), click to select it, and then click Open to import it. This will bring the files into your One Drive account and sync to your OneNote on your device.

OneNote INSTALLATION INSTRUCTIONS

IMPORT & EXPORT ONENOTE FILES <https://support.office.com/en-gb/article/export-and-import-onenote-notebooksa4b60da5-8f33-464e-b1ba-b95ce540f309>

MOVE OR COPY PAGE (Android phones) <https://support.office.com/en-gb/article/move-notes-between-sections-andnotebooks-in-onenote-for-android-d52dfe3e-b64f-4e13-bc99-184520f08f18>

MOVE OR COPY PAGE (IOS) <https://support.microsoft.com/en-us/office/move-or-copy-notes-between-notebooksand-sections-94a516da-35f1-46b4-9ed6-a7c712324bab>

DELETE PAGE (Web) <https://support.office.com/en-gb/article/delete-a-page-in-onenote-for-the-webe40436b8-9ee6-4a1d-baaf-c81dc2ae0d7b>

DELETE PAGE (IOS) <https://support.microsoft.com/en-us/office/delete-pages-sections-or-notebooks-inonenote-for-ipad-or-iphone-a1450df9-b8a5-4078-a5ff-5818e133214f>

ONENOTE VIDEO TRAINING <https://support.office.com/en-gb/article/onenote-video-training-1c983b65-42f642c1-ab61-235aae5d0115>

I hope you enjoy using your new digital planner/Notebook!

Happy planning😊

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