# OneNote Notebooks - Creation, Tips & Syncing Info

⭐ Please follow the directions below to create NEW OneNote Notebooks. This can be done either in school or at home.

1. Click "File" and select "New". You will see the window below.
2. Choose "Computer".
3. Type in a name for your Notebook. (Please don't put a space after your last word in the notebook name as it causes errors!)
4. Click "Create Notebook".
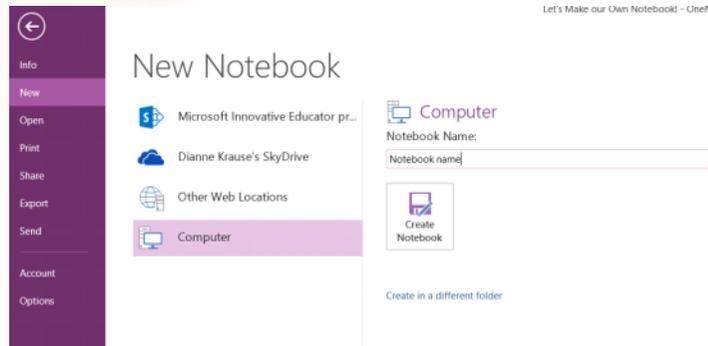
⭐ **Important Notes and Tips**

- When you create OneNote Notebooks this way, the notebooks are automatically created in a folder called "OneNote Notebooks" in your Documents library/folder. This is the default location and you should not change it.

- OneNote Notebooks are represented by File Folders in this folder in your Documents library. Each folder is a OneNote Notebook. Click into the folder and then click "Open Notebook" to open it up. If you just select one of the sections/tabs, only that section/tab will open.
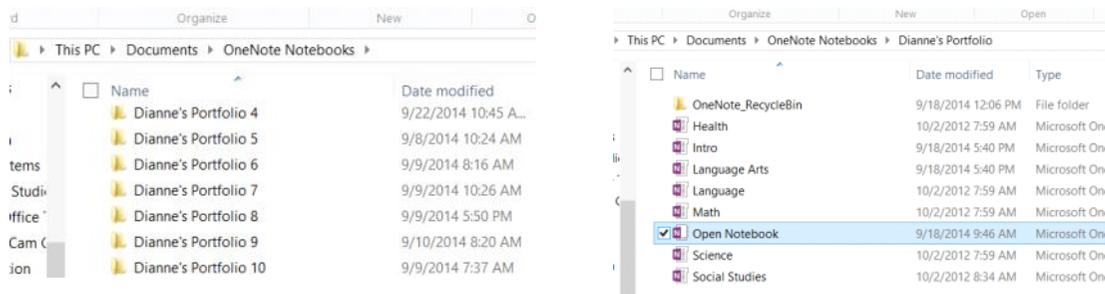

- When you create a OneNote Notebook this way, you may see on orange bar/message on the top of your pages like the one below. We have not had any issues with syncing and/or lost any content so you can IGNORE this message.

> This notebook may not sync correctly because Windows Offline Files is enabled on this folder. Click here to share this notebook to a new location or turn off Windows Offline Files on this notebook and restart OneNote.

- If you are at the HS or MS, last year you were directed to create your OneNote notebooks on the H: drive and were given directions to do so - to help with the orange message above (you won't get it if your notebooks are on the H: drive.) You can still follow those directions and create your notebooks on the H: drive, but you will not be able to do that at home, or open up ones from the H: drive from home or anywhere outside of the WSD network.

- If you are getting the message above and it bothers you, contact Dianne Krause who will send you the directions on how to create on the H: drive! :)

⭐ **OneNote Sync Status:**

synced

currently syncing

not connected

incomplete sync
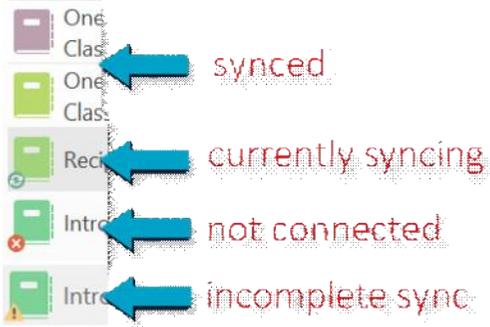
⭐ **The Red Xs are BAD! If you have a notebook with a red X, please see a Technology Assistant and/or Dianne or Sue to get it fixed. DO NOT close the notebook out of OneNote if it has a red X as you WILL lose content!**