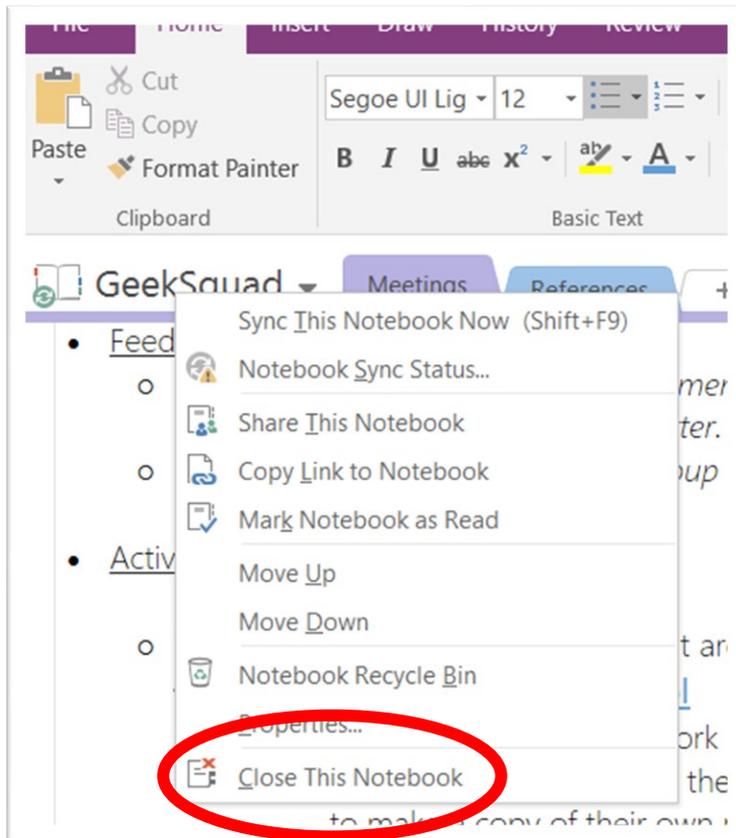


OneNote Tidying up

Removing Unnecessary OneNotes from your OneNote Application

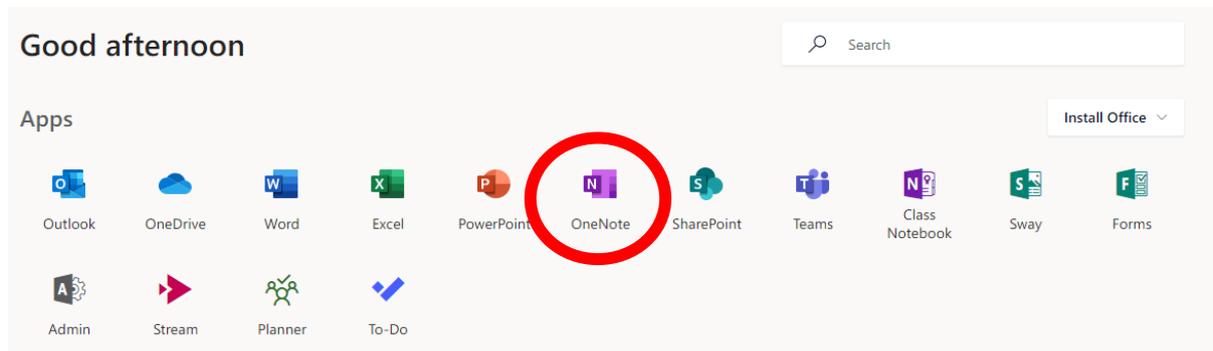
To stop seeing a OneNote amongst your list of OneNotes within the OneNote Application, click on the OneNote heading when it is open and select "Close this Notebook".



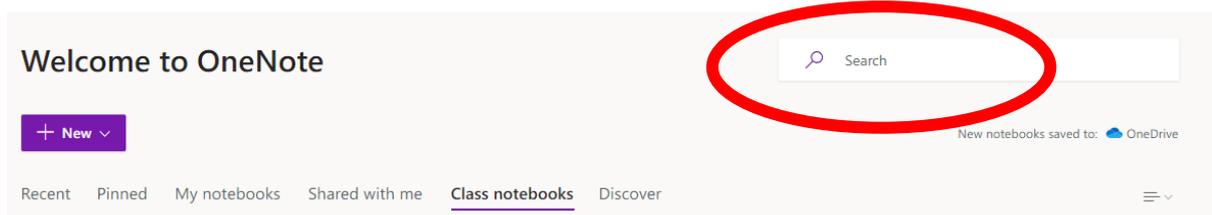
This does not delete the OneNote permanently, it just removes it from the Desktop App.

Reloading older OneNotes

To bring back a closed Notebook to OneNote, there are two spaces where it could be stored. If you created the OneNote yourself (in the age **before** Teams), then the OneNote can be found at <http://portal.office.com> and in the OneNote Application.

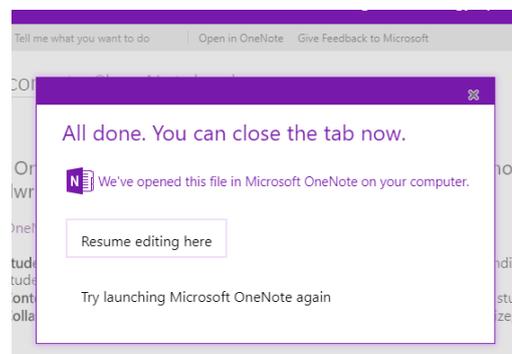


In OneNote you can then search for the old OneNote.



Select the OneNote Notebook you need, and then "Open in OneNote".

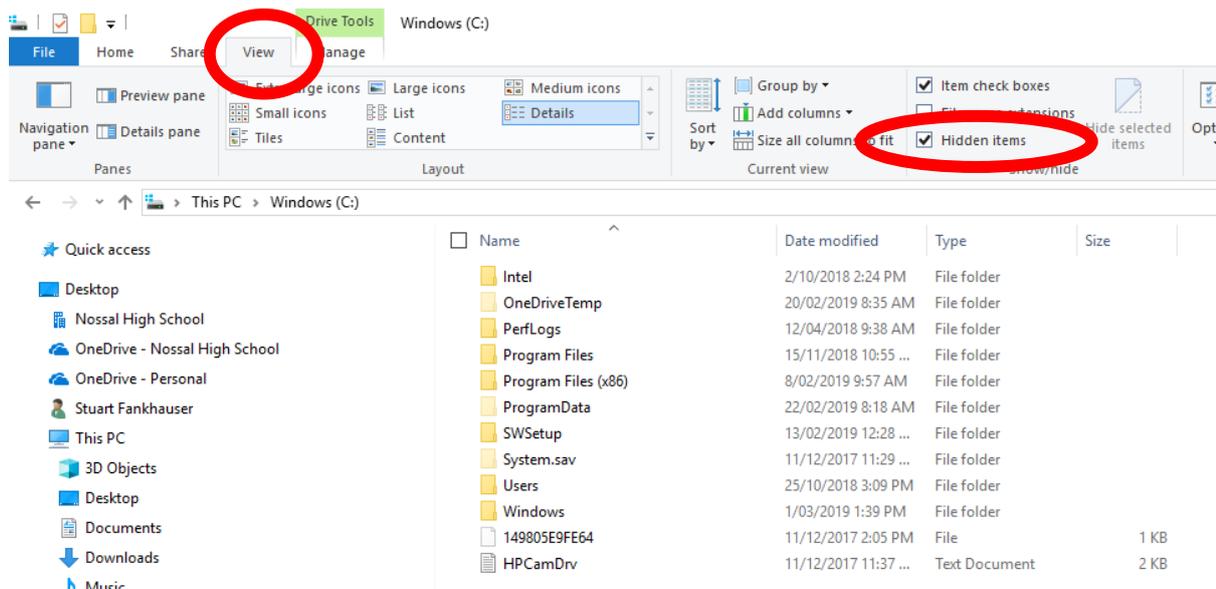
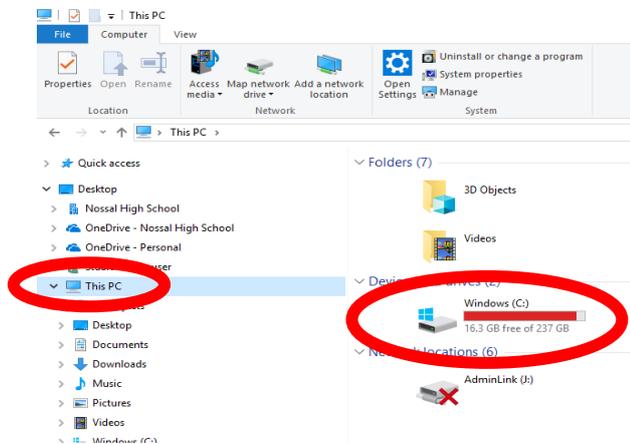
If you get a security prompt at this point, select "Yes" to continue.



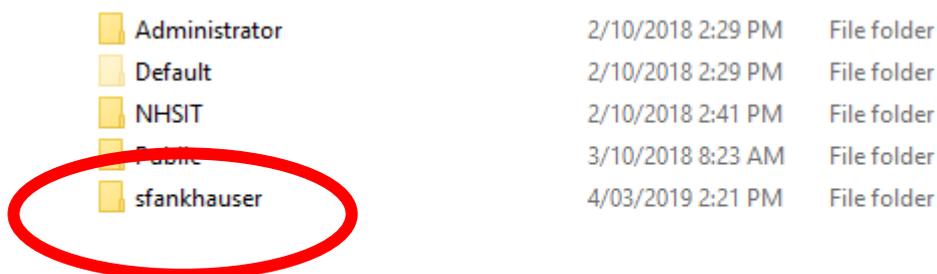
Clearing Out Your BackUp OneNote Notebooks (Clearing large volumes of Disk Space)

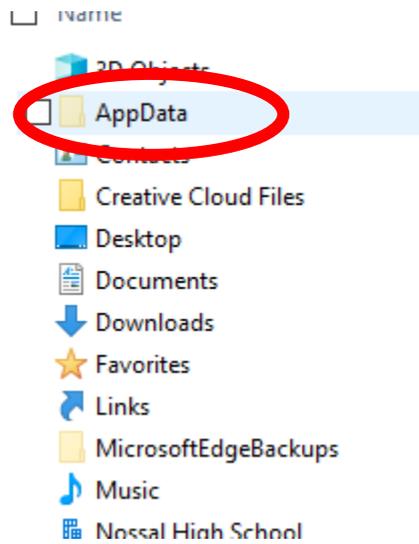
If you are running on low on disk space for your computer, one of the most effective ways of creating greater disk space is to remove back up files of old OneNote Notebooks that you no longer need.

- Open File Explorer
- And double click "This PC", then Windows (C:)
- Select View, then show "Hidden Items"



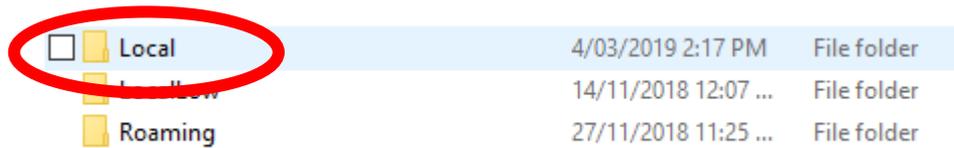
- Double click on Users, then double click your log on ID (either your TO number or your three letter code)





- Double click on App Data

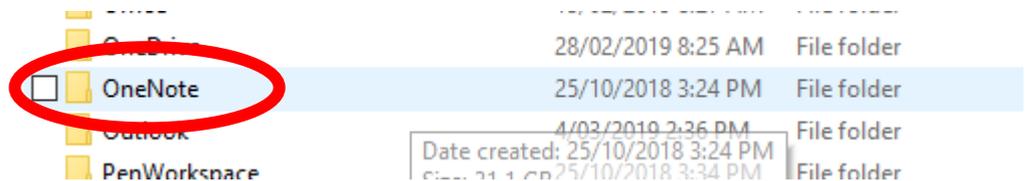
- Double click on Local



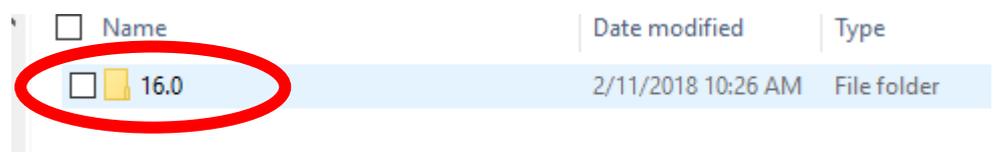
- Double click on Microsoft



- Double click on OneNote



- Double click on 16.0



- Double click on Backup

<input type="checkbox"/>	Backup	20/02/2019 9:05 AM	File folder
<input type="checkbox"/>	Cache	4/03/2019 2:19 PM	File folder
<input type="checkbox"/>	ServerListings	4/03/2019 2:19 PM	File folder

- Select the OneNote Notebook folders that are no longer relevant to you and then use the delete key.

<input type="checkbox"/>	19 Unit 3_4 Physics Gp 01 & 02 Noteb...	3/03/2019 2:21 PM	File folder
<input checked="" type="checkbox"/>	19 Yr 09 Digital Technology Gp 01 Not...	5/02/2019 2:47 PM	File folder
<input checked="" type="checkbox"/>	19 Yr 09 Digital Technology Gp 05 Not...	5/02/2019 2:47 PM	File folder
<input checked="" type="checkbox"/>	19 Yr 09 Digital Technology Gp 08 Not...	20/02/2019 9:06 AM	File folder
<input type="checkbox"/>	Class of 2021 (Year 9s) Notebook	15/02/2019 9:07 AM	File folder
<input type="checkbox"/>	Class of 2022 (New Year 9s) Notebook	18/02/2019 9:10 AM	File folder
<input type="checkbox"/>	Class of 2022 Notebook	1/03/2019 8:07 AM	File folder
<input type="checkbox"/>	Exam Packs	14/11/2018 10:16 ...	File folder
<input type="checkbox"/>	GeekSquad Notebook	1/03/2019 8:08 AM	File folder
<input checked="" type="checkbox"/>	Leading Teacher Performance and De...	6/11/2018 7:43 PM	File folder
<input type="checkbox"/>	My Notebook	2/11/2018 9:18 AM	File folder
<input type="checkbox"/>	Note Taking and Information	25/11/2018 2:06 PM	File folder
<input type="checkbox"/>	Open Sections	1/03/2019 8:07 AM	File folder
<input type="checkbox"/>	Quick Notes	2/11/2018 9:18 AM	File folder
<input type="checkbox"/>	Staff 2018 Executive Performance and ...	12/12/2018 9:10 AM	File folder
<input type="checkbox"/>	Staff 2018 Performance and Developm...	29/01/2019 1:11 PM	File folder
<input type="checkbox"/>	Staff 2019 Executive Performance and ...	7/02/2019 9:13 AM	File folder
<input type="checkbox"/>	Staff 2019 Performance and Developm...	7/02/2019 9:14 AM	File folder
<input type="checkbox"/>	Staff Domain of Arts and Technology ...	17/12/2018 5:04 PM	File folder
<input type="checkbox"/>	Staff TM Unit 1_2 Physics Notebook	6/11/2018 7:43 PM	File folder
<input type="checkbox"/>	Staff TM Unit 3_4 Physics Notebook	12/12/2018 9:10 AM	File folder
<input type="checkbox"/>	Staff TM Year 9 Digital Technology No...	6/11/2018 7:43 PM	File folder
<input checked="" type="checkbox"/>	Unit 1_2 Physics Gp 03 Notebook	24/01/2019 11:00 ...	File folder
<input type="checkbox"/>	Whole School Nossal Time Notebook	24/02/2019 10:28 ...	File folder
<input type="checkbox"/>	Year 9 Digital Technology	5/02/2019 2:49 PM	File folder

Note: This action does not delete the OneNote Notebook forever, this only deletes the OneNote from your computer disk storage.