



## Save and Back Up

### Save note and notebooks

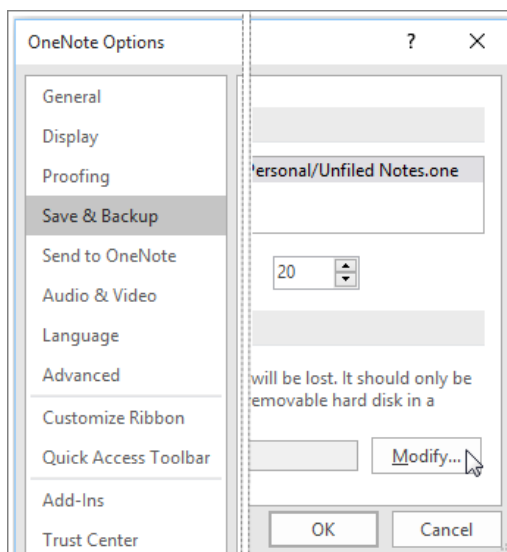
Unlike in other Microsoft Office applications, there's no Save command in OneNote. That's because manually saving your work in OneNote is never necessary.

OneNote automatically and continually remembers and saves everything you do — including typing, editing, formatting, organizing, searching, and sharing your notes. You can even safely exit OneNote at any time without first closing your notebooks or manually saving any of your work. OneNote saves and retrieves everything automatically.

### Back up notes

Set automatic backups by choosing a location where you can store your files. Make sure you choose a location that's not on your computer's hard drive.

1. Choose **File > Options**.
2. In the **OneNote Options** dialog box, choose **Save & Backup**.
3. On the right, under **Save**, choose **Backup Folder > Modify**.



4. In the **Select Folder** dialog box, go to your backup folder. For example, you can use a private folder on your network or a USB drive.
5. Choose **Select** to accept the new location, and then click **OK**.

OneNote will back up your notebook files automatically each week. If you take a lot of important notes, you can back up your notebooks more often by adjusting the other **Save & Backup** settings in the **OneNote Options** dialog box.

**Tip:** To change the backup location at any time, repeat the previous steps.

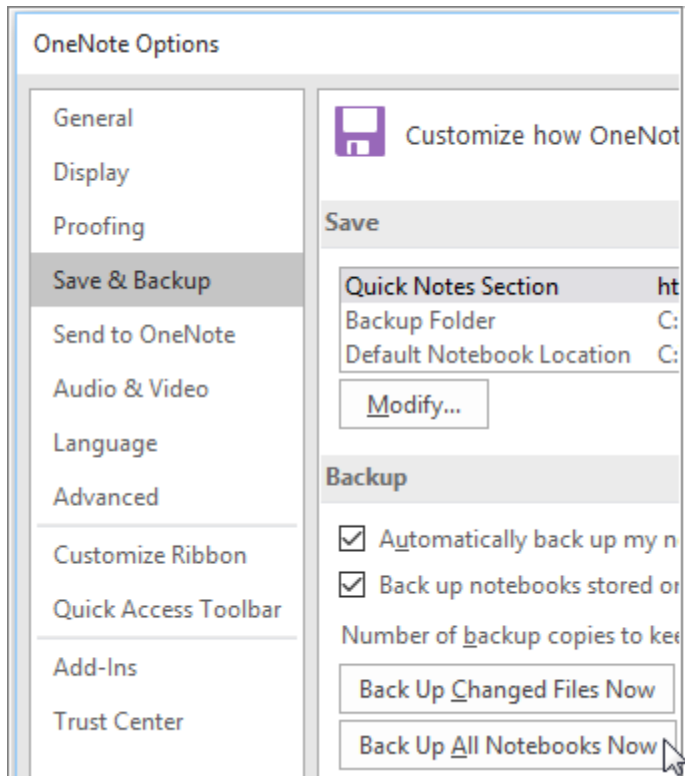


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### Manually back up your notebooks

Whenever you add or change a lot of information in your notebooks that you can't afford to lose, you can run a manual backup.

1. Choose **File > Options**.
2. In the **OneNote Options** dialog box, choose **Save & Backup**.
3. On the right, under **Save**, choose **Back Up All Notebooks Now**.



4. When you see the notice that the backup is successfully completed, click **OK**.

For most people, the most current set of notes will probably always be the most important. However, if you want to use the backup features to archive important notes over time, make sure that newer backups don't overwrite older backup sets. You can set these options by adjusting the **Number of backup copies to keep** in the **Save & Backup** settings in the **OneNote Options** dialog box.



## Save and Back Up

### Recover deleted notes

#### Search for backups on your computer

If you're working on notes that were stored on your computer, do the following:

1. Open the notebook where you lost recent notes.
2. Choose **File > Info > Open Backups**.
3. In the **Open Backup** dialog box, note the folder names that appear. Each folder represents a OneNote notebook that's stored on your computer.
4. Double-click the notebook folder you want to open.
5. Select the notebook section backup file you want to open, and then choose **Open**.
6. If your deleted notes are included in the backup sections or pages, right-click the section tab or individual page tab that you'd like to restore, and then use the **Move or Copy** command to put the notes back in their original location.

#### Search for backups on a notebook in OneDrive

If you're working on notes that were stored in OneDrive, do the following:

1. Open the shared notebook where you lost recent notes.
2. Choose the **View** tab and **Deleted Notes**.
3. If your deleted notes are found there, right-click the page tab that you want to restore, and then use the **Move or Copy** command to put the notes back in their original location.

Any notes that were deleted during the past 60 days should appear in the Notebook Recycle Bin, unless the Notebook Recycle Bin was emptied during that time.



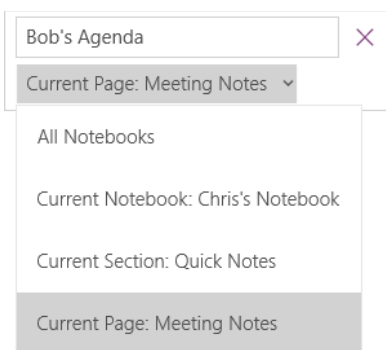
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## Find my lost notes

### Use the Search feature

The quickest and easiest way to find anything again in OneNote is by searching for it. OneNote can search typed text, handwritten notes, and words that appear in inserted images.

1. On your keyboard, press Ctrl+F, or click the magnifying glass icon near the top of the Page list.
2. In the Search box that appears, enter a search word or phrase, and then press Enter.
3. Just below the Search box, click the arrow to adjust the scope of your search, if necessary. You can search **All Notebooks**, the **Current Notebook**, the **Current Section**, or the **Current Page**.




4. If your search text was found in any of your notes, click to select any page in the list of search results that appears. OneNote will open the page you select and then highlight all occurrences of your search text on that page.

**Note:** Password-protected sections aren't included in notebook searches. To include a protected section in a search, you'll have to unlock the section first.

### Re-open closed notebooks

If your notes are stored in a notebook that you've previously closed, you'll need to open it again so those notes are included in your searches.

1. On any page, click the **Show Notebooks** button .
2. Choose **More Notebooks** and select the notebook or notebooks you want to re-open.

**Note:** If you're not seeing the notebook you want, click **Add Account**, and then sign in with the account where the notebook you want is stored.


3. Look through the sections and pages of your reopened notebooks, or perform another notebook search.



## Save and Back Up

### Manually sync shared notebooks

If you're working in one or more shared notebooks that are stored on OneDrive, OneNote may not be syncing correctly to such shared locations. Syncing shared notebooks manually will help you figure out if there's a problem.

1. On any page, click the **Show Notebooks** button  .
2. In the pane that appears, right-click the name of the notebook you want to sync. (On a touch device, press and hold the notebook name.)
3. Select **Sync**, and then choose to **Sync This Notebook**, or **Sync All Notebooks**.

### Check your OneDrive folders

If you suspect that your notes are on OneDrive and searching for them in OneNote hasn't worked, try to locate them in your OneDrive folders directly, without using OneNote.

1. Sign in to your OneDrive account from the [OneDrive home page](#) or by using the [OneDrive app for Windows 10](#).
2. Browse through your OneDrive folders (for example, **Documents** or **Notebooks**) for any notebook files you're looking for.
3. When you've found the notebook you want, click to open it in OneNote for the web.

### Check Deleted Notes

If you've tried all the steps above and you still haven't found your notes, perhaps you—or someone else with access to your notebooks—deleted them. Fortunately, OneNote automatically saves notes for a limited time after they have been deleted.

1. Open the notebook where you expected to find the lost notes.
2. Choose **View > Deleted Notes**.

If you find your deleted notes here, you can recover them by moving the pages back to their intended locations:

1. Tap and hold, or right-click the name of any page that you want to recover, and then choose **Restore To**.
2. Choose the notebook section where you want to move the page, and then choose **Restore**.

If you want to move the page to a section in another notebook, first click **<** next to the notebook name, select the notebook, and then select a section within it.

3. Repeat steps 1-2 with any other pages that you want to move out of Deleted Notes.

For more information, please refer to the Microsoft training resource page [HERE](#)