UNFILED NOTES IN ONENOTE

View notes in the Unfiled Notes section

On the Navigation Bar to the left of the notes page, click Unfiled Notes.

**NOTE** Pages automatically appear in the Unfiled Notes section whenever you use OneNote to create a screen clipping or a side note and whenever you use the Send to OneNote command in programs such as Windows Internet Explorer and Microsoft Office Outlook 2007.

Move Unfiled Notes pages to another section

Although you can leave notes and screen clippings in the Unfiled Notes section for as long as you want, moving them into other more relevant notebook sections is recommended. Keeping all of your notes organized by subject makes it easier to use and search them in a meaningful context.

1. On the Navigation Bar, click Unfiled Notes.
2. Right-click the page tab of the page you want to move, point to Move Page To on the shortcut menu, and then click Another Section.
3. In the Move or Copy Pages dialog box, click the notebook section where you want to move the selected page to, and then click Move.

**TIP** A faster way to file your notes is to drag pages from the Unfiled Notes section into your other notebook sections. You can click Expand Navigation Bar to show the list of sections in your open notebooks, and then click Unfiled Notes. Drag a page tab of any Unfiled Notes page over any section name on the Navigation Bar. When you release the mouse button, the page is moved to the new section.