



# How to insert a picture or file into a OneNote page

STEP BY STEP GUIDE

# Step 1: Please go to the correct class notebook

## OneNote App View

The screenshot shows the OneNote application interface. The title bar indicates the user is 'TEST STUDENT'. The ribbon includes 'Home', 'Insert', 'Draw', 'View', and 'Help'. The left sidebar shows a notebook titled '6th Grade - Computers (2019-2020) Note...' with a list of pages including 'Welcome', 'Introduction to Entrepreneur', and 'Questions for Entrepreneur'. The main content area displays the 'Introduction to Entrepreneur' page, dated 'Sunday, September 10, 2017 5:07 PM'. The page content includes an assignment titled 'Assignment 1: Introduction to TechnoEntrepreneur' with an illustration of a person climbing a bar chart. A callout box says: 'You are beginning the project TechnoEntrepreneur. An entrepreneur is someone who starts and runs his or her own business. In your case, you are going to operate a restaurant. Read to learn about how Microsoft Excel can help you organize your business.' Below this, the text defines an entrepreneur and discusses how a spreadsheet program helps an entrepreneur.

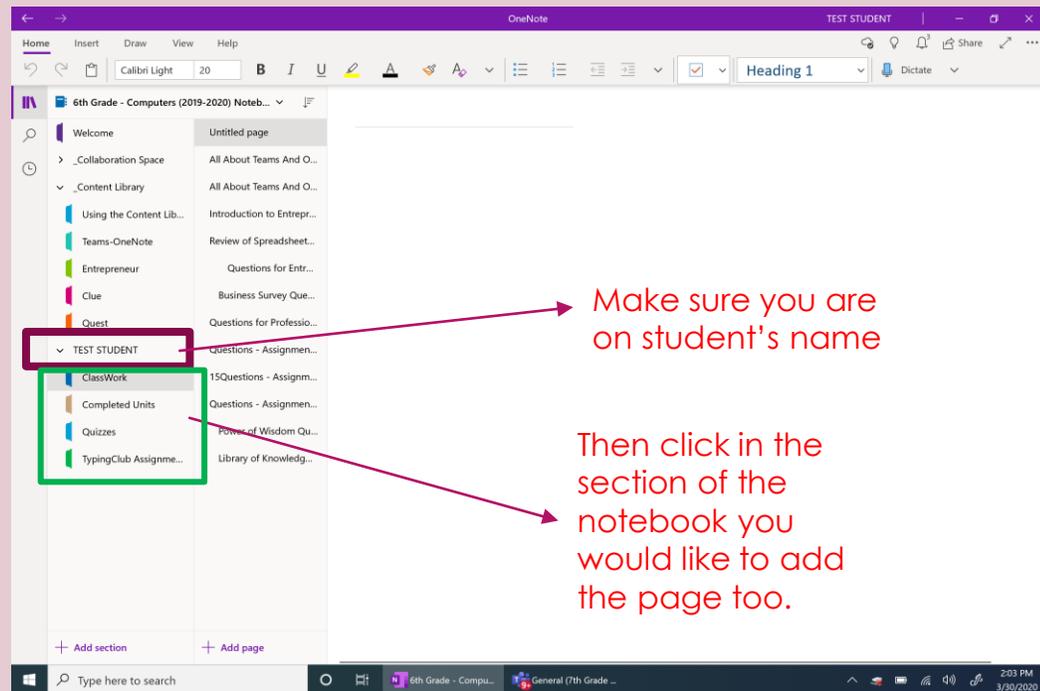
## Web Browser View

The screenshot shows the OneNote page viewed in a web browser. The browser address bar shows the URL: 'stpatschool.sharepoint.com/sites/6thGrade-Computers2019-2020/\_layouts/15/Doc.aspx?sourcedoc={57134133-77de-4571-b05a-e9578487d470}&action=view&w...'. The browser tabs include 'OneNote', '6th Grade - Computers (2019-2020)', and '6th Grade - Computers (2019-2020) Notebook'. The browser interface shows the same content as the OneNote app view, including the 'Introduction to Entrepreneur' page with the assignment and callout box. The browser's address bar and tabs are visible at the top, and the Windows taskbar is visible at the bottom.

# Step 2:

Make sure you are in the student's name notebook and clicked in the correct section that you want to upload the picture or file too.

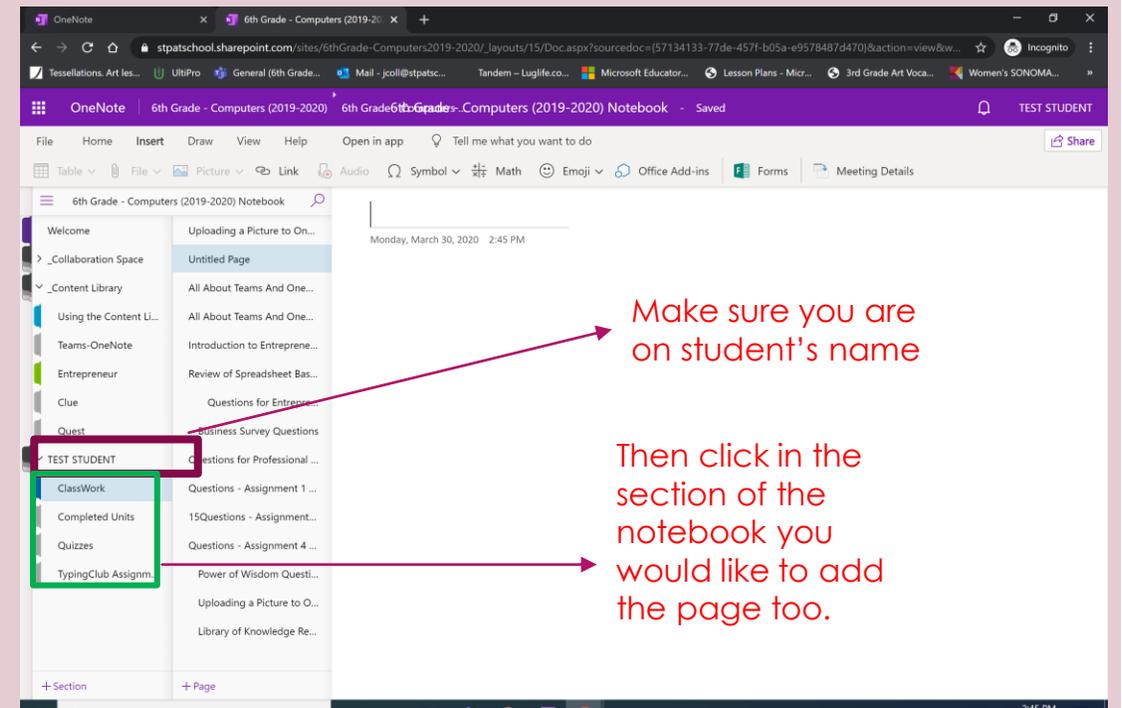
## OneNote App View



Make sure you are on student's name

Then click in the section of the notebook you would like to add the page too.

## Web Browser View

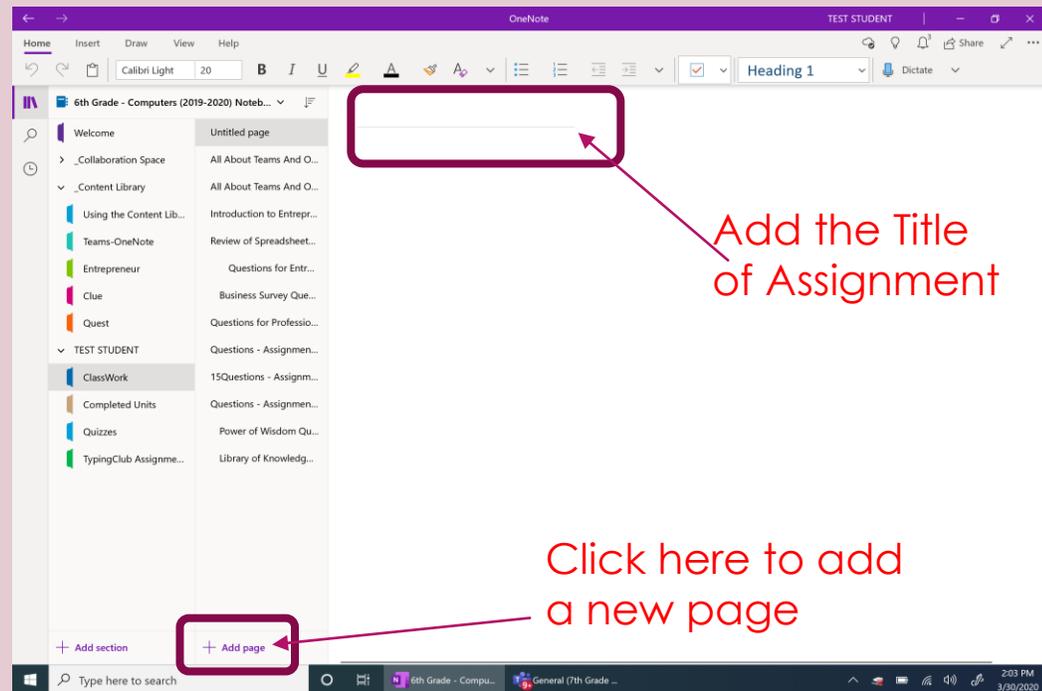


Make sure you are on student's name

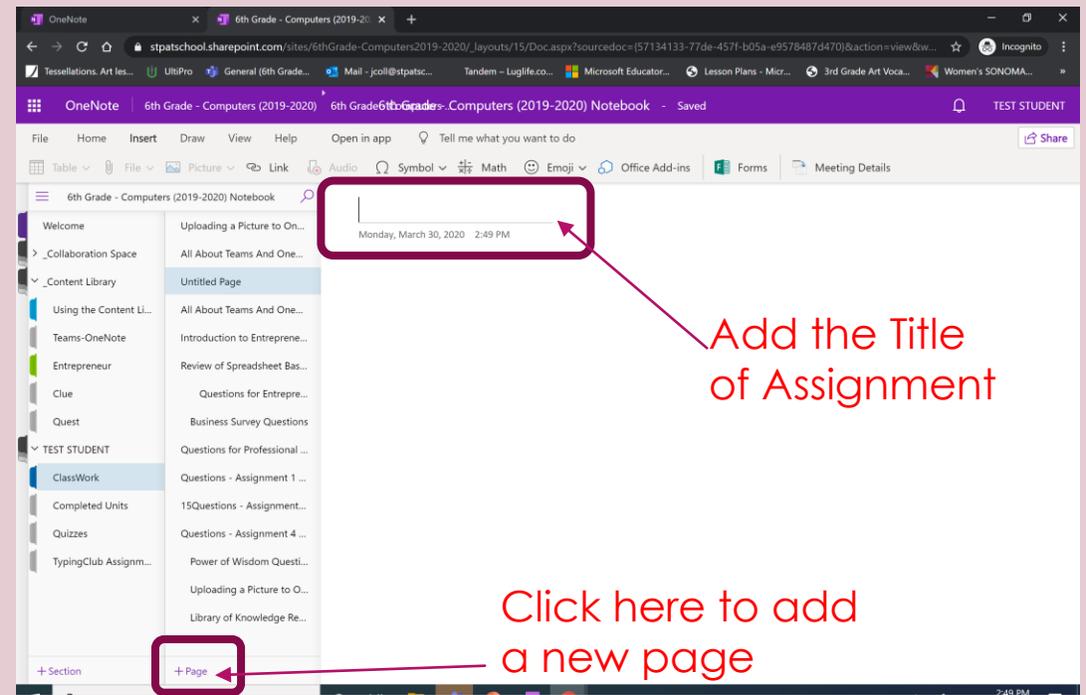
Then click in the section of the notebook you would like to add the page too.

# Step 3: Click Add Page, and at the top of the page please label with assignment name

## OneNote App View

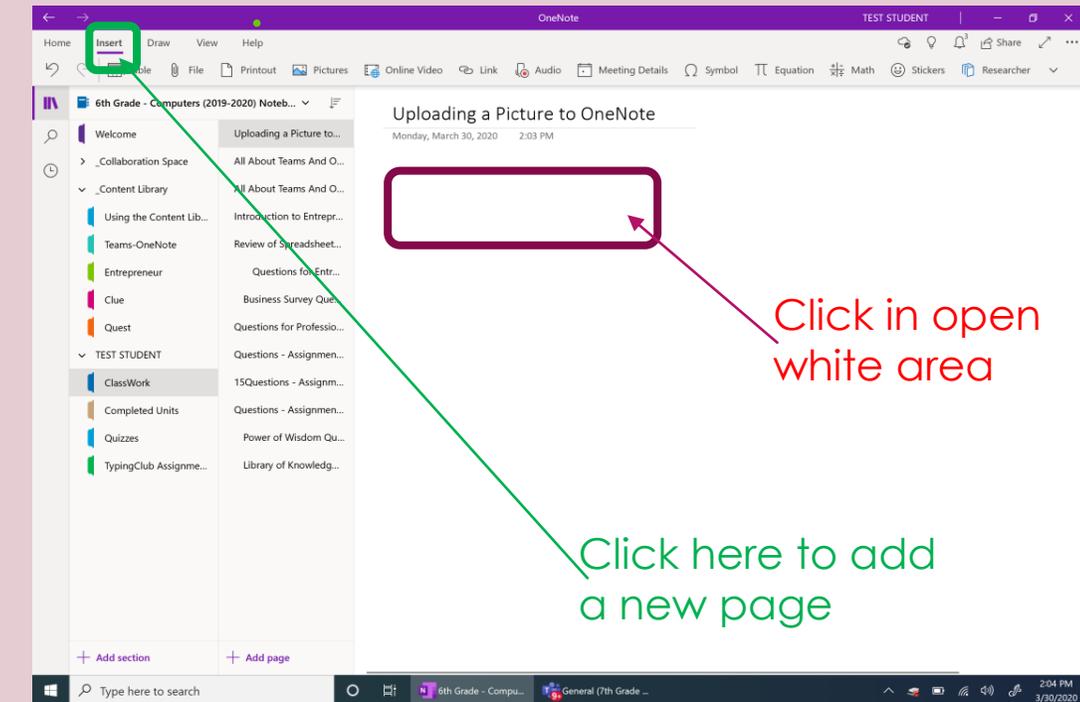


## Web Browser View

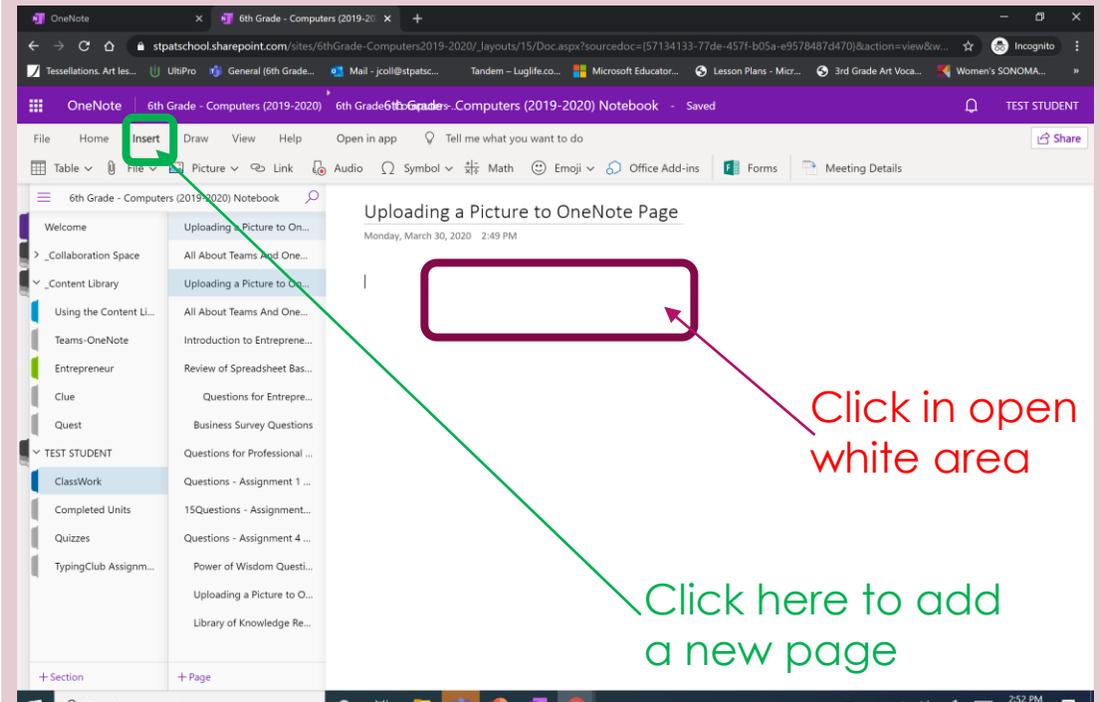


# Step 4: Please click on the open white area below the title. Then click insert tab at the top

## OneNote App View



## Web Browser View

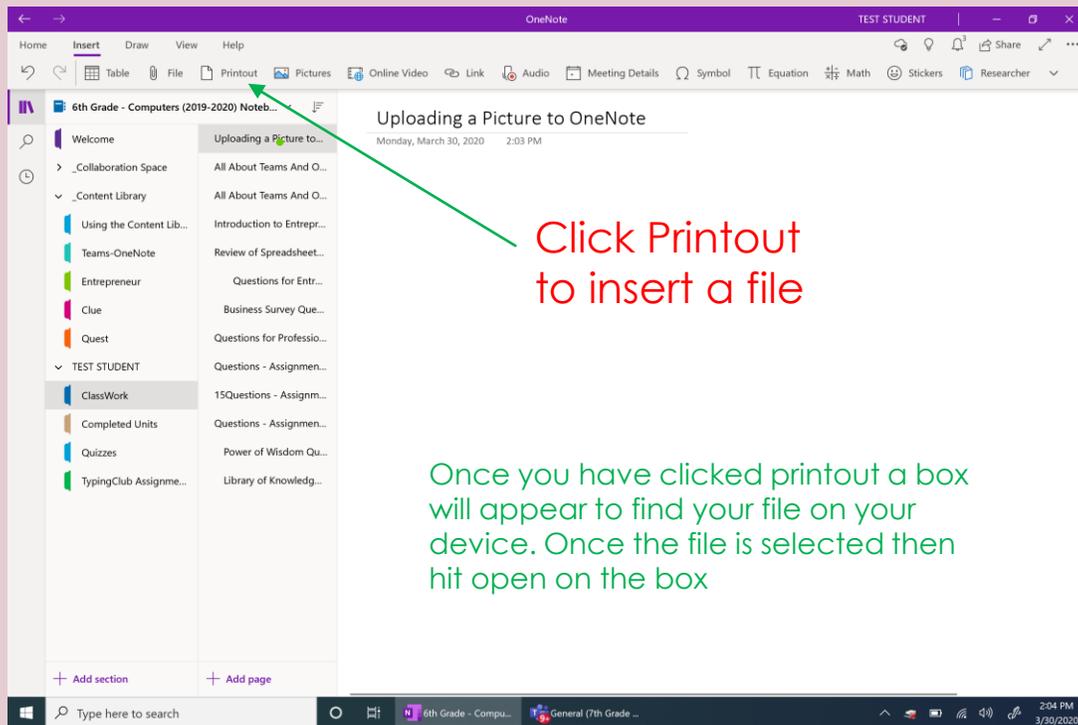


# Step 5:

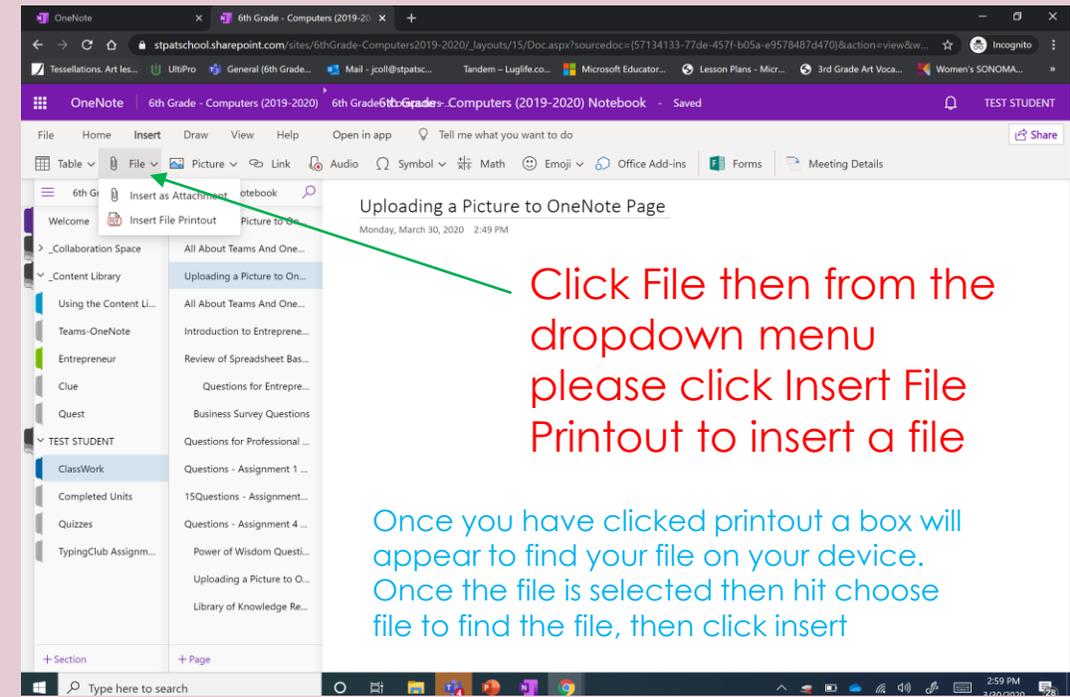
Next please click on Printout (if you are attaching a file, like a word document, excel spreadsheet, PowerPoint presentation, or PDF.)

\*\* if you are inserting a picture please go to next slide

## OneNote App View



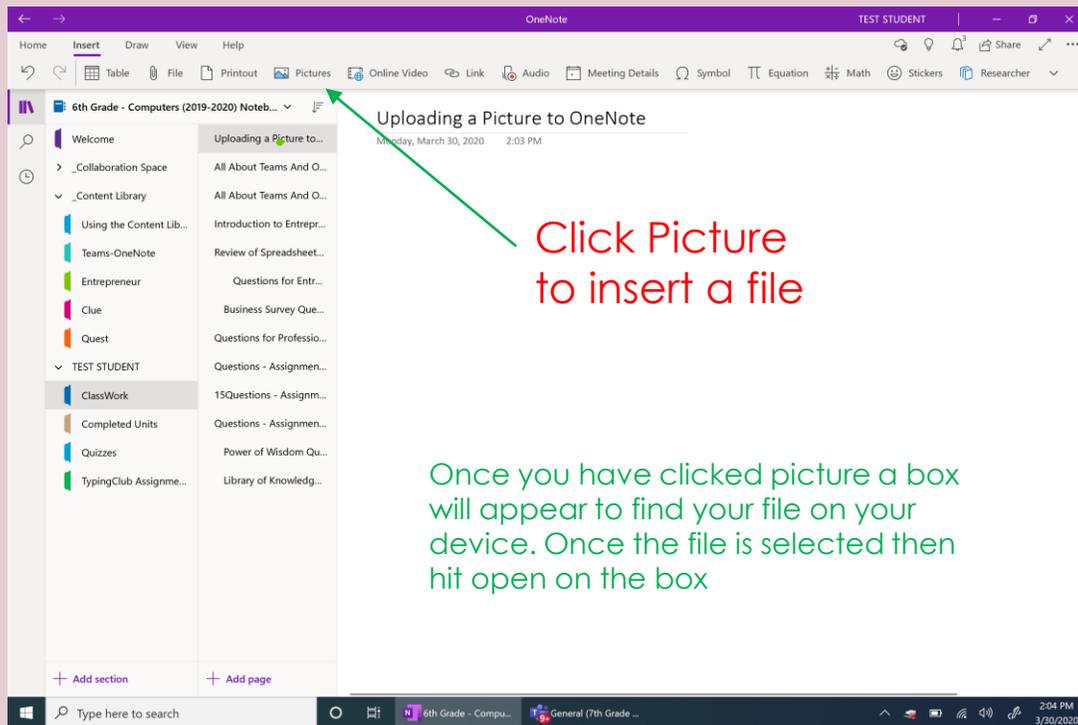
## Web Browser View



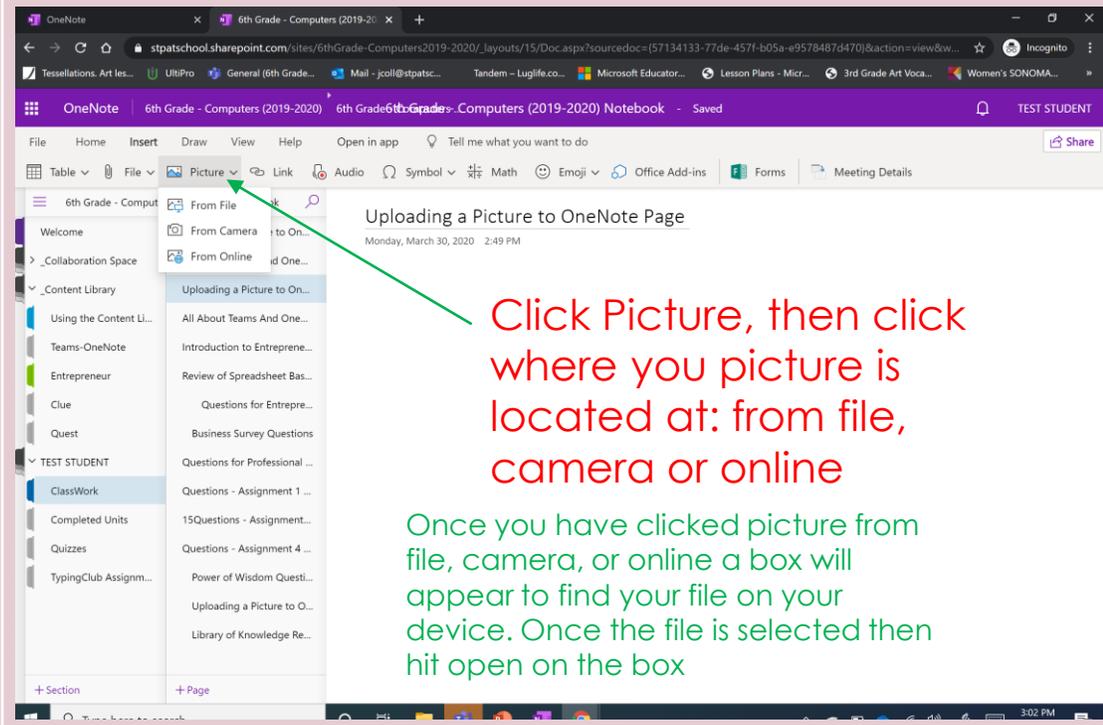
# Inserting Picture

: Next please click on Picture, and then find your picture on your device that you would like to upload to the OneNote page. Then click open.

## OneNote App View

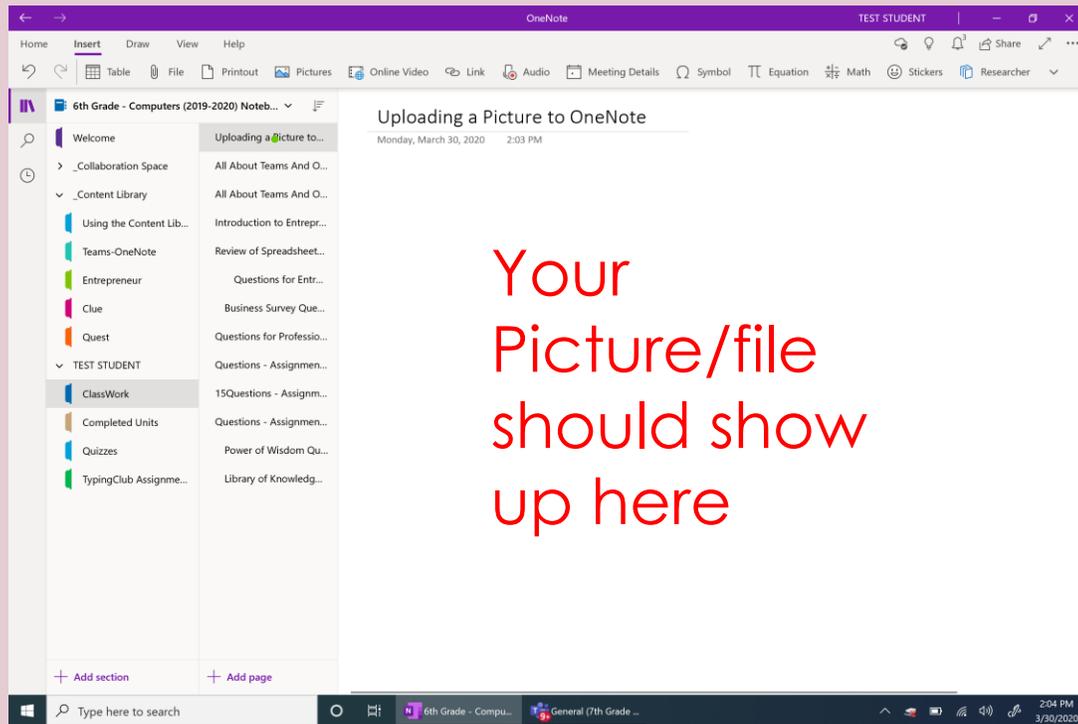


## Web Browser View



# Step 6: Your picture has been uploaded onto the OneNote Page

## OneNote App View



## Web Browser View

