



How to copy your OneNote notebooks to a different device

This paper describes how to copy your OneNote notebooks to a different device. But what if you have dozens of notebooks and you don't want to open them one by one on your other 'new' device. This is where a registry setting can help you out. Read on and see how it is down.

NOTICE:

Steps described involve making changes to the registry. Be sure to back up your registry settings before making any changes to it. It is your own responsibility when making changes to your registry settings. If you are not familiar with making changes to the registry it is advised to just open the notebooks one by one.



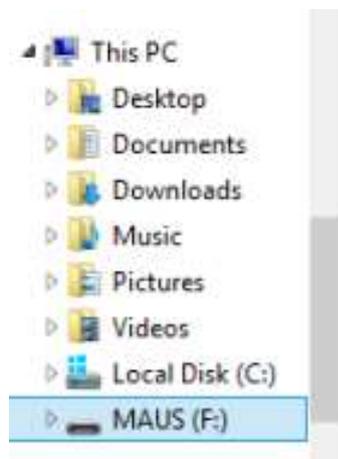
Lately there have been a lot of questions in different Forums about copying or moving OneNote Books. People buy new devices all the time. With cloud availability OneNote notebooks are accessible everywhere. In some cases people have their books locally stored. How do you move your notebooks from your old PC to your new device?

My notebook should be movable

In the early days of OneNote the USB thumb drive was hot. Everything you wanted to save you would put on a thumb drive. How many of those do you still have lying around? If you are still very attached to these thumb drives you can still create your notebooks on them. You can then share the notebook via USB.

Create new notebook on USB

This is fairly straight forward. Create a new notebook and when asked where to save it choose Computer and browse to your Thumb drive in the directory and click create.



Now your notebook will be saved on the USB device. You can swap it with any pc, laptop or tablet you want. There is an important thing you need to know about this technique because it will be syncing your changes. Every now and again you will see the synchronization icon appear on the notebook. You know by now that you don't have to save your work in OneNote that will be done automatically.



Downside to using USB drives

The downside to using USB drive will be that you must always have the usb drive around. If lost all your work is lost.

Copying your notebooks from one pc to another

This is the interesting part. When Microsoft OneNote is installed on your device it will create a folder called "OneNote Notebooks". As one might expect this is the place where OneNote stores all your newly created notebooks by default.



Now from that directory look at the contents and you will see that every folder is called exactly the same as your notebooks in OneNote. If you want just one notebook to be copied then copy the complete folder and put it somewhere accessible to your other pc. This might be our good old thumb drive, a shared location or someplace else. On the new pc, laptop or other device make sure that same folder, as mentioned earlier, is present. Paste your copied folder back into this folder on your other pc. Open OneNote and choose File – Open and choose the default location for your OneNotebooks. Now comes the hard part. What to open? Well if you go to the folder you will see that the ‘Open’ button still stays greyed out. You actually have to go one level deeper to open the file you need. You will have to look for a file that is something called: *Open Notebook.onetoc2*. Open this file and your OneNotebook will be opened on the new location.

 Access.one	24-12-2014 14:48	Microsoft OneNot...	326 KB
 Excel.one	24-12-2014 14:48	Microsoft OneNot...	49 KB
 OneNote.one	24-12-2014 14:48	Microsoft OneNot...	2.063 KB
 Open Notebook.onetoc2	24-12-2014 14:48	Microsoft OneNot...	7 KB
 Outlook.one	24-12-2014 14:48	Microsoft OneNot...	42 KB
 PowerPoint.one	24-12-2014 14:48	Microsoft OneNot...	48 KB
 Word.one	24-12-2014 14:48	Microsoft OneNot...	47 KB

Does this work all the time?

Nope, you still have to take into consideration the fact that various versions are out there. If you have multiple versions of OneNote you might know that not all versions are compatible. You will encounter the most issues when opening 2010/2013 versions in OneNote 2007.

So what do I do when I have multiple notebooks I want to move / copy?

Seeing the answers in the forums most of them reflect directly to the technique as described above. Of course not everyone is happy with that. One reply stated: but I don't want to move 50 notebooks that way because that means that I have to open 50 notebooks manually! So there's a challenge....

*The following section describes working with registry keys. If you have no experience in working with the registry keys it's recommended **not** to try this! **Seriously** making changes to the registry can cause your system to become unstable if you don't know what you are doing!! **Be warned** and follow at own risk!*

Opening multiple notebooks at one time

So here we go (*reminder, don't do this if you have no experience in working with the registry*). On a other device we have a clean install of Office with OneNote. So here are the steps I took to

open all my notebooks from the device with Windows 8.1 pc on it to the HP 500 tablet with Windows 7 / Office on it.

- Open the application regedit.exe on the source machine and find the following key - HKEY_CURRENT_USER/Software/Microsoft/Office/14.0/OneNote/OpenNotebooks (*reminder: 14.0 = office 2010 15.0 = office 2013*)
- Export this key to a file on a flash drive (*right click and choose export*)
- You will be asked to specify a file name and a folder for the file. Give the file the same name as it had on the source machine – **OpenNotebooks.**
- The **.reg** suffix will be attached automatically by the Export operation. You can actually export it directly to the flash drive *It should look something like this:*



- Move the flash drive from the source machine to the target machine
- Using Windows Explorer, find the file that you exported to the flash drive
- Double click on it and Windows will place the new file in the appropriate Registry location
- You should now be able to open One Note and all the old folders and pages should be there

It's that easy?

Yes and a little no. You do have to take into consideration the following aspects.

- If you have multiple Office versions installed you have to check the correct registry key. Remember the version number /**14.0**/ = 2010 /**15.0**/ =2013
- Make sure the registry key in the target folder has the same setting (again version number is important here!)
- When you double click the .reg file and you get the message that the key has been added successful open OneNote and you will see that not all books are directly synchronized. Some of them may require a password before they can be synchronized!

To Summarize:

Moving or copying OneNote books can be done. My preference would be to do it manually and copy just the folder to the designated "OneNote Notebooks" folder in the target machine. Sure



you have to open your notebooks one by one but at least they are there! The second tip is only applicable if you know what you are doing