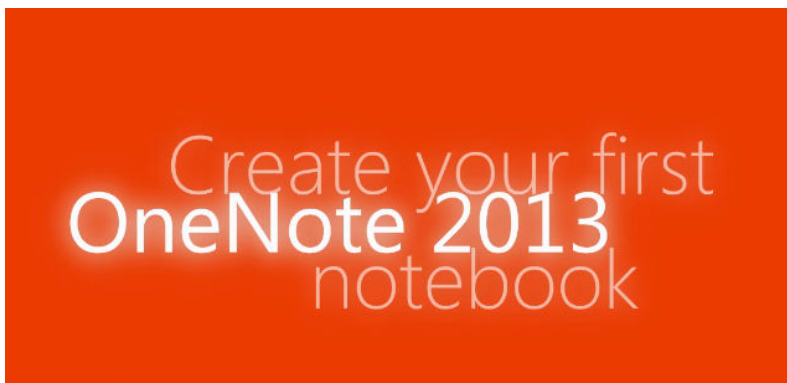


# How to Save To OneNote

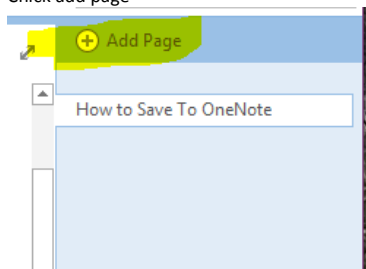
[How To Use OneNote](#) VIDEO



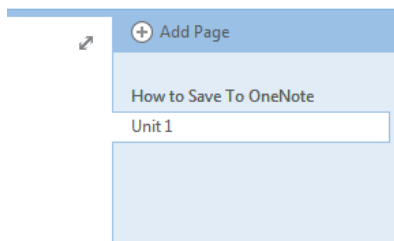
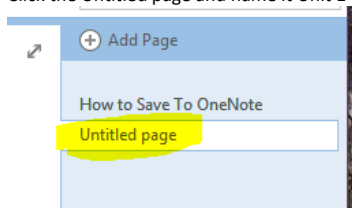
You will want to watch this view to get an understanding of OneNote if you are not familiar with its wonderful features.

## HOW TO ADD A SHEET TO THIS DOCUMENT

1. Click add page



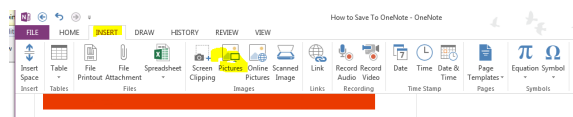
2. Click the Untitled page and name it Unit 1



3. You will see you have a new page click at the top and write Lesson 1-and the name of the lesson project (EX: Lesson 1-Portrait)

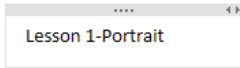
**How to save a picture to your computer:**

- Create an Art folder on your computer
- Use a digital or phone camera.
- Take the project picture
- Upload to your computer to that folder (for the phone you can email yourself)
- Double click it to name it (EX: Portrait)
- Download the picture into your Unit page.  
Insert>picture>art folder>picture



# Unit 1

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4. Under this heading you will put the portrait project.
5. Repeat for each of the Unit Project.
6. Create a new page for a new Unit.