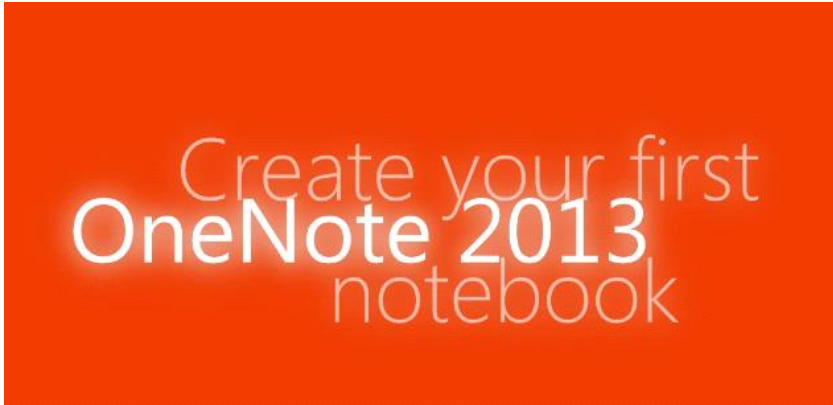


# How to Save To OneNote or Word

Video Instructions for portfolio: <http://screencast-o-matic.com/watch/cDQVbQiffQ>

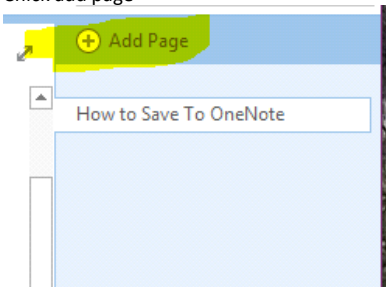
[How To Use OneNote](#) VIDEO



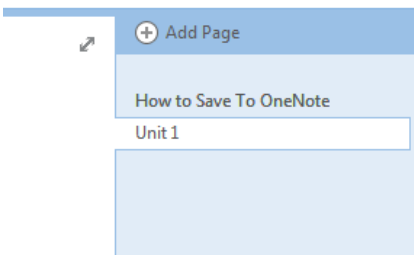
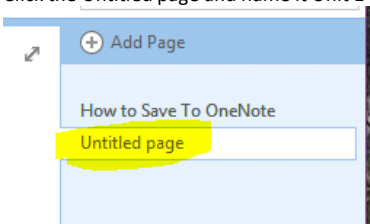
You will want to watch this view to get an understanding of OneNote if you are not familiar with its wonderful features.

## HOW TO ADD A SHEET TO THIS DOCUMENT

1. Click add page

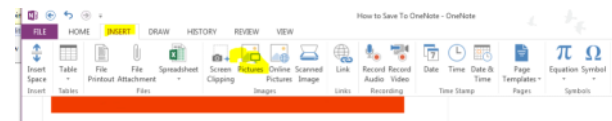


2. Click the Untitled page and name it Unit 1



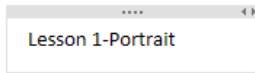
How to save a picture to your computer:

- Double click it to name it (EX: Portrait)
- Download the picture into your Unit page.  
Insert>picture>art folder>picture



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)

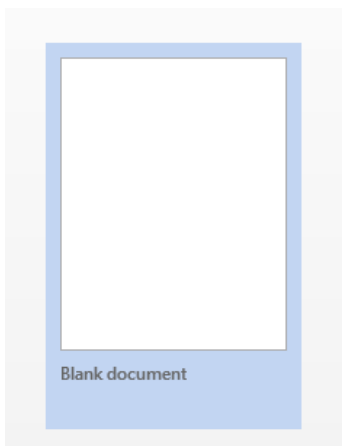
## Unit 1



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.

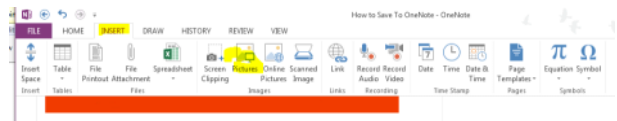
How to Save to Word:

1. Open a blank Word document

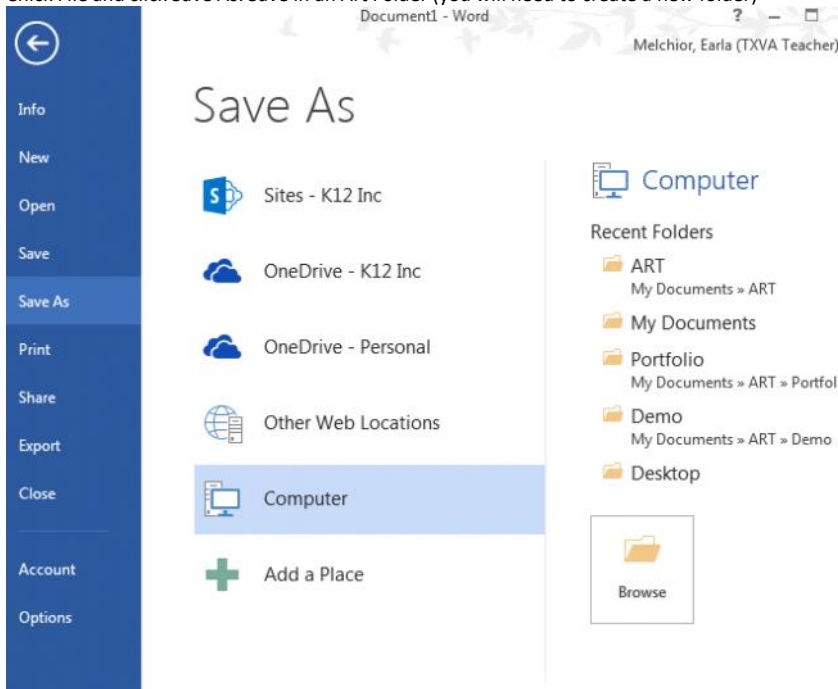


**How to save a picture to your computer:**

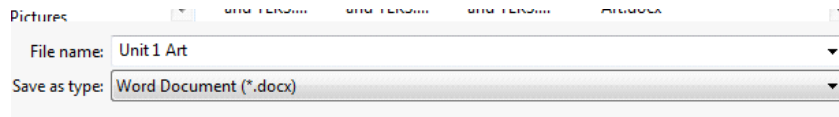
- Double click it to name it (EX: Portrait)
- Download the picture into your Unit page.  
Insert>picture>art folder>picture



2. Click File and click Save As: Save in an Art Folder (you will need to create a new folder)



3. Save it as the Unit the project is about.



You will follow the same way as in the procedures for adding project pictures as seen in the video.