

Sharing OneNote Notebooks on Catalyst

1. Save the Notebook as a Single File Package

OneNote allows you to save an entire notebook as a single file that can be shared with others.

1. In the left-hand button bar, click on the Notebook you want to save.
2. Go to **File -> Save as...**
3. Name and save your notebook:
 - a. In the “**Save in**” area at the top, navigate to a location on your computer.
 - b. Set **Save as type** to “**OneNote Single File Package**”
 - c. Use your name as the **Filename**. (Be sure that the filename still has the **.onepkg** extension.)
 - d. Set the **Page range** to “**Current Notebook**”
 - e. Click the **Save** button.

2. Upload your Single File Package to a Catalyst Share Space

1. Go to the Catalyst Share Space URL provided by your instructor.
2. Log in, using your UW NetID.

If your UW NetID does not work, send an email to tier@u.washington.edu, and put “DNP OneNote” into the subject line.

3. Click the **Share a File** button.
4. Click **Browse** and find and select your Single Package File.
5. Click **Open**, then **Share**. You should now see your file, listed under your UW NetID.

4. Download a Colleague’s Notebook

1. Go to the Share Space, using the same URL you used to upload your file. Log in with your UW NetID.
2. Click on the file you want to download, and select **Download**.
3. **Do not** open the file; save it first.
4. Choose a location on your computer, and click **Save**.

5. View a Colleague’s Notebook

1. If you have opened the same notebook (an earlier version) in the past, make sure it is closed. (View the notebook, **File -> Close this Notebook**)
2. Go to the Single File Package on your computer, and click on it.
3. Click **Next**. (Leave the name as-is.)
4. Select I will use it on this computer, and click **Next**.
5. Leave the path as-is, and click **Create**.

The notebook will be created in your OneNote, so you will have a tab on the left side with that notebook’s name on it.

6. Post Comments to a Colleague

Catalyst Share Spaces have a **version tracking** feature. This allows people to upload new versions of a file, *without* destroying the original version.

1. In OneNote, add comments in a distinct font color. (When the owner rolls his or her mouse over your comments, they will see the name from your computer’s profile.)
2. **Save** the Notebook as a **Single Package File**. (Be sure to follow all steps in Part 1)
3. Log into the Catalyst Share Space, and click on the file you want to comment on.
4. Select **View Details**, then click **Update version**.
5. Add a general comment, such as “I made some suggestions...”, then click **Browse** and locate your Single Package File.
6. Click **Save**.

7. Viewing Previous Versions of a Notebook in Catalyst

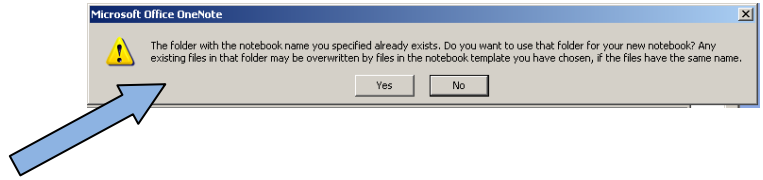
1. Log into the Catalyst Share Space.
2. Click on the file.
3. Select **View Details**.
4. Under **Version history**, click **Show**.

A list of all previous versions will appear. Click on the blue, underlined filename to download that version.

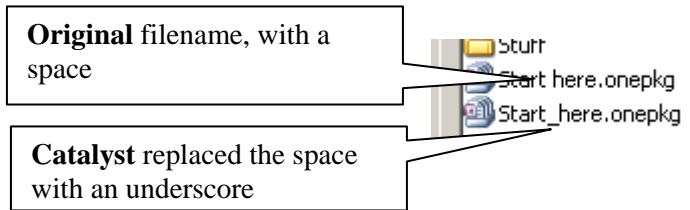
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8. Tips and Troubleshooting

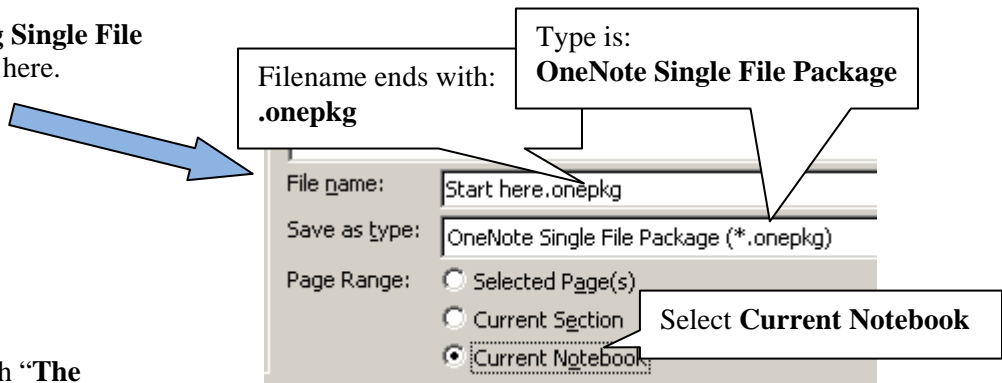
1. **Keep filenames and notebook names constant**, so that when you load a new version of a Notebook into OneNote, it will overwrite the old version and you don't get duplicates. If you're doing things correctly, when you re-load a new version of a colleague's notebook, you will get the alert message shown here.



2. **Watch for unexpected filename changes.** Catalyst may change the filename slightly when you upload and download the file. When downloading a Single File Package from Catalyst, **watch for small changes in the filename.**



3. **Be careful with settings when saving Single File Packages.** Watch the elements shown here.

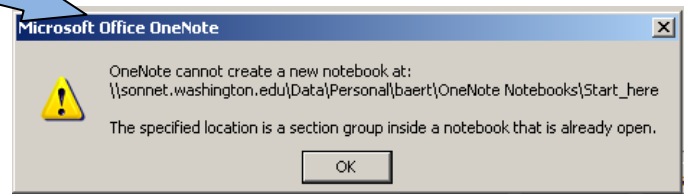


4. If you get an alert message ending with **“The specified location is a section group inside a notebook that is already open,”** then you already have a notebook of the same name already open.

This is probably because you are re-loading a new version of a notebook that you have already viewed.

To close the notebook so that OneNote will allow you to reload it:

- a. View the notebook by clicking on its button in the right-hand column
- b. **File -> Close this Notebook**



All Notebooks List button

5. If you can't find a notebook that you already have in OneNote, use the All Notebooks List button.

