



Restore notes from a backup

If you back up your notebooks before you lose or delete important information, you can restore notes (pages and sections) if you ever need to.

On the Windows desktop version, you also have the option to view older versions of a page that has been created over several days.

Web Version

In a web browser, you have the option of retrieving previous versions of a notebook page. From the notebook in question...

1. Click on View > Page Versions
2. This can be toggled on and off to display previous versions

You can also see any deleted pages from a selected notebook.

3. Click on View > Deleted Notes
4. Click on Deleted Pages and you should be able to see any pages deleted from that notebook

Windows Desktop

1. Click File > Info > Open Backups.
2. In the Open Backup dialog box, double-click the folder of the notebook you want to restore, select the notebook section you want, and then click Open.

OneNote now displays the Open Sections area, where you can review the pages in the section you just opened from your backup files.

3. To restore notes, do either of the following:
 - To restore the entire backed-up section, right-click its section tab and then click Move or Copy
 - To restore only specific pages from the backed-up section, right-click the page tabs you want and then click Move or Copy
4. In the Move or Copy dialog box, select where the backed-up section or pages should be placed, and then click Copy
5. When your notes have been restored, right-click the backed-up section and click Close
6. Re-select your original notebook from the Notebooks list to continue working in it

Note: When you're restoring notes from a backup, the Move command in the Move or Copy dialog box won't be available. This prevents you from ever accidentally deleting any parts of a backup that you might need again later.

Page Versions

If you have made edits to a notebook page over several days, you can go back and retrieve older versions.

Go to the page in question...

1. Click on the History tab and then page versions
2. Click on the available versions and then follow the instructions to restore an older version.

OneNote for Mac

OneNote for Mac lets you recover single pages or entire sections of notes that you have recently deleted. While viewing recently deleted notes, you can restore their pages or sections by moving them back to their original notebook or to another location you want.

OneNote keeps deleted notes for a period of 60 days, after which they are permanently erased.

View recently deleted notes

In any notebook, do the following:

1. On the View tab, click the small arrow next to the Deleted Notes button, and then click View Deleted Notes
2. In the Deleted Notes view, click the tab of the deleted page or section that you want to look at
3. When done, exit this view by clicking the curved arrow that appears just to the right of the Deleted Notes section label

Note: Pages and sections that have been deleted do not appear in the results list of a notebook search. To include such notes in a search, you must first restore them.

Restore recently deleted notes

While viewing any page or section in the Deleted Notes view, do the following:

4. Control-click the tab of the page or section that you want to restore.
5. On the menu that appears, click Restore To.
6. Select the destination where you want to move the deleted notes, and then click Restore.

Note: When you restore a single page of notes from the Deleted Notes view, it is moved to the section in the notebook you choose. If you restore an entire section, it will be moved to the notebook you choose, along with all of the previously deleted pages in that section.