

# Using OneNote to organize your content

OneNote is a great tool for organizing content. Sometimes, you need just one more level of grouping to make OneNote the ideal solution. There is something called a Section Group. Right-click one section tab, choose New Section Group, and name it. Right-click on a section tab you'd like to move into this new group, choose Move or Copy ... and choose your new group. The tab is now displayed in its new section. The circular return arrow brings you back up to the main notebook level. You can also drag and drop it to the Page Group on the right.