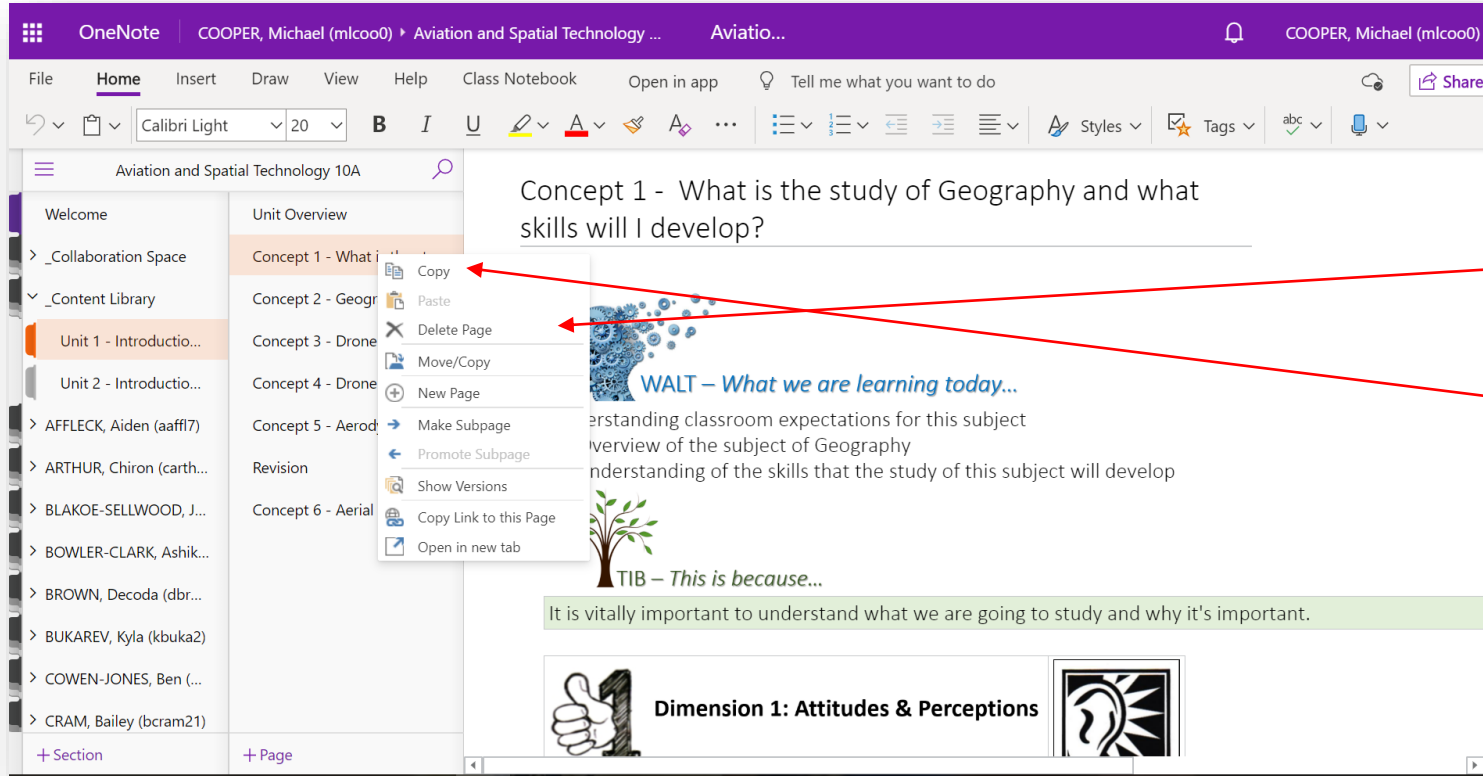


Copying a concept from the *Content Library*

The screenshot shows the Microsoft OneNote interface. The title bar indicates the notebook is 'Aviation and Spatial Technology 10A'. The left-hand navigation pane shows a 'Content Library' section with several items, including 'Unit 1 - Introductio...'. The main content area displays a page titled 'Concept 1 - What is the study of Geography and what skills will I develop?'. Below the title, there is a graphic of a brain with gears and the text 'WALT - What we are learning today...'. A list of bullet points follows: 'Understanding classroom expectations for this subject', 'An Overview of the subject of Geography', and 'An understanding of the skills that the study of this subject will develop'. Below this is a graphic of a tree and the text 'TIB - This is because...'. At the bottom, there is a section titled 'Dimension 1: Attitudes & Perceptions' with a thumbs-up icon and a graphic of an ear.

Select the *Content Library* from the menu options on the left hand side.

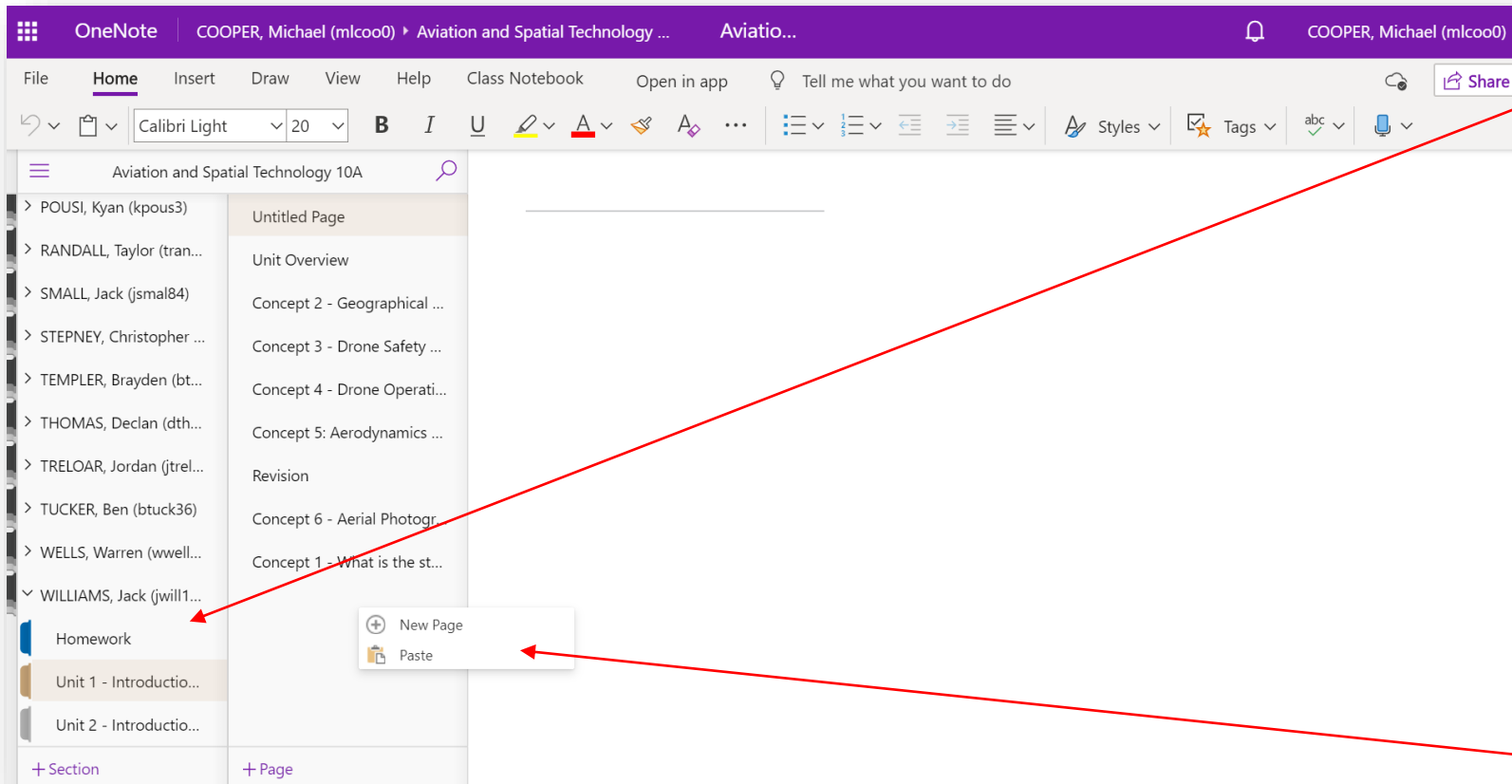
Find the concept from the *Content Library* you want to copy into your own Notebook.



Once you have found the concept you would like to copy from the *Content Library*, right click on the concept.

You will then see a menu tab open.

Select the copy option from the top of the list.



Now open your own section of the notebook.

Find the relevant section/ unit to paste the concept into.

Your teacher will tell you where you should be pasting the concept.

Once you have found the correct location for the concept, right click again.

Now select the paste option to paste the concept into the new location.