

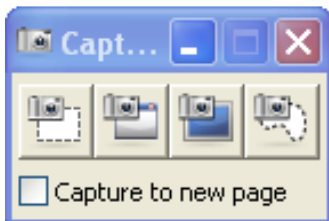
Collecting and Sharing Content with SMART Notebook™ Software



Create engaging lesson activities and presentations in SMART Notebook collaborative learning software. You can import screen captures, images and files from other applications, such as Adobe® Flash®. Save your completed file in .notebook file format to share it with others in your workplace. If your colleagues don't have SMART Notebook software installed, you can export your SMART Notebook file in a variety of formats.

Using the Capture toolbar

Use the **Capture** toolbar to capture a screen area, a window or a full screen of content directly into SMART Notebook software. Your computer doesn't need to be connected to a SMART Board® interactive whiteboard to use the **Capture** toolbar, but you do need SMART Notebook software.



To collect content using the **Capture** toolbar:

1. Open SMART Notebook software
2. Select **View > Screen Capture Toolbar** to open the Capture toolbar, or click the camera icon
3. Navigate to the screen you want to capture. The Capture toolbar remains open over any active application or web browser. There are four ways to capture content:

Use this	To do this	Use this	To do this
	Capture a rectangular area		Capture the entire screen
	Capture a particular window		Capture a freehand area

4. Choose a button, and capture an image. The captured image appears on a page in your SMART Notebook file.

Using the Insert menu

You may have accumulated important lesson content throughout your teaching career. Now it's time to incorporate some of this material into your SMART Notebook lesson activities. Maybe there's an image you want to use to enhance a specific learning opportunity in the classroom.

To insert an image:

1. Open SMART Notebook software
2. Select **Insert > Picture File**. The *Insert Picture File* dialog box appears.
3. Browse and select the file you want to insert
4. Click **Open**

Using SMART Notebook Document Writer

SMART Notebook Document Writer is a printer driver that enables you to import content from other programs into .notebook files. When you import content into SMART Notebook software using SMART Notebook Document Writer, a dialog box appears, giving you the option to import the content in the form of pictures or editable objects.

Collecting and Sharing Content with SMART Notebook Software

To Use the SMART Notebook Document Writer:

1. Open the source file you want to export to a .notebook file
2. Select **File > Print**. The *Print* dialog box appears.
3. Select **SMART Notebook Document Writer** from the list of printers
4. Specify a page range, and then press **OK** or **Print**. A dialog box appears.
5. Select **SMART Notebook pages with images** to import the contents of the file as pictures. Select **SMART Notebook pages with editable objects** to import the contents of the file as editable objects.
6. Press **OK**. A new .notebook file opens. Each page of the source file appears on a separate page in the new file.

NOTE: If you choose to import the contents of a file as editable objects, some objects may not display correctly. In this case, import the contents as pictures instead.

If you installed SMART Notebook software on a Windows® XP computer, you can import content using SMART Notebook Print Capture.

Saving in SMART Notebook file format

Save your SMART Notebook file for future reference or to share it with others.

1. Select **File > Save**. Your original file will be changed to reflect the revisions.

or

Select **File > Save As** to save revisions as a new SMART Notebook file. Your original file will not change. The *Save As* dialog box appears.

2. Browse to the location where you want to save your SMART Notebook file
3. Type a name for your file in the *File name* text field, and then click **Save**

Exporting your file to other file formats

Export files to share them with colleagues who don't have SMART Notebook software installed. You may also want to export your content to HTML file format for others to view on the Internet.

1. Select **File > Export**
2. Choose a file format. You can export your file in HTML, PDF and PPT (Microsoft® PowerPoint®) file format or as a series of images (e.g., JPG or GIF).