SMART™
Technologies

Collecting and Sharing Content with SMART Notebook™ Software

You can bring screen captures, images and files from other applications, such as Adobe® Flash®, into SMART Notebook™ collaborative learning software to create engaging lesson activities and presentations. Save your completed file in SMART Notebook file format to share it with others in your workplace. You can also export your SMART Notebook file to HTML, PDF, or Windows® PowerPoint® software (.ppt) format or as a series of images (e.g., .jpg, .gif) if your colleagues don't have SMART Notebook software installed.

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 does not need to be connected to a SMART Board™ interactive whiteboard to use the **Capture** toolbar, but you do need SMART Notebook software.

Capture toolbar

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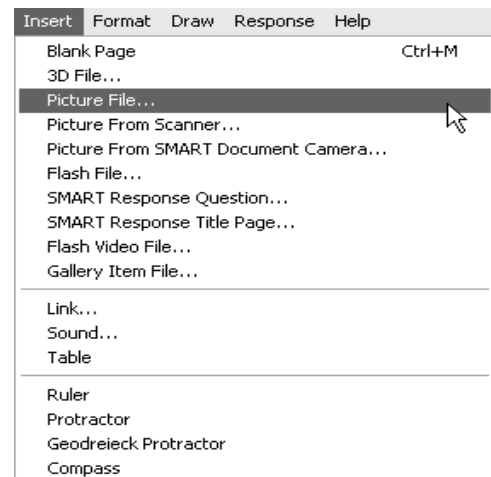
Use this	To do this	Use this	To do this
	Capture a rectangular area of the screen		Capture the entire screen
	Capture a particular window on the screen		Capture a freehand area of the screen

4 The captured image appears on a page in your SMART Notebook file

Using the Insert menu

You have accumulated numerous pieces of content over the last several years of teaching. Now it's time to incorporate some of this material into your SMART Notebook lesson activities. In particular, there's an image you want to use to enhance a specific learning opportunity in the classroom.

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 10.8 software using SMART Notebook Document Writer, a dialog box appears, giving you the option to import the content as pictures or as editable objects.

1 Select 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 content of the file as pictures. Select **SMART Notebook page with editable objects** to import the content of the file as editable objects.

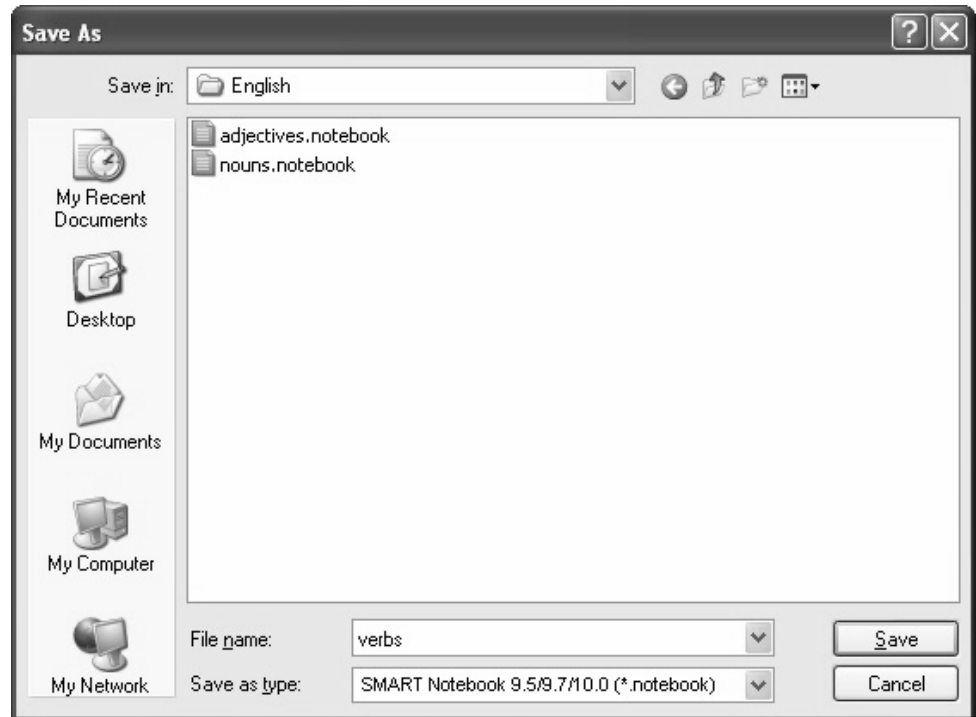6 Press **OK**. A new .notebook file opens. Each page of the source file appears on a separate page.

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

If you installed SMART Notebook software on a Windows XP computer, you can import content using SMART Notebook Print Capture.
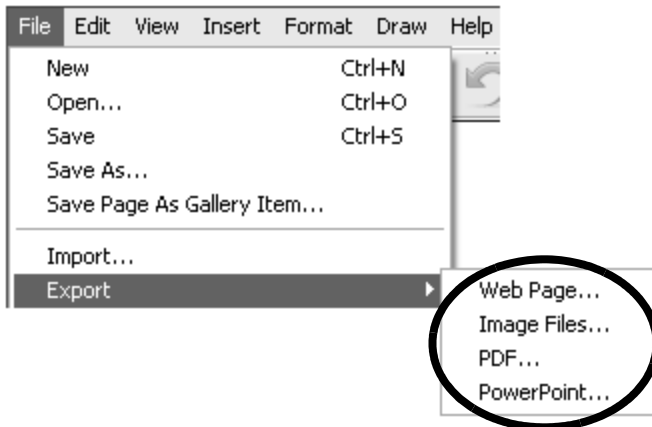
Saving in SMART Notebook file format

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

1 Select **File > Save**, or **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 for others to view on the Internet.

1 Select **File > Export**

2 Choose a file format. You can export your file as HTML, PDF, PowerPoint (.ppt) or as a series of images (e.g., .jpg, .gif).