SMART
Technologies

Collecting and Sharing Content with Notebook Software

You can bring screen captures, images and files from other applications, such as Adobe® Flash®, into Notebook™ software to create engaging lesson activities and presentations. Save your completed file in Notebook file format to share with others in your workplace. Export your Notebook file to HTML, PDF, or as a series of images (e.g., .jpg, .tiff) to share it with colleagues in case they don't use Notebook software.

Using the Capture toolbar

Use the Capture toolbar to capture a selected area of your screen, a window or a full screen of content directly into Notebook software. Your computer does not need to be attached to a SMART Board™ interactive whiteboard to use the Capture toolbar, but Notebook software must be installed.

To collect content using the Capture toolbar, do the following:

Capture toolbar and Camera icon

1 Open Notebook software

2 Select **View > Screen Capture Toolbar** on the Notebook software menu to open the Capture toolbar, or click on the camera button

3 Navigate to the screen you want to capture, such as a webpage. The Capture toolbar remains open over any active application or Web browser. There are four ways to capture content:

Button	Use this button to	Button	Use this button to
	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 Notebook file

Using the Insert menu

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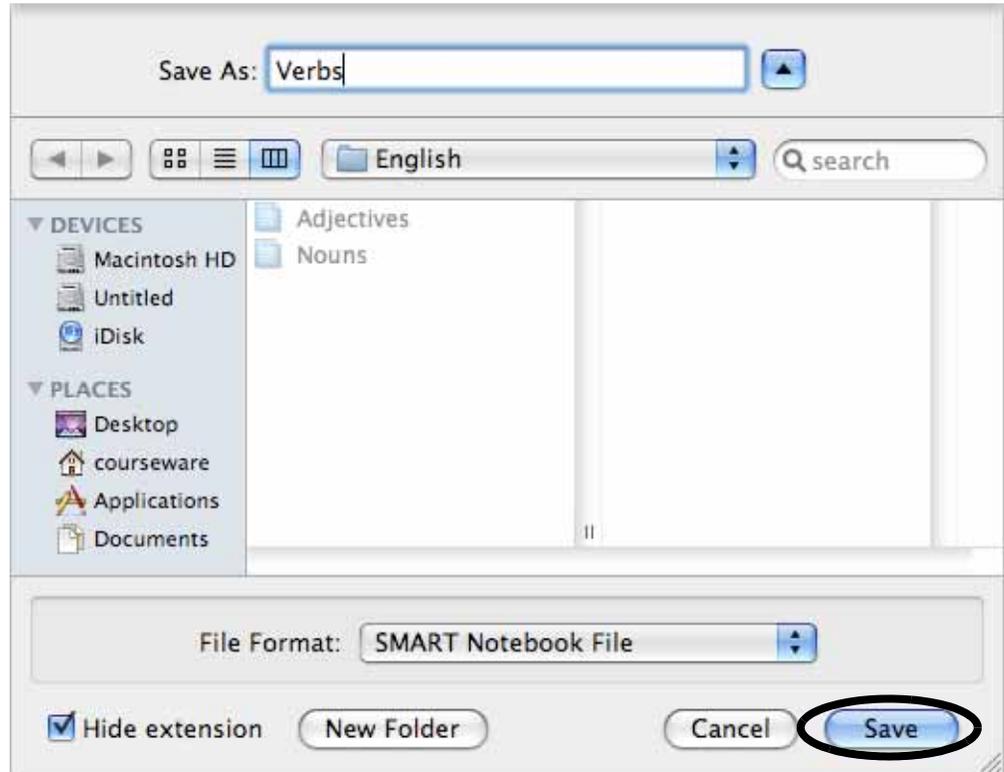
1 Open Notebook software

2 Select **Insert > Picture File** on the Notebook software menu to launch the *Open* dialog box

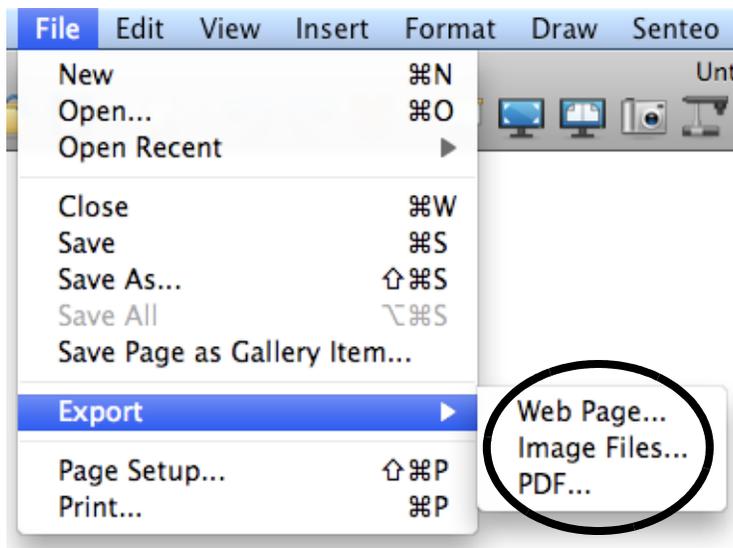3 Browse to the file's location and select it. Click **Open** to insert the picture into your Notebook file.
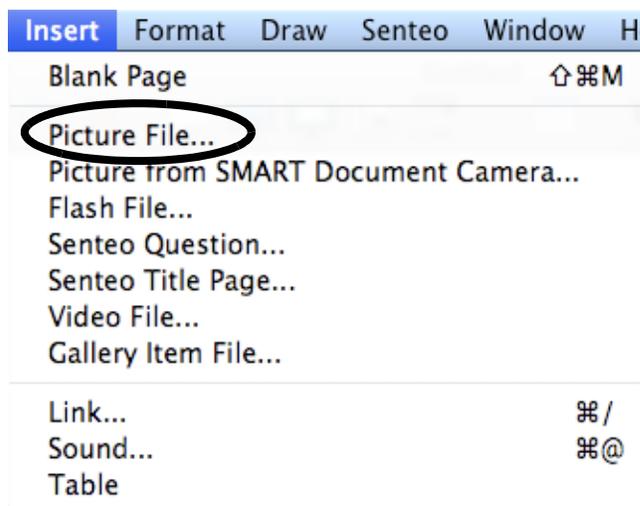
Saving in Notebook file format

Save your current Notebook file for future reference or to share the file with others using Notebook software.

1 Select **File > Save** from the Notebook software menu or select **File > Save As** to save revisions as a new Notebook file. Your original Notebook file will not be changed. The *Save As* dialog box will appear.

2 Browse to the location where you want to save your Notebook file

3 Type a name of your file in the *Save As* text field, then click **Save**

Save As: Verbs

English   Q search

▼ DEVICES
   Macintosh HD
   Untitled
   iDisk

▼ PLACES
   Desktop
   courseware
   Applications
   Documents

Adjectives
Nouns

File Format: SMART Notebook File

☑ Hide extension   New Folder   Cancel   Save

Exporting your file as other file formats

File Edit View Insert Format Draw Senteo

New   ⌘N
Open...   ⌘O
Open Recent   ▶

Close   ⌘W
Save   ⌘S
Save As...   ⇧⌘S
Save All   ⌥⌘S
Save Page as Gallery Item...

Export   ▶   Web Page...
                          Image Files...
Page Setup...   ⇧⌘P   PDF...
Print...   ⌘P

Export files to share with colleagues who may not have Notebook software. You may also want to export your content to HTML for others to view on the Internet.

1 Select **File > Export** from the Notebook menu

2 Choose a file format to export your Notebook file into. Select to export your file as HTML, PDF or as a series of images (e.g., .jpg, .tif).