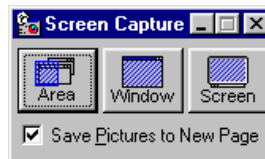


## Capturing and Sharing Information with SMART Notebook™ Software

This Quick Reference provides an overview of importing screen captures, pages and entire files from other applications into SMART Notebook software. It also explains how to save SMART Notebook files in other formats, such as PDF, HTML and image files for sharing with others.

### Using the Screen Capture Toolbar

Use the Screen Capture toolbar to capture a selected area, window or screen into SMART Notebook software.



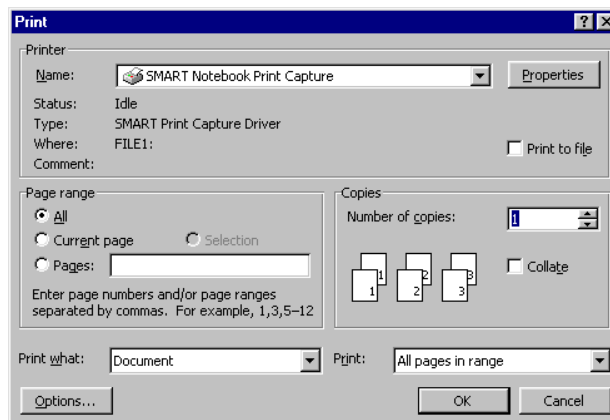
- 1 Open SMART Notebook software.
- 2 Select **View, Launch Screen Capture** or press the Capture button.
- 3 Press the Area button, then press just above the upper left corner of the area you wish to capture and, applying constant pressure, drag towards the bottom right corner to outline the exact area of the screen you want captured.  
or  
Press the Window button, then press anywhere inside a window to capture that window.  
or  
Press the Screen button to capture everything displayed on the screen.

By default, the captured image will appear on a new page in the current SMART Notebook file. If you want the captured image to appear at the top of the current page, de-select the **Save Pictures to New Page** check box.

### Using Print Capture

Use Print Capture to capture more information than is currently visible on the screen. You can add pages or an entire file from another application into a Notebook file. Print Capture works the same as sending information to a printer, except the output is captured in a Notebook file rather than on paper.

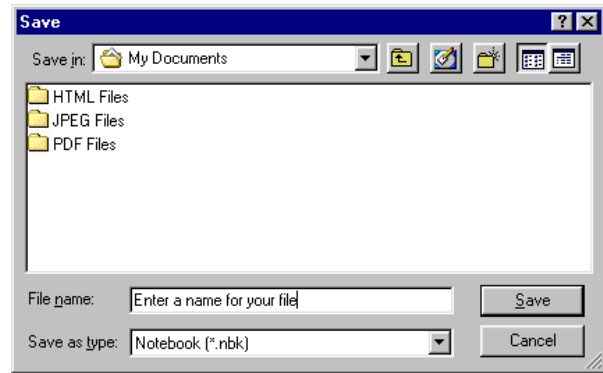
- 1 Open SMART Notebook software.
- 2 Open the file you want to capture.
- 3 Select **File, Print** and select **SMART Notebook Print Capture** from the list of available printers.
- 4 Select the page range to capture (i.e., all pages, the current page or a defined page range) and press OK.



## Saving in SMART Notebook File Format

The standard way to save the notes you've captured in SMART Notebook software is as a Notebook (.nbk) file. If you want to edit the file using the features in SMART Notebook software, you must save it in this format.

You can also save your notes in a variety of other file formats, as described below.



## Saving in Other File Formats

To save a SMART Notebook file in a different file format, select an option from the **File** menu and follow the instructions in the dialog or wizard that appears. For example, you can save your notes as a PDF file, a Microsoft® NetMeeting® 2.0 Whiteboard file, or a series of HTML or image files. This makes it possible for people who don't have SMART Notebook software to view the information.

Selecting...	Creates...	Use this command to...
Save As	A file in an older version of Notebook software, a NetMeeting Whiteboard file or a PDF file	Generate a file that can be edited using an older version of SMART Notebook software or NetMeeting software, or read using Adobe® Acrobat® Reader software. See also Save As PDF below.
Save As Image Files	Files in BMP, JPG, PCX, TGA, TIF or PNG format	Generate a series of image files that can be viewed in a graphics application. A separate image file is created for each page of the Notebook file.
Save As HTML	HTML files	Generate a series of HTML files that can be viewed in a Web browser. A separate HTML page is created for each page of the Notebook file.
Save As PDF	A PDF file	Generate a file that can be read using Acrobat Reader software, available free of charge from Adobe's Web site at <a href="http://www.adobe.com/products/acrobat">www.adobe.com/products/acrobat</a> .
Save As Template File	A SMART Notebook template	Generate templates of Notebook files. The Save As Template File function allows you to prepare frequently used backgrounds or content, so that they can readily be added to your Notebook file.
Save As Mac OSX/UNIX Notebook file	A SMART Notebook file for Mac or UNIX operating systems	Prepare Notebook files on a Windows computer to be reviewed on a Mac or UNIX system.