


Capturing and Sharing Information with Notebook™ Software

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

Using the Capture Toolbar

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



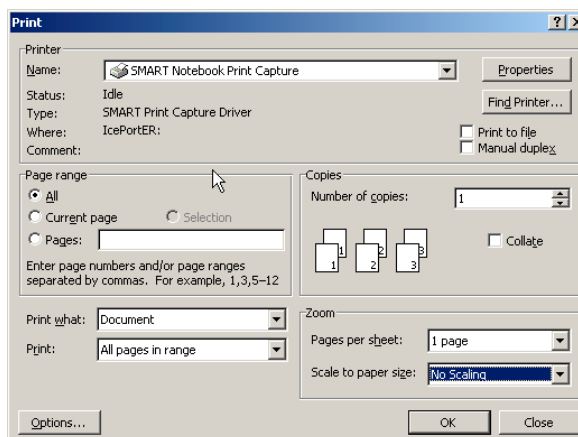
- 1 Open Notebook software.
- 2 Select **View, Screen Capture** or press the  button.
- 3 Press the **Area** button and then, applying constant pressure, press and drag to outline the exact area of the screen you want captured.
or
Press the **Window** button, then press anywhere inside a window to capture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

The captured image will appear on a new page in the current Notebook file. If you want the captured image to appear at the top of the current page, deselect 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.

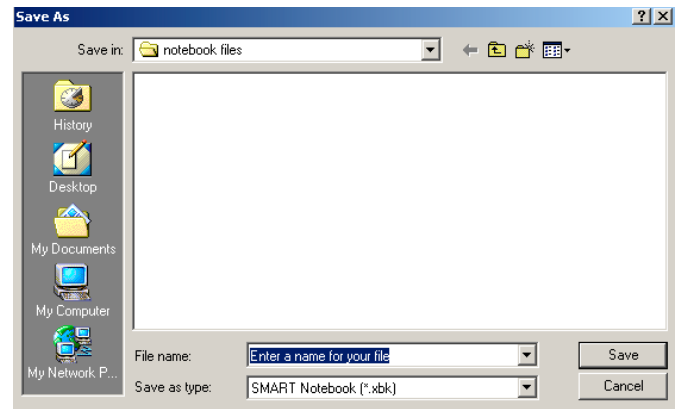
- 1 Open Notebook software.
- 2 Open the file you want to capture.
- 3 Select **File, Print** and select **SMART Notebook Print Capture** from the list of available printers.
- 4 Select the page range to capture (i.e., all pages, the current page or a defined page range) and press the **OK** button.



Saving in SMART Notebook File Format

The standard way to save the notes you've captured in Notebook software is as a Notebook (.xbk) file. If you want to edit the file using the features in 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.



Exporting Your File to Other File Formats

To save a Notebook file in a different file format, select the **Export** option from the **File** menu and complete the export dialog. You can export your Notebook file as a series of HTML or image files, or as a PDF. This makes it possible for people who don't have Notebook software to view the information.

Selecting...	Creates...	Use this command to...
Export as type: 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.
Export as type: PDF	A PDF file	Generate a file that can be read using Adobe® Acrobat® Reader® software, available free of charge from Adobe's Web site at www.adobe.com/products/acrobat .
Export as type: JPEG, PNG or GIF	Files in JPG, PNG or GIF 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.

Saving Your Notebook Page as a Template

The Save Page as Template function allows you to save frequently used backgrounds or content for quick insertion into Notebook files. Select **File**, **Save Page as Template**, then select a directory location in which to save your template file and press the **Save** button.