

Capturing and Sharing Information with Notebook™ Software

Import screen captures, pages and entire files from other applications into Notebook software. This Quick Reference Guide shows you how. It also explains how to save Notebook files into other formats, such as PDF, HTML and image files (JPEG, GIF, etc.), so you can share information with colleagues who do not have Notebook software on their computers.

Using the Capture Toolbar

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

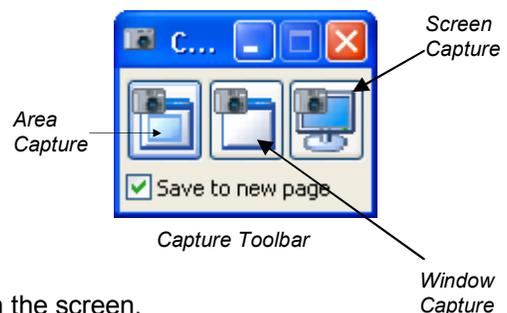
- 1 Open Notebook software.
- 2 Launch the Capture toolbar by selecting **View > Screen Capture Toolbar** or pressing the button.
- 3 Navigate to the screen you want to capture. The Capture toolbar will still be available if you open a Web browser or other application.
- 4 Press the **Area Capture** button and then, applying constant pressure, press and drag to outline the exact area of the screen you want to capture.

or

Press the **Window Capture** button, then press anywhere inside a window to capture that window.

or

Press the **Screen Capture** button to capture everything displayed on the screen.

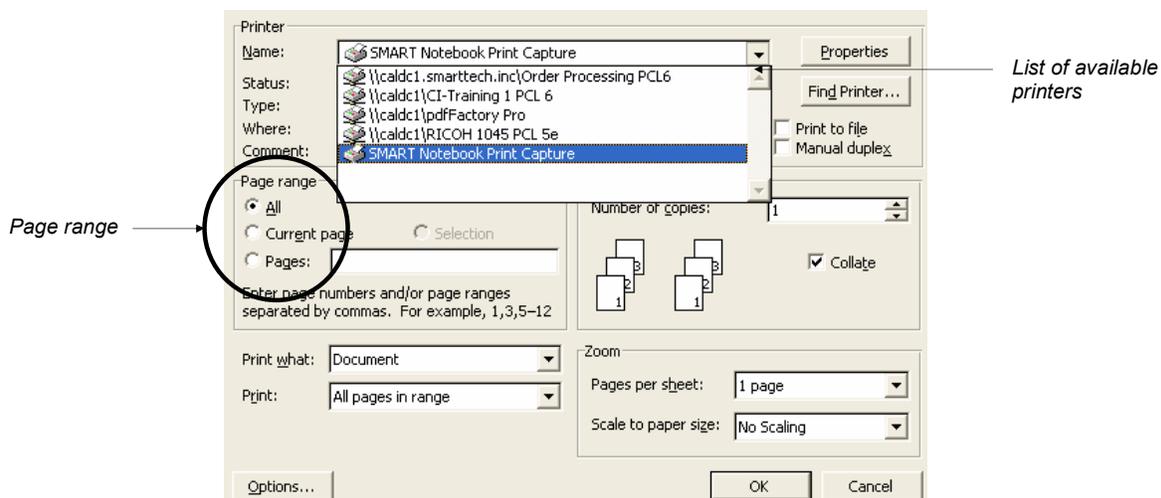


The captured image will appear on a new page in the current Notebook file. If you want the captured image to appear on the current page, deselect the **Save to new page** check box.

Using Print Capture

Use Print Capture to capture an image of all the information in a current document. You can add pages or an entire file from another application – like Microsoft® Word – into a Notebook file. Print Capture is similar to printing to paper.

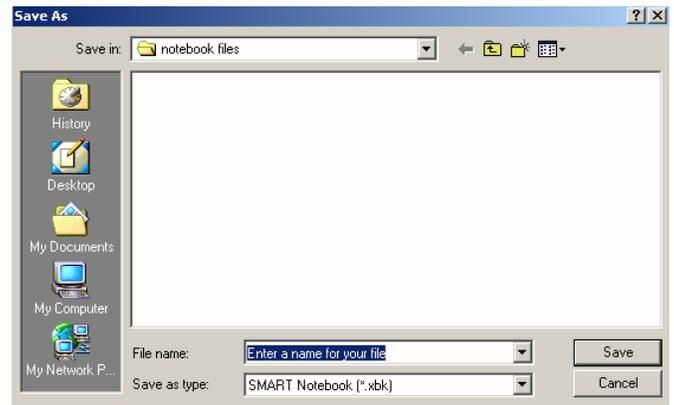
- 1 Open the file you want to capture.
- 2 Select **File > Print** and select **SMART Notebook Print Capture** from the list of available printers.
- 3 Select the page range to capture (i.e., all pages, the current page or a defined page range) and press the **OK** button.
- 4 Each page of the document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



Saving in SMART Notebook File Format

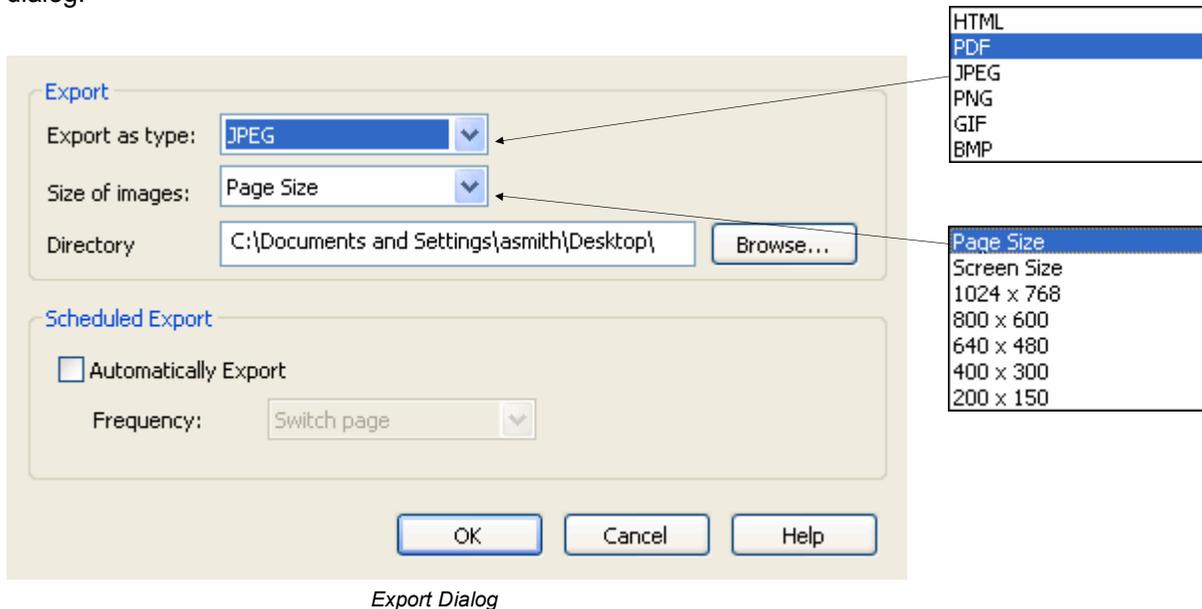
The standard way to save the notes you've captured in Notebook software is as a Notebook (.xbk) file. If you want to edit the file using the features in Notebook software, you must save it in this format.

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



Exporting Your File as Other File Formats

You can export your Notebook file as a series of HTML pages, image files or a PDF. Each Notebook page is exported as a separate file or PDF page. Now people without Notebook software can view Notebook content on their desktops. To save a Notebook file in a different file format, select **File > Export (PDF, HTML, Images)...** and complete the export dialog.



Saving Your Notebook Page as a Template

Save a Notebook page you use frequently – like a timeline or agenda – as a template you can edit or change.

- 1 Go to the frequently used Notebook page.
- 2 Select **File > Save Page as Template**.
- 3 From the dialog box, browse to the location you would like to save your file.
- 4 Press **Save**.

When you use your template, the objects will have the same properties you gave them when you saved the page. It's easy to use a template in a new Notebook file.

- 1 Create a new Notebook file. Select **File > New**.
- 2 Select **Insert > Picture/Template > From File...**
- 3 Browse to your template and select it.
- 4 Press **Open** and your template will open on a new Notebook page.