

EXPORTING FILES IN OTHER FILE FORMATS

Notebook software files can be exported to other formats so that they can be used by others. This is a good way to make the information included on the SMART Board available to students in courses that are using Blackboard. Users who have Windows XP, Service Pack 2 installed on the computer can export files in a variety of formats including HTML, PDF, JPEG, PNG, BMP, and GIF. To export a Notebook file:

- + Press **File** on the **Menu Bar**.
- + Select **Export (PDF, HTML, Images)**.
- + The **Export** dialog box will appear (see illustration at right).
- + In this box, select the format to be used for the export from the **Export as type** list.
- + If any option besides PDF is specified, select a size from the **Size** box. This option name will change depending on the option chosen under **Export as type**.
- + Click the **Browse** button for the **File** to specify the location where the file will be stored.
- + Input a name for the file in the **File Name** box.
 - ✦ Once the location and name have been specified, press the **OK** button.
 - ✦ This will return you to the **Export** dialog box.
- + To schedule an **Export** click the **Automatically Export** check box.
 - ✦ This will complete a backup of the file at the specified intervals.
 - ✦ To schedule the intervals, click the list arrow next to **Frequency** and then select a time.
- + Click the **OK** button.
- + To obtain additional assistance with this feature, click the **Help** button.
- + To exit the dialog box without saving the changes, press the **Cancel** button.

