

SAVE NOTES IN MICROSOFT EXCEL AND WORD

Notes can be saved in a number of ways when using the SMART Board software. As soon as a pen is picked up from the Pen Tray on the SMART Board, the **SMART Aware Toolbar** displays. This toolbar allows you to keep notes or drawings as part of the active file or to capture the notes to the **Notebook** software. To save notes to a Word file, the Word file needs to be in **Print Layout View**.

- ✦ Open the Excel or Word program.
- ✦ In the Word program, make sure the file is in Print Layout view. If it isn't:
 - ✦ Press **View** on the **Menu Bar**.
 - ✦ Select **Print Layout** from the list of options.
- ✦ Pick up the pen that is to be used to create the note.
- ✦ The **SMART Aware Toolbar** will display (see illustration).
 - ✦ **Insert as Image** - This button is used to save the note as a graphic image into the Word or Excel file.
 - ✦ **Insert as Text** - Use this button when the note is to be converted into text and inserted into the active file.
 - ✦ **Capture to Notebook** - To save the note and an image of the application, press this button. This option will take a screen capture of the notes. They will then appear on a new page in the Notebook file.
- ✦ Save the file. Inserting a note as either typed text or a graphic does not save the file.

