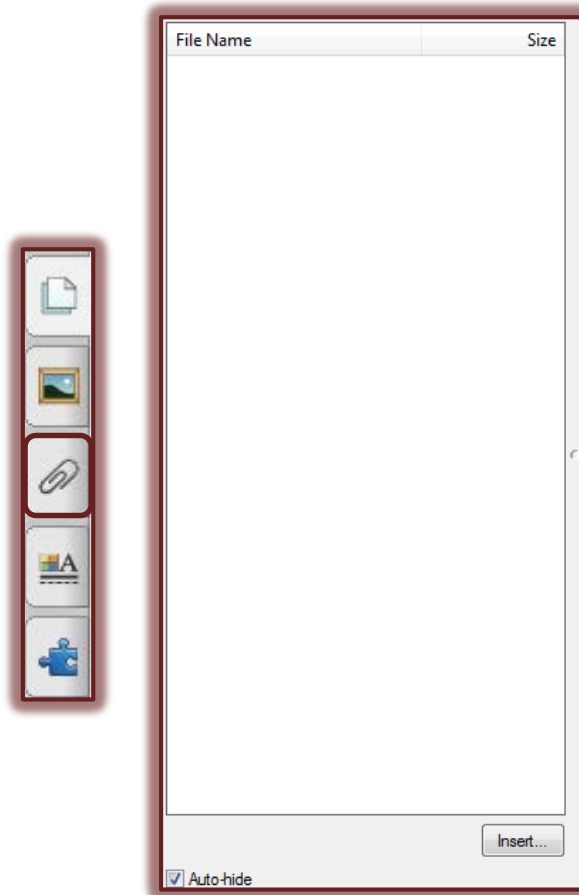


Attach Files-Web Pages

In SMART Notebook, it is possible to attach copies of files, shortcuts to files, and links to Web pages using the Attachments tab. Attaching files or Web pages enables you to find and open the files easily during a presentation. A file or Web page can also be linked to an object on a page.

ATTACH COPY OF FILE

- Press or click the **Attachments** button on the left side of the window (see illustration below left).
- Press **Insert** at the bottom of the **Attachments Tab** (see illustration below right).



- Select **Insert Copy of File** from the list that appears.
- The **Insert Copy of File** window will display.
- Browse to the folder where the file is stored.
- Select the file that is to be attached.
- Press or click the **Open** button.
- The **File Name** and **Size** appear in the **Attachments Tab**.

NOTE: When a file is attached the size of the .notebook files increase even though SMART Notebook software compresses files to conserve space. Some file types can be compressed more than others.

ATTACH SHORTCUT TO FILE

- Press or click the **Attachments** button on the left side of the window.
- Press or click the **Insert** button at the bottom of the **Attachments tab**

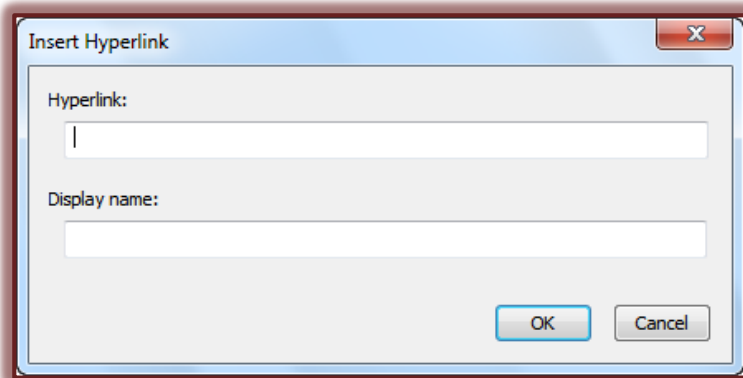
- ▣ Select **Insert Shortcut to File**.
- ▣ The **Insert File Shortcut** window will display. This is the same as the **Open** window that displays when other files are opened.
- ▣ **Browse** to the folder where the file is stored.
- ▣ Select the file that is to be attached.
- ▣ Press or click the **Open** button.
- ▣ The **File Name** and **Shortcut** will appear in the **Attachments** tab.

NOTE:

- ▣ Shortcuts are not exported. To export file attachments, attach a copy of the file, not a file shortcut.
- ▣ The files must be accessible on the computer that will be used for the presentation. If it is not, you will not be able to link to the file during the presentation.

ATTACH LINK TO WEB PAGE

- ▣ Press or click the **Attachments** button on the left side of the window.
- ▣ Press or click the **Insert** button at the bottom of the **Attachments** tab
- ▣ Select **Insert Hyperlink**.
- ▣ The **Insert Hyperlink** window will display (see illustration below left).
- ▣ Input the Web page address into the **Hyperlink** box.
- ▣ In the **Display Name** box, input a name for the link.
- ▣ Press or click **OK**.
- ▣ The **Display Name** and **Web page address** will appear in the **Attachments Tab**.



	File Name	Size
	Days of Elijah.docx	14 K
	Emily Leep Bio_Fin...	shortcut
	Information Techno...	URL

OPEN FILE OR WEB PAGE

- ▣ Press or click the **Attachments** button on the left side of the window.
- ▣ The **Attachments** tab will display (see illustration above right).
- ▣ This tab lists all the attachments in the current file.
 - If an attachment is a copy of a file, the size of the file appears in the **Size** column.
 - If an attachment is a shortcut to a file, **Shortcut** appears in the **Size** column.
 - If an attachment is a link to a Web page, **URL** will appear in the **Size** column.
- ▣ To open a file, double-click the file name.
- ▣ To open a Web page, double-click the link.