

CREATE NEW FILE/SAVE FILE

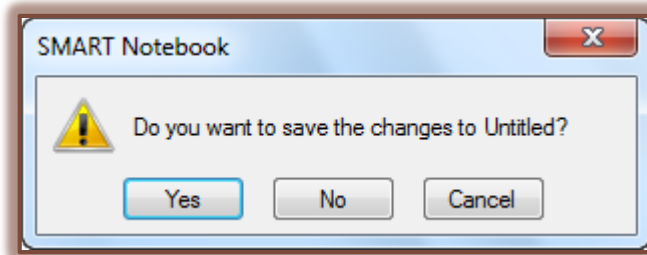
CREATE A NEW FILE

When the SMART Notebook program is started, a new notebook file opens automatically. Even though the notebook file is open, it is possible to create a new file at any time. When a new file is created, the currently opened file will close.

- ✦ Click **File** on the **Menu Bar**.



- ✦ Click **New** in the list that appears.
- ✦ If a file that is already open has unsaved changes, the dialog box in the illustration below will display.



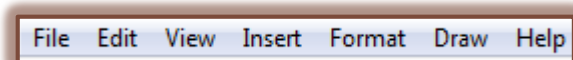
- ✦ Click **Yes** to save the changes.
 - ✦ Click **No** to close the file without saving the changes.
 - ✦ Click **Cancel** to return to the currently opened file.
- ✦ A new blank file will open.

SAVE A FILE

By default, files are saved in .notebook format. Anyone with SMART Notebook software version 9.5 or later installed (Windows, Mac, or Linux) can open a .notebook file. It is also possible to set SMART Notebook to save a file automatically when a different page is selected or after a specified period of time.

Save a New File

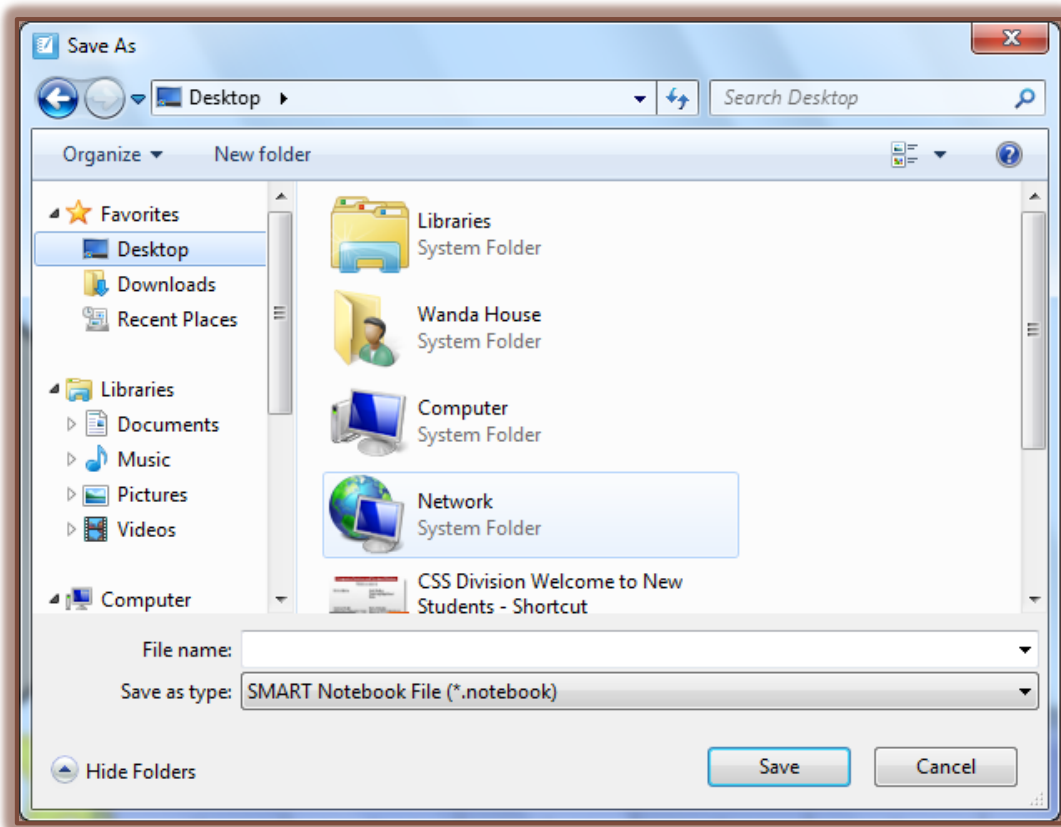
- ✦ Do one of the following to save a file:
 - ✦ Click **File** on the **Menu Bar** and then click **Save** or **Save As**.



- ✦ Click the **Save** button on the **SMART Notebook Toolbar** (see illustration below).



- ✦ The **Save As** dialog box will appear (see illustration on next page).
- ✦ Browse to the folder where the new file is to be stored.
- ✦ Type a name for the file in the **File Name** box.
- ✦ Click or press the **Save** button.



Save an Existing File with Different Name

- ✦ Click **File** on the **Menu Bar**.

File Edit View Insert Format Draw Help

- ✦ Click **Save As**.
- ✦ The **Save As** dialog box will appear.
- ✦ Type a name for the file in the **File Name** box.
- ✦ Browse to the folder where the new file is to be stored.
- ✦ Click or press the **Save** button.

Save an Existing File to a Different Folder

- ✦ Click **File** on the **Menu Bar**.
- ✦ Click **Save As**.
- ✦ The **Save As** dialog box will appear.
- ✦ Browse to the folder where the new file is to be stored.
- ✦ Click or press the **Save** button.