

Export 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 eCollege.

EXPORT NOTEBOOK FILE

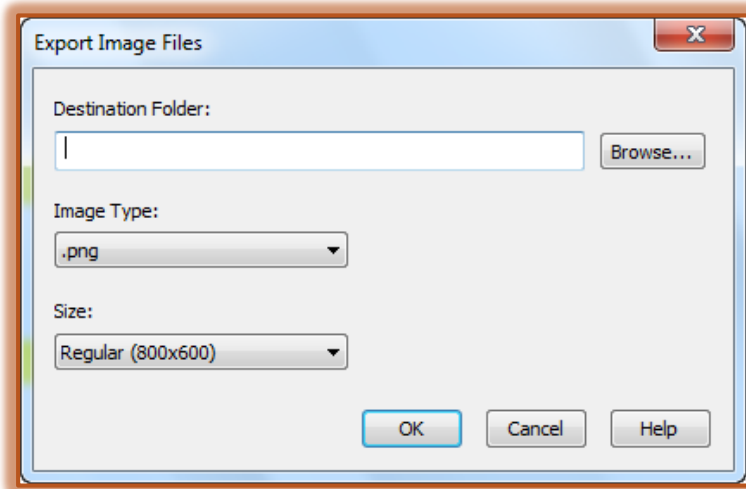
- ✦ Press **File** on the **Menu Bar**.
- ✦ Move the mouse pointer over **Export As**.
- ✦ A list of export options will display. These are:
 - ✦ Web Page
 - ✦ Image Files – Formats are BMP, GIF, JPEG, and PNG
 - ✦ PDF – Portable Document Format
 - ✦ CFF – Interactive Whiteboard Common File Format
 - ✦ PowerPoint

Web Page

- ✦ Click the **Web Page** option.
- ✦ The **Save As** dialog box will display.
- ✦ In the **File Name** box, input a name for the **Web Page**.
- ✦ Select the folder where the **Web Page** is to be stored.
- ✦ The **SaveAs Type** box should display **HTML**.
- ✦ Click the **Save** button.

Image Files

- ✦ Click the **Image Files** option.
- ✦ The **Export Image Files** dialog box will display (see illustration below).



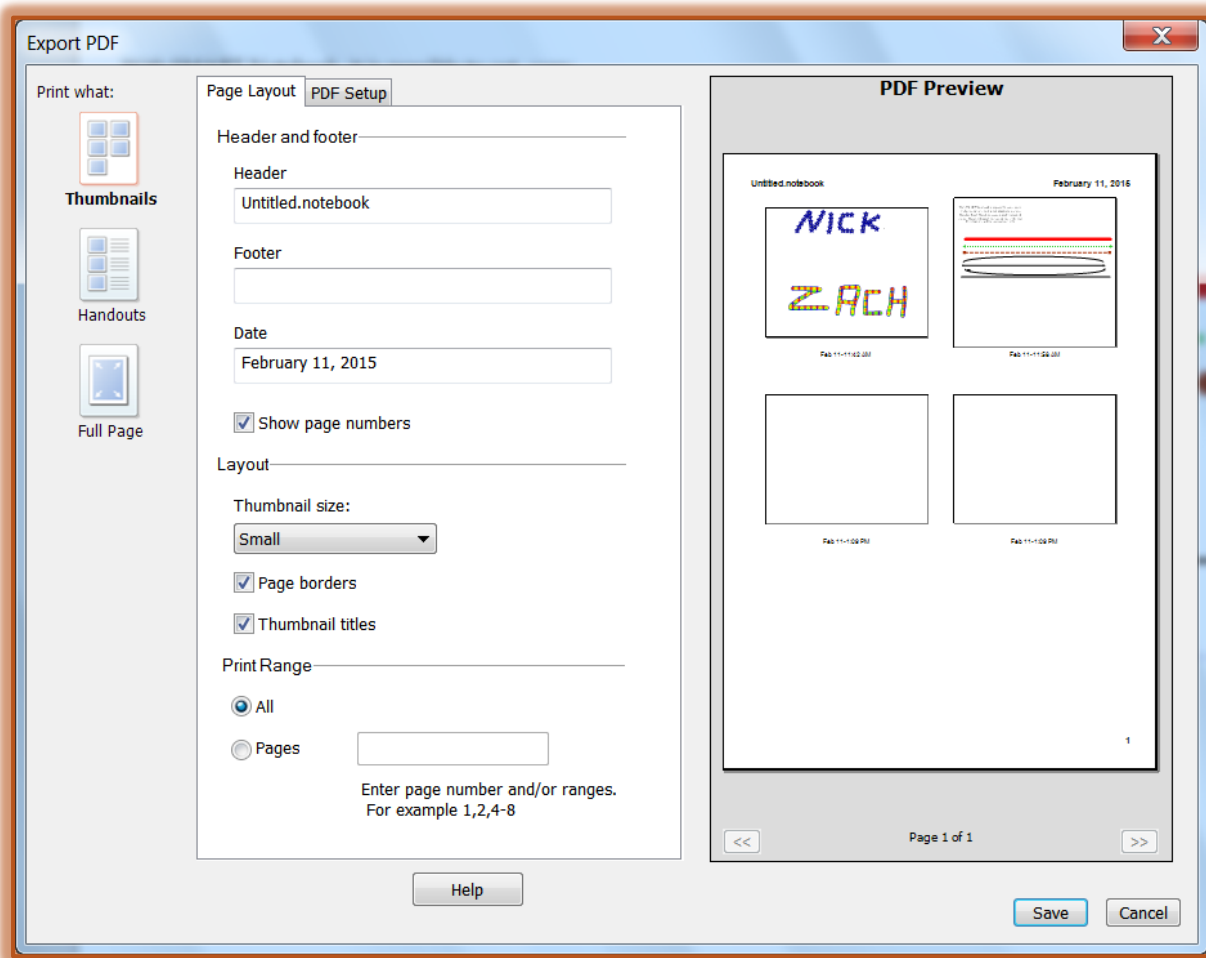
- ✦ Click the **Browse** button to choose the location where the image is to be stored.
- ✦ Click the **Image Type** list to select **.png**, **.jpeg**, **.gif**, or **.bmp**.
- ✦ Click the **Size** arrow to select from **Tiny**, **Small**, **Regular**, and **Large**.
- ✦ For assistance with working with this feature, click the **Help** button.
- ✦ When all the options have been chosen, click the **OK** button.

PowerPoint

- ✦ Click the **PowerPoint** option.
- ✦ The **Save As** dialog box will display.
- ✦ Input a **File Name** for the presentation.
- ✦ Select the location where the presentation is to be saved.
- ✦ Click the **Save** button.
- ✦ To view the slide, open the **PowerPoint** program.
- ✦ Click the **Office Button**.
- ✦ Click the **Open** option.
- ✦ Select the location where the presentation was stored.
- ✦ Click on the presentation.
- ✦ Click **Open**.

PDF - Portable Document Format

- ✦ Click the **PDF** option.
- ✦ The **Export PDF** dialog box will display (see illustration below).



- ✦ In the **Page Layout** tab, click one of the options in the left frame.
- ✦ The window under **Page Layout** will change depending on the option chosen.
- ✦ Fill in the information for the desired options.
- ✦ Click the **Save** button.

CFF - Interactive Whiteboard Common File Format

- ✦ Click the **CFF** option.
- ✦ The **Save As** dialog box will display.
- ✦ Input a **File Name** for the document.
- ✦ Select the location where the file is to be saved.
- ✦ The **Save as Type** box should say CFF (*.iwb).
- ✦ Click the **Save** button.

Optimized SMART Notebook File

- ✦ Click the **Optimized SMART Notebook File** option.
- ✦ The **Export Optimized File** dialog box will display.
- ✦ Input a **File Name** for the document.
- ✦ Select the location where the file is to be saved.
- ✦ The **Save as Type** box should say Notebook (*.notebook).
- ✦ Click the **Save** button.

NOTES:

- ✦ When SMART Notebook software files are exported as picture files, attachments are not included. The files must be exported as either Web pages or PDF (Adobe 6.0 or later) for attachments to be included.
- ✦ Documents that are attached to the .notebook file as shortcuts are not exported. To include these files as an attachment, a copy of the file must be attached.
- ✦ Some gradient, pattern, and picture effects do not export. These effects may appear as solid fill or may appear incorrectly in the exported file.