

SCREEN CAPTURE

This feature is used to import screen captures, pages, and entire files from other programs into Notebook software. With Screen Capture, it is possible to capture the entire screen, a window, or a selected area of the screen. Notes that are made on the SMART Board can be captured using the Screen Capture tools in the Notebook software. The Screen Captures will be inserted onto a Notebook page, which provides an easy way to add images or notes to the Notebook file.

When using Ink Aware with application software, such as Microsoft Word to capture notes, two objects will appear on the Notebook page. The information will be layered so that the note will be visible on top. SMART Board software can recognize that the application is the background and that the note is written over it.

USE SCREEN CAPTURE TOOLBAR

† Press the **Launch the Screen Capture Toolbar** button (see illustration below left) on the **Notebook** toolbar.



† The Screen Capture toolbar will display (see illustration above right).

† The table below describes and illustrates the buttons on this toolbar.

Button	Description
Area Capture 	<p>This button is used to capture a portion of the screen.</p> <ul style="list-style-type: none">† Press or click the Area Capture button on the Screen Capture toolbar.† The pointer will change to cross hairs.† Press or click and then drag diagonally to outline the area that is to be captured.† Release the pressure once the area is outlined.† The capture will be saved to a Notebook page.† To capture the image to the current page, clear the Capture to new page check box.
Window Capture 	<p>To capture an entire window or a portion of an active window, press this button.</p> <ul style="list-style-type: none">† Press or click the Window Capture button on the Screen Capture toolbar.† Select the window that is to appear in the capture.† Press within the window that is to be captured.† The capture will be saved to a Notebook page.† To capture the image to the current page, clear the Capture to new page check box.

Button	Description
Screen Capture 	Press this button to capture an image of the entire computer screen. <ul style="list-style-type: none"> † Set up the screen the way that the capture is to look. † Press or click the Capture Screen button on the Screen Capture toolbar. † The Select Display window will display. † Select the display that is to be captured. † Click the OK button. † The capture will be saved to a Notebook page. † To capture the image to the current page, clear the Capture to new page check box.
Freehand Capture 	This button is used to capture a selected area of the screen. <ul style="list-style-type: none"> † Click or press the Freehand Capture button on the Screen Capture toolbar. † The pointer will change to cross hairs. † Click or press and then drag the cross hairs on the screen to define the area that is to be captured. † Release the pressure once the area is outlined. † The capture will be saved to a Notebook page. † To capture the image to the current page, clear the Capture to new page check box.

USE FLOATING TOOLS

The Area Capture, Full Screen Capture, or Freehand Capture tools can be used in the Floating Tools toolbar to take a screen capture. The capture will automatically be inserted on a new page in a Notebook file. The option for saving to a current page is not available. The buttons for the Screen Capture are not included by default on the Floating Tools toolbar. However, the Floating Tools toolbar can be customized to include these tools. The Screen Capture toolbar button can also be added to the Floating Tools toolbar.

Customize Floating Tools Toolbar

- † Press or click the **Customize** button (see illustration at right) on the **Floating Tools** toolbar. 
- † The **Customize Floating Tools** window will display.
- † To add a button, press an icon in the **Customize Floating Tools** window and drag it to the **Floating Tools** toolbar.
- † Once the button is added to the **Floating Tools**, you would follow the same procedure as described in the table above.