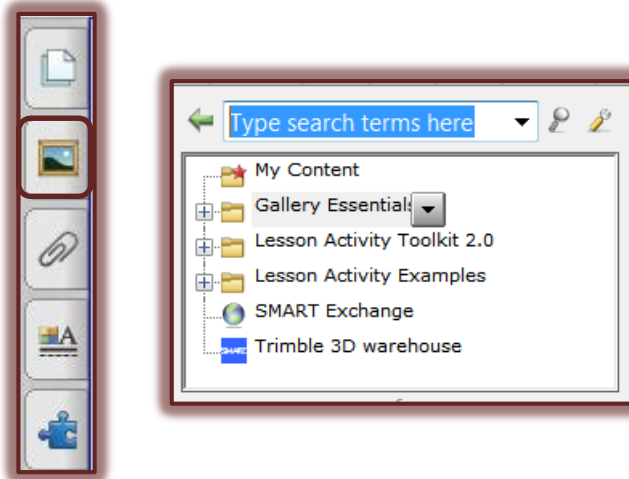


## Share Content with Other Teachers

With SMART Notebook, it is possible to share teacher created content with other teachers. This provides an ideal way for teachers to share files within the school system. These files can be used to add items to the My Content category in the Gallery. When a collection file is imported, all the items will appear in the Gallery as a new subcategory.

### IMPORT FILE FROM OTHER TEACHERS

- ✦ Press or click the **Gallery** button on the bar on the left side of the window (see illustration below left).
- ✦ Select **My Content** in the **Gallery Category List**.
- ✦ Press or click the **Menu Arrow** for the **My Content** option (see illustration below right).



- ✦ Select **Add to My Content**.
- ✦ The **Add to My Content** window will display. This is the same as the **Open** window that is used to open other file types.
- ✦ Browse to the folder where the **Collection File** is located.
- ✦ Select the **Collection File**.
- ✦ Press or click **Open**.

### EXPORT FILE TO SHARE WITH OTHER TEACHERS

- ✦ Select the **Category** that contains the items that are to be saved in a collection.
- ✦ Press or click the **Category Menu Arrow** (see illustration below).
  - ★ The selected category will be exported.
  - ★ None of the subcategories will be exported.
- ✦ Select **Export as Collection File**.
- ✦ The **Save As** window will display.
- ✦ Browse to the folder where the **Collection File** is to be saved.
- ✦ Input a name for the file in the **File Name** box.
- ✦ Press or click **Save**.