



## Exporting SMART Notebook Files

When you are finished with your SMART Notebook file and you are ready to post it to Blackboard:

1. Click the **File** button.
2. From the drop down menu, select **Export**.
3. From the drop down menu, select **PDF**.
4. Start at the left hand side of the Export PDF dialog box.
5. Change the Print What: to **Full Page**.
6. Add any Page Layout information:
  - a. Header
  - b. Footer
  - c. Date
7. Under Print Page, select either all or select the pages you want to save in the PDF.
8. When finished, click the **Save** button.
9. Choose where you want to save the PDF file.
10. Add a File name.
11. When finished, click the **Save** button.

