Importing Microsoft Office Documents & PDF Files

Into SMART Notebook

Teachers:

There's a very simple procedure to import any Microsoft Office file (Word, PowerPoint, Excel, Publisher) or PDF file into SMART Notebook software. This procedure will take less than a minute and will automatically import/insert your document on a Notebook slide. You will most likely want to save the imported file into an appropriate folder using an appropriate name for the file (document).

Follow these steps:

1) Open a Word, PowerPoint, Excel, or PDF file. This will work with virtually any program, even email messages.
2) Go to FILE then click PRINT.
3) In the PRINTER NAME field, click the drop-down arrow, then click the SMART Notebook Print Capture printer (the wording on your printer may be slightly different, but you should at least see SMART Notebook). This isn't really a physical printer, but a software program that converts documents into a SMART Notebook file.
4) After clicking on the SMART Notebook Print Capture printer, you will need to wait approximately 30 seconds (perhaps longer on an older, slower PC), but eventually a Notebook file will open and you will see that your document was automatically inserted/imported on a Notebook slide.

For those of you with dozens of Word, PowerPoint, Excel, and PDF files, this is a quick, easy, painless way to import those files into a SMART Notebook slide.

This process helps you to interact much more easily with your documents as you present your lessons to your students.