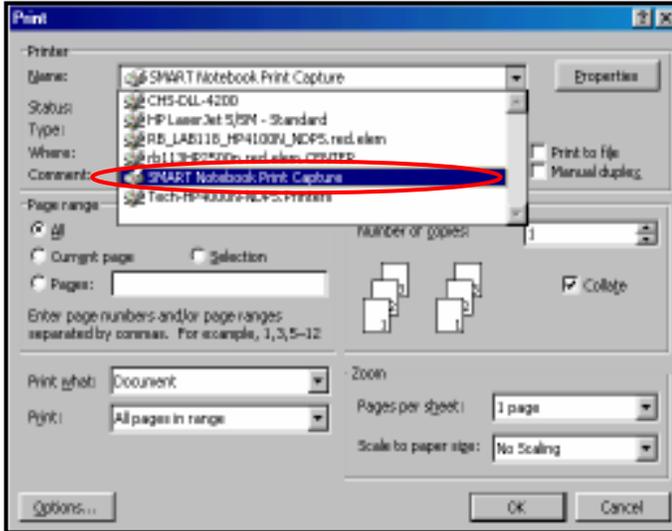# Three ways to Print Capture

First, capturing a premade document into Notebook (the easiest)

If you want to capture an entire (premade) document into SMART Notebook, follow these steps:

1. With Notebook open, open the Word document or Internet page you want to capture.
2. Go to File, then Print.
3. In the printer name drop down menu, select SMART Notebook Print Capture.
4. Click OK.

Your document will open in SMART Notebook.

** This works very well with Word, Excel, .pdf files and documents off the Internet! **

Second, Print Capturing using the Notebook icon

Use the Capture icon from the standard tool bar in Notebook to capture an area, window or an entire screen into SMART Notebook. The Capture window will open and stay open until you select what you want to capture. This works well to capture just a portion of a picture, paragraph or document into Notebook.

Tool	Function
	Captures a screen area you've defined
	Captures the window area. You define it by placing the capturing icon over the window portion to be captured and clicking the mouse.
	Captures the entire screen that is seen, tool bars and all
	Captures just the portion that you outline. Acts like the "lasso" in paint programs.

Capturing annotations in Microsoft PowerPoint

Easiest option:

There are several ways to capture in PowerPoint. The easiest way is to open Notebook, go to File, Import, navigate to the PowerPoint location. Select the PowerPoint and it will open in Notebook.

Notice with this option, along with the PowerPoint slide, you get a white border around each slide. While this is probably the easiest way to capture a PowerPoint document, it may not look the way you want. **Remember, too, that capturing in this manner is for the purpose of interactive annotations in Notebook.** You will loose all the PowerPoint transitions.
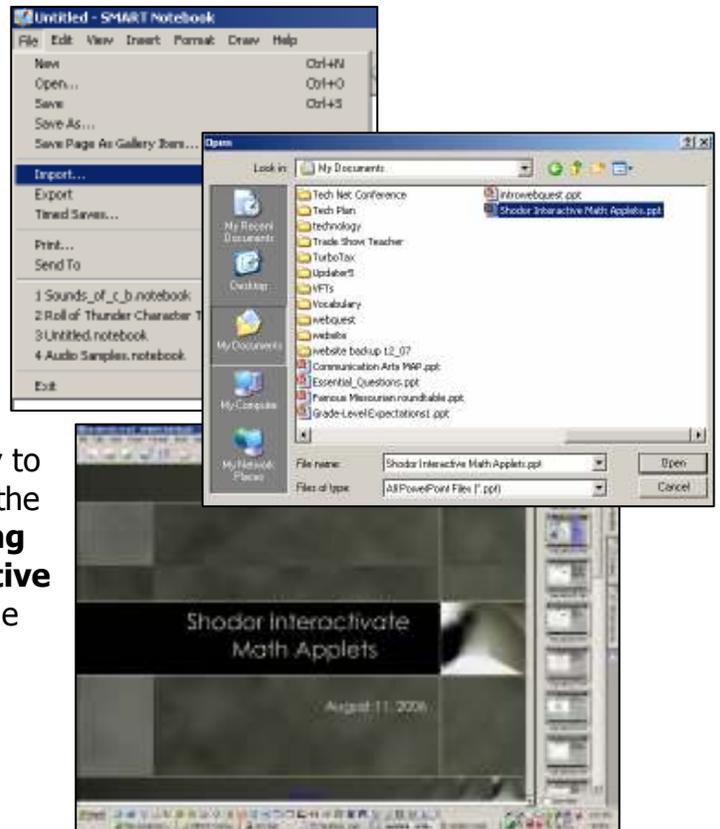
A second option - while viewing PowerPoint:

Open the PowerPoint to be viewed and run the slide show. Notice the transparent three button slide show tool bar. Click the middle button for a menu of capturing options.

First option: After annotating on a slide, if you want to capture it to Notebook, select "Capture to Notebook".

Second option: The other way of capturing within PowerPoint is to capture your annotations directly into PowerPoint. In this way, your slides will not be sent to Notebook and all transitions will stay in tact. To enable this command, click the slide show tool bar menu, go to Settings, then make sure "Add Drawing at End of Show" is checked. Now your annotations made in PowerPoint will be captured to PowerPoint.

Tip! If you choose this second option, think about saving a second copy when you annotate on the PowerPoint slide – this way you will still have your original copy.

Finally, capturing a .pdf file

.pdf files are files that come on CDs for your text books or files downloaded from the Internet. Remember these documents can also very easily be captured by going to File, Print, then selecting SMART Notebook Print Capture.

Another way to capture these documents follows. These steps will capture only the portion of the page outlined with the capturing tool.

1. Open the .pdf file and click the camera icon.
2. Then click and drag the portion of the page you want to be captured. This *copies* the page.
3. Go to Notebook and *paste* the .pdf captured page.

Try out these .pdf files for practice –

- Release MAP items - http://dese.mo.gov/divimprove/assess/content.html
- Secondary graphic organizers - http://www.greece.k12.ny.us/instruction/ela/6-12/Tools/Index.htm
- Elementary graphic organizers - http://www.eduplace.com/kids/hme/k_5/graphorg/index.html

*** You can only capture one page at a time and the portion you can see in this manner. A better option for capturing multiple pages is File, Print Capture as explained at the top of page 1.