The following is condensed bullet-form directions from a paper I wrote in 2004 for my Masters Program at Youngstown State University. The full report is designed around an instructional design model and was written as such. Only this section is needed to learn how to save and export your notes from the SMART Board.

Any Questions please contact me at: www.eagleti.com or at bret@eagleti.com.

-- Bret Gensburg

Saving the Notes:

- In the "My Documents" folder create a new folder labeled "Class Notes".
- In that folder create six new folders to represent classes taught by a teacher.
    - Label the six folders in this manner: single digit reference number, class name, and period of class. Ex: "1AlgIPd1".
    - This title would be given to the folder to hold all the files associated with the class Algebra I Period 1.
    - Note that In "Windows", having the reference will keep the folders in order of class regardless of the title of the class. This is because numbers come alphabetically before letters in the "Windows" environment.
- Within that folder create a file for the day.
- The file names will have the following pattern to their names: class name, period of class, month abbreviation, double digit day, followed by the four digit year. Ex: "AlgIPd1Dec072004".
    - This title would be given to the file associated with the class for Algebra I Period 1 on December 7, 2004.
    - Note that there is double digit given for the day to keep the files in order. The reason for the double digits is that without the"0" before the days 1-9, the tenth day would place itself between the first and second day.
- A "month" folder can be created in a "class folder" to allow the user easy access to the most recent files.
    - A note to this would be to not create the "month" folder until after the month is complete. This reduces the time searching for the files of that month.
- A "month" folder would have the following title: double digit reference number, dash, class name, period of class, month abbreviation. Ex: "05-AlgIPd1Dec".
    - Note having the double digit reference number in the beginning will have the month stay in order.

Exporting as an Adobe Portable Document Format (PDF):

- "Exporting" a file is nothing more than converting the file to a different format to be used in another application such as Microsoft FrontPage.
- The same "class" folders previously mentioned in saving files will need to be created in learners' website folder.
- SMART Notebook can export a file as a PDF file directly to the website folder.
- Exporting a file is accomplished through the "File" command of SMART Notebook.
- When "export" is selected, a window opens with all the commands and choices. A drop down box can be changed to select the type of file wished to be exported. The choices are HTML, PDF, JPEG, PNG, and BMP.
    - PDF is the most universal and takes the least amount of space on a server and therefore should be the choice.
    - Once this choice is made, SMART Notebook will remember that setting and will have "PDF" as the selected type.
- Choose a location for the file to be exported. This is done by clicking the "Browse" button. The file should be exported to the respective "class" folder found in the website folder.
    - It should be exported as a PDF with the same file name as it currently has as a SMART Notebook file.
- Once the name is created and the correct folder is found click "Ok" twice.

Associating with a webpage:

- Create and save a new webpage in FrontPage, saved as the same name as the "class" folder.
- Next a table should be entered into the page.
- The folder will then need to be opened with the respective class.
- To associate the file to that page, "Click, Drag, and Drop" the file to the respective location in the table.
    - This process should be done for all the files exported to the website.
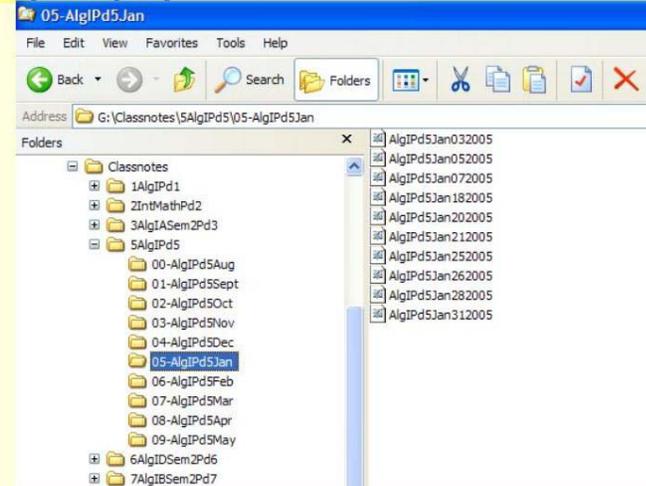
Publishing the website:

- Depending on the institution, this process could change slightly.
- FrontPage can handle many of the issues such as recalibrating hyperlinks to pervious uploaded sections or acting like a file transfer protocol client for Windows.
- In the "File" command of FrontPage is "Publish".
- Choose the folder directly on the server or type in the web address of the site to be changed.
  - o Passwords may be needed at this time.
- Regardless of the settings needed to publish the site to the web FrontPage will remember them so that the user will not need to retype all the information.
- Once all the information is inserted, FrontPage will drop all the files and pages to that site, creating a website on the internet.
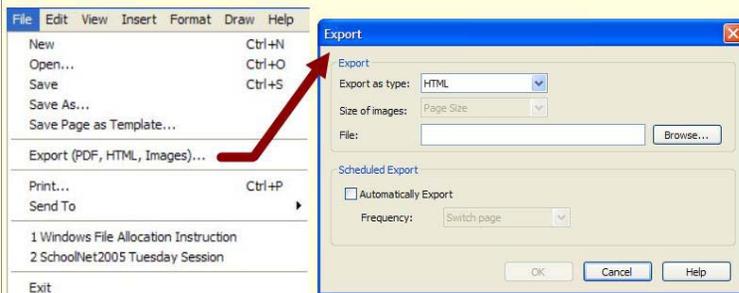
Session X:
Saving and Preparing Notebook

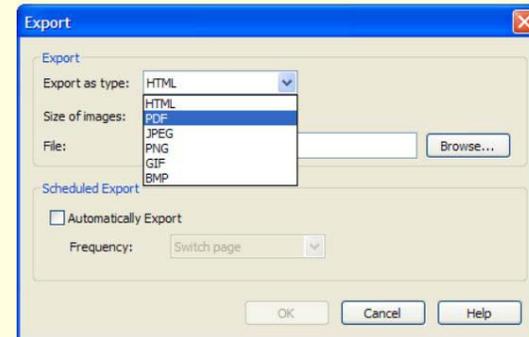**Windows File Allocation**

Saving Notes and Exporting for Others
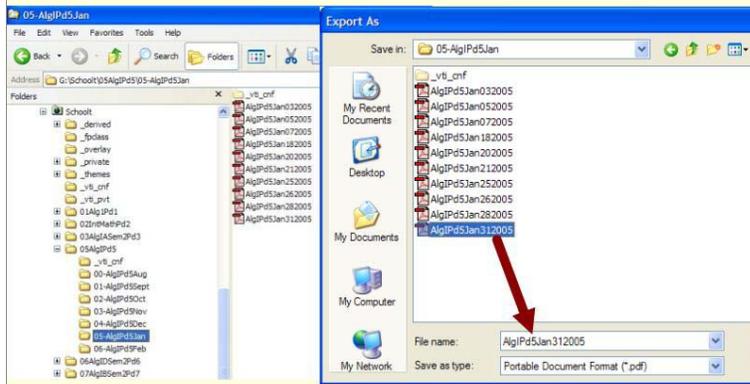
Associating File to a Website

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Export File

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Export Choices

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Export

Key Points

Use Numbers to Keep Order

Double-Digit Dates

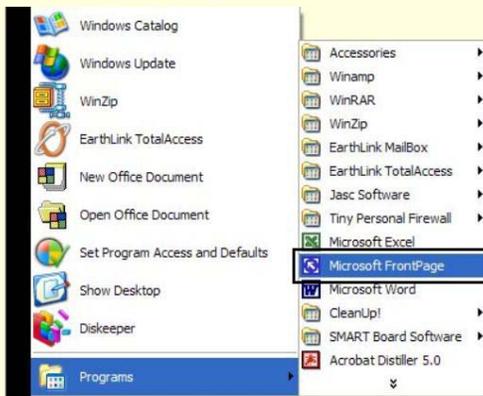**Use "~" or "z" to Send to the End**

**Single Press File Name in 'Save' Mode
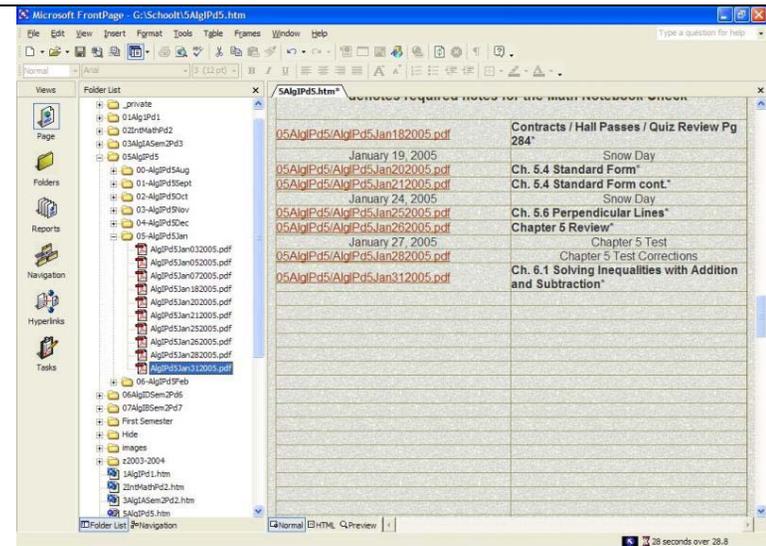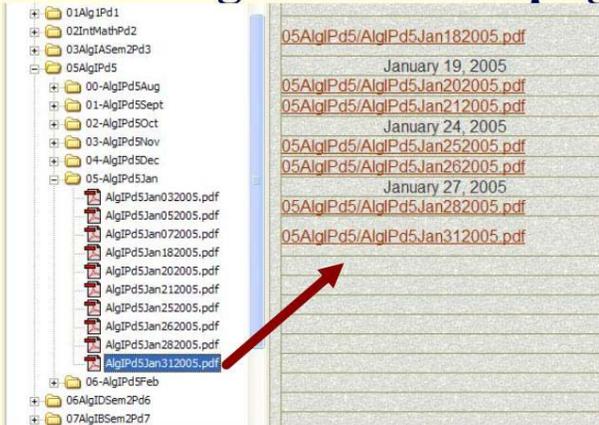to Keep Extension and Only Change the Date**

Associating with a Webpage

Associating with a Webpage

Publishing Website