

Exporting and Importing My Content from the SMART Gallery

This document will help you export and import any saved pages or files that you have saved within the My Content folder of the SMART Notebook Gallery.

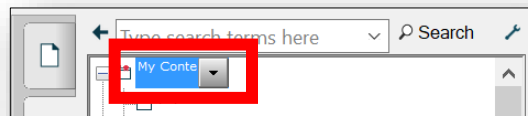
Exporting My Content Collection

1. After opening the SMART Notebook, click on the **Gallery Tab** icon.

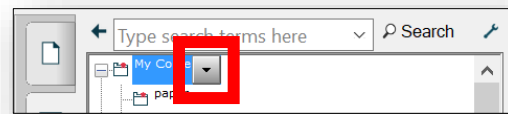


2. Scroll up within the Gallery to find **My Content**.

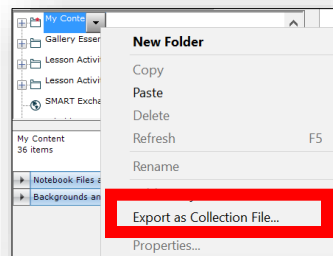
3. Click **My Content**.



4. Click the **drop-down arrow** that appears next to My Content.

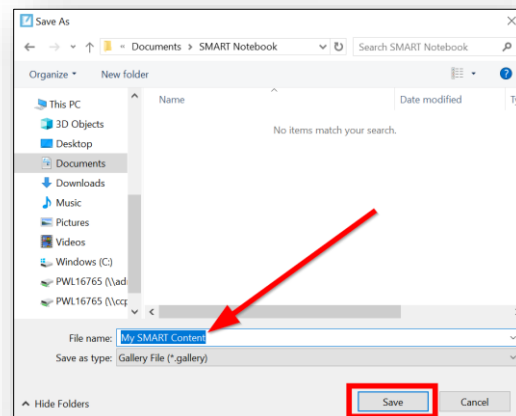


5. Select **Export as Collection File**.



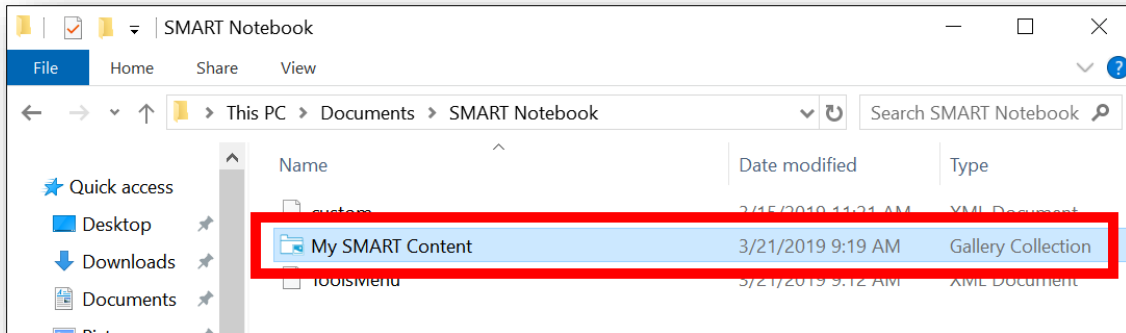
6. Select a location to save the collection file.

7. Name the collection file. Click **save**.



Importing a Collection

1. Find the location where the collection file is saved.
2. Double click on the saved collection file.



SMART Notebook will open to a blank page. The imported collection will appear in the My Content section of the Gallery as a subfolder.

