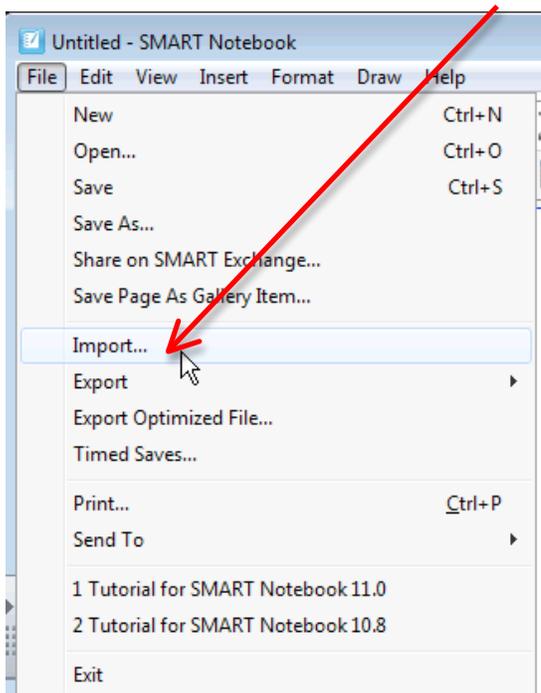


How to Convert Powerpoint files to SMART Notebook

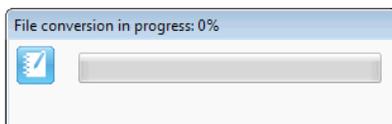
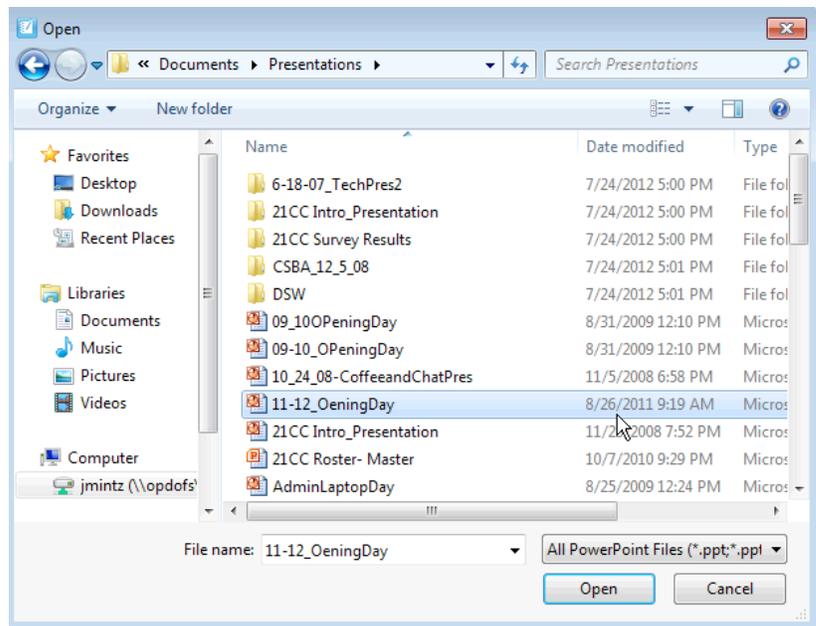
1. **Powerpoint** files can only be converted to **Notebook** on a PC.
2. You will need to have **Notebook** installed on the PC that you will use to convert the files.

*Notebook Express may be downloaded from the SMART website. Complete instructions are available on the OPUSD Tech HelpDesk page and they include the serial number that you will need to activate the software.

3. Have your existing Powerpoints that you want to convert on a USB thumb drive.
4. Open **NOTEBOOK**. Go to **FILE**→**IMPORT**



5. Navigate to the Powerpoint you want to convert and click on it. Click **OPEN**



6. You will see a progress bar as the file converts. Do not interrupt the process.

7. Your Powerpoint slides will now appear in a Notebook lessons with the vast majority of formatting in place.
8. **SAVE** your NOTEBOOK lesson back to the USB thumb drive.
9. Insert the USB thumb drive into your Mac and drag your newly converted Notebook files into your documents folder.