






Using Screenshots on a SMART Board

Screenshots are saved to the Files Library. Screenshots saved in the Files Library can be exported as PDFs to a USB drive. See [Exporting files to a USB drive as a PDF](#).

| Tool | Icon | Description |
|-------|---|---|
| Back |  | Closes the screenshot and returns to the app. You can discard the screenshot or save it to the Files Library. |
| Pen |  | Tap the button to change pen type, ink width and ink color. |
| Close |  | Closes the screenshot and returns to the app. You can discard the screenshot or save it to the Files Library. |

To save a screenshot

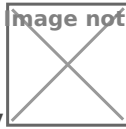
- 
1. Tap **Back** or **Close**.
 2. Tap **Save** to save the screenshot in the Files Library.
OR
Tap **Discard** to discard the screenshot and return to the app.

https://www.youtube.com/embed/TAYZ4IUS_R8

To open a saved screenshot

NOTE

If opening a file that's on a USB drive, connect the USB drive to the display.



1. From the Home screen, tap **Files Library**.

2. Select a drive.

TIP

Tap **Downloads** under *Shortcuts* to quickly find downloaded files.

3. Select a file by tapping the file's tile.

The file opens in the appropriate app.

To close a screenshot

1. There are several ways to close a screenshot.

- Tap **Close** to close the screen.

- Tap  in the command bar.

- Erase all the ink. See [Erasing ink on an annotation layer](#) for more information.

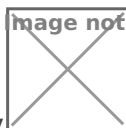
- Tap the Home button .

2. Tap **Save** to save a screenshot in the Files Library.

OR

Tap **Discard** to return to the app without saving a screenshot.

To delete a screenshot from the Files Library



1. From the Home screen, tap **Files Library**.

2. Tap and hold the tile until the background becomes black.

3. Tap additional tiles to select them.

OR

Tap **Select All** to select all the tiles.

4. Tap **Delete** in the upper-right corner.

The tile is removed from the Files Library.

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