






# 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**

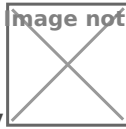
- 
1. Tap **Back** or **Close**.
  2. Tap **Save** to save the screenshot in the Files Library.  
OR  
Tap **Discard** to discard the screenshot and return to the app.

[https://www.youtube.com/embed/TAYZ4IUS\\_R8](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.

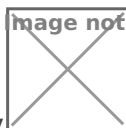
- Tap the Home button .

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.

---

Revision #1

Created 13 April 2020 19:13:44 by Ethan Dancy

Updated 13 April 2020 19:17:11 by Ethan Dancy