



EXPLAIN EVERYTHING: SAVE OR EXPORT PROJECTS

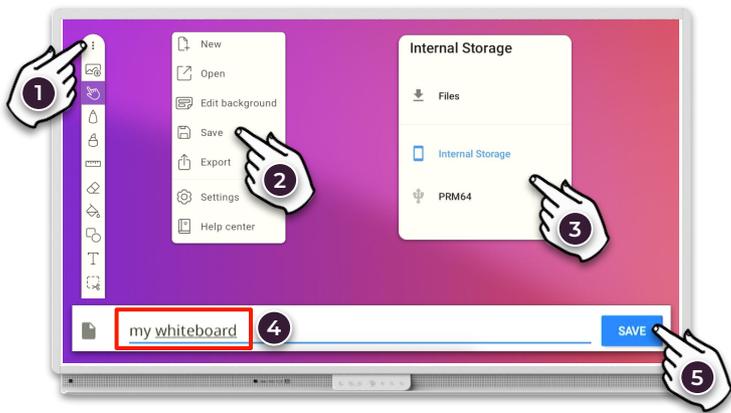
Learn how to save or export your Explain Projects.



Save as .Explain

If you want to be able to reopen and edit your whiteboard file at a later stage, you'll want to save it as a **.explain** file.

- 1 Select the **Project Options**  menu .
- 2 Select **Save**
- 3 Select the **location**, where you want to save your file.
- 4 Enter a **name** for your file.
- 5 Select **Save**



Export as .PDF

You can also create a **PDF** copy of your project file, allowing students and others to open it from their own devices.

Your canvas content will shrink to fit a page in the PDF, so keep this in mind for larger canvases and use multiple pages instead.

- 6 From the **Project Options**  menu, select **Export**.
- 7 Select **Document (PDF)**.

Repeat steps 3-5 as when saving as **.explain**

