



# SAVE OR EXPORT WHITEBOARD FILES

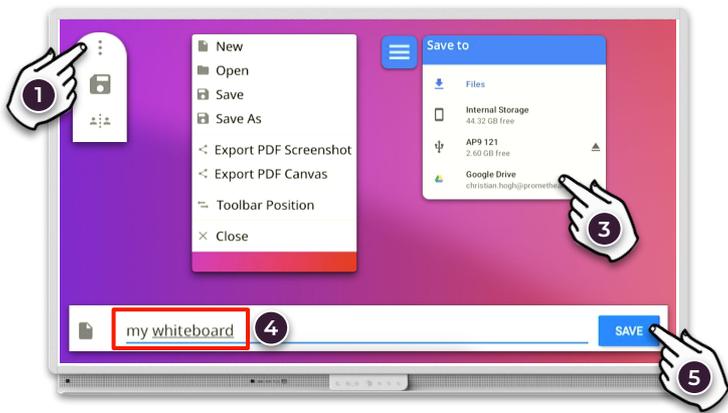
Learn how to save or export your whiteboard files.



## Save as .PWB

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 **PWB** file, short for "Promethean Whiteboard".

- 1 Select the **Kebab menu** .
- 2 Select **Save as**.
- 3 Select the **Hamburger menu**  and then a location to save your file.
- 4 Enter a **name** for your file.
- 5 Select **Save**.



## Export to .PDF

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

- 6 From the **Kebab menu** , select **Export PDF screenshot** to save the part of the whiteboard currently in frame. Select **Export PDF canvas** to save the entire whiteboard, including content in areas outside of the current view.
- 7 Select **Save to device**.
- 8 Repeat steps 3-5 as when saving as pwb.

