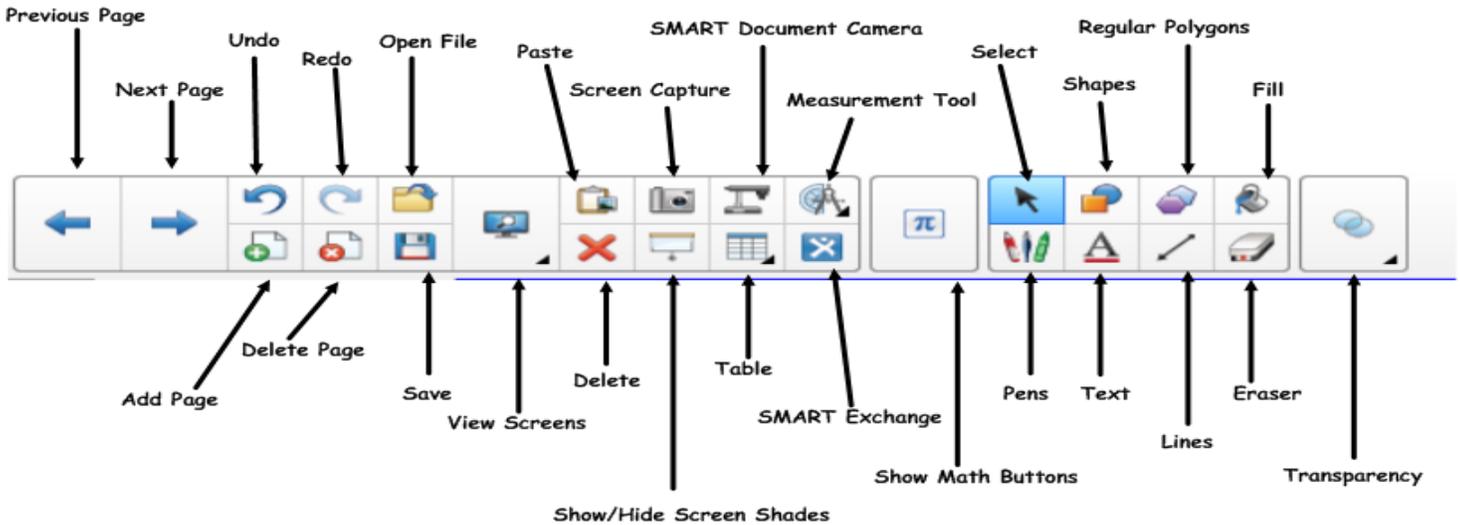


# BASICS of SMART NOTEBOOK

## THE NOTEBOOK INTERFACE

The Notebook interface is very easy to use and has many functions (such as inserting pictures, saving files etc.).

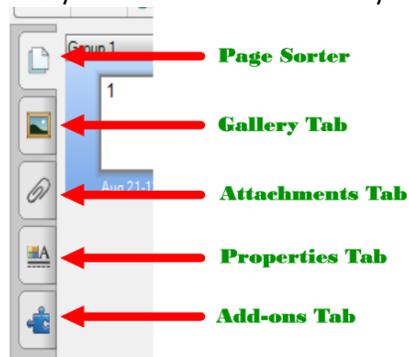
## SAVING AND OPENING NOTEBOOK FILES



This is no different than saving and opening files such as Word and PowerPoint. The options for saving and opening are under File on the toolbar.

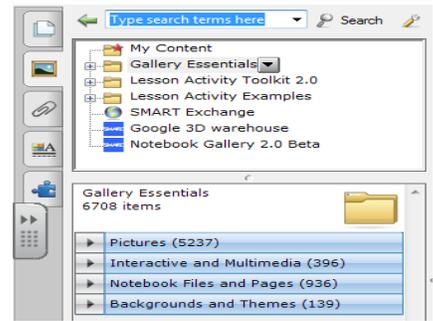
## GETTING USED TO THE TABS

On the left hand side of the notebook interface you will find five tabs that you can use:



1. **Page Sorter** - allows you to see all the pages of your notebook down the side of the main page. It allows you to display pages, create pages, clone pages, clear pages, delete pages, rename pages, rearrange pages, move objects from one page to another and group pages.

2. **Gallery Tab** - here you can access clip art and Educators resources from SMART - you can also access the SMART Lesson Activity toolkit from here. The SMART lesson Activity toolkit – provides you with lots of tools and images to create interactive lessons, including editable quizzes, countdown timers, etc.



3. **Attachments Tab** - this allows you to put together all resources for a lesson in one place. For example, you can insert any video clips, sound files, word documents etc. that relate to the lesson. This is a great tool in helping to organize lesson resources and keep things handy for when needed during a lesson. You can also insert hyperlinks to provide direct links to any websites you might want to refer to in the lesson. To add a hyperlink - simply click on Insert hyperlink and type in the URL of the website you want.
4. **Properties Tab** - allows you to edit background / fill colors, line widths etc. You can also animate objects using this tab (you must select the object you want to animate for the animate option to show) or even record the page (which will record any changes you make to a page while you teach - useful function for recording short lessons).
5. **Add-ons Tab** - enables you to work with SMART Notebook software add-ons, including the Activity Builder. This is where you will be able to create your own games.

## CREATING SIMPLE RESOURCES

1. **Adding Text** – Simply click on the page where you want to add the text and start typing. (This will bring up the text options bar which will allow you to change font, font size, color etc.) Once text has been created you can then move it around the page. To edit text you have written, just double click on it and the editing box will re-appear. You can also resize text by simply resizing the text box - to do this click on the text box and put your mouse over the circle that appears in the right hand corner, left click and then drag to re-size just like you would resize. If you want to be able to move individual bits of text around, you will need to create them as separate text boxes. For example to create drag and drop for keywords and definitions - e.g. keyword and definition must be in individual text boxes so that you can move them around independently.
2. **Background** – You can set a page's background to a solid color, a gradient of two colors, a pattern or a picture using the Properties tab. Select Format > Background. The Properties tab displays Fill Effects options.

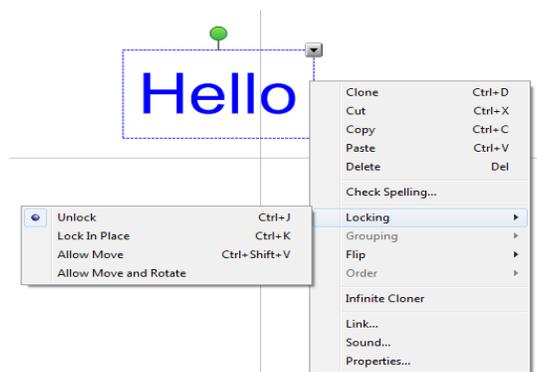
No Fill	Select <b>No fill</b> .
Solid Fill	<p>a. Select <b>Solid fill</b>.</p> <p>b. Do one of the following:</p> <ul style="list-style-type: none"> <li>Select one of the 40 colors in the palette.</li> <li>Press <b>More</b>, and then select a color in the dialog box.</li> <li>Press the eyedropper, and then select a color on the screen.</li> </ul>
Gradient Fill of Two Colors	<p>a. Select Gradient fill.</p> <p>b. For each color, do one of the following:</p> <ul style="list-style-type: none"> <li>Select one of the 40 colors in the palette.</li> <li>Press <b>More</b>, and then select a color in the dialog box.</li> <li>Press the eyedropper, and then select a color on the screen.</li> </ul> <p>c. Select an option in the Style drop-down list.</p>
Pattern	<p>a. Select <b>Pattern fill</b>.</p> <p>b. Select a pattern.</p> <p>c. Press <b>Foreground color</b>, select a color in the dialog box, and then press <b>OK</b>.</p> <p>d. Press <b>Background color</b>, select a color in the dialog box, and then press <b>OK</b>.</p>
Image	<p>a. Select <b>Pattern fill</b>.</p> <p>b. Select a pattern.</p> <p>c. Press <b>Foreground color</b>, select a color in the dialog box, and then press <b>OK</b>.</p> <p>d. Press <b>Background color</b>, select a color in the dialog box, and then press <b>OK</b>.</p>

3. **Add Images** – There are three ways of adding images

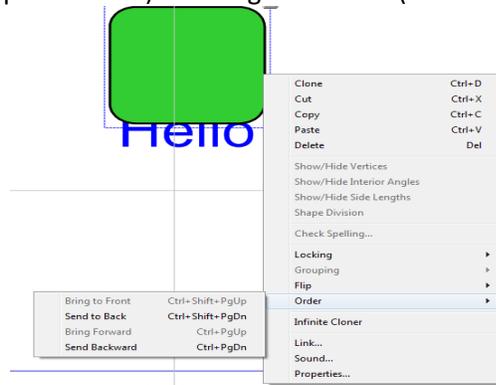
- You can go into the Gallery Tab and do a search for an image (similar to clip art)
- If you have already copied an image to your clipboard - e.g. from a website or from another resource you can simply right click and select paste (or edit paste)
- You can insert a picture from a file by clicking on Insert and then selecting Picture File- navigate to where your image file is located on your computer and click open - the picture will be inserted. You can then re-position your picture and re-size it (by right clicking and dragging the circle at the bottom right).

4. **Drawing Objects (e.g. lines, boxes, other shapes)** – Simply click on the relevant buttons on the toolbar - you can then draw lines or shapes etc. with the mouse (or your finger if using the board) on the page. To change the properties of your shape or line (e.g. color, size, width) select the object and then use the Properties Tab (on the left hand side) to change the properties.

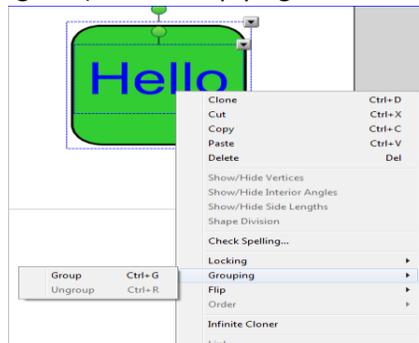
5. **Locking Text, Images and Objects in Place** – When creating resources, if you want students to come up and move some parts e.g. text, it can be useful to lock in place any other objects, pictures, text etc.. This will prevent the students from accidentally move this when trying to move the text. To do this - select the object you want to lock, right click and select 'Locking' and then 'Lock in Place', 'Allow Move' (they won't be able to delete or alter the object) or 'Allow Move and Rotate' (they just will not be able to delete). To unlock - do the same and then select the unlock option.



6. **Ordering Text, Images and Objects** – When creating resources, you might want to place an image in front of another or text in front of an image. To do this – select an image you want to move forward or backward, right click and select ‘Order’ and then you can ‘Bring to Front’ (all the way to front), ‘Bring to Back’ (all the way to back), ‘Bring Forward’ (move one spot forward) or ‘Bring Backward’ (move one spot backward).



7. **Grouping Objects Together** – Sometimes it is necessary to group objects together - for example imagine you want to create a yellow box with your objectives on your white background. Simply draw the box and edit it as shown above to shade it in yellow. Type in your objectives - drag over the top of the box and resize as necessary. Then select both the box and the text box by clicking on one, holding down control and then clicking on the other (both should now be highlighted) - then simply right click, select ‘Grouping’ and ‘Group’. The text and box will now move as one!



8. **Cloning** – It is possible to clone text, images or objects (i.e. create a copy of). Simply right click on the object and select clone. It is also possible to set infinite clone on an object, text or picture so you can move it but it will always leave an original behind. Useful, for example, when if asking the students to make a certain amount of money or base ten blocks. To do this simply select object / text / image, right click and select 'infinite cloner'.



9. **Insert a Table** - This is just like Word, select table and then choose the number of rows and columns you want! You can hide cells of a table to create click and reveal activities – Simply right click on the cell that you wish to hide and select Add Cell Shade!