

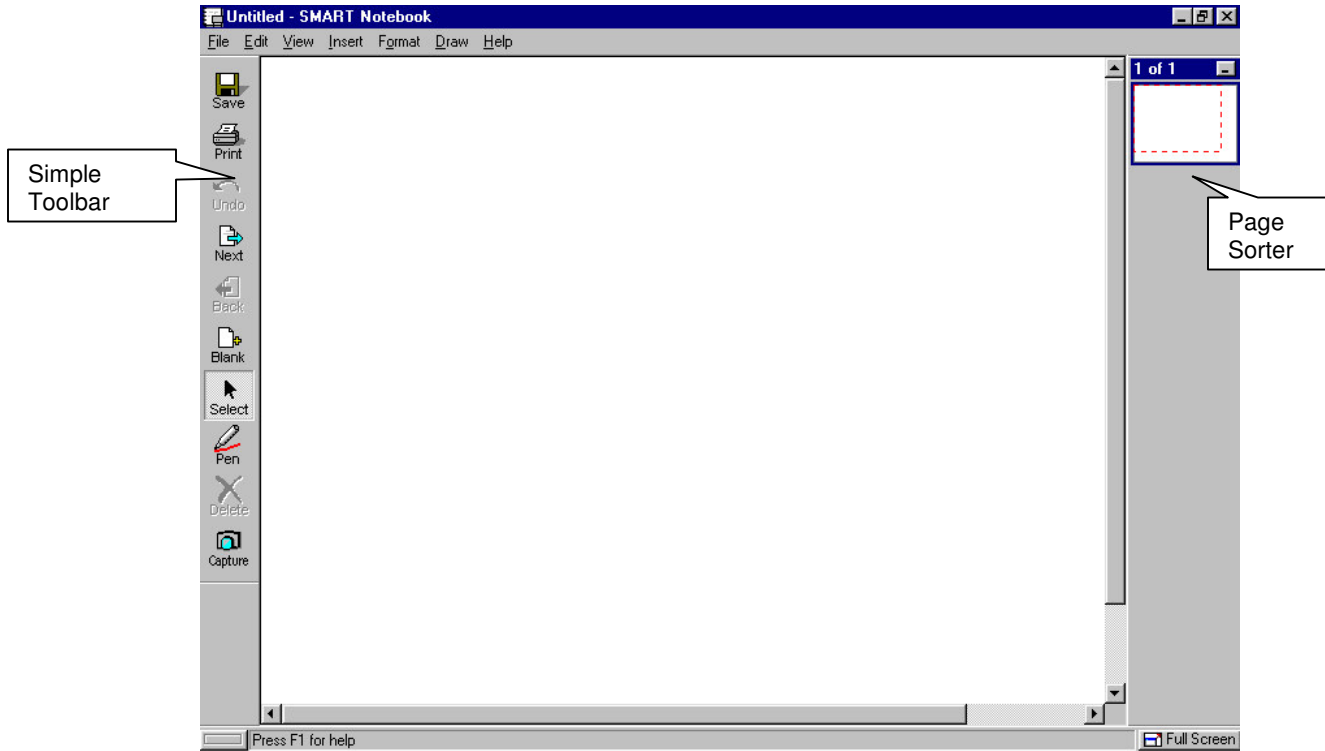
SMART Board: Beyond the Basics

SMART Notebook Software

SMART Notebook Software is the application that lets you create and save notes written on the SMART Board. SMART Notebook creates notebook files. These files can be edited and formatted from any computer that has SMART Notebook installed on it. The computer does NOT have to be connected to a SMART Board.

To Open SMART Notebook

1. Click the **SMART Board icon** in the lower right corner of your desktop.
2. Click **Notebook** on the SMART Board Tools menu.



To Create Notes in SMART Notebook

1. Either pick up a pen from the pen tray and begin writing *or* select the **Pen button** from the Simple toolbar and begin writing.

To Add more Pages to your Notebook File

1. Click the **Next Page button** on the Simple toolbar.

To Revisit Pages in your Notebook File

1. Click the **Back button** on the Simple toolbar *or* click the Page you wish to revisit on the Page Sorter toolbar.

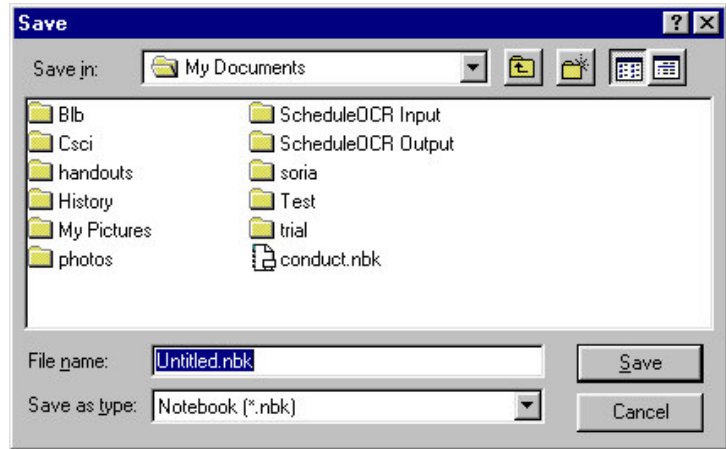
To Insert a Blank Page

1. Click the page on the Page Sorter toolbar that comes before where you want to insert the blank page.
2. Then click the **Insert Blank Page button** on the Simple toolbar.

NOTE: Blank pages are inserted AFTER the page that is selected.

To Save a Notebook File

1. Click the **Save button** on the Simple toolbar.
2. Select the location to save the file from the **Save in drop down list**.
3. In the **File name box**, enter a name for the file.
4. Click **Save**.



NOTE: You can have SMART Notebook installed on any computer (it does not have to be connected to a SMART Board) so you can make edits at anytime or place.

To Move Items on a Page

1. Click the **Select button** on the Simple toolbar.
2. Then click the text or object you wish to select on a page. If necessary, use the black sizing handles to change the size of the area selected.
3. Position your mouse in the center of the selected area and drag to a new location.

To Delete an Object on a Page

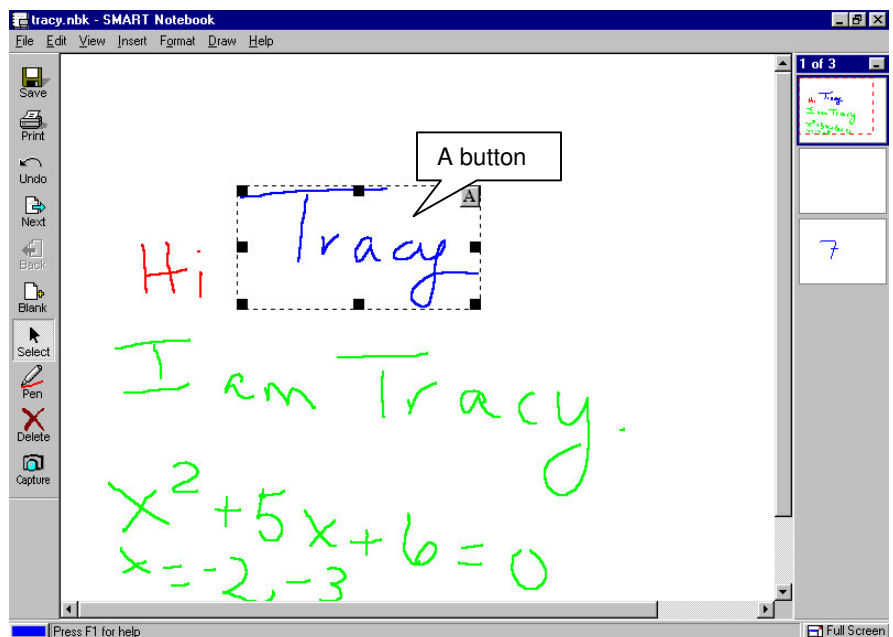
1. Click the **Select button** on the Simple toolbar.
2. Then click the text or object you wish to select on a page. If necessary, use the black sizing handles to change the size of the area selected.
3. Then click the **Delete button** on the Simple toolbar.

To Delete a Page

1. Click the page you wish to delete on the Page Sorter toolbar.
2. Click **Edit** on the Menu bar then click **Delete Page**.

To Convert Written Text to Typed Text

1. Click the **Select button** on the Simple toolbar.
2. Then click the text or object you wish to select on a page. If necessary, use the black sizing handles to change the size of the area selected.
3. In the upper right hand corner of the selected area, click the **A button**.



To Format Typed Text

1. Click the **Select button** on the Simple toolbar.
2. Then click the text or object you wish to select on a page. If necessary, use the black sizing handles to change the size of the area selected.
3. Click **Format** on the Menu bar, and then click **Font**.
4. Make your changes, then click **OK**.

To Edit Typed Text

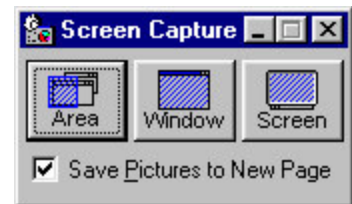
1. Click the **Select button** on the Simple toolbar.
2. Then double click the text or object you wish to select on a page. If necessary, use the black sizing handles to change the size of the area selected. This should put your cursor into the box.
3. Edit as normal.

To Spell Check

1. Click **Edit** on the Menu bar, and then click **Check Spelling**. (Your page needs to be converted to typed text.)

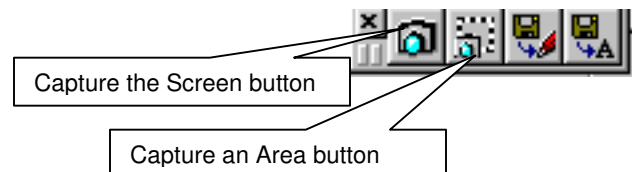
To Capture and Insert Images into Notebook Files

1. Click the **Capture button** on the Simple toolbar. (This will open a Screen Capture toolbar.)
2. Minimize Notebook.
3. If you want to:
 - a. Capture just a certain item or area found on your display, click the **Area button** on the Screen Capture toolbar and then drag around the area to be selected. As soon as you release your left mouse button, the selected area will become an image on a new page in your Notebook file.
 - b. Capture an open window; click the **Window button** on the Screen Capture toolbar. Then click on the window that you want to capture and the window will become an image on a new page in your Notebook file.
 - c. Capture your entire display (all open programs, windows, toolbars, etc), click the **Screen button** on the Screen Capture toolbar. The contents of your display will be captured and will become an image on a new page in your Notebook file.
4. When you finish with the Screen Capture toolbar, you can click the **X** to close it.



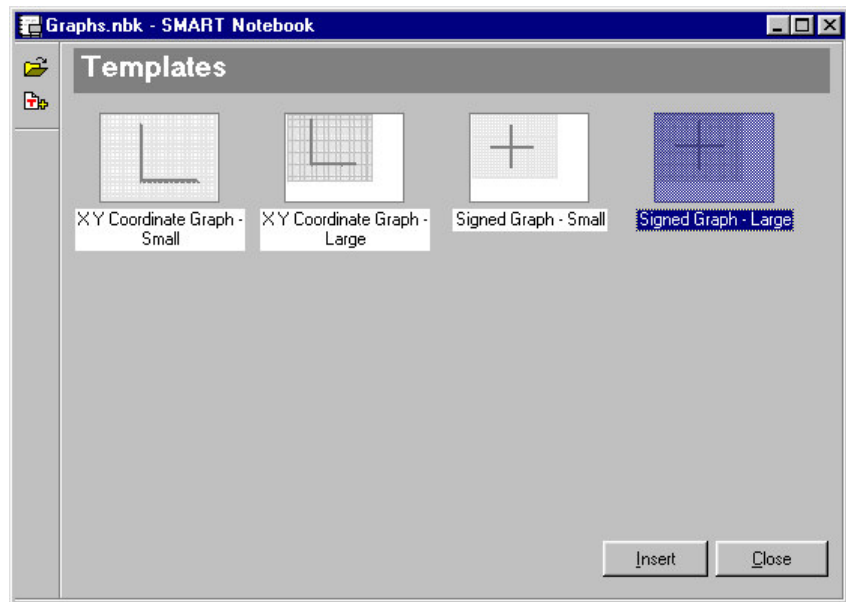
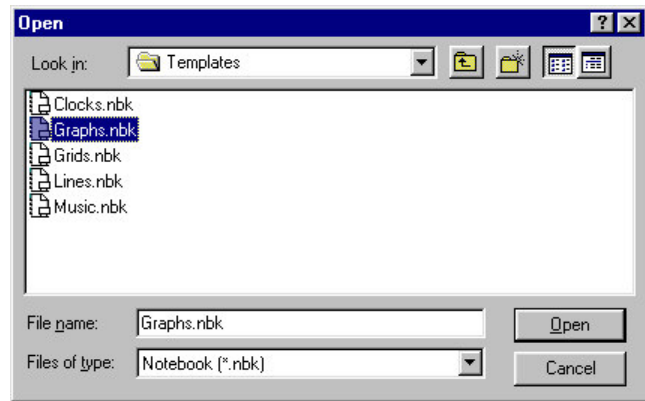
To Annotate Applications and Include in Notebook Files

1. Minimize Notebook.
2. Open your Application and/or files.
3. Use a stylus to annotate the application/files. (When you first pickup a stylus a toolbar will appear.)
4. If you want to:
 - a. Capture the entire application/file with annotations; click the **Capture the Screen button** on the toolbar. The entire application/file will be added as an image to your notebook file on a new page.
 - b. Capture a select area of the application/file with annotations, click **Capture an Area button on the toolbar**. Then drag around the area to be captured. The selected area will be added as an image to your notebook file on a new page.



To Add a Template (Background) to a Page

1. Select a page from the Page Sorter toolbar or insert a new page.
2. Click **Insert** on the Menu bar, then click **Select Template**.
3. Click the type of Template you would like to use, then click **Open**.
4. Click the specific type of Template you would like to use, then click **Insert**.
5. Finally, click **Close**.

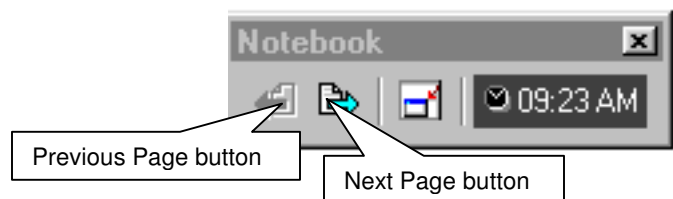


To Use SMART Notebook as a Full Screen Whiteboard

1. Click the **Full Screen button** in the lower right hand corner of the Notebook window.

To Obtain a Clear Screen in Full Screen Mode

1. On the toolbar, click the **Next Page button** to advance to a new page or click the **Previous Page button** to go back a look at another page.



To Return to the Normal View

1. From the toolbar, click the **Normal View button** in the center of the toolbar.



To Create Web Pages from SMART Notebook Files

1. Create a folder to store your HTML files that will be created.
2. Make sure to save the Notebook file first before trying to create Web Pages.
3. Click **File** on the Menu bar, then click **Save as HTML**.

4. Click the **Browse button** choose the file you created to store your HTML files. Then deselect the **Publish Files to Web Server check box** and click **Next**.
5. Choose a name for the first file to be created. Be sure to observe web-naming conventions (i.e no spaces or special characters). Click **Next**.
6. Select the **800x600 radio button** if necessary. Click **Finish**.
7. Then upload the contents of the folder you created to your web space. Create links to these files.

Floating Tools

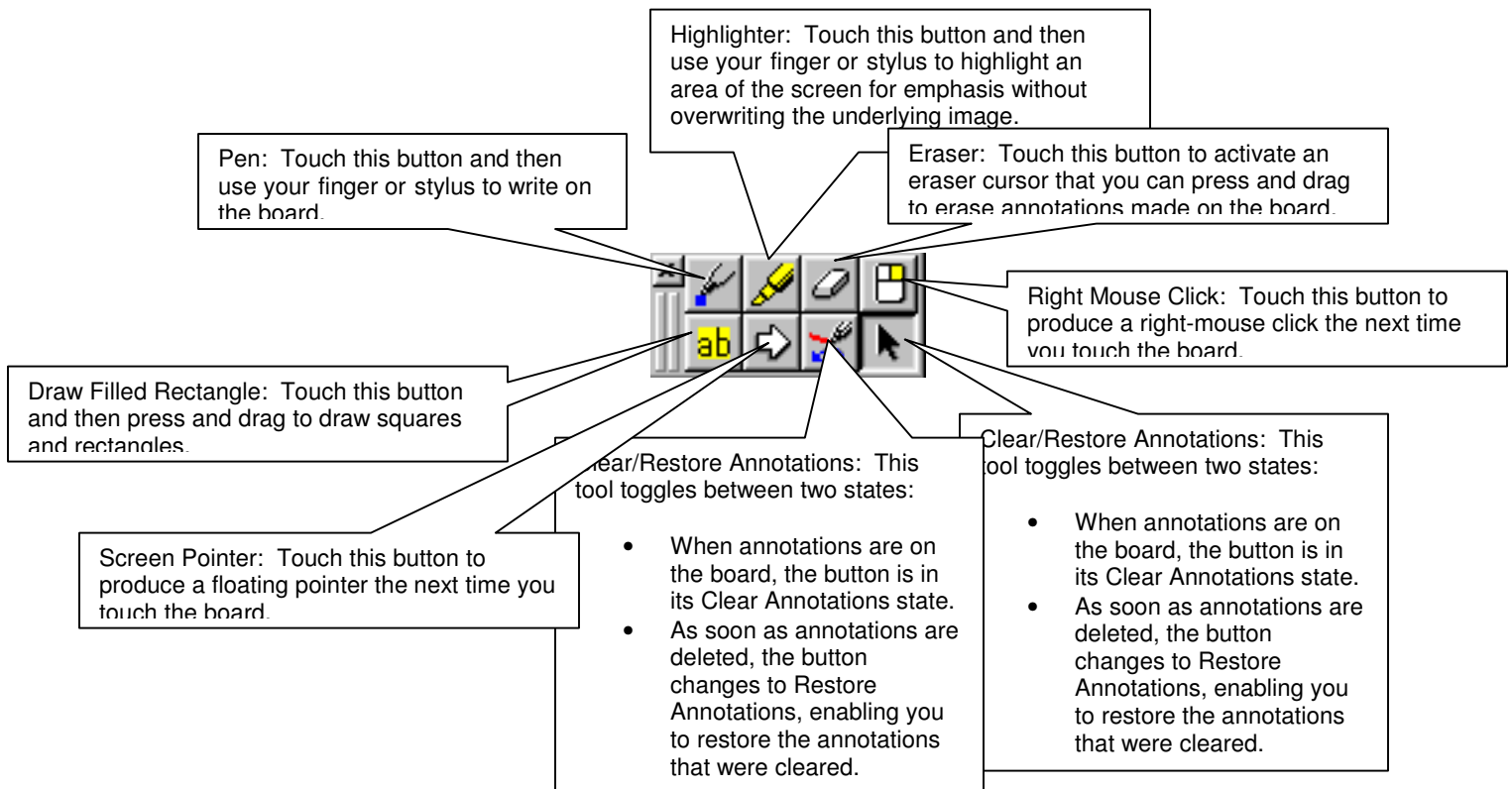
The Floating Tools offer a portable, customizable palette of tools that floats over all applications on your board and allows you to perform a wide variety of operations.

With the Floating Tools open, you have access to the same configurable styluses and eraser as the Pen Tray tools - in virtual rather than physical form. Press a Pen button, for example, and your next contact with the board will produce a stream of electronic ink; press the Eraser button and your next contact will remove this same electronic ink, just like the equivalent tools in the physical Pen Tray. In addition, the default Floating Tools palette offers tools you won't find in your Pen Tray, which you may find indispensable: tools for creating geometric shapes, capturing your annotations and restoring cleared annotations. You can edit the default palette of tools. You can also create your own customized palette in your own user profile that you can activate each time you use the board.


The Floating Tools palette is always accessible because it floats over all active applications.

To Access Floating Tools

1. Click the **SMART Board icon** in the lower right corner of your desktop.
2. Then click **Floating Tools**.





The Restore Annotations button  on the Floating Tools palette deserves special mention. This very useful dual button may in itself justify keeping the Floating Tools constantly open on your board. Let's say you've written an important note on the board, but your elbow grazes the board as you turn towards your audience: the annotation you just made will disappear. However, if you press the Restore Annotations button on the Floating Tools, your note will be restored to the board.

You may notice that when you write over an application file that a four-button cluster of tools will appear. (See page 3 of this handout for a brief explanation of some of its features.) If the Floating Tools are already open when you begin to write over an application file, the four buttons will be added to the bottom of the Floating Tools palette.

To Close Floating Tools

1. Click the **X** to close it.