



# Smart Notebook Basics

## Setting up your Board (orienting/calibrating)

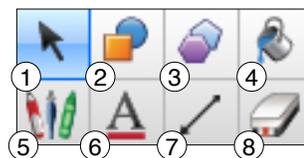
1. Open System Preferences.
2. Choose "Smart Board" icon.  
If you do not see Smart Board, you can use the search bar or scroll down to reveal it below.
3. Click the "Configure" button and then select "Orient"



## Exploring the Toolbar



1. Undo
2. Redo
3. New Page
4. Delete Page
5. Save File
6. Display Preferences: Full Screen Mode, Dual Page Mode, and zooming options
7. Delete Object
8. Screen Shade
9. Insert Grid
10. Measurement Tools: Compass, protractor, triangle, and ruler



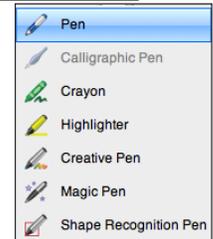
1. Mouse
2. Shape Creator
3. Shape Creator
4. Fill Color: fill any shape, even digital ink shapes
5. Pen Tools
6. Fonts
7. Line Tools: hold shift key for 45 degree angles
8. Eraser

## Customizing Tool Settings:

**Pens:** Within the pen button there are many different types of writing tools. Each type has its own set of saved settings. You can customize the color and size of each tool to meet your needs.



1. To customize a pen's setting, click the pen button, choose a pen type from the pull down menu and select the preset you would like to replace (of the examples that are shown).



2. Click the Preferences tab (on side of Smart Notebook) then Text Style.
3. Choose a new color and line thickness.
4. Click "Save Tool Properties"



## Fonts

The process to customize your fonts is very similar to setting/saving pen properties.



1. Click the font button
2. Select the preset you would like to replace (from the examples that are shown)
3. Click on the preferences tab
4. Change color, font, size, and text alignment.
5. Click "Save Tool Properties"



\*Note that there are small arrows on the right side of the properties options that allow you to move farther down the page of font settings.\*



# Smart Notebook Basics

## Using Handwriting Recognition

1. Write on the board, in Smart Notebook, using a pen.
2. Put the pen down (or select mouse from the toolbar)
3. Click/Tap on the text to be converted.
4. Click on the grey box to the right of the text.
5. Choose "Recognize..." from menu

## Adding Text

Tap anywhere on the page in Smart Notebook and begin typing to create text. It will appear where you click.

## Manipulating Shapes



1. Click the shape button
2. Select a shape type to use
3. Click/drag on the page to create your shape.

## Changing Shape Properties

1. Click the mouse icon in the toolbar
2. Select an object or shape
3. Click the Properties tab (in the sidebar) or choose the properties button from the toolbar.
4. Choose fill color, line color, line thickness and style.



## Using the Eraser

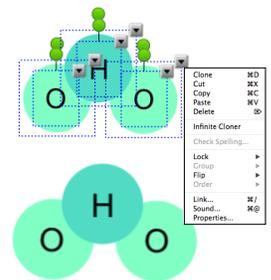
1. Select the eraser button from top toolbar to remove text created with the pen tools. (Not objects)
2. Erase entire areas quickly by using the eraser to draw a circle across the page, then quickly tapping in the center of the circle. This will erase all content inside the circle.

## Deleting Objects

1. To delete all text and objects on a page quickly, select the mouse button from the toolbar.
2. Click in the top corner of the page and drag a box over all of the items on the page.
3. After all items have been highlighted, press the delete key on your keyboard or click the delete button from the top toolbar.

## Grouping Objects

1. To group multiple objects, select the objects by dragging a box over them.
2. Then click on any grey box that appears in the top right corner of any shape.
3. Choose "Group" from the pull down menu. (or shortcut Command G)



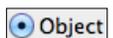
## Locking Objects

It is a good idea to lock items to prevent them from being accidentally moved while students are interacting with the page.

1. Select any object or text from your page.
2. Click on the grey box in the top right corner.
3. Choose "Lock", then "Lock in place"
4. To allow locked items to move again, select the object, click on the lock icon, then select "Unlock".

## Recording Sound

1. Select any object
2. Click the grey box in the right corner
3. Select "Sound" from the pull down menu
4. Click the microphone icon to record a sound
5. Choose to play the sound by pressing the corner of the object or the whole object.

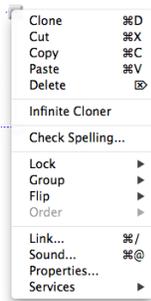
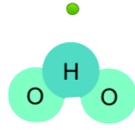




# Smart Notebook Basics

## Using Infinite Cloner

1. Select any object
2. Click the grey box
3. Choose “Infinite Cloner”



The object will be locked in place and create new copies of the object when you tap and drag the shape.

4. To turn off the cloning feature, select the object, click the grey box, and uncheck “Infinite Cloner”

## Adding Animation to Objects

1. Select an object
2. Click the Properties Tab or select Properties from the menu under the grey box
3. Choose Animation and select effect

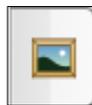
**Tap and Reveal:** Place a colored shape over answers and use fade out animation to reveal answers when the shape is tapped on.

**Erase and Reveal:** Color over answers with a pen that matches the background to make them disappear. Use the eraser to reveal them again.

**Pull and Reveal:** Create a pull tab on any piece of text by grouping a Pull Tab with a text box. Put the two objects side by side, drag a box over both objects and choose group from the pull down menu. (Lesson Activity Tool Kit: Graphics: Pull Tabs)

## Using Gallery

Gallery is where you can find pre-made objects, sounds, tools, backgrounds, and interactive media. The Gallery tab is located on the right



side of the Smart Notebook page and has an icon of a picture in a frame.

## Searching for Content

The Gallery contains many categories of content organized into folders. You can search within each topic to find materials or use the search bar to locate specific items. By default folders are closed, click the grey triangle next to folder names to show contents.

## Useful Items in Gallery Essentials

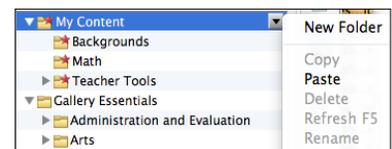
1. Backgrounds and images: lined paper, grid paper, calendars, maps, number lines, and seasonal themed backgrounds.
2. Interactive and Multimedia: Sounds, interactive tools, and flash based activities.
3. Recommended Teacher Tools: timers, student picker, random number generator, random card generator, random group picker, dice, hundred square, spinner, and thermometer.

## Saving Items Into My Content

You can quickly access tools from gallery that you use often by saving them as a favorite in the “My Content” folder. Remember to create subfolders in your “My Content” to keep items organized and easy to find.

## Creating New Folders in My Content

1. Click the My Content Folder
2. Click the grey box to the right and select “New Folder”





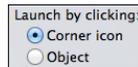
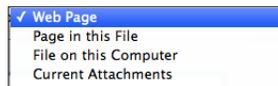
# Smart Notebook Basics

## Adding Items to My Content

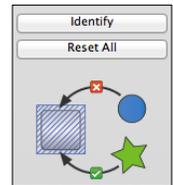
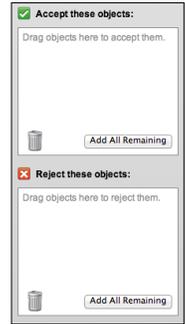
1. Select any object shown in gallery
2. Drag the item from the Gallery and drop item over the folder in "My Content" you would like to add it to.
3. You can also add content you create by dragging any item off the Notebook page into your folder.
4. You can even save entire pages as a favorite. First click on the name of the folder you would like to save the page into.
5. Then return to the "Page View" tab. Click the page in the sidebar and click the grey box on the side.
6. Choose "Add Page to Gallery". The page will appear in your favorites in the folder you selected.

## Creating Links to Files and Websites

1. Select an object
2. Click the grey box to open pull down menu.
3. Choose what you would like to link to
4. Select if the link will be attached to the corner of the object or entire object.



4. Select an object that will accept or reject items during activity, then choose "edit" from sidebar.
5. Drag other objects and text from the page into the accept or reject category, then press save.
6. To repeat with other items, choose a new object, select identify from the sidebar and repeat process with other items on your page.
7. After clicking done, and clicking anywhere on the page, you can access the "Reset All" button to reset the activity for a new class or extra practice.



## Accessing Pre-made Notebook Files

1. Modern Chalkboard: Free Notebook lessons for K-5 <http://www.modernchalkboard.com>
2. Smart Exchange: <http://exchange.smarttech.com>  
Create an account to access free K-12 activities.



## Using Activity Builder to Create Interactive Lessons

The Activity Builder is a tool that allows you to make an object accept or reject items that are dropped onto it. This can be used as independent practice for students or modeling for the whole class.

1. Add any objects or text that you would like to use in your activity.
2. Click on the Puzzle Piece tab on the right sidebar of the Notebook window. (Below the Gallery icon)
3. Click on Activity Builder



## Page Recording

Create examples to share ahead of time by using the page record feature. Page record allows you to capture anything you do within the Notebook page to replay later. It does not capture outside of the page or include sound. If you would like to record your entire screen with sound, Quicktime 10 is a free, built in tool that can make clips to share.

1. Click Properties Tab on sidebar
2. Chose Page Recording
3. Click record button, interact with page, then click record button again to stop.