

SMART Notebook Instructions (Advanced)

(Grouping Pages)

To group pages by category, chapter, etc. go to the Page Sorter tab and click on the drop down arrow above the first page. Click on “Edit Page Groups...” and the screen to the side will change showing each page as a thumbnail. To add a new group to the existing one, click the “Add New Group” button in the top right-hand area of the screen. A new blue horizontal Title Bar will be added with a blank page underneath. Each Title Bar can be edited by double-clicking on the bar and typing the new title. Pages can now be moved and rearranged between groups or within the same group by clicking and dragging to the desired location. Entire groups can also be moved by clicking and dragging a Title Bar above or below other Title Bars to the proper location. To exit Edit Page mode either double-click on the page you wish to navigate to next or click the red circle with a white X in the top right corner.

(Creating Backgrounds/Themes)

Notebook 11 software allows users to create and edit their own backgrounds that can be saved and applied to future Notebook files. To get started, first click on “Format” in the menu bar, click “Theme”, and then click “Create Theme”. From here you can change the Theme Name at the top of the screen, change the theme text style within the page, add objects that will show up on each page, and change color schemes to within the theme. To save the theme, click on the “Save” button in the bottom right-hand corner of the screen. The theme just created can now be accessed by clicking on the Gallery tab, clicking on the My Content folder, and clicking on the Backgrounds and Themes dropdown box below. The theme will appear as it was named when it was created.

(Jeopardy)

Links:

In order to link a picture, object, shape, text, etc. to a another page follow the steps below:

1. Put the item you wish to link in the page where you want it.
2. Select the image and click on the drop down arrow on the top right-hand corner.
3. Click the “Link...” option from the menu and an Insert Link menu box will appear.
4. To link to a another page, click the Page in this File button and navigate to the page of which you choose to link.
Note: to make navigation easier you can label each page in page sorter view.
5. At the bottom of the menu box there is an option to launch the link by clicking on a corner icon or by clicking on the object itself. Choose which one you wish to use and press “OK” to finish the process.