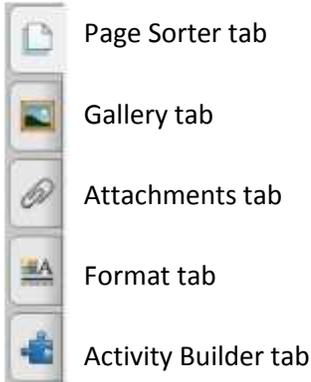


SMART Notebook Instructions (Beginner)

(Setting Up SMART Pages)

Multiple tabs:



Move toolbars:

Clicking the  on the vertical toolbar or the  button on the horizontal toolbars will move the toolbar to the opposite side of the screen.

Customize toolbars:

1. Right click in the gray area on the horizontal toolbar where there are no icons.
2. A box will appear with multiple Action and Tool icons to choose from.
3. Click and drag all desired icons to the horizontal toolbar and click “Done” when finished.

(Pens – Drawing and Accenting)

Multiple pens, colors, designs, and features:

Pens can be accessed through the horizontal toolbar. The color, thickness, style, and transparency of the pens can be altered on the contextual toolbar that will appear when the pen tool is selected or on the Format tab when the pen tool is selected. With the latest version of Notebook 11 you can choose from a regular pen, a calligraphic pen, crayon, highlighter, and specialized pens described below.

1. **Creative Pen** – This pen has fun designs and shapes that can be drawn when using the pen. The last four options of the Creative Pen (stars, flowers, smiley faces, and snowflakes) which are stamp pens can be changed to your own design by performing the following:
 - a. Select the Creative Pen in the contextual toolbar.
 - b. Select the default stamp pen that you would like to change from the last four options.
 - c. Go to the Format tab and select the “Use a custom image” under the Pattern section.
 - d. Click the Browse link to use a previously saved picture or click the Select object link and click on an image in the notebook to create a stamp pen.
 - e. To save this item for future use click the “Save Tool Properties” button at the bottom of the Format tab.
To change back to the original stamp pen select “Use the default pattern” in the Format tab

Magic Pen – The magic pen will write in disappearing ink and will fade away after six seconds. This fade time can be changed in the Format tab under Fill Effects after the Magic Pen is selected. The magic pen also has two features shown below:

- a. Zoom – Draw a square or rectangle with the magic pen around the area you wish to enlarge. A window will then appear magnifying that section of the page. In order to increase or decrease the amount of magnification, click in the middle of the window and scroll right or left, respectively. In order to move the window, click on the blue outside edge of the window and drag it to the desired location. When you are finished using the zoom window click the  button in the top right-hand corner of the window.
- b. Spotlight – Draw a circle with the magic pen around the area on which you wish to focus the attention. In order to increase or decrease the size of the spotlight, click in the middle of the circle and scroll right or left, respectively. In order to move the spotlight, click on the blue outside edge of the circle and drag it to the desired location. When you are finished using the spotlight window click the  button in the top right-hand corner of the window.

(Gallery)

Pictures and themes:

Within the Gallery tab there is a Gallery Essentials folder that contains many pictures that could pertain to lessons you are creating under the Pictures drop down section. There are also many backgrounds (denoted with a rectangle with the bottom right-hand corner curtailed) and themes (denoted with a rectangle) in the Backgrounds and Themes drop down section that can be used on the Notebook pages by dragging the thumbnail onto the desired page. A background will only change the current page while a theme will give you the option to change a page, a group of pages, or the entire Notebook file. In order to search for specific pictures, backgrounds, and themes type in a keyword at the top of the Gallery tab and click search. Note that you should always search for the singular of the item you want, not the plural (i.e. – search for dog, not dogs).

Interactive and multimedia images:

Within the Gallery tab there is a Lesson Activity Toolkit 2.0 and Lesson Activity Examples that include pre-made games and lessons that can be edited and tailored to meet the objectives of your lessons. These lessons can also be filtered by using the Search function.

SMART Exchange:

Similar to the pre-made lessons and examples in the Lesson Activity Toolkit 2.0 and Lesson Activity Examples, many pre-made lessons are available on SMART Exchange. These lessons were created by other teachers and third parties that are a great way to get ideas for lessons or to use them yourself. The site can be accessed by going to <http://exchange.smarttech.com> or by clicking the  button on the horizontal toolbar in SMART Notebook 11. The lessons are categorized by grade level, subject, and various key terms. Lessons can be downloaded, used, and edited to fit your classroom needs.

(Altering Objects)

Create shapes and text in the toolbar:

To create shapes, select the shapes button  on the tool panel and a contextual toolbar will appear. Select a shape or click on the drop down button for more options. You can then select the line and fill color, line thickness and style, and transparency of the object on the right side of the contextual toolbar.

Filling, locking, transparency, grouping, order:

1. Filling – To fill a shape with a different color or pattern, select the Fill object  that is shaped like a paint bucket. Then the user may select the color and transparency of the color to fill a shape. There are more options such as gradient, pattern, or image fill under the Format tab. Please note that the shape must be closed off for the Fill tool to work.
2. Locking – To lock an object in place so that it cannot be move, select the object or objects and click in the drop down arrow on the top right-hand side of the image. Go down to the Locking section and select “Lock In Place”. To unlock the object, go to the same drop down arrow, go to the Locking section and select “Unlock”.
3. Transparency – To change the transparency of an object or image, select the item and go to the contextual toolbar or the Format tab. You will find an Object transparency scroll bar (shown below) that allows you to change the transparency of the item. 
4. Grouping – To group multiple objects together, select each item that you want to be grouped and go to the drop down arrow on the top right-hand side of any of the images selected. Go down to the Grouping section and select “Group”. To ungroup the objects, go to the same drop down arrow, go to the Grouping section and select “Ungroup”.
5. Order (Pages 8 & 9) – To change the order or layer of an object so that is can be on a layer in front of or behind another item, select the object and go to the drop down arrow on the top right-hand side of any of the image selected. Go down to the Order section and select “Bring to Front” to move the item to the top layer or “Send to Back” to move the item to the bottom layer. In order to send an object forward or backward one layer, select “Bring Forward” or Send Backward”.

My Content:

To place an object or image in a convenient location because you use it frequently or because you have altered the item and may want to use it in the future, click and drag the item from the page and drag it into the Gallery under My Content. This folder will save the images that you put in it and they can be organized by adding subfolders to the My Content folder.

(Hide and Reveal)

Screen Shade:

The Screen Shade can be used to slowly reveal information at a teacher’s discretion. A Screen Shade can be placed on a page by selecting Show/Hide Screen Shade  from the horizontal toolbar. Once the shade is up it can be shrunk and expanded by clicking and dragging the circles at the top, bottom, left, and right on the shade. To remove the shade from the page, click the red “X” on the top right side.

Erase and Reveal:

1. To create an erase and reveal style of presentation, first type out the text that you wish to hide and move it to the desired location.
2. Next put a bullet point or place marker next to the text so you know where it is after you hide the text.
3. Then you will need to select the pen tool, and select the ink color that is the same as the background the text is on (if it is a white background, then select white text). Select the desired thickness of the pen and cover the text in ink.
4. To reveal the text, select the eraser tool and erase the ink covering the text.

Move and Reveal:

1. To create a move and reveal style of presentation, first type out the text that you wish to hide and move it to the desired location.
2. Next insert the image or shape you are going to use to cover the text.
3. Drag the image or shape over top of the text to hide it.
Note: You may need to change the order of the image to ensure it is in front of the text.
4. To reveal the text, click and drag the image or shape off of the text.

Click and Reveal

1. To create a click and reveal style of presentation, first type out the text that you wish to hide and move it to the desired location.
2. Select the item you want by clicking it.
3. Go to the Format tab and click on the Object Animation heading.
4. Select the Type of animation you want to use (fade in, fade out, etc.) and ensure that “When the object is clicked” is selected under the Occurs section.