

SMART Notebook Instructions (Intermediate)

(SMART Math Tools)

Measurement Tools:

In order to access the Measurement Tools, such as a ruler, a protractor, or a compass, click the  icon on the horizontal toolbar. Then select the math tool you wish to use and it will automatically be placed on the current page. These tools can be moved around on the page, rotated to fit different angles, or expanded and shrunk to fit a lesson. Each tool has different features so play around with them to see all the things they can do.

Gallery – Interactive and Multimedia:

The math gallery items are just one example of the pre-existing items already in Smart Notebook 11. In order to browse only math items go to the Gallery tab and expand the Gallery Essentials folder. Then click on the Mathematics folder that appears below. From here you can browse through the Pictures, Interactive and Multimedia, Notebook Flies and Pages, and Backgrounds and Themes or you can expand the Mathematics folder and become more specified in your search. This type of filtering can be done with any subject in the Gallery Essentials folder.

SMART Notebook Math Tools:

These tools do not come standard with SMART Notebook 11 and must be purchased separately. The math tools allow teachers to create shapes that automatically calculate lengths and angles, the software can solve algebraic and other equations, and can even graph equations with the click of a button.

(Infinite Cloner)

In order to infinitely clone an image or text, create the object and place it exactly where you want it before cloning it. Once the object is cloned it cannot be moved without un-cloning it. When the object is in place, right-click or click the drop down arrow in the top right corner and click the Infinite Cloner option. Now you can drag as many of the same object onto the page to complete your activity. To remove the Infinite Cloner from the object you will need to right-click on the object or click the ∞ symbol in the top right corner of the object and unmark the Infinite Cloner box.

(Activity Builder)

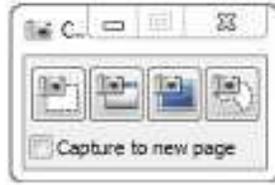
Creating an Activity:

The first thing to do to create an activity is to place an object on the page that will be the desired goal. For our example we will use a horse as the goal and the activity will be what types of food a horse should eat. Next you will need to drag out different foods that a horse would and would not eat. Once you have all the items on the page you will need to select the horse by click on it. To set this object as your goal go to the Add-ons tab, select the Activity Builder, and click on Edit. You will notice the object now has slash marks through it denoting it as the goal. Then you will need to drag all of the objects to be accepted into the “Accept these objects:” box on the vertical toolbar which would be the foods the horse would eat. All objects you want to reject should be dragged and dropped into the “Reject these objects:” box which would be the foods the horse would not eat. When all of the items are correctly categorized you can click “Done” to finish building the activity. Now you can drag the accepted objects over the goal and they will disappear or you can drag the rejected objects over the goal and they will bounce back. To play the game again go to the Add-ons tab click “Reset All” on the vertical toolbar.

(Screen Capture)

Screen Capture:

In order to use the Screen Capture tool select the  icon from the horizontal toolbar. A window will appear with four options for capturing images. These images can be captured from inside as well as outside the Notebook file. Refer to the image and text below for the description of each option.



1. Marquee Select – The option on the far left is the marquee select tool. This allows you to select an image within a rectangular area.
2. Window Select – The option second from the left is the window select tool. This will allow you to select a window from a program you have open without capturing the Start menu or other open windows.
3. Screen Select – The option second from the right is the screen select tool. This allows you to capture the entire contents of your monitor including multiple windows and the Start menu.
4. Lasso Select – The option on the far right is the lasso select tool. This allows you to draw around the items you want to include in your selection.

Set Picture Transparency:

To set the transparency of a picture first select a picture by clicking on it. Then either right-click or click the drop down button on the top right corner of the image. Go to the “Set picture transparency” option in the menu that appears and click on it. Next you can use the eyedropper tool and click on any colors within the pop-up menu to make them transparent. To finish the changes click OK.

(Dual Page Display)

Dual Page display:

In order to use the dual page display click the View Screens tool  which will give you a drop down menu of items to choose from. From the list select the “Dual Page Display” option and your screen will now show two consecutive pages at once. To “pin” a page so that it does not move when you go to the next or previous page, first click on the page that you want to stay stationary and it will have a bold, red outline to confirm it is the active page. Next, go to the horizontal toolbar and select the Pin Page tool  which will place two pins at the top of the active page. Now you may move to any other page in the Notebook file and have the pinned page up as well. To unpin the page simply click the Pin Page tool again. In order to leave dual page mode, click the View Screens tool again and select “Single Page Display” from the drop down menu.

(Teacher's Notes)

Pull in tab:

Pull in tabs can be used to as a reminder to a teacher from year to year of what the activity is on that page, what the associated handouts are, what chapters are related to the lesson, and other pertinent information. To create a pull in tab as shown on this page, go to the Gallery tab and perform a search for "Pull". Under the Pictures section of the results there are many options and colors for pull tabs; drag the picture of the pull tab you want onto the page. The picture will be a group of both the pull box object and a textbox on the top layer. To add your text, ungroup the picture and change the text to the message you want to leave. When you are finished, regroup the text and the object to make one picture again and move the pull tab to the desired location. This can be at the top of the page so you remember it is there, or if you want it hidden you can extend the bottom of the page and put it out of sight so that it does not distract the students.

Logo game (white ink):

In order to set up the game:

1. Put each blank logo or picture on the page with space below each picture for text.
2. Once the pictures are in place, put the name of each company associated with the logo below the picture with typed text. It is important that you use typed text and do not write with ink or else the pen ink will be erased during use and the game will not work.
3. Next select the Pen tool with white ink and select an appropriate line style thickness to cover the text.
4. Color over each of the company names and save the file so that it is ready for use.
5. Have students guess the name of the company and associated with the logo and when they get it correct, erase below the logo to reveal the answer.
6. Because you saved the game before you played the game, you are able to reopen the file and play the game again without needing to recreate it.

(Links, Attachments, Web Browsers)

Links:

In order to link a picture, object, shape, text, etc. to a web 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 website, click the Web Page button and insert the web address in the Address bar. Note that you can also copy and paste the web address into the Address bar from an open web browser.
5. At the bottom of the menu box there is an option to launch the web browser 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.

Attachments:

Attachments may be added similar to adding a link to an item by using the Attachment button in the Insert Link menu and browsing to the location within your harddrive. However, if the document is already created and saved to the harddrive it may be easier to open the attachments tab and drag and drop the document from the folder on your

computer into the vertical pane in Notebook. When you want to include the item in a Notebook page, simply drag and drop the document from the attachments tab into the desired page.

Web Browsers:

A web browser may be added to a Notebook page by clicking Insert and then clicking "Internet Browser". You are able to resize the browser to be larger and smaller as you would any other object with the circle in the lower right-hand corner of the selected Internet Browser. It is also possible to insert multiple browsers into a single Notebook page. Note that these browsers are able to go to websites, but they are not fully functioning in the respect that you are not able to print, favorite, bookmark, or perform other tasks that you would on a normal browser.

(Page Recorder & SMART Recorder)

Page Recorder:

The Page Recorder can be used to track all changes made to the Notebook page by selecting the page you want to record on the Page Sorter tab, clicking on the Properties tab, and then clicking on Page Recording on the vertical toolbar. To begin recording any alterations to the page click the "Start Recording" button and begin making your changes. When you are finished press the "Stop Recording" button. To play back the changes made press the "Play" button.

SMART Recorder:

The SMART Recorder can be selected by clicking the  button. Once the tool is selected you can press the red record button to record your voice (if a microphone or blue tooth are connected through your computer), your drawings, and the movement of items on the screen on your monitor including the introduction of new windows. Once you are finished recording click the stop button denoted by a square. After you press the stop button, you will be prompted to save off the file to your harddrive where you can name the file and save it as a Windows Movie Maker file.