

Using the SMART Notebook 10

Contents

Annotating on Your Screen	2
Sending a Snapshot of Your Screen to Notebook 10 Software	4
Changing Your Pen Color from the SMART Toolbar	5
Using the Icons on the Notebook Toolbar	7
Screen Shade.....	7
Screen Capture.....	8
Add New Page	9
Add Table	10
Line Tool.....	11
Applying Themes.....	12
Gallery Samples.....	13
Inserting Files into your Document.....	16
Adding an Item from the Gallery to a Table	18
Saving as a PowerPoint Document	18



The Smart Notebook toolbar is located on the Instructor PC desktop.

Annotating on Your Screen



1. At the top of the Sympodium, press one of the pen options. (Black, Blue, and Red)



2. Now that the Pen option is activated, take the pen from its holder. (Note: It's located at the top of the Sympodium.)

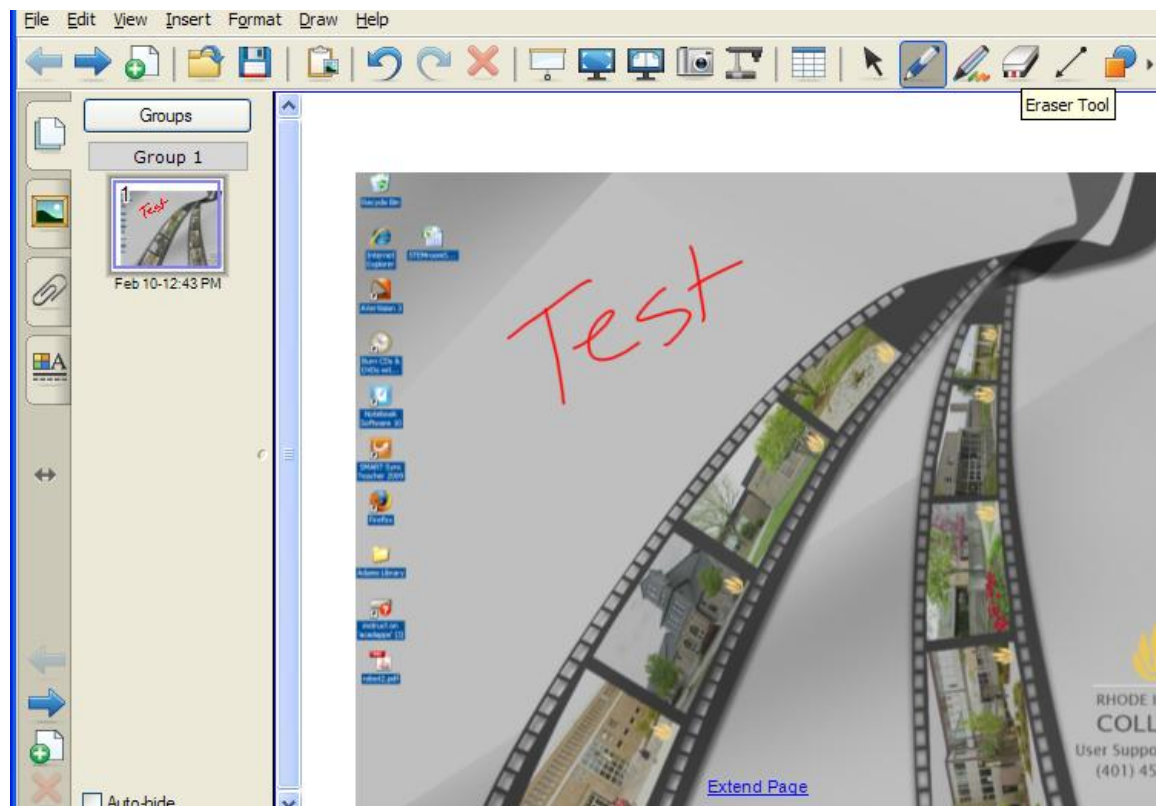


3. You can now annotate right on the screen.

Sending a Snapshot of Your Screen to Notebook 10 Software



1. On the SMART Toolbar, click the **Pointer** button.
2. At the top right of the screen, click the **snapshot button** which is to the right of the close button (red box with a white x in the middle).



3. Now a snapshot of your screen has now been sent to your **Notebook 10** software.

Changing Your Pen Color from the SMART Toolbar



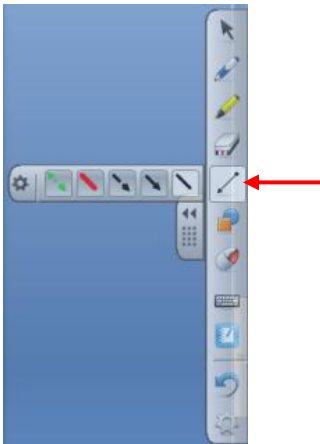
1. On the toolbar, choose the pen icon. The ink color option menu appears. Choose one of the ink colors by clicking on it with the pen.



2. The highlighter option is the third icon down. Click on this icon and the highlighter color menu appears. Choose a color by clicking on it with the pen.



3. The next icon down is the eraser tool. Clicking on the eraser icon opens up the eraser size option menu.

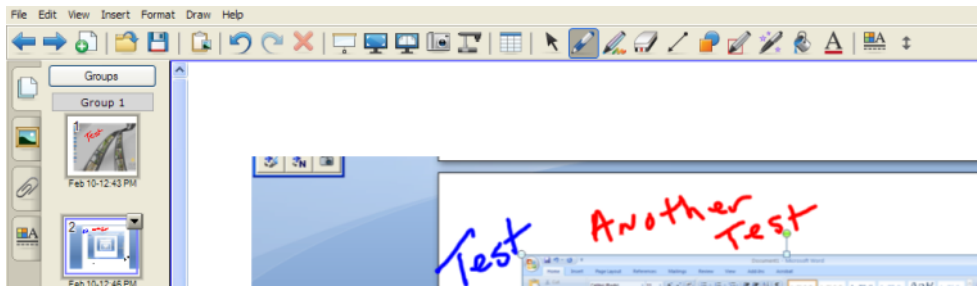


4. The arrow styles icon is the fifth icon down. Click on the arrow to open the arrow styles and colors options menu.



5. To add specific predefined shapes, click the shape icon (located in the middle of the toolbar icons).

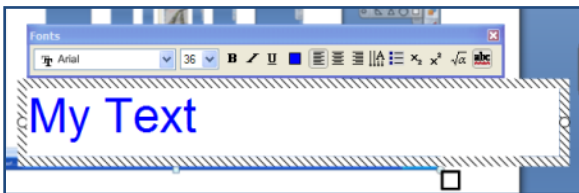
Using the Icons on the Notebook Toolbar



1. The icons on the Notebook toolbar (at top) can be used the same as those on the floating toolbar (for example, the pen icon can be chosen to change the pen ink color).



2. One selection available from the upper toolbar is the text option. Choose a text option by clicking on it.

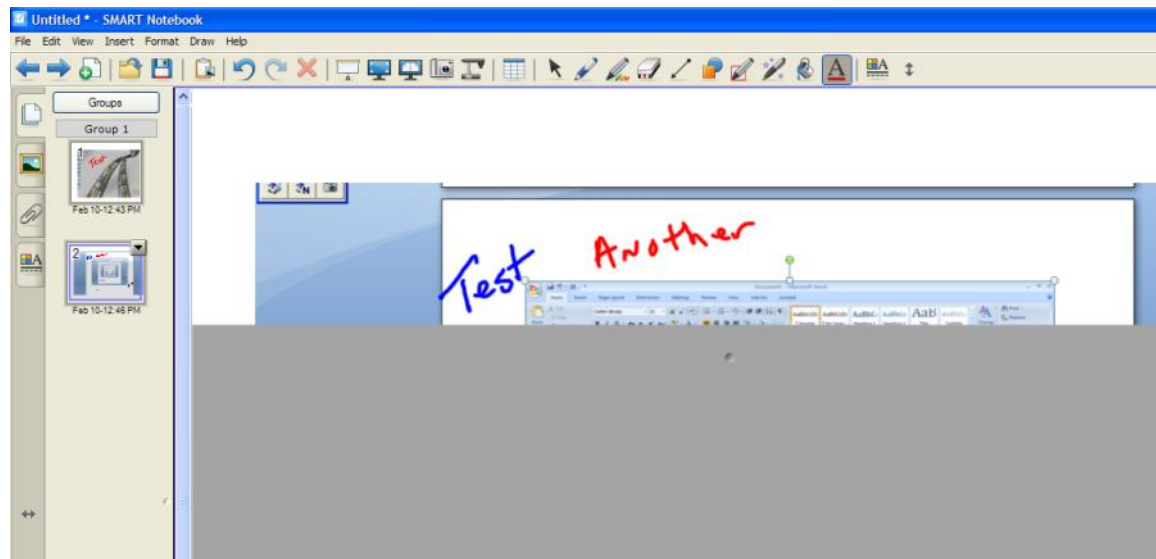


3. A text box appears, allowing you to type in text. You can change the text formatting, color, etc., by utilizing the Font toolbar.

Screen Shade

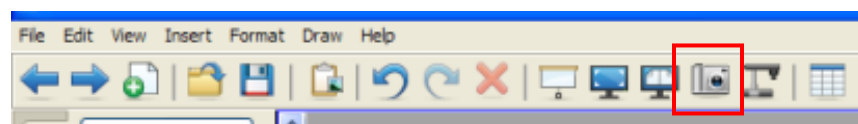


1. One unique function of Notebook is the Screen Shade. By clicking on this icon, you can screen all or a portion of a page.



2. Using screen shade, you can reveal as much or as little of the page as you wish.

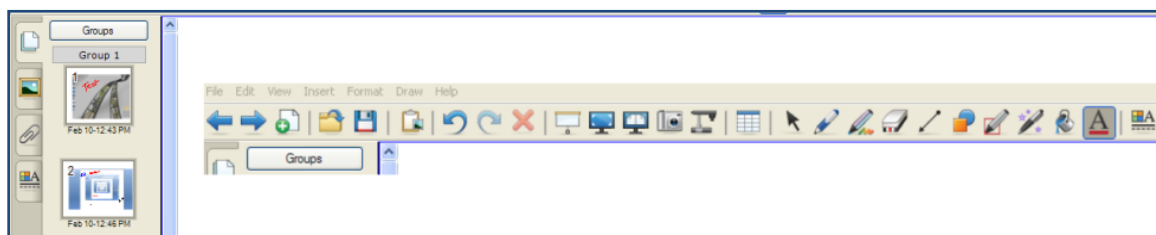
Screen Capture



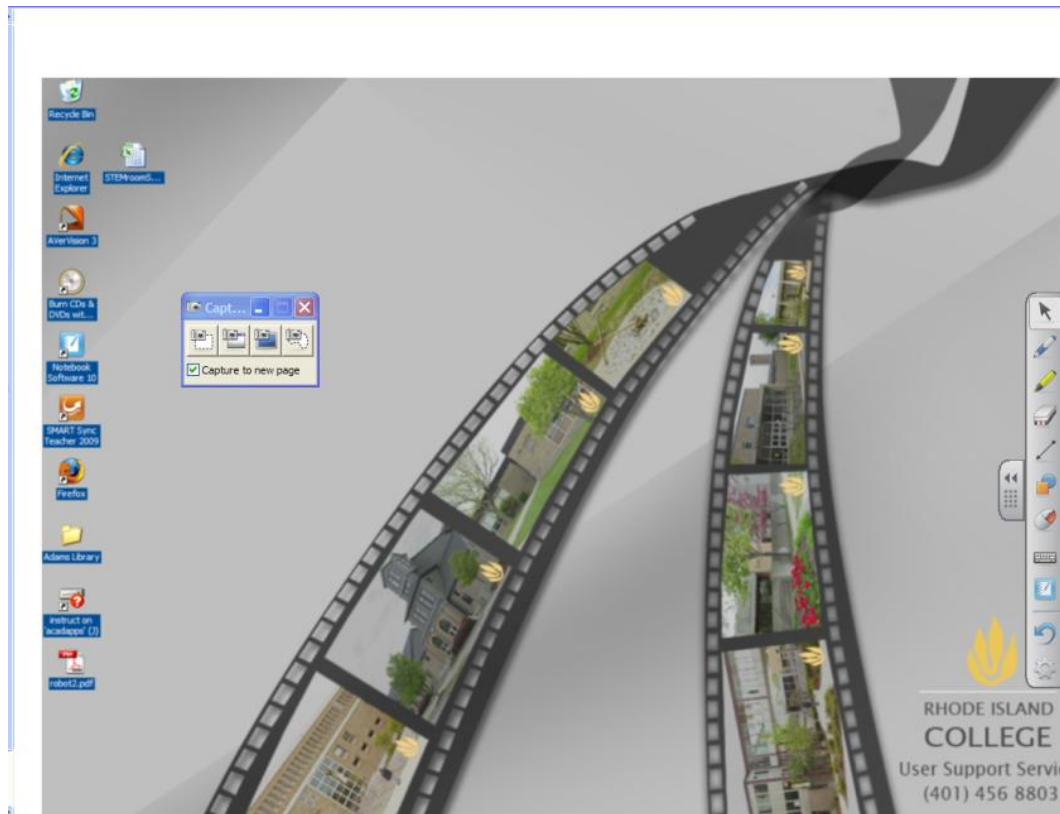
1. Launch the **Screen Capture** toolbar by clicking on the screen capture icon.



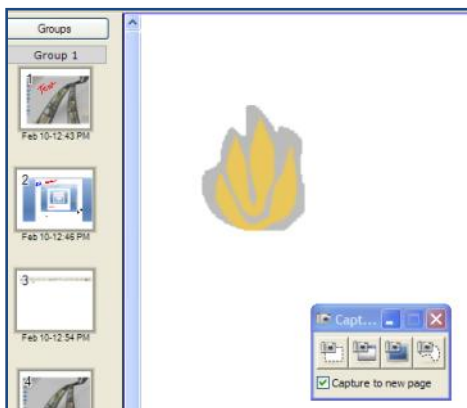
2. Click on the first Capture icon.



3. The first capture choice is to section off a portion of a document to capture an image.

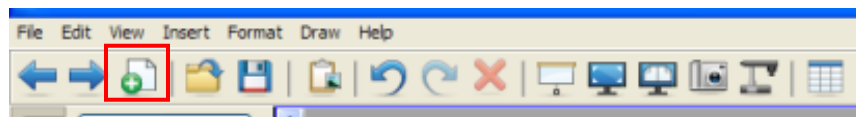


4. The second and third capture options capture an entire screen.

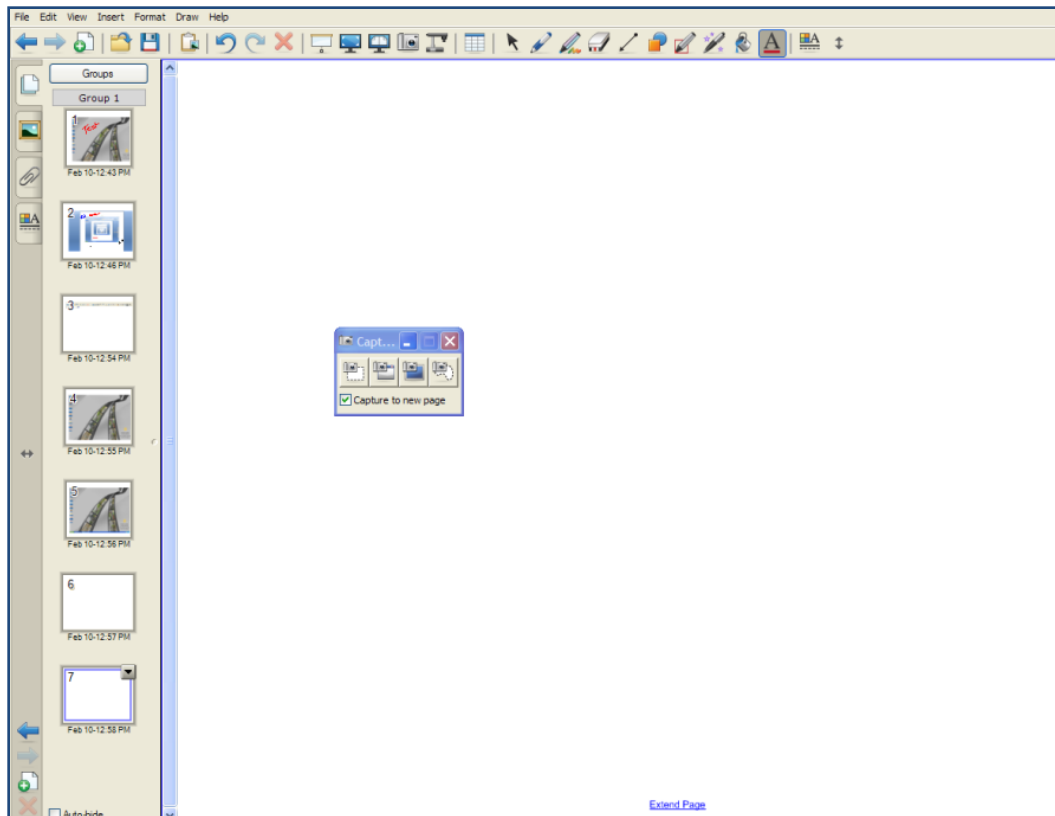


5. The fourth capture option allows you to cut around an image to capture it.

Add New Page

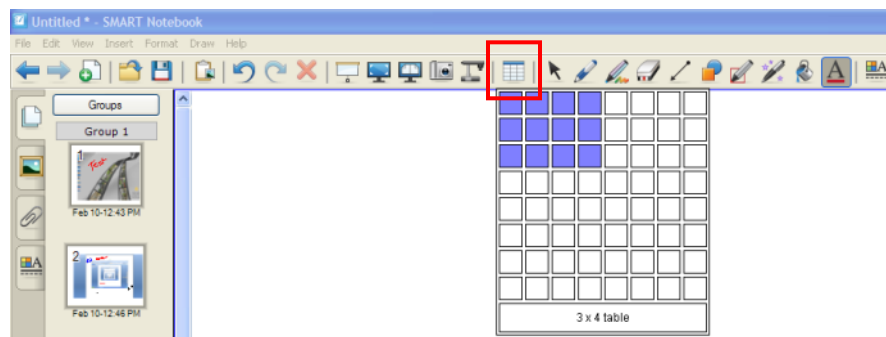


1. To add a new page to your Notebook document, click on the **Add New Page** Icon.

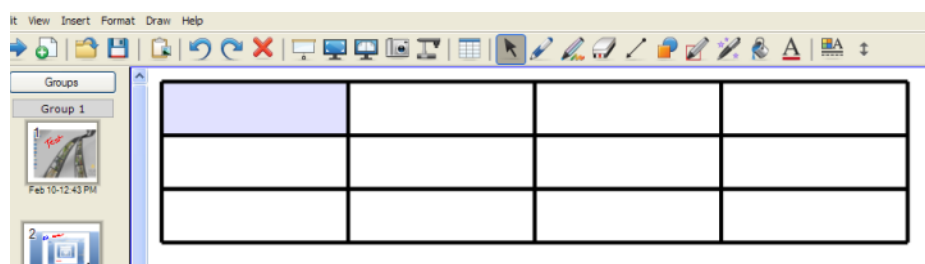


2. A new page is added to the document.

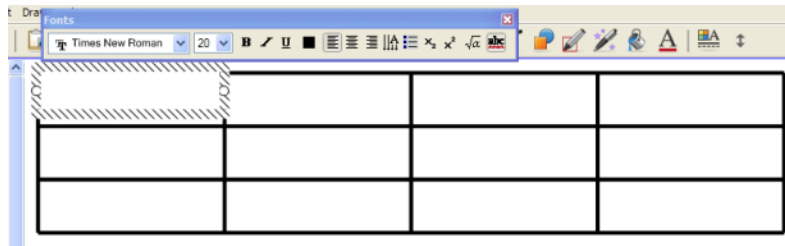
Add Table



1. You can add a table to your Notebook document by clicking on the **Table** icon. When the table grid appears, highlight the number of rows and columns you want for your table.

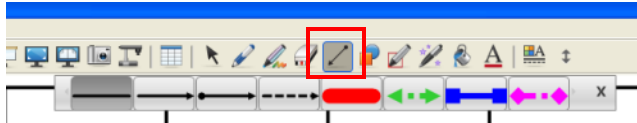


2. The table is inserted. To add text, highlight a cell.

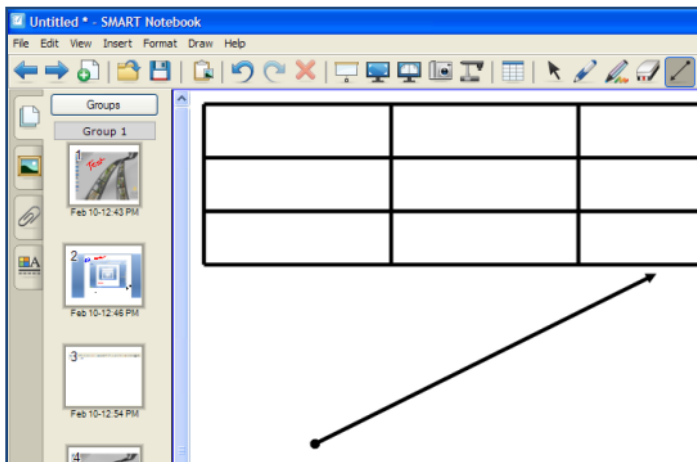


3. A text box appears in the chosen cell. Type the text. When you click away, the text is entered.

Line Tool

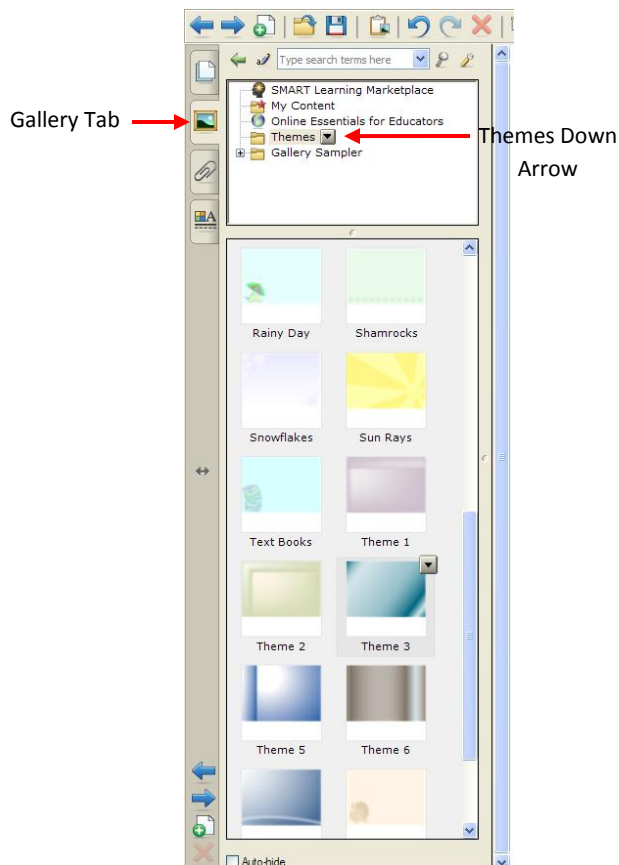


1. The line tool gives you options of various lines to add to your document. Choose a line style and then create a line in the document.

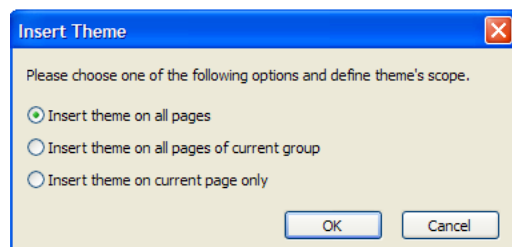


2. The line is added to your document.

Applying Themes



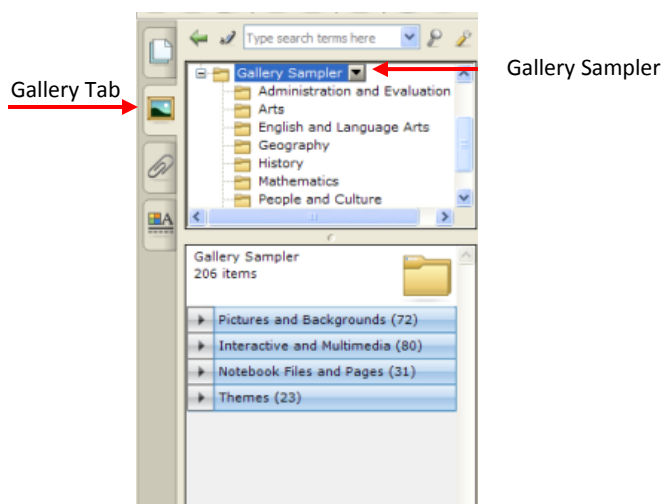
1. To apply themes, a.) click the **Gallery** tab, then b.) click the down arrow next to **Themes**, which opens the themes gallery.



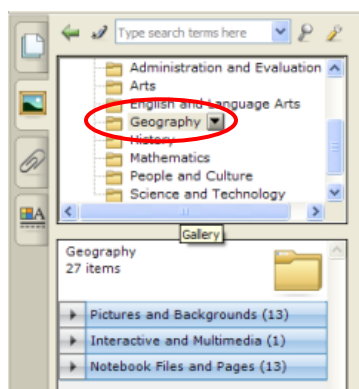
2. When you choose a theme, the **Insert Theme** prompt appears. You can choose to insert theme on all pages; insert theme on all pages of current group; or, insert theme on current page only. Once you have made your selection, click **OK**. Your theme will now be applied.

Gallery Samples

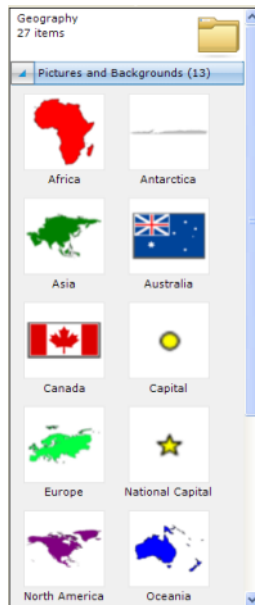
SMART Notebook comes preloaded with gallery samples for different areas of study (e.g., Geography, History, Math, etc.)



1. To locate the Gallery Samples, click on the **Gallery** tab, then click the **Gallery Sampler** folder to open it.



2. From the **Gallery Sampler** folder, click on your area folder choice (in this case, **Geography**). You are given more specific choices within that category below.



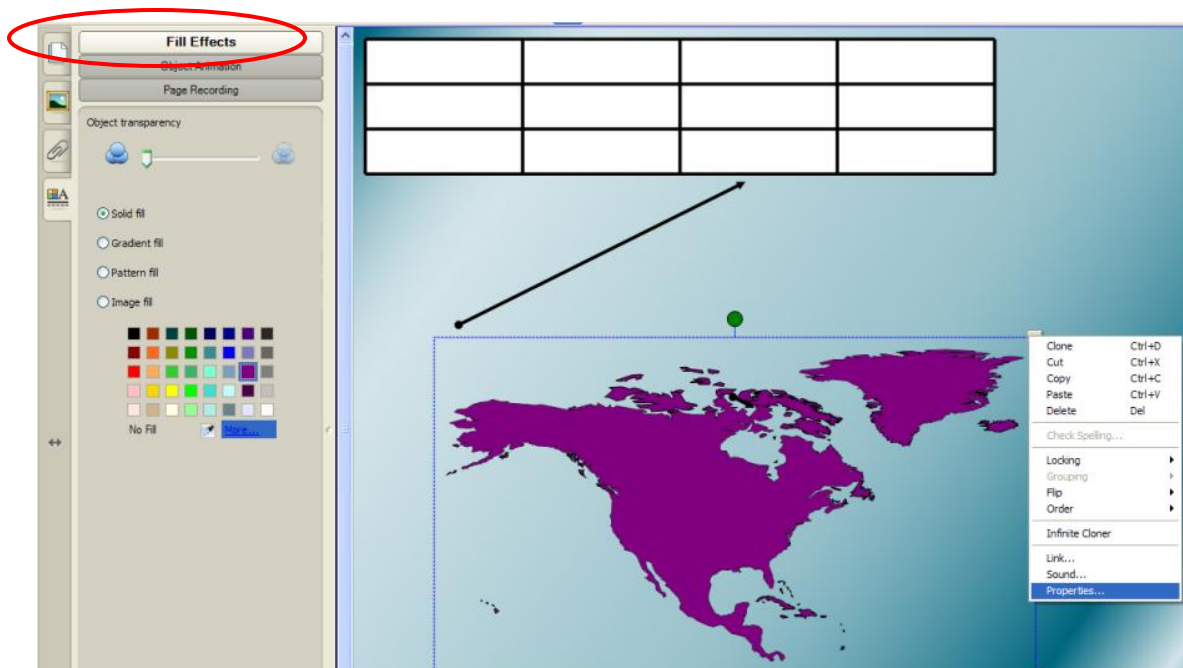
3. Once you click on the specific folder (Pictures and Backgrounds in the example) your options are displayed below. Click on an option and drag it to your document.



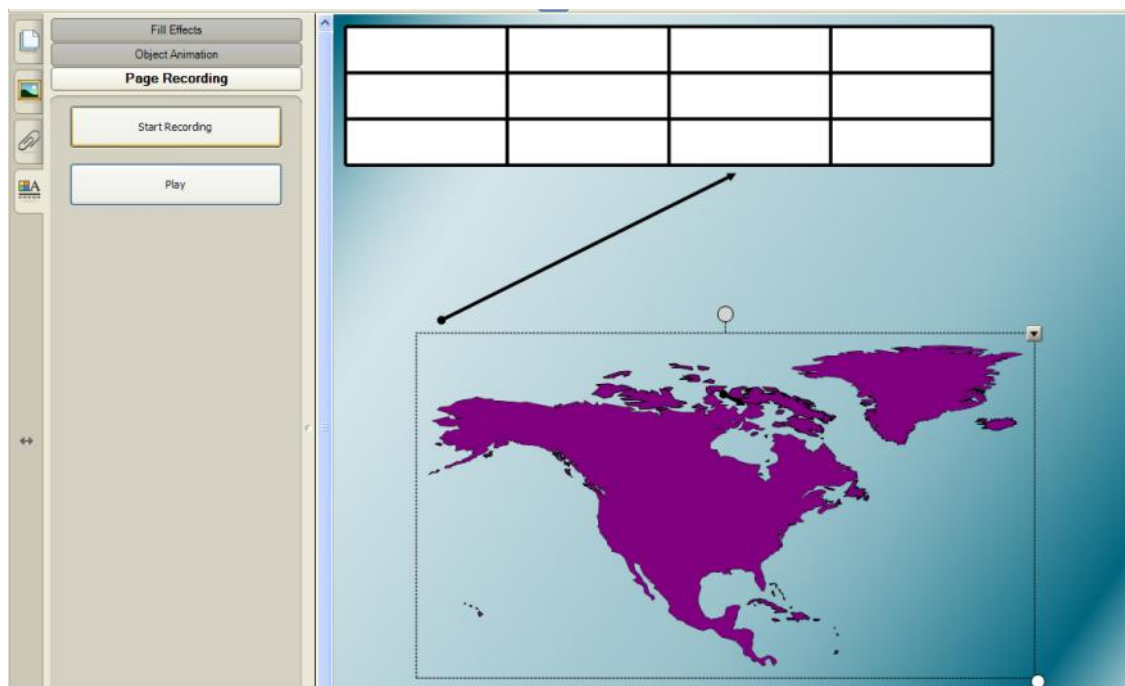
4. Your Gallery item is displayed.



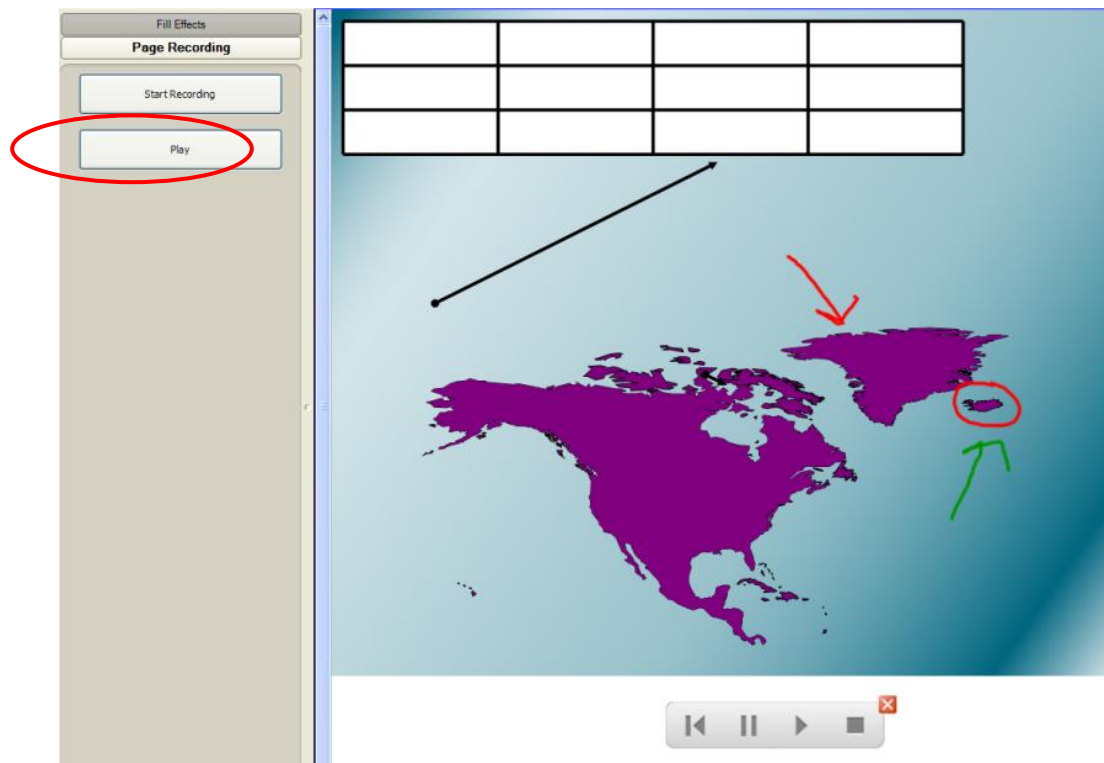
5. When you click on the item, you are given the option of manipulating the size of the object by clicking and dragging the handles.



6. Right click on the item for more options. For example, with the **Fill Effects** option, you can change the color or pattern of the chosen item.



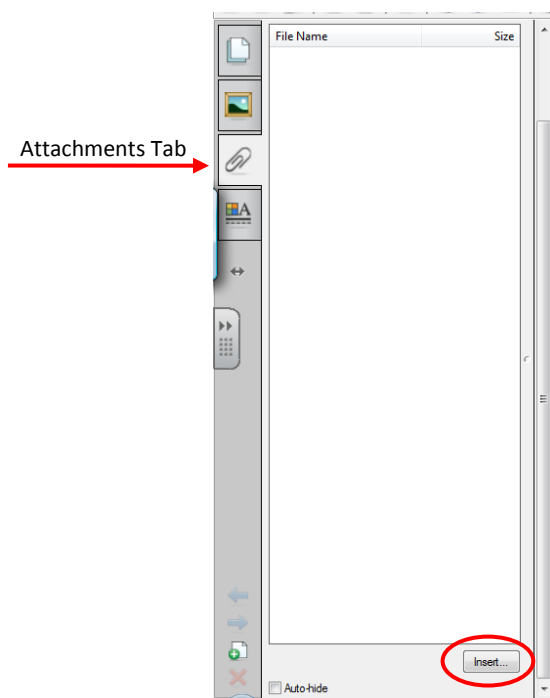
7. Within this section of the gallery is the **Page Recording** option. Click **start recording**. Then make annotations to your document. Hit stop recording to stop recording your annotations.



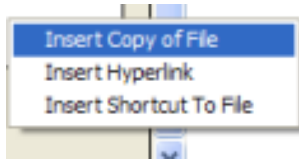
8. Click **Play** (or click the Play button, below) to view your recording.

Inserting Files into your Document

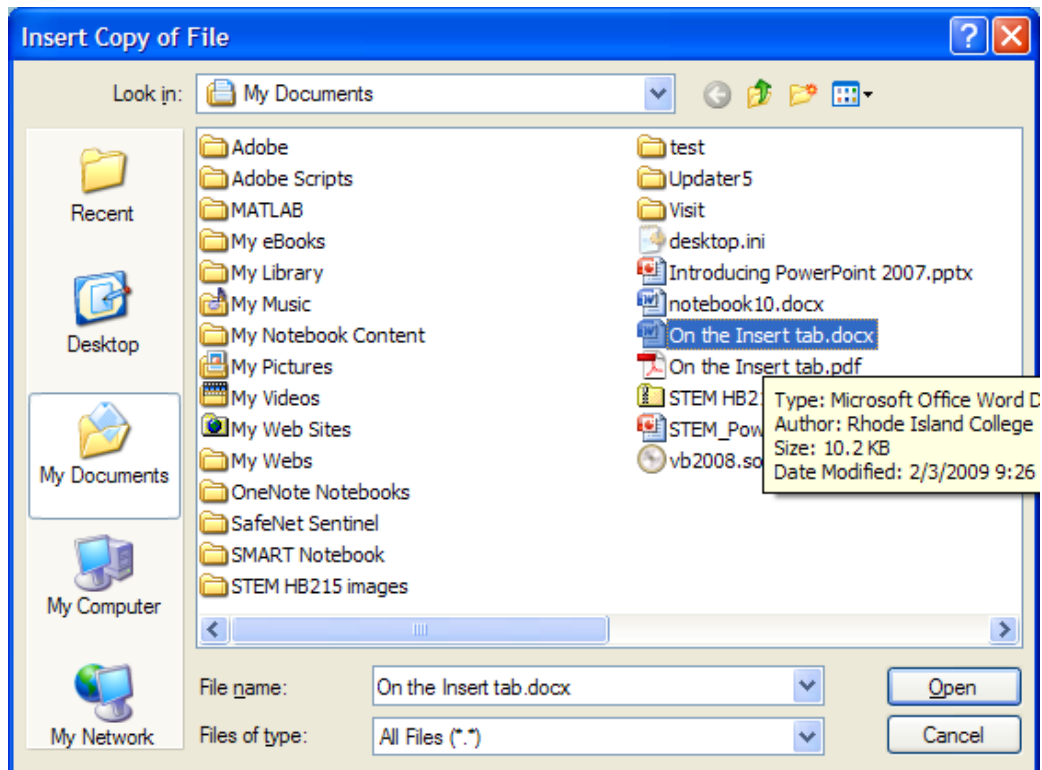
You can insert files into your Notebook document for back up information or reference.



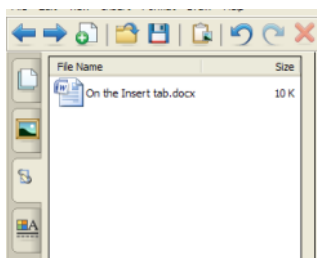
1. Click on the Attachments (paper clip) Tab. Then click **Insert**.



2. At the prompt, choose **Insert Copy of File**.

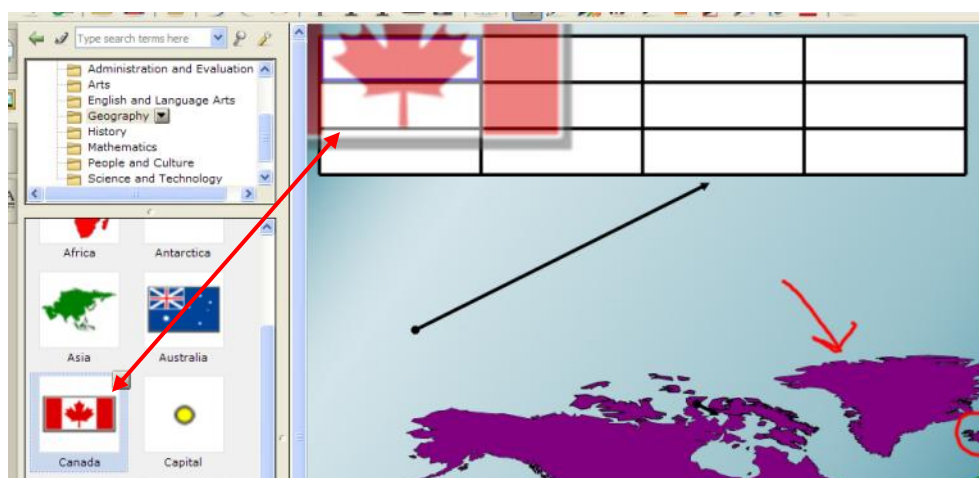


3. Choose the file you would like to insert and then click **Open**.

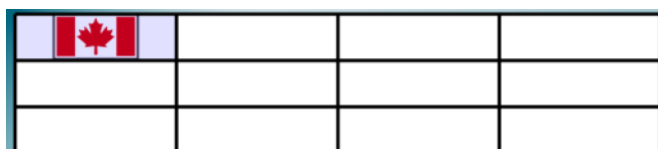


4. The file now appears in your document file list.

Adding an Item from the Gallery to a Table



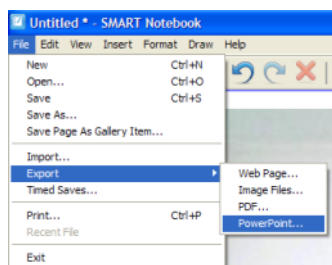
1. To add one of the pictures from the gallery to your table, click and drag the item over to the table.



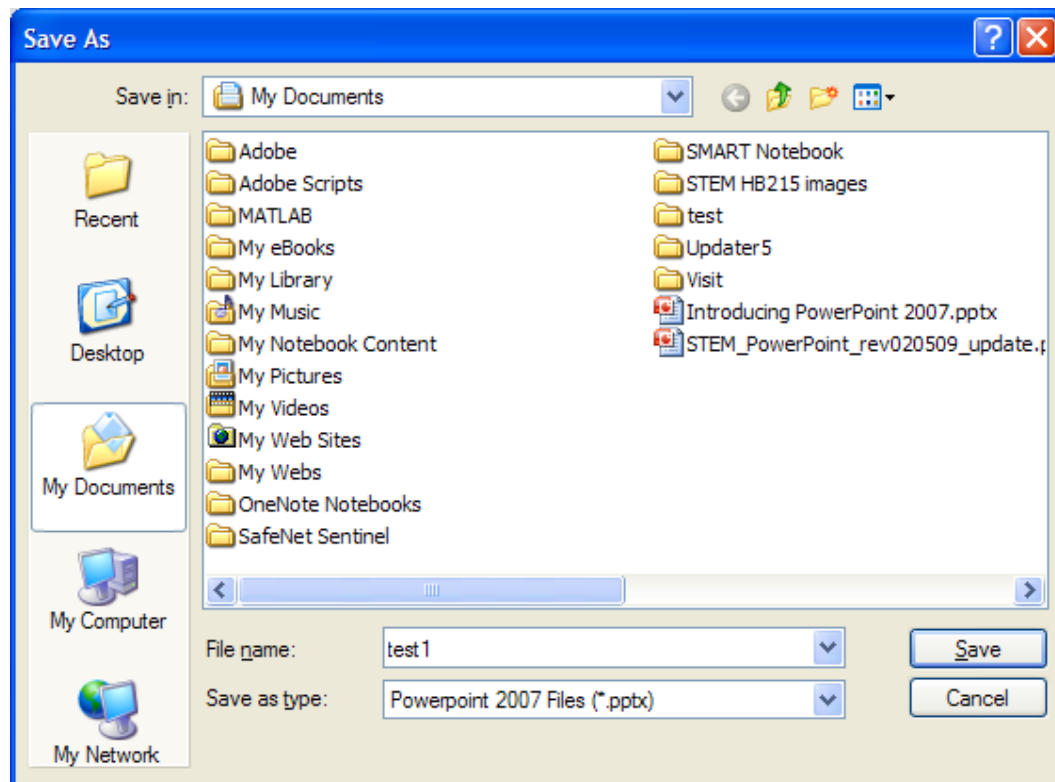
2. The item is automatically resized and inserted into the table.

Saving as a PowerPoint Document

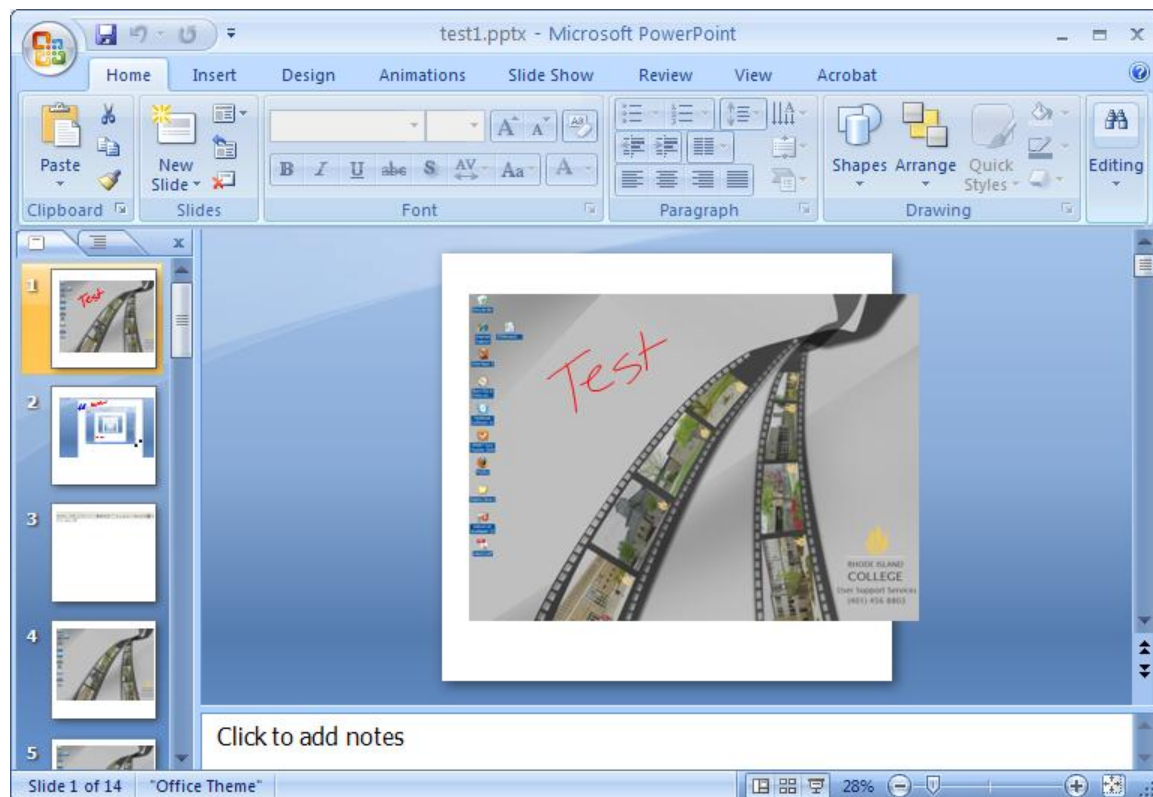
Your SMART Notebook document can be exported into PowerPoint and played as a PowerPoint presentation.



1. To begin, click on **File**, then on the drop down menu, choose **Export** → **PowerPoint**.



2. At the Save As prompt, type in a name for your document at **File Name**, then click **Save**.



3. Your SMART Notebook document can now be viewed as a PowerPoint file.