

Task Card #2

SMART Board: Notebook

Objectives:

Participants will learn how to utilize the SMART Notebook.

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Step #1: How do I launch SMART Notebook?

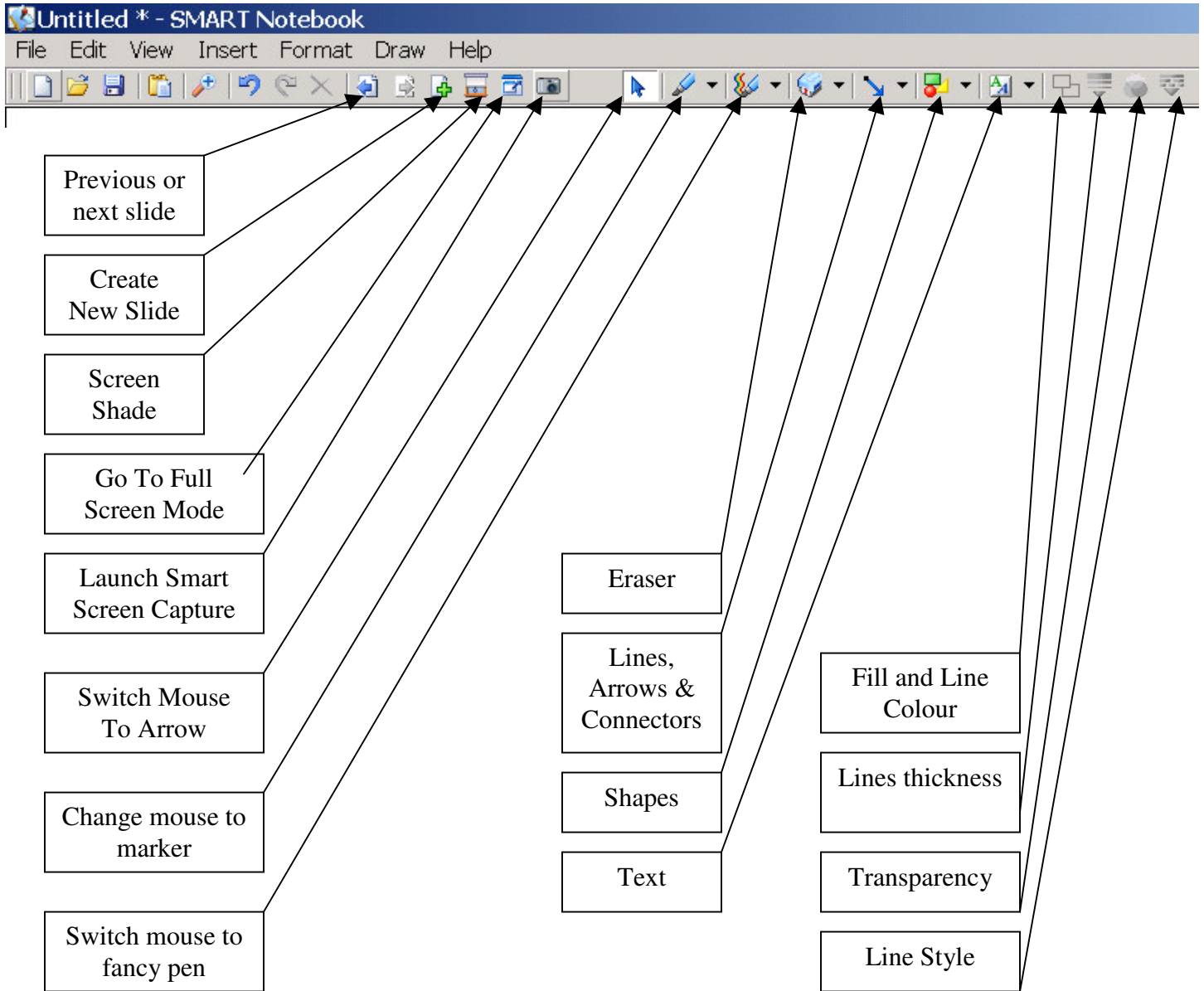
- Click on the SMART Board icon in the system tray (the bottom left hand corner of your display). Select “**Notebook...**” from the popup menu that appears. The SMART Notebook program will begin.

Step #2: How I enter text onto the blank slide?

- The large white area in the center of the screen is the area where you can create your SMART activities.
- To enter text onto the slide, click on an area and use the keyboard (the actual keyboard or the keyboard on the SMART Board) to enter text. Also, you may click on the tool bar button with an “**abc**” on it and then click on the appropriate place for the text.
- Another way to enter text is to use the marker to print on the slide. Then put the marker back in its holder and use the mouse pointer to click on the printing. It will be selected and a button with an “**A**” on it will appear in the top right hand corner of the selection. To convert to text, click on the “**A**” button and select from the most appropriate text in the drop down menu. The printing will then be converted into text.

Step #3: There are lots of icons on the top toolbar, but they aren't labeled. What do they all do?

- The top areas are toolbars, with a variety of functions. The top row has the following functions:



Step #4: What do the side tabs do?



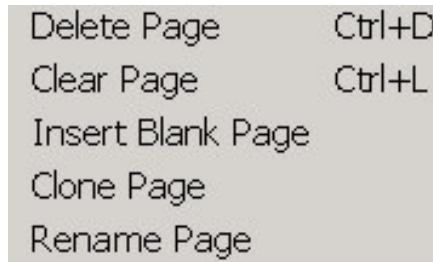
- **The bottom arrow:**

Use this button to switch the tabs from one side of the screen to the other.



- **The Page Sorter:**

This allows you to view all your slides in an auto hide window. Click, drag and slide a page to a different location in order. Or select a slide with a mouse click and then click on the down arrow (at the top right corner) to reveal options to: Delete Page, Clear Page, Insert Blank Page, Clone Page and Rename Page.



- **The Gallery:**

When you click on the **Gallery** tab, a sidebar will be revealed with 4 major sections: **Add/Import...**, **Organizational Window**, **Content Window**, and **Auto-hide** box.

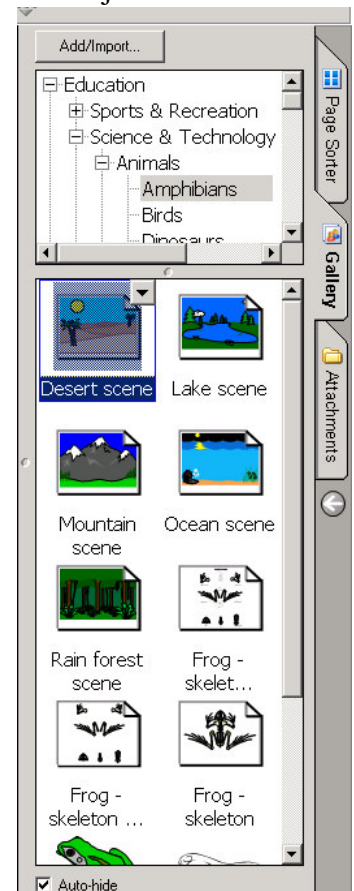
The **Add/Import...** button allows you to introduce your own content into the gallery.

The top window within the sidebar is the **Organizational Window**. Here there are categories that organize the content. To expand a category click the + button beside the category. To hide the contents of a category click the – button.

Use the small circle between the top and bottom windows to resize them. The small circle on the side of the sidebar also resizes.

The bottom window is the **Content Window**. The content of the top category is displayed within this bottom window. To insert content, just click and drag on to the slide or page. Also, you can double click the content to enter it. Interactive flash content is labeled with a red “F”.

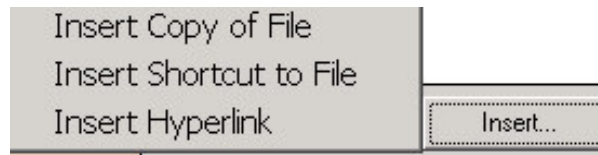
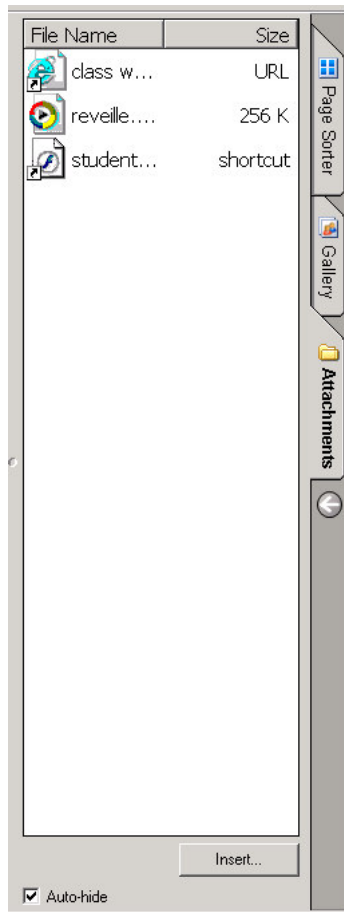
If you would like to keep the gallery always in view, toggle the “**Auto-hide**” box at the bottom.



- **Attachments:**

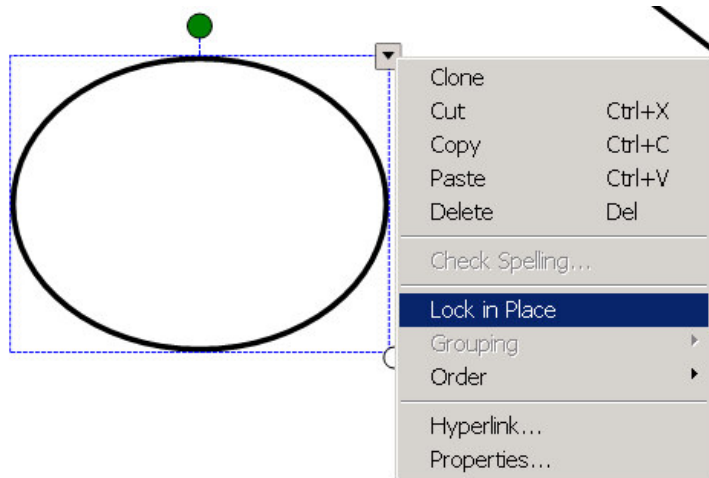
When you click on the **Attachments** tab, a sidebar will be revealed that lists the file's name and size. The bottom button is **"Insert..."**, a menu will appear with the options to: **"Insert Copy of File"**, **"Insert Shortcut to File"**, and **"Insert Hyperlink"**.

To access the items that you have attached, double click them or drag compatible items onto the notebook page. There continues to be the same **"Auto-hide"** and resize features as the other tabs.



Step #5: How do I put a picture onto my page?

- One quick way to enter a picture is to use the copy and paste functions. Simply, copy the picture and paste into the page by clicking on “**Edit**” and then select “**Paste**” from the drop down menu.
- To insert a picture from a file, click on “**Insert**” then “**Picture/Template**” then “**From File...**”. (You can also choose “**File from scanner**” if it is appropriate.)
- You can also use the gallery photos that SMART Notebook comes with. Click on the side “**Gallery**” tab. You will then be able to choose a folder within the top section of the tab that appears. Then click and drag or double click the selected item from the bottom window to place in the document..
- To make the picture a background that cannot be altered or edited click on the object. Then select the top right hand corner icon (which is an arrow). A menu will appear and select “**Lock in Place**”.

*Step #6: I finally finished. How do I publish these pages so I can show off my work?*

- To make your pages ready to publish to the World Wide Web or to share with a colleague (without them being able to change it) you need to export your notebook in a different format.
- Click on “**File**” then select “**Export**”. A new window will appear. Select either the “**JPEG**” or “**PDF**” type and select where you want to save it. Click “**OK**”.