



**Notebook™**  
collaborative learning software

# Creating Notebook™ Files

**Notebook 10 Collaborative Learning Software**  
for Mac Computers

**SMART**  
Technologies

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# An Introduction to Creating Notebook Files

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## Introduction to SMART Products

SMART interactive products, including the SMART Board™ interactive whiteboard and the Symposium™ interactive pen display, detect contact with the screen and send each contact point, along with Pen tool information, to the connected computer. Notebook™ software translates the information into mouse clicks and digital ink, enabling you to perform normal computer operations by pressing the screen with your finger / a pen tray pen (interactive whiteboards) or tethered pen (interactive pen displays).

You can write or draw on the screen using digital ink, and then save or erase your notes.

## Introduction to Notebook Software

Notebook software is a suite of programs that you can use with your SMART interactive product.

You can use Notebook software to create lessons or presentations. Each Notebook file contains a series of pages and each page has its own objects, properties and settings. You can add freehand objects, geometric shapes, straight lines, text, graphics, Flash content and tables to a Notebook page. You can manipulate and edit these objects at any time.

You can save Notebook software files in a file format that you can open in Notebook software on a Windows, Mac or Linux operating system. You can also export your Notebook file in a variety of formats, including HTML and PDF.

The Page Sorter displays all of the Notebook pages in the current Notebook file in thumbnail format. Notebook software automatically updates these thumbnails when you change the contents of the pages.

You can copy clip art, backgrounds, multimedia content, and other Notebook files and pages to your Notebook page from the Gallery. The Gallery also provides access to the following resources:

- The SMART Learning Marketplace – a content subscription service with more than a million digital resources, including images and multimedia files
- Online Essentials for Educators – an online resource for educators who use SMART products, including lesson activities, educational software and advice for using your SMART product
- Themes – customized styles that enable you to control the appearance of Notebook pages
- Essentials for Educators – a collection of thousands of subject-specific images and multimedia content

You can attach a copy of a file, a shortcut to a file or a Web page link to a Notebook file. This enables you to quickly find and open files and Web pages when you present your Notebook file.



# The SMART Notebook Window

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The SMART Notebook window provides a number of ways to look at and interact with a Notebook file.

The whiteboard area displays the current page and enables you to create, edit and manipulate objects on a Notebook page.

The Page Sorter displays thumbnails of the pages in the current Notebook file. It allows you to organize pages and move objects from page to page. You can view any page by pressing its thumbnail in the Page Sorter.

The Gallery contains clip art, backgrounds and Notebook files and pages that you can use in your presentations. Thumbnails within the Gallery provide previews of gallery content images. The Gallery also provides access to the SMART Learning Marketplace and other online resources.

The Attachments tab enables you to attach a copy of a file, a shortcut to a file or a Web page link to your Notebook file.

The Properties tab enables you to change the options for the currently selected object. For example, if you select a shape, the Properties tab displays options for changing fill effects, line style and object animation.

The Notebook software toolbar enables you to select and use a variety of commands and tools.



**TIP**

During a presentation, display the SMART Notebook window in Full Screen view. This view hides the Page Sorter, Gallery, Attachments tab, Properties tab and the Notebook software toolbar. It provides the greatest possible whiteboard area and allows you to return to the standard view at any time.

## To open a SMART Notebook window using the Dock

Press **Notebook**  in the Dock.














## Notebook Software Toolbar















The Notebook software toolbar enables you to select and use a variety of commands and tools within the SMART Notebook window.

You can move the toolbar to the top or bottom of the interactive screen.









You can customize the toolbar so that it includes the tools you use most frequently.

The following table describes the functions of each toolbar button in the default Notebook software toolbar.

Button	Command	Action
	Previous Page	Display the previous page in the current Notebook file.
	Next Page	Display the next page in the current Notebook file.
	Insert Blank Page	Insert a new, blank page in the current Notebook file.
	Open Document	Open a Notebook file.
	Save Document	Save the current Notebook file.
	Paste	Paste clipboard contents on the Notebook page.
	Undo	Reverse the effect of the last action.
	Redo	Reinstate the last action reversed with the Undo command.
	Delete	Delete all selected objects.
	Screen Shade	Add a screen shade to the current Notebook page.
	Full Screen	Display the current Notebook page in Full Screen view.
	Dual Page Mode	Display two Notebook pages side by side.
	Screen Capture	Open the Screen Capture toolbar.

Button	Command	Action
	Activate Document Camera	Inserts an image from a SMART document camera.
	Insert Table	Insert a table on the current Notebook page.
	Select	Select objects on the current Notebook page.
	Pen	Draw a freehand object on the current Notebook page.
	Magic Pen	Create freehand objects that slowly fade, a magnification window or a spotlight window using the Magic Pen.
	Creative Pen	Draw a freehand object on the current Notebook page using a Creative Pen.
	Eraser	Erase objects on the current Notebook page.
	Line	Draw a straight line on the current Notebook page.
	Shape	Draw a shape on the current Notebook page.
	Shape Recognition Pen	Draw a freehand object on the current Notebook page that Notebook software recognizes and converts into a rectangle, ellipse, triangle or arc.
	Fill	Define a fill effect, and then apply it to objects.
	Text	Select a font for your next text object.
	Properties	Display the Properties tab.
	Move Toolbar	Move the Notebook software toolbar to the top or bottom of the interactive screen.

The following table describes the functions of each toolbar button that you can add to a customized Notebook software toolbar.

Button	Command	Action
	Insert Question	Insert a Senteo™ question on the current Notebook page.
	Adjust Volume	Adjusts the volume of your computer.
	Pin Page	Pins a page to continue displaying it in the whiteboard area when you select other pages in dual page mode.
	Print	Prints the current Notebook file.
	Zoom	Select a different page magnification.
	Show All Links	Display an animated indicator around each object that has a link.
	Customize	Customize the toolbar so that it includes the tools you use most frequently.
	Instant Conferencing	Create a Bridgit™ software conference, join a conference or configure conference settings.


The Notebook software toolbar can also include separators and spaces.

### To customize the Notebook software toolbar

1. Control-click the Notebook software toolbar, and then select **Customize Toolbar**.

A list of available tools appears.

**NOTE:** If you add the Customize tool to your Notebook software toolbar, you can also display


a list of available tools by pressing **Customize** .

2. To add a button to the toolbar, press an icon in the *Customize Toolbar* dialog box, and then drag it to the Notebook software toolbar.
3. To remove a button from the toolbar, press its icon in the Notebook software toolbar, and then drag it to the *Customize Toolbar* dialog box.
4. To rearrange the buttons, press an icon in the Notebook software toolbar, and then drag it to a new position in the toolbar.
5. Press **Done**.

## To restore the default Notebook software toolbar

1. Control-click the Notebook software toolbar.  
A list of available tools appears.
2. Press the **default set**, and then drag it to the Notebook software toolbar.
3. Press **Done**.

## To move the Notebook software toolbar

To move the toolbar to the bottom of the screen, press **Move Toolbar** .

To move the toolbar to the top of the screen, press **Move Toolbar** again.

**NOTE:** The toolbar is more accessible to children and shorter adults when it's at the bottom of the interactive screen.

## Displaying Your Notebook File in Full Screen View


In Full Screen view, Notebook software expands the whiteboard area to the size of the interactive screen by hiding the title bar, toolbar, Page Sorter, Gallery, Attachments tab and Properties tab. You can access commonly used commands using the **Full Screen** toolbar.

### TIP

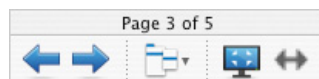


Use Full Screen view when presenting in front of a group. This view maximizes the available workspace for writing notes and displaying pages.

## To display your Notebook file in Full Screen view

Press **Full Screen**  or select **View > Full Screen**.


The title bar, toolbar, Page Sorter, Gallery, Attachments tab and Properties tab disappear and the Full Screen toolbar appears.





## To use the Full Screen toolbar

Press **Previous Page**  to display the previous Notebook page.

Press **Next Page**  to display the next Notebook page.

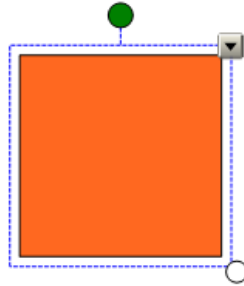
Press **Options**  to open a menu of options.

Press **Full Screen**  to return to the standard Notebook software view and display the Notebook software toolbar and tabs.

Press **More/Less Buttons**  to display **Blank Page**, **Undo**, **Select** and **Magic Pen Tool** buttons. Press **More/Less Buttons** again to hide these buttons.

## Menu Arrows

When you select an object, a menu arrow appears in the object's top right corner. You can press the menu arrow to display a menu of commands.



Similarly, when you select pages in Page Sorter or items in the Gallery, a menu arrow appears in the top right corner of the page's or item's thumbnail. You can access menu commands by pressing this menu arrow.

## Fonts Toolbar

When you type new text or edit existing text, the **Fonts** toolbar appears.



You can use this toolbar to change the formatting of an entire text object or specific words or characters within a text object.

**NOTE:** You can also change font properties in the Properties tab.


## Selecting a Page Magnification

You can zoom in to, or zoom out of, the whiteboard area of Notebook pages. You can also set the Notebook page to fit your display or set the page's width to the same width as the display.

### To select a page magnification

1. Select **View > Zoom**.
2. Select a magnification level between 50% and 300%.  
OR  
Select **Entire Page** to make the entire page fit your display.  
OR  
Select **Page Width** to set the page's width to the same width as the display.

## NOTES

- Notebook software saves this magnification setting. The next time you start Notebook software, the page appears at this magnification level.
- If you customize the Notebook software toolbar to include the **Zoom** tool, you can also select a page magnification by pressing **Zoom** , and then selecting a magnification level.

## Displaying Dual Notebook Pages

You can display two Notebook pages side by side. You can draw, make notes, import files and add links on either page in the same way as you would on a single page.

### To display dual Notebook pages

Press **Dual Page Display** .

OR

Select **View > Zoom > Dual Page Display**.

A second page appears in the whiteboard area. A red border indicates the active page.

**NOTE:** You can pin a page when you're displaying dual Notebook pages to continue displaying it in the whiteboard area when you select other pages in the Page Sorter.

### To display a single page

Press **Single Page Display** .

OR

Select **View > Zoom > Single Page Display**.

## Pinning a Page


When you're displaying dual Notebook pages, you can pin a page to continue displaying it in the whiteboard area when you select other pages in the Page Sorter.

### To pin a page

1. If you haven't done so already, display dual Notebook pages.
2. Select the Notebook page immediately after the page you want to continue displaying.  
The page you select appears on the right side of the dual display. The page you want to continue displaying appears on the left side of the dual display.
3. Select **View > Zoom > Pin Page**.  
Pin icons appear in the top corners of the pinned page.

## NOTES

- To unpin a page, select **View > Zoom > Pin Page**.
- If you customize the Notebook software toolbar to include the **Pin Page** tool, you can also

pin a page by pressing **Pin Page** .

## Displaying Links

You can attach a copy of a file, an alias to a file, a link to a web page or a sound file to any object on a Notebook page. You can display an animated indicator around each object that has a link.

**NOTE:** For more information on adding links, see page 31.

### To display links when a page opens

Select **View > Show All Links When Page Opens**.

Each time you open a page, an animated indicator appears around each object that has a link. Depending on how you define the links, each indicator surrounds either the entire object or an icon in the object's bottom left corner. The indicators disappear automatically after several seconds.

**NOTE:** Select **View > Show All Links When Page Opens** again to stop displaying links when you open a page.

### To display links on the current page

Select **View > Show All Links**.

An animated indicator appears around each object that has a link. Depending on how you define the links, each indicator surrounds either the entire object or an icon in the object's bottom left corner. The indicators disappear automatically after several seconds.

**NOTE:** If you customize the Notebook software toolbar to include the **Show All Links** tool,

you can also display the links on the current page by pressing **Show All Links** .

# Working with Notebook Files

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You can use Notebook software to create a lesson that includes graphics, text, tables, lines, shapes, animations and more.

You can create, open, save and print Notebook files the way you would in other programs. You can also export Notebook files in a variety of formats, including HTML and PDF.

## Creating a New Notebook File

When you open the SMART Notebook window, a new Notebook file opens automatically. However, you can create a new Notebook file at any time.

### To create a new Notebook file

Select **File > New**.

## Opening a Notebook File

With Notebook software 10, you can open:

- .notebook files (the default file format of Notebook software 9.5, 9.7 and 10)
- .xbk files (the default file format of Notebook software 8, 9.0 and 9.1)

After you open a Notebook file, you can save the file as a .notebook or .xbk file.

The method by which you open a Notebook file is the same for all versions of Notebook software.

### To open a Notebook file

1. Press **Open** .

OR

Select **File > Open**.

The *Open* dialog box appears.

2. Browse to, and select, the Notebook file you want to open.
3. Press **Open**.

#### TIP




You can open a recently opened document by selecting the **File > Open Recent** menu, and then selecting the file name.

## Saving a Notebook File

By default, Notebook software saves your files in .notebook format. Anyone with Notebook software version 9.5 or later for the Windows, Mac or Linux operating system installed on their computer can open a .notebook file.

**NOTE:** The default file format for Notebook software 10 is .notebook, but the default file format for versions 8, 9.0 and 9.1 is .xbk. If you want to open your Notebook software 10 file in Notebook software 8, 9.0 or 9.1, save your file with the .xbk extension. However, the .xbk format doesn't support some of the objects and properties available in Notebook 10. If you save your file in the .xbk format, Notebook software doesn't save the objects or properties in your file that the .xbk format doesn't support. Also, if you create text in Notebook software 10 and save your file in .xbk format, you aren't able to edit the text in Notebook software 8, 9.0 or 9.1.

### To save a file the first time

1. Press **Save**  .  
OR  
Select **File > Save**.
2. Type a name for the file in the **Save As** box.
3. Select the folder where you want to save the new file.
4. If you want to make sure that your file retains its formatting, select the **SMART Notebook File** file type.  
OR  
If you want to create a file that you can open with Notebook software versions 8, 9.0 and 9.1, select the **SMART Notebook XBK File** file type.
5. Press **Save**.
6. If you're saving your file in the .xbk format and there are objects or properties in your file that the .xbk format doesn't support, a dialog box appears indicating that Notebook software won't save these objects or properties if you continue. Press **Save Anyway**.

### To save a file that you've saved before

- Press **Save**  .  
OR  
Select **File > Save**.

### To save a file with a new name or location

1. Select **File > Save As**.
2. Type a name for the file in the **Save As** box.
3. Select the folder where you want to save the new file.

4. If you want to make sure that your file retains its formatting, select the **SMART Notebook File** file type.

OR

If you want to create a file that you can open with Notebook software versions 8, 9.0 and 9.1, select the **SMART Notebook XBK File** file type.

5. Press **Save**.
6. If you're saving your file in the .xbk format and there are objects or properties in your file that the .xbk format doesn't support, a dialog box appears indicating that Notebook software won't save these objects or properties if you continue. Press **Save Anyway**.

### To save all open Notebook files

Select **File > Save All**.

## Printing Notebook Files or Pages

You can print Notebook files or individual Notebook pages. You can print the pages as thumbnails, handouts or full pages.

### To print Notebook files or pages

1. Select **File > Print**.  
The *Print* dialog box appears.
2. If you want to print thumbnails, select **Thumbnails**.  
OR  
If you want to print handouts, select **Handouts**.  
OR  
If you want to print full pages, select **Full Page**.
3. To add a header, footer or date to each printed page, type it in the **Header**, **Footer** and **Date** boxes.
4. To add a page number to each printed page, select the **Show page numbers** check box.
5. To include borders around each Notebook page, select the **Show page borders** check box.
6. If you're printing thumbnails, select a layout:
  - a. Select **Full Page** (one thumbnail per printed page), **Large** (two thumbnails per printed page), **Medium** (four thumbnails per printed page) or **Small** (six thumbnails per printed page).
  - b. To include the Notebook page name, select the **Show thumbnail titles** check box.
7. If you're printing handouts, select a layout:
  - a. Select **Large** (one Notebook page per printed page), **Medium** (two Notebook pages per printed page) or **Small** (three Notebook pages per printed page). Handouts include space on the printed page for handwritten notes.
  - b. To include the Notebook page name, select the **Show thumbnail titles** check box.
8. Press **Continue**.

9. To print the Notebook file, select **All**.

OR

To print selected Notebook pages, select **From**, and type the page numbers of the page range you want to print.

10. Select other print settings, including the printer name and the number of copies.

11. Press **Print**.

# Working with Notebook Pages

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Each Notebook file is comprised of a series of pages, each with its own objects, properties and settings. Using Notebook software, you can add freehand objects, geometric shapes, straight lines, text, graphics, Flash content and tables to a Notebook page.


A thumbnail of each Notebook page appears in the Page Sorter. Using either the Page Sorter or menu commands, you can display a page, insert a blank page, add a clone of an existing page and delete a page.

You can also change a page's background, extend a page's height, rename a page, rearrange the page order within a Notebook file and add a screen shade to a page prior to a presentation.

## Displaying a Notebook Page

You can display a Notebook page using the Page Sorter. You can display the next or previous Notebook page in the current Notebook file using the Notebook software toolbar or the View menu.

### To display a Notebook page

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Press the thumbnail of the page you want to display.

### To display the next page in a Notebook file

Press **Next Page** .

OR

Select **View > Next Page**.

### To display the previous page in a Notebook file

Press **Previous Page** .

OR

Select **View > Previous Page**.

## Inserting a Notebook Page

You can insert a blank Notebook page to the current Notebook file using the Notebook software toolbar, the Insert menu or the Page Sorter.

### To insert a page using the Notebook software toolbar

Press **Insert Blank Page** .


The new page appears after the current Notebook page.

## To insert a page using the Insert menu

Select **Insert > Blank Page**.

The new page appears after the current Notebook page.

## To insert a page using the Page Sorter


1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Select the thumbnail of the page you want the new page to appear after.
3. Press the thumbnail's menu arrow, and then select **Insert Blank Page**.

The new page appears after the selected page.

## Cloning a Notebook Page

As an alternative to inserting a blank Notebook page, you can insert a duplicate of an existing Notebook page.

### To clone a page

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Select the thumbnail of the page you want to clone.
3. Press the thumbnail's menu arrow, and then select **Clone Page**.

The cloned page appears immediately after the current Notebook page.

**NOTE:** You can repeat this process as many times as you want.

## Deleting a Notebook Page

You can delete a Notebook page from your Notebook file.

### TIP




As an alternative to deleting the page, you can clear all of its objects.

### To delete a page using the Edit menu

1. If you haven't done so already, display the Notebook page you want to delete.  
**NOTE:** Make sure you display the page you want to delete before you complete the next step. Notebook software doesn't confirm that you want to delete the page.
2. Select **Edit > Delete Page**.

## To delete a page using the Page Sorter

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Select the thumbnail of the page you want to delete.  
**NOTE:** Make sure you select the thumbnail of the page you want to delete before you complete the next step. Notebook software doesn't confirm that you want to delete the page.
3. Press the thumbnail's menu arrow, and then select **Delete Page**.

## Changing the Background of a Notebook Page

You can change the background color of a Notebook page to another color, a gradient of two colors, a pattern or an image.

**NOTE:** You can also customize a Notebook page, all the pages in a group or all the pages in a Notebook file by applying a theme.

### To change a background to a solid color

1. Select **Format > Background Color**.  
The Properties tab displays **Fill Effects** options.
2. Select **Solid Fill**.
3. Press a color in the palette.

### To change a background to a gradient of two colors

1. Select **Format > Background Color**.  
The Properties tab displays **Fill Effects** options.
2. Select **Gradient Fill**.
3. Press a color in each of the color palettes.
4. Select an option in the **Style** list.

### To change a background to a pattern

1. Select **Format > Background Color**.  
The Properties tab displays **Fill Effects** options.
2. Select **Pattern Fill**.
3. Press a pattern.
4. Press **Foreground Color**, press a color in the palette, and then press **OK**.
5. Press **Background Color**, press a color in the palette, and then press **OK**.

### To change a background to an image

1. Select **Format > Background Color**.  
The Properties tab displays **Fill Effects** options.
2. Select **Image Fill**.
3. Press **Browse**.
4. Browse to the image you want to use as a background, and then click **Open**.

### To remove a background


1. Select **Format > Background Color**.  
The Properties tab displays **Fill Effects** options.
2. Select **Solid Fill**.
3. Press **No Fill** in the color palette.

### Applying a Theme to Notebook Files, Groups or Pages

You can customize a Notebook page, all the pages in a group or all the pages in a Notebook file using a predefined theme.

**NOTE:** The Gallery includes a selection of themes, but you can also create your own customized themes.

### To apply a theme

1. If the Gallery isn't visible, press **Gallery**  .
2. Select **Themes** in the Gallery's category list.  
The Gallery displays thumbnails of the available themes.
3. Press the thumbnail of the theme you want to apply.
4. Press the thumbnail's menu arrow, and then select **Insert in Notebook**.  
The *Insert Theme* dialog box appears.
5. To apply the theme to all pages in a Notebook file, select **Insert theme on all pages**, and then press **OK**.  
OR  
To apply the theme to all pages in the current group, select **Insert theme on all pages of current group**, and then press **OK**.  
OR  
To apply the theme to the current Notebook page, select **Insert theme on current page only**, and then press **OK**.

### To remove a theme

1. Control-click on the whiteboard area.
2. Select **Delete Theme**.

**NOTE:** If you applied the theme to all the pages in the Notebook file, you remove the theme from all pages. If you applied the theme to all the pages in a group, you remove the theme from the pages in the group. If you applied the theme to a page, you remove the theme from the page.

## Extending a Notebook Page

If you need more room at the bottom of a Notebook page, you can extend the page vertically without affecting the page's width.


### To extend a Notebook page

1. If you're displaying the page in Entire Page view, select a different page magnification.
2. Press the **Extend Page** link at the bottom edge of the page.

## Renaming a Notebook Page

When you insert a Notebook page, Notebook software automatically names this page with the date and time of its creation. You can change this name.


### To rename a page

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Press the thumbnail of the page you want to rename.
3. Press the thumbnail's menu arrow, and then select **Rename Page**.
4. Type a new name for the page.  
**NOTE:** If a keyboard isn't accessible, type the new name using the SMART Keyboard.
5. Press elsewhere on the screen.

## Rearranging Notebook Pages

If you want, you can rearrange the order of the pages in a Notebook file.

### To rearrange Notebook pages

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Press the thumbnail of the page you want to move in the file.  
A blue border appears around the thumbnail.
3. Drag the thumbnail to its new position in the Page Sorter.  
A blue line indicates the page's new position.
4. Release the thumbnail.

## Adding a Screen Shade to a Notebook Page

If you want to cover information and reveal it slowly during a presentation, you can add a Screen Shade to a Notebook page.

If you add a screen shade to a page and save the Notebook file, the screen shade appears over the page the next time you open the file.

**NOTE:** If you add a Screen Shade to a Notebook page, the Screen Shade appears over the current Notebook page only and doesn't appear over other Notebook pages or other programs. However, if you add a Screen Shade from the Floating Tools toolbar or Welcome Center, the screen shade appears over the entire screen, isn't specific to a particular Notebook page, and covers all open programs.

### To add a Screen Shade to a Notebook page

Press **Screen Shade**  .

OR

Select **View > Screen Shade**.

A Screen Shade appears over the entire Notebook page.

### To reveal part of the Notebook page

The small circles at the edges of the Screen Shade are resize handles. Press and drag a resize handle to reveal part of a page.

### To remove the Screen Shade from a Notebook page

Press **Screen Shade**  .

OR

Select **View > Screen Shade**.

OR

Press the **Close** button  in the upper right corner of the Screen Shade.

# Creating Objects

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You can add objects to a Notebook page, including freehand objects, shapes, lines, text, graphics and Flash content. You can:

- Write or draw freehand objects using the Pen and Creative Pen tools.
- Add shapes using the Shape tool or draw shapes using the Shape Recognition tool.
- Draw lines using the Straight Lines tool.
- Add text using the Text tool or convert handwritten text.
- Insert graphics files.
- Insert images from SMART document camera.
- Insert Flash files or Flash video files.
- Add a link to an object.
- Add a sound file to an object.
- Animate objects.

## Writing or Drawing Objects

The easiest way to write or draw objects is to use pen tray pens (interactive whiteboards) or a tethered pen and pen tool buttons (interactive pen displays).

You can also create freehand objects using the **Pen** toolbar button.



### TIP

Don't rest your elbow or the palm of your hand on the screen while you're writing. Also, constantly press the interactive screen while writing. This ensures that the interactive product registers contact points continuously.


If you draw or write multiple objects, Notebook software groups the objects automatically, enabling you to interact with them as a single object. For example, if you write the letters of a word, Notebook software groups the individual letters, allowing you to interact with the whole word. If you want to write words on the same line but don't want them grouped, leave a large gap between them, use different pens, or briefly put the pen in the pen tray before writing another word (interactive whiteboards only).

If you want to write diagonally, write in a straight line, and then rotate it.

If you want to write in small letters, write large characters, and then reduce their size.

You can customize the appearance of digital ink, including its thickness, color, line style and more.


## To create freehand objects with the Pen tool

1. Press **Pen** , and then select an available line type.  
OR  
Select **Draw > Pen**, and then select an available line type.
2. Create freehand objects by writing or drawing on the interactive screen.


### TIP



If the available line types cover the area you want to write or draw on, press

**Pen**  again to hide the line types.


## To customize the appearance of digital ink, and then create freehand objects

1. Press **Pen** , and then select an available line type.  
OR  
Select **Draw > Pen**, and then select an available line type.

### TIP

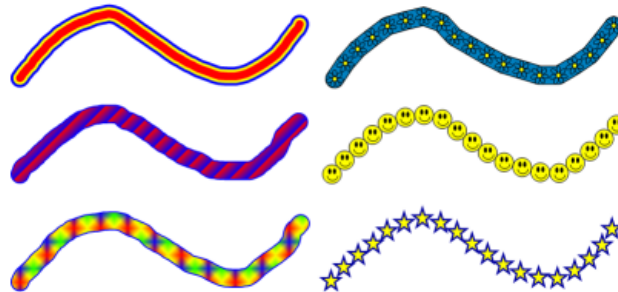


Select the line style that you use the least.

2. If the Properties tab isn't visible, press **Properties** .
3. Press **Line Style**.
4. Select the properties of the line style, including its color and thickness.  
**NOTE:** If you want to save the line style for future use, press **Save Tool Settings**.
5. Create freehand objects by writing or drawing on the interactive screen.


## Writing or Drawing Objects with Creative Pens

You can write or draw freehand objects on a Notebook page. If you want to add colorful elements to your presentations, you can draw freehand objects using the Creative Pen tool. The Creative Pen tool enables you to draw a line of rainbow colors, smiley faces, stars and more.



*Some examples of Notebook software's creative pens*

### To create freehand objects with the Creative Pen tool

1. Press **Creative Pen** , and then select an available line type.  
OR  
Select **Draw > Creative Pen**, and then select an available line type.
2. Create freehand objects by writing or drawing on the interactive screen.

**NOTE:** Although you can use the **Creative Pen** tool to write words, Notebook software isn't able to convert these words into typed text using the handwriting recognition feature.

#### TIP



If the available line types cover the area you want to write or draw on, press

**Creative Pen**  again to hide the line types.


## Creating Shapes

You can use the **Shape** tool in Notebook software to create a variety of shapes, including geometric shapes, check marks, an X shape and more.

You can add a shape to your page, and then edit its properties. As an alternative, you can customize a shape's outline color, fill color, line thickness, line style and transparency, and then add it to your Notebook page.

**NOTE:** To remove a shape from a Notebook page, you must delete it. The **Eraser** tool doesn't remove shapes.

## To add a shape to a page and then customize it


1. Press **Shapes** , and then select an available shape.  
OR  
Select **Draw > Shapes**, and then select an available shape.
2. Create a shape by pressing where you want to place the shape and dragging until the shape is the size you want.

### TIP





You can create perfect circles, squares, triangles, and other shapes by holding down SHIFT as you draw the shape.

If the available shapes cover the area you want to place the object in, press

**Shapes**  again to hide the available shapes.

## To customize a shape and then add it to a page

1. Press **Shapes** , and then select an available shape.  
OR  
Select **Draw > Shapes**, and then select an available shape.
2. If the Properties tab isn't visible, press **Properties** .
3. Press **Line Style**.
4. Select the color, thickness and style for the shape's outline.
5. Press **Fill Effects**.
6. Select the transparency and fill effects for the shape.  
**NOTE:** If you want to save this shape for future use, press **Save Tool Settings**.
7. Create a shape by pressing where you want to place the shape and dragging until the shape is the size you want.

### TIP




You can create perfect circles, squares, triangles and other shapes by pressing and holding SHIFT as you draw the shape.

## Drawing Shapes

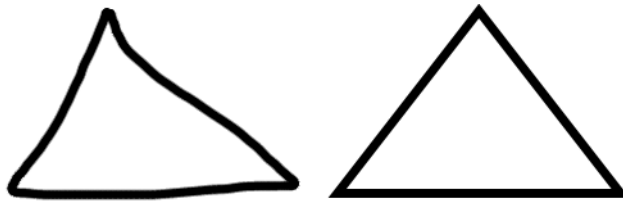
You can use the **Shape Recognition** tool in Notebook software to draw circles, ovals, squares, rectangles, triangles and arcs.

**NOTE:** To remove a shape from a Notebook page, you must delete it. The **Eraser** tool doesn't remove shapes.

### To draw a shape with the Shape Recognition tool

1. Press **Shape Recognition** .
2. Draw a shape on the interactive screen.

If Notebook software recognizes your drawing as a circle, oval, square, rectangle, triangle or arc, it adds this shape to the Notebook page.



*Notebook software recognizes the drawing as a triangle and replaces your drawing on the Notebook page with a triangle.*

3. To customize the shape, select the shape, and then edit its properties.


## Drawing Straight Lines

You can use the **Line** tool in Notebook software to draw straight lines.

You can add a line to your page, and then edit its properties. As an alternative, you can customize the line, including its style, color and endings, and then add it to your Notebook page.

**NOTE:** To remove a straight line from a Notebook page, you must delete it. The **Eraser** tool doesn't remove straight lines.


### To draw a line and then customize it

1. Press **Line** , and then select an available line style.  
OR  
Select **Draw > Line**, and then select an available line style.
2. Create a straight line by pressing where you want the line to start and drag to where you want the line to end.



#### TIP



If the available line styles cover the area you want to create the line in, press

**Line**  again to hide the line types.

## To customize a line and then add it to the page


1. Press **Line** , and then select an available line style.  
OR  
Select **Draw > Line**, and then select an available line style.
2. If the Properties tab isn't visible, press **Properties** .
3. Press **Line Style**.
4. Select the color, thickness and style for the line.  
**NOTE:** If you want to save this line style for future use, press **Save Tool Settings**.
5. Create a straight line by pressing where you want the line to start and drag to where you want the line to end.

## Typing Text

You can type text in a Notebook page. You can customize the text, including its font style, size and color.


**NOTE:** To remove text from a Notebook page, you must delete it. The **Eraser** tool doesn't remove text.

### To type text

1. If a keyboard isn't accessible, open the SMART Keyboard.
2. Press **Text** , and then select an available font style.  
OR  
Select **Draw > Text**, and then select an available font style.

#### TIP



If the available font styles cover the area you want to write in, press **Text**  again to hide the font styles.

3. Press where you want the text to start.  
The **Fonts** toolbar and a text object appears.
4. Change the properties of the text, including its font style, size and color, using the **Fonts** toolbar.

#### NOTES

- You can also use the **Fonts** toolbar to control alignment, create subscripts and superscripts, create bulleted lists and add mathematical symbols.
  - You can also edit the formatting of the text using the options in the Properties tab.
5. Type your text.
  6. After you finish typing, press outside of the text object.

## Converting Handwriting to Typed Text


You can write on the interactive screen and convert your writing to typed text.

**NOTE:** Although you can use the **Creative Pen** tool to write words, Notebook software isn't able to convert these words into typed text.

### To convert handwriting to typed text

1. Write your text on the interactive screen.

**TIP**



Write tidy, printed characters on a horizontal line. Although Notebook software can convert slanted or cursive writing, it doesn't always do so consistently

2. Select your text.

The handwriting recognition software compares your written word with its dictionary and identifies words that most resemble what you've written.

3. Press the text object's menu arrow.

A menu appears and displays the list of matching words, each preceded by **Recognize**.

4. Select a word in the list of matching words.

The selected word appears on the Notebook page.

## Inserting Mathematical Symbols

When you type text on a Notebook page, the **Fonts** toolbar appears. Using this toolbar, you can insert a variety of mathematical and scientific symbols to a Notebook page.


**NOTE:** The mathematical symbols are characters only. They don't perform mathematical operations.

### To insert a mathematical symbol

1. Type text on a Notebook page.

The **Fonts** toolbar appears.



2. Press the **Mathematical Symbol** icon  from the **Fonts** toolbar or select **Edit > Special Characters**.

The *Character Palette* dialog box appears.

3. Press a category.  
A list of symbols appears.
4. Select the symbol you want to add to the text.
5. Press **Insert**.  
The symbol appears in the text object.

## Inserting Graphics Files

You can insert a graphics file into a Notebook page. Notebook software supports .bmp, .jpg, .png and .gif formats.

### To insert a graphics file

1. Select **Insert > Picture File**.  
The *Open* dialog box appears.
2. Browse to, and select, the picture you want to insert, and then press **Open**.  
The picture appears in the upper left corner of the page. If you insert more than one picture, the pictures cascade on a single page.

#### TIP






If you want to use the picture in other Notebook pages, add it to the Gallery. You can insert a graphics file from the Gallery on any Notebook page. For more information on adding graphics to the Gallery, see page 63.

## Inserting Images from SMART Document Camera

You can insert images from SMART document camera on a Notebook page.

### To insert an image from a SMART document camera

1. Select **Insert > Picture From SMART Document Camera**.  
The *SMART Document Camera* window appears on the Notebook page.
  2. To change the image magnification, press the plus or minus buttons to the right of the magnification symbol .
  3. To change the image focus, press the plus or minus buttons to the right of the focus symbol .
- NOTE:** As an alternative, press **AF** to automatically focus the image.
4. To change the image brightness, press the plus or minus buttons to the right of the brightness symbol .
  5. Press **Capture to this page** to insert the image on the current Notebook page.  
OR  
Press **Capture to new page** to insert the image on a new Notebook page.

## Inserting Flash Files to a Notebook Page

You can insert Adobe Flash content on a Notebook page.

**NOTE:** The Notebook software Gallery contains a selection of Flash .swf files, and many sources of Flash content are available online.

After you insert a Flash file on your Notebook page, you can interact with it in the same way that you would in a Web browser.

During a presentation, you can use a Flash object's menu arrow to control its playback.

### NOTES

- Flash files on a Notebook page must be self-extracting. Flash files that load or rely on other .swf files don't work correctly.
- Unlike pictures, you can't drag Flash content from a Web browser and drop it on a Notebook page.

### To insert a Flash file from a .swf file

1. Select **Insert > Flash File**.  
The *Open* dialog box appears.
2. Browse to, and select, the Flash .swf file that you want to insert on the page.
3. Press **Open**. The Flash content appears in the upper left corner of the page.

**NOTE:** As an alternative, you can insert a Flash file from the Gallery. Each Flash file appears in the Gallery as either a Flash icon or a thumbnail of the content with a Flash icon in the upper left corner.

## Inserting Flash Video Files

You can attach Flash video files to any object on a Notebook page.

### To attach a Flash video file to an object

1. Select an object.
2. Press **Insert > Video File**.  
The *Open* dialog box appears.
3. Browse to, and select, the video file that you want to insert on the page.
4. Press **Open**.

### NOTES

- As an alternative, you can insert a Flash video file from the Gallery.
- Notebook supports the .flv video format. If you want Notebook software to support other file types, you can install additional encoders.

## Inserting Senteo Questions

The Senteo interactive response system is an assessment tool designed to enhance learning. It enables you to pose questions to your students, collect the results and enables your students to respond. You can create a Senteo software question set using Notebook software.

**NOTE:** Although you can create question sets using standard Notebook software, you must install Senteo software on your computer to run a question set. For more information on the Senteo interactive response system, see the Senteo Interactive Response System User's Guide.

### To insert a Senteo title page

1. Create a new page or display an existing blank page.
2. Select **Insert > Senteo Title Page**.  
A Senteo title page appears.
3. Press **Click here to add a title**, and then type a new title.

**NOTE:** If a keyboard isn't easily accessible, type the title using the SMART Keyboard.

### To insert Senteo questions

1. Select **Insert > Senteo Question**.  
The *Insert Question* dialog box appears.
2. Select the type of question you want to insert.
3. Press **Next**.
4. Type your question.

**NOTE:** If a keyboard isn't easily accessible, type the question using the SMART Keyboard.

5. Press **Next**.
6. If the question's type is **Yes** or **No** or **True** or **False**, select the correct answer.

OR

If the question's type is **Multiple choice**, define the correct and incorrect answers as follows:

- a. Press **+** or **-** to increase or reduce the number of choices in the list.
- b. Type the correct and incorrect answers.
- c. Press **Next**.
- d. Select the correct answer.

OR

If the question's type is **Number, fraction, decimal**, type the correct answer.

**NOTE:** The answer must be an integer, decimal or fraction.

OR

If the question's type is **Multiple answer**, define the correct and incorrect answers as follows.

- a. Press **+** or **-** to increase or reduce the number of choices in the list.
- b. Type the correct and incorrect answers.
- c. Press **Next**.
- d. Select each correct answer.

7. If you want notes to appear when you print results, type these in the **Notes** box.
8. If you want to create another question, press **Insert Another**, and then repeat steps 2 through 6.

OR

If you don't want to create another question, press **Finish**.

## Adding a Link to an Object

You can link any object on a Notebook page to a Web page, another page in the Notebook file, a file on your computer, or an attachment. An attachment is a copy of a file, a shortcut to a file or a link to a Web page that you add to the Attachments tab.

### To add a link to an object

1. Select the object.

2. Select **Insert > Link**.

**NOTE:** You can also select this option by pressing the object's menu arrow, and then selecting **Link**.

A dialog box appears.

3. To add a Web page link, select **Web Page** in the **Link to** list, and then type the Web address in the **Address** box.

OR

To add a link to another page in the Notebook file, select **Page in this File** in the **Link to** list, and then select an option in the **Select a page** area.

OR

To add a link to a file on your computer, select **File on this Computer** in the **Link to** list, and then type the file's location and name in the **File** box. Select **Copy of file** to attach a copy to your Notebook file or select **Alias** to insert a shortcut on the Notebook page.

OR

To add a link to an attachment, select **Current Attachments** in the **Link to** list, and then select the attachment in the list.




4. If you want to open the link by pressing an icon, select **Corner Icon**.

OR

If you want to open the link by pressing anywhere in the object, select **Object**.

5. Press **Insert Link**.

If you selected **Corner Icon**, one of the following icons appears in the lower left corner of the object:

-  A link to a Web page
-  A link to another page in the Notebook file
-  A link to a file on your computer

### To remove a link from an object

1. Select the object.
2. Select **Insert > Link**.

**NOTE:** You can also select this option by pressing the object's menu arrow, and then selecting **Link**.

A dialog box appears.

3. Press **Remove Link**.

### Adding a Sound File to an Object

You can attach a sound file to any object on the current Notebook page. You can play the sound file during the lesson by pressing an icon in the corner of the object or the object itself.

#### To add a sound file to an object

1. Select the object.
2. Select **Insert > Sound**.

**NOTE:** You can also select this option by pressing the object's menu arrow, and then selecting **Sound**.

A dialog box appears.

3. Press **Choose File**.

The *Open* dialog box appears.

4. Browse to, and select, the sound file, and then press **Open**.
5. Select **Corner Icon** if you want to play the sound file when you press an icon in the object's lower left corner.

OR

Select **Object** if you want to play the sound file when you press anywhere on the object.

6. Press **Attach Sound**.

**NOTE:** Notebook software supports the .mp3 audio format. If you want Notebook software to support other file types, you can install additional encoders.

#### To remove a sound file from an object

1. Select the object.
2. Select **Insert > Sound**.

**NOTE:** You can also select this option by pressing the object's menu arrow, and then selecting **Sound**.


A dialog box appears.

3. Press **Remove Sound**.

## Animating Objects

You can animate an object to fly onto a page from the side, spin, fade in, shrink, and more. You can set the animation to start when you open a page or when you press the object.

### To animate an object

1. Select the object.
2. If the Properties tab isn't visible, press **Properties** .
3. Press **Object Animation**.
4. Select options in the **Type**, **Direction**, **Speed**, **Occurs** and **Repeats** lists.

## Undoing and Redoing Changes

When you create, edit or manipulate objects on the Notebook page, you can reverse the effects of your previous actions and commands.

### To reverse the effect of the last action

Press **Undo** .

OR

Select **Edit > Undo**.

#### NOTES

- You can undo an unlimited number of actions.
- You can undo actions on the current Notebook page only.

### To reinstate the last action reversed with the Undo command

Press **Redo** .

OR

Select **Edit > Redo**.

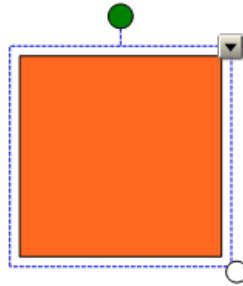
**NOTE:** You can redo actions on the current Notebook page only.



# Selecting Objects

---

Before you can manipulate or edit an object, you must select it. You can select an individual object, multiple objects or all objects on a Notebook page. When you select an object, a selection rectangle appears around it.




The white circle in the object's lower right corner is a resize handle.

The green circle above the object is a rotation handle.


The downward arrow in the object's top right corner is a menu arrow.

## To select an object

1. Press **Select**  .  
OR  
Select **Draw > Select**.
2. Press the object you want to select.  
A selection rectangle appears around the object.

**NOTE:** If you press an object and a lock symbol appears instead of the menu arrow, the object is locked. Depending on the type of lock, you may have to unlock the object before you can manipulate it.

## To select multiple objects

1. Press **Select**  .  
OR  
Select **Draw > Select**.
2. Press the interactive screen and drag until a rectangle surrounds the objects you want to select.  
OR

Press and hold the Command key, and then press the objects you want to select.

A selection rectangle encloses the selected objects.

**NOTE:** If you draw a rectangle around multiple objects and some of the objects are locked, you select only the unlocked objects.

**To select all objects on a page**

Select **Edit > Select All**.

A selection rectangle encloses all objects on the Notebook page.

**NOTE:** If some of the objects are locked, you select only the unlocked objects.

**To select all locked objects on the page**

Select **Edit > Select All Locked Notes**.

A selection rectangle encloses all locked objects on the Notebook page.

# Manipulating Objects

---

You can manipulate objects in a variety of ways. You can:

- Move objects on the same Notebook page.
- Move objects to another Notebook page.
- Align objects.
- Resize objects.
- Rotate objects.
- Flip objects.
- Lock an object in place.
- Rearrange stacked objects.
- Group or ungroup objects.

**NOTE:** When you're manipulating objects, you can undo an unlimited number of actions.

## Moving Objects

You can move objects to another position on the Notebook page.

### To move an object

1. Select the object or objects.
2. Drag the object or objects to a new position on the Notebook page.

**NOTE:** You're unable to move an object if it's locked in place.



**TIP**

You can manipulate multiple objects by selecting them, and then creating a group.

You can also move an object in small increments by pressing the arrow keys on your keyboard.


### To move a Flash object

1. Press the colored bar at the top of the Flash object.
2. Drag the Flash object to its new position.

## Moving Objects to Another Notebook Page


You can move objects to another page within a Notebook file.

### To move objects to another page

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. If you don't see the page that you want to move the object to, scroll within the Page Sorter until you see the page's thumbnail.
3. Select the object or objects you want to move.

4. Drag the object or objects into the Page Sorter and over the top of the thumbnail of the page you want to move the objects to.
5. Lift your finger, pen or tethered pen.

### To move a Flash object

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. If you don't see the page that you want to move the object to, scroll within the Page Sorter until you see the page's thumbnail.
3. Press the colored bar at the top of the Flash object.
4. Drag the Flash object into the Page Sorter and over the top of the thumbnail of the page you want to move the objects to.
5. Lift your finger, pen or tethered pen.

### Aligning Objects

You can move objects to another location on a Notebook page. If you want, you can display guidelines on a Notebook page to assist you in aligning objects with other objects, as well as the page's vertical and horizontal centers. You can also set objects to align automatically with these guidelines when you move the objects on a Notebook page.

#### To display guidelines

1. Select **Format > Alignment**.  
The *Alignment Guides* dialog box appears.
2. To display a guideline when you move an object into alignment with another object, select **Show guides for active objects**.  
**NOTE:** To hide this guideline, clear the **Show guides for active objects** check box.
3. To display a guideline when you move an object into alignment with the page's vertical center, select **Show vertical page center guide**.  
**NOTE:** To hide this guideline, clear the **Show vertical page center guide** check box.
4. To display a guideline when you move an object into alignment with the page's horizontal center, select **Show horizontal page center guide**.  
**NOTE:** To hide this guideline, clear the **Show horizontal page center guide** check box.
5. To automatically align objects to guidelines when you move the objects on a Notebook page, select **Snap objects to guides**.  
**NOTE:** To disable this option, clear the **Snap objects to guides** check box.
6. If you want, you can change the color of the guidelines:
  - a. Press the colored bar to the left of **Guide Color**.  
The *Colors* dialog box appears.
  - b. Select a color.
  - c. Close the dialog box.
7. Press **Apply Settings**.

## Resizing Objects

You can resize objects on a Notebook page.

### NOTES

- If you want to resize multiple objects at the same time, you must group them first.
- You're unable to resize an object if it's locked in place.

### To resize an object

1. Select the object.  
A selection rectangle appears around the object.
2. Press the object's resize handle (the white circle), and then drag it to increase or reduce the size of the object.

### To resize multiple objects

1. Group the objects together, and then select the group.  
A selection rectangle appears around the group.
2. Press the resize handle in the lower right corner of the selection rectangle.
3. Drag the handle to increase or reduce the size of the objects.

## Rotating Objects

You can rotate objects on a Notebook page.

### NOTES

- You're unable to rotate an object if it's locked in place.
- You're unable to rotate tables.



#### TIP

You don't need to rotate vertical and angled text objects before you edit them. When you double-press a text object, it automatically rotates to a horizontal position. When you finish editing the text and you press outside of the text object, the text reverts to its original angle.

### To rotate an object

1. Select the object.  
A selection rectangle appears around the object.
2. Press the object's rotation handle (the green circle), and then drag it in the direction you want to rotate the object.

### To rotate multiple objects

1. Select the objects.  
A selection rectangle appears around the objects.
2. Press the rotation handle (the green circle) on any one of the selected objects, and then drag it in the direction you want to rotate the object. When you rotate one object, all other selected objects rotate automatically.

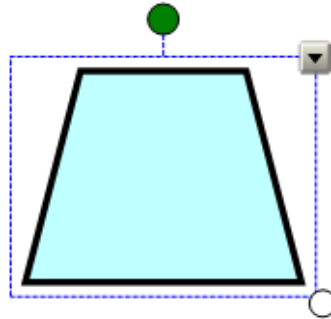
## Flipping Objects

You can flip an object on a Notebook page.

**NOTE:** You're unable to flip an object if it's locked in place.

### To flip an object

1. Select the object.  
A selection rectangle appears around the object.



2. Select **Draw > Flip > Up\Down** or **Draw > Flip > Left\Right**.  
**NOTE:** You can also select these commands by pressing the object's menu arrow, and then selecting **Flip > Up/Down** or **Flip > Left/Right**.

### To flip multiple objects

1. Select the objects.  
A selection rectangle appears around the objects.
2. Select **Draw > Flip > Up/Down** or **Draw > Flip > Right/Left**.

## Locking an Object in Place

You can lock an object to prevent its modification, movement or rotation. You can remove this lock at any time. As an alternative, you can lock an object to prevent its modification and still allow its movement or movement and rotation.

### To lock an object in place

1. Select the object or objects.
2. Select **Format > Locking > Lock in Place**.  
**NOTE:** You can also select this command by pressing the object's menu arrow, and then selecting **Locking > Lock in Place**.


You're unable to move, rotate or modify the object until you unlock it.

**NOTE:** If you press a locked object, a lock icon  appears instead of the object's menu arrow.

### To lock an object but allow its movement

1. Select the object or objects.
2. Select **Format > Locking > Allow Move**.


You can move the object but you're unable to rotate or modify it until you unlock it.

**NOTE:** If you press a locked object, a lock icon  appears instead of the object's menu arrow.

### To lock an object but allow its movement and rotation


1. Select the object or objects.
2. Select **Format > Locking > Allow Move and Rotate**.

You can move and rotate the object but you're unable to modify it until you unlock it.

**NOTE:** If you press the locked object, a rotation handle appears but a lock icon  appears instead of the object's menu arrow.

### To unlock an object

1. Select the object.
2. Select **Format > Locking > Unlock**.

**NOTE:** You can also select this command by pressing the object's lock icon , and then selecting **Unlock**.

## Rearranging Stacked Objects

If objects overlap on a page, you can rearrange the order of the stack, that is, you can control which objects appear in front of others.

### To move an object to the front of the stack

1. Select the object.
2. Select **Draw > Order > Bring to Front**.

**NOTE:** You can also select this command by pressing the object's menu arrow, and then selecting **Order > Bring to Front**.

### To move an object to the back of the stack

1. Select the object.
2. Select **Draw > Order > Send to Back**.

**NOTE:** You can also select this command by pressing the object's menu arrow, and then selecting **Order > Send to Back**.

### To move an object one place forward in the stack

1. Select the object.
2. Select **Draw > Order > Bring Forward**.

**NOTE:** You can also select this command by pressing the object's menu arrow, and then selecting **Order > Bring Forward**.

### To move an object one place backward in the stack

1. Select the object.
2. Select **Draw > Order > Send Backward**.

**NOTE:** You can also select this command by pressing the object's menu arrow, and then selecting **Order > Send Backward**.

### Grouping Objects

You can create a group of objects, which lets you interact with all grouped items at the same time. After you create a group, you can select, move, rotate, resize or flip the group as if it were an individual object. However, if you want to interact with an individual object in a group, you must ungroup the object first.

#### To group objects

1. Select the objects.
2. Select **Draw > Group**.

**NOTE:** You can also select this command by pressing the menu arrow of any one of the selected objects, and then selecting **Grouping > Group**.

#### To ungroup objects

1. Select the group.
2. Select **Draw > Ungroup**.

**NOTE:** You can also select this command by pressing the group's menu arrow, and then selecting **Grouping > Ungroup**.

### Automatic Grouping

When you draw or write on an interactive screen, Notebook software automatically groups the objects you create in close proximity, enabling you to interact with these objects as a single object. For example, if you write the letters of a word, Notebook software groups the individual letters into a single object, allowing you to interact with the whole word.

If Notebook software groups objects that you want to manipulate individually, ungroup the objects, as described above.

#### TIP



If you want to write words on the same line but don't want Notebook software to group them automatically, leave a large gap between them, use different pens or put the pen back in the pen tray briefly before writing another word.

# Editing and Erasing Objects

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You can select objects on your Notebook page and then edit them in a variety of ways. You can:

- Cut and paste objects.
- Copy and paste objects.
- Clone objects.
- Change an object's properties.
- Apply properties to an object.

If the object is an imported or scanned image, you can also create transparent areas in the image.

If the object is text, you can also:

- Edit the text.
- Check the spelling.

If you want to remove an object from the Notebook page, you can:

- Erase an object.
- Delete an object.
- Clear all objects.

## Cutting and Pasting Objects

You can cut and paste objects, including text, images, lines and shapes within a Notebook file.

**NOTE:** You can paste text from other programs into Notebook software and cut text from Notebook software and paste it into other programs.

### To cut and paste objects

1. Select the object you want to cut.
2. Select **Edit > Cut**.

**NOTE:** You can also cut an object by pressing the object's menu arrow, and then selecting **Cut**.

3. If you want to paste the object onto a different Notebook page, display that page.

4. Press **Paste**  .

OR

Select **Edit > Paste**.

## Copying and Pasting Objects

You can copy and paste objects, including text, images, lines and shapes within a Notebook file.

### To copy and paste objects

1. Select the object you want to copy.
2. Select **Edit > Copy**.

**NOTE:** You can also copy an object by pressing the object's menu arrow, and then selecting **Copy**.

3. If you want to paste the item onto a different Notebook page, display that page.

4. Press **Paste**  .

OR

Select **Edit > Paste**.

## Cloning Objects

You can create a duplicate of an existing object by using the **Clone** command, or you can create multiple copies of an object using the **Infinite Cloner** command.

### To clone an object

1. Select the object you want to clone.
2. Select **Edit > Clone**.

Notebook software inserts a duplicate object on the page. There's no limit to the number of times you can clone an object.

### To clone an object using the Infinite Cloner

1. Select the object you want to clone.
2. Select **Format > Infinite Cloner**.

**NOTE:** You can also select this command by pressing the object's menu arrow, and then selecting **Infinite Cloner**.

3. Select the object.

An infinity symbol appears instead of the object's menu arrow.

4. Drag the object to another position on the page.
5. Repeat step 4 as many times as you want.
6. When you finish cloning the object, select the original object.
7. Press the infinity symbol, and then select **Infinite Cloner**.

OR

Select **Format > Infinite Cloner**.

## Changing Object Properties


You can select an object on the Notebook page and change its properties. The properties you can change depends on the selected object.

### NOTES

- The Properties tab displays options for the selected object only.
- Some of the following fill effects are not available for some object types.
- You can also define a fill effect and apply it to objects.

You can select several objects and change their properties at the same time.

### To change an object's properties



1. Select the object.
2. If the Properties tab isn't visible, press **Properties** .
3. Press **Fill Effects**.
4. To change the object's transparency, move the slider.
5. To change the object's fill to a solid color:
  - a. Select **Solid Fill**.
  - b. Select a color in the palette.
6. To change an object's fill to a gradient of two colors:
  - a. Select **Gradient Fill**.
  - b. Select a color in each color palette.
  - c. Select an option in the **Style** list.
7. To change an object's fill to a pattern:
  - a. Select **Pattern Fill**.
  - b. Select a pattern.
  - c. Press **Foreground Color**, select a color in the palette, and then press **OK**.
  - d. Press **Background Color**, select a color in the palette, and then press **OK**.
8. To change an object's fill to an image:
  - a. Select **Image Fill**.
  - b. Press **Browse**.

The *Open* dialog box appears.
  - c. Browse to the image you want to use as a background, and then click **Open**.
9. To change an object's line style:
  - a. Press **Line Style**.
  - b. Select a color, thickness and style for the line.
10. To change an object's animation:
  - a. Press **Object Animation**.
  - b. Select options in the **Type**, **Direction**, **Speed**, **Occurs** and **Repeats** lists.

## Applying Object Properties

As an alternative to selecting an object on the Notebook page and changing its properties, you can define a fill effect, and then apply it to the object.

### To apply properties to an object

1. If the Properties tab isn't visible, press **Properties** .
2. Press **Fill Effects**.
3. Press **Fill** .
4. To define a solid color fill:
  - a. Select **Solid Fill**.
  - b. Select a color in the palette.
5. To define a two-color gradient fill:
  - a. Select **Gradient Fill**.
  - b. Select a color in each palette.
  - c. Select an option in the **Style** list.
6. To define a pattern fill:
  - a. Select **Pattern Fill**.
  - b. Select a pattern.
  - c. Press **Foreground Color**, select a color in the palette, and then press **OK**.
  - d. Press **Background Color**, select a color in the palette, and then press **OK**.
7. To define an image as a fill:
  - a. Select **Image Fill**.
  - b. Press **Browse**.  
The *Open* dialog box appears.
  - c. Browse to the image you want to use as a background, and then press **Open**.
8. To apply the fill to an object, press the object.
9. Repeat step 8 as many times as you want.

## Creating Transparent Areas in an Image

If you insert a graphics file on a Notebook page, you can create transparent areas within the graphic. This is useful for removing an image's background, but you can make any color in a graphic transparent.

### To create a transparent area in a graphic

1. Select the graphic.

2. Select **Format > Picture Transparency**.

**NOTE:** You can also select this option by pressing the object's menu arrow, and then selecting **Picture Transparency**.

A dialog box appears.

3. Press an area in the graphic to make that area transparent.

**NOTE:** Pressing an area makes only that area transparent, even if the graphic includes that same color in other areas.

4. Press **Set Transparency**.

## Editing Text

You can edit or change the formatting of previously created text objects.



### TIP

You don't need to rotate vertical and angled text objects before you edit them. When you double-press a text object, it automatically rotates to a horizontal position. When you finish editing the text and you press outside of the text object, the text reverts to its original angle.

### To edit text

1. Double-press the text object that you want to edit.

The **Fonts** toolbar appears.

2. If you want to change the text, type the new text.

**NOTE:** If a keyboard isn't accessible, type the new text using the SMART Keyboard.



### TIP

You can drag over text to select it, just as you would in a word processing program.

3. If you want to change the formatting, including font style, size and color, use the options in the **Fonts** toolbar.

### NOTES

- You can also use the **Fonts** toolbar to control alignment, create subscripts and superscripts, create bulleted lists and add mathematical symbols.
- You can also change formatting using the options in the Properties tab.

4. After you finish typing, press outside of the text object.

## Checking the Spelling of Text Objects

If you type text on a Notebook page, you can check its spelling.

### To check spelling

1. Double-press the text object.
2. Select **Edit > Spelling > Spelling**.  
The *Spelling* dialog box appears.
3. If the text object includes a misspelled word, the *Spelling* dialog box displays the misspelled word and suggests alternatives.
  - To keep the word's current spelling, press **Ignore**.
  - To replace the word with an alternative in the list, select the alternative word, and then press **Correct**.


## Erasing from a Notebook Page

You can erase digital ink from the interactive screen using the eraser (interactive whiteboards) or the **Eraser** pen tool button (interactive pen displays). However, if you're using Notebook software, you can also erase objects using the **Eraser** toolbar button.

### NOTES

- You're not able to erase some types of objects, including typed text, shapes, straight lines and imported graphics. To remove these types of objects, you must delete them.
- You can remove all objects on a page by clearing the page.


### To erase digital ink from a Notebook page

1. Press **Eraser** , and then select an available eraser type.  
OR  
Select **Draw > Eraser**, and then select an available eraser type.
2. Erase digital ink from the interactive screen using your finger or the eraser (interactive whiteboards), or the tethered pen (interactive pen displays).

#### TIP



If the available eraser types cover the digital ink you want to erase, press

**Eraser**  again to hide the line types.

## Deleting Objects from a Notebook Page

You can erase digital ink from the interactive screen. However, you're unable to erase some types of objects, including typed text, shapes, straight lines and imported graphics. To remove these types of objects from a Notebook page, you must delete them.

**NOTE:** You're unable to delete locked objects. To delete a locked object from a page, you must first unlock it.

### To delete an object from a Notebook page

1. Select the object.

**NOTE:** Make sure you select the object you want to delete before you complete the next step. Notebook software deletes the object without confirmation.

2. Select **Edit > Delete**.

**NOTE:** You can also select this option by pressing the object's menu arrow, and then selecting **Delete**.

## Clearing a Notebook Page

You can erase digital ink and delete objects from the interactive screen. However, you can also remove all objects from a Notebook page simultaneously.

**NOTE:** You're not able to clear locked objects. To clear all objects from a page, you must first unlock all locked objects.

### To clear a page using the Edit menu

1. If you haven't done so already, display the Notebook page you want to clear.

**NOTE:** Make sure you display the page you want to clear before you complete the next step. Notebook software clears the page without confirmation.

2. Select **Edit > Clear Page**.

### To clear a page using the Page Sorter

1. If the Page Sorter isn't visible, press **Page Sorter** .

2. Select the thumbnail of the page you want to clear.

**NOTE:** Make sure you select the thumbnail of the page you want to clear before you complete the next step. Notebook software clears the page without confirmation.

3. Press the thumbnail's menu arrow, and then select **Clear Page**.



# Creating and Using Tables

---


You can add tables to your Notebook page. After you create a table, you can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphics files.

If you want to customize a table, you can select a table, column, row, cell or selection of cells, and then you can:

- Move the table.
- Change line type, fill and text properties.
- Resize the table, a column or a row.
- Insert or remove columns, rows or cells.
- Split or merge cells.
- Add or remove a cell shade.

You can also delete the tables that you don't want.

## To insert a table

1. Press **Table** .  
OR  
Select **Insert > Table**.  
A five by five grid appears.
2. Move the pointer over the grid to select the number of columns and rows that you want in the table. The cells of the grid correspond to the cells of your table.  
The table appears on the Notebook page.

## Adding Objects to Tables

After you insert a table on a Notebook page, you can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphic files.

**NOTE:** You can add only one object to each cell. If you want to add multiple objects to a cell, you must group the objects before inserting them into the table.

## To add an object to a table

1. Select the object.
  2. Drag the object to the table cell.
- NOTE:** You're unable to move an object if it's locked in place.

The object appears in the table cell.

**NOTE:** If you add a text object to a table, the cell resizes to fit the text object. If you add other object types to the table, the object resizes to fit the cell.


### To remove an object from a table

1. Select the object.
2. Drag the object out of the table.


## Selecting Tables, Columns, Rows or Cells

You can select a table, column, row, cell or selection of cells.


### To select a table

1. Press **Select**  .  
OR  
Select **Draw > Select**.
2. Press outside, but near to, a corner of the table, and then drag a rectangle to the opposite corner.  
**NOTE:** Don't start dragging from inside the table. If you do, you select the table's cells instead of the table.


### To select a column

1. Press **Select**  .  
OR  
Select **Draw > Select**.
2. Press inside the column's top cell, and then drag to the bottom cell.


### To select a row

1. Press **Select**  .  
OR  
Select **Draw > Select**.
2. Press inside the row's left most cell, and then drag to the right-most cell.

### To select a cell

1. Press **Select**  .  
OR  
Select **Draw > Select**.
2. Press inside, but near to, a corner of the cell, and then drag to the opposite corner.

## To select multiple cells

1. Press **Select**  .  
OR  
Select **Draw > Select**.
2. Press inside the top and left-most cell, and then drag to the bottom and right-most cell.  
**NOTE:** If you select multiple cells and drag them to a different position on the page, you remove the contents of the selected cells in the original table and create a new table consisting of the selected cells and their contents.

## Moving Tables

After you create a table, you can move it on the Notebook page.

### To move a table

Select the table, press the square in the table's upper left corner and drag the table to a different position on the page.


OR

Select all the table's cells and drag the cells to a different position on the page.

## Changing a Table's Properties

You can add tables to your Notebook page and insert objects into the table's cells. You can use the Properties tab to change the table's properties, including its transparency, cell color, line color and more.

### To change the properties of table, column, row, cell or multiple cells

1. Select a table, column, row, cell or selection of cells.
2. If the Properties tab isn't visible, press **Properties**  .
3. Press **Fill Effects**.
4. To change the transparency, press and drag the slider.
5. To change the fill to a solid color:
  - a. Select **Solid Fill**.
  - b. Select a color in the palette.
6. To change the fill to a gradient of two colors:
  - a. Select **Gradient Fill**.
  - b. Select a color in each palette.
  - c. Select an option in the **Style** list.

7. To change the fill to a pattern:
  - a. Select **Pattern Fill**.
  - b. Select a pattern.
  - c. Press **Foreground Color**, select a color in the palette, and then press **OK**.
  - d. Press **Background Color**, select a color in the palette, and then press **OK**.
8. To change the fill to an image:
  - a. Select **Image Fill**.
  - b. Press **Browse**.  
The *Open* dialog box appears.
  - c. Browse to the image you want to use as a background, and then click **Open**.
9. To change the line style:
  - a. Press **Line Style**.
  - b. Select the color, thickness and style for the line.
10. To change the text style:
  - a. Press **Text Style**.
  - b. Select the font type, style and size.


## Resizing Tables, Columns or Rows

You can add tables to your Notebook page and insert objects into the table's cells. If you want to customize a table, you can resize the table, a column or a row.


### To resize a table

1. Select the table.
2. Press the table's resize handle (the white circle), and then drag it to increase or reduce the size of the table.

### To resize a column

1. Press **Select** .  
OR  
Select **Draw > Select**.
2. Press the vertical border to the right of the column.  
A resize pointer appears.
3. Drag the vertical border to resize the column.

### To resize a row

1. Press **Select** .  
OR  
Select **Draw > Select**.
2. Press the horizontal border below the row.  
A resize pointer appears.
3. Drag the horizontal border to resize the row.

### Adding or Removing Columns, Rows or Cells

You can add tables to your Notebook page and insert objects into the table's cells. If you want to customize a table, you can add columns or rows.

#### To add a column

1. Select a column.
2. Control-click in the column and then select **Insert Column**.  
A new column appears to the right of the current column.

#### To remove a column

1. Select the column.
2. Control-click in the column, and then select **Delete Column**.

#### To add a row

1. Select a row.
2. Control-click in the row, and then select **Insert Row**.  
A new row appears below the current row.

#### To remove a row

1. Select the row.
2. Control-click in the row, and then select **Delete Row**.

#### To remove a cell

1. Select the cell.
2. Control-click in the cell, and then select **Delete Cells**.

**NOTE:** You're unable to remove a cell if it provides the only connection between two halves of a table.

## Splitting or Merging Table Cells

You can add tables to your Notebook page and insert objects into the table's cells. If you want to customize a table, you can split or merge cells.

### To split a cell

1. Select the cell.
2. Control-click the cell, and then select **Split**.
3. Select an option to split the cell into multiple rows and/or columns.

**NOTE:** If you split a cell that contains content, the content appears in the top-left cell after the split.

### To merge cells

1. Select the cells.
2. Control-click the cells, and then select **Merge Cells**.

## Adding or Removing Cell Shades

If you want to customize a table, you can add a cell shade to a table cell before you present the Notebook file. This enables you to reveal the information in the cells slowly during the presentation.

**NOTE:** If you want to change the table's properties, resize the table, a column or a row, insert columns or rows, remove columns, rows or cells and split or merge cells, you must remove the cell shade first.

### To add a shade to a table

1. Select the table.
2. Press the table's menu arrow, and then select **Add Table Shade**.

### To remove a shade from a table

1. Select the table.
2. Press the table's menu arrow, and then select **Remove Table Shade**.

### To add a shade to a cell or multiple cells

1. Select the cell or multiple cells.
2. Control-click the cell or cells, and then select **Add Cell Shade**.

### To remove a shade from a cell

Press the cell shade.

## Removing Tables from a Notebook Page

You can remove tables from a Notebook page.

**NOTE:** You can remove all objects on a page, including tables, by clearing the page.

### To remove a table from a Notebook page

1. Select the table.
2. Select **Edit > Delete**.

**NOTE:** You can also select this option by pressing the table's menu arrow, and then selecting **Delete**.



# The Page Sorter

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The Page Sorter provides an overview of the current Notebook file. The Page Sorter displays all of the pages as thumbnails and automatically updates these thumbnails as you change the contents of the pages.

You can use the Page Sorter to do many operations previously detailed in this guide:

- Display an existing Notebook page (page 15).
- Add a new page (page 15).
- Clone an existing page (page 16).
- Clear a page (page 49).
- Delete a page (page 16).
- Rename a page (page 19).
- Rearrange the page order (page 19).
- Move objects to another page (page 37).

You can also use the Page Sorter to create or display a group of pages.

## Opening and Moving the Page Sorter

The Page Sorter provides a overview of the Notebook pages. You can move the Page Sorter to either side of the screen and resize it. You can also hide the Page Sorter automatically when you use the whiteboard area.

**NOTE:** If you move or expand the Page Sorter, Notebook software saves these settings for the next time you start Notebook software.


### To open the Page Sorter

Press **Page Sorter** .

OR

Select **View > Page Sorter**.

### To move the Page Sorter

By default, the Page Sorter appears on the right side of the whiteboard area. To move it to the left side, press the resize pointer icon  under the tabs.

To move the Page Sorter to the right side, press the resize pointer icon again.


### To expand the Page Sorter

To widen the Page Sorter area, drag its border into the whiteboard area.

## Grouping Notebook Pages

You can group together pages within the current Notebook file. This enables you to find a particular group quickly within the Page Sorter and display its pages. This is useful when there are a large number of pages within a file.

### To create or edit a group

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Press the **Groups** button in the Page Sorter, and then select **Edit Groups**.

The whiteboard area displays all groups and pages for the current Notebook file. Groups appear as blue bars and Notebook pages appear as thumbnails. If you have created and edited the groups in this Notebook file, the pages appear under the blue bars you created and renamed. If you haven't edited the groups, a default group entitled **Group 1** appears and includes all of the pages and their thumbnails below its blue bar.

**NOTE:** Thumbnails below each blue bar include the same menu arrow options as thumbnails in the Page Sorter. This enables you to press a thumbnail in a group, select its menu arrow, and then delete the page, clear the page, insert a new page, clone the page, rename the page, add a screen shade to the page or add the page to the Gallery.
3. Press the **Add Group** button in the upper left corner.

A new blue bar appears. A new, blank page appears below the blue bar.
4. Press the blue bar's menu arrow, and then select **Rename Group**.
5. Type a new name for the group.

**NOTE:** If a connected keyboard isn't easily accessible, type a new name using the SMART Keyboard.
6. To move a page into a group, press the page's thumbnail, and then drag it below the group's blue bar and to the right of the thumbnail you want it to proceed.

To rearrange the order of pages within a group, press a page's thumbnail, and then drag it to the right of the thumbnail you want it to proceed.


To rearrange the order of groups, press a group's blue bar, and then drag it below the blue bar of the group you want it to proceed.

**NOTE:** You can also change the order of the groups by selecting a blue bar's menu arrow, and then selecting **Move up** or **Move down**.

To delete a group and keep its pages, move all of its pages to different groups. When a group contains no pages, Notebook software automatically deletes it.

To delete a group and all pages in the group, press the blue bar's menu arrow, and then select **Delete Group**.
7. When you finish creating and editing groups, double-press on a thumbnail to display this page.

### To move to a group within the Page Sorter

1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Press **Groups**, and then select the group's name.

The Page Sorter displays the thumbnail for the first page in this group.

# The Gallery

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The Gallery contains clip art, backgrounds, multimedia content, Notebook files and Notebook pages that you can use in your lessons and displays preview images of this content. The Gallery also provides access to the SMART Learning Marketplace and other online resources.

## SMART Learning Marketplace

The SMART Learning Marketplace gallery option enables you to log in or subscribe to the Global Grid for Learning (GGfL). After you log in, you can search the Global Grid for Learning and access a variety of images, audio files, video files, lesson activities and other content from the Learning Marketplace. You can add this content to your Notebook file.

## My Content

You can add your own pictures, backgrounds, multimedia content, lesson activities and Notebook files and pages to the **My Content** category.

## Online Essentials for Educators

The Online Essentials for Educators category enables you to access online resources for educators who use SMART products. This content includes lesson activities, educational software, advice for using your SMART product, and more.

## Themes

Themes enable you to customize a Notebook page, all pages in a group or all pages in a Notebook file using a predefined theme.

## Essentials for Educators

When you install Notebook software, you can also install Essentials for Educators content. This is a collection of thousands of images, multimedia content, and more, organized into subject-specific categories.

## Opening and Moving the Gallery

The Gallery contains clip art, backgrounds, multimedia content, Notebook files and Notebook pages that you can use in your lessons. You can move the Gallery to either side of the screen and resize it.

**NOTE:** If you move or expand the Gallery, Notebook software saves these settings for the next time you start Notebook software.

## To open the Gallery

Press **Gallery** .

OR

Select **View > Gallery**.

## To move the Gallery

By default, the Gallery is on the right side of the whiteboard area. Press the resize pointer icon



under the tabs.

To move the Gallery to the right side, press the resize pointer icon again.

## To expand the Gallery

To widen the Gallery, drag its border into the whiteboard area.

## Browsing and Searching the Gallery

The Gallery is divided into two sections. The top section of the Gallery is the category list. When you select a category or subcategory in the list, its contents appear in the bottom section of the Gallery.

**NOTE:** You can change the size of the category list and the content by pressing the boundary between them, and then dragging it up or down.

You can browse the category list to view the contents of each category. Thumbnails within the categories provide preview images of the content.


In the **Pictures and Backgrounds** category, clip art items appear as thumbnails of the graphic, and backgrounds appear as pages with a dog-eared bottom-right corner.

In the **Interactive and Multimedia** category, a video object appears as a frame from a movie, a sound object appears with a speaker icon in the lower left corner, and a Flash file appears as a Flash icon or thumbnail of the content with a small Flash icon in the upper left corner.



In the **Notebook Files and Pages** category, Notebook files appear as binders, and Notebook pages appear with a dog eared top-right corner.

You can search for a Gallery item using the keyword search.

## To browse the Gallery

1. If the Gallery isn't visible, press **Gallery** .
2. Press the arrow to the left of the category to view its subcategories.  
**NOTE:** You can close a category by pressing the arrow again.
3. Select a category or subcategory to display its contents.

## To search the Gallery


1. If the Gallery isn't visible, press **Gallery** .
  2. Type a keyword into the **Type search terms here** box, and then press **Search** .
- NOTE:** If a connected keyboard isn't easily accessible, type the search term using the SMART Keyboard.

The Gallery displays all content containing the keyword.

## Adding a Gallery Item to a Notebook Page

The Gallery contains clip art, backgrounds, multimedia content, Notebook files and Notebook pages that you can use in your lessons. You can add any Gallery item to the current Notebook page.

### To add a Gallery item to a page

1. If the Gallery isn't visible, press **Gallery** .
2. Browse to the category that contains the Gallery item you want to add.  
The category's contents appear as thumbnails.
3. Double-press the thumbnail.

OR

Drag the thumbnail to the Notebook page.

**NOTE:** You can also select a thumbnail, press its menu arrow, and then select **Insert in Notebook**.

If you add a picture, Flash file, Flash video file or sound file, it appears on the current page.

If you add a background, it replaces the page's existing background.


If you add a Notebook page, Notebook software inserts the page before the current page.

If you add a Notebook file, Notebook software inserts the file's pages before the current page.

## Adding an Object to the Gallery

You can add an object from the current Notebook page to the Gallery's **My Content** category.

### To add an object to the Gallery

1. If the Gallery isn't visible, press **Gallery** .
2. Select the object that you want to add to the Gallery.
3. Drag the object from the Notebook page to the Gallery's **My Content** category or one of its subcategories.

#### NOTES

- You're not able to drag an object if it's locked in place.
- If you want to change a Gallery item's name, select the item, press its menu arrow, and then select **Rename**. Type the item's new name. If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

## Adding a Notebook Page to the Gallery

If you want to reuse a Notebook page, you can add it to the Gallery's **My Content** category so that it's available in a convenient location.


### To add a Notebook page to the Gallery

1. Create, edit and manipulate objects on the page until it appears exactly as you want it to appear.
2. Select **File > Save Page as Gallery Item**.  
A dialog box appears.
3. Browse to the folder where you want to save the page.
4. Type a name for the page in the **Save As** box.  
**NOTE:** If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.
5. Press **Save**.
6. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow, and then select **Add to My Content**.  
The *Open* dialog box appears.
7. Browse to, and select, the item that you saved in step 5.
8. Press **Open**.

## Adding a Supported File to the Gallery

You can add a file to the Gallery's **My Content** category so that it's available in a convenient location, if Notebook software supports its file type.

### To add supported files to the My Content category


1. If the Gallery isn't visible, press **Gallery** .
2. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow, and then select **Add to My Content**.  
The *Open* dialog box appears.
3. Browse to, and select, the item you want to add to the Gallery.
4. Press **Open**.  
**NOTE:** By default, Notebook software names the new Gallery item based on the original file name. If you want to change the item's name, select the Gallery item's thumbnail, press its menu arrow, and then select **Rename**. Type the item's new name. If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

## Adding Themes to the Gallery

You can use themes to customize pages in a Notebook file. You can create a theme and add it to the Gallery so that it's available in a convenient location. You can apply this theme to a Notebook page, all pages in a group or all pages in a Notebook file.

The Gallery also includes some predefined themes.

### To create a theme

1. If the Gallery isn't visible, press **Gallery**  .
2. Select **Themes** in the Gallery's category list, press its menu arrow, and then select **Create New Theme**.
3. Type a name for the theme in the **Theme name** box.  
**NOTE:** If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.
4. Set the background for a theme in the same way that you would for a Notebook page.
5. Add, manipulate and edit objects on the theme in the same way that you would on a Notebook page.
6. Press **Save**.

The theme appears in the Gallery's **Themes** category list. You can use the theme to customize a Notebook page, all pages in a group or all pages in a Notebook file.


## Organizing the Gallery's Contents

As you add Notebook objects, Notebook pages and supported files to the Gallery's **My Content** category, you may want to reorganize the category's structure. You can create subcategories and move Gallery items between subcategories.


### To add a new subcategory to the Gallery

1. If the Gallery isn't visible, press **Gallery**  .
2. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow, and then select **New Folder**.  
A new folder appears. By default, the new folder's name is **Untitled**.

### To rename a subcategory

1. If the Gallery isn't visible, press **Gallery**  .
2. Select **My Content** in the Gallery's category list, and then browse to the subcategory that you want to rename.
3. Select the subcategory, press its menu arrow, and then select **Rename**.
4. Type a new name for the subcategory.  
**NOTE:** If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.


## To move a Gallery item to a different subcategory

1. If the Gallery isn't visible, press **Gallery** .
2. Browse to the category that contains the Gallery item you want to move.  
The Gallery displays the contents of the category.
3. Drag the item to another subcategory.

## Importing a Gallery Collection

Importing and exporting collection files is an ideal way to share custom categories with others and to use categories that others have created. You can use collection files to add items to the Gallery's **My Content** category. After you import a collection file, all of its items appear in the Gallery as a new subcategory.

### To import a Gallery collection

1. If the Gallery isn't visible, press **Gallery** .
2. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow, and then select **Add to My Content**.  
A dialog box appears.
3. Browse to the folder that contains the collection file you want to import.  
**NOTE:** A gallery collection file has a .gallery extension.
4. Select the collection file, and then press **Open**.  
The collection appears as a new subcategory. By default, Notebook software gives the new subcategory a name of **Untitled**.
5. To change the subcategory's name, select the subcategory's thumbnail, press its menu arrow, and then select **Rename**. Type the item's new name. If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

## Exporting a Gallery Collection

Importing and exporting collection files is an ideal way to share custom categories and enable others to use the categories you create. When you export a collection file, Notebook software saves the contents of the selected category to a single file with a .gallery extension. After you create a collection file, you can move it to another computer or send it to other Notebook software users.

### To export a Gallery collection

1. Select the category that contains the items you want to save in a collection.  
**NOTE:** Notebook software exports the selected category but doesn't export any of its subcategories.
2. Press the category's menu arrow, and then select **Export as Collection File**.  
The **Save** dialog box appears.
3. Browse to the folder where you want to save the collection file.
4. Type a name for the file in the **Save As** box.


**NOTE:** If a connected keyboard isn't easily accessible, type the name using the SMART Keyboard.

5. Press **Save**.

## Importing Online Content into the Gallery

SMART Technologies offers Online Essentials for Educators, an online resource for educators who use SMART products. This content includes lesson activities, educational software, advice for using your SMART product and more. You can download the content as collection files, and then import into the Gallery.

### To import content from Online Essentials for Educators

1. If the Gallery isn't visible, press **Gallery** .
2. Select **Online Essentials for Educators** in the Gallery's category list.
3. Select **Lesson activities**, **Curriculum standards** or **Online classroom resources**.
4. Select your country.

Your default Web browser starts and displays the Essentials for Educators website.



5. Follow the on-screen instructions to select and download the collections you want.
6. After you download the collections, import them into the Gallery.

## Connecting to Team Content

The Team Content feature allows you to connect to Gallery content on a shared network drive. Multiple users can connect to the same folder. Notebook software automatically updates your changes for all users.

**NOTE:** Your folder access permissions using Team Content are the same as your folder access permissions on a network. If you have full access to a network drive, you can add or remove items from a folder using Team Content. However, if you have read-only access to the folder, you can copy files using Team Content, but you're not able to add, edit or remove items.

### To connect to Team Content

1. If the Gallery isn't visible, press **Gallery** .
2. Press **Show additional Gallery actions** , and then select **Connect to Team Content**.  
The *Connect to Team Content* dialog opens.
3. Browse to, and select, the folder containing the content you want to use, and then press **Open**.

**NOTE:** If you don't have access permissions to a Team Content location, the folder containing Team Content is unavailable.

The content appears in the Gallery.



# The Attachments Tab

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You can use the Attachments tab to attach a copy of a file, alias for a file or link to a Web page to your Notebook file. This enables you to easily find and open files and Web pages during your lessons.

## Opening and Moving the Attachments Tab

You can use the Attachments tab to attach a copy of a file, alias for a file or a Web page link to a Notebook page. The Attachments tab lists all attachments in the current Notebook file.

- If an attached item is a copy of a file, the file's size appears in the **Size** column.
- If an attached item is an alias for a file, **Alias** appears in the **Size** column.
- If an attached item is a link to a Web page, **URL** appears in the **Size** column.

**NOTE:** If you move or expand the Attachments tab, Notebook software saves these settings for the next time you start Notebook software.


### To open the Attachments tab

Press **Attachments** .

OR

Select **View > Attachments**.

### To move the Attachments tab

By default, the Attachments tab appears on the right side of the whiteboard area. To move it to the left side, press the resize pointer icon  beneath the tabs.

To move the Attachments tab to the right side, press the resize pointer icon again.


### To expand the Attachments tab

To widen the Attachments tab, drag its border into the whiteboard area.

## Opening Items in the Attachments Tab

You can open an attached file or Web page in the Attachments tab.

### To open an item in the Attachments tab


1. If the Attachments tab isn't visible, press **Attachments**  .  
OR  
Select **View > Attachments**.  
The Attachments tab lists all attachments in the current Notebook file.
  - If an attached item is a copy of a file, the file's size appears in the **Size** column.
  - If an attached item is an alias to a file, **alias** appears in the **Size** column.
  - If an attached item is a link to a Web page, **URL** appears in the **Size** column.
2. To open a file, double-press the file name or alias.  
OR  
To open a Web page, double-press the link.

## Attaching Copies of Files to the Attachments Tab

You can attach copies of files to the Attachments tab. This enables you to find and open files easily during a lesson.

**NOTE:** When you attach a file, the size of the Notebook file increases. Although Notebook software compresses files to conserve space, Notebook software can compress some file types more than others.

### To attach a copy of a file



1. If the Attachments tab isn't visible, press **Attachments**  .  
OR  
Select **View > Attachments**.
2. Press **Insert File** at the bottom of the Attachments tab.  
The *Open* dialog box appears.
3. Browse to, and select, the file you want to attach to the Notebook file.
4. Select **Copy of File**.
5. Press **Open**.  
The file name and its file size appear in the Attachments tab.

## Attaching Aliases for Files to the Attachments Tab

You can attach aliases for files to the Attachments tab. This enables you to find and open files easily during a lesson.

**NOTE:** Notebook software doesn't export aliases. If you want to export file attachments, attach a copy of your file, not an alias for a file. Make sure that the file is accessible on the computer you will use during the lesson.


### To attach an alias for a file

1. If the Attachments tab isn't visible, press **Attachments**  .  
OR  
Select **View > Attachments**.
2. Press the **Insert File** button  at the bottom of the Attachments tab.  
The *Open* dialog box appears.
3. Browse to, and select, the file you want to attach to the Notebook file.
4. Select **Alias**.
5. Press **Open**.  
The file name and **Alias** appear in the Attachments tab.

## Attaching Links to Web Pages to the Attachments Tab

You can attach links to Web pages to the Attachments tab. This enables you to find and open Web pages easily during a lesson.

### To attach a link to a Web page

1. If the Attachments tab isn't visible, press **Attachments**  .  
OR  
Select **View > Attachments**.
2. Press the **Insert Hyperlink** button  at the bottom of the Attachments tab.  
A dialog box appears.
3. Type the Web page's address in the **Hyperlink** box.  
**NOTE:** If a connected keyboard isn't easily accessible, type the address using the SMART Keyboard.
4. Type a name for the link in the **Display Name** box.
5. Press **Insert Link**.  
The display name and **URL** appear in the Attachments tab.



# Using the Properties Tab

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The Properties tab enables you to change the formatting of objects on a Notebook page, including freehand objects, shapes, lines, text, tables and more. Depending upon the currently selected object, you can change:

- the color, thickness and style of lines
- the transparency and fill effects of objects
- the font type, size and style of text
- the animation of objects

The Properties tab displays only the options that are available for the currently selected object.

The Properties tab also includes a **Page Recording** button. Using this option, you can record your actions on the current page.

## Opening and Moving the Properties Tab

The Properties tab enables you to change the formatting of the objects on a Notebook page. The Properties tab also includes a Page Recording button that enables you to record you actions on the current page.

**NOTE:** If you move or expand the Properties tab, Notebook software saves these settings for the next time you start Notebook software.


### To open the Properties tab

Press **Properties** .

OR

Select **View > Properties**.

### To move the Properties tab

By default, the Properties tab appears on the right side of the whiteboard area. To move it to the left side, press the resize pointer icon  beneath the tabs.

To move the Properties tab to the right side, press the resize pointer icon again.

### To expand the Properties tab


To widen the Properties tab, drag its border into the whiteboard area.

## Recording a Notebook Page

The Properties tab enables you to record your actions on the current Notebook page using **Page Recording** options.

**NOTE:** You can also record your actions on the interactive screen, including your actions in programs other than Notebook software, using SMART Recorder. With SMART Recorder, you can record a full screen, specified window or rectangular portion of the screen. If you connect a microphone to your computer, you can also record audio.

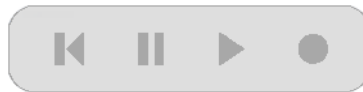
### To record a Notebook page

1. If the Properties tab isn't visible, press **Properties** .
2. Press **Page Recording**.
3. Press **Record** to start recording.

A red circle appears in the upper left corner of the whiteboard area.



4. Perform the actions that you want to record on the current page.
5. When you finish performing these actions, press **Stop Recording**.
6. Press **Play** to view the recording.
7. Control the playback of the recording using the **Page Recording** toolbar.



# Importing into Notebook Software

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In addition to creating objects in Notebook software and adding them to the Gallery, you can import text, pictures, background pages and other content from a variety of sources. The method you choose depends on the kind of information you want to add to the Notebook file.

You can:

- Capture screens, windows, and regions.
- Attach a copy of a file, alias to a file or link to a Web page.
- Insert graphics files from your computer
- Paste text.

## NOTES


- Notebook software supports certain file types only when your computer is connected to a SMART product.
- If you import a file that Notebook software doesn't support, Notebook software adds it to the Attachments tab. You can open attached files using third-party software but you're not able to add it to a Notebook page.
- Notebook software supports the .flv video format and .mp3 audio format, whether or not your computer is connected to a SMART product.

## Pasting Text onto a Notebook Page

You can paste text from other programs onto a Notebook page.

### To cut text from another program and paste it on a Notebook page

1. In the other program, select the text you want to cut, and then select **Cut**.


2. In the SMART Notebook window, press **Paste** .

OR

Select **Edit > Paste**.

### To copy text from another program and paste it on a Notebook page

1. In the other program, select the text you want to copy, and then select **Copy**.

2. In the SMART Notebook window, press **Paste** .

OR

Select **Edit > Paste**.



# Exporting from Notebook Software

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You can export your Notebook file in a variety of formats, including HTML and PDF.

You can cut or copy text from Notebook software and paste it into other programs.

## NOTES

- Attachments aren't included when you export a Notebook file as a PDF or as images. To include attachments, you must export your file as HTML.
- Notebook software doesn't export files that you attach to your Notebook file as a shortcut. If you want to include a file attachment, you must attach a copy of the file.
- Notebook software doesn't export some gradient, pattern and image effects. These effects may appear as a solid fill or appear incorrectly in the exported file.

## To export a Notebook file as HTML

1. Select **File > Export > Web Page**.
2. Browse to the folder where you want to export the file.
3. Type a name for the file in the **Save as** box.
4. Press **Save**.

## To export a Notebook file as image files

1. Select **File > Export > Image Files**.
2. Select a folder where you want to export the image files.  
**NOTE:** Notebook software exports each page as a separate image file. Notebook software saves each image with a filename based upon the Notebook file name and the page number.
3. Select an **Image Format**.
4. Select an **Image Size**.
5. Press **Save**.

## To export a Notebook file as a PDF

1. Select **File > Export > PDF**.  
A dialog box appears.
2. If you want to print thumbnails, select **Thumbnails**.  
OR  
If you want to print handouts, select **Handouts**.  
OR  
If you want to print full pages, select **Full Pages**.
3. To add a header, a footer or a date to each printed page, type information in the **Header**, **Footer** and **Date** text boxes.
4. To include borders around each Notebook page, select the **Show page borders** check box.
5. To add a page number to each printed page, select the **Show page numbers** check box.

6. If you are printing thumbnails, select a layout as follows:
  - a. Select **Full Page** (one thumbnail per printed page), **Large** (two thumbnails per printed page), **Medium** (four thumbnails per printed page) or **Small** (six thumbnails per printed page).
  - b. To include the Notebook page name, select the **Show thumbnail titles** check box.
7. If you are printing handouts, select a layout as follows:
  - a. Select a size of **Large** (one Notebook page per printed page), **Medium** (two Notebook pages per printed page) or **Small** (three Notebook pages per printed page). Handouts also include space on the printed page for additional notes.
  - b. To include the Notebook page name, select the **Show thumbnail titles** check box.
8. Press **Continue**.

The **Save** dialog box appears.
9. Type a name for the file in the **Save as** box.
10. Press **Save**.

#### **To cut and paste text from a Notebook page to another program**

1. In Notebook software, select the text you want to cut, and then select **Edit > Cut**.

You can also cut text by pressing the object's menu arrow, and then selecting **Cut**.
2. In the other program, select **Edit > Paste**.

#### **To copy and paste text from a Notebook page to another program**

1. In Notebook software, select the text you want to copy, and then select **Edit > Copy**.

You can also copy text by pressing the object's menu arrow, and then selecting **Copy**.
2. In the other program, select **Edit > Paste**.

# Presenting a Notebook File

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Consider the following before you present a Notebook file.



## TIP

Save your completed Notebook file on a disk or USB storage device. This enables you to access and display your presentation by inserting the disk, CD or USB storage device into the computer connected to the interactive whiteboard. As an alternative, you can make your presentation accessible on your local area network, and then browse to it on the interactive whiteboard.

To avoid losing your momentum and focus during the presentation, attach the files, aliases, and links to Web pages that you'll use during your presentation to the Attachments content tab of your Notebook file.

If your Notebook file contains a large number of pages, separate the pages into groups. This enables you to find a particular Notebook page more easily during a presentation.

Add a Screen Shade to a Notebook page to cover the current page. During the presentation, you can gradually remove the shade to reveal the underlying text and graphics when you're ready to discuss them. You can also add a Screen Shade that covers programs other than Notebook software.

Display the Notebook file in Full Screen view during the presentation. This view maximizes the available workspace.

Use the Spotlight, Magnifier and Pointer to highlight areas of interest during your presentation.


Create freehand objects that slowly fade, a magnification window or a spotlight window using the Magic Pen.

Control the playback of a Flash object during the presentation.

## Creating a Fading Object Using the Magic Pen

You can create freehand objects that slowly fade after approximately ten seconds using the Magic Pen (sometimes referred to as the Presentation Pen).

### To create a fading object


1. Press **Magic Pen** .
2. Using your finger or pen tray pen (interactive whiteboards) or tethered pen (interactive pen displays), write or draw objects on the interactive screen.

The objects slowly fade after approximately ten seconds.

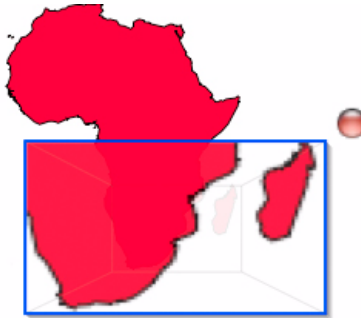
## Creating a Magnification Window Using the Magic Pen


You can create a magnification window using the Magic Pen (sometimes referred to as the Presentation Pen).

### To create a magnification window

1. Press **Magic Pen** .
2. Using your finger or a pen tray pen (interactive whiteboards) or the tethered pen (interactive pen displays), draw a square on the interactive screen.

A magnification window appears.




3. To reduce the window's size, press in the middle of the magnification window, and then drag it to the left.  
OR  
To increase the window's size, press in the middle of the magnification window, and then drag it to the right.
4. To move the window around, press near the edge of the magnification window, and then drag it.
5. To close the magnification window, press the magnification window's close button .

**NOTE:** You can also magnify the interactive screen using the Magnifier.

## Creating a Spotlight Window Using the Magic Pen


You can create a spotlight window using the Magic Pen (sometimes referred to as the Presentation Pen).

### To create a spotlight window

1. Press **Magic Pen** .
2. Using your finger or pen tray pen (interactive whiteboards) or tethered pen (interactive pen displays), draw a circle on the interactive screen.

A spotlight window appears.



3. To reduce the window's size, press in the middle of the spotlight window, and then drag it to the left.  
OR  
To increase the window's size, press in the middle of the spotlight window, and then drag it to the right.
4. To move the window around the interactive screen, press near the edge of the spotlight window, and then drag it.
5. To close the spotlight window, press the spotlight window's close button .

**NOTE:** You can also highlight an area of the interactive screen using the Spotlight.







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