Organizing school work with SMART Notebook Student Edition

This *Quick Reference* provides the information you need to organize your school work using SMART Notebook Student Edition (SMART Notebook SE). Before you begin, make sure that you have SMART Notebook SE installed on your computer. For more information about the software refer to the *Getting Started with SMART Notebook Student Edition Quick Reference* or visit *smarttech.com/notebookse*.

SMART Notebook SE helps students take notes, complete assignments and organize school files. You can add keywords, subjects and due dates to files, and then categorize and sort files to quickly find what you need.

Adding a due date, subject and keywords to a file 📁 My Binder
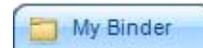
The **My Binder** tab lists all your files, which you can filter using the links in the side panel. Add the following details to each file to take advantage of the available links and filters:

- The subject

- A due date

- Keywords

To add details to a file, complete the following steps:

1 Click the the **My Binder** tab
2 Right-click the file name
3 Select **Edit Properties**. The *Edit Properties* dialog box appears.
4 Complete the fields on both tabs. The images below explain the available options.
5 Click **OK**
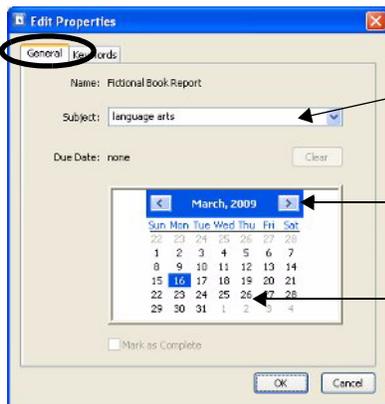
Type the subject or select it from the drop-down list.

To change the month, click the arrows.

Click the due date.
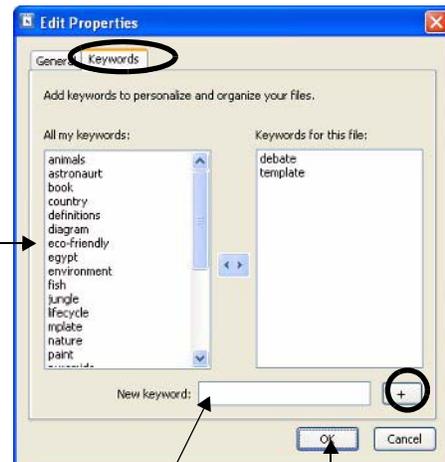
*Select a keyword from the list. Click the **>** button to assign it to this file.*

*Type a keyword in the **New keyword** field. Click the **+** button to add it to the list.*

*When you're finished, click **OK**.*

View a filtered list of your files

Click a link in the side panel to see a complete or filtered list of your files. This feature helps you find what you need for each class, or to study for a test.

Click a quick link to see a filtered list of files.

Click a subject to see all files for that subject.

Click a keyword to see a list of files tagged with that word. Popular keywords are larger.

A list of your files appears here.

The Preview pane displays thumbnail images of the currently selected file.

Highlighting important information with Flags

You can highlight important objects using Object Flags. This is similar to highlighting text in a notebook with a highlighter, or adding a sticky-note to a page.

To add an Object Flag to an object, complete the following steps:

1 Select an object
2 Click the **Properties** side tab
3 Click the **Object Flags** button
4 Click the color of the flag you would like to assign. A colored flag appears next to the object.

Working with multiple files

You can open more than one SMART Notebook file at once. This is useful if you are referring to past lessons when completing a new assignment.

- There is a tab for each open file

- Click the tabs to move between the files

- Click the **X** on the file's tab to close it