Notebook Software 10 Toolbars and Side Tabs

Notebook software toolbar

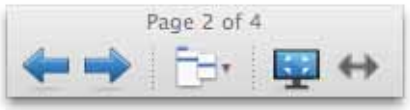
The Notebook™ software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. When you are working at the SMART Board™ interactive whiteboard and you prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the double-ended, vertical arrow on the far right of the toolbar.

Display the previous Notebook page		Display the next Notebook page	
Insert a blank page directly after the active Notebook page		Open an existing Notebook file	
Save your Notebook file		Paste	
Undo the last action you performed		Redo the action you last performed	
Delete any selected object		Show or hide the Screen Shade on the current Notebook page	
Open full screen view		Toggle dual page mode	
Launch the Screen Capture toolbar		Activate SMART Document Camera	
Insert a question		Create a table	
Select any object on the page with your mouse		Write or draw on the Notebook page with the pen tool	

	Write or draw on the Notebook page with the creative pen tool	Erase digital ink on the Notebook page	
	Draw a line	Create a shape	
	Draw a shape on the Notebook page with the shape pen tool	Write or draw with the Magic Pen tool in disappearing ink, zoom and spotlight	
	Fill an object or shape	Create a text-entry box for typing	
	Launch the Properties side tab	Move the toolbar to the bottom of the Notebook page	
	Adjust volume	Instant conferencing	

Full Screen toolbar

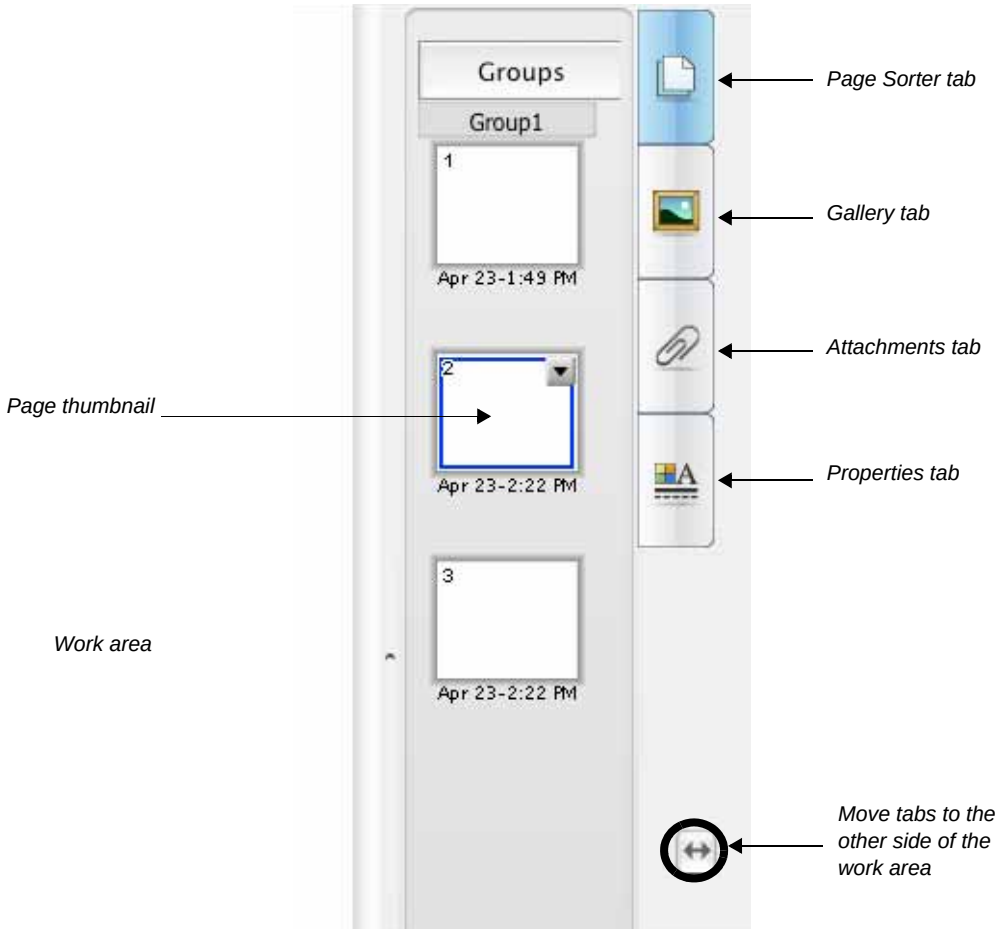
The Full Screen toolbar allows you to work with your Notebook file while in full-screen mode.



	Display the previous Notebook page	Exit full screen view	
	Display the next Notebook page	Increase or decrease the amount of buttons on the Full Screen toolbar	
	Display a menu of more options, for example, the Screen Shade, shapes or drawing tools		

Side tabs

There are four tabs on the side of the Notebook interface, which are shown below on the right-hand side of the work area. Click the double-ended horizontal arrow to move the tabs from one side of the work area to the other.



Click the **Page Sorter** tab to see a thumbnail image of each page in the Notebook file, navigate to a different page, create page groups or reorder the pages.

Click the **Gallery** tab to access collections of SMART's custom pages, clip art, Adobe® Flash® animations, audio and video you can add to the Notebook file.

Click the **Attachments** tab to add hyperlinks to or attachments from other software applications to the file.

Click the **Properties** tab to format shapes, objects and text.

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