

User's Guide



SMART Ideas[™]
concept-mapping software

5

SMART[™]
Technologies

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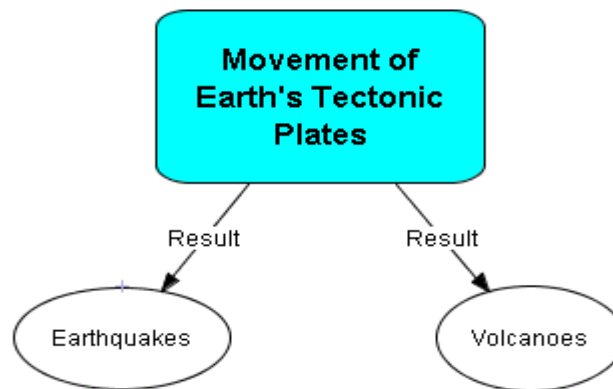
Welcome to SMART Ideas® Software

About Concept Maps

A concept map lets you capture and display ideas and their relationships in a clear, graphical way, with an immediacy that's not possible with formal, linear text.

For example, a geology teacher in front of a class might say: "The movement of the earth's tectonic plates results in earthquakes and volcanic activity." To help get her point across, she could write this sentence on a whiteboard. However, the sentence might have little impact on a group of restless students.

Instead, she could use SMART Ideas® software to create this simple cause-and-effect concept map:



The effectiveness of this concept map visually reinforces her spoken words, but its effectiveness goes well beyond that of a simple visual aid. By liberating ideas from the limitations of syntax, concept maps can deepen students' understanding and provoke genuine interest. With SMART Ideas software, you can make your concept maps simple and austere to show the basic connections between ideas or you can make them as elaborate and eye-catching as you like.

About This Guide

In SMART Ideas software, and throughout this guide, we refer to the concept maps you create with SMART Ideas software as diagrams.

First, you'll learn how to create and edit simple diagrams with SMART Ideas software. Then you'll go beyond the basics to learn about the this program's many advanced features, like importing clip art and other graphics, using the Outline view, adding hyperlinks, and creating diagrams with multiple levels.

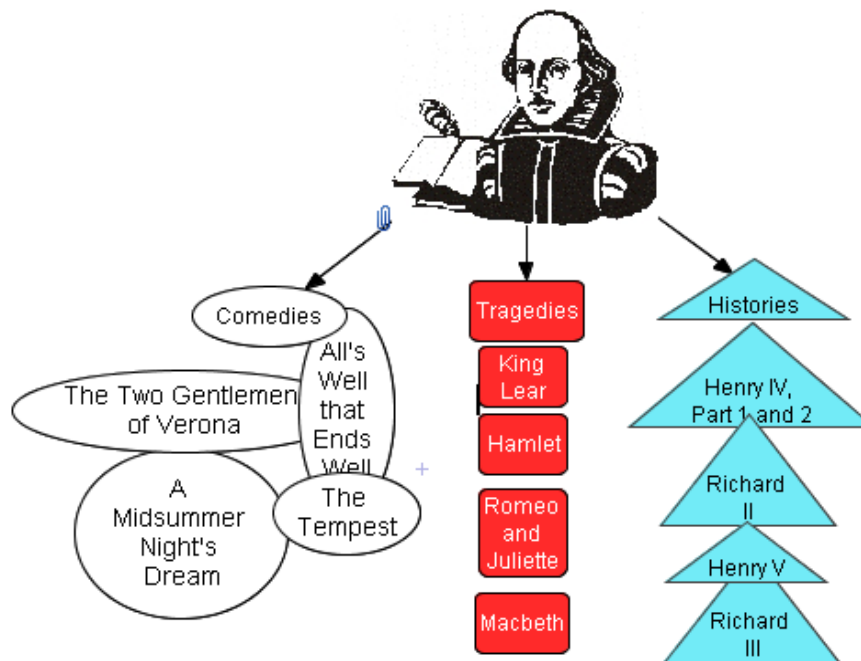
Creating a Diagram

The SMART Ideas workspace is designed for quick, easy and flexible diagram creation. A diagram is made up of two components: symbols and connectors.

Symbols

In SMART Ideas software, a symbol is a graphical object, such as a circle, a square or a picture, that encloses a text message. This message can be a few words or a phrase. However, the more concise the message, the better.

You can make your symbols more distinctive and meaningful by using different colors and shapes. For example, if you create a diagram showing the titles of Shakespeare's major plays categorized by genre, you could represent comedies as transparent circles, tragedies as dark squares and history plays as shaded triangles. This would allow your students to easily identify the genre of each play at a glance.



To enhance a symbol even further, try integrating it with an image. While SMART Ideas software comes with a clip art collection, you can use any collection of graphics or clip art as your image source.

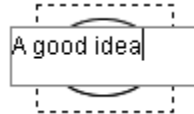
For example, the image of Shakespeare in the previous diagram adds historical context. You could inform the class that this image is based on a portrait that appears on the cover of the first-folio edition of Shakespeare's collected plays, printed in 1623. You could then talk about the significance of this publication, and even add an Internet link to an electronic version of the first folio edition. By adding one image, you've transformed your diagram into an effective learning resource.

You can make a symbol as simple or as elaborate as you like. In this section, we'll focus on how to create diagrams using simple symbols. In a later section, you'll learn how to create diagrams using much more elaborate symbols.

Creating Symbols

After you start SMART Ideas software, the *New SMART Ideas diagram* dialog box appears. Click the **Open** button and a new, untitled workspace appears, ready for your input.

Type some short words. Your text appears inside a text box.



Press the ENTER key on your keyboard. The text appears inside a circle.



Type another text message. Press the ENTER key again and your second message appears inside another circle. If you continue to type and press the ENTER key, you'll find you've created a diagram of overlapping, disconnected symbols that you can arrange and connect later.

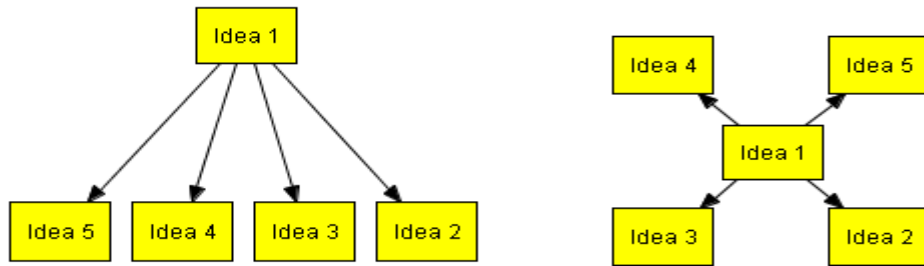


Rapidly Creating a Connected Diagram

If you prefer, you can rapidly create a diagram of arranged and connected symbols using the QuickCreate menu option. This method is ideal for brainstorming sessions. Click the **QuickCreate** button, ask your students for their ideas on a topic, and use your keyboard to immediately capture those ideas in a fully connected, well-organized diagram. Each time you press ENTER another connected symbol appears enclosing your text. With QuickCreate, the selected symbol becomes the primary symbol. When you press ENTER to create another symbol, it automatically connects to the primary symbol.

You can also choose the layout of your diagram—before you begin. Click the **Layout** drop-down arrow and select from one of ten available patterns before you start creating the diagram.

As you construct your diagram at your keyboard, it develops on the screen in the selected layout. If you're not satisfied with the pattern after the diagram has been created, you can easily change the pattern with a click of the **Layout** button.



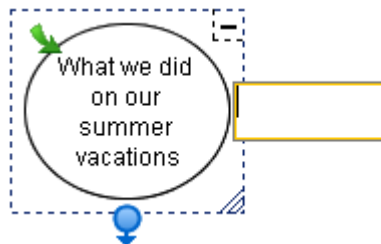
Two Possible Layouts for Your Diagram

NOTE: With QuickCreate, your symbols must contain text. Blank symbols can't be part of a diagram created with this feature. Also, the shape and color of the symbols you create is determined by the currently selected symbol style.

To rapidly create a diagram of connected symbols

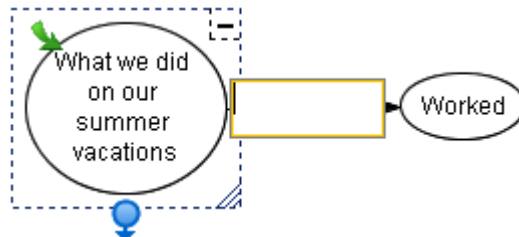
1. Click the **QuickCreate** button on the Standard toolbar.
2. Click the **Layout** arrow on the Standard toolbar, and then select a layout pattern.
3. Type a text message, and then press the ENTER key on your keyboard.

The message appears as a selected symbol with an adjacent text box.



4. Type another message, and then press the ENTER key.

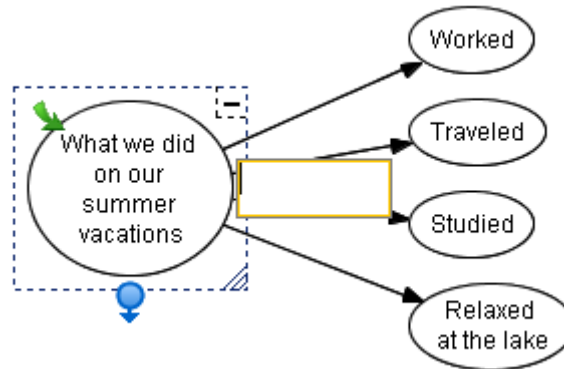
This message appears as a symbol connected to the first symbol.



5. Type another message, and then press ENTER.

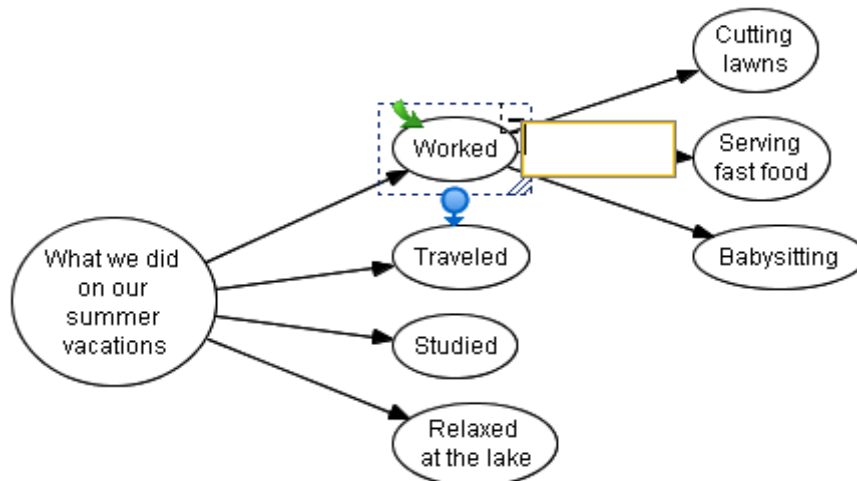
This message appears as a symbol connected to the first symbol.

- Continue to enter text (pressing ENTER to create each symbol) to create a diagram that develops in your selected layout pattern.



OR

Select any symbol in the diagram to make new symbols branch from it. For example, select the symbol labeled **Worked** to make it a root symbol for a subsequent tree of symbols (see the following figure).



TIPS



- Use the UP, DOWN, LEFT and RIGHT ARROW keys to navigate through the symbols in the current tree.
- Use the TAB key to jump to the root of the next tree.

- Click the **QuickCreate** button again when you finish the brainstorming session to deactivate this feature.
- To rearrange the diagram in a different pattern, select the primary symbol, click the **Layout** arrow, and then select another pattern.

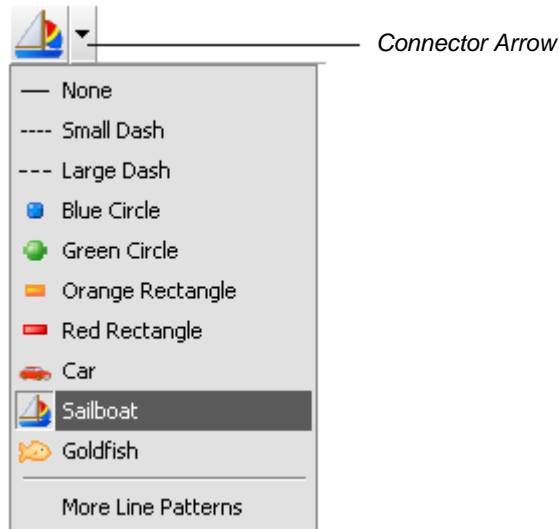
Linking Symbols with Connectors

To show a relationship between symbols, use a connector. A connector is a line that links two symbols. A connector can be labeled or unlabeled; thin or thick; solid or dashed; straight, angled or curved.



Connectors are also dynamic components of your SMART Ideas diagram: When you move a symbol that's connected to another symbol, the connector moves with it. However, if the relationships between symbols change, you can move the connectors independently of their associated symbols.

Along with a full range of standard line-based connectors, SMART Ideas software comes with a more whimsical set of connector called Deluxe Connectors that's designed to stimulate the interest of your students. You'll find all the available connector styles in the **Connectors** category under **Style Collections** in the Gallery toolbar.



The connector type that you select remains in effect until you select another style. For example, if you select the Sailboat connector style, all new connectors are lines of sailboats until you change the style again. For more information on changing connector appearance, turn to page 34.

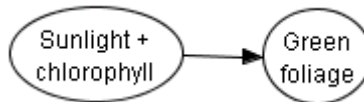
To create a new, connected symbol

1. Select a symbol.
2. Click the **Connector** button at the bottom of the selection rectangle, and then drag to the spot where you want the new, connected symbol to appear.



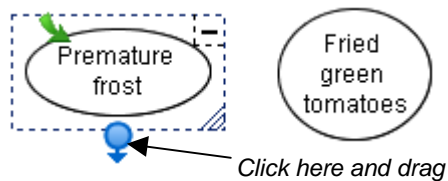
An empty text box appears, connected to the original symbol by a selected connector.

3. Enter text, and then press the ENTER key on your keyboard.
A new symbol appears. This symbol is connected to the original symbol with a connector.

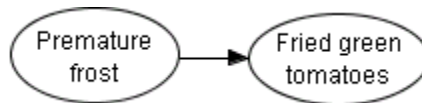


To connect two symbols

1. Select either symbol.



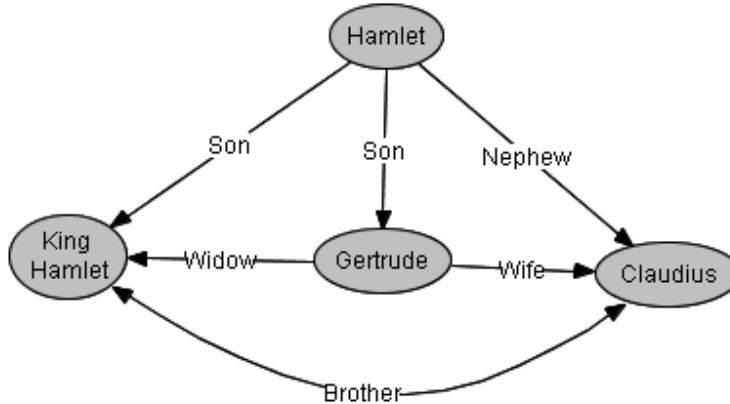
2. Click the **Connector** button, and then drag the connector to the second symbol.
A connector now links both symbols.



Labeling Connectors

The primary function of a connector is to show how two symbols are linked. However, you may also want to label a connector with text to more explicitly describe the relationship between those two symbols.

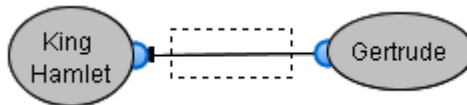
For example, students often have difficulty understanding the complex interrelationships among the characters in Hamlet. Creating a diagram with labeled connectors, such as the one that follows, would help a class grasp these sometimes confusing relationships.



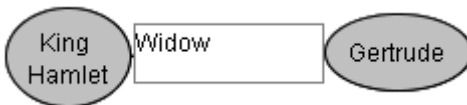
To label a connector

1. Select the connector.

A text box appears in the middle of the connector.

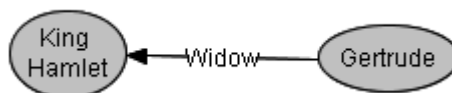


2. Type the label in the text box.



3. Press the ENTER key on your keyboard.

The label appears in the center of the connector.



Editing a Diagram

This section focuses on how to:

- select symbols and connectors (see below)
- move symbols (page 12)
- rearrange diagrams (page 14)
- align symbols (page 15)
- distribute symbols (page 16)
- resize symbols (page 17)
- delete symbols and connectors (page 18)
- cut, copy and paste symbols (page 19)
- protect objects from symbols (page 19)
- undo changes (page 20)

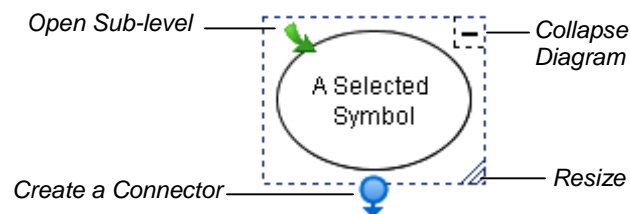
Selecting Symbols and Connectors

To work with a symbol or connector, you must first select it. If you like, you can change several symbols or connectors simultaneously by selecting them at the same time or select all objects in the current workspace.

To select a symbol or connector

1. Move the cursor over the object you want to select and click once.

If the object is a symbol, a selection rectangle with four icons encloses it. You can click these icons to perform a variety of operations, including resizing the symbol, creating connectors and opening sub-levels.



To select multiple symbols and/or connectors

Press and hold the mouse button. Drag the pointer to draw a rectangle around the objects that you want to select.

OR

Use the CTRL or SHIFT key to make multiple selections, as follows:

- a. Click the first object to select it.
A selection rectangle encloses the object.

- b. Hold down the CTRL key or the SHIFT key, and then click any other objects you want to select.

To select all objects

Select **Edit > Select All**.

OR

Press CTRL+A.

Selection rectangles enclose all objects on the page.

Moving Symbols

It's easy to rearrange your diagram to suit a developing train of thought.

When you select a symbol, only that symbol moves; any connected symbols remain in place, and any associated connector automatically lengthen, contract or rotate as required. You can also move a connector separately from the symbol it's connected to.

To move an entire diagram of symbols and connectors, first select all the objects, and then press and hold the mouse button and drag.

If your diagram contains curved connectors, not only can you move them—you can reshape them to accommodate altered symbol configurations.

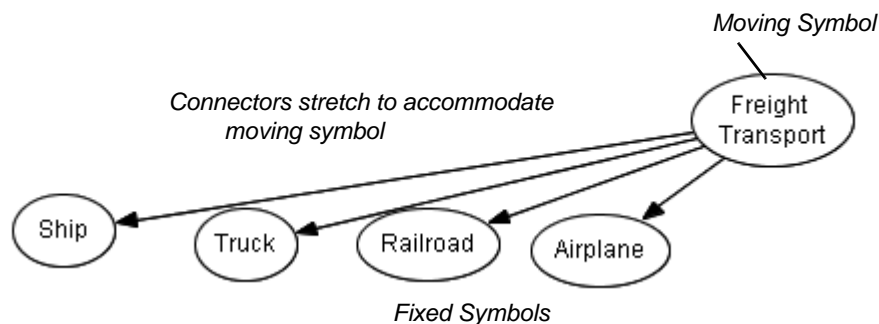


TIP You may want to stack symbols by moving them on top of one another. If you do this, first clear the selection of **View > Sub-levels**. If you try to stack symbols while the Sub-levels menu option is selected, the symbols drop into sub-levels rather than being stacked on top of one another in the current level. See page 57 for more information on using the **Sub-levels** menu option.

To move a symbol

1. Click on the symbol.
2. Keep the mouse button depressed, drag the symbol elsewhere, and then release.

NOTE: If the symbol is linked to other symbols by connectors, they rotate and change length (as required by the move) while the associated symbols remain fixed in place.



To move multiple symbols and connectors (diagram move)

1. Drag the pointer while holding the mouse button down to draw a rectangle around the symbols you want to select.

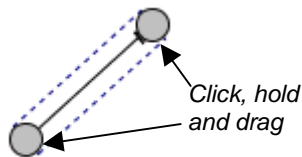
NOTE: When you do this, the connectors are automatically selected.

2. Click any of the selected symbols.
3. Hold down the mouse button, and then drag the objects to their new position.

To connect to another symbol

1. Select the connector.

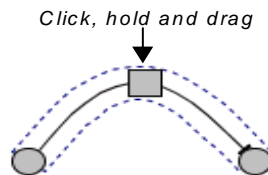
A blue outline with blue spheres at both ends encloses the connector.



2. Click, hold, and then drag either sphere to another symbol.
3. Release the mouse button.

To reshape a curved connector

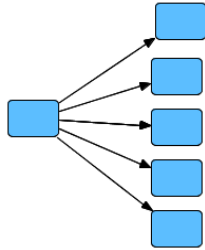
1. Select the curved connector.
2. Click, hold, and then drag the blue square to change the angle of the connector curve.



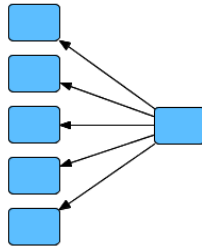
3. Release the mouse button when the curve is the desired shape.

Changing Diagram Layout

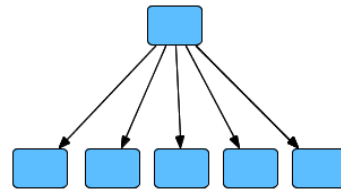
The Layout feature of SMART Ideas software allows you to instantly arrange individual diagrams (or all the diagrams on the page) in ten possible layout patterns. Six of the available patterns are shown below.



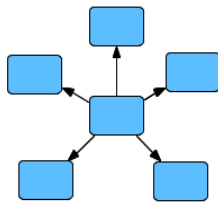
Right Tree



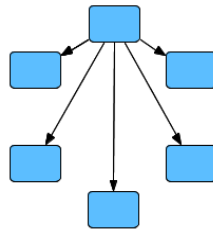
Left Tree



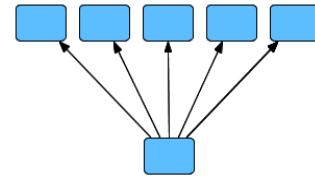
Bottom Tree



Radial



Ring



Top Tree

When paired with the QuickCreate feature (page 4), the Layout feature lets you specify the arrangement of a diagram before you create it. However, you can also use it to change the layout of a diagram (or a full page of diagrams) after you've created it.

You can also use the Layout feature to change the connector shapes from straight to right-angled.

NOTE: If you apply a layout to an entire page, all your diagrams are centered on the page.

To change the layout of an existing diagram(s)

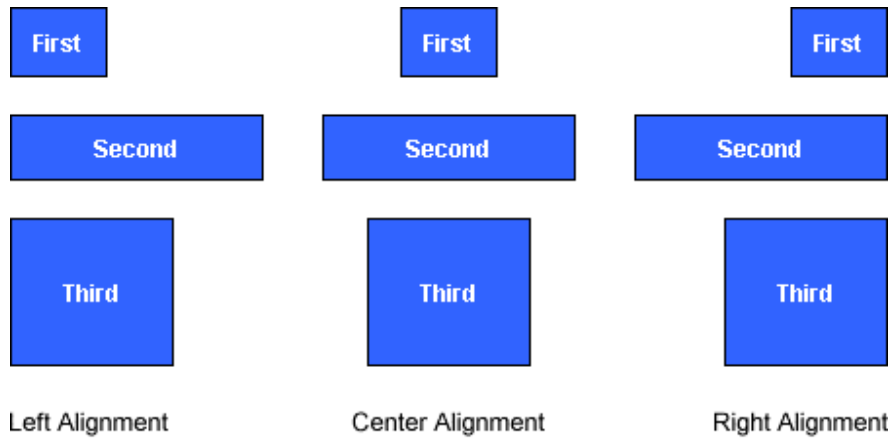
1. Select one or more diagrams.
2. Click the **Layout** arrow on the Standard toolbar.
3. Click one of the ten layout buttons to select a layout.

SMART Ideas software modifies the layout of all selected diagrams.

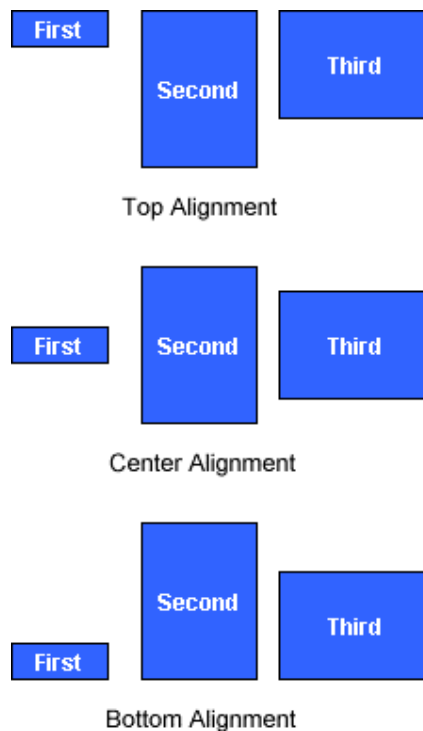
Aligning Symbols

You can use the **Align Symbols** menu option to horizontally or vertically align any number of selected objects.

You can horizontally align objects along the left, the vertical-center or the right.



You can vertically align objects along the top, the horizontal-center or the bottom.



To align symbols

1. Select the symbols you want to align.
2. Click the **Align** button on the Standard toolbar.
OR
Select **Symbol > Align**.
3. Select the alignment option you'd like.
OR
Select **Automatic** to align the symbols based on their current arrangement: If the selected objects are mainly vertical, they align vertically; if they are mainly horizontal, they align horizontally.

Distributing Symbols

You can use the **Distribute Symbols** menu option to evenly distribute symbols horizontally.

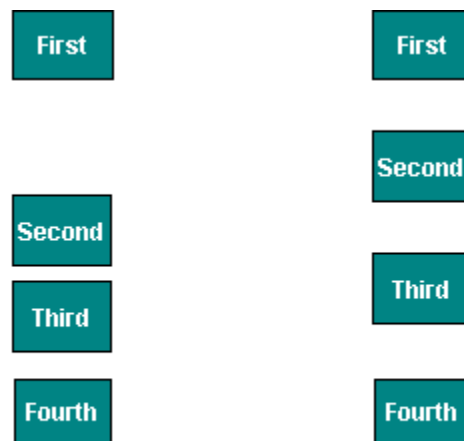


Before Horizontal Distribution



After Horizontal Distribution

You can also use the **Distribute Symbols** menu option to evenly distribute symbols vertically.



Before Vertical Distribution

After Vertical Distribution

TIP

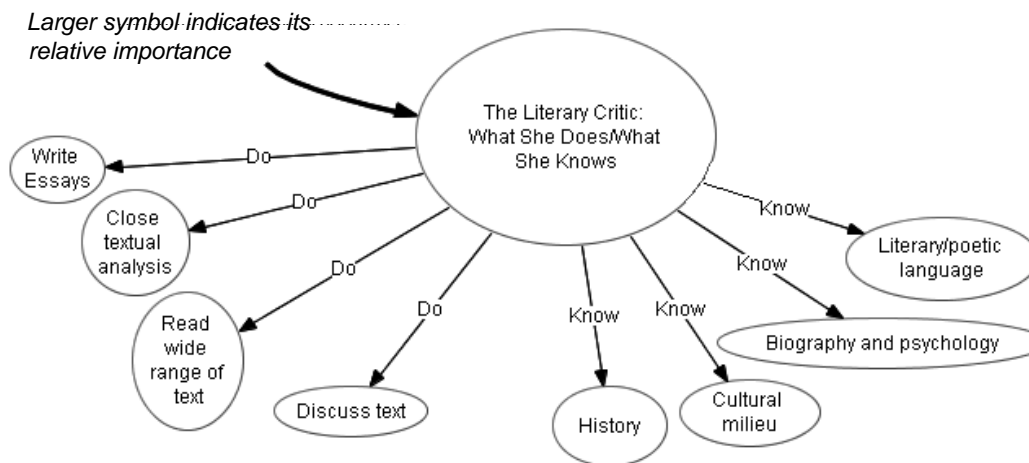
To arrange objects neatly on your diagram, use the **Distribute Symbols** menu option in conjunction with the **Align Symbols** menu option.

To distribute objects evenly

1. Select the objects you want to distribute.
 2. Select **Symbol > Distribute Symbols > Vertically**.
- OR
- Select **Symbol > Distribute Symbols > Horizontally**.

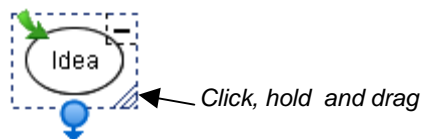
Resizing Symbols

In addition to creating symbols of different colors and shapes, you also create symbols of different sizes to graphically demonstrate idea hierarchy. For example, you can tell at a glance that a symbol represents the central idea if it is larger than the other symbols in the diagram.



To resize a symbol

1. Select one or more symbols.
2. Click, hold, and then drag the **Resize** icon (in the lower-right corner of the selected symbol) to enlarge or contract the symbol.

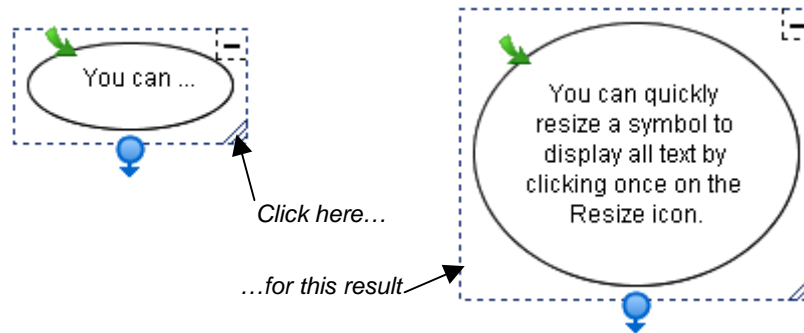


NOTE: To resize multiple, selected symbols at the same time, drag the **Resize** icon of any single symbol in the group.

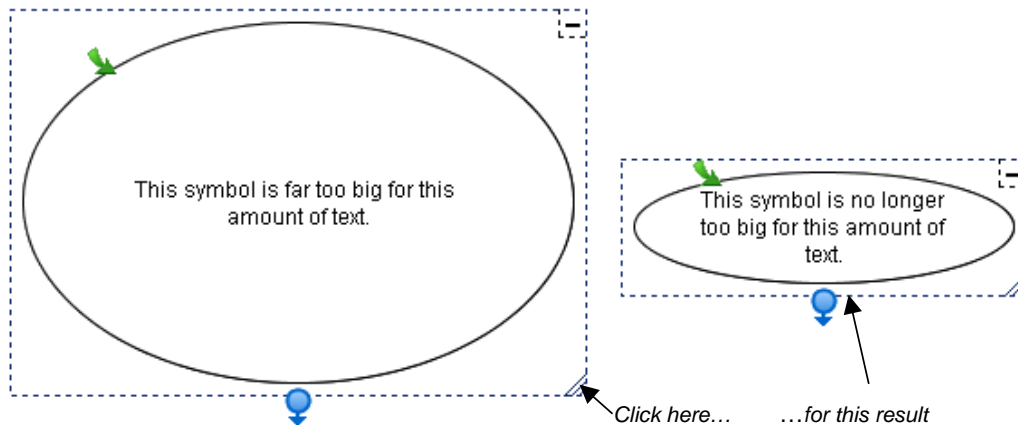
3. Release the mouse button.

Resizing Symbols to Show All Text

You can type a lot of text into a symbol. However, when the symbol is small and can't accommodate all the text you've entered, ellipsis points (...) indicate the text that isn't shown. To enlarge the symbol so all text is displayed, click the **Resize** icon in the lower-right corner of the selected symbol.



If a symbol is much larger than the text requires, click the **Resize** icon to shrink the symbol to neatly fit around the text.



TIP



For lengthier text entries, attach a note to the symbol instead. When you move your mouse pointer over the Note icon, the note appears in an editable text box. For more information, see page 81.

Deleting Symbols and Connectors

Deleting an object may have an impact beyond the simple disappearance of the object.

- If a symbol has one or more sub-levels, those sub-levels (and all the objects on them) are also deleted.
- If a symbol has a hyperlink associated with it—for example, if it links to a file or website—that link is lost when you delete the symbol.

Deleting a connector, however, affects only that connector. The symbols on either side remain intact.

To delete an object

1. Select one or more objects.
2. Click the **Delete** button on the Standard toolbar.
The selected object(s) disappears.

Cutting, Copying and Pasting Objects

You can use the **Cut**, **Copy** and **Paste** functions to duplicate or move any object in your current workspace to another diagram, sub-level or application.

To cut/copy and paste an object

1. Select one or more objects.
2. Click the **Cut** or **Copy** button on the Standard toolbar.

OR

Select **Edit > Cut** or **Edit > Copy**.

NOTE: If you're copying a symbol with an associated sub-level, you'll be asked if you want to copy the sub-level in addition to the symbol itself. Click the **Yes** button to copy the sub-level.

3. Click the **Paste** button on the Standard toolbar.

OR

Select **Edit > Paste**.

The object appears at the cursor insertion point.

Protecting Objects from Editing

You can protect an object or an entire group of objects from editing with the **Make Background** menu option. This menu option moves selected objects into the virtual background, out of reach of the selection tool.

To protect an object from editing

1. Select the objects that you want to send to the background.
2. Select **Tools > Make Background**.

The object or objects that you selected are now part of the background (and are no longer selectable).

To restore protected objects to the foreground

1. Select **Tools > Retrieve Background**.

The object or objects that you selected are now part of the foreground and are selectable.

Undoing Changes

If you make a mistake (or simply change your mind), you can reverse your previous actions. You can also change your mind again and reinstate a revoked action.

To undo the effect of the last action

Click the **Undo** button on the Standard toolbar.

OR

Select **Edit > Undo**.

To redo a revoked action

Select **Edit > Redo**.

Using Styles and Style Collections

This section tells you about:

- styles (see below)
- formatting symbols with styles (page 21)
- formatting connectors with styles (page 24)
- style collections (page 26)
- creating style collections (page 26)
- adding styles to style collections (page 27)
- importing style collections (page 29)
- converting style collections (page 29)
- saving a style collection as an .IPS file (page 30)
- showing and editing style names (page 30)

Styles Overview

Suppose you've spent a few minutes changing the appearance of a symbol (or a connector) to look exactly the way you want.

You've changed the fill color of the symbol, added a unique color outline, chosen a distinctive shape, and made it 50% transparent. You may now want several other symbols to look exactly the same.

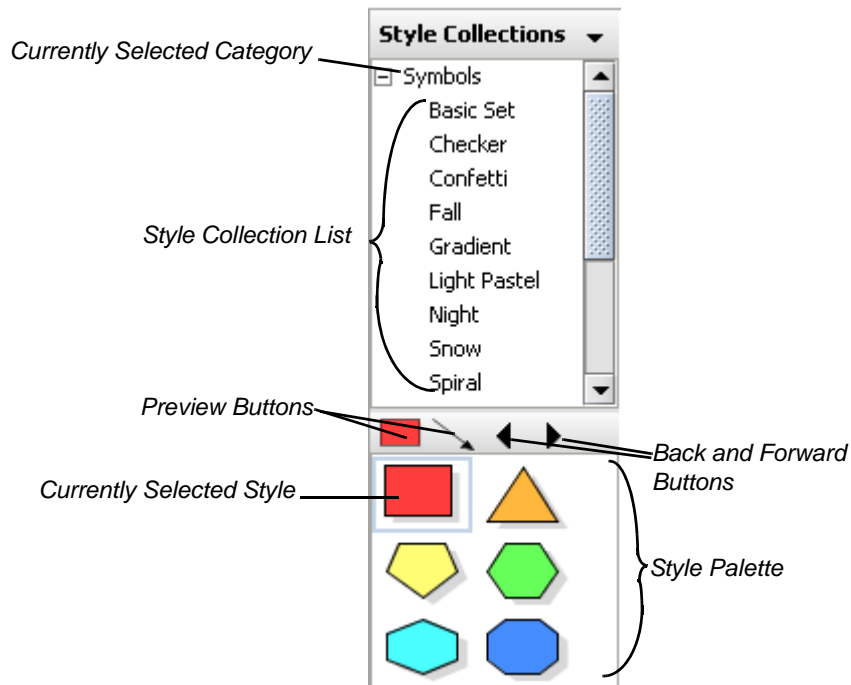
You could select those symbols and format each one in the same way, but that takes time, and it can be difficult to duplicate subtle shades of color with precision. Also, if you decide to change a small aspect of one symbol, you must repeat the same formatting tasks for each of them. Instead, you can save the original formatting in the form of a symbol style, and then apply the style to other symbols you want to share the same appearance.

A style is a collection of characteristics that you can apply to any symbol in the workspace. SMART Ideas comes with a wide array of styles but you can also create collections of your own customized styles. The new styles you create are made available each time you start up SMART Ideas software.

Formatting Symbols with Styles

Use the style palette in the Gallery toolbar (on the left side of the workspace) to choose the shape and color of a symbol before you create it. After you select a style, every symbol that you create thereafter has the characteristics of that style, until you select another style.

The currently selected symbol and connector style appear in preview form at the top of the style palette as Preview buttons. When you're exploring other style collections, you can return to the style collection that contains the currently selected style by clicking on a **Preview** button.



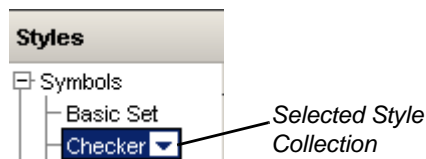
The Back and Forward arrows at the top of the palette allow you to view all the styles in all style collections, page by page. If a style collection contains only a few styles, clicking the Forward button takes you to the first page of styles in the next style collection.

To create a new symbol based on a style

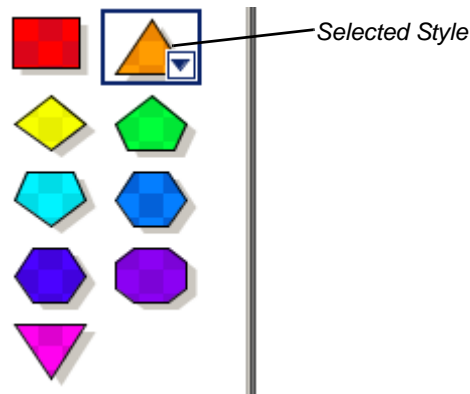
1. Click the drop-down arrow at the top of the Gallery toolbar, and then select **Style Collections**.



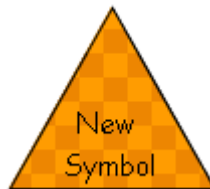
2. Expand the **Symbols** category, and then select a style collection.



3. Select a style from the style palette.

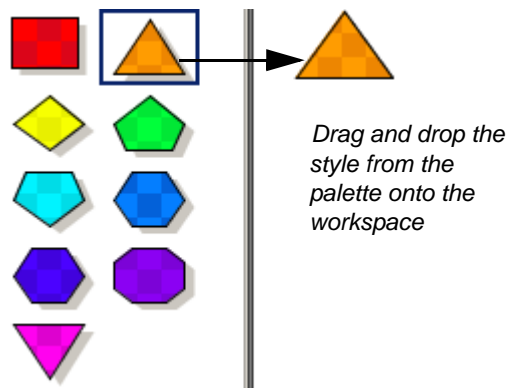


4. Click in the workspace, type a message, and then press ENTER.



OR

If you prefer to create a symbol without text, drag the selected style from the palette onto the workspace.



NOTE: You can also insert a symbol by right-clicking on a symbol in the style collection and selecting **Insert**, or by selecting a symbol in the style collection and selecting **Insert > Symbol/Topic**.

To change an existing symbol by applying a style

1. Select a symbol in the workspace.
2. On the Gallery toolbar, expand **Symbols**, and then select a style collection.
3. Select a style from the style palette.

The selected symbol changes to match the selected style.

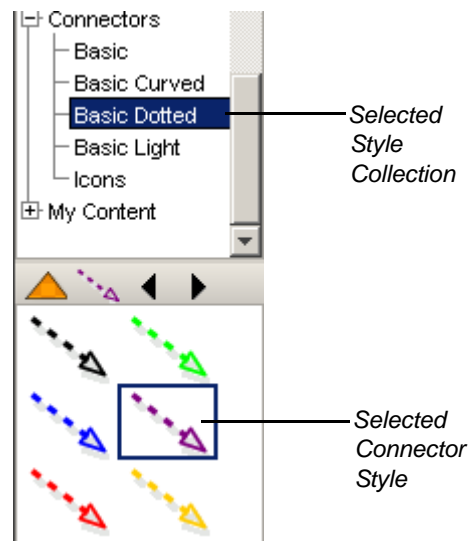
Formatting Connectors with Styles

You can choose the style of the connectors you'll create in a diagram by first selecting a connector style from the Gallery toolbar, as you can for symbols. When you select a connector style, it remains in effect until you select another one.

Alternatively, you can use the connector toolbar buttons that are above the workspace to format a connector in the workspace. However, if you change the appearance of a connector with the formatting buttons, you only change that single connector. The next connector you create reverts to the current connector style.

To create a new connector based on a style

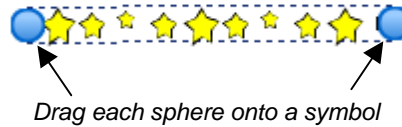
1. On the Gallery toolbar, expand **Connectors**, and then select a style collection.
2. Select a connector style from the style palette.



3. Select any symbol in the workspace, and then drag that symbol's Connector icon to the spot where you want the connected symbol to appear. The resulting connector appears in the previously selected style.

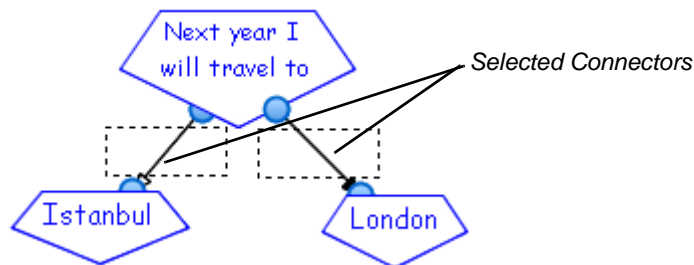


NOTE: You can also insert an independent connector by right-clicking on a connector in the style collection and selecting **Insert**, or by selecting a connector in the style collection and selecting **Insert > Connector**. To connect an independent connector to symbols, select a connector, drag one blue sphere to the first symbol, and then drag the other blue sphere to the other symbol.

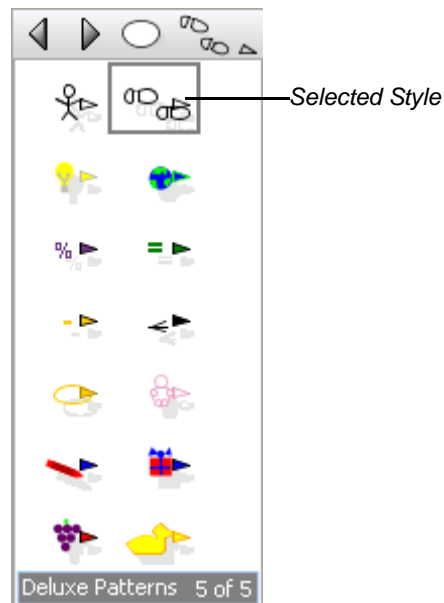


To apply a style to an existing connector

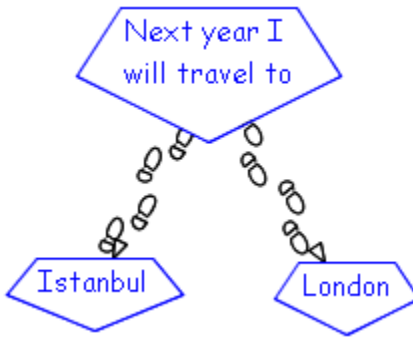
1. Select one or more connectors in the workspace.



2. On the Gallery toolbar, expand **Connectors**, and then select a style collection.
3. Select a style from the style palette.



The color and shape of the selected connector(s) changes to the selected style.



About Style Collections

Styles are organized into related groups called style collections. You can explore the standard style collections that come with SMART Ideas software on the Gallery toolbar in the same way you explore your folders and files in Windows Explorer.

There are two kinds of style collections:

- standard style collections that come with SMART Ideas software and contain ready-to-use symbol and connector styles. These style collections can't be renamed or altered in any way.
- custom style collections you create yourself that contain any styles you like from the standard style collections or your own customized styles. All custom style collections reside in the **My Content** category at the bottom of the category list in the Gallery.

Unlike the standard collections, you can freely rename and modify custom style collections. Also, custom style collections can contain as many styles as you like. If the number of styles exceeds the display space in the style palette, additional pages of styles are added to the collection. The Back and Forward arrows at the top of the palette allow you to view all the styles in all style collections, page by page.

Style collections are more than collections of styles: They're also files (with an .ips extension) that reside on your hard drive, which you can exchange with other SMART Ideas users. All the custom style collections you create reside in **My Documents\My SMART Ideas Content\Collections**. You can browse to that location to copy Ideas Style Collection files (.ips files), and then send them to other users. See page 29 for information on transforming your customized style collections on the Gallery toolbar into .ips files.

Creating Style Collections

While the styles available in the standard style collections may be sufficient for what you want to do, you can also create your own custom style collections, mixing and matching standard styles, or using them as starting points for creating unique styles.

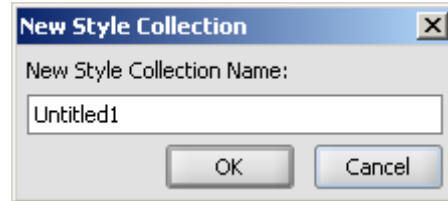
Organize the styles in any way that is useful to you. All the standard style collections contain symbols or connectors that share similar visual characteristics.

When you create a custom style collection, you may prefer to organize the styles into functional groups that you've developed for a particular purpose. For example, you could group all the styles that you use for creating concept maps related to geology into a style collection called **Geology**, regardless of what they look like.

To create a custom style collection

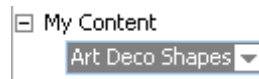
1. Select **File > Content > New Style Collection**.

The *New Style Collection* dialog box appears.



2. Enter the name of the new style collection file.
3. Click **OK**.

The new style collection appears in the **My Content** category on the Gallery toolbar.



4. Drag one or more symbols or connectors currently in the workspace onto the style palette.
OR

Right-click one or more symbols or connectors, and then select **Add Style to Gallery**.

OR

Select one or more symbols or connectors, and then select **Tools > Add Style to Gallery**.

NOTE: You may want to open other style collections to populate the workspace with the styles you want to add to your custom style collection. If you prefer, use styles from other collections as the starting point for creating unique styles (see *Changing Symbol Appearance* on page 33, and *Changing Connector Appearance* on page 34).

Adding Styles to Style Collections

You can freely add styles or styles that are already in other collections to your custom style collections.

There are two ways to add styles:

- drag any symbol in the workspace directly onto the palette. The symbol can be one you've modified yourself (see *Changing Symbol Appearance* on page 33, and *Changing Connector Appearance* on page 34), or a symbol based on a style in another collection. You may first want to open another style collection to populate the workspace with the styles you want to add.
- import styles directly from other style collections (standard or custom)

A Favorites category is also available for those who prefer to quickly place all their favorite styles into one catch-all category.

To add a style to a custom style collection

1. Select the custom style collection to which you want to add styles on the Gallery toolbar.
2. Click, and then drag one or more symbols or connectors currently in the workspace onto the style palette.

OR

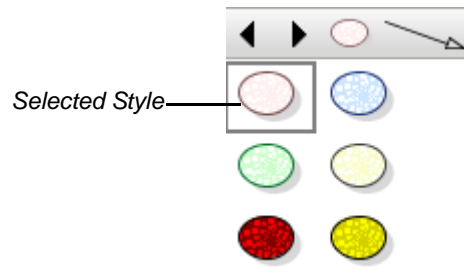
Right-click one or more symbols or connectors, and then select **Add Style to Gallery**.

OR

Select one or more symbols or connectors, and then select **Tools > Add Style to Gallery**.

To add a style to a custom style collection (importing from another collection)

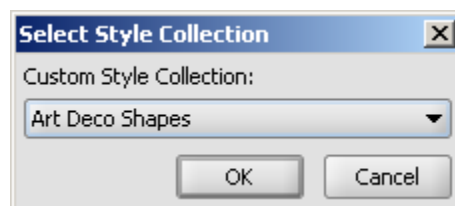
1. Select a style from any style collection in the Gallery style palette.



2. Click the drop-down arrow (or right-click), and then select **Add to My Styles > Existing Style Collection**.



The *Select Style Collection* dialog box appears.



3. Click the drop-down arrow, and then select a style collection.
4. Click **OK**.

The style is added to the selected custom style collection.

To add a style to the Favorites category

1. Select a style collection on the Gallery toolbar.
2. Select a style from the style palette.
3. Click the drop-down arrow (or right-click), and then select **Add to My Styles > Favorites**.

Importing Style Collections

Many new style collections (and other SMART Ideas activities) are available at www.education.smarttech.com, an online community for educators who use products from SMART Technologies. This website contains hundreds of resources and helpful hints, especially tailored for the unique needs of educators.

To import online style collections

Select **File > Content > Import Online Content**.

The www.education.smarttech.com website opens at the **SMART Ideas software activities lessons** page. Follow the instructions to download new style collections from this site.

Converting Style Collections

It's easy to download new Ideas Style Collections (.ips) files from www.education.smarttech.com (see the procedure above) or send them to and receive them from other users (see page 30).

After receiving a new .ips, your next task is to import it into the Gallery toolbar. Use the **Open Style Collection** menu option to browse to and open the file. The .ips file appears as a style collection in the **My Content** category of the Gallery toolbar. The new style collection reappears every time you open the file, until you deliberately close the style collection. Closing a style collection removes it completely from the Gallery toolbar.

All the custom style collections you create reside in **My Documents\My SMART Ideas Content\Collections**, and you can browse to that location to copy the .ips files, and then send them to others.

NOTE: You can't import new style collections into any of the standard style collections in the **Symbols** or **Connectors** categories. Neither can you close any of the standard style collections.

To import an .ips file into the Gallery

1. Select **File > Content > Open Style Collection**.
The *Open* dialog box appears.
2. Browse to the .ips file that you want to bring into the Gallery.
OR
Enter the name of the .ips file in the **File name** field.
3. Click the **Open** button.

A new style collection appears at the bottom of the **My Content** category. When the style collection is expanded, its styles appear in the Gallery style palette. The name of the style collection is derived from the .ips file name.

To remove a custom style collection from the Gallery

1. On the Gallery toolbar, select the custom style collection you want to close under **My Content**.
2. Click the drop-down arrow, and then select **Close**.

The style collection disappears.

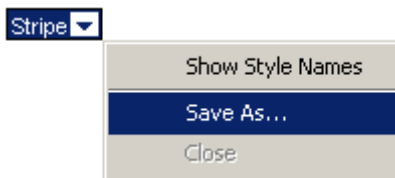
Saving Style Collections as .ips Files

In order to make a style collection available to others, you must first save it as an .ips file. You can then e-mail it to other SMART Ideas software users or post it to a network location for the use of others in your organization.

To use the .ips file as a style collection in SMART Ideas software, import it into the application, and then open it as described above.

To save your style collection as an .ips file

1. Select the style collection you want to save.
2. Click the drop-down arrow, and then select **Save As**.



A Save dialog box appears.

3. Browse to a folder in which you want to save the .ips file.
4. Click the **Save** button.

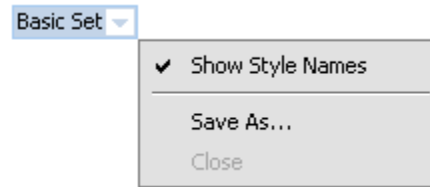
Showing and Editing Style Names

All the styles in the standard style collections come with descriptive text names that may, if you choose, appear beside each style in the Gallery style palette.

If you like, you can name the styles that you either create or add to custom style collections. Unlike the styles in standard style collections, you have the option of editing these names, should you decide to rename them.

To show style names

1. Select a style collection from the Gallery toolbar.
2. Click the drop-down button, and then select **Show Style Names**.



The styles in the Gallery style palette shrinks and their names appear beside them.



To edit a custom style name

1. Select the style in the Gallery style palette.
2. Click the drop-down arrow, and then select **Edit Style Name**.
The style name appears in a text edit box, with a flashing insertion point.
3. Edit the style name, and then press ENTER.

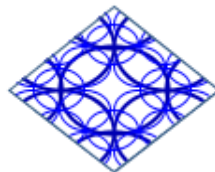
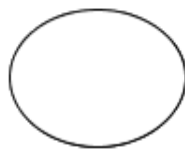
Customizing Your Diagram

In this section, you'll learn how to make your diagrams more distinctive by:

- changing the appearance of symbols (this page)
- changing the appearance of connectors (page 34)
- adding two-color patterns and gradients to symbols (page 35)
- using StylePaint to copy an object's formatting (page 36)
- adding a video file to a symbol (page 37)
- adding a sound file to a symbol (page 39)
- adding a note to a symbol (page 41)
- making a symbol transparent (page 42)
- adding a shadow to a symbol (page 43)
- using an imported image as a symbol (page 44)
- using clip art as a symbol (page 45)
- importing images into the clip art gallery (page 46)
- searching for clip art and cliplets (page 47)
- using interactive cliplets (page 48)
- inserting cliplets (page 49)
- grouping symbols with sticky symbols (page 50)
- adding a legend to your diagram (page 52)
- inserting a blank legend (page 53)
- creating a legend from a style collection (page 53)
- converting a legend to a custom style collection (page 54)

Changing the Appearance of Symbols

You can make your symbols plain and simple, or colorful and ornate. It's easy to change the fill, text or outline color of any symbol, as well as its shape and transparency. You can also give a symbol a three-dimensional appearance by adding a shadow behind it.



TIP



To create a symbol style that you can use again and again, select the symbol, and then select **Tools > Add Style to Gallery**. Your unique symbol is added to a customized style collection for future use.

To customize the fill, shape and outline of a symbol

1. Select one or more symbols.
2. To change the fill color, click the **Fill Color** arrow on the Formatting toolbar, and then select a color from the palette, or click the **More Colors** button to access a larger color selection.
3. To change the outline color, click the **Line Color** arrow on the Formatting toolbar, and then select a color from the palette, or click the **More Colors** button.
4. To change the shape, right-click, select **Shape**, and then select a shape from the list.

NOTE: To change a symbol's text attributes, see Formatting Text on page 68.

TIP

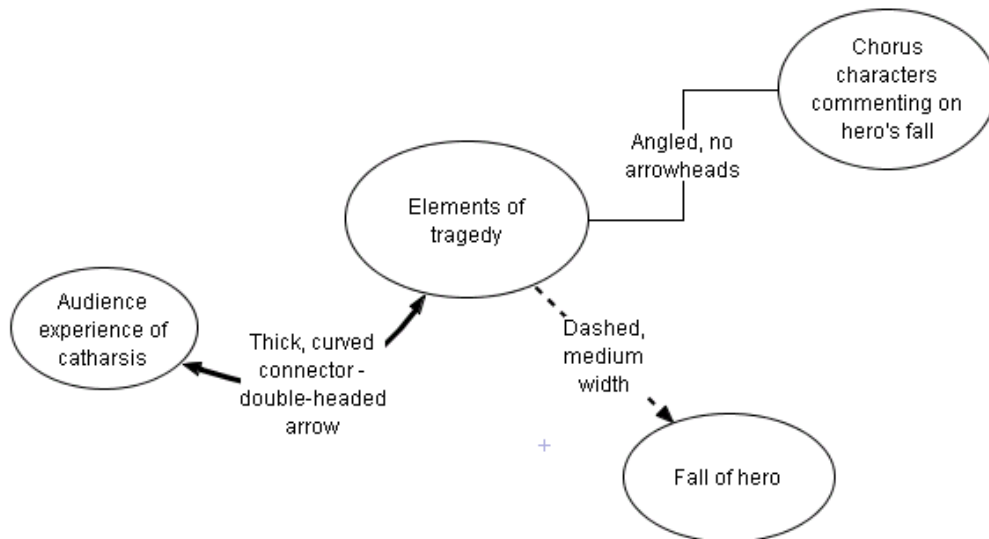


Use StylePaint to transfer the formatting of a selected object to another object. See page 36 for more information.

Changing the Appearance of Connectors

You can modify a connector in much the same way as you modify a symbol. Previous sections discussed linking symbols with connectors (page 7), labeling connectors (page 9), and using styles to format connectors (page 24). This section focuses on changing the appearance of a connector using the formatting toolbar.

SMART Ideas software offers a wide range of connector shapes, types, colors, weights and ends from which to choose. A connector can be straightforward, angled or graphically based. For example, the following diagram uses three different connector styles.



TIP

To create a connector style that can be used again and again, import your connector into a customized style collection on the Gallery toolbar. Open the style collection, and then click and drag your unique connector into the palette section of the Gallery toolbar.

For more information on creating and using styles, see *Formatting Connectors with Styles* on page 24.

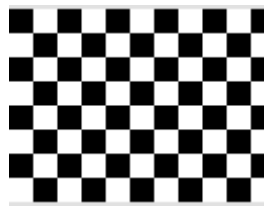
To customize a connector

1. Select one or more connectors.
2. To change the connector shape to angled, curved or straight, click the **Select Connector Type** arrow on the Formatting toolbar, and then select one of the available connectors.
3. To change the connector line color, click the **Line Color** arrow on the Formatting toolbar, and then select one of the available colors.
4. To change the connector ends to single, double, filled, transparent or no arrowheads, click the **Select Arrow Style** arrow on the Formatting toolbar, and then select one of the available arrow styles.
5. To use an image-based connector, click the **Deluxe Connector** arrow on the Formatting toolbar, and then select one of the available deluxe connectors.
6. To change the color of an image-based connector, click the **Fill Color** arrow on the Formatting toolbar, and then select one of the available colors.

NOTE: To customize connector labels, see *Formatting Text* on page 68.

Adding Two-Color Patterns and Gradients to Symbol Fills

Your symbols can have a uniform, single-color fill, a two-color patterned fill or a two-color gradient fill. The patterned fills are regularly recurring symmetrical objects that create a tiled appearance, similar to wallpaper. The gradient fills display a progression between two colors along either a vertical, diagonal or horizontal path.



A Two-Color Pattern

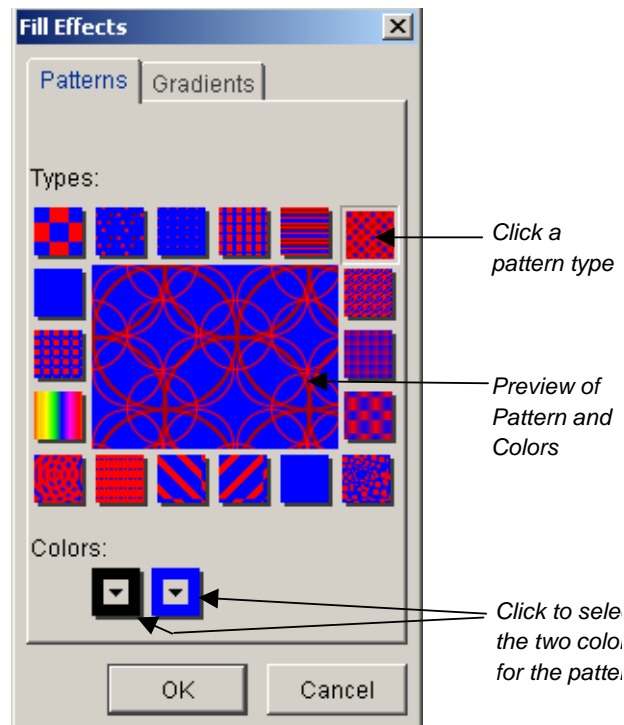


A Vertical Gradient Fill

To add a two-color pattern or gradient to the symbol fill

1. Select a symbol(s).
2. Click the **Fill Color** arrow on the Formatting toolbar, and then select **Fill Effects**.

The *Fill Effects* dialog box appears.



3. To add a pattern to the symbol, click one of the pattern types.

OR

To add a gradient to the pattern, click the **Gradients** tab, and then click one of the gradient types.

4. To select the two colors that make up the pattern or the gradient:

- a. Click the first **Colors** button, and then select one of the available colors.
- b. Click the second **Colors** button, and then select one of the available colors.

5. Click **OK**.

Using StylePaint to Copy an Object's Formatting

After you've changed a symbol's appearance to make it look the way you want, you can easily transfer that symbol's formatting to other symbols using **StylePaint**. You can do the same with any connector in the workspace.

To copy one object's formatting to another object

1. Select the object that has the formatting you want to copy to another object.
2. Click the **StylePaint** button on the Standard toolbar.
The pointer turns into a paint brush.
3. Click the object to which you want to copy the original object's formatting.
4. When you finish copying the original object's formatting, click the **StylePaint** button again.

Adding a Video File to a Symbol

Make your concept map come alive by integrating a video file with your diagram. You can show the video in a larger, full screen format, scroll to any position in the video and adjust the volume.

You can import any of the following video file formats: .wmv, .avi, .aiff, .mpeg and .mov.

To add a video to a symbol

1. Select a symbol to which you want to add a video.

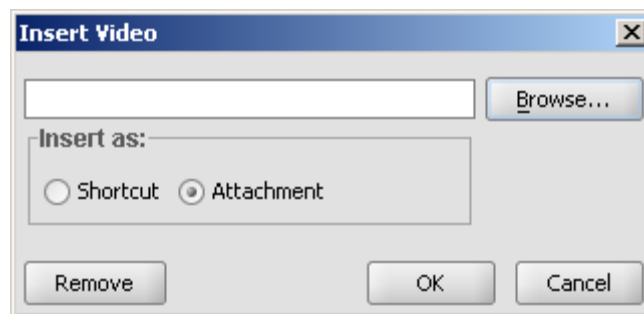


OR

Click in the workspace where you want to add a video.

2. Select **Insert > Video**.

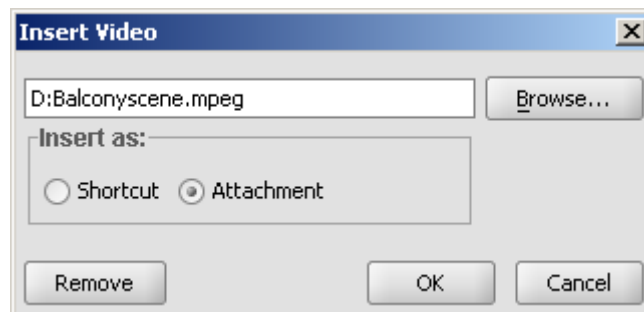
The *Insert Video* dialog box appears.



3. Click the **Browse** button, and then navigate to the video file you want to add.

4. Select the file, and then click the **Open** button.

The *Insert Video* dialog box reappears.

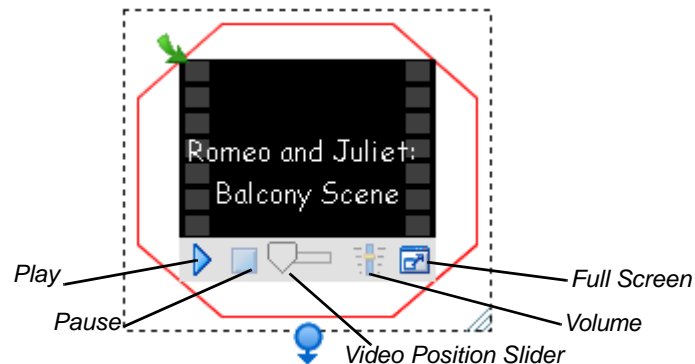


5. Click **Shortcut** if you don't want to increase the size of the current SMART Ideas file. Otherwise the video file is added to the current file as an attachment, and increases its size accordingly.

NOTE: If you insert a shortcut rather than an attachment, ensure that the file is accessible when you want to show it.

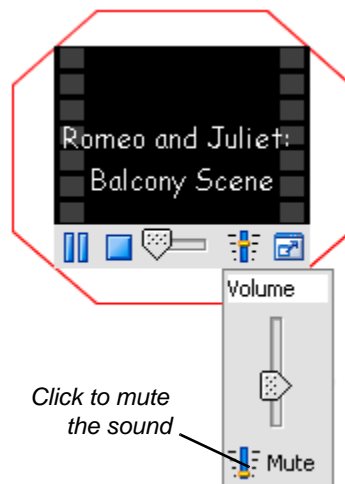
6. Click the **OK** button.

The symbol text appears in white over a black video icon. A video toolbar also appears to let you play the video and adjust various settings.



Notes on Playing Videos

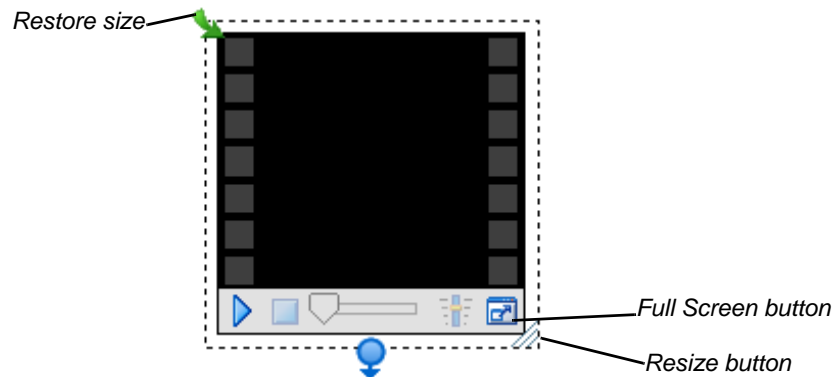
You can mute the sound on a video. Click the **Volume** button, and then click the small **Mute** button near the bottom of the sound slider.



You can jump ahead or back in a video by clicking and dragging the Video Position slider.

Try playing the video in Full Screen mode so a large group can see it more easily. Press the **Full Screen** button in the lower-right corner. The video appears in a much larger format and all potential distractions—like menus and toolbars—are removed. You can enlarge even further by clicking the **Maximize** button. However, the picture quality for this result may be grainy. To return to normal view, press the green arrow button in the upper-left corner.

You can also enlarge the video symbol. Click and drag the **Resize** button to enlarge the symbol for better viewing.



To remove a video from a symbol

1. Select the symbol.
2. Select **Insert > Video**.
The *Insert Video* dialog box appears.
3. Click the **Remove** button.

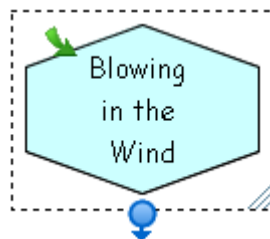
Adding a Sound File to a Symbol

Add sound to your concept map and you'll be sure to capture the interest of even the most inattentive student. You can add a sound file to an existing symbol or add it to the concept map.

Import any of the following sound file formats: .wav, .aiff, .rmf, .mid and .au.

To add a sound file to a symbol

1. Select a symbol to which you want to add a sound file.



OR

Click in the workspace where you want to add a sound file.

2. Select **Insert > Sound**.
The *Insert Sound* dialog box appears.
3. Click the **Browse** button, and then navigate to the sound file you want to add.
4. Select the file, and then click the **Open** button.

The *Insert Sound* dialog box reappears.



5. Click **Shortcut** if you don't want to increase the size of the current SMART Ideas file. Otherwise the sound file is added to the current file as an attachment, and increases its size accordingly.

NOTE: If you insert a shortcut rather than an attachment, ensure that the file is accessible when you want to play it.

6. Click the **OK** button.
7. If a symbol was initially selected, it appears with a speaker icon.



OR

If no symbol was selected, the file name of the sound file appears inside a round, unfilled symbol with an accompanying speaker icon.



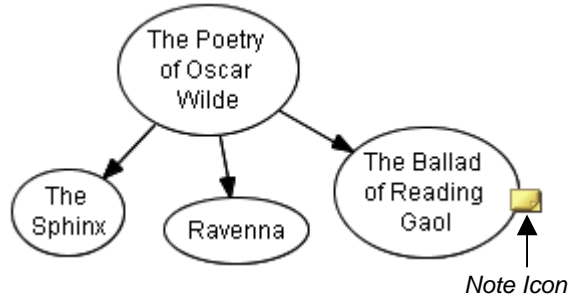
8. Hover over or click the speaker icon to play the sound file.
9. Move off the speaker icon or click again to stop the sound file.

To remove a sound file from a symbol

1. Select the symbol.
2. Select **Insert > Sound**.
The *Insert Sound* dialog box appears.
3. Click the **Remove** button.

Adding a Note to a Symbol

If you want to add a few lines of explanation, reference a source or add a few lines of commentary to a symbol, add a note. When you do this, a Note icon appears on the symbol (even when it's not selected).

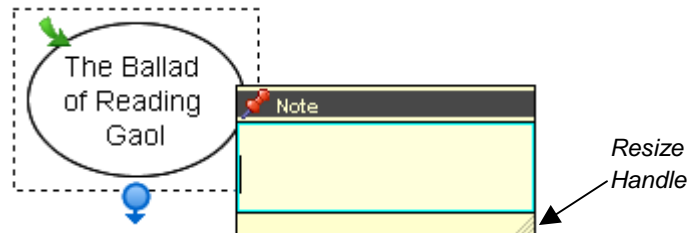


When you hover your mouse over the Note icon, you'll see the entire contents of the note. And it's easy to change or add more text to a note: Move your mouse pointer over the Note icon, and then click to access a fully editable text box.

To add a note to a symbol

1. Select the symbol.
2. Click the **Note** button on the Formatting toolbar.

A text box appears next to the selected symbol.



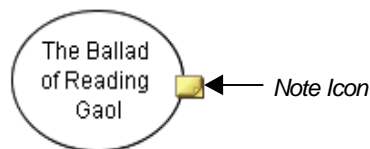
3. Type a note.

TIP

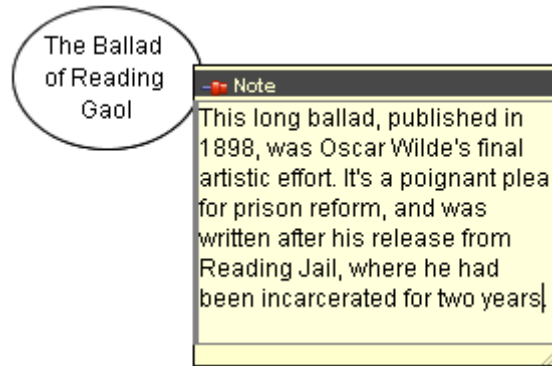


If you're writing a long note, you may need to resize the text box for optimal visibility. Drag the **Resize** handle in the bottom right corner of the text box after you've entered the note text.

4. Click once outside of the text box.
A **Note** icon appears on the symbol.



5. Move your mouse pointer over the **Note** icon to view the note text.




To edit a note

1. Click the **Note** icon.
The note contents appear inside a text box.
2. Add or change the text as you prefer.
Click once outside of the text box to commit the text.

TIPS



- To make a note stay visible even when the pointer isn't over it, click the pin  in the upper-left corner.
- To change the color of a note, right-click it, and then select a color.

To delete a note

1. Select the symbol that contains the note you want to delete.
2. Select **Edit > Delete Note**.
OR
Right-click on the note, and then select **Delete Note**.

Making a Symbol Transparent

In SMART Ideas software, you can make a filled symbol 25%, 50%, 75% or 90% transparent—a range of transparency that lets you make a symbol only a little more transparent than other diagram objects, or so faint it's nearly invisible.

TIPS



- You can use the degree of transparency to reflect the relative importance of the ideas or facts your symbols may represent. You can also use it to show temporal relationships, giving older events in a timeline a more faded appearance than recent events.
- You can make overlapping objects transparent so they don't obscure the underlying objects in your diagram.

To make a symbol transparent

1. Select a filled symbol.



2. Select **Symbol > Transparency**, and then select a degree of transparency.
The transparency for the selected symbol changes accordingly.

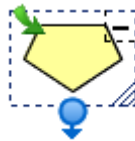


Adding a Shadow to a Symbol

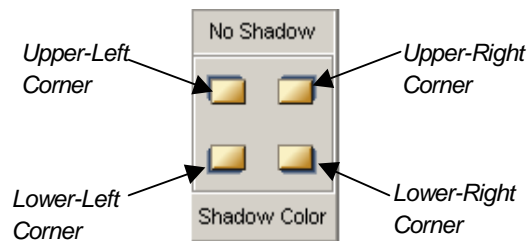
Give your diagram the appearance of depth by adding shadows to your symbols. You can use the default gray color or select any other color. Note that you must also specify the corner of the symbol in which you want the shadow placed.

To add a shadow to a symbol

1. Select a symbol.



2. Select **Symbol > Shadow**.
3. Click a **Shadow Direction** button to select the corner that the shadow occupies.



The selected symbol appears with a gray shadow.



To add a colored shadow to a symbol

1. Select a symbol.
2. Select **Symbol > Shadow > Shadow Color**.

The *Shadow Color* dialog box appears.

3. Select a color, and then click **OK**.

The selected symbol appears with a colored shadow in the last corner specified.

NOTE: The next time you create a shadow, the default shadow color (gray) is restored.

Using an Imported Image as a Symbol

You can add visual appeal to any diagram by importing a .bmp, .jpg, .jpeg, .gif, .png, .svg, .ico or .wmf image file and using it as a symbol. You can then connect that symbol to other symbols in a diagram, and then customize it as you would any other symbol.

For example, you can use public-domain photographs. Such an image makes a more memorable symbol than simply enclosing a word in a shape (although you can integrate that word into the symbol as well).

To use an imported image as a symbol

1. Select one or more symbols.
 2. Select **Insert > Image from File**.
- An *Open* dialog box appears.
3. Browse to the image file you want to import into the diagram.

NOTE: You can import .bmp, .jpg, .jpeg, .gif, .png, .svg, .ico and .wmf files.

4. Click the **Open** button.

TIPS



- Many works of art (excluding most mid-to-late 20th century works) are now in the public domain. Thousands of Internet sites (including national art gallery sites) allow reproductions of their materials for the purpose of scholarship and teaching.
- You can use a screen capture tool (such as the Screen Capture tool in Notebook™ software) and your Web browser to surf the Internet, and then capture images from fine art, literary, historical or scientific sites to integrate into your diagrams.

To add a text label to the image symbol

1. Double-click the image symbol.
A text box appears.
2. Type the text label.
3. Press the ENTER key on your keyboard.

To remove an image from a symbol

1. Select the symbol with an image you want to remove.
2. Select **Edit > Remove Picture**.

OR

Right-click, and then select **Remove Picture**.

The image contained within the symbol disappears.

TIPS



You can make your image symbols as elaborate or as simple as you like:

- You can change the frame around the image by changing the symbol shape. Right-click the symbol, and then select a different shape.
- You can create a colorful matte effect around your symbol. Right-click the image symbol, select **Fill Color**, and then select a color or fill effect.
- If you like, dispense with the frame altogether by selecting a shape that's identical to the image shape. For example, with a rectangular image, right-click the symbol, and then select **Shape > Rectangle**. The frame inside the symbol disappears.

Using Clip Art as a Symbol

You can add visual appeal and interest to your diagrams using the collection of clip art images that comes with SMART Ideas software. Clip art images are stored on the Gallery toolbar, and you can drag and drop them into the workspace as you would with styles in style collections.

When you add a clip art image to a diagram, it becomes a symbol you can treat like any other symbol. You can surround the image with symbol shapes, resize it, connect it to other symbols, and then add text to it.

To use clip art as a symbol

1. Click the drop-down arrow at the top of the Gallery toolbar, and then select **Clip Art Gallery**.
2. Browse through the categories. When you select a category, all the clip art associated with it is displayed in the palette area below.
3. Click and drag a clip art image into the workspace.
OR
Click again on the image.

- If the clip art appears smaller than you'd like, click and drag the **Resize** button to enlarge it. While it's enlarging, the image may appear unclear, but a high resolution image is restored when you finish dragging the image.
- To frame the clip art image with a shape, click the drop-down arrow at the top of the Gallery toolbar and select **Style Collections**, select a symbol from the Style palette, and then click on the clip art.

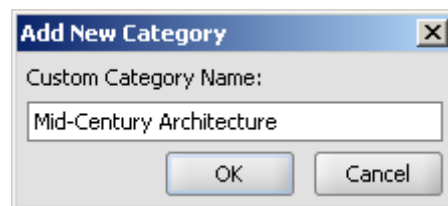
Importing Images into the Clip Art Gallery

You can integrate your favorite images into your diagrams by importing your own image collections into the clip art gallery. You can import any .jpg, .gif, .png, .bmp, .ico, .wmp or .svg file into the gallery.

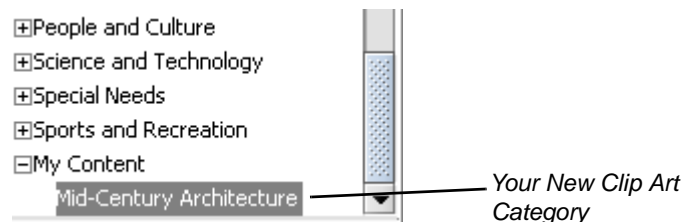
You can create your own Clip Art category first, and then add clip art to it, or create the new category at the same time as you import the clip art.

To create a custom Clip Art category

- Select **File > Content > New Clip Art Category**.
The *Add New Category* dialog box appears.
- Enter a name in the **Custom Category Name** box.



- Click **OK**.



Your new Clip Art category is stored in **My Documents\My SMART Ideas Content\Clip Art**.

To add clip art to a custom Clip Art Category

- Click the drop-down arrow at the top of Gallery toolbar, and then select **Clip Art Gallery**.
- On the Gallery Toolbar, select **My Content**.
- Click the **Add Clip Art link** in the Style palette.


OR

If the Style palette does not contain the Add Clip Art link, right-click the palette, and then select **Add Clip Art**.

- The *Open* dialog box appears.
4. Browse to and select the clip art image you'd like to add.
The *Select Category* dialog box appears.
 5. Click the **Custom Categories** arrow, and then select a category for the image(s).
OR
Click the **New Category** button to create a new category for the image(s).
 6. Click **OK**.
The Clip Art Style palette displays the selected image(s).

To import more free clip art from SMART Technologies

1. Select **Help > Download More Clip Art**.
2. Follow the instructions on downloading and installing the selected clip art collection.

	IMPORTANT • Ensure all instances of SMART Ideas software are closed before performing a download. • Save the clip art collection to your computer before installing it. Opening it directly from the website may result in errors.
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Searching for Clip Art and Cliplets

The clip art and cliplet gallery provided with SMART Ideas software contains scores of images organized into such subject categories as social studies, language arts, math and science. You can add as many of your own images as you like, resulting in a potentially vast collection of images.

We've provided a search engine so you can easily find the right image. Enter a search term and the Gallery searches by filename for matches. If any part of the image filename matches the search term, it appears in the search results. For example, if you enter "ball" as a search term, among the search results you'll find clip art entitled "ball", "ballet" and "balloon."

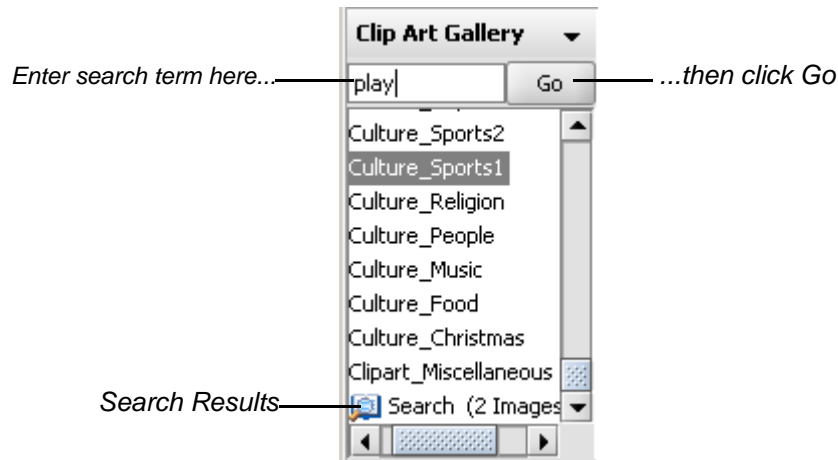
NOTES:

- You can view the filenames for the .wmf clip art files that comes with SMART Ideas software by hovering the pointer over the images in the palette.
- Any image files you import are searched by the first part of their filenames (the file extension isn't necessary). For example, if you import a file called Byron.jpg, enter the keyword "Byron" to find the associated image in the clip art gallery.

To search the Gallery by search term

1. Select **Clip Art Gallery** or **Cliplet Gallery** from the Gallery drop-down arrow.
2. Enter a search term in the text entry box.

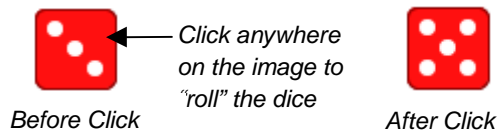
3. Click the **Go** button.



The results of the search appears in the palette area of the Gallery.

Using Interactive Cliplets

Cliplets are an animated form of clip art that you can insert into the workspace and interact with to accomplish many teaching objectives. The cliplets provided with SMART Ideas software help you teach geometry, clock reading, metric/imperial measurements and basic arithmetic principles. The cliplets include timers, a pair of dice, teaching clocks, actual working clocks, and a fully functioning calculator. The dice, for example, can be used like regular dice. Instead of rolling the dice, however, you click on the image of the dice, and the number of dots changes randomly. Similarly, you can drag the arms of the transparent protractor cliplet to measure an angle, or press the buttons in the calculator cliplet to solve a math problem.



TIP



If you're working on a classroom SMART Board interactive whiteboard, use the timer cliplet when your students are writing a timed in-class assignment or a test.

1. Click the **Maximize** button and the timer fills the screen.
2. Drag the arrow to set the timer: the time remaining is shaded a bright red. This red shading disappears as the time passes and your students are able to see at a glance how much time remains.

Inserting Cliplets

Once you insert a cliplet, you can click, drag or otherwise manipulate components of the image to fulfill the purpose of the cliplet.

Most cliplets are easier to use if you lock them into place first. Otherwise, you may move the entire cliplet rather than the functional part of the cliplet, such as the protractor arm. To lock cliplets in place, click the **Tack** button in the upper-left corner of the selected cliplet. Also, you can access Help for those cliplets with complicated functionality by clicking the **Help** button in the lower-right corner of the selection rectangle.

Some cliplets, such as the timers and clocks, also feature a Maximize button in the upper-right corner of the selection rectangle. The Maximize button enlarges the cliplet so that it takes up the entire screen. You can then use a clock cliplet with a much larger face for teaching time-telling, or set the timer for in-class tests, and then maximize it so it can be viewed more easily by the entire class.



To insert a cliplet

1. Select **Insert > Cliplet**.

A list of cliplet categories appears in the top pane of the Gallery.

2. Select a cliplet category.

Cliplet images associated with that category appear in the palette.

3. Click and drag a cliplet onto the workspace.

OR

Right-click, and then select **Insert**.

4. To tack the cliplet in place, click the **Tack** button in the upper-left corner of the selection rectangle.

To maximize a cliplet (and then restore it to normal size)

NOTE: Not all cliplets can be maximized. However, all the time-related cliplets (clocks) can be maximized.

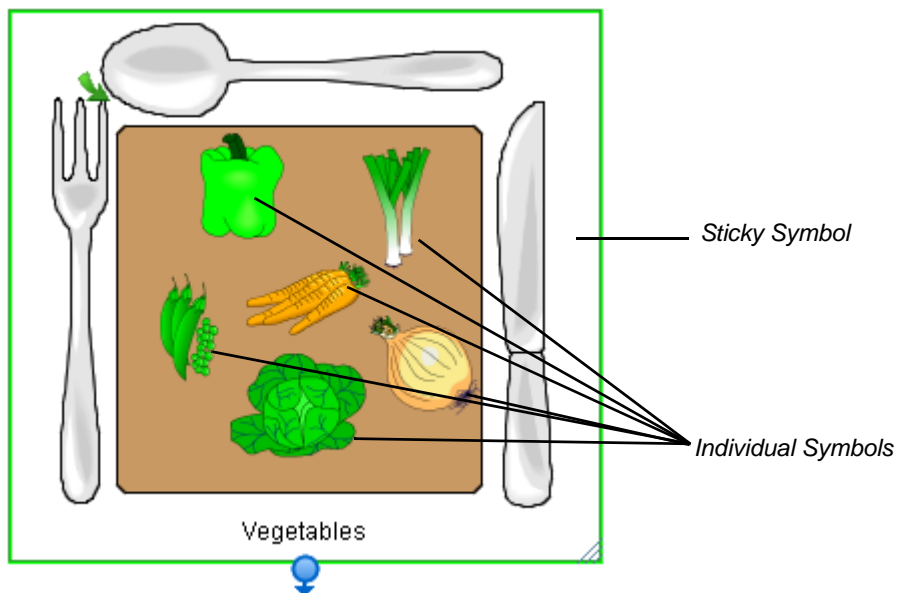
1. Select a cliplet.
 2. Click the **Maximize** button in the upper-right corner of the selection rectangle.
The cliplet enlarges to take up the entire screen.
 3. To return to normal size, press the **Back** button in the upper-left corner of the screen.
- OR
- Press any key on the keyboard.

Grouping Symbols with Sticky Symbols

Help younger students develop their sorting and classification skills with sticky symbols. You can designate one or more symbols in the workspace as a "sticky symbol"—i.e., a symbol that is, in effect, sticky. When you move another symbol onto it, that symbol clings to the sticky symbol. In effect, a sticky symbol contains any symbols moved onto it as a group. Each symbol you drag onto the sticky symbol becomes a part of the group, which you can then move around the workspace as one collective object.

To move the group, click on the sticky symbol and then drag. If you click on one of the individual symbols inside the sticky symbol, you'll select that symbol (rather than the group).

For example, you could designate a symbol that represents an empty plate as a sticky symbol, and then move clip art symbols of various food items onto the empty plate. The plate and the food symbols it contains are now an object group that you can move anywhere in the workspace as a single unit.



SMART Ideas software comes with several ready-made sticky symbols, including an open box, a piggy bank and a cupped hand. You can find these sticky symbols by clicking the **Stickies** arrow button on the **Standard** toolbar. To see even more sticky symbols, select **More Sticky Symbols** from the same drop-down list, and an entire sticky style collection appears on the Gallery toolbar.



Some SMART Ideas Sticky Symbols

However, it's also easy to turn any symbol you like—a symbol from an existing style collection or a symbol you've created in the workspace—into a sticky symbol.

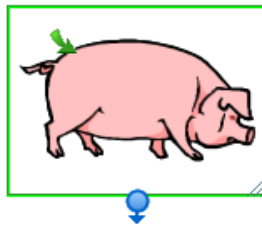
NOTE: The symbols you drag onto a sticky symbol are not affected by any change in the color, size or shape of the sticky symbol.

To group a collection of symbols with a sticky symbol

1. Click the **Stickies** arrow on the **Standard** toolbar, and then select a sticky symbol from the list.
The new Sticky symbol appears in the workspace.
OR
Select **Tools > Stickies > More Sticky Symbols**.
A **Stickies** category appears in the style collections on the Gallery toolbar. In the Style palette, drag and drop or double-click a Sticky symbol to add it to the workspace.
2. Click and drag one or more symbols onto the sticky symbol.
Each time you drag a symbol onto the sticky symbol it appears outlined in blue.
3. Click and drag the sticky symbol to move the entire group around the workspace. If you click and drag individual symbols, you'll move them off the sticky symbol, and they are no longer a part of the "sticky" group.

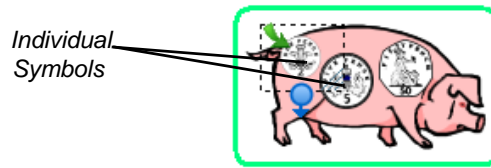
To create a sticky symbol

1. Select a symbol in the workspace.
2. Click the **Stickies** arrow on the **Standard** toolbar, and then select **Create Sticky Symbol**.
OR
Select **Tools > Stickies > Create Sticky Symbol**.
The symbol appears surrounded by a solid green selection rectangle.



3. Click and drag other symbols onto the sticky symbol you created.

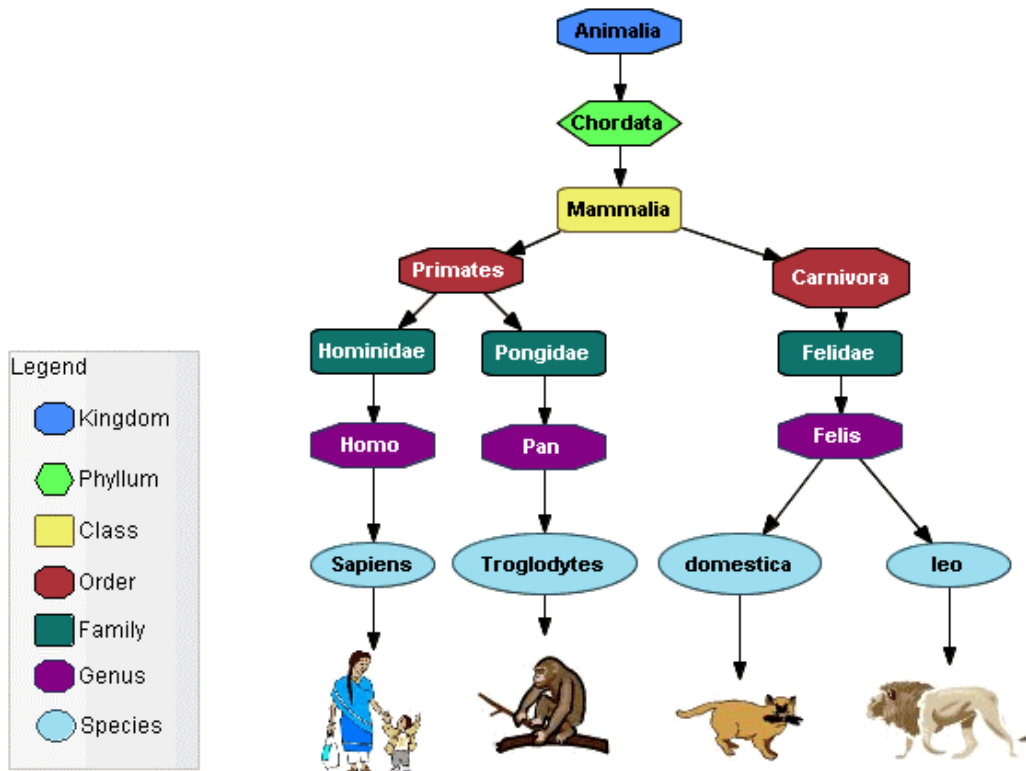
- Each time you drag a symbol onto the sticky symbol, it reappears outlined in green.



- Click and drag the sticky symbol to move the group of symbols. If you click and drag individual symbols, you'll move them off the sticky symbol.

Adding a Legend to Your Diagram

A legend is an explanatory list of some or all of the symbols used in a SMART Ideas diagram. A legend lets you assign an additional meaning to your symbols based on their shape and color, so that, in effect, you create a key to your diagram, as shown in the example below.



The explanatory text beside each symbol comes from the text label associated with that symbol. So, before dragging a symbol onto the legend, you may want to add or change that text so it serves as explanatory text.

After you've created the legend, you can save it for later use by converting it into a custom style collection. When you want to use the legend again, select that style collection and use it as the basis for another legend.

NOTES:

- If the legend is too big or too small after you've added all the symbols, you can easily resize it, as you would any other symbol.
- Symbols you add to the legend are grouped with it automatically. When you move the legend, the symbols it contains move with it.

You can create a legend by:

- inserting a blank legend and adding the symbols manually
- creating a legend from the current style collection
- using a style collection as a legend

Inserting a Blank Legend

When you insert a blank legend in the workspace, you must then add the symbols to it manually. This is especially useful if you want to create a legend that contains only a few symbols.

To insert a blank legend

1. Select **Insert > Legend > Blank**.

A blank legend appears in the workspace.

2. Select a symbol in the workspace that you want to use as part of the legend. Add explanatory text to the symbol, or modify existing text so it serves that purpose.
3. Drag the symbol into the legend.

The symbol becomes part of the legend: The symbol text becomes its title, and the title automatically appears to the right of the symbol.

4. Repeat this process for as many symbols as you'd like.

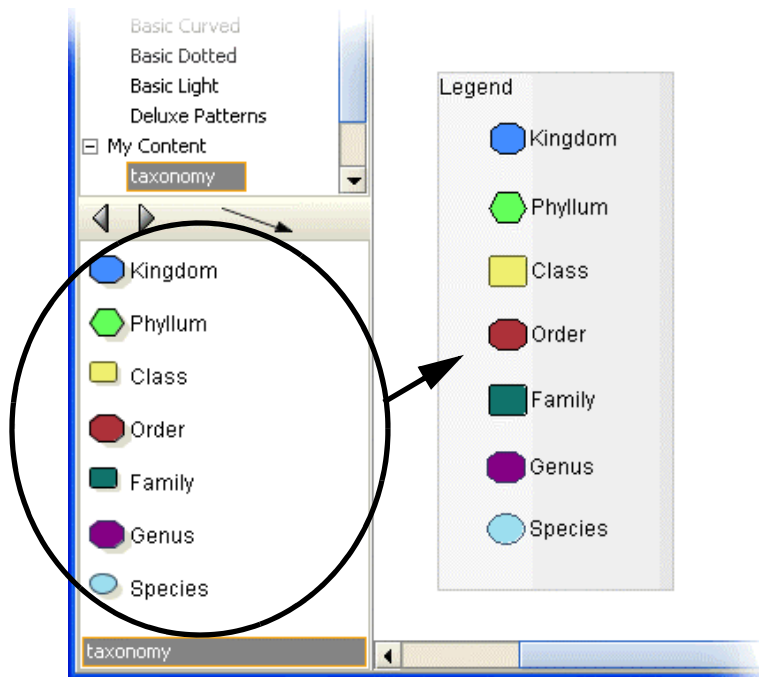
Creating a Legend from a Style Collection

You can create a legend automatically from the currently selected style collection. It's important to note, however, that you can't select specific styles in this case; the entire collection of styles becomes the basis for the workspace legend.

Also, the explanatory text for each symbol is derived from the style names as they appear in the palette. Therefore, you may want to alter the style names before creating the legend.

To create a legend from a style collection

1. On the Gallery toolbar, select the style collection you'd like to use as the basis for the legend.
2. Select **Insert > Legend > Current Style Collection**. The legend appears in the workspace. Every symbol style in the style collection becomes a part of the legend, and the legend's explanatory text is derived from the style names.



TIP



Many of the style collections included with SMART Ideas software use style names that describe a symbol's appearance rather than its meaning. Rename the symbols with more meaningful names before you use a collection as a basis for the legend.

Converting a Legend to a Custom Style Collection

Once you've created a legend, you can convert it to a new style collection or add it to an existing custom style collection for later use. When you convert a legend to a custom style collection, SMART Ideas software automatically saves it to your computer's **My Documents\MY SMART Ideas Contents\Collections** folder as an .ipr file.

To convert a legend to a custom style collection

1. Right-click the legend, and then select **Add Legend to Gallery**.
NOTE: Be sure to right-click the legend and not one of the symbols it contains.
2. Click the **New Style Collection** button to create and name the new collection.
OR
Select a custom style collection to which you'd like to add the legend.
3. Click **OK**.

Getting to Know the Workspace

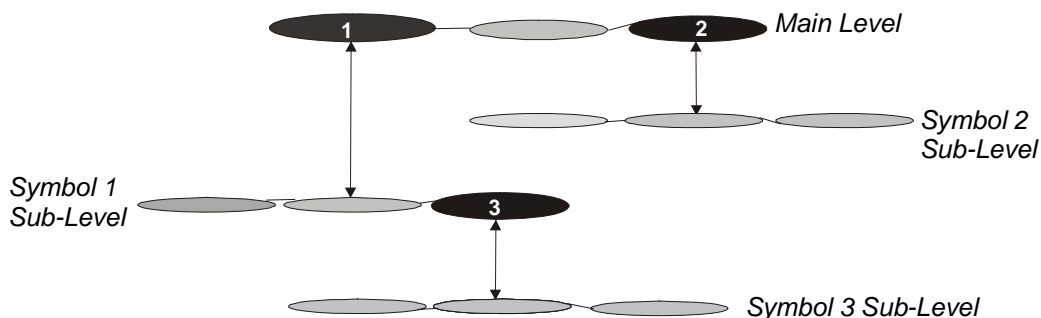
What do you do if you want a fresh, blank workspace to add additional information to your current diagram? Click the sub-level icon of any symbol in the current workspace and a new, blank sub-level workspace opens.



Sub-Level Workspaces

With SMART Ideas software, you can give your diagrams the added dimension of workspace depth. Every symbol in the current workspace is a potential portal to another workspace on which you can add another symbol, an image or a fully connected diagram of many symbols and images. Likewise, every symbol in your new sub-level workspace is the potential source of another unique workspace. Although there is no real limit to the number of symbol sub-levels you create, the amount of information in your diagrams effects the size of the SMART Ideas file.

The following figure depicts three symbols and their accompanying sub-levels in cross section: symbols on the main level (symbols 1 and 2) have associated sub-levels, and one symbol on a sub-level (symbol 3) has its own sub-level.



Tools for Navigating in Your Sub-Level Workspaces

It's easy to keep track of where you currently are in relation to other sub-levels using any of the features described below.

Using the Back Button

After you've used a sub-level workspace, you can return to the level of the originating symbol by clicking the **Back** button on the Standard toolbar.

Using the Watermark Links

If you've created many sub-levels, you'll want to use the sub-level watermarks in the upper-left corner of each level to stay oriented. This watermark appears by default and is derived from the originating symbol text for the current level, as well as the originating symbol text from all other related sub-levels.

Click on the different links in the watermark to return to the original workspace level (called Main) or to the other sub-levels.



Although watermark links appear by default, you can easily hide the watermarks to reduce workspace clutter. To hide watermarks, clear the selection of **View > Watermark**.

Using the Navigator in the Gallery Toolbar

The Navigator is a sidebar that allows you to easily navigate when you're working with multiple levels. It shows you exactly which symbol sub-level you're currently on, and where that sub-level is located in relation to other sub-levels. To open the Navigator, click the drop-down arrow beside **Style Collections** (at the top of the Gallery), and then select **Navigator**.

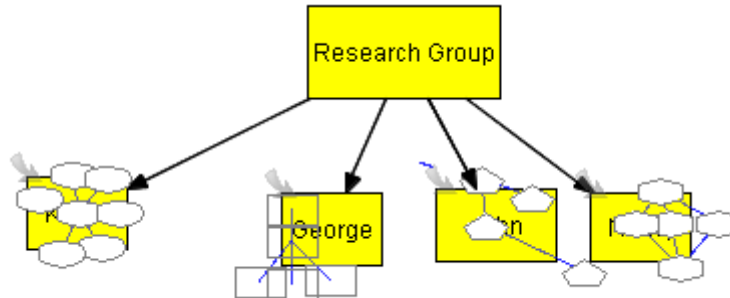
When you click on a level in the Navigator, the symbol from which that level originated (and the entire level on which it resides) appears.

Using the Global View

If your diagram has multiple sub-levels, use the Global view feature described on page 58. In this view, you can see your main level and all associated sub-levels spread out in the form of an interconnected map. The Global view also allows you to instantly access any level by clicking on its link.

Viewing Sub-Levels

If you like, you can view small, ghost-like images of any diagrams that are associated with a symbol's sub-level. You can see at a glance which symbols have sub-level diagrams, as well as the relative complexity of those diagrams.



The **Sub-levels** menu option also allows you to drag a selected symbol into any symbol's sub-level. For more information on dragging symbols directly into sub-levels, turn to page 73.

To view sub-levels

Select **View > Sub-levels**.

A small, faint image of the sub-level diagram appears inside each originating symbol.

Workspace Views

SMART Ideas software provides three distinct views of your work—Diagram, Outline and Global view. You can switch between these views using the tabs at the top of the workspace.

Diagram and Outline View

The Diagram view is the view you'll use most of the time. It's the default view that gives you the workspace and tools you need for making your diagrams.

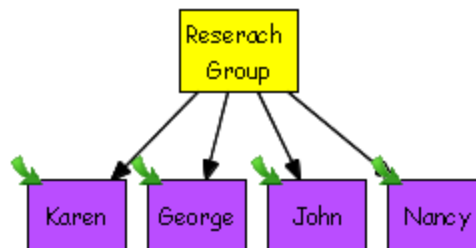
To view a text-based, linear counterpart to your diagram, use the Outline view. This view is a ready-made outline that your students can use for organizing a writing project. They can brainstorm and develop connections between ideas in the Diagram view, and then toggle to the Outline view when they're ready to move from rough ideas to a finished document.

However, the Outline view isn't only for viewing a text version of your diagram. You can also develop a complete outline from scratch in this view. All the tools for creating new symbols and labeled connectors, adding notes, hyperlinks and sub-levels, rearranging, revising and reformatting your ideas are all available in this view. Any changes you make are immediately reflected in the Diagram view.

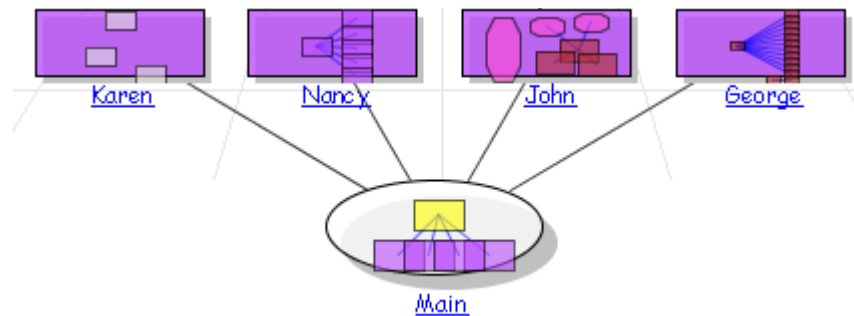
Global View

If you frequently use sub-level workspaces to create a complex, interconnected web of diagrams, the Global view provides a useful overview of all your work. This view is a three-dimensional depiction in miniature of every diagram at every level, so you can conveniently see everything at once and instantly access any diagram with a mouse click. In addition, the link between the sub-level diagram and its associated upper-level symbol is clearly shown, so it provides a useful road map to your multi-dimensional workspace.

For example, if you created a diagram on the main level, in which each symbol represented a student in a science research group, you might capture the outline of each student's project in a sub-level diagram that's associated with their name.

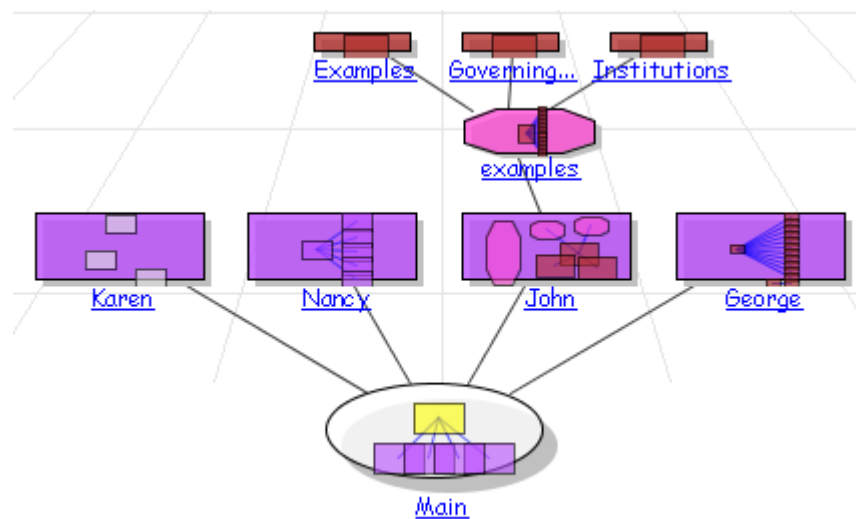


In the Global view, the symbols and their sub-levels appear as follows:



The Global view displays a miniature image of the actual diagram that occupies each sub-level. Click on any of the links to access the Diagram view of that workspace.

Any changes that you make in the Diagram view are immediately reflected in the Global view. For example, if you add two sub-levels below the **John** workspace, the Global view changes accordingly:



Maximizing the Workspace

When making a concept map presentation to a group, use Present (full screen) mode to close the toolbars and maximize the viewing area. You can still access all toolbar functions via menu options.

You can selectively enlarge the SMART Ideas workspace by hiding:

- the Standard toolbar
- the Formatting toolbar
- the Gallery toolbar

You can also click and drag the Gallery sidebar to make it wider or narrower.

To use Present mode

Click the **Present** button on the Formatting toolbar.

To hide the Standard, Formatting or Gallery toolbar

Clear the selection of **View > Toolbars > Standard** to hide the Standard toolbar.

Clear the selection of **View > Toolbars > Formatting** to hide the Formatting toolbar.

Clear the selection of **View > Toolbars > Gallery** to hide the Gallery toolbar.

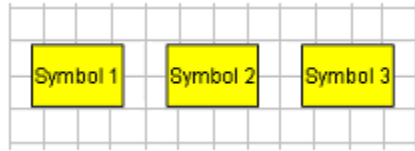
The workspace enlarges accordingly.

To change the width of the Gallery toolbar

Click and drag the horizontal resize pointer on the Gallery sidebar.

Using the Workspace Grid

Use the grid to precisely align the objects in your diagrams. When you activate the grid, a series of faint, intersecting vertical and horizontal lines appears. Use this unobtrusive grid to assist in aligning symbols.



You may have noticed that the three preceding symbols are perfectly aligned. When the grid is on, the built-in “snap-to” functionality makes it easy to arrange objects: SMART Ideas software automatically nudges the center of every object you move to the center of a grid box.

When the grid is off, the “snap-to” functionality is deactivated, and you again have free-moving control over object placement.

To activate the grid

Select **View > Grid**.

Changing the Background Color

The default background color for the Diagram view is plain white, with or without a grid. If you prefer, you can change the background color of your current workspace or every workspace in your SMART Ideas file. This feature does not affect the color of foreground elements of your diagram, such as symbols, clip art, imported images and connectors.

NOTE: The background color appears when you print the diagram on a color printer.

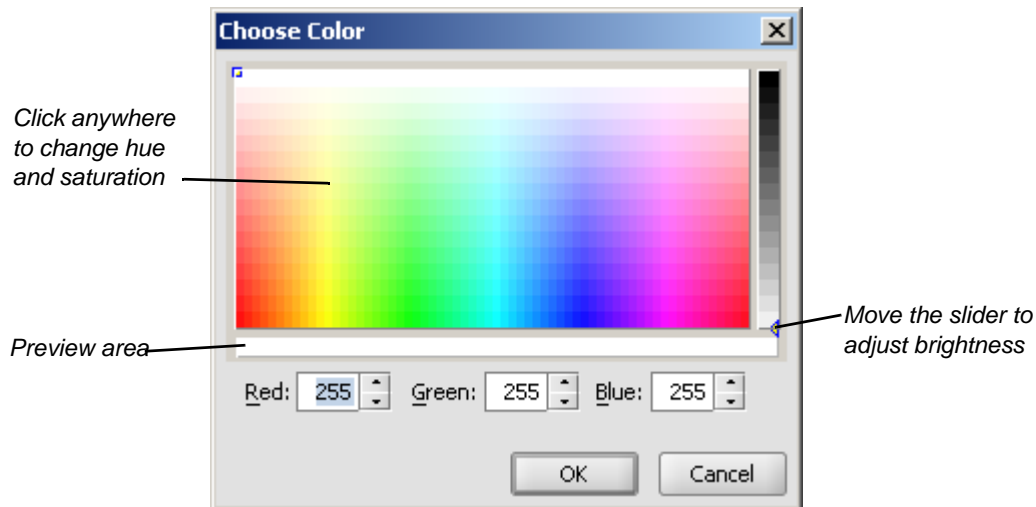
To change the background color

1. Select **Format > Background Color**.

The *Select Color* dialog box appears.



2. Select **Current Level** to change the background color of only the current workspace.
OR
Select **All Levels** to change the background color of all workspaces on all levels.
3. Click on a color in the 40-color palette.
OR
To create a custom color, click **More Colors**.
The *Choose Color* dialog box appears.



4. Click anywhere on the color swatch to change the hue and saturation, and then move the slider in the color gradient to change the luminescence (brightness). Alternatively, you can change the **Red**, **Green** and **Blue** values by selecting or entering number values.
5. Click **OK**.

To remove the background color

Select **Format > Background Color**.

The *Select Color* dialog box appears.

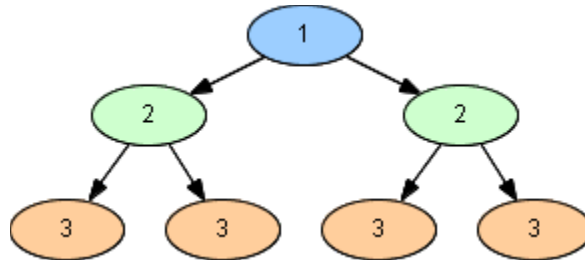
Click the **No Color** button.

The background color disappears from the current and from all sub-level workspaces as well.

Applying a Color Scheme to Your Diagram

Give your diagrams a professional, uniform appearance by applying a color scheme to the background, symbols, symbol borders and connectors. You can use one of the color schemes provided with SMART Ideas software, create (and save) your own color schemes or edit existing schemes.

Apply a color scheme to an existing diagram and the symbols receives a color based on their position within the diagram's hierarchy. Each first-level symbol has the same color, each second-level symbol has the same color, and so on.



To apply a color scheme to a diagram

1. Select **Format > Color Scheme**.

The *Create/Edit Color Scheme* dialog box opens.

2. Select the **Standard** tab if it's not already selected.
3. Select the color scheme you'd like to apply to your diagram, and then press **Apply**.

OR

Double-click the color scheme you'd like to apply to your diagram.

SMART Ideas software applies the color scheme to the diagram's background, text, symbols, symbol outlines and connectors.

To create and save a custom color scheme

1. Select **Format > Color Scheme**.

The *Create/Edit Color Scheme* dialog box opens.

2. Select the **Custom** tab if it's not already selected.
3. Click the color swatch to the left of **Background**.

A color palette appears.

4. Select a color for the diagram's background.

NOTE: Click **More Colors** to select a color that doesn't appear in the palette.

5. Repeat this process for the remaining items on the **Custom** tab.
6. After you've selected all the colors, type a name for the color scheme in the **Name** box, and then press **Save Scheme**.

The custom color scheme is now available from the **Standard** tab.

7. If you want to apply the color scheme to the diagram, press the **Apply** button.
8. Click the **Cancel** or **Close** button to close the dialog box.

To edit an existing color scheme

1. Select **Format > Color Scheme**.

The *Create/Edit Color Scheme* dialog box opens.

2. Select the **Custom** tab if it's not already selected.
3. Click the **Load Scheme** arrow, and then select the color scheme you'd like to edit.
4. Click the color swatch to the left of **Background**.

A color palette appears.

5. Select a color for the diagram's background.

NOTE: Press **More Colors** to select a color that doesn't appear in the palette.

6. Repeat this process for the remaining items on the **Custom** tab.
7. Enter a name for this scheme in the **Name** box, and then click **Save Scheme**.
The modified custom color scheme is now available from the **Standard** tab.
8. If you want to apply the color scheme to the diagram, click the **Apply** button.

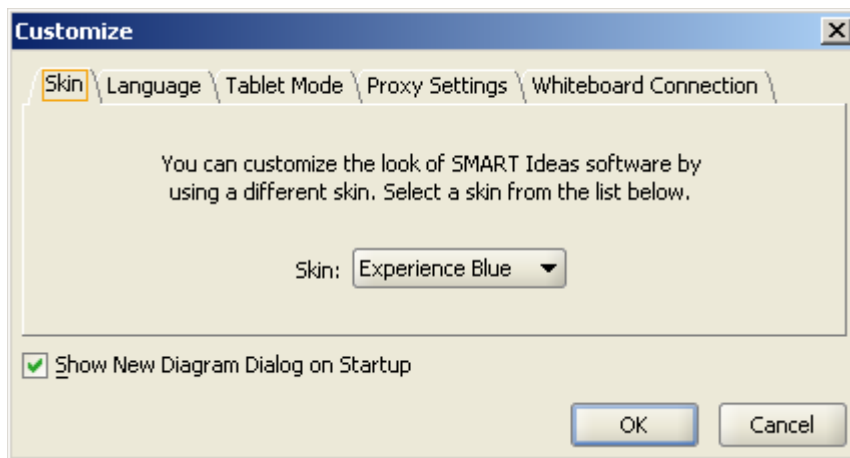
Changing Skins

You can change the look of SMART Ideas software by changing its skin. Fourteen skins are available that alter the color of the scroll bars and menu options when they're highlighted.

To change the SMART Ideas software skin

1. Select **Tools > Customize**.

The *Customize* dialog box appears.



2. Click the **Skin** tab.
3. Click the **Skin** scroll-down arrow, and then select another color scheme from the list.
4. Click **OK**.
A *Restarting SMART Ideas* message appears.
5. Click **Yes**.

6. If you have unsaved changes in your SMART Ideas file, the *Save Modifications* dialog box appears. To save your work and restart SMART Ideas software, click **Save**. To restart SMART Ideas software without saving your work, click **Don't Save**.

SMART Ideas software exits and then opens automatically in its new skin.

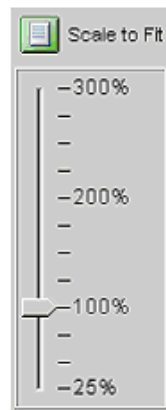
Using the Zoom Feature

Use the Zoom feature to magnify or reduce the size of the workspace, zooming in or out so you can see a more detailed or general view of your diagrams. SMART Ideas software has a zoom slider on the toolbar that provides continuous zoom options between 25% and 300%. A non-continuous zoom feature is available in increments that range from 25% to 100% from the **View > Zoom** menu.

The **Scale to Fit** setting adjusts your view automatically so you can see all the objects in the workspace (at optimal zoom) without scrolling.

To change the magnification of a workspace

1. Click the **Zoom** button on the Standard toolbar.
A Zoom slider appears.
2. Drag the slider to the zoom level that you want.



OR

Click the **Scale to Fit** button to view all the objects in the workspace at an optimal zoom level.

Moving Around the Workspace

If you click the **Pan** button, you can drag the workspace in any direction, changing your view easily and accurately without resorting to the scroll bars.

While the **Pan** button is depressed, you can still click on individual objects to select them. If you click the CTRL or SHIFT key, you can select multiple objects in this way too. Once objects are selected, click and hold again on the object (or one of several), and then drag the cursor to move them.

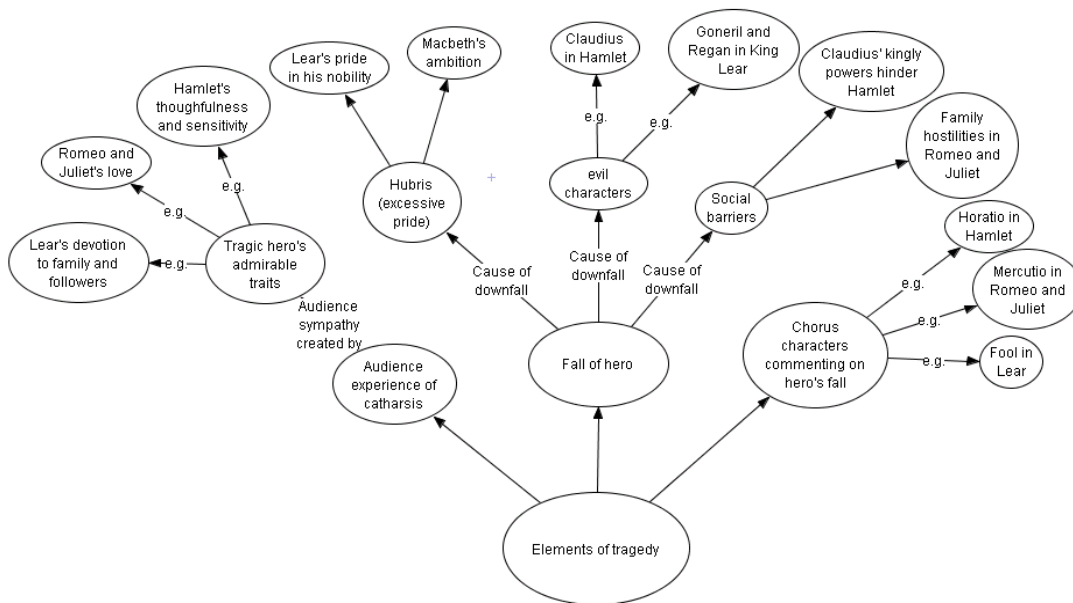
To move the workspace with the Pan feature

1. Click the **Pan** button on the Standard toolbar.
2. Click, hold and drag in any direction on the workspace.
3. Click the **Pan** button to deactivate it and restore normal click-and-drag selection behavior.

Shrinking and Expanding Diagram Trees

Concept maps are almost always hierarchical, beginning with broad, general concepts and then branching out into more specific details. This hierarchical organization gives your diagrams a tree-like appearance. Think of the main idea or topic symbol as the trunk of a tree that branches into related subsidiary ideas, which can sprout many smaller branches of supporting details.

Note the tree-like structure of the diagram below. This diagram explores the characteristics of literary tragedy, starting with the generic elements common to all tragedies and ending with specific Shakespearean tragedies that illustrate those elements.



An elaborate diagram, such as the one on the previous page, is both visually intimidating and difficult to grasp when viewed in its entirety. For the sake of clarity, you may want to hide the symbols that reside on the branch ends until you're ready to discuss them. This way, your students can focus on general concepts first, and then you can selectively reveal supporting details—but only when you're ready to discuss them.

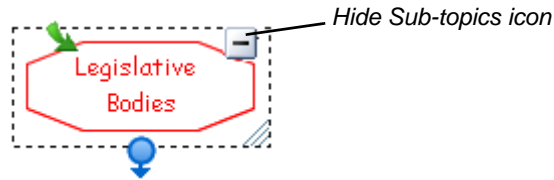
SMART Ideas software lets you expand or collapse either all trees on the current level or selected branches of a diagram tree, one level at a time.

NOTES:

- If you save the file with collapsed or expanded trees, the file re-opens in the identical state.
- You can also expand and collapse trees in the Outline view. Click on a topic's number and the Expand or Collapse icon appears.

To hide one level of a tree

1. Select the symbol from which you want to hide all subsidiary sub-topics.
2. Click the **Hide Sub-topics** icon.

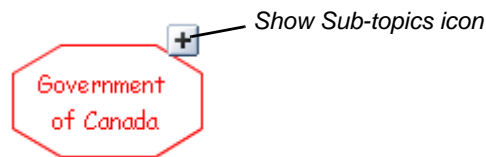


All the branches that emerged from the selected symbol disappear from view, so only the selected symbol is displayed.

OR

Select **View > Sub-topics > Hide**.

You'll notice the appearance of a new icon in the symbol's selection rectangle. This is the **Show Sub-topics** icon. Click this icon to expand the tree by a single level.



To show one level of a tree

1. Select the symbol from which you want to expand the tree.
2. Click the **Show Sub-topics** icon.

OR

Select **View > Sub-topics > Show**.

All the branches you previously created beyond this symbol appears.

To hide all trees on the current level

Select **View > Sub-topics > Hide All**.

All diagrams collapse down to their single, originating symbols.

To show all trees on the current level

Select **View > Sub-topics > Show All**.

All diagrams expand fully, displaying all branches at once.

Working with Text

Symbols and connectors can be labeled with titles or descriptive text to make your diagram more meaningful to others.

SMART Ideas software enables you to:

- perform full text editing and formatting (this page)
- check your spelling (page 68)
- find and replace text (page 69)

Editing Text

It's easy to edit the text labels for symbols and connectors.

To insert a blank line

1. Type some text on the SMART Ideas workspace or in a selected symbol's text box.

NOTE: Do not press the ENTER key on the keyboard.

2. Press the ALT+ENTER keys on the keyboard twice.

A blank line appears.

To edit object labels

1. Select a symbol or connector.

2. Click the selected object again, and then edit the text in the text box that appears.

OR

Right-click on the selected object, select **Edit Label**, and then edit the text in the text box that appears.

3. Press the ENTER key on your keyboard.

OR

Click once outside the text box.

TIP



For lengthy text entries, attach a note to the symbol. When you move your mouse pointer over the Note icon, the note appears in an editable text box.



Turn to page 41 for more information on attaching notes to symbols.

Formatting Text

The easiest way to change the font, size and weight of text is with the buttons on the Formatting toolbar.

To change the font type, size and weight of a label

1. Select the symbol(s) or connector(s) that you want to modify.
2. To change the font type, click the **Font** button, and then select an alternative from the list.
3. To change the font size, click the **Font Size** button, and then select a point size from 8 to 72.
4. To change the font to bold or italic, click the **Bold** or **Italic** button.

NOTE: Because some fonts do not support bold and italic properties, these buttons are not always available.

5. To change the font color, click the **Font Color** button, and then select a color from the palette (or click the **More Colors** button to customize the color).

Checking Your Spelling

When you create a diagram, use the Spell Check feature to check your symbol and connector text. This feature alerts you to any words that are repeated or misspelled and offers suggestions for change. You can check the spelling of your text in the current level or in all sub-levels as well.

To check your spelling

1. Select **Tools > Spell Check > Current Level** or **Tools > Spell Check > All Levels**.

When a misspelled or repeated word is encountered, the Check Spelling dialog box appears.

A misspelled or repeated word appears in the **Not in dictionary** box and a suggestion for change appears in the **Change to** box.

If no errors are found, a message appears telling you that the spell check is complete.

2. Accept or reject the results of the spell check as follows:

- a. To accept the suggested word, click the **Change** button.

OR

Select a word from the **Suggestions** list, and then click the **Change** or **Change All** buttons.

OR

Type a correction of your own in the **Change to** field, and then click the **Change** or **Change All** buttons.

- b. To retain the original word (ignoring the spell check feature's advice), click the **Ignore** button, or click the **Ignore All** button to retain every occurrence of the original spelling.
- c. To add the word to the Spell Check dictionary, click the **Add** button.

When the Spell Check is complete, the *Check Spelling* dialog box disappears.

To change the Spell Check dictionary

1. Click the scroll-down arrow under **Dictionary language**.
2. Select another dictionary from the list.

Finding and Replacing Text

When you need to review or change text in either the Diagram view or the Outline view, you can search for and replace text in the current workspace or include all sub-levels.

To find text

1. Select **Edit > Find Text**.

The *Find* dialog box appears at the bottom of the workspace.

2. Enter the text that you want to find in the **Text to find** box.

You can type up to 255 characters in this box. The text scrolls horizontally as you type.

3. To find only separate words (not characters embedded in other words), select **Whole words only**. For example, select this option to find “run” but not “running.”
4. To find only words that have a specific pattern of uppercase and lowercase characters, select **Match case**.
5. To restrict your search to the current level only, select **Current level**. To expand your search to include all sub-levels as well, select **All levels**.
6. Click the **Search** button.
SMART Ideas software selects the first occurrence of the text in either a symbol or connector label. The text is displayed as it appears in relation to other levels in bold text in the display area.
If the word or phrase isn't found, a **No Search Result** message appears in the display area.
7. Click the **Next** button to find subsequent occurrences of the text.
8. Click the **Hide** button in the upper-right corner of the *Find* dialog box.

To replace text

1. Select **Edit > Replace Text**.

The *Find* dialog box appears at the bottom of the workspace.

2. Enter the text that you want to replace in the **Text to find** box.

You can type up to 255 characters in this box. The text scrolls horizontally as you type.

3. Enter the replacement text in the **Replace with** box.

To replace only separate words (not characters embedded in other words), select **Whole words only**. For example, select this option to replace “run” but not “running.”

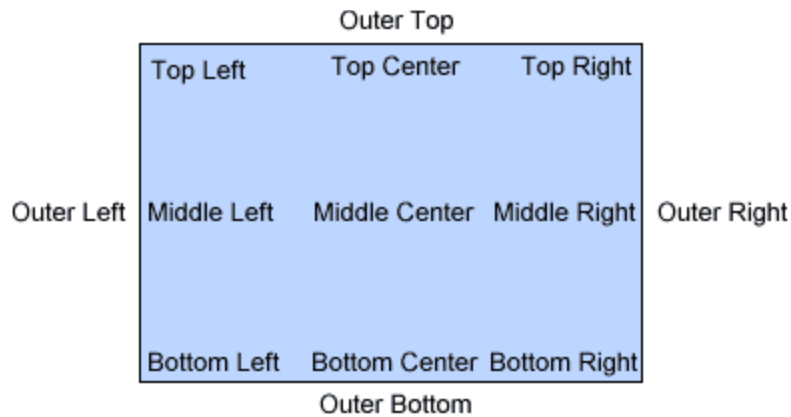
To replace only words that have a specific pattern of uppercase and lowercase characters, select **Match case**.

4. To restrict your search to the current level only, select **Current level**. To expand your search to include all sub-levels as well, select **All levels**.

5. Click the **Search** button.
6. Click the **Replace Selected** button to replace the current selection with replacement text.
OR
Click the **Replace All** button to replace every occurrence of the text.

Changing Text Placement

You can place text anywhere you'd like within a symbol (or outside of a symbol) with the **Text Placement** menu option.



Text Placement Options

To change the placement of a symbol's text

1. Select the symbol or symbols that contain text.
2. Select **Symbol > Text Placement**.
OR
Press the **Text Placement** button drop-down arrow.
3. Select one of the 13 options for text placement.

TIPS



- Use the Outer Top placement to create a title for a symbol.
- Use the Outer Bottom placement to create a caption.

NOTES:

- If you select more than one symbol, the same text placement is applied to each.
- The **Text Placement** button changes appearance to show the text placement for the currently selected symbol.
- If you select a text placement option while no symbol is selected, that placement applies to the next symbol you create.

Adding Layers and Links to Diagrams

You can add depth to your diagrams by adding levels; you can also extend the reach of your diagram by adding links to local files and Web sites.

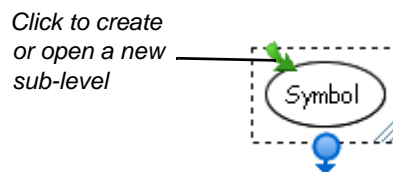
In this section, you'll learn how to:

- create layered diagrams (this page)
- show sub-levels (page 73)
- navigate within layered diagrams (page 74)
- link any file, program, e-mail address or website to a symbol (page 74)
- remove and replace links (page 77)

Creating Layered Diagrams

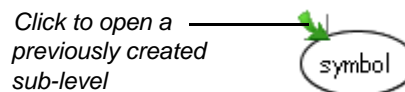
Every symbol in a diagram is a potential gateway to another diagram that you can create on a sub-level of that symbol. You can use sub-levels to illustrate or expand on information. You can also use them to hide information, so you can reveal details or examples when you want to, or when your class is sufficiently prepared to understand them.

It's easy to create a new sub-level or open an existing sub-level: Select a symbol, and then click the **Open Sub-level** icon (the arrow in the upper-left corner of the symbol). The sub-level then opens as a new, blank workspace, in which you can create a diagram, write a few lines of illustrative text, insert a picture, etc.

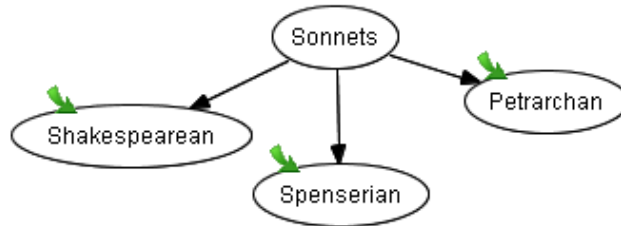


You can continue creating more sub-levels, or click the **Back** button (located on the left edge of the Standard toolbar) to return to the previous level. You can create an unlimited number of sub-levels to contain related symbols, diagrams, text or graphics.

Any symbol with sub-level content displays the **Open Sub-level** icon—even when you haven't selected the symbol. To open a sub-level, click this icon.

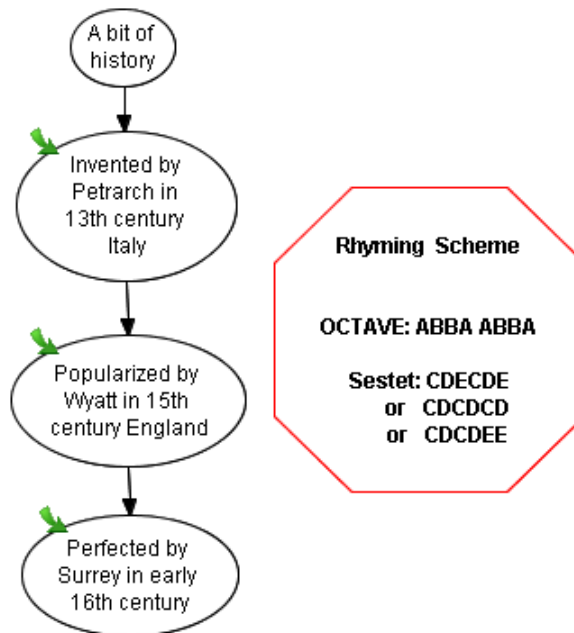


For example, for a lesson on the history of the sonnet, you could create a diagram that shows the three major types of the sonnet form.



To keep your diagram simple and clear, relegate the illustrative information to each symbol's sub-level. Then, when your class is ready for more detailed information, click the **Open Sub-level** icon to view it.

For example, if you click the **Open Sub-level** icon on the "Petrarchan" symbol, the following diagram appears:



The "Petrarchan" Symbol Sub-Level

To create a symbol sub-level

1. Select the symbol.
2. Click the **Open Sub-level** icon (the green, curved arrow in the top-left corner of the selection rectangle).

A new, blank workspace opens.

To return to the originating symbol (in the previous layer)

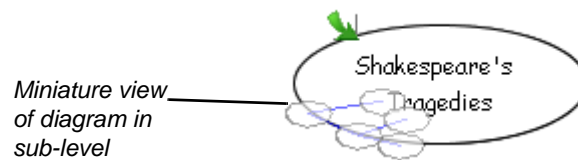
Click the **Back** button on the Standard toolbar.

OR

Click the watermark in the upper-left corner of the workspace (if it's displayed).

Showing Sub-Levels

To view the diagrams on underlying sub-levels at a glance, activate the **Sub-levels** menu option. This menu option displays a miniature, ghostly image of the sub-level diagram inside the originating symbol.



When **Sub-levels** is active, symbols also become functionally transparent. To move a symbol to the sub-level of another symbol, drag the symbol (or multiple connected symbols) onto the target symbol and watch the dragged symbol(s) recede and then disappear into the destination symbol's sub-level. Open the sub-level (by clicking the green **Open Sub-level** arrow icon) to view the symbol you dropped into it.

To view sub-levels

Select **View > Sub-levels**.

A small, faint image of the sub-level diagram appears inside each originating symbol.

To drop a symbol or diagram into a sub-level

1. Select **View > Sub-levels**, and then select a symbol.

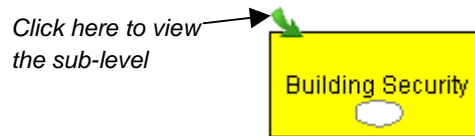
NOTE: You can't drop a selected symbol onto a sub-level if the symbol you're dropping is connected to another symbol.

2. Move the symbol or a selected group of symbols over top of another symbol.



When the moving symbol reaches the middle of the receiving symbol, it gradually disappears from view as it sinks into the receiving symbol's sub-level. A small, ghost-like version of the moved symbol appears inside the receiving symbol, and an **Open Sub-level** icon appears next in the upper-left corner.

3. Click the **Open Sub-level** icon to view the symbol you moved.



4. Click the **Back** button on the Standard toolbar to return to the original symbol level.

Navigating through Symbol Layers

Because any symbol can have a sub-level, and any sub-level can have further sub-levels, you may lose track of where you are in a multi-layer diagram. There are a number of ways to stay oriented:

- Click the **Back** button on the Standard toolbar to return to a higher level, or click a symbol's **Open Sub-level** icon to see the level below.
- Use the Navigator sidebar (see page 56 for details).
- Click the watermark level links. You'll notice a watermark of faint blue text links on the top-left corner of each level. Click on the different links in the watermark to return to the original (Main) level or to the other sub-levels.
- Open the Global view (by clicking the **Global** tab) to view a map of all levels and sub-levels, and instantly access them. For a detailed discussion of the Global view, see page 58.
- Select **View > Go To > Go Home** (CTRL+HOME) to return to the originating symbol level.

Creating Links to Websites, Files or Other Diagram Levels

Enrich your diagram with links to any website, a file or another level in the current diagram. A hyperlink lets you quickly access any external sources of information to clarify, illustrate or expand on an idea that a particular symbol represents.

Although you can add as many links to your diagram as you have symbols, you can create only one link per symbol. After you add a hyperlink to a symbol, a Link icon appears in the lower-left corner of that symbol. Click the icon to go directly to the associated website, file or diagram level for that link.



TIP



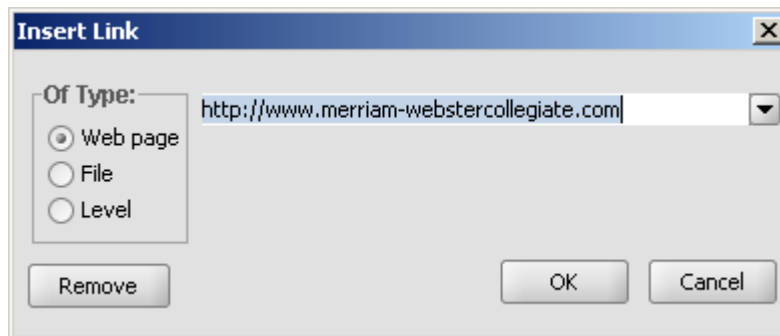
The Internet is a great source of lesson materials, ideas for class projects and even news from your local teachers' association. Although you can always store favorite websites in your Internet browser, it can be difficult to find the website you want from a long list of favorites.

Use SMART Ideas software as a single source website management tool: Associate favorite website links with connected, descriptive symbols in a single SMART Ideas file, where they're a mouse-click from view.

You can create a well-organized, connected diagram exclusively made up of website links, and even add a link to a favorite file on your hard drive or network. Either way, each time you click the Link icon, your Web browser (or Windows Explorer) opens and the associated website (or file) appears.

To link a symbol to a website

1. Select a symbol.
2. Click the **Add Link** button on the Formatting toolbar.
The *Insert Link* dialog box appears.
3. Click **Web page**.



4. Enter the full Web address in the text box.

OR

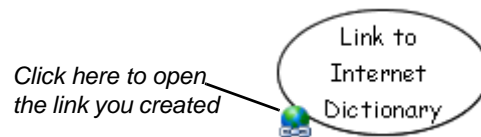
Click the arrow, and then select a Web address from the list of links previously used. (This list is empty if this is the first time you've created a hyperlink.)

TIP

Rather than manually typing a Web address into the *Insert Hyperlink* dialog box, it's easier—and often more accurate—to open your Web browser and navigate to the website you want to link to. Then copy the address that's in the **Address** box of your browser and paste it into the *Insert Hyperlink* dialog box.

5. Click **OK**.

The symbol appears with a **Link** icon in its lower-left corner. To open the Web page that you created a link to, click this icon.

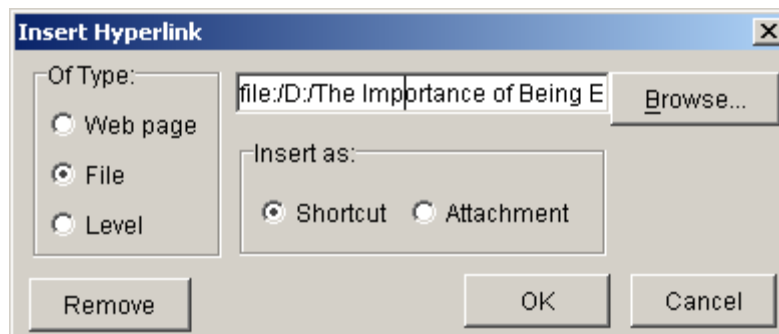


To link a symbol to a file

1. Select a symbol.



2. Click the **Add Link** button on the Formatting toolbar.
The *Insert Link* dialog box appears.
3. Click **File**.

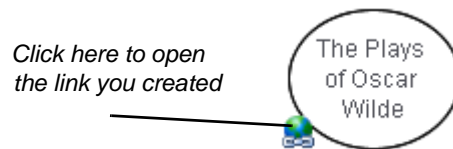


4. Click the **Browse** button.
The *Open* dialog box appears.
5. Navigate to the file that you want to link to.
6. Click the **Open** button.
The file path and name appear in the box.

NOTE: If the size of your file is a consideration, make sure **Shortcut** is selected. With **Shortcut** selected, the file remains on your hard drive or network, and is opened from that location. If you select **Attachment**, the file is actually attached to the SMART Ideas project file and the file size enlarges accordingly.

7. Click **OK**.

The symbol appears with a **Link** icon in its lower-left corner. To open the file that you created a link to, click this icon.



To link a symbol to another level in the same diagram

1. Select a symbol.
2. Click the **Add Link** button on the Formatting toolbar.
The *Insert Link* dialog box appears.
3. Click **Level**.
4. Click the arrow, and then select a level from the list of all levels in the current SMART Ideas file.
5. Click **OK**.

The symbol appears with a **Link** icon in its lower-left corner. To open the linked level, click the icon.

Removing and Replacing Links

Because you can add only one link to a symbol, you may need to alter a link so that it opens a different file or Web page, or you may need to remove the link altogether.

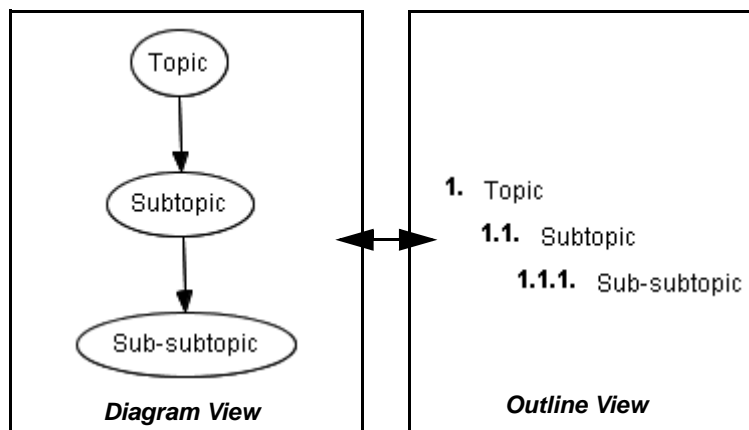
To remove or replace a link

1. Select the symbol with the link that you want to remove or replace.
2. Click the **Link** button on the Formatting toolbar.
The *Insert Hyperlink* dialog box appears.
3. To remove the link, click the **Remove** button.
OR
To replace the link, click a new link type (**Web page**, **File**, or **Level**), and then enter a new Web address, or browse to a new file or diagram level.
4. Click **OK**.

Working in Outline View

The graphically based Diagram view gives you all the tools you need for creating concept maps that capture your ideas in a colorful and stimulating way. As you work in this view, SMART Ideas software automatically generates a text-based, hierarchical view of the same information, called the Outline view. This view displays only the text associated with symbols and labeled connectors, and uses a numbering scheme and progressive indentation to convey diagram hierarchy.

In the figure below, note how the Diagram and Outline views show the same information in different ways. Only the text and hierarchy appear in the Outline view; none of the graphical aspects—such as symbol color and shape—are visible.



Switch back and forth between the Diagram and Outline view to demonstrate to students how an outline is essentially the linear, textual counterpart of the tree hierarchies of a concept map.

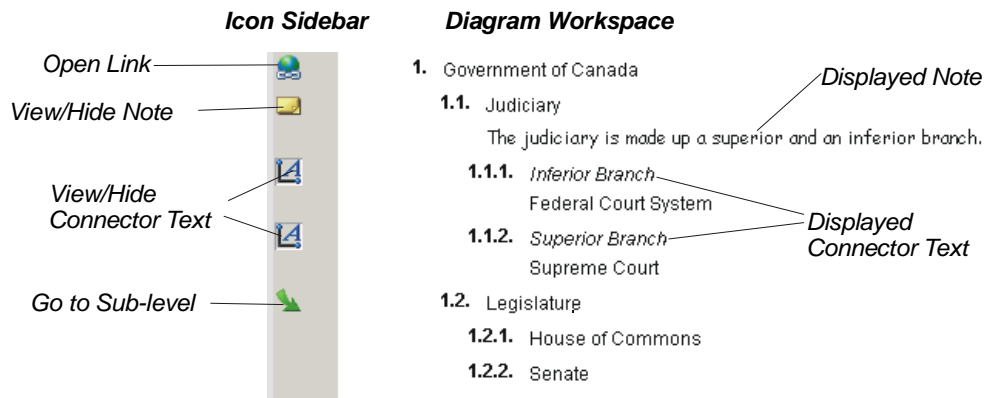
You can also use Outline view on its own to develop an outline from scratch. Almost everything you can do in Diagram view can also be done in Outline view, from creating symbols and sub-levels to adding hyperlinks and notes, editing, formatting, reordering and printing. However, you must use Diagram view for any graphically based activity, such as selecting symbol shape and color, importing clip art and using icon-based connectors.

Understanding Outline View

Good writers often spend more time thinking and planning than writing. A major challenge for all writers is effectively organizing their thoughts. A formal outline lets you move from a random list of topics to a deliberate information map that lets you see more clearly how your ideas can be best arranged to promote clarity and understanding in the reader.

In the Outline view, diagram hierarchy is conveyed by a numbering scheme together with progressive levels of indentation. The tools in the Outline view help you write, rearrange and organize your ideas for a complex writing project in outline form. The result is a conventional outline of the kind typically created prior to writing any complex document. Unlike a conventional outline, however, the Outline view also lets you add notes and hyperlinks to topics and even create new sub-levels.

You can click on icons in the Icon Sidebar to view the notes, connector text, links and sub-levels associated with corresponding topics.



To switch to Outline view

Click the **Outline** tab at the top of the workspace.

OR

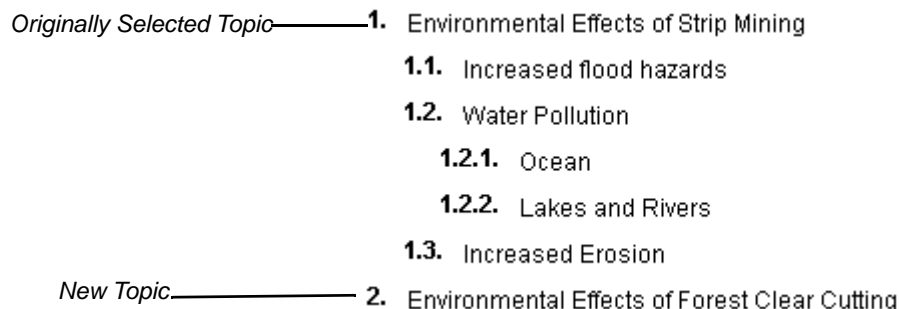
Select **View > Outline View**.

A text-based view of the diagram appears.

Creating Topics

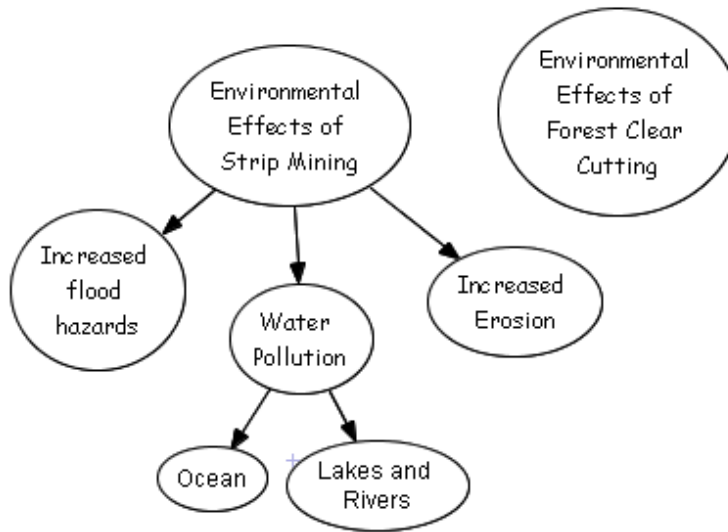
When you create a new topic in the Outline view, it always appears immediately below—and on the same level as—the currently selected topic. So, if you want to create a sub-topic below an existing topic, you must either place the cursor on an existing sub-topic, or demote the new topic to a sub-topic after you’ve created it.

In the example below, the topic 1. Environmental Effects of Strip Mining was the currently selected topic. The new topic (Environmental Effects of Forest Clear Cutting) becomes topic #2 on the same level, bypassing the five sub-topics under topic #1.



The topics you create in Outline view are automatically converted to symbols (in the last symbol style that was selected) in Diagram view. They appear linked in a “tree” pattern that is dictated by the outline hierarchy.

For the example above, the resulting “tree” in Diagram view would appear as follows:



To create a new topic

1. Click the **New Topic/Symbol** button on the Standard toolbar.
OR
Select a topic on the same level as the new topic, on the line directly above where you want the new topic to appear.
OR
Select **Main** at the top of the workspace if you want the topic to appear at the top of the outline.
2. Press the ENTER key on your keyboard.
A numbered text entry box appears.
3. Type the topic text.
4. Press the ENTER key.
A new topic appears on the same level as the originally selected topic.

Creating Notes, Links and Sub-levels


You can do almost everything in Outline view that you can do in Diagram view, and that includes creating topic sub-levels, links and adding notes to topics.

NOTE: Although you can't create connectors in Outline view, you can view and edit connector text.

To add a note to a topic

1. Select the topic.
2. Click the **Add Note** button on the Formatting toolbar.
The selected topic expands to include an empty line underneath the topic text.

3. Type your note in the empty line.
4. Click outside of the text box to commit the text.

A Note icon  appears in the Icon Sidebar. Click the icon to view the note.

NOTE: To view the note without clicking the Note icon, select **View > Notes > Show or Show All**.

To add a link to a website, file or level

1. Select the topic.
2. Click the **Add Link** button on the Formatting toolbar.

The *Insert Link* dialog box appears.

3. Click website, file or level in **Of Type**.
4. Specify or browse to the destination.
5. Click **OK**.

A Link icon appears in the Icon Sidebar. Click the icon to go directly to the link source.

To add a sub-level to a topic

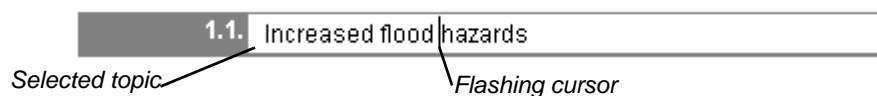
1. Select the topic.
2. Select **View > Go to > Inside**.

A new workspace opens on the newly created sub-level.

3. Press the **Back** button on the Standard toolbar to return to the originating topic.

Editing Text in Outline View

When you select a topic, a text-edit box appears, allowing you to freely change and add text to the original topic. Reposition the flashing text entry cursor as needed.



Editing and adding text to connector labels and notes is as easy.

To edit connector label text

1. Click the **View Connector Text** icon in the icon sidebar.

OR

Select **Outline > Connector Text > Show** or **Show All**.

The connector text appears in italics in a new line above its associated topic.

2. Select the connector text, and then edit it as required.

To edit a note

1. Click the **View Note** icon in the icon sidebar.
OR
Select **View > Notes > Show** or **Show All**.
The note text appears on a new line below its associated topic.
2. Select the note text, and then edit it as required.

Reorganizing Your Outline

You can change the organization of a diagram to reflect changed or developing trains of thought as easily in Outline view as you can in Diagram view.

You can click and drag a topic to move it up or down within the outline in its current level only. However, if you want to move a topic outside of its current level, either promoting or demoting it within the outline hierarchy, use the **Promote** and **Demote** buttons on the Standard toolbar.

To alter the hierarchy of a diagram

Click and drag the topic above or below its current location within its current level only.

OR

Click the **Promote** button to move the topic up one level.

OR

Click the **Demote** button to move the topic down one level.

To delete a topic (and its associated connector)

1. Select a symbol.
2. Click the **Delete** button on the Standard toolbar.
OR
Select **Edit > Delete**.
OR
Press the DELETE key on your keyboard.

Hiding and Revealing Topics in Outline View

Like in Diagram view, you can work with all or selected topics displayed or keep sub-topics hidden from view.

For the sake of clarity, you may want to hide sub-topics. This way, your students can focus on general concepts first, and then you can selectively reveal supporting details—but only when you're ready to discuss them.


NOTE: If you save the file with hidden or shown sub-topics, the file re-opens in the identical state.

To hide one level of a tree

1. Select the number associated with the topic from which you want to hide the tree.

Click Here →  Water Pollution

The Hide Sub-topics icon appears.

Hide Sub-topics Icon →  1.2. Water Pollution
1.2.1. Ocean
1.2.2. Lakes and Rivers

2. Click the **Hide Sub-topics** icon.

OR

Select **View > Sub-topics > Hide**.

All sub-topics below the selected topic disappear. You'll notice the appearance of a **Show Sub-topics** icon. Click this icon to view the sub-topics that were hidden.

To reveal one level of a tree

Click the **Show Sub-topics** icon beside the topic you want to expand.

Show Sub-topics Icon →  1.2. Water Pollution

OR

Select **View > Sub-topics > Show**.

All the sub-topics associated with all topics appear.

To hide all sub-topics

Select **View > Sub-topics > Hide All**.

To show all sub-topics

Select **View > Sub-topics > Show All**.

File Management

Managing SMART Ideas software project files (.ipr files) is very much like managing files in any other Windows application. For example, you can create a new file, save it for later viewing and revision, or print it. And, like many familiar word processing applications, SMART Ideas software comes with many file templates to help get you started, and you can also create your own custom templates for those diagrams that you use often.

In addition to these standard file management tasks, you can export your files in many different formats so that people without SMART Ideas software can still see your work.

For example, you can export your diagram as a WordPerfect, Word, AppleWorks or plain text file. With Word and WordPerfect exports, you can choose to export both the Diagram and Outline view of your SMART Ideas file. However, the AppleWorks and plain text files you create are based on the text-only Outline view of your SMART Ideas file. You can also save your Diagram view as .jpeg, .png or .svg images. So, if you like, you can accompany a plain-text version of the Outline view with an image of the Diagram view in any of the three image formats.

You can also publish your SMART Ideas file onto the Web so that anyone with a Web browser can access your work.

Creating a New SMART Ideas File

When you create a new SMART Ideas file, you can use a template or start from a blank workspace.

To create a SMART Ideas file

1. Select **File > New**.

The *New SMART Ideas Diagram* dialog box appears with **Blank Diagram** selected on the **Documents** tab.

2. To create a new template, select **Blank Template**.

OR

To base your new diagram on an existing or supplied template, click the **Templates** tab, and then select one of the templates from the list.

3. Click the **Open** button.

An untitled, blank workspace appears.

Opening a SMART Ideas File

If you're working in SMART Ideas software and want to open a recently used file, click the **File** menu. You'll see the last four SMART Ideas software project files that you worked on at the bottom of the menu. Click any one of those files to instantly load it into the workspace.

To open a SMART Ideas file

1. Select **File > Open**.
The *Open* dialog box appears.
2. Select an .ipr file.
3. Click the **Open** button.

Saving a SMART Ideas File

You can save your file to your hard drive or a network location, as you would in any other program.

To save a SMART Ideas file

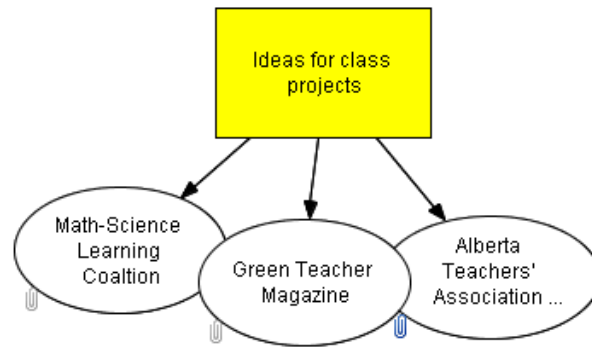
1. For a previously saved file, select **File > Save** to save the file in the same format and with the same name, or click the **Save** button.
OR
Select **File > Save As** to save the file with a different name or in a different location.
2. If you're saving the file for the first time, enter a file name in the *Save As* dialog box, and then click the **Save** button.

Exporting a SMART Ideas File to Word, WordPerfect, AppleWorks or a Plain Text File

If you need to send your SMART Ideas file to someone who doesn't have SMART Ideas software, convert your file to a Microsoft Word, AppleWorks, WordPerfect or plain text file. When you do this, you're not making the information in your diagrams accessible to more people; you're also transforming the text-based Outline view into a fully editable file that can serve as the basis for a longer writing project in any of those formats.

When you export to Word or WordPerfect, the two working views of SMART Ideas software—the graphically based Diagram view and the text-based Outline view—are both exported. The Diagram view appears as a single, uneditable graphic at the top of the page, while each text line in the Outline view appears as a separate, fully editable bulleted point, indented according to the original symbol's place in the diagram hierarchy.

For example, a simple, two-level diagram would convert into a word processing document as follows:



- Ideas for class projects
 - Math-Science Learning Coalition
 - Green Teacher Magazine
 - Alberta Teachers' Association Science Council

You can edit each bulleted point, adding text to make them the lead sentence of several connected paragraphs, or use them as separate headings for more extended discussions.

NOTE: If the diagram has sub-levels, those sub-levels are also converted on individual pages of the resulting file. For example, if eight different sub-levels have been created from the original, single Main page, the resulting file contains nine pages. Also, the symbols from which the sub-levels originate appear as linked text that takes you to the sub-level when clicked.

To convert a SMART Ideas file to a Word, WordPerfect, AppleWorks or plain text file

1. Select **File > Export > Microsoft Word**.

OR

Select **File > Export > WordPerfect**.

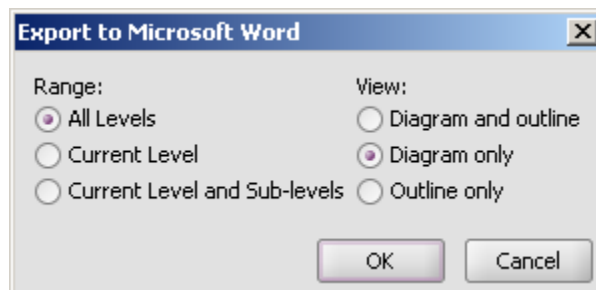
OR

Select **File > Export > AppleWorks**.

OR

Select **File > Export > Plain Text Document**.

An *Export to [Selected Application]* dialog box appears.



2. Select the level range you want to export under **Range**.
3. For Word and WordPerfect exports only, select the view (or views) you want to export under **View**.
4. Click **OK**.
A *Save* dialog box appears.
5. Enter a file name in **File Name**, and then browse to an appropriate location for the resulting file.
6. Click the **Save** button.

Exporting Workspace Views to the Web

It's easy to create diagrams and then publish on the Internet or send them to people who don't have SMART Ideas software installed on their computers. You can save your diagrams in either a graphical (Diagram view) or text-only form (Outline view) that's ready for Web publication.

To save your diagrams in graphical form for the Internet, use the **Export Diagram View to Web** menu option. This menu option saves your current diagram as a high-quality, Web-ready graphic and retains all hyperlinks in the document after conversion.

To save your diagrams to the Internet in text-only form, use the **Export Outline View to Web (Text)** menu option: This menu option converts the Outline view of your diagram into HTML format, ready for online publication.

To export the Diagram view for Web publication

1. Select **File > Export Diagram View to Web**.
A *Saving* message appears as your diagram is converted.
2. Wait a few moments.
The converted diagram opens in your Web browser.

To export the Outline view for Web publication

1. Select **File > Export Outline to Web (Text)**.
NOTE: You can be in Diagram view when you select this menu option. An HTML file of the Outline view is created.
2. Wait a few moments.
The converted text-only outline opens in your Web browser.

Printing a Diagram

You can print the current level of your diagram or the current level plus all associated sub-levels. If a diagram is too large to fit on a single page, SMART Ideas software tiles the diagram onto as many pages as necessary.

If you'd like to shrink the diagram to fit on a single page or change the way the diagram is tiled, use the **Print Preview** menu option. In Print Preview, you can also add headers and footers to your printed pages, which can be centered or aligned on the left or right side of the page.

To print a SMART Ideas file

1. Select **File > Print Current Level** to print only the current level of your diagram
OR
Select **File > Print All Levels** to print every level of your diagram
The *Print* dialog box appears.
2. Specify the printer you want to use in the **Name** box.
3. Specify what you want printed in the **Print range** box.
4. Specify the number of copies you want printed in the **Number of copies** box.
5. Click **OK**.

Using Print Preview

In addition to using Print Preview to see how the diagram's levels look before you print them, this menu option also lets you:

- change how large diagrams tile to several pages
NOTE: When a level is too large to fit on a single printed page, SMART Ideas software tiles the diagram onto as many pages as necessary to accommodate the entire level. You can use Print Preview to change the way the level is divided into separate pages.
- click and drag the page boundary (horizontal or vertical) to print only a specific area of the page
- add a header or footer to a printed page
- print the current, selected or all levels
- shrink a large diagram to fit on a single page

To change how large diagrams tile to several pages

1. Select **File > Print Preview**.
The Print Preview view of the file appears.
2. In the **Level Sorter** on the left, click the thumbnail for the level you want to tile.
The level appears in the preview area to the right. Dotted blue lines indicate where the page breaks occur.
3. Adjust the page breaks by dragging the dotted lines anywhere you'd like.
NOTE: To restore the page breaks to their original positions, press the **Reset** button in the lower-right corner.

To shrink a large diagram to fit on a single page

1. In the **Level Sorter** on the left, click the thumbnail for the level you want to tile.
The level appears in the preview area to the right.
2. Press the **Fit to Page** button in the lower right of the preview area.
The diagram shrinks to occupy only a single page when printed.
NOTE: To restore the page to its original size, press the **Reset** button in the lower right.

To print pages from within Print Preview

1. To print the level currently showing in the preview area, select **Print current level** from the drop-down list.
OR
To print the selected levels, select **Print selected levels** from the drop-down list. (To select a level to print, click the box in the upper-right corner of a level's thumbnail to make a check-mark appear.)
OR
To print all the levels in a diagram, select **Print all levels** from the drop-down list.
OR
To print only part of the page, click and drag the page boundary (vertical or horizontal) to specify a portion of the page.
2. Click the **Print** button.

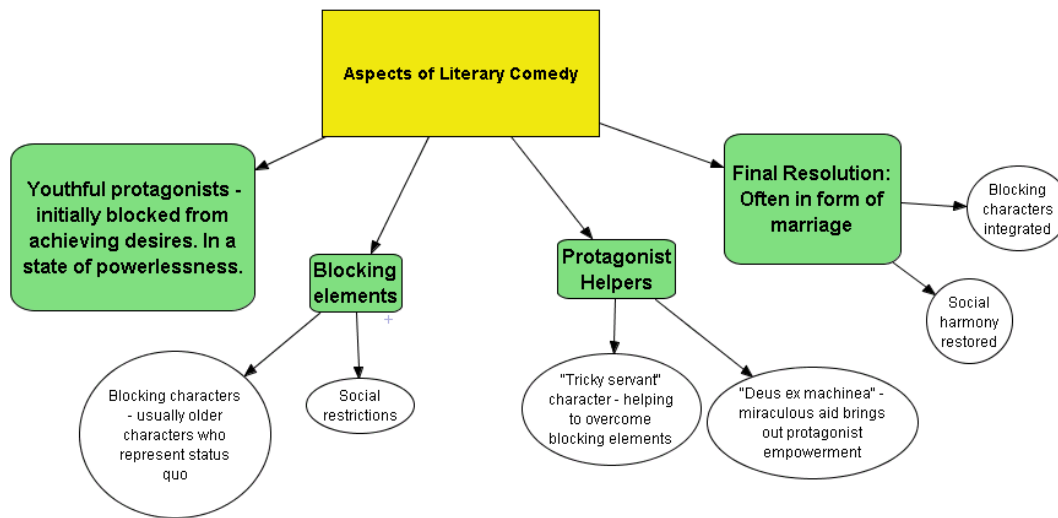
Using Templates in SMART Ideas Software

A template is a document you can use as a pattern to create other documents of the same type. The idea behind templates is that while you may create many documents, you generally create only a few types of documents. Templates provide a place to store boilerplate symbols, notes and connectors, reducing the amount of work necessary to set up new diagrams.

When you start SMART Ideas software, you'll see a long list of templates from which to choose. There are templates that have been specifically developed for social studies, science, language arts and lesson planning.

You can also create your own templates for diagram formats that you use frequently. For example, if you're a language arts teacher, you might develop four individual templates devoted to each of the major literary archetypes—tragedy, comedy, romance and irony— with symbols that capture the generic elements of each archetypal plot. When you want to show how a particular literary work fits within the framework of a literary archetype, you can adapt the template using specific examples from that work.

The following example is a template developed to show recurring elements in the genre of literary comedy.



To create your own template, you can either:

- create a diagram as usual, select **Save As**, and then save it with the .ipt extension rather than the default .ipr (Ideas project file) extension. Selecting the .ipt extension automatically converts the SMART Ideas project file into a template.
- create a diagram, and then save it with the **Save As Template** menu option. This is described in the procedure on the next page.

When you use the **Save As Template** option, your template is saved into **My Documents\My SMART Ideas Content\Templates**. You can create as many folders as you like within **Templates**.

To use a provided template

1. Select **File > Open Template**.
2. The *New SMART Ideas Diagram* dialog box appears with <Blank Document> highlighted on the **Templates** tab.
3. Select a template from the list.
4. Click the **Open** button.
The template opens.
5. Customize the diagram.
6. Click the **Save** button.
OR
Select **File > Save** or **File > Save As**.
The *Save As* dialog box opens.
7. Give your diagram a name, navigate to a folder, and then click the **Save** button. By default, SMART Ideas software gives the file an .ipr (Ideas project) extension.

To create your own template

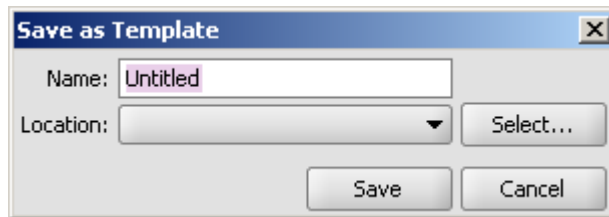
1. Create a diagram.

OR

Open an existing diagram that you want to develop into a template.

2. Select **File > Save As Template**.

The *Save as Template* dialog box opens.



3. Type a name for the template.

4. Click the **Save** button.

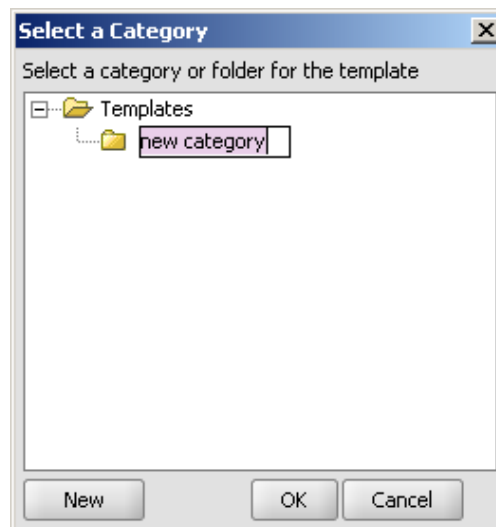
The new template is stored in **My Documents\My SMART Ideas Content\Templates**.

OR

Save the template in a new sub-folder:

- a. Click the **Select** button.

The *Select a Category* dialog box appears.



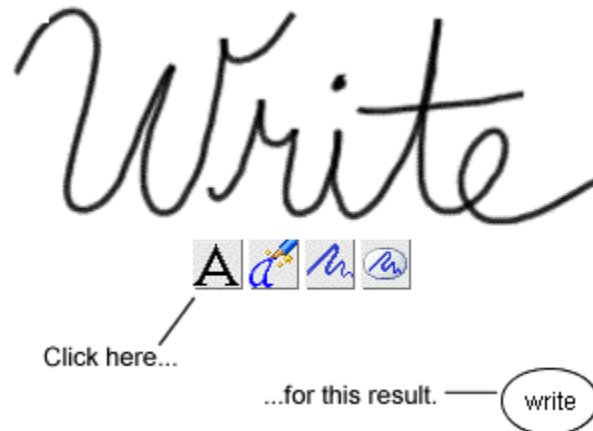
- b. Click the **New** button, and then type a name in the **new category** box.

- c. Click **OK**.

The new template is stored in **My Documents\ My SMART Ideas Content\ Templates\ [New Folder]**.

Using SMART Ideas Software on a SMART Board Interactive Whiteboard

Working on the SMART Board interactive whiteboard in your classroom is the best way to use SMART Ideas software. Pick up a pen tray pen and write in the SMART Ideas workspace. Then press a button to transform your handwritten annotation into typed text inside a symbol. This makes it easy to quickly create symbols that contain clear, typed text—without having to dash over to a keyboard.



Handwriting Recognition

The interactive whiteboard (when used with a projector) also provides an enlarged, bright image that's ideal for presenting diagrams to your class. With the touch-sensitive interactive whiteboard, you can create and manipulate diagram objects right at the screen. Use your finger to move symbols, add links, open sub-levels and activate toolbar buttons. Use a pen tray pen to create symbols and connectors faster than you can with a keyboard or mouse. Then save everything that you do at the interactive whiteboard into the current .ipr file.

To summarize, after creating a hand-drawn annotation on the SMART Board interactive whiteboard with a pen tray pen, you can:

- transform it into a symbol with a typewritten label
- preserve it as a graphical symbol (if it's a drawing)
- inject it (as converted typed text) into the next symbol or connector that you touch
- move it
- edit object labels in Outline view
- delete it

Creating Symbols with a Pen Tray Pen

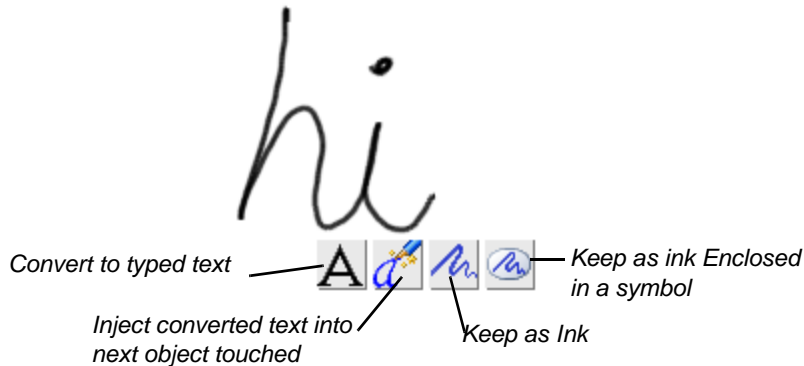
For speed and ease of diagram creation, nothing beats working on a SMART Board interactive whiteboard. Keep your keyboard and mouse out of the way: Use the Pen Tray pen to create symbols (as described below), and then use your finger to change their appearance by activating the buttons and menus of SMART Ideas software right at the screen.

You can convert your handwriting into conventional typewritten symbols or use it as is—a handwritten graphical symbol.

NOTE: If your computer isn't connected to an interactive whiteboard, select **Tools > Pen**, and then you can then use your mouse to create handwritten annotations.

To create a typed symbol with a pen

1. Pick up a pen from the pen tray, and then write in the SMART Ideas workspace.
Four buttons appear below your handwriting.



2. Without putting the pen back in the pen tray:
 - Press the **Convert to Typed Text** button to convert your handwriting into typed text.
 - Press the **Inject Converted Text** button to insert a typed version of your handwriting into the next symbol or connector you touch.
 - Press the **Keep as Ink** button to preserve your handwriting as a graphical object on its own.
 - Press the **Keep as Ink inside a Symbol** button to preserve your handwriting as a graphical object inside a symbol.

Connecting Symbols with a Pen Tray Pen

The easiest and fastest way to connect two symbols is to pick up a pen tray pen and draw a line from one symbol to the other. As long as the lines originate and end inside a symbol, SMART Ideas software instantly transforms your roughly drawn line into a smoothly rendered line in the current connector style, even copying the curvature of the line you drew. For example, pick up a pen and draw a rough, curved line that starts inside one symbol and ends inside another.



SMART Ideas software replaces your rough line with a connector in the current style as soon as you lift the pen from the screen.

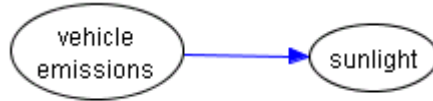
You can even label the connector with the pen.

To label a connector with a pen tray pen

1. Pick up a pen.

2. Draw a rough line from one symbol to another.

The line is converted into a straight line terminating in an arrowhead (unless you previously chose another connector style).



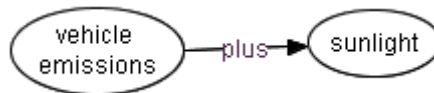
3. Write some connector label text anywhere in the workspace.



4. Press the **Inject Converted Text** button.

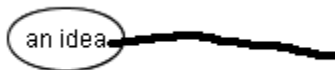
5. With the pen, touch the connector that you want to label.

The connector displays the text label.



To create a quickly connected (and labeled) diagram with a pen tray pen

1. Draw a line emerging from any symbol.



A connected, blank symbol (in the current symbol style) appears at the end of the line.



2. Write a label for the blank symbol anywhere in the workspace.



3. Press the **Inject Converted Text** button.

4. Touch the blank symbol with your pen.



The symbol displays the text label.

Editing with a Pen Tray Pen

Use a pen tray pen to edit the label for any symbol or connector in your diagram. While you can't selectively edit the letters or numbers inside a symbol or connector label, you can easily replace the entire label using the **Inject Converted Text** button.

You also don't need a keyboard to enter or edit text in the Outline view, and you can edit more selectively than you can in the Diagram view. Pick up a pen, position the cursor where you want to add or edit object text and then write in the text box.

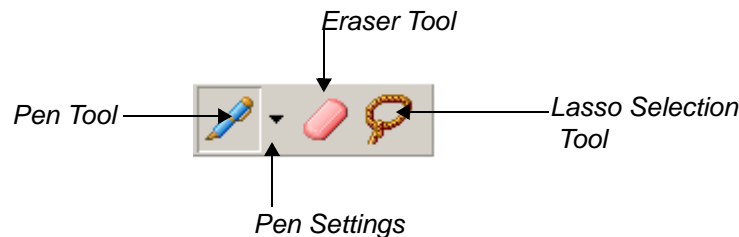
To edit an object with a pen tray pen (in the Diagram or Outline view)

1. Pick up a pen and write the replacement text anywhere in the SMART Ideas workspace.
2. Without putting the pen down, press the **Inject Converted Text** button.
3. Press the object (symbol, connector text or note) that contains the text that you want replaced.
Your handwritten text becomes the new text for the selected object.

Using SMART Ideas Software on a Tablet PC

When used on a Tablet PC, SMART Ideas software does everything described in this guide—and more. While this appendix focuses on those aspects of SMART Ideas software that have been developed for Tablet PC owners, you should also read the other sections of this guide to become familiar with all the features offered by this versatile concept-mapping software.

When you open SMART Ideas software on a Tablet PC, the Tablet Mode toolbar appears above the center of the workspace. The Tablet Mode toolbar includes the Pen Tool button, Pen Settings arrow, Eraser Tool button and Lasso Selection Tool button.



You use these buttons to create, edit and manipulate SMART Ideas objects with your tablet pen.

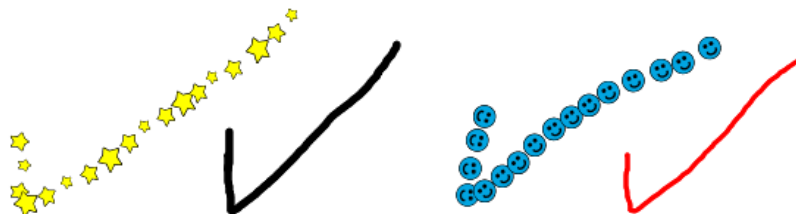
More specifically, you can use your tablet pen to:

- write or draw (page 97)
- create circle and square symbols (page 99)
- select objects (page 100)
- group and ungroup ink (page 101)
- connect symbols (page 102)
- erase objects (page 103)

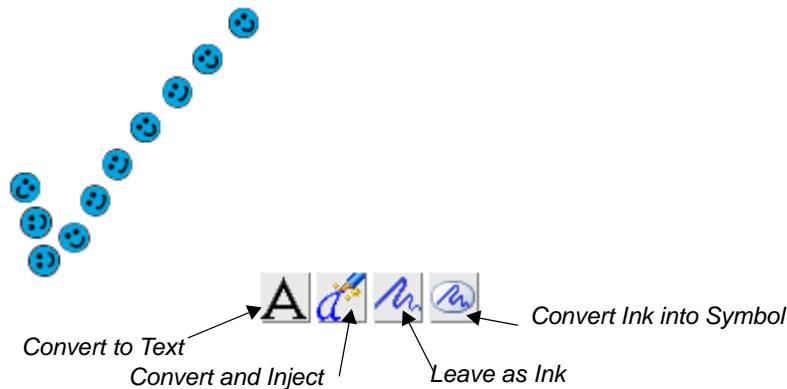
NOTE: These buttons are also available to all other users of SMART Ideas software. Select **Tools > Customize** to open the *Customize* dialog box. Select the **Tablet Mode** tab, and then select **Enable tablet mode**.

Writing or Drawing using the Tablet Pen

Using your tablet pen, you can write and draw in the SMART Ideas workspace using ink of different widths, colors and styles.



When you first write or draw with the tablet pen, four buttons appear next to the ink as soon as you lift the pen from the workspace.



When you're finished drawing or writing, tap any of the buttons to create an object that you can change and manipulate. The function of these buttons is described below.

- Convert writing to typed text (inside a SMART Ideas symbol) by tapping the **Convert to Text** button. A list of possible matches appears. You can either select the best match or the **Try Again** option, which lets you rewrite and start the process again.
- Convert writing to typed text and then inject it into the next symbol you tap by tapping the **Convert and Inject** button.
- Leave ink as a graphic object by tapping the **Leave as Ink** button.
- Leave ink as it is and put it inside a symbol with the **Insert Ink into Symbol** button.

However, instead of tapping any of these four buttons, you can also keep drawing or writing to create a more elaborate drawing (or a longer handwritten note) made up of more pen strokes. The four buttons remain displayed on the screen while you add additional pen strokes. When you're finished, tap one of the four buttons to convert all the pen strokes at once to a drawing or text object.

TIP



You must tap one of the three Ink buttons to complete a drawing or writing object. If you don't tap one of these buttons, everything you subsequently write or draw in the workspace becomes a part of the original drawing, and your object may be much larger than you'd intended. In other words, you may inadvertently create one large object when you had intended to create several smaller objects.

In addition to the four buttons discussed above, a fifth button, called the **Convert to Shape** button, appears when you draw a circle or a square with your tablet pen.



Tap the **Convert to Shape** button to transform a roughly drawn circle or square into a perfect geometric symbol.

To write or draw object

1. Use the tablet pen to write or draw in the SMART Ideas workspace. Ink appears in the selected style.

When you lift the pen, four buttons appear beneath the ink.

2. Tap the **Convert to Text** button to convert the ink into typed text.

OR

Tap the **Convert and Inject** button to convert the ink into typed text and then inject it into the next symbol or connector that you tap.

OR

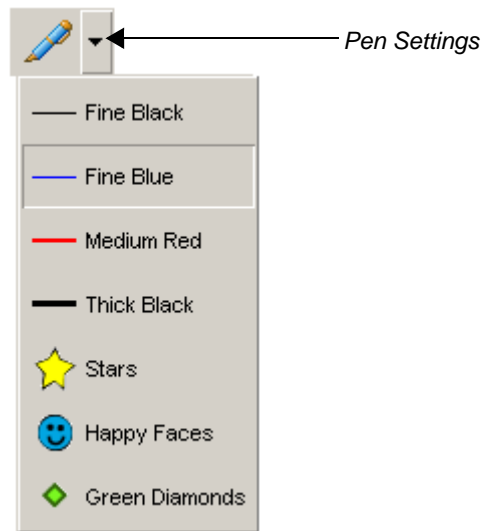
Tap the **Leave as Ink** button to leave the ink as a graphic object.

OR

Tap the **Insert Ink into Symbol** button to put unconverted ink into a symbol.

To change the appearance of ink

1. With the tablet pen, tap the **Pen Settings** arrow button beside the **Pen** button.



2. Select an ink style from the list.
3. Write or draw in the workspace.

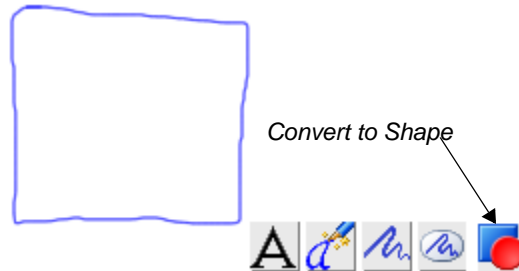
The ink appears in the selected style.

Create Circle and Square Symbols Using the Tablet Pen

When you draw a rough circle or square with your tablet pen, you can convert that drawing into a symbol of the same size and color. This symbol behaves the same as any other SMART Ideas symbol: You can connect it to other symbols, label it, create a sub-level beneath it, and change its outline, shape and fill, etc.

To convert a drawing into a circular or square symbol

1. With the tablet pen, tap the **Pen** button.
2. Use the tablet pen to draw a circle or square in the SMART Ideas workspace.
When you lift the pen from the workspace, five buttons appear below the ink.



3. Tap the Convert to Shape button.
The roughly drawn rectangle changes to a perfect rectangle, the same color and size as the original drawing.



You can now select the shape, and it behaves like any other SMART Ideas symbol.

Selecting Objects Using the Tablet Pen

You can select a single object by tapping the **Lasso Selection** button on the Tablet Mode toolbar, and then either tap the object or roughly circle it with the tablet pen. However, the only way to select several objects is to circle them with the pen. You don't need to be precise when you use the "lasso" selection technique: You need to surround only about sixty percent of the object or objects to make your selection.

To select a single object

1. Tap the **Lasso Selection** button on the Tablet Mode toolbar.
2. Tap the object once with the tablet pen.
OR
Circle the object with the tablet pen.

The object appears enclosed by a selection rectangle.

TIP



Tapping an object to select it works best with symbols or connectors. It's more difficult to select unconverted ink drawing and writing in this manner because you must be very careful to tap precisely on a drawing line (which can be quite fine). For this reason, you should use the "lasso" selection technique and circle drawing and writing objects with your pen.

To select several objects

1. Tap the **Lasso Selection** button on the Tablet Mode toolbar.
2. Roughly encircle the objects you want to select.

NOTE: Only about sixty percent of the objects need to be encircled. In addition, you don't need to complete the circle for the selection to take place.

Grouping and Ungrouping Ink

When you finish a drawing and press the **Leave as Ink** button, each pen stroke in the drawing is automatically grouped as a unit with all the other pen strokes. The pen strokes function as a unit, and you can perform any action (such as resizing or changing line width or color) on the entire group.

You can ungroup the object using the **Ungroup Ink** menu option, returning it to a collection of individual pen-strokes. When you subsequently select the drawing, it appears as a cluster of individually selected objects. You can then perform an action on only one pen stroke in the group.

You can also group drawings that you originally created as individual drawing objects using the **Group Ink** menu option.

To group pen strokes

1. Tap the **Lasso Selection** button on the Tablet Mode toolbar.
2. Encircle the objects that you want to group into a single unit.

NOTE: You can't include a symbol or connector in the group. This feature is strictly for writing or drawing you've created with your tablet pen.

3. Select **Tools > Group Ink**.

The objects appear selected as a single unit.

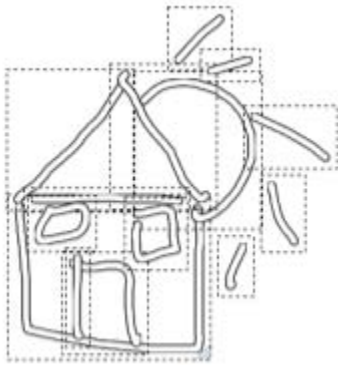
To ungroup pen strokes

1. Tap the **Lasso Selection** button on the Tablet Mode toolbar.
2. Tap or encircle the drawing object you want to ungroup into its constituent pen strokes.



3. Select **Tools > Ungroup Ink**.

The object appears as a cluster of individually selected pen strokes.



Connecting Symbols with Your Tablet Pen

Use your tablet pen to draw a rough line from one symbol to another. As long as the line begins inside one symbol and ends inside another, SMART Ideas software instantly transforms your hand-drawn line into a smoothly rendered line in the current ink style, even copying the curvature of the line you drew. You can use this method of connecting symbols to create an elaborate concept map very quickly.

You can easily label connectors (and symbols, too) after you create them using the **Convert and Inject** button.

NOTE: The appearance of the connector is determined by the current ink style of the tablet pen. For example, if the last selected ink style was the rubber duck motif, SMART Ideas software replaces your hand-drawn line with a row of rubber ducks that terminates in an arrow head.



Erasing Objects with Your Tablet Pen

It's easy to erase a symbol, connector or ink object using your tablet pen and the **Eraser** button on the Tablet Mode toolbar. Tap the eraser button, and then tap a SMART Ideas symbol or connector object to delete it. If the object is a symbol, any underlying sub-levels are deleted as well. Ink drawing and writing, on the other hand, is erased pen stroke by pen stroke. This allows you to erase the individual letters in a word, so you can correct spelling mistakes without rewriting the entire word.

NOTE: You can also use the **Delete** button on the Standard toolbar to remove objects from the workspace. However, when you use this button, you must first select the object you want to remove. With the **Eraser** button, you don't need to select the object before you erase it.

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