SMART Notebook SE

User's Guide

SMART Notebook SE for PDAs

SMART
Technologies

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About SMART Notebook SE for PDAs

With SMART Notebook SE, you can take notes on your Microsoft® Windows Mobile™ personal digital assistant (PDA) or smart phone:
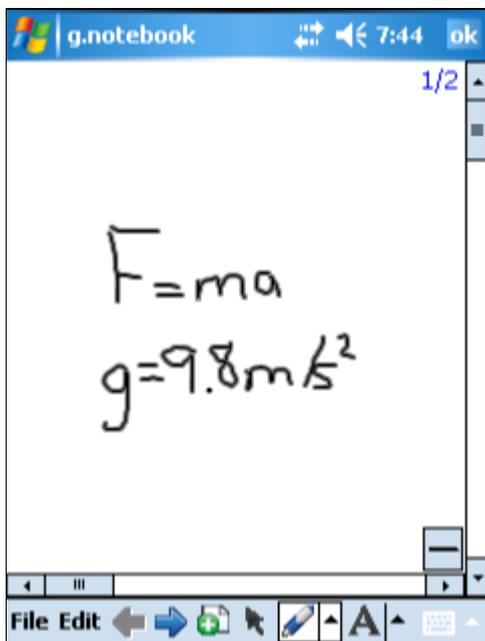
NOTE: The remainder of this guide refers to PDAs and smart phones as 'PDAs'.

SMART Notebook SE uses the same file format as SMART Notebook, the collaborative learning software for SMART Board™ interactive whiteboards and other SMART products. Therefore, you can open and work with files created for your class's SMART product on your PDA with SMART Notebook SE.

Installling SMART Notebook SE

See document 128023 for instructions on installing SMART Notebook SE on your PDA.

Starting SMART Notebook SE

1. Select **Start > Programs**.

   The *Programs* screen appears.

2. Press **SMART Notebook SE**.

   The *SMART Notebook SE* file explorer appears.

About SMART Notebook SE for PDAs

Working with the File Explorer

The File Explorer appears when you start SMART Notebook SE:
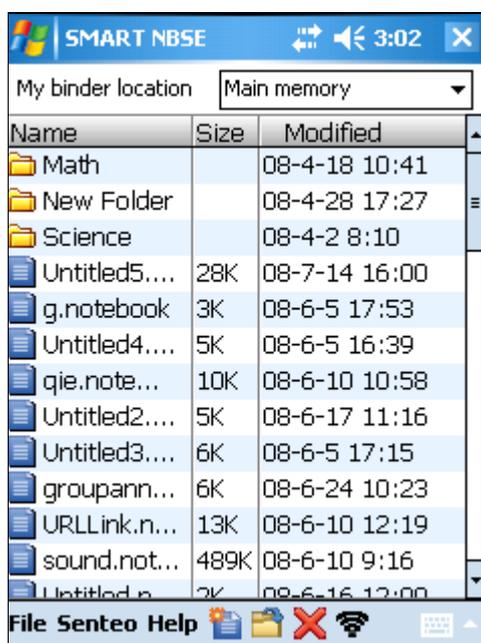
This screen is similar to the Binder tab of SMART Notebook SE for computers. Both allow you to create and open files, and manage files and folders.

Creating and Opening Files

The two most common tasks you complete in the File Explorer are creating and opening files.

NOTE: SMART Notebook SE creates and opens files in the SMART Notebook 10 format with the .notebook extension.

To create a file

Press 📄.

OR

Select **File > New File**.

A new, blank file appears in the SMART Notebook SE editor screen.

To open a file stored on your PDA

1. Navigate to the location of the file on your PDA.

   NOTES

   – To open a folder, double-press its row.

   – To return to the previous folder, double-press the top-most row (with the two full-stops in the **Name** column).

2. Select the file's row, and then press 📂.

   OR

   Double-press the file's row.

   The file appears in the SMART Notebook SE editor screen.

To open a file stored on an external memory card

1. If SMART Notebook SE is open, close it.

2. Connect the external memory card to the PDA.

3. Start SMART Notebook SE.

   The File Explorer appears with the **My binder location** drop-down list in the upper portion of the screen.

   My binder location   Main memory   ▼

   NOTE: If you connect the external memory card to the PDA while SMART Notebook SE is running, the **My binder location** drop-down list may not appear.

4. In the **My binder location** drop-down list, select **Storage Card**.

5. Navigate to the location of the file on the external memory card.

   NOTES

   – To open a folder, double-press its row.

   – To return to the previous folder, double-press the top-most row (with the two full-stops in the **Name** column).

6. Select the file's row, and then press 📂.

   OR

   Double-press the file's row.

   The file appears in the SMART Notebook SE editor screen.

To open a recent file

Select **File > Recent Files**, and then select the file in the resulting menu.

Managing Files and Folders

In addition to creating and opening files, you can use the File Explorer to manage files and folders in SMART Notebook SE. Specifically, you can:

- Create folders
- Sort files and folders
- Rename files and folders
- Move files and folders
- Delete files and folders

To create a folder

1. Navigate to the location where you want to create the folder.

   NOTES

   – To open a folder, double-press its row.

   – To return to the previous folder, double-press the top-most row (with the two full-stops in the **Name** column).

2. Select **File > New Folder**.

   SMART Notebook SE creates a folder named **New Folder**.

To sort files and folders

1. Press the column you want to sort by.

2. Press the column again to change the order of the sort (for example, from ascending to descending).

   NOTE: You can also sort files and folders by selecting **File > Sort By > Name**, **Size** or **Modified**.

To rename a file or folder

1. Navigate to the location of the file or folder.

   NOTES

   – To open a folder, double-press its row.

   – To return to the previous folder, double-press the top-most row (with the two full-stops in the **Name** column).

2. Select the file or folder, and then select **File > Rename**.

   The *Rename* screen appears.

3. In the **Rename File** or **Rename Folder** box, type the new name of the file or folder.

   > **IMPORTANT**
   >
   > If you're renaming a file, don't remove or change the .notebook extension.

4. Press **OK**.

To move a file or folder

1. Navigate to the location of the file or folder.

   NOTES

   – To open a folder, double-press its row.

   – To return to the previous folder, double-press the top-most row (with the two full-stops in the **Name** column).

2. Select the file or folder, and then select **File > Move**.

   The *Move* screen appears.

3. Navigate to and select the folder in which you want to move the file or folder.

4. Press **OK**.

To delete a file or folder

1. Navigate to the location of the file or folder.

   NOTES

   – To open a folder, double-press its row.

   – To return to the previous folder, double-press the top-most row (with the two full-stops in the **Name** column).

2. Select the file or folder, and then press ✖.

   OR

   Select the file or folder, and then press **File > Delete**.

   The *Confirm Delete* dialogue box appears.

3. Press **Yes**.

Closing SMART Notebook SE

Select **File > Exit** to close SMART Notebook SE.

Taking Notes

After you create a new .notebook file or open an existing one as documented in the previous chapter, you can begin taking notes on your PDA.

This chapter describes the tasks involved in taking notes with SMART Notebook SE on a PDA. Specifically, it explains how to:

• save and close files

• work with pages

• create objects

• select objects

• edit objects

• cut, copy and clone objects

• rearrange stacked objects

• group and ungroup objects

• undo and redo actions

Saving and Closing Files

Saving a file in SMART Notebook SE on your PDA is similar to saving a file in a Windows® program on your computer.

To save a file for the first time

1. Select **File > Save As**.

   The save screen appears.

2. In the **Location** drop-down list, select **Main memory** to save the file on your PDA or **Storage Card** to save the file on an external memory card.

   > **IMPORTANT**
   >
   > You must connect the external memory card to your PDA before starting SMART Notebook SE for **Storage Card** to display in the **Location** drop-down list.

3. Navigate to the location on your PDA or the external memory card where you want to save the file.

   NOTES

   – To open a folder, double-press its row.

   – To return to the previous folder, double-press the top-most row (with the two full-stops in the **Name** column).

4. In the **File Name** list, type the name of file.

5. Press **Save**.

To save a file subsequent times

Select **File > Save**.

NOTE: SMART Notebook SE saves your changes when you close the file. Therefore, selecting **File > Save** is optional.

To close a file and return to the File Explorer

Select **File > Exit**.

The File Explorer appears (see page 3).

Working with Pages

Like a physical notebook, a .notebook file consists of pages. When you first create a .notebook file (see page 3), it contains one page. You can:

- add additional pages
- navigate pages
- clear pages
- delete pages
- fit pages' contents to your PDA screen

To create a page

Press .

OR

Select **File > Insert > Blank Page**.

A new, blank pages appears after the currently selected page.

To navigate pages

Press to open the previous page or to open to the next page.

OR

1. Select **File > Jump to page**.

   The *Go To Page* screen appears.

2. In the **Page Number** box, type the number of the page you want to open or press ▲ and ▼ until the number appears.

3. Press **OK**.

   NOTE: You may need to hide the on-screen keyboard to see the **OK** button.

To clear a page

1. Open the page.

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

To delete a page

1. Open the page.

2. Select **Edit > Delete Page**.

To fit a page's contents to your PDA screen

Select **File > Fit to Page**.

NOTES

- While in Fit to Page mode, you're unable to change the contents of the page.

- To return to the standard mode, select **File > Fit to Page** again.
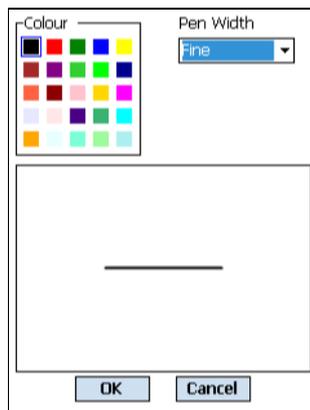
Creating Objects

You can create four types of objects in SMART Notebook SE on a PDA:

- freehand object

- text

- pictures

- Flash® files

To draw a freehand object

1. Press [pen icon].

2. Double-press [icon].

   The properties screen appears.

3. In the **Colour** palette, select a pen colour.

4. In the **Pen Width** drop-down list, select a pen width.

5. Press **OK**.
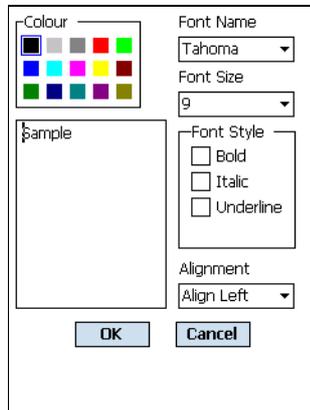
   The properties screen closes.

   NOTE: You can also set freehand object properties by pressing ▲ to the right of [pen icon] and selecting the appropriate values in each menu.

6. Using your PDA's stylus, write or draw on the page.

To type text

1. Press **A**.

2. Double-press [A].

   The properties screen appears.

3. In the **Colour** palette, select a text colour.

4. In the **Font Name** drop-down list, select a text font face.

5. In the **Font Size** drop-down list, select a text size.

6. In the **Font Style** section, select the style check boxes you want to apply.

7. In the **Alignment** drop-down list, select a text alignment.

8. Press **OK**.

   The properties screen closes.

   NOTE: You can also set text properties by pressing ▲ to the right of **A** and selecting the appropriate values in each menu.

9. Press a location on the page where you want to type text.

10. Type text.

To add a picture

1. Select **File > Add > Picture File**.

   The *Select a picture* screen appears.

2. Navigate to the location of the picture, and then press it.

   The *Select a picture* screen closes, and the picture appears on the page.

   NOTE: SMART Notebook SE supports the following picture file formats:

   – GIF (.gif)

   – JPEG (.jpg, .jpeg)

   – PNG (.png)

   – Windows Bitmap (.bmp)

To add a picture from your PDA's camera

1. Select **File > Add > Picture From Camera**.

   The *Pictures & Videos* screen appears.

2. Take a picture.

3. Press **Back**.

   The *Pictures & Videos* screen closes, and the picture appears on the page.

To add a Flash file

1. Select **File > Add > Flash File**.

   The *Select a picture* screen appears.

2. Navigate to the location of the Flash file, and then press it.

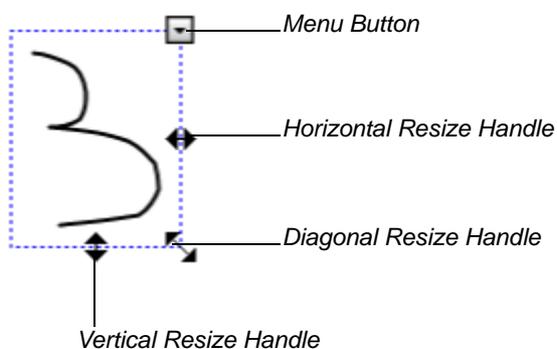   The *Select a picture* screen closes, and the Flash file appears on the page.

Selecting Objects

Before you can manipulate or edit an object, you must select it. You can select an individual object, multiple objects or all objects on a page.

To select an object

1. Press .

2. Press the object.

   A selection rectangle appears around the object.

To select multiple objects

1. Press .

2. Press your PDA's screen and drag until a rectangle surrounds the objects you want to select.

   Selection rectangles appear around the objects.

To select all objects on a page

Press **Edit > Select All**.

Selection rectangles appear around all objects on the page.

Editing Objects

After selecting an object, you can:

- move it
- resize it
- change its properties

   **NOTE:** You can only change the properties of freehand objects and text.

- delete it

To move an object

1. Select the object (see page 11).

2. Drag the object to a new location on the page.

To resize an object

1. Select the object (see page 11).

2. Press one of the object's resize handles, and then drag it to increase or reduce the size of the object.

Horizontal Resize Handle

Diagonal Resize Handle

Vertical Resize Handle
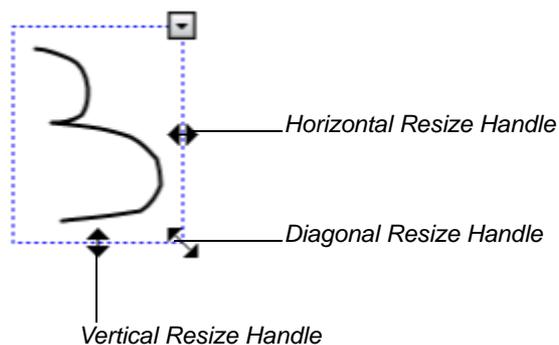
To change an object's properties

1. Select the object (see page 11).

2. Press ⊟, and then select **Properties**.

    OR

    Select **Edit > Properties**.

    The properties screen appears.

    NOTE: You can also set object properties by pressing ▲ to the right of ✎ or **A**, and then selecting the appropriate values in each menu.

3. Change the object's properties:

Control	Procedure	Freehand Object	Text Object
Colour	Select a pen or text colour.	✓	✓
Pen Width	Select a pen width.	✓	
Font Name	Select a text font face.		✓
Font Size	Select a text size.		✓
Font Style	Select the style check boxes you want to apply.		✓
Alignment	Select a text alignment.		✓

4. Press **OK**.

To delete an object

1. Select the object (see page 11).

2. Press ▾, and then select **Delete**.

   OR

   Select **Edit > Delete**.

Cutting, Copying and Cloning Objects

You can cut or copy, and then paste objects including text, images, lines and shapes within a file. Alternatively, you can create a duplicate of an existing object by using the **Clone** command.

To cut an object

1. Select the object (see page 11).

2. Press ▾, and then select **Cut**.

   OR

   Select **Edit > Cut**.

To copy an object

1. Select the object (see page 11).

2. Press ▾, and then select **Copy**.

   OR

   Select **Edit > Copy**.

To paste a cut or copied object

Select **Edit > Paste**.

To clone an object

1. Select the object (see page 11).

2. Press ⊡, and then select **Clone**.

    OR

    Select **Edit > Clone**.

Rearranging Stacked Objects

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

To move an object to the front of the stack

1. Select the object (see page 11).

2. Press ⊡, and then select **Order > Bring to Front**.

To move an object to the back of the stack

1. Select the object (see page 11).

2. Press ⊡, and then select **Order > Send to Back**.

Grouping and Ungrouping Objects

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

To group objects

1. Select the object (see page 11).

2. Press ⊡, and then select **Grouping > Group**.

To ungroup objects

1. Select the group (see page 11).

2. Press ⊡, and then select **Grouping > Ungroup**.

Undoing and Redoing Actions

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

To reverse the effect of the last action

Select **Edit > Undo**.

NOTE: You can undo an unlimited number of actions.

To reinstate the last action reversed with the Undo command

Select **Edit > Redo**.

Taking Notes

Customer Support

Online Support

Visit www.smarttech.com/support to view and download user's guides, 'how-to' and troubleshooting articles, software and more.

Training

Visit www.smarttech.com/trainingcenter for training materials and information about our training services.

Contacting SMART Technical Support

SMART Technical Support welcomes your call. However, if you experience difficulty with your SMART product, you may want to contact your local reseller first. Your local reseller may be able to resolve the issue without delay.

All SMART products include online, telephone, fax and e-mail support:

Online:	www.smarttech.com/contactsupport
Telephone:	+1.403.228.5940 or Toll Free 1.866.518.6791 (U.S./Canada) (Monday to Friday, 05:00 – 18:00 Mountain Time)
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Warranty

Product warranty is governed by the terms and conditions of SMART's 'Limited Equipment Warranty' that shipped with the SMART product at the time of purchase.

Registration

To help us serve you, register online at www.smarttech.com/registration.

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