



# SMART Notebook SE for Mac Computers

## User's Guide

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## Chapter 1

# Introducing SMART Notebook SE

SMART Notebook Student Edition for Mac operating system software enables you to complete assignments, take notes, manage due dates and organize digital material. Each file contains a series of pages and each page has its own objects, properties and settings. You can add freehand objects, geometric shapes, straight lines, text, graphics, tables and Adobe® Flash® Player compatible files to a page. You can manipulate and edit these objects at any time. You can save files in a format that you can open in SMART Notebook SE or SMART Notebook software.

All your files appear in the binder (an electronic filing system that enables you to sort, arrange and open files).

You can export files in a variety of formats and send files to others as e-mail attachments.

The Page Sorter displays thumbnails of all the pages in the current file. SMART Notebook SE automatically updates these thumbnails when you change the pages.

You can copy clip art, backgrounds and multimedia content to the page from the Gallery, which also provides access to online resources.

### The SMART Notebook SE Bracelet

With the SMART Notebook SE bracelet you can take SMART Notebook SE anywhere and use it on different computers. The bracelet includes the software and space for you to save your files and multimedia content.

## Starting SMART Notebook SE

You can start SMART Notebook SE from your computer's Applications menu, or you can use your SMART Notebook SE bracelet to start the software on any computer.

### To start SMART Notebook SE

In the Finder, select **Applications > SMART Notebook SE > SMART Notebook SE**.

The *SMART Notebook SE* window appears.

### To start SMART Notebook SE using the bracelet

1. Connect the SMART Notebook SE bracelet to an available USB receptacle on the computer.

Two *Removable Disk* drive icons appear.

2. Double-click the drive icon that contains the **NotebookSE\_Mac\_Software** folder, and then double-click **Start\_NotebookSE\_Mac**.

The *SMART Notebook SE* window appears.

3. Double click **SMART Notebook SE.app** to run the application.

### NOTES

- When you finish using SMART Notebook SE, save all of the open files before you disconnect the bracelet from the computer.
- Before you disconnect the bracelet, control-click the removable drive and select **Eject**.
- When you connect the bracelet to your computer, the computer's operating system assigns it two removable drives. The first drive contains SMART Notebook SE software; you're unable to save files to or delete them from this drive. The second drive contains the .notebook files you created with SMART Notebook SE software. You can save any files to this second drive. Both drives must be assigned for the software to run.

## The SMART Notebook SE Window

When you start SMART Notebook SE, it displays the My Home tab, the My Binder tab and a tab for a new notebook file. Click on the tab of the section you wish to view.

### My Home Tab

The My Home tab is a customizable home page that enables you to personalize the appearance of the SMART Notebook SE window. You can add freehand objects, geometric shapes, straight lines, text, graphics, tables and Adobe Flash Player compatible files to your home page, in the same way that you can in an open file.

### My Binder Tab

The My Binder tab is a list of all the files in the binder. You can sort, arrange and open files in this tab, as well as view each file's properties, including subject, due date and keywords, as column headings. You can also edit the file's properties.

If you select a .notebook file, the bottom of the tab displays thumbnail previews of the file's pages.

The left side of the tab displays categories, including subjects, due dates and keywords, that enable you to filter and display the list of files by category.

#### **Subjects**

This is a list of the subjects you've added to the properties of one or more of the files in the binder.

#### **Flags**

Each flag represents a tag that you can add to objects in .notebook files. You can assign your own words to each flag to indicate its importance. You can also filter the binder to display only .notebook files that contain a particular flag.

#### **NOTE**

If you hover over a flag in the binder, the words the flag represents appear as a ToolTip. SMART Notebook SE includes 12 default flag labels.

**Keywords**

This is the list of the keywords you've added to the properties of one or more of the files in the binder. SMART Notebook SE displays the more frequently used keywords in a larger font.

**Open File Tabs**

Beside the My Home and My Binder tabs is a tab for each open .notebook file. The tab's name matches the file it represents. You can display one tab at a time.

Each file consists of a series of pages, each with its own objects, properties and settings. You can add freehand objects, geometric shapes, straight lines, text, graphics, tables and Adobe Flash Player compatible files to a page.

When you display an open file, the interface includes the following features.

**Toolbars**

- Enables you to select and use a variety of commands and tools.

**Whiteboard Area**

- Displays the current page and enables you to create, edit and manipulate objects on the page.

**Side Panel Tabs**

- The Page Sorter displays thumbnails of the pages in the current file. It allows you to organize pages and move objects from page to page. You can view any page by clicking its thumbnail in the Page Sorter.
- The Gallery is a collection of thousands of images, multimedia content, and more, organized into subject-specific categories.
- The Attachments tab enables you to attach to the file a copy of another file, a shortcut to a file or a Web page link.
- The Properties tab enables you to change the options for the selected object. For example, if you select a shape, the Properties tab displays options for changing fill effects, line style and object animation.
- The Quick Links tab provides links to files with upcoming due dates.

If you close all of the open files, SMART Notebook SE automatically creates a new file.

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**To view an open file**

1. If the file isn't already open, double click it in the **My Binder** tab.
  2. Click the file's tab.
-















## The SMART Notebook SE Toolbar













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

### NOTE









The toolbar isn't available on the My Binder tab.

The following table describes the functions of each toolbar button.

Button	Command	Action
	New Document	Create a new file.
	Export Document	Export a file.
	Save Document	Save the current file.
	Previous Page	Display the previous page in the current file.
	Next Page	Display the next page in the current file.
	Add Page	Insert a new page in the current file.
	Paste	Paste clipboard contents onto the page.
	Undo	Reverse the effect of the last action.
	Redo	Reinstate the last action reversed with the Undo command.
	Delete	Delete all selected objects.
	Dual/Single Page Display	Displays two pages side by side or to return to single page view.
	Screen Capture	Open the <i>Screen Capture</i> toolbar.
	Table	Insert a table.
	Select	Select objects.

Button	Command	Action
	Pens	Draw a freehand object.
	Creative Pens	Draw a freehand object using the Creative Pen.
	Eraser	Erase objects.
	Lines	Draw a straight line.
	Shapes	Draw a shape.
	Shape Recognition Pen	Draw a freehand object that the software recognizes and converts into a rectangle, ellipse, triangle or arc.
	Magic Pen	Create freehand objects that slowly fade, open a magnification window or open a spotlight window.
	Fill	Define a fill effect and apply it to objects.
	Text	Select a font for the next text object.
	Properties	Display the Properties tab and change an object's properties.
	Tutoring Services	Open a Web browser and display <a href="http://www.tutor.com">www.tutor.com</a> .
	Move Toolbar	Move the SMART Notebook SE toolbar to the top or bottom of the screen.

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

Button	Command	Action
	Show/Hide Screen Shade	Add a Screen Shade to the current page.
	Print	Print the current file.
	Zoom	Select a different page magnification.
	Show Hyperlinks	Display an animated indicator around each object that has a link.
	Adjust Volume	Adjust the volume of your computer.
	SMART Recorder	Start SMART Recorder.
	Pin Page	In dual page mode, pin a page to continue displaying it in the whiteboard area when you select other pages.
	Customize	Customize the toolbar so that it includes the tools you use most frequently.




**To customize the SMART Notebook SE toolbar**

1. Control-click the SMART Notebook SE toolbar and select **Customize Toolbar**.  
A dialog box appears.
2. To add a button to the toolbar, select an icon in the dialog box and then drag it on to the SMART Notebook SE Toolbar.
3. To remove a button from the toolbar, select an icon on the toolbar and then drag it to the dialog box.
4. To rearrange the buttons, select an icon in the toolbar and then drag it to a new position in the toolbar.
5. Click **Done**.

**To restore the default SMART Notebook SE toolbar**

1. Control-click the SMART Notebook SE toolbar and then select **Customize Toolbar**.
2. Select the default set of icons in the dialog box, and then drag it to the toolbar.
3. Click **Done**.

**To move the SMART Notebook SE toolbar**

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

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

## Menu Arrows

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

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

## Fonts Toolbar

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

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

## Selecting a Page Magnification

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

### NOTE

SMART Notebook SE saves the magnification setting.

#### To select a page magnification

1. Select **View > Zoom**.
2. Select a magnification level.

## Changing Languages

You can switch the language of the SMART Notebook SE interface using the Mac operating system software. After you change the language, you must restart SMART Notebook SE for the settings to take affect.

SMART Notebook SE supports English, French, German and Spanish.

#### To change the language

1. Close SMART Notebook SE.
2. In the Finder, select **Applications > System Preferences > International**.

The *Language* dialog box appears.

3. Click and drag your preferred language to the top of the list.

### NOTE

Language changes take effect in the Finder the next time you log in.

Language changes take effect in applications the next time you open them.

4. Close the window.
5. Open SMART Notebook SE.

## Chapter 2

# Working with Files and the Binder

A new file opens when you start SMART Notebook SE and you can create a new file at any time.

You can open, save and print files from an open file or from the binder. You can also export files in a variety of formats, including HTML and PDF, and attach files to e-mail messages.

You can use the binder to filter and sort files and to view file properties, such as subject, due date and keywords.

## Creating a New File

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**To create a new file**

Click **New Document** .

 **NOTE**

The **New Document** button isn't available on the My Binder tab.

---

## Adding Files to the Binder

If you create a file on another computer, you can add that file to the binder.

### NOTE

- When you add a file to the binder, you create a copy of the file within SMART Notebook SE. When you make changes to the file, you make these changes to the SMART Notebook SE copy of the file and not to the original.
- You can add files other than .notebook files to the binder. However, if you open these files from within SMART Notebook SE, the file opens in a suitable application. If the computer can't identify a suitable application, you're prompted to select one.

#### To add a file to the binder using SMART Notebook SE

1. Select **File > Add to My Binder**.

The *Open* dialog box appears.

2. Browse to and select the file you want to add.
3. Click **Open**.

SMART Notebook SE creates a copy of the file and then adds the copy to the binder.

#### To add a file to the binder by opening a .notebook file

1. Browse to and select the file you want to add to the binder using the Finder.
2. Double-click the file.

SMART Notebook SE creates a copy of the file and then adds the copy to the binder.

#### To add a file to the binder by dragging and dropping

1. Browse to and select the file you want to add to the binder using the Finder.
2. Drag the file into the binder.

SMART Notebook SE creates a copy of the file and then adds the copy to the binder.

## Filtering Files in the Binder

The My Binder tab displays each file's properties, including the subject, due date and keywords, as column headings. You can filter the My Binder tab to display only recently accessed files, files due at a certain time, files that have specific subjects, keywords or flags, or a combination of these filter settings.

### NOTES

- If the binder isn't visible, click **My Binder**.
- To filter using a combination of filter settings, complete more than one of the following procedures.

#### To display recently accessed files only

In the **My Binder** tab, click **Recent Files**.

#### To display files due at a certain time only

In the **My Binder** tab, click either **Due Today**, **Due Tomorrow** or **Due This Week**.

### NOTE

If you click **Due This Week**, the binder displays the files that are due in the next seven days, not the current calendar week.

#### To filter the binder by subject

In the **My Binder** tab, select a category in the **Subjects** list.

#### To filter the binder by flag

In the **My Binder** tab, select the desired flag from the **Flags** list.

#### To filter the binder by keyword

In the **My Binder** tab, click on a word from the **Keywords** list.

### NOTE

SMART Notebook SE displays the more frequently used keywords in a larger font.

#### To remove the filter

In the **My Binder** tab, click **All Files** to remove any filters and to display all of the files in the binder.

## Searching the Files in the Binder

You can filter the My Binder tab to display only .notebook files that contain a specific word. You can also search using multiple words and conditional statements.

### NOTES

- If the binder isn't visible, click **My Binder**.
- If you filter the binder and then search, SMART Notebook SE searches only the filtered list of files and not every file in the binder.
- Although you can add other file types to the binder, SMART Notebook SE searches .notebook files only.

#### To search for files containing a specific word

In the **My Binder** tab, type a word in the **Search** box, and then click RETURN.

The My Binder tab displays only the .notebook files that include the word you typed.

#### To search for files containing multiple specific words

In the **My Binder** tab, type the first word in the **Search** box, type **AND**, and then type the second word. For example, type **Important AND Information**. and then click RETURN.


The My Binder tab displays only the .notebook files that include both of the words you typed. For example, the binder displays all the files that include both *Important* and *Information*.

#### To search for files containing either specific word

In the **My Binder** tab, type all words you are looking for in the **Search** box. For example, **Important Information**. Click RETURN..

The My Binder tab displays only the .notebook files that include either of these words. For example, the binder displays all the files that include either *Important* or *Information*.

#### To search for files that contain one specific word but not another

1. In the **My Binder** tab, type the first word in the **Search** box, type **NOT**, and then type the second word. For example, type **Important NOT Information**. Click the magnifying glass .

The My Binder tab displays only files that include the first word but not the second. For example, the binder displays all the files that include *Important* but don't include *Information*.

#### To display all files

Click the X symbol  beside **All Files - Search Results**.

## Sorting Files in the Binder

The binder displays each file's properties as column headings, including the file type, subject, due date and keywords. You can sort My Binder by these column headings.

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**To sort the binder**

In the **My Binder** tab, click on the heading of the column by which you want to sort the files.

** NOTE**

To sort the list of files in reverse order, click the column heading again.

---

## Opening a File

Open a file using the My Binder tab.

** NOTES**

- If you want to open a file that isn't in the binder, you must add it to the binder.
  - You can add files other than .notebook files to the binder. However, if you try to open these files from SMART Notebook SE, the file opens in its own application. If the computer is unable to identify a suitable application, you're prompted to select one.
  - With SMART Notebook SE 1.6 on Windows operating systems, you can complete SMART Response CE assessments and then save them as .notebook files (if allowed by your teacher). You can't open these .notebook files in SMART Notebook SE 1.5 on Mac OS X operating system software.
- 

**To open a file**

In the **My Binder** tab, double-click the file you want to open.

---

## Saving a File

SMART Notebook SE saves your files to the binder.

### NOTE

SMART Notebook SE saves your files in .notebook format. Anyone with SMART Notebook SE or SMART Notebook versions 9.5, 9.7 and 10 installed on their computer can open a .notebook file.

---

#### To save a new file

1. Click **Save** .

The *Save in My Binder* dialog box appears.

2. Type a name for the file in the **File name** box.
3. Click **Save**.

---

#### To save an existing file

- Click **Save** .

---

#### To save a copy of an existing file

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

The *Save in My Binder* dialog box appears.

2. Type a name for the file in the **File name** box.
  3. Click **Save**.
-




## Closing a File

You can close a file at any time.

### NOTE

- You're unable to close the My Home or My Binder tabs.
- If you close all the open files, SMART Notebook SE automatically creates a new file.

#### To close a file

1. Click the X symbol  beside the file name in the file's tab.
2. If there are unsaved changes in the file, a message appears asking whether you want to save the changes. Click **Yes** to save the changes or **No** to close the file without saving.

#### To close all files

1. Select **File > Close All Tabs**.
2. If there are unsaved changes in a file, a message appears asking if you want to save the changes. Click **Yes** to save the changes or **No** to close the file without saving. Repeat this step for all files with unsaved changes.

## Marking a File as Complete

When you finish working on a file, you can mark it as complete.

### NOTE

This feature is available only for files with due dates.

#### To mark a file as complete

In the **My Binder** tab, control-click the file, and then select **Mark as Complete**.

#### To mark a file as incomplete

In the **My Binder** tab, control-click the file, and then select **Mark as Incomplete**.

## Removing Files from the Binder

You can remove files from the binder.

### NOTE

When you remove files, you delete them from the binder and move them to the Trash. If you remove a file by mistake and you haven't emptied your Trash, you can recover the file from the Trash. However, you're unable to recover the file's properties.

#### To remove a file from the binder

1. In the **My Binder** tab, control-click the file, and then select **Delete**.  
A message appears asking whether you want to send the file to the recycle bin.
2. Click **Delete**.

## Renaming a File

The tab for each open file matches the file's name. You can rename a file by renaming its tab.

#### To rename a file using the file's tab

1. Click the tab of the file you want to rename.
2. Type the new name.

#### To rename a file using the My Binder tab

1. In the **My Binder** tab, control-click the row of the file you want to rename and select **Rename**.
2. Type the new name for the file.

## Editing a File's Properties

A file's properties include its subject, due date and keywords. You can edit a file's properties at any time.

### To edit a subject

1. In the **My Binder** tab, click the subject cell you want to edit.
2. Type the new subject or select an existing one from the drop-down list.

### To edit a due date

1. In the **My Binder** tab, click the cell you want to edit.
2. Select a new due date.

### To edit a keyword

1. In the **My Binder** tab, click the keyword cell you want to edit.
2. Type the new keyword or select an existing one from the drop-down list.



#### NOTE

Multiple keywords may be added to one document.

### To edit multiple file properties

1. In the **My Binder** tab, control-click the file you want to edit, and then select **Edit Properties**.



#### TIP

If you want to change the properties of more than one file, Command-click the files you want to edit, Control-click the selection, and then select **Edit Properties**.

The *Edit Properties* dialog box appears.

2. Click the **General** tab.
3. Select an existing subject from the list.

OR

Type a new subject in the **Subject** box

4. Select a **Due Date** from the calendar.  
Click the left or right arrows to change the month.
5. Click the **Keywords** tab.
6. Select a keyword from the **All my keywords** list, and then click the right arrow.

OR

Type a new keyword in the **New keyword** field, and then click the plus button.

7. To remove a keyword, select the word from the **Keywords for this file** list, and then click the left arrow.
  8. Click **OK**.
- 

## Editing Flag Labels

SMART Notebook SE includes 12 default labels, each one set up with a flag of a different color. You can add one or more of these colored flags with an object in a .notebook file. You can then filter the binder to display only files that include a particular flag, enabling you to find important items quickly. You can also edit the words each flag represents.

### **NOTES**

- If you share a .notebook file with another person, the objects in the file retain their flags. However, the file itself adopts the flag labels of the other person's binder.
  - For more information on adding flags to objects, see page 47.
- 

### **To edit the flag labels**

1. Select **Edit > Edit Flag Labels**.  
A dialog box appears.
  2. Select the label you want to edit.
  3. Type the new label.
  4. Click **OK**.
-

## Exporting a File


You can export a .notebook file in a variety of formats, including HTML, PDF and image files. If you export a .notebook file, you also export its properties, such as its subject, due date and keywords.

### NOTE

- SMART Notebook SE doesn't export attachments when you export files as images. To include attachments, you must export your file as either HTML or PDF (Adobe Acrobat® Reader® 6.0 or later).
- SMART Notebook SE doesn't export files that you attach to your file as a shortcut. If you want to include a file attachment, you must attach a copy of the file.
- SMART Notebook SE doesn't export some gradient, pattern and image effects. These effects may appear as a solid fill or appear incorrectly in the exported file.

You can also export other file types in their original format. However, SMART Notebook SE is unable to export other file types as HTML, PDF, PowerPoint® or image files.

#### To export a file as a .notebook file

1. Open the .notebook file you want to export.
2. Click **Export Document** .
 

A dialog box appears.
3. Browse to the folder where you want to export the file.
4. Type a name for the file in the **Save As** box.
5. Click **Save**.


#### To export a file as HTML

1. In the **My Binder** tab, select the file you want to export.
2. Select **File > Export Files from My Binder > Web Pages**.
 

The *Save As* dialog box appears.
3. Browse to the folder where you want to export the file.
4. Type a name for the file in the **Save As** box.
5. Click **Save**.

---

**To export a file as a PDF**

1. Open the .notebook file you want to export.
  2. Select **File > Export Files from My Binder > PDF Files**.  
The print dialog box appears.
  3. Select either **Thumbnails**, **Handouts** or **Full Page** in the column on the left.
  4. To add a header, footer or date to each page, type it in the **Header**, **Footer** or **Date** box.
  5. To include borders around each page, select the **Show page borders** check box.
  6. To add a page number to each page, select the **Show page numbers** check box.
  7. If you're printing thumbnails, select a **Thumbnail Size**:
    - a. Select **Full Page** (one thumbnail per page), **Large** (two thumbnails per page), **Medium** (four thumbnails per page) or **Small** (six thumbnails per page).
    - b. To include the page name, select the **Show Thumbnail titles** check box.
  8. If you're printing handouts, select a **Thumbnail Size**.
    - a. Select **Large** (one page from the file per page), **Medium** (two pages from the file per page) or **Small** (three pages from the file per page).
-  **NOTE**  
Handouts also include space on the page for handwritten notes.
- b. To include the page name, select the **Show Thumbnail titles** check box.
9. Click **Continue**.  
The **Save** dialog box appears
10. Browse to the folder where you want to export the PDF file.
11. Type a file name in the **Save As** box.
12. Click **Save**.
-

---

**To export a file as image files**

1. In the **My Binder** tab, select the file you want to export.
2. Select **File > Export Files from My Binder > Image Files**.  
The export dialog box appears.
3. Browse to the folder where you want to export the image files.

**NOTE**

SMART Notebook SE exports each page as a separate image file with a file name based upon the file name and page number.

4. Type a name for the file in the **Save As** box.
  5. Select an **Image Format**.
  6. Select an **Image Size**.
  7. Click **Save**
- 

**To export other file types**

1. In the **My Binder** tab, select the file you want to export.
2. Select **File > Export Files from My Binder > To Another Location**.  
The *Browse for Folder* dialog box appears.
3. Browse to and select the folder where you want to export the file.
4. Click **OK**.

## Attaching a File to an E-mail Message

You can send a .notebook file to others by attaching it, or a PDF version of it, to an e-mail message.

---

**To attach a file to an e-mail message**

1. Open or click the tab of the file you want to e-mail.
  2. Select **File > Send Files by E-mail > as Original Files**.
- 

**To attach a PDF of a file to an e-mail message**

1. Open or click the tab of the file you want to e-mail.
2. Select **File > Send Files by E-mail > as PDF files**.

## Printing Files or Pages

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

### To print files or pages

1. Open or click the tab of the file you want to print.
2. Select **File > Print**.  
A print dialog box appears.
3. Select **Thumbnails**, **Handouts** or **Full Page** in the column on the left.
4. To add a header, footer or date to each page, type it in the **Header**, **Footer** or **Date** box.
5. To add a page number to each page, select the **Show page numbers** check box.
6. To add a page border to each page, select the **Show page borders** check box.
7. If you're printing thumbnails, select a **Thumbnail Size**:
  - a. Select **Full Page** (one thumbnail per page), **Large** (two thumbnails per page), **Medium** (four thumbnails per page) or **Small** (six thumbnails per page).
  - b. To include the page name, select the **Thumbnail Titles** check box.
8. If you're printing handouts, select a **Thumbnail Size**.
  - a. Select **Large** (one page from the file per page), **Medium** (two pages from the file per page) or **Small** (three pages from the file per page).

#### NOTE

Handouts include space on the page for handwritten notes.

- b. To include the page name, select the **Thumbnail Titles** check box.
9. Click **Continue**.
10. To print the file, select **All**.  
  
OR  
  
To print selected pages, select **From**, and then type the page numbers you want to print. Separate individual page numbers with commas, and separate page ranges with a hyphen (for example, **1,2,4-7**).
11. Select other print settings, including the printer name and the number of copies.
12. Click **Print**.



## Backing Up the Binder

You can back up all the files in the binder. In addition to the file contents, you save all of its properties, including subject, due dates and keywords.

You can also schedule reminders to prompt you to back up the binder at regular intervals.

### NOTE

- When you back up the binder, you create a copy of all the files in the binder but you don't replace the original files. If you change the file location of your backup, you don't change the file location of your original files.
- If you're using SMART Notebook SE on a bracelet, it prompts you to back up the binder if there is less than 2 MB of space on the bracelet's USB storage device.

#### To back up the binder

1. Select **File > Back Up My Binder**.  
The *Back Up My Binder* dialog box appears.
2. If you want to change the location of the backup, click **Browse**, browse to and select a location, and then click **Open**.
3. Click **Back Up Now**.  
After the backup is complete, a message appears.
4. Click **OK** to close the message.
5. Click **OK** to close the *Back Up My Binder* dialog box.

#### To schedule reminders

1. Select **File > Back Up My Binder**.  
The *Back Up My Binder* dialog box appears.
2. If you want to change the location of the backup, click **Browse**, navigate to and select a location, and then click **OK**.
3. Select the **Schedule automatic backups on shutdown** check box.
4. Type the number of days you want between backups in the **Days between backups** box.
5. Click **OK** to close the *Backup My Binder* dialog box.

After the specified number of days has elapsed, a message appears when you close SMART Notebook SE. It reminds you that the time you specified has elapsed since the last backup and asks you whether you want to back up your binder.

6. Click **Back up Now** to back up your files, and then click **OK** when the backup is complete.

OR

Click **Skip Backup** to close SMART Notebook SE without backing up the binder. The reminder will appear every time you close SMART Notebook SE until you back up the binder.

OR

Click **Change Settings** to change the location of the backup or the frequency of the reminders.

#### To cancel the reminders

1. Select **File > Back Up My Binder**.

The *Back Up My Binder* dialog box appears.

2. Clear the **Schedule automatic backups on shutdown** check box.
3. Click **OK** to close the *Back Up My Binder* dialog box.

## Changing the Location of the Binder

You can change the location of the binder. After you select a folder, SMART Notebook SE saves new files to this new location.

### NOTES

- The files in the existing binder aren't automatically transferred to the new location.
- If you're using a SMART Notebook SE bracelet, the location for the binder is always the bracelet's USB storage device. You're unable to change the location of the binder on the bracelet.

#### To change the location of the binder

1. Select **File > Change My Binder Folder**.

The *Browse for Folder* dialog box appears.

2. Browse to and select the folder where you want to save your files, and then click **OK**.

A message appears asking whether you want to change the binder folder.

3. Click **Yes**.

## Chapter 3

# Working with Pages

Each file consists of a series of pages containing objects, properties and settings. You can add freehand objects, geometric shapes, straight lines, text, graphics, tables and Adobe Flash Player compatible files to a page.

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


You can also change a page's background, rename a page, rearrange the page order within a file and add a Screen Shade to a page.

## Displaying a Page

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

---

### To display a page

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

---

### To display the next or the previous page

Click **Next Page** .

OR

Click **Previous Page** .

---

## Inserting a Page

You can insert a blank page using the toolbar, the Insert menu or the Page Sorter.

**To insert a page using the toolbar**

Click **Add Page** .

**To insert a page using the Insert menu**

Select **Insert > Blank Page**.

**To insert a page using the Page Sorter**

1. In the **Page Sorter** tab, select the thumbnail of the page you want the new page to appear after.
2. Click the thumbnail's menu arrow, and then select **Insert Blank Page**.

## Cloning a Page

As an alternative to inserting a blank page, you can insert a copy (or “clone”) of an existing page.

**To clone a page**

1. In the **Page Sorter** tab, select the thumbnail of the page you want to clone.
2. Click the thumbnail's menu arrow, and then select **Clone Page**.

The cloned page appears immediately after the current page.

### **NOTES**

You can repeat this process as many times as you want.

You can also clone a page in the Page Group view.

## Deleting a Page

You can delete a page from a file.

### TIP

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

#### To delete a page using the Edit menu

1. Display the page you want to delete.

### NOTE

Make sure you display the page you want to delete before you complete the next step. SMART Notebook SE doesn't confirm that you want to delete the page.

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

#### To delete a page using the Page Sorter

1. In the **Page Sorter** tab, select the thumbnail of the page you want to delete.

### NOTE

Make sure you select the thumbnail of the page you want to delete before you complete the next step. SMART Notebook SE doesn't confirm that you want to delete the page.

2. Click the thumbnail's menu arrow, and then select **Delete Page**.

## Changing the Background of a Page

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

### NOTE

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

#### To change a background to a solid color

1. Select **Format > Background**.

The Properties tab displays **Fill Effects** options.

2. Select **Solid Fill**.
3. Click a color in the palette.

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

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

**To change a background to a pattern**

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

**To change a background to an image**

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

**To remove a background**

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


## Applying a Theme to Files, Groups or Pages

You can customize a page, all the pages in a group or all the pages in a file using a theme. A theme is a collection of colors and images that enable you to control the appearance of pages.

### NOTE

The Gallery includes a selection of themes, but you can also create your own custom themes.

#### To apply a theme

1. If the Gallery isn't visible, click **Gallery** .

2. Select **Themes** in the Gallery's category list.

The Gallery displays thumbnails of the available themes.

3. Click the thumbnail of the theme you want to apply.
4. Click the thumbnail's menu arrow, and then select **Insert in Notebook**.

The *Insert Theme* dialog box appears.

5. To apply the theme to all pages in a file, select **Insert theme on all pages**, and then click **OK**.

OR

To apply the theme to all pages in the current group, select **Insert theme on all pages of current group**, and then click **OK**.

OR

To apply the theme to the current page, select **Insert theme on current page only**, and then click **OK**.

#### To remove a theme

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

### NOTE

You remove the theme from all the pages to which you applied it.

## Renaming a Page

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

---

**To rename a page**

1. In the **Page Sorter** tab, click the thumbnail of the page you want to rename.
  2. Click the thumbnail's menu arrow, and then select **Rename Page**.
  3. Type a new name for the page.
  4. Click elsewhere on the screen.
- 

## Rearranging Pages

You can rearrange the order of the pages in a file.

---

**To rearrange pages**

1. In the **Page Sorter** tab, click the thumbnail of the page you want to move.  
A blue border appears around the thumbnail.
  2. Drag the thumbnail to its new position in the Page Sorter.  
A blue line indicates the page's new position.
-



## Displaying Dual Pages

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

---

### To display dual pages

Click **Dual Page Display** .

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

---

### To display a single page

Click **Single Page Display** .

---

## Pinning a Page

When you display dual pages, you can pin a page to continue displaying that page in the whiteboard area when you select other pages in the Page Sorter.


---

### To pin a page

1. If you haven't done so already, display dual pages.
2. Select the page immediately after the page you want to continue displaying.

The page you select appears on the right side of the dual display. The page you want to continue displaying appears on the left side of the dual display.

3. Select **View > Zoom > Pin Page**.

Pin icons  appear in the top corners of the pinned page.

---

### To unpin a page

Clear the selection of **View > Zoom > Pin Page**.

---

## Displaying Links on a Page

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

---

### To display links when a page opens

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

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

#### NOTE

Select **View > Show All Links When Page Opens** again to clear the check mark and stop displaying links when you open a page.

---

### To display links on the page

Select **View > Show All Links**.

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

---

## Chapter 4

# Creating Objects

You can add objects to a page, including freehand objects, shapes, lines, text, graphics and Adobe Flash Player compatible files. You can:

- Write or draw freehand objects using the Pen and Creative Pen tools (page 37).
- Create shapes using the Shape tool or the Shape Recognition tool (page 39).
- Draw straight lines using the Line tool (page 40).
- Add text using the Text tool or convert handwritten notes to text (page 41, page 42).
- Add mathematical symbols (page 43).
- Add graphics files (page 44).
- Add flag to an object (page 47).
- Add Adobe Flash Player compatible files or video files (page 45, page 46).
- Add a link to an object (page 48).
- Add a sound file to an object (page 49).
- Animate objects (page 50).

## Writing or Drawing Objects


You can write or draw objects using the Pen tool.

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


### TIP

- If you create multiple objects, SMART Notebook SE groups the objects, enabling you to interact with them as a single object. For example, if you write the letters of a word, the software groups the individual letters, allowing you to interact with the whole word. If you want to write words on the same line but don't want to group them, leave a large gap between them.
- If you want to write diagonally, write in a straight line, and then rotate it.
- If you want to write in small letters, write large characters, and then reduce their size.


### To create freehand objects with the Pen tool

1. Click **Pens**  and select a line type.
2. Write or draw on the screen using the mouse.

### TIP


If the available line types cover the area you want to write or draw on, click **Pens**  again to hide the line types.

### To customize the appearance of digital ink

1. Click **Pens** , and then select a line type.

### TIP

Select the line style you use the least because the customized line style will replace it in the list of available styles.

2. If the Properties tab isn't visible, click **Properties** .
3. Click **Line Style**.
4. Select the properties of the line style, including its color and thickness.
5. Click **Fill Effects**.

6. Select the transparency of the line style.

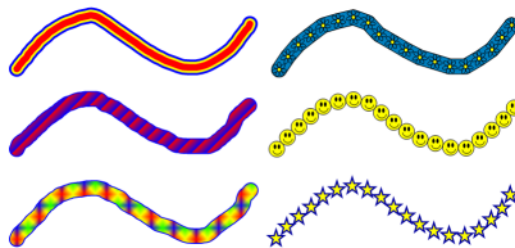
**NOTE**

If you want to save the line style and fill effects for future use, click **Save Tool Properties**.

7. Write or draw on the screen using the mouse.


## Writing or Drawing Objects with Creative Pens

If you want to add colorful elements to files, you can draw freehand objects using the Creative Pens tool. The Creative Pens tool enables you to draw a line of rainbow colors, smiley faces, stars and more.



*Some Examples of Creative Pens*

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

1. Click **Creative Pens** , and then select a line type.
2. Write or draw on the screen using the mouse.

**NOTE**

Although you can use the Creative Pens tool to write words, SMART Notebook SE is unable to convert these words into typed text using the handwriting recognition feature.

**TIP**

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

click **Creative Pens**  again to hide the line types.

## Creating Shapes


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

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


### NOTE

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



#### To add a shape to a page

1. Click **Shapes** , and then select a shape.
2. Create a shape by clicking and dragging until the shape is the size you want.

### TIP

- You can create perfect circles, squares, triangles and other shapes by holding SHIFT as you draw the shape.
- If the available shapes cover the area where you want to place the object, click **Shapes**  again to hide the available shapes.

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

1. Click **Shapes** , and then select a shape.
2. If the Properties tab isn't visible, click **Properties** .
3. Click **Line Style**.
4. Select the color, thickness and style for the shape's outline.
5. Click **Fill Effects**.
6. Select the transparency and fill effects for the shape.

### NOTE

If you want to save this shape for future use, click **Save Tool Properties**.

7. Create a shape by clicking and dragging until the shape is the size you want.

### TIP

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


## Creating Shapes with the Shape Recognition Pen

You can use the Shape Recognition Pen tool to draw circles, ovals, squares, rectangles, triangles and arcs.

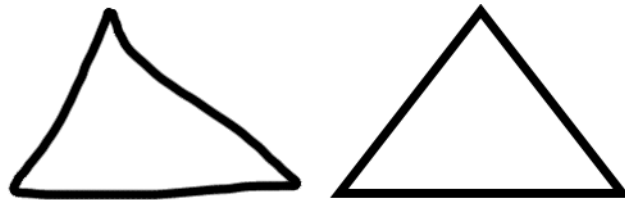
**i** **NOTE**

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

**To draw a shape with the Shape Recognition Pen tool**

1. Click **Shape Recognition Pen** .
2. Draw a shape using the mouse.

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



*SMART Notebook SE recognizes the drawing as a triangle and replaces the drawing on the page with a triangle.*

## Drawing Straight Lines


You can use the Lines tool to draw straight lines.

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


### NOTE

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


#### To draw a line


1. Click **Lines** , and then select a line style.
2. Create a straight line by clicking and dragging until the line is as long as you want it.

### TIP

If the available line styles cover the area you want to create the line in, click **Lines**  again to hide the line types.

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

1. Click **Lines** , and then select a line style.  
OR  
Select **Draw > Line**, and then select a line style.

2. If the Properties tab isn't visible, click **Properties** .
3. Click **Line Style**.
4. Select the color, thickness and style for the line.

### NOTE

If you want to save this line style for future use, click **Save Tool Properties**.

5. Create a straight line by clicking and dragging until the line is as long as you want it.



## Typing Text


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

**i NOTE**

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


---

### To type text on a page

1. Click **Text** , and then select a font style.

**💡 TIP**

If the available font styles cover the area you want to write in, click

**Text**  again to hide the font styles.

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

**i NOTE**

You can also use the *Fonts* toolbar to control alignment, create subscripts and superscripts, create bulleted lists and add mathematical symbols.

4. Type the text.
  5. After you finish typing, click outside of the text object.
-

## Converting Handwriting to Typed Text

You can write on a page using the mouse and convert the writing to typed text. SMART Notebook SE converts handwriting in English, French or German.

To change the language used for the handwriting recognition feature, you must change the operating system settings and restart Notebook SE software.

### NOTES

Although you can use the Creative Pens tool to write words, SMART Notebook SE is unable to convert these words to typed text.

### To change languages

1. Save all open files and close SMART Notebook SE.
2. In the Finder, select **Applications > System Preferences > Ink**.  
The *Ink* dialog box opens.

### IMPORTANT

Ink Preferences are only available if you install SMART Board drivers or connect an interactive whiteboard or tablet device to your computer.

3. Click the **Language** tab.
4. Select the desired language from the drop-down menu.

### NOTE


If you change the handwriting recognition language, you don't change the default language of the SMART Notebook SE interface or the operating system.

5. Select the **Recognize Western European characters** check box if you plan to enter ligatures or characters that use diacritical marks.

This option is selected by default for both German and French languages.

6. Close the *Ink* dialog box.
7. Start SMART Notebook SE.

### To convert handwriting to typed text

1. Click **Pens** , and then select a line type.
2. Write the text using the mouse.

#### TIP

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

3. Select the text.

The handwriting recognition feature compares what you wrote to its dictionary and identifies words that most resemble what you wrote.

4. Click the text object's menu arrow.

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

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

The selected word appears on the page.

## Adding Mathematical Symbols

Using the *Fonts* toolbar, you can insert a variety of mathematical and scientific symbols.

#### NOTE

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

### To insert a mathematical symbol

1. Type text on a page.

The *Fonts* toolbar appears.

2. Click **Mathematical Symbol**  in the *Fonts* toolbar.

The *Characters* dialog box appears.

3. Click **Math** in the column on the left.

All math-related symbols are displayed in the section on the right.

4. Double-click the symbol you want to add to the text.

The symbol appears in the text object.

## Adding Graphics Files

You can insert a graphics file into a page. SMART Notebook SE supports BMP, JPG, PNG, GIF and TIFF formats.

---

**i** **NOTE**

The Gallery contains a selection of graphics files, and many sources of content are available online.

**To insert a graphics file**

1. Select **Insert > Picture File**.

The *Insert Picture File* dialog box appears.

2. Browse to, and select, the picture you want to insert, and then click **Open**.

**💡** **TIP**

To select more than one picture, press and hold Command, and then click each file name.

The picture appears in the upper left corner of the page. If you insert more than one picture, the pictures cascade on a single page.

**💡** **TIP**

If you want to use the picture in other pages, add it to the Gallery. You can insert a graphics file from the Gallery on any page.

---

## Adding Adobe Flash Player Compatible Files

You can insert Adobe Flash Player Compatible files on a page.

### NOTE

The Gallery contains a selection of SWF files, and many sources of content are available online.

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

### NOTES

- Adobe Flash files on a page must be self-extracting. Files that load or rely on other SWF files don't work.
- You're unable to drag Adobe Flash files from a Web browser and onto a page.
- If Adobe Flash Player isn't installed on the computer, SMART Notebook SE notifies you when you add an Adobe Flash file to a page.

### To insert an Adobe Flash file on a page

1. Select **Insert > Flash File**.

The *Open* dialog box appears.

2. Browse to and select the SWF file you want to insert on the page.
3. Click **Open**.

The Adobe Flash file appears in the upper left corner of the page.

### NOTE

Alternatively, you can insert an Adobe Flash file from the Gallery.

## Adding Adobe Flash Player Compatible Video Files

You can attach Adobe Flash Player compatible video files to any object on a page.

---

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

1. Select an object.
2. Select **Insert > Flash Video File**.

The *Open* dialog box appears.

3. Browse to and select the SWF file you want to insert on the page.
4. Click **Open**.



#### **NOTE**

Alternatively, you can insert an Adobe Flash video file from the Gallery.

---

## Adding a Flag to an Object


You can add one or more colored flags to an object. You can then filter the binder to display only files that include a particular flag, enabling you to find important items quickly. These flags appear in the top left corner as a colored square and each flag represents a word or words.

### NOTES

- If you cut or copy an object, and then paste it on another page or in another file, the new object has the same flags as the original object.
- If you hover over a flag in the Properties tab, the words the flag represents appear as a ToolTip. For information on editing flag labels, see page 20.

#### To add a flag to an object

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .


3. Click **Object Flags**.

The object's current flags appear with a black border in the Properties tab.

4. Select the colored flag or flags you want to add to the object.

#### To remove a flag from an object

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Object Flags**.

The object's current flags appear with a black border in the Properties tab.

4. Select the colored flag or flags you want to remove from the object.

## Adding a Link to an Object

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

### To add a link to an object

1. Select the object.
2. Select **Insert > Link**.  
A dialog box appears.
3. Type or select the information required for the type of link you want to insert.
  - To add a Web Page link, select **Web Page** from the **Link to** drop-down menu, and then type the Web address in the **Address** box.
  - To add a link to another page in the file, select **Page in this File** from the **Link to** drop-down menu, and then select an option in the **Select a page area**.
  - To add a link to a file on the computer, select **File on this computer** from the **Link to** drop-down menu, and then locate the file by clicking **Choose File**. In the **Insert As** section, select **Copy of file** to attach a copy of the file or select **Alias** to insert a shortcut on the page.
  - To add a link to an attachment, click **Current Attachments**, and then select the attachment in the list.
4. If you want to be able to open the link by clicking anywhere in the object, select **Object**.  
OR  
If you want to be able to open the link by clicking on an icon, select **Corner Icon**.  
If you selected Corner Icon, an icon appears in the lower left hand corner of the object.
5. Click **Insert Link**.

### To remove a link from an object

1. Select the object.
2. Select **Insert > Link**.  
A dialog box appears.
3. Click **Remove Link**.



## Adding a Sound File to a Page

You can attach a sound file to any object on the page. You can play the sound file by clicking an icon in the corner of the object or by clicking the object itself.

---

### To add a sound file to an object

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



#### NOTE

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

A dialog box appears.

3. Click **Choose File**.

The *Open* dialog box appears.

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

OR

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

6. Click **Attach Sound**.
- 

### To remove a sound file from an object

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


A dialog box appears.

3. Click **Remove Sound**.
-

## Animating Objects

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

### To animate an object

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

## Undoing and Redoing Changes

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

### To reverse the last action

Click **Undo** .

#### NOTES

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

### To reinstate the last reversed action

Click **Redo** .

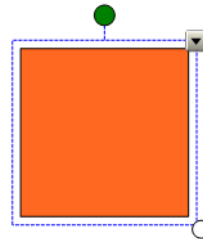
#### NOTE

You can redo actions on the current page only.

## Chapter 5

# 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. When you select an object, a selection rectangle appears around it.




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

The green circle above the object is a rotation handle.

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

---

### To select an object

1. Click **Select** .
2. Click the object you want to select.


A selection rectangle appears around the object.

#### **NOTE**

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

---

**To select multiple objects**

1. Click **Select** .
2. Click and drag until a rectangle surrounds the objects you want to select.

A selection rectangle appears around the selected objects.

** NOTE**

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

---

**To select all objects  
on a page**

Select **Edit > Select All**.

A selection rectangle appears around all objects on the page.

** NOTE**

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

---

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

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

A selection rectangle appears around all locked objects on the page.

---

## Chapter 6

# Manipulating Objects

You can select objects on a page, and then manipulate them in a variety of ways. You can:

- Group or ungroup objects (page 54).
- Lock an object in place (page 55).
- Move objects on the same page (page 56).
- Move objects to another page (page 56).
- Align objects (page 57).
- Resize objects (page 58).
- Rotate objects (page 59).
- Flip objects (page 60).
- Rearrange stacked objects (page 61).

 **NOTE**

When you manipulate objects, you can undo an unlimited number of actions.

## Grouping Objects

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

---

**To group objects**

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

---

**To ungroup objects**

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

## Automatic Grouping


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

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

## Locking an Object

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

### NOTE

If you click a locked object, a lock icon  appears instead of the object's menu arrow.

---

#### To lock an object in place

1. Select the object or objects.
2. Select **Format > Locking > Lock in Place**.

---

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

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

---

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

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

---


#### To unlock an object

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

## Moving Objects

You can move objects to another position on the page, to another page and to another open file.

### NOTES

- You're unable to move an object if it's locked in place.
- You can move an Adobe Flash Player compatible file by clicking the colored bar at the top of the file and then following the procedures below.
- If the Page sorter isn't visible, click **Page Sorter** 
- You can move multiple objects by selecting them and then grouping them.

#### To move an object on the page

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

### TIP

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

#### To move an object to another page

1. In the Page Sorter, scroll until you see the thumbnail of the page you want to move the object to.
2. Select the object you want to move.
3. Drag the object into the Page Sorter, and then drop it onto the thumbnail of the page you want to move it to.

#### To move an object to another open file

1. Select the object you want to move.
2. Drag the object over the tab of the open file you want to move it to.  
SMART Notebook SE displays the file you want to move the objects to.
3. Drag the object into the Page Sorter, and then drop it onto the thumbnail of the page you want to move it to.



## Aligning Objects

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

---

### To show guidelines

1. Select **Format > Alignment**.

The *Alignment Guides* dialog box appears.

- To show a guideline when you move an object into alignment with another object, select **Show guides for active objects**.
  - To show a guideline when you move an object into alignment with the page's vertical center, select **Show vertical page center guide**.
  - To show a guideline when you move an object into alignment with the page's horizontal center, select **Show horizontal page center guide**.
  - To automatically align objects to guidelines when you move the objects on a page, select **Snap objects to guides**.
2. If you want to change the color of the guidelines, click the colored bar to the left of **Guide Color**, and then select a color.
  3. Click **Apply Settings**.
-

## Resizing Objects

You can resize objects on a page.

### **i** NOTES

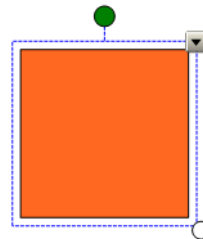
- If you want to resize multiple objects at the same time, you must group them first.
- You're unable to resize an object if it's locked in place.

---

#### **To resize an object**

1. Select the object.

A selection rectangle appears around the object.



2. Drag the object's resize handle (the white circle) to increase or reduce the size of the object.

### **💡** TIP

To keep the shape's original height-to-width ratio, hold down SHIFT while you drag the resize handle.

---

#### **To resize multiple objects**

1. Group the objects and then select the group.

A selection rectangle appears around the group.

2. Drag the group's resize handle (the white circle) to increase or reduce the size of all selected objects.
-

## Rotating Objects

You can rotate objects on a page.

### **i** NOTES

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

### **💡** TIP

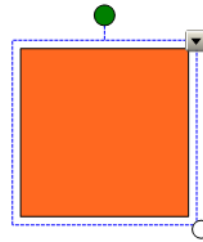
You don't need to rotate vertical and angled text objects before you edit them. When you double-click a text object, it rotates to a horizontal position. When you finish editing the text and you click outside of the text object, the text reverts to its original angle.

---

#### To rotate an object

1. Select the object.

A selection rectangle appears around the object.



2. Drag the object's rotation handle (the green circle) in the direction you want to rotate the object.

---

#### To rotate multiple objects

1. Select the objects.

A selection rectangle appears around each object.

2. Drag the rotation handle (the green circle) on any of the selected objects in the direction you want to rotate the objects. When you rotate one object, all selected objects rotate.
-

## Flipping Objects

You can flip an object on a page.

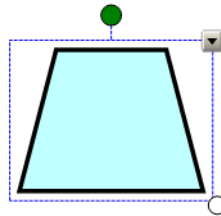
### **i** NOTE

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

#### To flip an object

1. Select the object.

A selection rectangle appears around the object.



2. Select **Draw > Flip > Up/Down** or **Draw > Flip > Left/Right**.

#### To flip multiple objects

1. Select the objects.

A selection rectangle appears around each object.

2. Select **Draw > Flip > Up/Down** or **Draw > Flip > Left/Right**.

## Rearranging Stacked Objects

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

 **TIP**

You can send an object to the back and lock it in place to create a fixed background for a page.

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

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

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

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

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

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

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

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



## Chapter 7

# Editing and Erasing Objects

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

- Cut and paste objects (page 64).
- Copy and paste objects (page 64).
- Clone objects (page 65).
- Change an object's properties (page 66).
- Apply properties to an object (page 67).

If the object is an imported or scanned image, you can also create transparent areas in the image. (page 69)

If the object is text, you can also edit the text and check the spelling. (page 70)

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

- Erase an object (page 73).
- Delete an object (page 73).
- Clear all objects (page 74).

## Cutting and Pasting Objects

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

---

### To cut and paste objects

1. Select the object you want to cut.
2. Select **Edit > Cut**.
3. If you want to paste the object onto a different page, display that page.

OR

If you want to paste the object in a different file, open the file, and then display the page you want to paste the object on.

4. Click **Paste**  .
- 

## Copying and Pasting Objects

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

---

### To copy and paste objects

1. Select the object you want to copy.
2. Select **Edit > Copy**.
3. If you want to paste the object onto a different page, display that page.

OR

If you want to paste the object in a different file, open the file, and then display the page you want to paste the object on.

4. Click **Paste**  .
-



## Cloning Objects

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

---

### To clone an object

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

A duplicate object appears.



#### NOTE

There's no limit to the number of times you can clone an object.

---

### To clone an object using the Infinite Cloner

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

3. Select the object.


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

4. Drag the object to another position on the page.
  5. Repeat step 4 as many times as you want.
  6. When you finish cloning the object, select the original object.
  7. Select **Format > Infinite Cloner**.
-

## Changing Object Properties

You can select an object on the page and change its properties. The properties you can change depend on the selected object. You can also select several objects and change their properties at the same time.

### NOTES

- The Properties tab displays options for the selected object only.
- If the Properties tab isn't visible, click **Properties** .
- Some fill effects aren't available for some object types.

#### To change an object's transparency

1. Select the object, and then click **Fill Effects** in the Properties tab.
2. Move the slider.

#### To change an object's fill to a solid color

1. Select the object, and then click **Fill Effects** in the Properties tab.
2. Select **Solid fill**.
3. Select a color in the palette.

#### To change an object's fill to a gradient of two colors

1. Select the object, and then click **Fill Effects** in the Properties tab.
2. Select **Gradient fill**.
3. Select a color in each color palette.
4. Select an option in the **Style** list.

#### To change an object's fill to a pattern

1. Select the object, and then click **Fill Effects** in the Properties tab.
2. Select **Pattern fill**.
3. Select a pattern.
4. Click **Foreground Colour**, select a color in the palette, and then click **OK**.
5. Click **Background Colour**, select a color in the palette, and then click **OK**.

**To change an object's fill to an image**

1. Select the object and then click **Fill Effects** in the Properties tab.
2. Select **Image Fill**.
3. Click **Browse**.  
The *Open* dialog box appears.
4. Browse to and select the image you want to use, and then click **Open**.

**To change an object's line style**

1. Select the object and then click **Line Style** in the Properties tab.
2. Select a color, thickness and style for the line.


**To change an object's animation**

1. Select the object and then click **Object Animation** in the Properties tab.
2. Select options in the **Type**, **Direction**, **Speed**, **Occurs** and **Repeats** lists.


## Applying Object Properties

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


**To apply a solid color fill to an object**

1. Click **Fill** .
2. Select **Solid fill**.
3. Select a color in the palette.
4. Click the object to apply the fill to the object, .


**To apply a two-color gradient fill to an object**

1. Click **Fill** .
2. Select **Gradient fill**.
3. Select a color in each palette.
4. Select an option in the **Style** list.
5. Click the object to apply the fill to the object.

**To apply a pattern fill to an object**

1. Click **Fill** .
2. Select **Pattern fill**.
3. Select a pattern.
4. Click **Foreground Colour**, select a color in the palette, and then click **OK**.
5. Click **Background Colour**, select a color in the palette, and then click **OK**.
6. Click an object to apply the fill to the object.

**To apply an image as a fill to an object**


1. Click **Fill** .
2. Select **Image fill**.
3. Click **Browse**.  
The *Open* dialog box appears.
4. Browse to and select the image you want to use, and then click **Open**.
5. Click an object to apply the fill to the object.

## Editing Object Flags

You can associate one or more colored flags with an object.

For information on how to edit flag labels see *Editing Flag Labels* on page 20 in Chapter 2.

**To edit object flags**

1. Select the object.
2. If the Properties tab isn't visible, click **Properties** .
3. Click **Object Flags**.  
The object's current flags appear with a black border in the Properties tab.
4. If you want to add a flag to an object, select the colored flag.
5. If you want to remove a flag, select the colored flag again.

## Creating Transparent Areas in a Graphic

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

---

### To create a transparent area in a graphic

1. Select the graphic.
2. Select **Format > Picture Transparency**.  
A dialog box appears.
3. Click an area in the graphic to make that area transparent.



#### NOTE

Clicking an area makes only that area transparent, even if the graphic includes the same color in other areas.

4. Click **Set Transparency**.
-

## Editing Text

You can edit or change the formatting of text objects.

### TIP

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

---

#### To edit text

1. Double-click the text object you want to edit.

The *Fonts* toolbar appears.

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

### TIP

You select text just as you would in a word processing program.

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

### NOTE

You can also use the *Fonts* toolbar to control alignment, create subscripts and superscripts, create bulleted lists and add mathematical symbols.

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

## Checking the Spelling of Text Objects

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

### To check spelling as you type

1. Double-click a text object.
2. Select Edit > Spelling > Check Spelling As You Type.

### To check spelling in single text object

1. Double-click the text object.
2. Select Edit > Spelling > Check Spelling.  
If SMART Notebook SE finds a misspelled word, it highlights the word.
3. Control-click the word, and then select the correct spelling from the list of alternatives.


### To check spelling using the Spelling dialog box

1. Double-click a text object.
2. Select Edit > Spelling > Spelling.  
The Spelling dialog box appears.
3. Use the Spelling dialog box to spell check the text object.


## Pasting Text on a Page

You can paste text from other programs onto a page.

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

1. In the other program, select the text you want to cut, and then select **Cut**.
2. In SMART Notebook SE, click **Paste** .

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

1. In the other program, select the text you want to copy, and then select **Copy**.
2. In SMART Notebook SE, click **Paste** .

## Cutting or Copying Text from a Page

You can cut or copy text from a page and paste it into other programs.

---

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

1. In SMART Notebook SE, select the text you want to cut, and then select **Edit > Cut**.
  2. In the other program, select **Edit > Paste**.
- 

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

1. In SMART Notebook SE, select the text you want to copy, and then select **Edit > Copy**.
  2. In the other program, select **Edit > Paste**.
-




## Erasing

You can erase digital ink using the Eraser tool.


### NOTE

You're unable to erase some types of objects, including typed text, shapes, straight lines and imported graphics. To remove these types of objects, you must delete them.

#### To erase digital ink

1. Click **Eraser** , and then select an eraser type.
2. Drag over the digital ink you want to erase.

### TIP

If the available eraser types cover the digital ink you want to erase, click **Eraser**  again to hide the eraser types.

## Deleting Objects

You're unable to erase some types of objects, including typed text, shapes, straight lines and imported graphics. To remove these types of objects from a page, you must delete them.

### NOTE

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

#### To delete an object from a page

1. Select the object.

### NOTE

Make sure you select the object you want to delete before you complete the next step. SMART Notebook SE deletes the object without confirmation.

2. Select **Edit > Delete**.

## Clearing a Page

You can remove all objects from a page simultaneously.

**i** **NOTE**

You're unable to clear locked objects. To clear all objects from a page, you must first unlock all locked objects.

---

### To clear a page using the Edit menu


1. Display the page you want to clear.

**i** **NOTE**

Make sure you display the page you want to clear before you complete the next step. SMART Notebook SE clears the page without confirmation.

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

### To clear a page using the Page Sorter

1. If the Page Sorter isn't visible, click **Page Sorter** .
2. Select the thumbnail of the page you want to clear.

**i** **NOTE**

Make sure you select the thumbnail of the page you want to clear before you complete the next step. SMART Notebook SE clears the page without confirmation.

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

# Chapter 8

## Creating and Using Tables

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

If you want to customize a table, you can:

- Move the table (page 78).
- Change line type, fill and text properties (page 78).
- Resize the table, a column or a row (page 80).
- Insert or remove columns, rows or cells (page 81).
- Split or merge cells (page 82).
- Add or remove a cell shade (page 82).

You can also delete tables you don't want. (page 83)

---

### To insert a table

1. Click **Table** .

An 5 by 5 grid appears.

2. Move the pointer over the grid to select the number of columns and rows you want in your table. The cells of the grid correspond to the cells of your table.

The table appears on the page.

---

## Adding Objects to Tables

You can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphic files.

### NOTE

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

---

#### To add an object to a table

1. Select the object.
2. Drag the object onto the table cell.

The object appears in the table cell.

### NOTES

- You're unable to move an object if it's locked in place.
  - If you add a text object to a table, the cell resizes to fit to the text object. If you add other object types to the table, the object resizes to fit the cell.
  - If you add an Adobe Flash Player Compatible file to a table, you can control-click the object, and then select **Flash > Play** and **Flash > Rewind**.
- 

#### To remove an object from a table


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

## Selecting Tables, Columns, Rows or Cells

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

---

### To select a table

1. Click **Select** .
2. Click outside, but near to, a corner of the table, and then drag to the opposite corner.




#### IMPORTANT


Do not start dragging from inside the table. If you do, you select the table's cells instead of the table.

---


### To select a column

1. Click **Select** .
  2. Click inside the column's top cell, and then drag to the bottom cell.
- 


### To select a row

1. Click **Select** .
  2. Click inside the cell on the left end of the row, and then drag to the cell on the right end of the row.
- 

### To select a cell

1. Click **Select** .
  2. Click inside, but near to, a corner of the cell, and then drag to the cell's opposite corner.
- 

### To select multiple cells

1. Click **Select** .
2. Click inside the upper left cell, and then drag to the lower right cell.



#### NOTE

If you select multiple cells and drag them to a different position on the page, you remove the selected cells from the original table and create a new table.

---

## Moving Tables

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

### To move a table

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

## Changing a Table's Properties

You can use the Properties tab to change the properties of a table, column, row, cell or multiple cells, including its transparency, cell color and line color.

### NOTE

If the Properties tab isn't visible, click **Properties** .

### To change the transparency

1. Select a table, column, row, cell or multiple cells and then click **Fill Effects** in the Properties tab.
2. Move the slider.

### To change the fill to a solid color

1. Select a table, column, row, cell or multiple cells and then click **Fill Effects** in the Properties tab.
2. Select **Solid fill**.
3. Select a color in the palette.

### To change the fill to a gradient of two colors

1. Select a table, column, row, cell or multiple cells and then click **Fill Effects** in the Properties tab.
2. Select **Gradient fill**.
3. Select a color in each palette.
4. Select an option in the **Style** list.

---

**To change the fill to a pattern**

1. Select a table, column, row, cell or multiple cells and then click **Fill Effects** in the Properties tab.
2. Select **Pattern fill**.
3. Select a pattern.
4. Click **Foreground Colour**, select a color in the palette, and then click **OK**.
5. Click **Background Colour**, select a color in the palette, and then click **OK**.

---

**To change the fill to an image**

1. Select a table, column, row, cell or multiple cells and then click **Fill Effects** in the Properties tab.
2. Select **Image fill**.
3. Click **Browse**.  
The *Open* dialog box appears.
4. Browse to and select the image you want to use, and then click **Open**.

---

**To change the line style**

1. Click anywhere in the table, and then click **Line Style** in the Properties tab.
2. Select a color, thickness and style for the line.

** NOTE**

The line style can be changed for the entire table only, not for specific cells.

---

**To change the text style**

1. Select a table, column, row, cell or multiple cells and then click **Text Style** in the Properties tab.
  2. Select font type, style and size.
-

## Resizing Tables, Columns or Rows


If you want to customize a table, you can resize the table, a column or a row.

---


### To resize a table

1. Select the table.
  2. Drag the table's resize handle (the white circle) to increase or reduce the size of the table.
- 

### To resize a column

1. Click **Select** .
  2. Click the vertical border to the right of the column.  
A resize pointer appears.
  3. Drag the vertical border to resize the column.
- 

### To resize a row

1. Click **Select** .
  2. Click the horizontal border below the row.  
A resize pointer appears.
  3. Drag the horizontal border to resize the row.
-



## Adding or Deleting Columns, Rows or Cells

If you want to customize a table, you can add columns or rows.

---

**To add a column**

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

A new column appears to the right of the current column.

---

**To delete a column**

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

**To add a row**

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

A new row appears below the current row.

---

**To delete a row**

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

**To delete a cell**

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

** NOTE**

You're unable to delete a cell if it's the only connection between two halves of a table.

---

## Splitting or Merging Table Cells

If you want to customize a table, you can split or merge cells.

### To split a cell

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



#### NOTE

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

### To merge cells

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

## Adding or Removing Cell Shades

You can add a cell shade to a table cell. This enables you to reveal the information in the cells slowly during a presentation.



#### NOTE

If you want to change the table's properties; resize the table, a column or a row; add columns or rows; remove columns; rows or cells; or split or merge cells; you must remove the cell shade first.

### To add a shade to a table

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

### To remove a shade from a table

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

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

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

### To remove a shade from a cell

Click the cell shade.

## Deleting Tables

You can delete tables from a page.

---

### To delete a table

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



## Chapter 9

# Using the Page Sorter

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

You can use the Page Sorter to:

- Display an existing page (page 27).
- Insert a new page (page 28).
- Clone an existing page (page 28).
- Clear a page (page 74).
- Delete a page (page 29).
- Rename a page (page 32).
- Rearrange the page order (page 32).
- Move objects to another page (page 56).
- Create a group of pages (page 86)
- Display a group of pages (page 86)

## Opening and Moving the Page Sorter

You can move the Page Sorter to either side of the screen and resize it.


### NOTE

If you move, widen or hide the Page Sorter, SMART Notebook SE saves these settings.

#### To open the Page Sorter

Click **Page Sorter** .

#### To move the Page Sorter

Click **Move** , located under the tabs, to move the Page Sorter to the other side of the whiteboard area.

Click **Move**  again to move it back.

#### To widen the Page Sorter

Drag the border of the Page Sorter into the whiteboard area.


## Grouping Pages

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

### TIP

You can apply a theme to all pages in a group.

#### To create or edit a group

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

2. Click the **Groups** button in the Page Sorter, and then select **Edit Groups**.

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

### NOTE


Thumbnails below each blue bar include the same menu arrow options as thumbnails in the Page Sorter.

3. Click the **Add Group** button in the upper left corner.

A new blue bar appears and a new page appears below it.

4. Click the blue bar's menu arrow, and then select **Rename Group**.
  5. Type a new name for the group.
  6. Edit the group in any of the following ways:
    - To move a page into a group, drag the page's thumbnail below the group's blue bar and to the right of the thumbnail you want it to follow.
    - To rearrange the pages in a group, drag a page's thumbnail to the right of the thumbnail you want it to follow.
    - To rearrange the groups, drag a group's blue bar below the blue bar of the group you want it to follow.
    - To delete a group and keep its pages, move all its pages to different groups. When a group contains no pages, SMART Notebook SE deletes it.
    - To delete a group and all pages in the group, click the blue bar's menu arrow, and then select **Delete Group**.
  7. When you finish creating and editing groups, double-click a thumbnail to display this page.
- 

**To switch groups  
in the Page Sorter**

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

The Page Sorter displays the thumbnail for the first page in this group.
  3. Click the thumbnail you want to view.
-





# Chapter 10

## Using the Gallery

The Gallery contains clip art, backgrounds, multimedia content and .notebook files and pages. Thumbnails within the Gallery show previews of gallery content images. The Gallery also provides access to online resources.

### Gallery Resources

#### My Content

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

#### Online Essentials for Educators

The Online Essentials for Educators category enables you to access online resources, including lesson activities, educational software, advice for using your SMART product.

#### Themes

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

#### Gallery Essentials

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

#### Lesson Activity Toolkit

The Lesson Activity Toolkit is a collection of customizable tools and templates that you can use to create professional-looking and interactive lessons. The Toolkit helps you create engaging content like word games, quizzes and sorting activities. It also offers Adobe Flash tools like hide-and-reveal and drag-and-drop.

## Opening and Moving the Gallery

You can move the Gallery to either side of the screen and widen it.


### NOTE

If you move, widen or hide the Gallery, SMART Notebook SE saves these settings.

#### To open the Gallery

Click **Gallery** .

#### To move the Gallery

Click **Move** , located under the tabs, to move the Gallery to the other side of the whiteboard area.

Click **Move**  again to move it back.

#### To widen the Gallery

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

## Browsing and Searching the Gallery

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

### NOTE

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

You can browse the category list to view the contents of each category. Thumbnails within the categories provide preview images of the content and are separated into the following subcategories.

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


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

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

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

---

**To browse the Gallery**

1. If the Gallery isn't visible, click **Gallery** .
2. Click a category's triangle ▶ to view its subcategories.



** NOTE**

You can close a category by clicking the category's triangle ▼.

3. Select a category or subcategory to display its contents.

---


**To search the Gallery**

1. If the Gallery isn't visible, click **Gallery** .
  2. Type a keyword into the **Type search terms here** box, and then click **Search** .
- The Gallery displays all content containing the keyword.
-

## Adding a Gallery Item to a Page

You can add any Gallery item to a page.

### To add a Gallery item to a page

1. If the Gallery isn't visible, click **Gallery** .

2. Browse to the category that contains the Gallery item you want to add.

The category's contents appear as thumbnails.

3. Double-click the thumbnail.

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

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


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

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

## Adding an Object to the Gallery

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

### To add an object to the Gallery

1. If the Gallery isn't visible, click **Gallery** .

2. Select the object you want to add to the Gallery.

3. Drag the object from the page to the Gallery's **My Content** category or one of its subcategories.

#### **NOTE**

- You're unable to drag an object if it's locked in place.
- If you want to change a Gallery item's name, select the item, click its menu arrow, select **Rename**, and then type the item's new name.

## Adding a Page to the Gallery

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

---

### To add a page to the Gallery

1. Create, edit and manipulate objects on the page until they appear exactly as you want them.

2. Select **File > Export Page as Gallery Item**.

A dialog box appears.

3. Browse to the folder where you want to save the page.

4. Type a name for the page in the **Save As** box.

5. Click **Save**.

6. Select **My Content** (or one of its subcategories) in the Gallery's category list, click its menu arrow, and then select **Add to My Content**.

The *Open* dialog box appears.

7. Browse to and select the item you saved in step 5.


8. Click **Open**.

---

## Adding a Supported File to the Gallery

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

### To add supported files to My Content

1. If the Gallery isn't visible, click **Gallery** .
2. Select **My Content** (or one of its subcategories) in the Gallery's category list, click its menu arrow, and then select **Add to My Content**.

The *Open* dialog box appears.

3. Browse to, and select, the item you want to add to the Gallery.
4. Click **Open**.



#### NOTE


By default, SMART Notebook SE names the new Gallery item based on the original file name. If you want to change the item's name, select the Gallery item's thumbnail, click its menu arrow, select **Rename**, and then type the item's new name.

## Adding Themes to the Gallery

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

The Gallery also includes some predefined themes.

### To create a theme

1. If the Gallery isn't visible, click **Gallery** .
2. Select **Themes** in the Gallery's category list, click its menu arrow, and then select **Create New Theme**.
3. Type a name in the **Theme Name** box.
4. Set the background for the theme the same way you would for a page.
5. Add, manipulate and edit objects on the theme the same way you would on a page.
6. Click **Save**.

The theme appears in the Gallery's **Themes** category list.

## Organizing the Gallery's Contents

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

---


### To add a new subcategory to the Gallery

1. If the Gallery isn't visible, click **Gallery** .
2. Select **My Content** (or one of its subcategories) in the Gallery's category list, click its menu arrow, and then select **New Folder**.


A new folder appears. By default, the new folder's name is **Untitled**.

3. Select the subcategory, click its menu arrow, and then select **Rename**.
  4. Type a new name for the subcategory.
- 

### To rename a subcategory

1. If the Gallery isn't visible, click **Gallery** .
  2. Select **My Content** in the Gallery's category list, and then browse to the subcategory you want to rename.
  3. Select the subcategory, click its menu arrow, and then select **Rename**.
  4. Type a new name for the subcategory.
- 

### To move a Gallery item to a different subcategory

1. If the Gallery isn't visible, click **Gallery** .
  2. Select **My Content** in the Gallery's category list, and then browse to the subcategory you want to rename.
  3. Drag the item to another subcategory.
-


## Importing and Exporting Gallery Collections

Importing and exporting collection files enables you to share custom categories with others and to use categories that others create.

After you import a collection file, all of its items appear in the Gallery as a new subcategory.

When you export a collection file, SMART Notebook SE saves the contents of the selected category to a single file with a .gallery extension. You can move a collection file to another computer or send it to other SMART Notebook SE users.

### To import a Gallery collection

1. If the Gallery isn't visible, click **Gallery** .
2. Select **My Content** in the Gallery's category list, click its menu arrow, and then select **Add to My Content**.

The *Open* dialog box appears.

3. Browse to the folder that contains the collection file you want to import.

#### **NOTE**

A gallery collection file has a .gallery extension.

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

The collection appears as a new subcategory. By default, SMART Notebook SE names the new subcategory **Untitled**.

5. To rename the subcategory, select its thumbnail, click its menu arrow, select **Rename**, and then type the item's new name.

### To export a Gallery collection

1. Select the category that contains the items you want to export.
2. Click the category's menu arrow, and then select **Export as Collection File**.

The *Save* dialog box appears.

3. Browse to the folder where you want to save the collection file.
4. Type a name in the **Save As** box.
5. Click **Save**.




## Importing Online Content into the Gallery

SMART Technologies offers Online Essentials for Educators. This online resource includes lesson activities, educational software and advice for using your SMART product. You can download the content as collection files, and then import it into the Gallery (see page 96).

---

### To import content from Online Essentials for Educators

1. If the Gallery isn't visible, click **Gallery** .
  2. Select **Online Essentials for Educators** in the Gallery's category list.
  3. Follow the on-screen instructions to select and download the collections you want.
  4. After you download the collections, import them into the Gallery (see page 96).
-



## Connecting to Team Content

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

### NOTE

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

#### To connect to Team Content

1. If the Gallery isn't visible, click **Gallery** .
2. Click **Show additional Gallery actions** , and then select **Connect to Team Content**.

The *Connect to Team Content...* dialog box opens.

3. Browse to and select the folder containing the content you want to use, and then click **Open**.

### NOTE

If you don't have access permission to a Team Content location, the folder containing Team Content is unavailable.

The content appears in the Gallery.

## Chapter 11

# Using the Attachments Tab

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

The Attachments tab lists all attachments in the current file.

- If you attach a copy of a file, its size appears in the **Size** column.
- If you attach a shortcut to a file, **alias** appears in the **Size** column.
- If you attach a link to a Web page, **URL** appears in the **Size** column.

## Opening and Moving the Attachments Tab

You can move the Attachments tab to either side of the screen and widen it.

### NOTE

If you move, widen or hide the Attachments tab, SMART Notebook SE saves these settings.


---

#### To open the Attachments tab

Click **Attachments** .

---

#### To move the Attachments tab

Click the **Move** icon  under the tabs to move the Attachments tab (and other tabs) to the other side of the whiteboard area.

Click the **Move** icon  again to move it back.

---

#### To widen the Attachments tab


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

---

## Opening Items in the Attachments Tab

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

### To open an item in the Attachments tab

1. If the Attachments tab isn't visible, click **Attachments** .

The Attachments tab lists all attachments in the file.

2. To open a file, double-click the file name or shortcut.

OR

To open a Web page, double-click the link.


## Attaching Copies of Files


You can attach copies of files to the Attachments tab.

### NOTE

When you attach a file, the .notebook file's size increases. Although SMART Notebook SE compresses files to conserve space, it compresses some file types more than others.

### To attach a copy of a file

1. If the Attachments tab isn't visible, click **Attachments** .

2. Click **Insert File**  at the bottom of the Attachments tab.

The *Open* dialog box appears.

3. Browse to and select the file you want to attach.
4. In the **Insert As** section, select **Copy of File**.
5. Click **Open**.

The file name and size appear in the Attachments tab.



## Attaching File Aliases

You can attach a file alias, also known as shortcuts, to the Attachments tab.

### NOTE

SMART Notebook SE doesn't export aliases. If you want to export file aliases, attach a copy of the file, not a file alias.

#### To attach a file shortcut

1. If the Attachments tab isn't visible, click **Attachments** .
2. Click **Insert File**  at the bottom of the Attachments tab.  
The *Open* dialog box appears.
3. Browse to and select the file you want to attach.
4. In the **Insert As** section, select **Alias**.
5. Click **Open**.  
The file name and **Alias** appear in the Attachments tab.

## Attaching Links to Web Pages

You can attach links to Web pages to the Attachments tab.

#### To attach a link to a Web page

1. If the Attachments tab isn't visible, click **Attachments** .
2. Click **Insert Hyperlink**  at the bottom of the Attachments tab.  
A dialog box appears.
3. Type the Web page's address in the **Hyperlink** box.
4. Type a name for the link in the **Display Name** box.
5. Click **Insert Link**.  
The display name and **URL** appear in the Attachments tab.



## Chapter 12

# Using the Properties Tab

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

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

 **NOTE**

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

The Properties tab also includes a Page Recording button that enables you to record your actions on the current page.

## Opening and Moving the Properties Tab

You can move the Properties tab to either side of the screen and widen it.

### NOTE

If you move, widen or hide the Properties tab, SMART Notebook SE saves these settings.


---

#### To open the Properties tab

Click **Properties** .

---

#### To move the Properties tab

Click **Move** , located under the tabs, to move the Properties tab (and other tabs) to the other side of the whiteboard area.

Click **Move**  again to move it back.

---

#### To widen the Properties tab

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

---





## Recording a Page

The Page Recording options enable you to record your actions on the current page.

---

### To record a page


1. If the Properties tab isn't visible, click **Properties** .
2. Click **Page Recording**.

3. Click the .

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



4. Perform the actions you want to record on the current page.

5. When you finish performing these actions, click .

6. Click the play button to view the recording.

7. Control the playback of the recording using the **Page Recording** toolbar.





## Chapter 13

# Using the Quick Links Tab

You can use the Quick Links tab to display a filtered list of the files in the binder.

### NOTE

If you move, widen or hide the Quick Links tab, SMART Notebook SE saves these settings.


---

#### To open the Quick Links tab

Click **Quick Links** .

---

#### To move the Quick Links tab

Click **Move** , located under the tabs, to move the Quick Links tab (and other tabs) to the other side of the whiteboard area.

Click **Move**  again to move it back.

---

#### To widen the Quick Links tab

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

---

#### To display a filtered list of files

Select **Recent Files** to display only recently accessed files.

OR

Select **Due Today**, **Due Tomorrow** or **Due This Week** to display only files with these due dates.

The binder appears and displays the filtered list of files.

### NOTE

If you select **Due This Week**, the binder displays the files that are due in the next seven days, not the current calendar week.

---



## Chapter 14

# Presenting a File

If you have the opportunity to present your SMART Notebook SE file, consider the following tips.

### TIPS

- Save your completed file on a CD or USB storage device. This enables you to access and display your file by inserting the disk, CD or USB storage device into any computer. Alternatively, save your file on your local area network, and then browse to it.
- To avoid losing your momentum and focus during the presentation, attach the files, shortcuts, and links to Web pages that you'll use during your presentation to the Attachments tab of your file so that you don't have to search for them.
- If your file contains many pages, separate the pages into groups. This enables you to find a particular page more easily during a presentation.
- Add a Screen Shade to a page. During the presentation, you can gradually remove the shade to reveal the underlying text and graphics when you're ready to discuss them. You can also add a Screen Shade that covers programs other than SMART Notebook SE.
- Display the file in Full Screen view during the presentation. This view maximizes the available workspace.
- Use the Spotlight, Magnifier and Pointer to highlight areas of interest during your presentation.
- Use the Magic Pen to create freehand objects that slowly fade, open a magnification window or open a spotlight window.

## Displaying a File in Full Screen View

In Full Screen view, SMART Notebook SE expands the whiteboard area by hiding the title bar, toolbar, taskbar and tabs. You can access commonly used commands using the *Full Screen* toolbar.

---


### To display a file in Full Screen view

Select **View > Full Screen**.


The title bar, toolbar, taskbar and tabs disappear and the *Full Screen* toolbar appears.

---

### To use the Full Screen toolbar


Click **Previous Page**  to display the previous page.

Click **Next Page**  to display the next page.

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

### NOTE

The options in the menu are identical to those in the SMART Notebook SE toolbar (see page 6).

Click **Exit Full Screen**  to return to the standard view and display the title bar, toolbar, taskbar and tabs.

---

## Adding a Screen Shade to a Page

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

If you add a Screen Shade to a page and save the file, the Screen Shade appears over the page the next time you open the file.

### NOTE

If you add a Screen Shade to a page, the Screen Shade appears over the current page only and doesn't appear over other pages or other programs.

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

Select **View > Screen Shade**.

A Screen Shade appears over the entire page.

#### To reveal part of the page

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


#### To remove the Screen Shade

Click the red **Exit** button in the upper right corner of the Screen Shade.

## Creating a Fading Object Using the Magic Pen

You can create freehand objects that slowly fade after approximately 10 seconds using the Magic Pen.

#### To create a fading object


1. Click **Magic Pen** .
2. Write or draw objects.

The objects slowly fade after approximately 10 seconds.

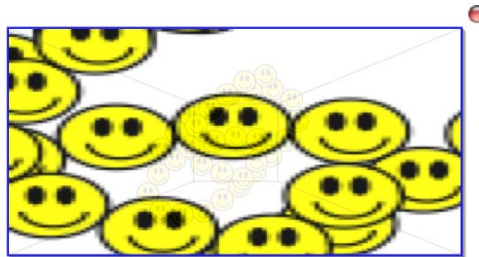
## Creating a Magnification Window Using the Magic Pen


You can create a magnification window using the Magic Pen.

### To create a magnification window

1. Click **Magic Pen** .
2. Draw a square.

A magnification window appears.




3. To reduce its size, click in the middle of the magnification window and drag to the left.  
OR  
To increase its size, click in the middle of the magnification window and drag it to the right.
4. To move it, click near the edge of the magnification window and drag it.
5. To close the magnification window, click the red **Exit** button .



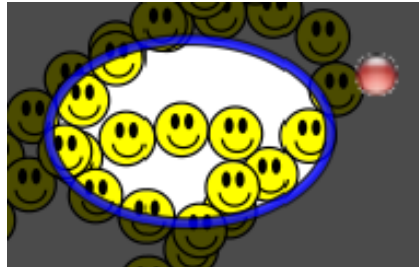
## Creating a Spotlight Window Using the Magic Pen


You can create a spotlight window using the Magic Pen.

### To create a spotlight window

1. Click **Magic Pen** .
2. Draw a circle.

A spotlight window appears.



3. To reduce its size, click in the middle of the spotlight window and drag to the left.  
OR  
To increase its, click in the middle of the spotlight window and drag to the right.
4. To move it, click near the edge of the spotlight window and drag it.
5. To close the spotlight window, click the red **Exit** button .

## Controlling Adobe Flash Player Compatible Files

When you add an Adobe Flash Player compatible file to a page or display a page that already contains an Adobe Flash object, the object plays immediately in most situations. You can control the playback of the object. If the object has buttons, you can click them. If an object doesn't have buttons, you can use the options in the object's menu arrow.

### To control an Adobe Flash object's menu arrow

1. Select the Adobe Flash object.

A selection rectangle appears around the object.

- To play the object, click the object's menu arrow, and then select **Flash > Play**.
- To play the object from the beginning, click the object's menu arrow, and then select **Flash > Rewind**.
- To advance the object slightly and pause playback, click the object's menu arrow, and then select **Flash > Step Forward**.
- To rewind the object slightly and pause playback, click the object's menu arrow, and then select **Flash > Step Back**.
- To play the object continuously, select **Flash > Loop**. To stop playing the object continuously, clear the selection of **Flash > Loop** again.

## Chapter 15

# Using SMART Tools

SMART Notebook SE features the following tools:

- SMART Recorder enables you to record your actions on the screen.
- Magnifier enables you to magnify a particular area of the screen.
- Pointer places a large pointer arrow on the screen.
- **Screen Capture Toolbar** enables you to take screen captures.
- Screen Shade enables you to cover the screen, and then slowly reveal it.
- Spotlight enables you to draw attention to an area of the screen.

## SMART Recorder

Using SMART Recorder, you can record the actions you take on the interactive screen. If you connect a microphone to your computer, you can narrate your actions. After you create a recording, you can play the recording on any computer using QuickTime®, or you can share the recording with others.

### NOTE

If your computer meets SMART Notebook SE's minimum computer requirements, you can use SMART Recorder. However, for best performance, install SMART Notebook SE on a computer with the following minimum requirements:

- 1GHz PowerPC® G4 or G5 processor or an Intel® processor
- A sound card and microphone compatible with the Macintosh operating system.

#### To start SMART Recorder

In the Finder, select **Applications > SMART Notebook SE > Additional Tools > Recorder**.

## Changing SMART Recorder's Video and Audio Quality

You can change SMART Recorder settings to control a recording's audio and video quality.

#### To change SMART Recorder's video and audio quality

1. Select **Menu > Options** in SMART Recorder.  
A dialog box appears.
2. Click the **Recording Quality** tab.
3. Select a sound quality in the **Sound Quality** list.

### NOTE

Although higher sound quality produces better audio playback, it also increases the file size.

4. Select a video quality in the **Video Quality** list.

OR

Select **Custom**, and then type the required frame rate.

### NOTE

Recording quality is measured in frames per second. Higher frame rates produce higher quality recordings. However, a higher frame rate also increases the file size.

 **TIP**

If you select **Automatic Selection (Recommended)**, SMART Recorder automatically evaluates your computer and selects the optimal frame rate.

5. Click **OK**.

### To restore SMART Recorder's default video and audio quality

1. Select **Menu > Options** in SMART Recorder.  
A dialog box appears.
2. Click **Restore Defaults**.
3. Click **OK**.

## Changing a Recording's File Location

You can change SMART Recorder settings to select a recording's file location.

### To change a recording's file location

1. Select **Menu > Options** in SMART Recorder.  
The *SMART Recorder* dialog box appears.
2. Click the **Target Files** tab.
3. To change the folder in which SMART Recorder saves files:
  - a. Click the **Browse** button next to the **Default Save Directory** box.
  - b. Browse to, and select, the folder you want to save the files in.
  - c. Click **Set**.

 **TIP**

For best performance, save the files on your computer's hard disk rather than a network drive.

4. To change the folder in which SMART Recorder saves temporary files:
  - a. Click the **Browse** button next to the **Temporary Files Directory** box.
  - b. Browse to and select the folder you want to save the temporary files in.
  - c. Click **Set**.

 **TIP**

For best performance, save files and temporary files on the same drive to reduce the time needed to save a recording.

5. To configure SMART Notebook SE to display a message when available disk space is low:

- a. Select the **Warn me if free disk space is below** check box.
  - b. Type a disk space limit that indicates to SMART Notebook SE that available disk space is low.
6. Type a disk space limit that indicates to SMART Notebook SE to pause recording if the available disk space is low.
  7. Click **OK**.

#### To restore the default file location of recordings

1. Select **Menu > Options** in SMART Recorder.  
A dialog box appears.
2. Click the **Target Files** tab.
3. Click **Restore Defaults**.
4. Click **OK**.

## Recording Your Actions

Using SMART Recorder, you can record the full screen, a specific window or a rectangular portion of the screen. If you connect a microphone to your computer, you can record your narration.

You create the recording as a video file which you can view using QuickTime software.


#### **NOTE**


If you're using multiple displays, you must select the display that you want to record from.

#### **TIPS**

- If you need to reduce the file size of the recording, limit the recording to a rectangular area of the screen or to a window.
- Animations and other special effects greatly increase the file size of the recording.

#### To create a recording


1. Change SMART Recorder settings to configure the recording's quality and file location.
  2. To record the entire screen, click **Record**  in SMART Recorder.
- OR

To record a screen area, click the down arrow next to the **Record** button  in SMART Recorder, select **Record Area**, and then draw a rectangle around the area you want to record.

3. Perform the on-screen actions you want to record. If you've connected a microphone to your computer, speak into your microphone.

The *SMART Recorder* window displays the time elapsed during the recording and a colored dot indicates the expected quality of your recording, based on the current settings.

4. If you want to pause your recording, click **Pause**  in SMART Recorder. To resume recording, click **Record**  in SMART Recorder.

5. After you complete the actions you want to record, click **Stop**  in SMART Recorder.

A dialog box appears.

 **NOTE**

If you want to exit without saving your recording, click **Cancel**, click **Yes** to confirm deletion, and then ignore the remaining steps of this procedure.

6. Type a file name.
7. If you want to save the recording in a different location, browse to the new location.
8. Click **Save**.

A dialog box appears while SMART Recorder creates the video file.

After SMART Recorder creates the video file, a dialog box appears. The information in this dialog box includes the file location of the recording the file size and the duration of the recording.

9. If you want to view the recording after you close this dialog box, select **Play Movie**.

The file plays in your default media player.

---

## Enhancing System Performance for Recording

If your system performance slows down when you use SMART Recorder, or the recording quality isn't the standard you want, the following may improve performance:

- Save your files to a local hard disk. Network drives are slower and reduce performance.
- Select a lower video quality setting. You need to balance your expectations for video quality with your computer's performance. Higher video quality produces larger files and places higher demands on your computer.

## Using the Magnifier

You can use the Magnifier during a presentation to draw attention to an area of the screen.

### NOTE

You can also magnify an area of a page using the Magic Pen.


### To use the Magnifier

1. In the Finder, select **Applications > SMART Notebook SE > Additional Tools > Magnifier**.



The *Magnifier* dialog box appears and displays a magnified image of a portion of the screen.

2. To display a red border around the area displayed in the *Magnifier* dialog box,


click .

To shade everything outside of this area, click .

3. To magnify a different area of the screen:

- Click , and then drag the hand  in the *Magnifier* dialog box to another area of the screen. Use this option if you want to magnify one area of the screen while continuing to work in other parts of the screen.

OR

- Click , and then click the area of the screen you want to magnify. Use this option if you want to magnify the area of the screen you're working in.

4. To move the *Magnifier* dialog box, click its title bar, and then drag it to another area of the screen.



**To close the Magnifier**

Click the red **Close** button  in the *Magnifier* dialog box.

## Using the Large Pointer

You can place a large pointer on the screen to draw attention to a screen element or area.

**To display the large pointer**

1. In the Finder, select **Applications > SMART Notebook SE > Additional Tools > Pointer**.
2. To move the pointer, click it, and then drag it to another location on the screen. It points in the direction that you drag it.


**To remove the large pointer**

Double-click the pointer.

## Taking Screen Captures Using the Screen Capture Toolbar


The *Capture* toolbar appears on top of active programs and Web browsers. It enables you to take a screen capture of an image in any window and automatically insert it on a page.

**To take a screen capture**

1. Click **Screen Capture**  in the SMART Notebook SE toolbar.


**TIP**

By default, each screen capture you take appears on a new page in the file. If you want to save the screen capture to the current page, click **Options** and clear the **Capture to new page** check box.


2. To take a screen capture of an area:
  - a. Click **Area Capture**  in the *Capture* toolbar.  
The pointer changes to crosshairs.
  - b. Drag the crosshairs on the screen to define the area you want to capture.

An image of this area appears on a page.

3. To take a screen capture of a single window:

- a. Click **Window Capture**  in the *Capture* toolbar.
- b. Select the window you want to take a screen capture of.

An image of this window appears on a page.

4. To take a screen capture of the entire screen, click **Full Screen Capture**  in the *Capture* toolbar.

An image of this screen appears on a page.

5. To capture a freehand area:

- a. Click **Freehand Capture**  in the *Capture* toolbar.

The pointer changes to crosshairs.

- b. Drag the crosshairs on the screen to define the area you want to capture.

An image of this area appears on a page.

---

**To close the  
Screen Capture toolbar**

Click the red **Close** button  in the *Capture* toolbar.

---

## Using the Screen Shade

You can use a Screen Shade to cover the information on the screen and reveal it slowly. A Screen Shade helps you focus the audience's attention.

### NOTE

You can also add a Screen Shade to a page.

#### To use the Screen Shade

1. In the Finder, select **Applications > SMART Notebook SE > Additional Tools > ScreenShade**.


A Screen Shade appears.

2. Click one side of the Screen Shade and drag it to cover and uncover the whiteboard area.

### TIP

If you want to quickly cover the entire screen, double-click the Screen Shade.

#### To remove the Screen Shade

Click the red **Close** button  in the Screen Shade's upper left corner.

## Using the Spotlight

You can use the Spotlight during a presentation to draw attention to an area of the screen. You can move the Spotlight to different areas of the screen and change its shape.

### NOTES

- When the Spotlight is active, you can write on and interact with screen elements in the Spotlight area only.
- You can also highlight an area of a page using the Magic Pen.

---

#### To use the Spotlight

1. In the Finder, select **Applications > SMART Notebook > Additional Tools > Screen Spotlight**.
2. To move the highlighted area, click the **Spotlight** icon, and then drag it to another location on the screen.
3. To make the Spotlight larger or smaller, click the edge of the highlighted area and drag it out or in.
4. To change the transparency of everything outside of the highlighted area, click the **Spotlight** icon's menu arrow, select **Transparency**, and then select a percentage of transparency or **Not Transparent**.
5. To change the highlighted area's shape, click the **Spotlight** icon's menu arrow, select **Shape**, and then select **Ellipse**, **Rectangle** or **Star**.

---

#### To remove the spotlight

Click the **Spotlight** icon's menu arrow, and then select **Quit**.

---

## Chapter 16

# Activating and Updating SMART Notebook SE

## Activating SMART Notebook SE

If you download an evaluation version of SMART Notebook SE and you want to use the software after the evaluation period expires, you can purchase a license from your local reseller or SMART Technologies. After you receive a product key, you can activate the software.

### NOTE

To locate an authorized SMART reseller, visit [www2.smarttech.com/st/en-US/Where+to+Buy](http://www2.smarttech.com/st/en-US/Where+to+Buy).

### To activate SMART Notebook SE

- 
1. Start SMART Notebook SE.  
The *Evaluation Version* dialog box appears.
  2. Click **Activate Product**.  
The *SMART Software Activation* dialog box appears.
  3. Type the **Product Key**, and then click **Next**.
  4. Follow the on-screen instructions.
-

## Updating SMART Notebook SE


SMART Notebook SE automatically checks for available updates from [www.smarttech.com](http://www.smarttech.com) once a month. You can set SMART Notebook SE to check for updates more or less frequently.

You can also manually update SMART Notebook SE.


### NOTE

Your computer must have access to the Internet for these procedures.

#### To change the automatic update settings

1. In SMART Notebook SE, select **Help > Check for Updates**.  
The *SMART Product Update* dialog box appears.
2. Select **Check for updates automatically every** check box.
3. Type the frequency with which you want your computer to check for updates.
4. Click the red close button  in the dialog box.

#### To manually update SMART Notebook SE

1. In SMART Notebook SE, select **Help > Check for Updates**.  
The *SMART Product Update* dialog box appears and the most recent versions are automatically checked and listed in the *New Version* column. If they aren't, click **Check Now**.  
Either a message will appear telling you that the software is up-to-date or the **Update** button will become active next to the outdated software versions.
2. Click **Update** in the row of the software you want to update.  
The software will be updated to the most recent version.
3. Click the red close button  in the dialog box.

# Appendix A

## Customer Support

### Online Information and Support

Visit [www.smarttech.com/support](http://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](http://www.smarttech.com/trainingcenter) for training materials and information about our training services.

### Technical Support

If you experience difficulty with your SMART product, please contact your local reseller before contacting SMART Technical Support. Your local reseller can resolve most issues without delay.

#### NOTE

To locate your local reseller, visit [www2.smarttech.com/st/en-US/Where+to+Buy](http://www2.smarttech.com/st/en-US/Where+to+Buy).

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

Online	<a href="http://www.smarttech.com/contactsupport">www.smarttech.com/contactsupport</a>
Telephone	+1.403.228.5940 or Toll Free 1.866.518.6791 (U.S./Canada) (Monday to Friday, 5 a.m. – 6 p.m. Mountain Time)
Fax	+1.403.806.1256
E-mail	<a href="mailto:support@smarttech.com">support@smarttech.com</a>

### Shipping and Repair Status

Contact SMART's Return of Merchandise Authorization (RMA) group, Option 4, +1.866.518.6791, for shipping damage, missing part and repair status issues.

## General Inquiries

Address SMART Technologies  
3636 Research Road NW  
Calgary, AB T2L 1Y1  
CANADA

Switchboard +1.403.245.0333 or  
Toll Free 1.888.42.SMART (U.S./Canada)

Fax +1.403.228.2500

E-mail [info@smarttech.com](mailto:info@smarttech.com)

## 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](http://www.smarttech.com/registration).



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