SMART Notebook SE (Student Edition) for Macintosh Computers:
A Quick Reference of Features and Functions

SMART Notebook SE (Student Edition) software provides all the features of SMART Notebook Software 10, designed specifically for students. Students can access and complete digital assignments, take notes, respond to assessments and organize digital material. Whether at home, at the library, or at school, they can interact with both teacher-created and student-authored lessons.

SMART Notebook SE Software Components

Along with all the features and functions of SMART Notebook software 10, SMART Notebook SE adds file management capabilities to create, share, classify and store homework assignments.

SMART Notebook SE Files

- Take your .notebook files home with you, and then open them on your Mac computer.
- Send your .notebook files as e-mail attachments from within SMART Notebook SE.
- Export your .notebook files as Web pages, image files, or PDFs.

SMART Notebook SE My Home Page

- Personalize your My Home page with pictures, multimedia files and frequently used information.
- Locate your homework assignments by using the quick links to homework due today, tomorrow and this week.

SMART Notebook SE My Binder Page

- See all your homework assignments as .notebook files.
- Manage your assignments by giving them subject names, adding due dates, and listing keywords.

SMART Notebook SE Pages

Use SMART Notebook SE to prepare dynamic multimedia digital assignments. View your work on the **Page Sorter**, **Gallery**, **Attachments** and **Properties** tabs, which are accessible with a single click.

- The **Page Sorter** tab displays a thumbnail of each .notebook page. You can place the thumbnails on the left or right side of the workspace or hide them to display as much of your workspace as possible. Expand the Page Sorter tab so you see thumbnails in single or in multiple rows, and then select and drag-and-drop pages to rearrange them. When you have a large document, you can group together pages so you can find a particular group quickly.
- The **Gallery** tab displays a customizable collection of pictures, backgrounds, interactive multimedia files and lesson activities that are included with SMART Notebook SE. Drag gallery items from the Gallery tab to your current page. You can access educational content and online resources directly from the Gallery tab.
- The **Attachments** tab displays the files you attached to your .notebook file. You can attach documents, file shortcuts and Web links to .notebook files. SMART Notebook SE compresses attached files to ensure your .notebook file size remains manageable.
- The **Properties** tab displays options for your selected objects. Choose from an extensive number of colors and styles to fill or outline your object in a solid color or in a gradient. You can modify object transparency, add background colors and change text styles (font, size, bold, italic, underline, superscript and subscript). Use the Eyedropper tool to select any color from your color palette and outline or fill objects. Create the effect of objects fading into or out of view, rotating, moving across the page or flying in from outside the page. Record your actions, and then replay the recording again later.

SMART Notebook SE Gallery Collections

Gallery Essentials is a library of over 6,600 images, backgrounds and multimedia files in many subject categories. Access it directly from the SMART Notebook SE Gallery tab.

- Add to your gallery by importing files from other sources into your **My Content** folder. Rename and reorganize your collections.
- Customize your pages by creating reusable themes. Select fonts, images and background colors, and apply them to all the pages in your files to instantly create a cohesive look and feel to your lesson.
- Search Gallery items by keywords.

Objects on the SMART Notebook SE Page

The objects and notes you create in SMART Notebook SE are individual, selectable objects that you can edit in a wide variety of ways. Aside from changing properties such as color, line style and transparency, you can:

- Rotate an object.
- Resize an object.
- Clone one or more objects an unlimited number of times.
- Lock an object to protect it from editing.
- Group and ungroup objects.
- Flip an object horizontally or vertically.
- Rearrange an object within a stack of objects.
- Link an object to a website, document or .notebook page.
- Attach an audio file to any .notebook object.
- Drag an object to another page using the Page Sorter tab.
- Convert handwritten notes to text using the text recognition feature.
- Use any TrueType® font installed on your computer from 8 to 72 points in size:
    - Make text bold, italicized, underlined or colored.
    - Align text to the right, left or center.
    - Flip text horizontally or vertically.
    - Add bullets to text.
    - Add superscripts, subscripts and math symbols.
    - Resize text to any size by pressing and dragging the text box.

SMART Notebook SE Software Functions

Import Functions

- Add a .notebook file to your My Binder page.
- Set SMART Notebook SE as the default program for .notebook files.
- Import, store and integrate image files in .jpeg, .png, .wmf, .emf, .tiff, .bmp and .gif format.
- Import, store and integrate video files in .flv format.
- Import, store and integrate audio files in .mp3 format.

Export Functions

- Export a .notebook file in a variety of formats, including .notebook, .html, .pdf, .tiff, .jpeg, .bmp, and .png format.
- Export a page as a gallery item for repeated use.

Print Functions

- Print all pages or a selection of pages in a .notebook file.
- Print your pages in full-size or in thumbnail format with room to write.
- Add header, footer and date information to each printed page.
- Add page numbers.

Edit Functions

- Undo an unlimited number of actions by selecting **Undo**. Reverse the Undo command by selecting **Redo**.
- Create a duplicate object using the **Clone** command.
- Cut, copy and paste your objects.
- Check your entire .notebook file for spelling mistakes.
- Clear or delete your .notebook page.

Save Functions

- Save your assignments in your My Binder page for later.

View Functions

- Display the **Capture** Toolbar to easily capture an image and place it automatically on a new (or the current) .notebook page.
- Display thumbnail pages on a sidebar on the Page Sorter tab, and then organize pages and move objects from page to page. Hide the sidebar to display more of your .notebook pages.
- Customize your toolbar with the tools you use most frequently.
- Use **Full Screen** view to hide the title bar, menu bar and taskbar and display as much of your page as possible.
- Zoom your pages 50% to 300%.
- View two pages at the same time using **Dual Page Display**.
- Use the **Pin Page** feature to pin a page in place and keep it visible when you use dual page display.
- Choose to show all links when your page opens.

Insert Functions

- Insert a blank page anywhere in your .notebook file.
- Insert .bmp, .jpeg, .gif and .png picture files.
- Insert Adobe® Flash® Player compatible files and .flv video files.
- Insert Gallery item files.
- Insert hyperlinks as objects and as text.
- Insert .mp3 sound files.
- Insert tables, and then add objects into the table's cells, including freehand objects, geometric shapes, lines, text and graphic files.

Format Functions

- Make text bold, underlined or italicized.
- Change object transparency.
- Lock an object to protect it from editing.
- Set an object so you can clone it as many times as you like.
- Apply background colors to pages.
- Create your own customized theme, and then apply it to all the pages in a defined group.
- Automatically align objects in relation to each other using horizontal and vertical alignment guides.

Draw Functions

- Group objects, and then interact with them as a single object.
- Flip objects horizontally or vertically.
- Draw using the Pen, Creative Pen, Line and Shape tools in a wide variety of colors and thicknesses.
- Change fill and outline color, thickness and line ends.
- Highlight text with highlighter ink that automatically straightens.

Additional Tools on the Toolbar

- Use the **Shape Recognition** pen to draw freehand circles, polygons, arcs and lines, and then allow SMART Notebook SE to automatically perfect them and convert them into objects you can fully customize.
- When you use the Magic Pen tool to draw on your .notebook page, the digital ink slowly fades after approximately 10 seconds. When you draw a circle, you create a spotlight effect on that area, and when you draw a rectangle, you magnify the content of that area.
- Select the **Fill** tool to fill shapes with the last color you used.
- Type notes and use the font type, font size and font style you want.
- Create a freehand shape with the same outline color, fill color, transparency and line style and thickness as other shapes.
- Apply Fill Effects from the Properties tab to fill shapes with solid colors, gradients, images or patterns.

Customize Your SMART Notebook SE Toolbar

Personalize your toolbar to display the tools you use most. Use it at the top of your page or move it to the bottom for easy access. After you've selected a tool, you can scroll through a horizontal menu that doesn't interfere with your .notebook page and stays open until you've finished working with the tool.

Toolbar Buttons

- New Document
- Export Document
- Save Document
- Previous Page
- Next Page
- Add Page
- Paste
- Undo
- Redo
- Delete
- Dual Page Display
- Screen Capture Toolbar
- Insert Table
- Select
- Pens (customizable)
- Creative Pen (customizable)
- Eraser (customizable)
- Lines (customizable)
- Shapes (customizable)

- Shape Recognition Pen
- Magic Pen tool
- Fill Effects
- Text (customizable)
- Fonts Toolbar:
  - Font Selection
  - Font Size (8 points–72 points)
  - Bold Text
  - Italic Text
  - Underline Text
  - Color
- Properties Tab
- www.Tutor.com

Other SMART Notebook SE Tools

Spotlight

Draw attention to a particular area on the page. You can move the Spotlight, change its shape, make its background transparent or remove it.

Magnifier

Enlarge any area so the audience can see details on the display.

Pointer

Move the Pointer arrow anywhere on the .notebook page.

Screen Capture Toolbar

Display the Screen Capture toolbar to easily capture an image and place it automatically on a new (or current) page.

Screen Shade

Control the information you display by placing a shade over your desktop. Pull it back in one of four directions to gradually display your page.

SMART Recorder

Record your actions on your .notebook page as .avi and .wmv files that you can view with SMART Video Player and other media players. If you have a microphone, you can also record your speech (as .mov files that can be viewed with QuickTime® Player).

USB Bracelet

- Includes SMART Notebook SE software and space for you to save your files and multimedia content.
- Enables you to take your .notebook files with you and open them on any computer with a Windows® or Mac operating system.

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