SMART Notebook™ 10.8
Mac OS X operating system software
User’s guide
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This chapter introduces you to SMART Notebook™ collaborative learning software, SMART Product Drivers and SMART Tools and explains the basics of using your interactive product.

About SMART Notebook software, SMART Product Drivers and SMART Tools
SMART Notebook software, SMART Product Drivers and SMART Tools are programs that you can use with your interactive product.

About SMART Notebook software
Use SMART Notebook software to create lessons or presentations. Each .notebook 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, pictures, Adobe® Flash® Player compatible content and tables to a page. You can manipulate and edit these objects at any time.

You can save your files in the .notebook format, which you can open in any Windows®, Mac or Linux® computer running SMART Notebook software. You can also export your files to a variety of formats.

The Page Sorter displays thumbnails of all of the pages in the current file. The software automatically updates these thumbnails when you change the contents of the pages.

Copy clip art, backgrounds, multimedia content and .notebook files and pages to your page from the Gallery. The Gallery also provides access to the following resources:

- Gallery Essentials – a collection of thousands of subject-specific images and multimedia content
- Lesson Activity Toolkit – a collection of customisable tools and templates that you can use to create professional-looking and interactive lessons
- Online Resources – online content for educators who use SMART products, including lesson activities, educational software and advice for using your product

You can attach a copy of a file, a shortcut to a file or a link to a webpage. This enables you to quickly find and open files and webpages when you present your file.

You can install SMART Notebook Tools, which add special features to the software. These tools include the following:

- SMART Document Camera™
- SMART Response™ assessment software

About SMART Product Drivers
Your interactive product detects contact with its screen and sends each contact point, along with Pen tool information, to the connected computer. SMART Product Drivers translates the information into mouse clicks and digital ink. SMART Product Drivers enables you to perform normal computer operations by pressing the screen with your finger (on interactive whiteboards) or a tethered pen (on interactive pen displays).

You can also write or draw on the screen in digital ink using a pen tray pen (on interactive whiteboards) or tethered pen (on interactive pen displays) and then save or erase your notes.

About SMART Tools
Draw attention to specific parts of a page using SMART Tools, such as the Screen Shade, Spotlight, Magnifier and Pointer.
Getting started with SMART Notebook software

You can start SMART Notebook software by pressing Notebook in the Dock.

NOTE

If your computer’s display refresh rate is less than 60 Hz, a warning message appears when you first open SMART Notebook software. You can change the display refresh rate by opening System Preferences > Displays in Mac OS X operating system software.

When you start SMART Notebook software the first time, a tutorial file opens automatically. You can read the contents of this file to learn more about the software and the new features in the latest release. When you start the software subsequent times, a new, blank file opens automatically. You can create another file (see Creating files on page 9) or open a file (see Opening files on page 9) at any time.

The SMART Notebook software window consists of the following sections:

- Toolbar
- Tabs (Page Sorter, Gallery, Attachments and Properties)
- Page area

Menu

The menu contains all the commands that you can use to manipulate files and objects in SMART Notebook software.
CHAPTER 1
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Toolbar
The toolbar enables you to select and use a variety of commands and tools within SMART Notebook software.

Previous Page*  Creative Pens*
Next Page*  Eraser*
Add Page*  Lines*
Open File*  Shapes*
Save*  Magic Pen*
Print  Fill*
Paste*  Text*
Undo*  Properties*
Redo*  Move Toolbar*
Delete*  Adjust Volume
Delete Page  Pin Page
Show/Hide Screen Shade*  Customise
Full Screen*  Welcome Centre
Transparent Background  SMART Keyboard
Zoom  SMART Recorder
Dual/Single Page Display*  Clear Page
Screen Capture*  Instant Conferencing
SMART Document Camera*  Shape Recognition Pen*
Show All Links  Clone Page
Insert Table*  Measurement Tools*
Show/Hide Alignment  Regular Polygons*
Select*  SMART Exchange*
Pens*  Clear Ink
Calligraphic Pens*

NOTES
- Buttons marked with an asterisk (*) appear in the toolbar by default. You can customise the toolbar to include the buttons you use most often (see Customising the toolbar on page 109).
By default, the toolbar appears at the top of the SMART Notebook software window. However, you can move it to the bottom of the window by pressing Move Toolbar. This is useful in situations where you or your students can’t reach the toolbar when it’s at the top of the window.

Page Sorter
The Page Sorter displays all of the pages in the open file as thumbnails and automatically updates these thumbnails as you change the contents of the pages.

Using the Page Sorter, you can do the following:

- Display pages
- Create pages
- Clone pages
- Clear pages
- Delete pages
- Rename pages
- Rearrange pages
- Move objects from one page to another
- Group pages

Opening the Page Sorter
To open the Page Sorter, press Page Sorter.

Customising the Page Sorter
You can move the Page Sorter from one side of the SMART Notebook software window to the other by pressing Move Sidebar.

You can resize the Page Sorter by dragging its border left or right. You can also hide the Page Sorter when you’re not using it by selecting the Auto-hide tickbox. (To display the Page Sorter when it’s hidden, press Page Sorter.)

**NOTE**
If you reduce the Page Sorter to its minimum size, the auto-hide feature turns on automatically.
Galerry tab
The Gallery tab contains clip art, backgrounds, multimedia content, files and pages that you can use in your lessons, and displays preview images of this content. The Gallery tab also provides access to other online resources. For more information, see Using content from SMART resources on page 85.

You can also include your own content and content from other teachers in your school in the Gallery tab (see Adding your content to the Gallery on page 79).

Opening the Gallery tab
To open the Gallery tab, press Gallery.

Customising the Gallery tab
You can move the Gallery tab from one side of the SMART Notebook software window to the other by pressing Move Sidebar.

You can resize the Gallery tab by dragging its border left or right. You can also hide the Gallery tab when you’re not using it by selecting the Auto-hide tickbox. (To display the Gallery tab when it’s hidden, press Gallery.)

NOTE
If you reduce the Gallery tab to its minimum size, the auto-hide feature turns on automatically.

Attachments tab
The Attachments tab displays the files and webpages attached to the current file. For more information, see Attaching files and webpages on page 77.

Opening the Attachments tab
To open the Attachments tab, press Attachments.

Customising the Attachments tab
You can move the Attachments tab from one side of the SMART Notebook software window to the other by pressing Move Sidebar.

You can resize the Attachments tab by dragging its border left or right. You can also hide the Attachments tab when you’re not using it by selecting the Auto-hide tickbox. (To display the Attachments tab when it’s hidden, press Attachments.)

NOTE
If you reduce the Attachments tab to its minimum size, the auto-hide feature turns on automatically.
Properties tab
The Properties tab enables you to format objects on a page, including digital ink, shapes, lines, text and tables. Depending on the object that you select, you can change the following:

- The colour, thickness and style of lines
- The transparency and fill effects of objects
- The font type, size and style of text
- The animation of objects

The Properties tab displays only the options that are available for the object you select. For more information on displaying and setting object properties in the Properties tab, see Changing objects’ properties on page 53.

The Properties tab also includes a Page Recording button. You can use this feature to record your actions on the current page (see Recording pages on page 24).

Opening the Properties tab
To open the Properties tab, press Properties.

Customising the Properties tab
You can move the Properties tab from one side of the SMART Notebook software window to the other by pressing Move Sidebar ↔.

You can resize the Properties tab by dragging its border left or right. You can also hide the Properties tab when you’re not using it by selecting the Auto-hide tickbox. (To display the Properties tab when it’s hidden, press Properties.)

\[ \text{NOTE} \]

If you reduce the Properties tab to its minimum size, the auto-hide feature turns on automatically.

Page area
The page area displays the contents of a selected page in a file. This is the area of the page where you create and work with objects (see Creating basic objects on page 31).
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In SMART Notebook software, you can create or open SMART Notebook software (.notebook) files. After creating or opening a .notebook file, you can save it, print it, export it to other formats and complete other common tasks. In addition, you can work with the pages within the .notebook file.

Creating files
When you start SMART Notebook software for the first time, a tutorial file opens automatically. When you start the software subsequent times, a new .notebook file opens automatically. However, you can create a new file at any time.

To create a file
1. Select File > New.
   If you’re working on a file with unsaved changes, a dialogue box appears and prompts you to save the current file.
2. Press Yes to save your changes and then follow the on-screen instructions.

Opening files
With SMART Notebook software 10, you can open:

- .notebook files (the default file format for SMART Notebook software 9.5, 9.7 and 10)
- .xbk files (the default file format for SMART Notebook software 8, 9.0 and 9.1)

Once you have opened a file, you can save the file as a .notebook or .xbk file.

The method by which you open a file is the same for all versions of SMART Notebook software.
To open a file

1. Press **Open File** 📁.
   The **Open** dialogue box appears.
2. Browse to and select the file that you want to open.
3. Press **Open**.

**TIP**

You can open a recently opened document by selecting the **File** menu and then selecting the file name.

Saving files

By default, SMART Notebook software saves your files in .notebook format. Anyone with SMART Notebook software 9.5 or later for Windows operating systems, Mac OS X operating system software or Linux operating systems installed on his or her computer can open a .notebook file.

**NOTE**

The default file format for SMART Notebook software 10 is .notebook, but the default file format for versions 8, 9.0 and 9.1 is .xbk. If you want to open your file in SMART Notebook software 8, 9.0 or 9.1, save your file with the .xbk extension. However, the .xbk format doesn’t support some of the objects and properties available in SMART Notebook software 10. If you save your file in the .xbk format, SMART Notebook software doesn’t save the objects or properties in your file that the .xbk format doesn’t support. Additionally, if you create text in SMART Notebook software 10 and save your file in .xbk format, you’re unable to edit the text in SMART Notebook software 8, 9.0 or 9.1.

To save a new file

1. Press **Save** 📁.
   The **Save** dialogue box appears.
2. Browse to the folder where you want to save the new file.
3. Type a name for the file in the **Save As** box.
4. If you want to make sure that your file retains its formatting, select the **SMART Notebook File** format.
   OR
   If you want to create a file that you can open with SMART Notebook software 8, 9.0 and 9.1, select the **SMART Notebook XBK File** format.
5. Press Save.
   If you’re saving your file in the .xbk format and there are objects or properties in your file that the .xbk format doesn’t support, a dialogue box appears indicating that SMART Notebook software won’t save these objects or properties if you continue. Press Yes.

To save an existing file
Press Save

To save an existing file with a new name or location
1. Select File > Save As.
   The Save dialogue box appears.
2. Browse to the folder where you want to save the new file.
3. Type a name for the file in the Save As box.
4. If you want to make sure that your file retains its formatting, select the SMART Notebook File format.
   OR
   If you want to create a file that you can open with SMART Notebook software 8.x, 9.0 and 9.1, select the SMART Notebook XBK File format.
5. Press Save.
   If you’re saving your file in the .xbk format and there are objects or properties in your file that the .xbk format doesn’t support, a dialogue box appears indicating that SMART Notebook software won’t save these objects or properties if you continue. Press Yes.

Exporting files
You can export your .notebook files to the following formats:

- HTML
- Picture formats
  - PNG
  - JPEG
  - TIFF
  - BMP
- PDF
- Interactive Whiteboard Common File Format (CFF)
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Notes

- SMART Notebook software doesn't include attachments when you export files as pictures. To include attachments, you must export your file as either HTML or PDF (AdobeReader® 6.0 or later).
- SMART Notebook software doesn't export files that you attach to your .notebook file as an alias. If you want to include an attachment, attach a copy of the file (see Attaching files and webpages on page 77).
- SMART Notebook software doesn't export some gradient, pattern and image effects. These effects may appear as a solid fill or appear incorrectly in the exported file.

To export a file as HTML

1. Select File > Export > Webpage.
   A dialogue box appears.
2. Browse to the folder where you want to export the file.
3. Type a name for the file in the Save As box.
4. Press Save.

To export a file as picture files

1. Select File > Export > Image Files.
   A dialogue box appears.
2. Select a folder where you want to export the files.
3. Select a picture format in the Image Format drop-down list.
4. Select a picture size in the Image Size drop-down list.
5. Type a name for the files in the Save As box.
6. Press Save.

To export a file as a PDF file

1. Select File > Export > PDF.
   A dialogue box appears.
2. Press Thumbnails, Handouts or Full Page.
3. Optionally, type header text in the Header box, footer text in the Footer box and the current date in the Date box.
4. Optionally, select the Show page borders tickbox to show a border around each printed page.
5. Optionally, select the **Show page numbers** tickbox to show a page number on each page.

6. If you pressed **Thumbnails** or **Handouts** in step 2, select a thumbnail size in the **Thumbnail Size** drop-down list and, optionally, select the **Show Thumbnail titles** tickbox to show titles under each thumbnail.

7. Press **Continue**.

   The Save dialogue box appears.

8. Browse to the folder where you want to export the file.

9. Type a name for the file in the **Save As** box.

10. Press **Save**.

   **To export a file as a CFF file**

   1. Select **File > Export > CFF**.

      A dialogue box appears.

   2. Browse to the folder where you want to export the file.

   3. Type a name for the file in the **Save As** box.

   4. Press **Save**.

   ![NOTE]

   You can also import CFF files (see *Importing files from other interactive whiteboard programs on page 77*).

**Printing files**

You can print all pages or select pages in a .notebook file. You can print the pages as thumbnails, handouts or full pages.

**To print a file**

1. Select **File > Print**.

   A dialogue box appears.

2. Press **Thumbnails**, **Handouts** or **Full Page**.

3. Optionally, type header text in the **Header** box, footer text in the **Footer** box and the current date in the **Date** box.

4. Optionally, select the **Show page borders** tickbox to show a border around each printed page.

5. Optionally, select the **Show page numbers** tickbox to show a page number on each page.
6. If you pressed Thumbnails or Handouts in step 2, select a thumbnail size in the Thumbnail Size drop-down list and, optionally, select the Show Thumbnail titles tickbox to show titles under each thumbnail.

7. Press Continue.

A dialogue box appears.

8. If all print settings aren’t visible, click the disclosure triangle beside the Printer drop-down list.

9. Select All to include all pages.

OR

Select From to include select pages and then type the page range.

10. Select other print settings, including the printer name and the number of copies.


Reducing file sizes

If your .notebook files contain large pictures (pictures over 1 MB in file size), your files could open and run slowly. You can reduce the pictures’ file size without noticeably reducing their quality. As a result, your .notebook files’ overall file sizes will be smaller and the files will open and run more quickly.

To reduce the size of a large picture when inserting it in a file

1. Insert the picture as described in Inserting pictures on page 71.

   Once you have pressed Open, the Image Optimisation dialogue box appears.
2. Press **Optimise** to reduce the picture’s file size.

OR

Press **Keep Resolution** to not reduce the picture’s file size.

**NOTE**
When you insert a BMP file, SMART Notebook software internally converts the file to PNG format. This conversion reduces the size of the file. As a result, you might not need to export an optimised version of the .notebook file (see **To export an optimised file** on the next page) even if the BMP file is over 1 MB in size.

**TIP**
If you want to use the same option when inserting large pictures in the future, select the **Always use this option** tickbox.
Alternatively, you can set your preference for inserting large pictures in the **Preferences** dialogue box by following the procedure below.

---

**To reduce the size of a large picture after inserting it in a file**

1. Select the picture.
2. Press the picture’s menu arrow and then select **Image Optimisation**.
   
   The **Image Optimisation** dialogue box appears.
3. Click **Optimise**.

**To set your preference for inserting large pictures**

1. Select **Notebook > Preferences**.
   
   The **SMART Notebook Preferences** dialogue box appears.
2. Select **Ask every time I insert a large image** to have the option of reducing or not reducing large pictures’ file sizes when you insert them.

   OR

   Select **Never change the resolution of inserted images** to never reduce large pictures’ file sizes when you insert them.

   OR

   Select **Always change image resolution to optimised file size** to always reduce large pictures’ file sizes when you insert them.

3. Press **OK**.
To export an optimised file

1. Select File > Export Optimised File.

   **NOTE**
   This menu option is available only if the file contains one or more large pictures.

   A dialogue box appears.

   2. Browse to the folder where you want to save the new file.

   3. Type a name for the file in the Save As box.

   4. Press Save.

**Undoing and redoing actions**

When you make changes to a file, you can reverse the effects of your previous actions and commands.

**NOTE**
If two people are using your interactive product, pressing Undo and Redo affects the actions of both users.

To reverse the effect of the last action

Press Undo.

**NOTE**
You can undo an unlimited number of actions.

To reinstate the last action reversed with the Undo command

Press Redo.
A .notebook file is composed of a series of pages, each with its own objects and properties.

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

You can also change a page’s background, extend a page’s height, rename a page, rearrange pages within a file, group pages within a file and complete other common tasks.

Displaying pages

You can display any page in the file using the Page Sorter. You can display the next or previous page in the file using buttons or gestures.

You can zoom in or out when viewing a page. You can also set the page to fit your display or set the page’s width to the same width as the display.
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To display a page
1. If the Page Sorter isn’t visible, press Page Sorter.
2. Press the thumbnail of the page that you want to display.

To display the next page in a file
Press Next Page.
OR
Swipe your finger across the page from right to left.
A message appears, displaying the current page’s number.

To display the previous page in a file
Press Previous Page.
OR
Swipe your finger across the page from left to right.
A message appears, displaying the current page’s number.
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Zooming in and out
You can zoom in and out using the menu or multitouch gestures (if your interactive product supports multitouch gestures).

To zoom in or out using the menu
1. Select View > Zoom.
2. Select a magnification level between 50% and 300%.
   OR
   Select Entire Page to make the entire page fit your display.
   OR
   Select Page Width to set the page’s width to the same width as the display.
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To zoom in or out using multitouch gestures
Drag your fingers in opposite directions to zoom in.

OR
Drag your fingers towards each other to zoom out.

A message appears, displaying the current zoom level.

Creating pages
You can add a blank page to the open file using the Add Page button or the Page Sorter.

To insert a page using the Add Page button
Press Add Page  "ADD PAGE"
The new page appears after the current page.

To insert a page using the Page Sorter
1. If the Page Sorter isn’t visible, press Page Sorter  "PAGE SORTER".
2. Select the thumbnail of the page that you want the new page to appear after.
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3. Press the thumbnail’s menu arrow and then select Insert Blank Page.
   The new page appears after the selected page.

Cloning pages
As an alternative to creating a blank page, you can create a duplicate (or “clone”) of an existing page.

NOTE
You can clone a page only if it contains content.

To clone a page

1. If the Page Sorter isn’t visible, press Page Sorter.
2. Select the thumbnail of the page that you want to clone.
3. Press the thumbnail’s menu arrow and then select Clone Page.
   The cloned page appears immediately after the current page.

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

Rearranging pages
If you want, you can rearrange the order of the pages in a file.

To rearrange pages

1. If the Page Sorter isn’t visible, press Page Sorter.
2. Press the thumbnail of the page that you want to move in the file.
   A blue border appears around the thumbnail.
3. Drag the thumbnail to its new position in the Page Sorter.
   A blue line indicates the page’s new position.
4. Release the thumbnail.
Grouping pages

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

To create or edit a group

1. If the Page Sorter isn’t visible, press Page Sorter.

2. Press the first group’s menu arrow and then select Edit Page Groups.

   All the groups and pages for the current file are displayed. Groups appear as blue bars and pages appear as thumbnails:
   
   ○ If you 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 titled 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. This enables you to press a thumbnail in a group, select its menu arrow and then delete the page, clear the page, insert a new page, clone the page, rename the page, add a Screen Shade to the page or add the page to the Gallery.

3. Press the Add New Group button in the upper-right-hand corner.

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

4. Press the blue bar’s menu arrow and then select Rename Group.

5. Type a new name for the group.
6. Do the following:
   - To move a page into a group, press the page’s thumbnail and then drag it below the group’s blue bar and to the right of the thumbnail that you want it to follow.
   - To rearrange the order of pages in a group, press a page’s thumbnail and then drag it to the right of the thumbnail that you want it to follow.
   - To rearrange the order of groups, press a group’s blue bar and then drag it below the blue bar of the group that you want it to follow.

   **NOTES**
   - You can also change the order of the groups by selecting a blue bar’s menu arrow and then selecting **Move Up** or **Move Down**.
   - SMART Notebook software numbers pages sequentially across a file. If you change the order of groups, SMART Notebook software renumbers the pages in the groups accordingly.
   - To delete a group and keep its pages, move all of its pages to different groups. When a group contains no pages, SMART Notebook software automatically deletes it.
   - To delete a group and all pages in the group, press the blue bar’s menu arrow and then select **Delete Group**.

7. Press X.

To access a group in the Page Sorter

1. If the Page Sorter isn’t visible, press **Page Sorter**.
2. Press the first group’s menu arrow and then select the name of the group that you want to access.
   The Page Sorter displays the thumbnail for the first page in the group that you want to access.

Renaming pages

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

To rename a page

1. If the Page Sorter isn’t visible, press **Page Sorter**.
2. Double-click the page’s name.
3. Type a new name for the page.
4. Press elsewhere.
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Extending pages
If you need more room at the bottom of a page, you can extend the page vertically without affecting the page's width.

To extend a page
1. If you're displaying the page in Entire Page view, select a different zoom level.
2. Press the Extend Page link at the bottom of the page.

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

NOTE
SMART Recorder is a different but similar tool. Using SMART Recorder, you can record your actions in programs other than SMART Notebook software. With SMART Recorder, you can record a full screen, specified window or rectangular portion of the screen. If you connect a microphone to your computer, you can also record audio.

To record a page
1. If the Properties tab isn't visible, press Properties.
2. Press Page Recording.
3. Press .
   A red circle appears in the upper-left-hand corner of the page.
4. Perform the actions that you want to record on the current page.
5. When you have finished performing these actions, press .
   A playback toolbar appears on the page.

To play a page recording
1. Display the page.
   If the page includes a page recording, a playback toolbar appears on the page.
2. Press Play.
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Creating and working with pages

To pause the playback
Press Pause II.

To stop the playback
Press Stop ■.

To rewind the playback
Press Rewind ▬.

To remove a page recording
1. Display the page.
   If the page includes a page recording, a playback toolbar appears on the page.
2. To remove the recording, press Close on the toolbar.

Deleting pages
You can delete a page from the current file using the Delete Page button or the Page Sorter.

TIP
As an alternative to deleting a page, you can clear all of its objects (see Clearing pages below).

To delete a page using the Delete Page button
1. If you haven’t done so already, display the page that you want to delete.
2. Select Delete Page.

To delete a page using the Page Sorter
1. If the Page Sorter isn’t visible, press Page Sorter.
2. Select the thumbnail of the page that you want to delete.
3. Press the thumbnail’s menu arrow and then select Delete Page.

Clearing pages
You can erase digital ink and delete individual objects from a page. You can also clear all objects or all digital ink objects from a page simultaneously.
CHAPTER 3
Creating and working with pages

NOTE
You’re unable to clear locked objects (see Locking objects on page 59). To clear all objects from a page, you must unlock all locked objects.

To clear all objects from the page
1. If you haven’t done so already, display the page that you want to clear.
2. Select Edit > Clear Page.

NOTES
- This option is disabled if there are no objects on the page.
- You can also select this option by Control-clicking the page, by clicking the page’s menu arrow in the Page Sorter or by clicking the Clear Page button in the toolbar (if available).

To clear all digital ink objects from the page
1. If you haven’t done so already, display the page that you want to clear.
2. Select Edit > Clear Ink from Page.

NOTES
- This option is disabled if there is no digital ink on the page.
- You can also select this option by Control-clicking the page, by clicking the page’s menu arrow in the Page Sorter or by clicking the Clear Ink button in the toolbar (if available).

Displaying student page borders
If your students use SMART Notebook SE (Student Edition) software to answer questions and take assessments, you may find it helpful when you create question pages to display a student page border showing the page area that will be visible on your students’ computer screens.

NOTE
This procedure applies only if you’re using SMART Response software as part of SMART Classroom Suite™ interactive learning software.

To display a student page border
1. Select View > Alignment.
   
   The Alignment dialogue box appears.
2. Click the Student Page Border tab.
3. Select the Show a border around the area that will be visible in SMART Notebook SE during an assessment tickbox.
4. Select Preset value and then select a screen resolution from the drop-down list.
   OR
   Select Custom value and then type the width and height of your students’ screens in the boxes.
5. Click OK.
   A coloured border appears on the page around the area that your students will be able to view on their computer screens.

Working with page backgrounds and themes
By default, page backgrounds are white. However, you can set page backgrounds to other colours, gradients of two colours, patterns or pictures.

Themes enable you to define a custom background for one or more pages in your .notebook file as well as custom fonts and objects.

Applying page backgrounds and themes
You can define the appearance of pages’ backgrounds using the Properties tab or the Gallery.

Applying backgrounds using the Properties tab
You can set a page’s background to a solid colour, a gradient of two colours, a pattern or a picture using the Properties tab.

To apply a background
1. Select Format > Background Colour.
   The Properties tab displays Fill Effects options.
2. Select a fill style:

<table>
<thead>
<tr>
<th>Fill style</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid colour</td>
<td>a. Select Solid fill.</td>
</tr>
<tr>
<td></td>
<td>b. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>o Select one of the 40 colours in the palette.</td>
</tr>
<tr>
<td></td>
<td>o Press More and then select a colour in the dialogue box.</td>
</tr>
<tr>
<td></td>
<td>o Press the eyedropper and then select a colour on the screen.</td>
</tr>
<tr>
<td>Gradient of two colours</td>
<td>a. Select Gradient fill.</td>
</tr>
<tr>
<td></td>
<td>b. For each colour, do one of the following:</td>
</tr>
<tr>
<td></td>
<td>o Select one of the 40 colours in the palette.</td>
</tr>
<tr>
<td></td>
<td>o Press More and then select a colour in the dialogue box.</td>
</tr>
<tr>
<td></td>
<td>o Press the eyedropper and then select a colour on the screen.</td>
</tr>
<tr>
<td></td>
<td>c. Select an option in the Style drop-down list.</td>
</tr>
<tr>
<td>Pattern</td>
<td>a. Select Pattern fill.</td>
</tr>
<tr>
<td></td>
<td>b. Select a pattern.</td>
</tr>
<tr>
<td></td>
<td>c. Press Foreground colour, select a colour in the dialogue box and then press OK.</td>
</tr>
<tr>
<td></td>
<td>d. Press Background colour, select a colour in the dialogue box and then press OK.</td>
</tr>
<tr>
<td>Picture</td>
<td>a. Select Image fill.</td>
</tr>
<tr>
<td></td>
<td>b. Press Browse.</td>
</tr>
<tr>
<td></td>
<td>The Open dialogue box appears.</td>
</tr>
<tr>
<td></td>
<td>c. Browse to and select the picture you want to use as a background and then press Open.</td>
</tr>
</tbody>
</table>

**NOTE**

If you insert a large picture, a dialogue box may appear and prompt you to either reduce the picture’s file size or retain the picture’s file size. For more information, see Reducing file sizes on page 14.

| None (transparent)         | a. Select Solid fill.                                                    |
|                            | b. Select No Fill.                                                       |

---

To remove a background

1. Select Format > Background.
   
   The Properties tab displays Fill Effects options.

2. Select Solid fill.

3. Press No Fill in the colour palette.
Applying backgrounds and themes using the Gallery
You can set a page, all the pages in a group or all the pages in a file using a background or theme from the Gallery.

To apply a background or theme
1. If the Gallery isn’t visible, press Gallery.
2. Select My Content in the Gallery’s category list to view your own backgrounds and themes (see Creating themes below).
   OR
   Select Gallery Essentials or Gallery Sampler to view backgrounds and themes that you installed with the software.
3. Select Backgrounds and Themes.
   The Gallery displays thumbnails of the available backgrounds and themes.
4. Press the thumbnail of the theme that you want to apply.
5. Press the thumbnail’s menu arrow and then select Insert in Notebook.
   The Insert Theme dialogue box appears.
6. Select Insert theme on all pages to apply the background or theme to all pages in a file.
   OR
   Select Insert theme on all pages of current group to apply the background or theme to all pages in the current group.
   OR
   Select Insert theme on current page only to apply the background or theme to the current page.
7. Press Ok.

To remove a background or theme
1. Control-click the page.
2. Select Delete Theme.
   You can remove the background or theme from all the pages to which you applied it.

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

The Gallery also includes some themes.
To create a theme

1. Select Format > Themes > Create New Theme.
2. Type a name for the theme in the Theme Name box.
3. Set the background in the same way that you would for a page (see Applying page backgrounds and themes on page 27).
4. Add and modify objects on the theme in the same way that you would on a page (see Creating basic objects on page 31).
5. Press Save.

The theme appears in the My Content category of the Gallery.

To create a theme based on the current page

1. Select Format > Themes > Create Theme from Page.
2. Type a name for the theme in the Theme Name box.
3. Press Save.

The theme appears in the My Content category of the Gallery.
Chapter 4
Creating basic objects

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Objects are the building blocks of content in your .notebook files. An object is simply an item on a page that you create or import and then work with. Basic types of objects include the following:

- Digital ink (freehand writing and drawing)
- Shapes
- Straight lines
- Arcs
CHAPTER 4
Creating basic objects

- Text
- Tables

NOTE
For more information, see Enabling two people to use a SMART Board 800 series interactive whiteboard on page 107.

Writing or drawing digital ink
Digital ink is freehand text or objects that you create using your interactive product’s pens or the SMART Notebook software Pens, Calligraphic Pens or Creative Pens tools. Writing or drawing digital ink SMART Notebook software enables you to quickly add content to your

Once you have created digital ink, you can erase it.

Writing or drawing digital ink with the Pens tool
The easiest way to write or draw digital ink is to use pen tray pens (on interactive whiteboards) or a tethered pen and pen tool buttons (on interactive pen displays).

You can also create freehand objects using the Pens tool. If you use the Pens tool, you can fade the digital ink after a specified number of seconds when setting its appearance.

TIPS
- Don’t rest your elbow or the palm of your hand on your interactive product’s surface whilst you write or draw.
- If you write or draw multiple lines, SMART Notebook software combines the lines into a single object automatically. For example, if you write the letters of a word, SMART Notebook software combines 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 them combined, leave a large gap between them, use different pens, or briefly put the pen in the pen tray before writing another word (interactive whiteboards only).
- If you want to write diagonally, write in a straight line and then rotate it (see Rotating objects on page 64).
- If you want to write in small letters, write large letters and then reduce their size (see Resizing objects on page 61).

To write or draw digital ink with the Pens tool
1. Press Pens and then select a line type.
2. Write or draw digital ink on the page.
To set the digital ink's appearance before writing or drawing

1. Press Pens and then select a line type.
2. If the Properties tab isn't visible, press Properties.
3. Press Line Style.
4. Select a colour, thickness and style.
5. Press Fill Effects.
6. Select the transparency of the lines using the Object transparency slider.

**TIP**
To save the line style and fill effects for future use, press Save Tool Properties.

7. Write or draw digital ink on the page.

Writing or drawing digital ink with the Calligraphic Pens tool
The Calligraphic Pens tool is like the Pens tool (see Writing or drawing digital ink with the Pens tool on the previous page), but it smoothes your writing or drawing and produces lines of varying thickness. It is useful for teaching students handwriting.

**NOTE**
The Calligraphic Pens tool is available only if your computer is connected to a SMART interactive product.
CHAPTER 4
Creating basic objects

To write or draw digital ink with the Calligraphic Pens tool
1. Press Calligraphic Pens and then select a line type.
2. Write or draw digital ink on the page.

To set the digital ink's appearance before writing or drawing
1. Press Calligraphic Pens and then select a line type.
2. If the Properties tab isn't visible, press Properties.
3. Press Line Style.
4. Select a colour, thickness and style.
5. Press Fill Effects.
6. Select the transparency of the lines using the Object transparency slider.

TIP
To save the line style and fill effects for future use, press Save Tool Properties.

7. Write or draw digital ink on the page.

Writing or drawing digital ink with the Creative Pens tool
If you want to add colourful elements to your presentations, you can write or draw digital ink using the Creative Pens tool. The Creative Pens tool enables you to draw lines of rainbow colours, smiley faces, stars and more.

NOTE
Although you can use the Creative Pens tool to write words, SMART Notebook software is unable to convert these words into typed text using the handwriting recognition feature (see Converting handwriting to typed text on page 39).
To write or draw digital ink with the Creative Pens tool

1. Press Creative Pens and then select a line type.
2. Write or draw digital ink on the page.

Erasing digital ink

You can erase digital ink from your interactive product’s screen using the eraser on interactive whiteboards and interactive displays, the Eraser pen tool button on interactive pen displays or the erasing gesture. If you’re erasing digital ink from a .notebook file page, you can also erase objects using the Eraser tool.

**NOTE**

Although you can erase digital ink, you’re unable to erase other types of objects, including shapes, lines, text and pictures. To remove these types of objects, you must delete them (see Deleting objects on page 69).

To erase digital ink

1. Press Eraser and then select an eraser type.
2. Erase the digital ink.

Creating shapes and lines

In addition to creating freehand shapes and lines by drawing digital ink, you can create shapes and lines using the tools in SMART Notebook software.

**NOTE**

To remove a shape or line from a page, you must delete it (see Deleting objects on page 69). The Eraser tool doesn’t remove shapes.

Creating shapes with the Shapes tool

You can use the Shapes tool to create a variety of shapes, including perfect circles, perfect squares, perfect triangles, other geometric shapes, hearts, tickmarks and Xs.

You can add a shape to your page and then edit its properties. Alternatively, you can customise a shape's outline colour, fill colour and line thickness and then add it to your page.
To create a shape

1. Press Shapes and then select a shape.
2. Create a shape by pressing where you want to place the shape and dragging until the shape is the size that you want.

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

To set the shape’s appearance before creating it

1. Press Shapes and then select a shape.
2. If the Properties tab isn’t visible, press Properties.
3. Press Line Style.
4. Select the colour, thickness and style for the shape’s outline.
5. Press Fill Effects.
6. Select the transparency and fill effects for the shape.

TIP
To save the line style and fill effects for future use, press Save Tool Properties.
7. Create a shape by pressing where you want to place the shape and dragging until the shape is the size that you want.

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

Creating shapes with the Regular Polygons tool

In addition to creating shapes using the Shapes tool, you can create regular polygons with 3 to 15 sides using the Regular Polygons tool.

To create a shape with the Regular Polygons tool

1. Press Regular Polygons and then select the number of sides (the number in the polygon represents the number of sides).

NOTE
If Regular Polygons isn’t in the toolbar, you can add it (see Customising the toolbar on page 109).
2. Create a shape by pressing where you want to place the shape and dragging until the shape is the size that you want.

To set the shape’s appearance before creating it

1. Press Regular Polygons and then select the number of sides (the number in the polygon represents the number of sides).

   **NOTE**
   If Regular Polygons isn’t in the toolbar, you can add it (see Customising the toolbar on page 109).

2. If the Properties tab isn’t visible, press Properties.
3. Press Line Style.
4. Select the colour, thickness and style for the shape’s outline.
5. Press Fill Effects.
6. Select the transparency and fill effects for the shape.

   **TIP**
   To save the line style and fill effects for future use, press Save Tool Properties.

7. Create a shape by pressing where you want to place the shape and dragging until the shape is the size that you want.

Creating shapes with the Shape Recognition Pen tool

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

**NOTE**
You can also create shapes using the Shapes tool (see Creating shapes with the Shapes tool on page 35) or the Regular Polygons tool (see Creating shapes with the Regular Polygons tool on the previous page).
To draw a shape

1. Press **Shape Recognition Pen**.
2. Draw a shape on the interactive screen.

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

---

Creating straight lines and arcs

You can use the Lines tool to draw straight lines and arcs.

You can add a line to your page and then edit its properties. Alternatively, you can customise the line, and then add it to your page.

To create a straight line or arc

1. Press **Lines** , and then select a line or arc type.
2. Create a line by pressing where you want the line to start and dragging to where you want the line to end.

To set a straight line or arc’s appearance before creating it

1. Press **Lines** , and then select a line or arc type.
2. If the Properties tab isn't visible, press **Properties**.
3. Press **Line Style**.
4. Select a colour, thickness and style.
5. Press **Fill Effects**.
6. Select the transparency of the lines using the **Object transparency** slider.

   **TIP**
   To save the line style and fill effects for future use, press **Save Tool Properties**.

7. Create a line by pressing where you want the line to start and dragging to where you want the line to end.
Creating text

You can create text in SMART Notebook software by doing any of the following:

- Typing the text using a keyboard connected to your computer
- Typing the text using SMART Keyboard
- Writing the text (see Writing or drawing digital ink on page 32) and then converting it to typed text using the software’s handwriting recognition feature

After creating text, you can edit it, check its spelling and change its properties, including font style, size and colour.

Typing text

You can type text on a page and customise its properties, including font style, size and colour.

To type text

1. If a keyboard isn’t accessible, press and hold SMART Board Tools in the Dock and then select Keyboard.
2. Press Text and then select an available font style.
3. Press where you want the text to start. The Fonts toolbar and a text object appear.
4. Change the properties of the text, including its font style, size and colour, using the Fonts toolbar.
5. Type your text.
6. When done, press outside of the text object.

Converting handwriting to typed text

You can write on your interactive product’s screen using the Pens tool or the Calligraphic Pens tool and convert your writing to typed text. SMART Notebook software can convert handwriting in multiple languages.
NOTE
Although you can use the Creative Pens tool to write words, SMART Notebook software is unable to convert these words into typed text.

To convert handwriting to typed text

1. Write your text.

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

2. Select the text object.

   The SMART Notebook software handwriting recognition feature compares your written word with its dictionary and identifies words that most resemble what you’ve written.

3. Press the text object’s menu arrow.

   A menu appears and displays the list of matching words, each preceded by Recognise.

   NOTE
   If you want SMART Notebook software to identify words in a different language, select Recognise Languages and then select another language in the list. SMART Notebook software updates the list of matching words to include words in the selected language.

   If you change the handwriting recognition language, you don’t change the default language of the SMART Notebook software user interface or your operating system.

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

   The selected word appears on the page.

Inserting mathematical symbols

When you type text on a page, the Fonts toolbar appears. Using this toolbar, you can insert a variety of mathematical and scientific symbols into a page.

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. Press Mathematical Symbol \(\sqrt{a}\) in the Fonts toolbar.

   The Character Palette dialogue box appears.
3. Press a category.
   A list of symbols appears.
4. Press the symbol you want to add to the text.
5. Press Insert.
   The symbol appears in the text object.

Editing text
You can change the contents or formatting of text objects.

To edit text
1. Double-click the text object that you want to edit.
   The Fonts toolbar appears.
2. Do the following:
   ○ Change the text.
   ○ Use the options in the Fonts toolbar to change the formatting, including font, size and style.

   **TIPS**
   ○ You can also use the Fonts toolbar to control alignment, create subscripts and superscripts, create bulleted lists and add mathematical symbols (see Inserting mathematical symbols on the previous page).
   ○ You can also edit the formatting of the text using the options in the Properties tab.
3. When done, press 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 of a text object
1. Select the text object.
2. Press the object’s menu arrow and then select Check Spelling.
   If SMART Notebook software finds a misspelled word, the Spelling Check dialogue box appears. This dialogue box displays the misspelt word and suggests alternatives.
3. For each misspelled word, do one of the following:
   ○ To keep the word’s current spelling for this instance, press **Ignore Once**.
   ○ To keep the word’s current spelling for all instances in the file, press **Ignore All**.
   ○ To keep the word’s current spelling for all instances in the file and add the spelling to the dictionary, press **Add to Dictionary**.
   ○ To change the word’s spelling for this instance, select the correct word in the **Suggestions** list and then press **Change**.
   ○ To change the word’s spelling for all instances in the file, select the correct word in the **Suggestions** list and then press **Change All**.

**NOTE**

If you pressed a button by mistake, press **Undo** to undo the resulting change.

Once you have completed this step for each misspelled word, a dialogue box appears asking whether you want to check the spelling in the rest of the file.

4. Press **Yes** to check the remainder of the file.

   OR

   Press **No** to close the **Spelling Check** dialogue box without checking the rest of the file.

**Cutting or copying text from a page**

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

- **To cut and paste text from a page to another program**
  1. In SMART Notebook software, select the object, press its menu arrow and then select **Cut**.
  2. In the other program, select **Edit > Paste**.

- **To copy and paste text from a page to another program**
  1. In SMART Notebook software, select the object, press its menu arrow and then select **Copy**.
  2. In the other program, select **Edit > Paste**.
Creating tables
You can add tables to your page. Once you have created a table, you can insert objects into the table’s cells.

If you want to customise a table, you can select a table, column, row, cell or selection of cells and then do any of the following:

- Move the table
- Change line type, fill and text properties
- Resize the table, a column or a row
- Insert or remove columns, rows or cells
- Split or merge cells
- Add or remove a cell shade
- Delete the table

Creating tables
You can create tables in SMART Notebook software.

To insert a table

1. Press **Table**.
   
   A grid appears.

2. Move the pointer over the grid to select the number of columns and rows that you want in the table.

   **NOTE**
   
   The cells of the grid correspond to the cells of your table.

   **TIP**
   
   The grid displays eight rows and eight columns by default. You can add rows by moving the pointer past the bottom row. Similarly, you can add columns by moving the pointer past the right row.

   If you’re using a mouse, click and hold the mouse button whilst moving the pointer.

3. Press the screen or click your mouse.

   The table appears on the page.
To draw a table

1. Press Pens and then select an available line type.

   **NOTE**
   Don’t select a highlighter line style.

2. Draw a table on the screen.

   **TIP**
   Make the lines of the table as straight as possible and connect the corners.

3. Press Select .

4. Select your drawing.

5. Press the menu arrow and then select Recognise Table.

   If SMART Notebook software recognises your drawing as a table, it removes your drawing and adds a table to the page.

Adding objects to tables

After you insert a table on a page, you can insert objects into the table’s cells.

**NOTE**
You can add only one object to each cell. If you want to add multiple objects to a cell, group the objects before inserting them in the table (see Grouping objects on page 66).

To add an object to a table

1. Select the object.

2. Drag the object to the table cell.

   **NOTE**
   You’re unable to move an object if it’s locked in place (see Locking objects on page 59).

   The object appears in the table cell.

   **NOTE**
   If you add a text object to a table, the cell resizes to fit the text object. If you add other object types to the table, the object resizes to fit the cell.

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. Once you have selected a table or part of a table, you can do the following:

- Move the table
- Change the table’s or cells’ properties
- Resize the table, columns or rows
- Add or remove columns, rows or cells
- Split or merge cells
- Add or remove cell shades
- Delete the table

To select a table
1. Press Select.
2. Press outside, but near to, a corner of the table, and then drag a rectangle to the opposite corner.

   **NOTE**
   Don’t start dragging from inside the table. If you do, you select a table cell instead of the table.

To select a column
1. Press Select.
2. Press inside the column’s top cell and then drag to the bottom cell.

To select a row
1. Press Select.
2. Press inside the row’s leftmost cell and then drag to the rightmost cell.

To select a cell
1. Press Select.
2. Press inside the cell.
To select multiple cells

1. Press **Select**.
2. Press inside the top and leftmost cell, and then drag to the bottom and rightmost cell.

**NOTE**

If you select multiple cells and drag them to a different position on the page, you create a new table consisting of the selected cells and their contents.

Moving tables

Once you have created a table, you can move it on the page.

To move a table

Select the table, press the square in the table’s upper-left-hand corner and then drag the table to a different position on the page.

OR

Select all of the table’s cells and then drag the cells to a different position on the page.

Changing a table’s properties

You can use the Properties tab to change the table’s properties, including its transparency, cell colour and line colour.

To change a table’s fill

1. Select a table, column, row, cell or selection of cells.
2. If the Properties tab isn’t visible, press **Properties**.
3. Press **Fill Effects**.
4. Select a fill style:

<table>
<thead>
<tr>
<th>Fill style</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid colour</td>
<td>a. Select <strong>Solid fill</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>o Select one of the 40 colours in the palette.</td>
</tr>
<tr>
<td></td>
<td>o Press <strong>More</strong> and then select a colour in the dialogue box.</td>
</tr>
<tr>
<td></td>
<td>o Press the eyedropper and then select a colour on the screen.</td>
</tr>
<tr>
<td>Gradient of two colours</td>
<td>a. Select <strong>Gradient fill</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. For each colour, do one of the following:</td>
</tr>
<tr>
<td></td>
<td>o Select one of the 40 colours in the palette.</td>
</tr>
<tr>
<td></td>
<td>o Press <strong>More</strong> and then select a colour in the dialogue box.</td>
</tr>
<tr>
<td></td>
<td>o Press the eyedropper and then select a colour on the screen.</td>
</tr>
<tr>
<td></td>
<td>c. Select an option in the <strong>Style</strong> drop-down list.</td>
</tr>
<tr>
<td>Pattern</td>
<td>a. Select <strong>Pattern fill</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. Select a pattern.</td>
</tr>
<tr>
<td></td>
<td>c. Press <strong>Foreground colour</strong>, select a colour in the dialogue box and then press <strong>OK</strong>.</td>
</tr>
<tr>
<td></td>
<td>d. Press <strong>Background colour</strong>, select a colour in the dialogue box and then press <strong>OK</strong>.</td>
</tr>
<tr>
<td>Picture</td>
<td>a. Select <strong>Image fill</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. Press <strong>Browse</strong>.</td>
</tr>
<tr>
<td></td>
<td>The <strong>Open</strong> dialogue box appears.</td>
</tr>
<tr>
<td></td>
<td>c. Browse to and select the picture you want to use as a background and then press <strong>Open</strong>.</td>
</tr>
</tbody>
</table>

**NOTE**

If you insert a large picture, a dialogue box may appear and prompt you to either reduce the picture’s file size or retain the picture’s file size. For more information, see *Reducing file sizes on page 14.*

| None (transparent)       | a. Select **Solid fill**.                                                |
|                         | b. Select **No Fill**.                                                   |

5. Optionally, drag the **Object transparency** slider to the right to make the table transparent.

### To change a table’s line style

1. Select a table, column, row, cell or selection of cells.

2. If the Properties tab isn’t visible, press **Properties**.
3. Press Line Style.
4. Select a colour, thickness and style.

To change a table’s text style
1. Select a table, column, row, cell or selection of cells.
2. If the Properties tab isn’t visible, press Properties ➤.
3. Press Text Style.
4. Select the font, size and style.

Resizing tables, columns or rows
If you want to customise a table, you can resize the table, a column or a row.

To resize a table
1. Select the table.
2. Press the table’s resize handle (the grey circle) and then drag it to increase or reduce the size of the table.

To resize a column
1. Press Select ➥.
2. Press 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. Press Select ➥.
2. Press the horizontal border below the row.
   A resize pointer appears.
3. Drag the horizontal border to resize the row.

Adding or removing columns, rows or cells
If you want to customise 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 remove 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 remove a row
1. Select the row.
2. Control-click in the row and then select Delete Row.

To remove a cell
1. Select the cell.
2. Control-click in the cell and then select Delete Cells.

NOTE
You’re unable to remove a cell if it provides the only connection between two halves of a table.

Splitting or merging table cells
You can add tables to your page and insert objects into the table’s cells. If you want to customise 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 and/or columns.

NOTE
If you split a cell that contains content, the content appears in the upper-left-hand 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.

**NOTES**

- You must remove the cell shade if you want to change the table’s properties; resize the table, a column or a row; insert columns or rows; remove columns, rows or cells or split or merge cells.
- You can also add a screen shade to cover an entire page (see *Using the Screen Shade* on page 96).

To add a shade to a cell or multiple cells

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

To remove a shade from a cell

Press the cell shade.

Deleting tables

You can delete tables from a page.

**NOTE**

You can delete all objects on a page, including tables, by clearing the page (see *Clearing pages* on page 25).

To delete a table from a page

1. Select the table.
2. Press the table’s menu arrow and then select **Delete**.
Once you have created an object, you can select it and work with it as described in this chapter.

**NOTE**

The tasks described in this chapter are for all objects, not just basic objects.

### Selecting objects

Before you can work with 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 grey circle in the object’s lower-right-hand corner is a resize handle (see Resizing objects on page 61).

The green circle above the object is a rotation handle (see Rotating objects on page 64).

The downward arrow in the object’s upper-right-hand corner is a menu arrow. Press the menu arrow to display a menu of commands.

**NOTE**

Pressing an object’s menu arrow gives you access to the same menu as Control-clicking the object.

**To select an object**

1. Press Select.
2. Press the object that you want to select.

A selection rectangle appears around the object.

**NOTE**

If you press 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 (see Locking objects on page 59).
To select multiple objects

1. Press Select.
2. Press the interactive screen and drag until a rectangle surrounds the objects you want to select.
   OR
   Hold down the Command (⌘) key and then press 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 (see Locking objects on page 59), 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 (see Locking objects on page 59), 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.

Changing objects’ properties

You can change an object’s properties. The properties that you can change depend on the object that you select. You can also select several objects and change their properties at the same time.

Changing the fill

You can change an object’s fill by selecting the object and then setting the fill in the Properties tab or by clicking Fill, setting the fill in the Properties tab, and then selecting the object.

To change an object’s fill by first selecting the object

1. Select the object.
2. If the Properties tab isn’t visible, press Properties.
3. Press **Fill Effects**.

4. Select a fill style:

<table>
<thead>
<tr>
<th>Fill style</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid colour</td>
<td>a. Select <strong>Solid fill</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>o Select one of the 40 colours in the palette.</td>
</tr>
<tr>
<td></td>
<td>o Press <strong>More</strong> and then select a colour in the dialogue box.</td>
</tr>
<tr>
<td></td>
<td>o Press the eyedropper and then select a colour on the screen.</td>
</tr>
<tr>
<td>Gradient of two colours</td>
<td>a. Select <strong>Gradient fill</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. For each colour, do one of the following:</td>
</tr>
<tr>
<td></td>
<td>o Select one of the 40 colours in the palette.</td>
</tr>
<tr>
<td></td>
<td>o Press <strong>More</strong> and then select a colour in the dialogue box.</td>
</tr>
<tr>
<td></td>
<td>o Press the eyedropper and then select a colour on the screen.</td>
</tr>
<tr>
<td></td>
<td>c. Select an option in the <strong>Style</strong> drop-down list.</td>
</tr>
<tr>
<td>Pattern</td>
<td>a. Select <strong>Pattern fill</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. Select a pattern.</td>
</tr>
<tr>
<td></td>
<td>c. Press <strong>Foreground colour</strong>, select a colour in the dialogue box and then press <strong>OK</strong>.</td>
</tr>
<tr>
<td></td>
<td>d. Press <strong>Background colour</strong>, select a colour in the dialogue box and then press <strong>OK</strong>.</td>
</tr>
<tr>
<td>Picture</td>
<td>a. Select <strong>Image fill</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. Press <strong>Browse</strong>.</td>
</tr>
<tr>
<td></td>
<td>The <strong>Open</strong> dialogue box appears.</td>
</tr>
<tr>
<td></td>
<td>c. Browse to and select the picture you want to use as a background and then press <strong>Open</strong>.</td>
</tr>
</tbody>
</table>

**NOTE**

If you insert a large picture, a dialogue box may appear and prompt you to either reduce the picture's file size or retain the picture's file size. For more information, see *Reducing file sizes* on page 14.

| None (transparent)          | a. Select **Solid fill**.                                                |
|                            | b. Select **No Fill**.                                                   |

5. Optionally, drag the **Object transparency** slider to the right to make the object transparent.

**To change an object's fill by first pressing the Fill button**

1. Press **Fill**.

   The **Properties** tab appears.
2. Select a fill style:

<table>
<thead>
<tr>
<th>Fill style</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid colour</td>
<td>a. Select Solid fill.</td>
</tr>
<tr>
<td></td>
<td>b. Do one of the following:</td>
</tr>
<tr>
<td></td>
<td>o Select one of the 40 colours in the palette.</td>
</tr>
<tr>
<td></td>
<td>o Press More and then select a colour in the dialogue box.</td>
</tr>
<tr>
<td></td>
<td>o Press the eyedropper and then select a colour on the screen.</td>
</tr>
<tr>
<td>Gradient of two colours</td>
<td>a. Select Gradient fill.</td>
</tr>
<tr>
<td></td>
<td>b. For each colour, do one of the following:</td>
</tr>
<tr>
<td></td>
<td>o Select one of the 40 colours in the palette.</td>
</tr>
<tr>
<td></td>
<td>o Press More and then select a colour in the dialogue box.</td>
</tr>
<tr>
<td></td>
<td>o Press the eyedropper and then select a colour on the screen.</td>
</tr>
<tr>
<td></td>
<td>c. Select an option in the Style drop-down list.</td>
</tr>
<tr>
<td>Pattern</td>
<td>a. Select Pattern fill.</td>
</tr>
<tr>
<td></td>
<td>b. Select a pattern.</td>
</tr>
</tbody>
</table>
|                              | c. Press Foreground colour, select a colour in the dialogue box and then press OK.
|                              | d. Press Background colour, select a colour in the dialogue box and then press OK. |
| Picture                      | a. Select Image fill.                                                     |
|                              | b. Press Browse.                                                           |
|                              |   The Open dialogue box appears.                                           |
|                              | c. Browse to and select the picture you want to use as a background and then press Open. |

- **NOTE**
  - If you insert a large picture, a dialogue box may appear and prompt you to either reduce the picture’s file size or retain the picture’s file size. For more information, see *Reducing file sizes* on page 14.

<table>
<thead>
<tr>
<th>None (transparent)</th>
<th>a. Select Solid fill.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b. Select No Fill.</td>
</tr>
</tbody>
</table>

3. Optionally, drag the **Object transparency** slider to the right to make the object transparent.

4. Select the object.

5. Repeat step 4 for each object that you want to apply the fill to.

**Changing other properties**

In addition to fill, you can change objects’ line style and text style.
To change an object’s line style
1. Select the object.
2. If the Properties tab isn’t visible, press Properties.
3. Press Line Style.
4. Select a colour, thickness and style.

To change an object’s text style
1. Select the object.
2. If the Properties tab isn’t visible, press Properties.
3. Press Text Style.
4. Select the font, size and style.

Positioning objects
You can change the position of an object by moving it to another area of the existing page or to another page. You can also align objects and change the order of stacked objects.

Moving objects
You can move objects to another position on the page. You can also flick objects.

NOTE
You’re unable to move an object if it’s locked in place (see Locking objects on page 59).

TIP
You can manipulate multiple objects by selecting them and then creating a group (see Grouping objects on page 66).

To move an object or objects
1. Select the object or objects.
2. Drag the object or objects to a new position on the page.

TIP
You can move an object in small increments by pressing the arrow keys on your keyboard.
CHAPTER 5
Working with objects

To move an Adobe Flash Player compatible file
1. Press the coloured bar at the top of the Adobe Flash Player compatible file.
2. Drag the file to its new position.

To flick an object
1. Select the object.
2. Quickly flick your finger in any direction.

Moving objects to another page
You can move objects to another page in a file.

To move an object or objects to another page
1. If the Page Sorter isn’t visible, press Page Sorter.
2. If you don’t see the page that you want to move the object to, scroll in the Page Sorter until you see the page’s thumbnail.
3. Select the object or objects you want to move.
4. Drag the object or objects into the Page Sorter above the thumbnail of the page that you want to move the objects to.
5. Lift your finger, pen or tethered pen.

To move an Adobe Flash Player compatible file to another page
1. If the Page Sorter isn’t visible, press Page Sorter.
2. If you don’t see the page that you want to move the object to, scroll in the Page Sorter until you see the page’s thumbnail.
3. Press the coloured bar at the top of the Adobe Flash Player compatible file.
4. Drag the file into the Page Sorter and above the thumbnail of the page that you want to move the object to.
5. Lift your finger, pen or tethered pen.
Aligning objects
You can move objects to another location on a page (see Moving objects on page 56). If you want, you can display guidelines on a page to assist you in aligning objects with other objects, as well as the page’s vertical and horizontal centres. You can also set objects to align automatically with these guidelines when you move the objects on a page.

To display guidelines
1. Select Format > Alignment.
   The Alignment dialogue box appears.
2. Select tickboxes to specify which guidelines you want to display:

<table>
<thead>
<tr>
<th>Tickbox</th>
<th>Select this tickbox to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show guides for active objects</td>
<td>Display a guideline when you move an object into alignment with another object.</td>
</tr>
<tr>
<td>Show vertical page centre guide</td>
<td>Display a guideline when you move an object into alignment with the page’s vertical centre.</td>
</tr>
<tr>
<td>Show horizontal page centre guide</td>
<td>Display a guideline when you move an object into alignment with the page’s horizontal centre.</td>
</tr>
<tr>
<td>Snap objects to guides</td>
<td>Automatically align objects to guidelines when you move the objects on a page.</td>
</tr>
</tbody>
</table>

3. If you want to change the colour of the guidelines, press the coloured bar to the left of Guide Colour and then select a colour.
4. Press OK.

Rearranging stacked objects
If objects overlap on a page, you can rearrange the order of the stack (that is, you can control which objects appear in front of others).

To move an object to the front of the stack
1. Select the object.
2. Press the object’s menu arrow and then select Order > Bring to Front.

To move an object to the back of the stack
1. Select the object.
2. Press the object’s menu arrow and then select Order > Send to Back.
To move an object one place forward in the stack
1. Select the object.
2. Press the object’s menu arrow and then select Order > Bring Forward.

To move an object one place backward in the stack
1. Select the object.
2. Select the object’s menu arrow and then select Order > Send Backward.

Locking objects
You can lock an object to prevent its modification, movement or rotation. Alternatively, you can lock an object but allow its movement or its movement and rotation.

You can remove this lock at any time.

To lock an object
1. Select the object.
2. Press the object’s menu arrow and then select Locking > Lock in Place.
   You’re unable to move, rotate or modify the object until you unlock it.

| NOTE |
---|---|
If you press a locked object, a lock icon appears instead of a menu arrow.

To lock an object but allow its movement
1. Select the object.
2. Press the object’s menu arrow and then select Locking > Allow Move.
   You can move the object but you’re unable to rotate or modify it until you unlock it.

| NOTE |
---|---|
If you press a locked object, a lock icon appears instead of a menu arrow.
To lock an object but allow its movement and rotation

1. Select the object.
2. Press the object’s menu arrow and then select Locking > Allow Move and Rotate.

You can move and rotate the object but you’re unable to modify it until you unlock it.

**NOTE**

If you press a locked object, a lock icon appears instead of a menu arrow.

To unlock an object

1. Select the object.
2. Press the object’s lock icon and then select Unlock.

Cutting, copying and pasting objects

You can cut, copy and paste objects, including text, pictures, straight lines, arcs and shapes in a .notebook file.

**TIPS**

- You can paste text from other programs into SMART Notebook software and cut text from SMART Notebook software and paste it into other programs (see Cutting, copying and pasting content from other programs on page 76 and Cutting or copying text from a page on page 42).
- You can create an exact copy of an object by cloning it (see Cloning objects on the next page).

To cut and paste an object

1. Select the object.
2. Press the object’s menu arrow and then select Cut.
3. If you want to paste the object onto a different page, display that page.

To copy and paste an object

1. Select the object.
2. Press the object’s menu arrow and then select Copy.
3. If you want to paste the item onto a different page, display that page.
Cloning objects

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

NOTE

You can also copy and paste objects, including text, images, straight lines, arcs and shapes (see Cutting, copying and pasting objects on the previous page).

To clone an object

1. Select the object.
2. Press the object’s menu arrow and then select Clone.
   A duplicate object appears on the page.

To clone an object using the Infinite Cloner

1. Select the object.
2. Press the object’s menu arrow and then select Infinite Cloner.
3. Select the object again.
   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 have finished cloning the object, select the original object.
7. Press the infinity symbol and then clear the selection of Infinite Cloner.

Resizing objects

You can resize objects on a page by using the resize handle or the scaling gesture (if your interactive product supports multitouch gestures).

NOTE

You’re unable to resize an object if it’s locked in place (see Locking objects on page 59).
Using the resize handle

■ **To resize an object**
  1. Select the object.
  2. Press the object’s resize handle (the grey circle) and then drag it to increase or reduce the object’s size.

■ **To resize multiple objects**
  1. Group the objects (see *Grouping objects* on page 66) and then select the group.
     A selection rectangle appears around the group.
  2. Press the resize handle in the lower-right-hand corner of the selection rectangle.
  3. Drag the resize handle to increase or reduce the size of the objects.

Using the scaling gesture

■ **To resize an object from its centre**
  1. Select the object.
  2. Using one finger on each hand, press the screen at opposite ends of the object.
3. Drag your fingers in opposite directions to increase the object’s size.

OR

Drag your fingers toward each other to decrease the object’s size.

To resize an object from its corner or side

1. Select the object.
2. Using one finger on each hand, press the screen at the corner or side that you want to resize the object from.
3. Drag your fingers in opposite directions to increase the object’s size.
   OR
   Drag your fingers toward each other to decrease the object’s size.

To resize multiple objects

1. Select the objects.
2. Using one finger on each hand, press the screen at opposite ends of one of the objects.
3. Drag your fingers in opposite directions to increase the objects’ size.

OR

Drag your fingers toward each other to decrease the objects’ size.

**NOTE**
The objects resize from their centres regardless of where you press the screen.

### Rotating objects

You can rotate objects on a page by using the rotation handle or the rotating gesture (if your interactive product supports multitouch gestures).

**NOTES**

- You’re unable to rotate an object if it’s locked in place (see *Locking objects* on page 59).
- You’re unable to rotate tables.
- You don’t need to rotate vertical and angled text objects before you edit them. When you double-click a text object, it automatically rotates to a horizontal position. When you finish editing the text and you press outside of the text object, the text reverts to its original angle.

### Using the rotation handle

**To rotate an object**

1. Select the object.

2. Press the object’s rotation handle (the green circle), and then drag it 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. Press the rotation handle (the green circle) on any one of the selected objects, and then drag it in the direction you want to rotate the object. When you rotate one object, all other selected objects rotate automatically.
CHAPTER 5
Working with objects

Using the rotating gesture

To rotate an object around its centre
1. Select the object.
2. Using one finger on each hand, press the screen at opposite ends of the object.
3. Move your fingers in a circle around the centre of the object to rotate it.

To rotate an object around a corner
1. Select the object.
2. Using one finger on each hand, press the screen in the corner that you want to rotate the object around.
3. Move your fingers in a circle around the corner to rotate the object.

To rotate multiple objects
1. Select the objects.
2. Using one finger on each hand, press the screen at opposite ends of one of the objects.
3. Move your fingers in a circle.

NOTE
The objects rotate around their centres regardless of where you press the screen.

Flipping objects
You can flip an object on a page.

NOTE
You’re unable to flip an object if it’s locked (see Locking objects on page 59).
To flip an object
1. Select the object.
2. Press the object’s menu arrow and then select Flip > Up/Down or Flip > Left/Right.

To flip multiple objects
1. Select the objects.
2. Press the menu arrow on any one of the selected objects and then select Flip > Up/Down or Flip > Left/Right.

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

Grouping objects manually
You can group and ungroup objects manually.

To group objects using the menu
1. Select the objects.
2. Press the menu arrow of any one of the selected objects and then select Grouping > Group.

To ungroup objects using the menu
1. Select the group.
2. Press the group’s menu arrow and then select Grouping > Ungroup.

Grouping objects automatically
If you write or draw multiple lines, SMART Notebook software combines the lines into a single object automatically. For example, if you write the letters of a word, SMART Notebook software combines 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 them combined, leave a large gap between them, use different pens, or briefly put the pen in the pen tray before writing another word (interactive whiteboards only).

If SMART Notebook software combined lines that you want to manipulate individually, ungroup the lines as described above.
Adding links to objects
You can link any object on a page to a webpage, another page in the file, a file on your computer or an attachment. An attachment is a copy of a file, a shortcut to a file or a link to a webpage that you add to the Attachments tab.

**NOTE**
You can display animated link indicators around all links on a page (see *Displaying links on page 105*).

To add a link to an object

1. Select the object.
2. Press the object’s menu arrow and then select **Link**.
   
   The **Insert Link** dialogue box appears.
3. To add a webpage link, press **Web Page** and then type the web address in the **Address** box.
   
   OR
   
   To add a link to another page in the file, press **Page in this File** and then select an option in the **Select a page** area.
   
   OR
   
   To add a link to a file on your computer, press **File on this Computer** and then type the file’s location and name in the **File** box. Select **Copy of file** to attach a copy to your .notebook file or select **Shortcut to file** to insert a shortcut on the page.
   
   OR
   
   To add a link to an attachment, press **Current Attachments** and then select the attachment in the list.
4. If you want to open the link by pressing an icon, select **Corner icon**.
   
   OR
   
   If you want to open the link by pressing anywhere in the object, select **Object**.
5. Press **OK**.

   If you selected **Corner icon**, one of the following icons appears in the lower-left-hand corner of the object:
   
   - Link to a webpage
   - Link to another page in the file
   - Link to a file on your computer
To remove a link from an object

1. Select the object.
2. Press the object’s menu arrow and then select **Link**.
   The *Insert Link* dialogue box appears.
3. Press *Remove Link*.

Adding sounds to objects

You can attach a sound file to any object (except Adobe Flash Player compatible objects). You can play the sound file during the lesson by pressing an icon in the corner of the object or the object itself.

**NOTE**

SMART Notebook software supports the MP3 audio format. If you want SMART Notebook software to support other file types, you can install additional encoders (see *Installing encoders for additional formats on page 76*).

To add a sound file to an object

1. Select the object.
2. Press the object’s menu arrow and then select **Sound**.
   A dialogue box appears.
3. Press *Choose File*.
   The *Open* dialogue box appears.
4. Browse to and select the sound file and then press *Open*.
5. Select **Corner Icon** if you want to play the sound file when you press an icon in the object’s lower-left-hand corner.
   OR
   Select **Object** if you want to play the sound file when you press anywhere on the object.
6. Press *Attach Sound*.

To remove a sound file from an object

1. Select the object.
2. Press the object’s menu arrow and then select **Sound**.
   A dialogue box appears.
3. Press *Remove Sound*. 
CHAPTER 5
Working with objects

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 press the object.

■ To animate an object
   1. Select the object.
   2. If the Properties tab isn’t visible, press Properties.
   3. Press Object Animation.
   4. Select options in the Type, Direction, Speed, Occurs and Repeats drop-down lists.

Deleting objects
Although you can erase digital ink (see Erasing digital ink on page 35), you’re unable to erase some types of objects, including text, shapes, straight lines, arcs and pictures. To remove these types of objects from a page, you must delete them.

■ NOTE
   You’re unable to delete locked objects (see Locking objects on page 59). To delete a locked object from a page, you must unlock it.

■ To delete an object
   1. Select the object.
   2. Press the object’s menu arrow and then select Delete.
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Using your own content

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If you or other teachers in your school have created content outside of SMART Notebook software, you can include this content in your .notebook files. Specifically, you can do the following:

- Insert pictures, Adobe Flash Player compatible files and video files, and sound files
- Cut or copy and then paste content from other programs
- Attach copies of files, aliases for files and links to webpages

In addition, you can add your content to the Gallery, where you can access and use it across multiple .notebook files or share your content on the SMART Exchange™ website.

**Inserting pictures**
You can insert pictures into pages from files, a scanner or a SMART Document Camera.

---

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Using your own content

NOTE
You can also insert pictures from the Gallery tab. For more information, see Finding and using content from the Gallery on page 85.

Once you have inserted a picture, you can define a transparent area in it.

Inserting pictures from files
You can insert a picture into a page.

SMART Notebook software supports BMP, JPEG, PNG and GIF formats.

To insert a picture from a file
1. Select Insert > Picture File.
   The Open dialogue box appears.
2. Browse to and select the picture that you want to insert.
3. Press Open.
   The picture appears in the upper-left-hand corner of the page.

Inserting pictures from a SMART Document Camera
You can insert pictures from a SMART Document Camera into a page.

To insert a picture from a SMART Document Camera
1. Select Insert > Picture from SMART Document Camera.
   The SMART Document Camera window appears on the page.
2. Insert a picture following the instructions in the SMART Document Camera 330 user’s guide (smarttech.com/kb/143838).

Creating transparent areas in a picture
You can create transparent areas in a picture that you insert into a page. This is useful for removing the picture’s background. You can make any colour in the picture transparent.

NOTE
You can reduce the size of a large picture when you insert it in a file (see Reducing file sizes on page 14). If you later create a transparent area in the picture, the picture is no longer optimised.
To create a transparent area in a picture

1. Select the picture.
2. Press the picture’s menu arrow and then select Set Picture Transparency.
   The Picture Transparency dialogue box appears.
3. Press any areas in the picture that you want to make transparent.
4. Press OK.

Working with pictures
When you insert a picture in a .notebook file, the picture becomes an object in the file. Therefore, you can move, resize, rotate and make other changes to the picture like any other object.

For information on how to work with objects, including pictures, in .notebook files, see Working with objects on page 51.

Inserting multimedia files
You can insert multimedia files, including Adobe Flash Player compatible files, video files and sound files, into pages.

Inserting Adobe Flash Player compatible files
You can insert Adobe Flash Player compatible files into a page.

Once you have inserted an Adobe Flash Player compatible file into a page, or display a page that already contains an Adobe Flash Player compatible file, the file plays immediately. You can control the playback of the file. If the file has buttons, you can press them on your interactive product. If the file doesn’t have buttons, you can use the options in the file’s menu arrow.

NOTES
- Adobe Flash Player compatible files on a page must be self-extracting. You’re unable to use Adobe Flash Player compatible files that load or rely on other Adobe Flash Player
compatible files.

- You’re unable to drag an Adobe Flash object from a web browser into a page.
- To write on top of an Adobe Flash Player compatible file with a handwriting recognition component, start writing outside the file and continue to write over the file. This enables SMART Notebook software to recognise the digital ink as a separate object from the Adobe Flash Player compatible file.

To insert an Adobe Flash Player compatible file

1. Select Insert > Flash File.
   The Open dialogue box appears.
2. Browse to and select the Adobe Flash Player compatible file that you want to insert into the page.
3. Press Open.
   The Adobe Flash Player compatible file appears in the upper-left-hand corner of the page.

To control an Adobe Flash Player compatible file

1. Select the Adobe Flash Player compatible file.
2. Control the file by doing any of the following:
   - To play the file, press the file’s menu arrow and then select Flash > Play.
   - To play the file from the beginning, press the file’s menu arrow and then select Flash > Rewind.
   - To advance the file slightly and pause playback, press the file’s menu arrow and then select Flash > Step Forward.
   - To rewind the file slightly and pause playback, press the file’s menu arrow and then select Flash > Step Back.
   - To play the file continuously, press the file’s menu arrow and then select Flash > Loop.
   - To stop playing the file continuously, press the file’s menu arrow and then clear the selection of Flash > Loop.
Inserting Adobe Flash Player compatible video files

You can insert Adobe Flash Player compatible video files into a page.

**NOTE**
SMART Notebook software supports the Adobe Flash Player compatible video file (FLV) format. If you want SMART Notebook software to support other file types, you can install additional encoders (see *Installing encoders for additional formats* on the next page).

To insert an Adobe Flash Player compatible video file

1. Press **Insert > Video File**.
2. Browse to and select the Adobe Flash Player compatible video file that you want to insert into the page.
3. Press **Open**.

Inserting sound files

You can attach a sound file to any object (except Adobe Flash Player compatible objects) in a .notebook file. For more information, see *Adding sounds to objects* on page 68.

Working with multimedia files

When you insert a multimedia file in a .notebook file, the picture becomes an object in the file. Therefore, you can move, resize, rotate and make other changes to the multimedia file like any other object.

For information on how to work with objects, including multimedia files, in .notebook files, see *Working with objects* on page 51.
Installing encoders for additional formats

SMART Notebook software supports the FLV and MP3 formats. If you want SMART Notebook software to support other video and audio formats, you can install the following encoder. If you install this encoder, SMART Notebook software automatically detects it and supports its video and audio formats.

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<th>Link</th>
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<td><a href="http://www.apple.com/downloads">www.apple.com/downloads</a></td>
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<tr>
<td></td>
<td>WMA</td>
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<tr>
<td></td>
<td>WMV</td>
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</tbody>
</table>

**NOTE**

SMART Technologies ULC provides links to these programs as a courtesy and makes no representations or warranties regarding the programs or any information related thereto. Any questions, complaints or claims regarding the programs must be directed to the appropriate software vendor.

Using content from other programs

If you have content in other programs that you want to use in your .notebook files, you can move this content to SMART Notebook software by doing one of the following:

- Cutting or copying and then pasting the content
- Importing the content

Cutting, copying and pasting content from other programs

You can cut or copy and then paste content from other programs into SMART Notebook software.

**To cut content from another program**

1. In the other program, select the content that you want to cut and then select **Edit > Cut**.
2. In SMART Notebook software, select **Edit > Paste**.
To copy content from another program

1. In the other program, select the content that you want to copy and then select Edit > Copy.
2. In SMART Notebook software, select Edit > Paste.

Importing files from other interactive whiteboard programs

You can import content into .notebook files from a variety of sources, including other whiteboard programs.

If the other whiteboard program supports the Interactive Whiteboard Common File Format (CFF), you can export a CFF file from the program and then import that CFF file into SMART Notebook software.

**NOTE**

You can also export CFF files (see Exporting files on page 11).

To import CFF files

1. Select File > Import > All Common File Format Files (.IWB).
   A dialogue box appears.
2. Browse to and select the file that you want to import.
3. Press Open.
   The file opens.

Attaching files and webpages

You can attach copies of files, aliases for files and links to webpages using the Attachments tab.

Attaching files or webpages enables you to find and open these items easily while presenting a .notebook file.

**NOTE**

You can also link a file or webpage to an object on a page (see Adding links to objects on page 67).
CHAPTER 6
Using your own content

To attach a copy of a file

1. If the Attachments tab isn’t visible, press Attachments .
2. Press Insert File at the bottom of the Attachments tab.
   The Open dialogue box appears.
3. Browse to and select the file that you want to attach.
4. Select Copy of File.
5. Press Open.
   The file’s name and size appear in the Attachments tab.

**NOTE**
When you attach a file, the size of the .notebook file increases. Although SMART Notebook software compresses files to conserve space, SMART Notebook software can compress some file types more than others.

To attach an alias for a file

1. If the Attachments tab isn’t visible, press Attachments .
2. Press Insert File at the bottom of the Attachments tab.
   The Open dialogue box appears.
3. Browse to and select the file that you want to attach.
4. Select Alias.
5. Press Open.
   The file name and alias appear in the Attachments tab.

**NOTES**
- SMART Notebook software doesn’t export aliases. If you want to export file attachments, attach a copy of your file, not an alias for the file.
- Make sure that the file is accessible on the computer that you will use during the lesson.

To attach a link to a webpage

1. If the Attachments tab isn’t visible, press Attachments .
2. Press Insert Hyperlink at the bottom of the Attachments tab.
   A dialogue box appears.
3. Type the webpage’s address in the Hyperlink box.
4. Type a name for the link in the Display Name box.

5. Press Insert Hyperlink.

The display name and URL appear in the Attachments tab.

To open a file or webpage from the Attachments tab

1. If the Attachments tab isn't visible, press Attachments 📖.

   The Attachments tab lists all attachments in the current file.
   ○ If an attached item is a copy of a file, the file’s size appears in the Size column.
   ○ If an attached item is an alias for a file, alias appears in the Size column.
   ○ If an attached item is a link to a webpage, URL appears in the Size column.

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

   OR

   To open a webpage, double-click the link.

Adding your content to the Gallery

The Gallery is a tab in the SMART Notebook software user interface where you can browse or search for content and then add that content to your .notebook files. The Gallery consists of a set of categories, one of which is the My Content category.

If you find you use the same content across multiple .notebook files, you can add this content to the My Content category. You can share content from the My Content category with other teachers in your school by importing or exporting Gallery collection files. You can also connect to a Team Content category containing content that you and other teachers in your school contribute to.

Adding your content to the Gallery

You can add SMART Notebook software objects and pages as well as support files to the My Content category in the Gallery.

To add an object to the Gallery

1. If the Gallery isn't visible, press Gallery 📖.

2. Select the object that you want to add to the Gallery.
CHAPTER 6
Using your own content

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

**NOTES**
- You’re unable to drag an object if it’s locked in place (see Locking objects on page 59).
- If you want to change a Gallery item’s name, select the item, press its menu arrow and then select Rename.

***To add a page to the Gallery***
1. Create and modify objects on the page until the page appears exactly as you want it to.
2. Select File > Save Page as Gallery Item.
   A dialogue box appears.
3. Browse to the folder in which you want to save the page.
4. Type a name for the page in the Save As box.
5. Press Save.
6. If the Gallery isn’t visible, press Gallery  
7. Select My Content (or one of its subcategories) in the Gallery’s category list, press its menu arrow and then select Add to My Content.
   The Open dialogue box appears.
8. Browse to and select the item that you saved in step 5.

***To add a supported file to the Gallery***
1. If the Gallery isn’t visible, press Gallery  
2. Select My Content (or one of its subcategories) in the Gallery’s category list, press its menu arrow and then select Add to My Content.
   The Open dialogue box appears.
3. Browse to and select the item that you want to add to the Gallery.
4. Press Open.

**NOTE**
By default, SMART Notebook software 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, press its menu arrow and then select Rename.
Organising your content in the Gallery
As you add objects, pages and supported files to the My Content category in the Gallery, you may want to reorganise the category’s structure. You can create subcategories and move Gallery items between subcategories.

To create a subcategory
1. If the Gallery isn’t visible, press Gallery.
2. Select My Content (or one of its subcategories) in the Gallery’s category list, press its menu arrow and then select New Folder.
   A new subcategory appears. By default, the new subcategory’s name is Untitled.
3. Complete the following procedure to rename the subcategory.

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

To move a Gallery item to a different subcategory
1. If the Gallery isn’t visible, press Gallery.
2. Browse to the category that contains the Gallery item that you want to move.
   The Gallery displays the contents of the category.
3. Drag the item to another subcategory.

Sharing content with other teachers
Importing and exporting collection files is an ideal way to share custom categories with other teachers and to use categories that other teachers have created. You can use collection files to add items to the My Content category in the Gallery. Once you have imported a collection file, all of its items appear in The Gallery as a new subcategory.

To import a collection file from another teacher
1. If the Gallery isn’t visible, press Gallery.
2. Select My Content (or one of its subcategories) in the Gallery’s category list, press its menu arrow and then select Add to My Content.
   The Open dialogue box appears.
3. Browse to the folder that contains the collection file that you want to import.

**NOTE**
A collection file has a .gallery extension.

4. Select the collection file and then press Open.

The collection appears as a new subcategory.

**To export a collection file to share with other teachers**

1. Select the category that contains the items you want to save in a collection.

**NOTE**
SMART Notebook software exports the selected category but doesn’t export any of its subcategories.

2. Press the category’s menu arrow and then select **Export as Collection File**.

The Save dialogue box appears.

3. Browse to the folder where you want to save the collection file.

4. Type a name for the file in the Save As box.

5. Press Save.

**Connecting to Team Content categories**
The Team Content categories feature allows you to connect to Gallery content in a shared location on your school’s network. Multiple teachers can connect to the same folder. SMART Notebook software automatically updates your changes for all other teachers.

**NOTE**
Your access permissions for the Team Content category are the same as your folder access permissions on your school’s network. If you have full access to a folder on the network, you can add or remove items in that folder’s Team Content category. However, if you have read-only access to the folder, you can copy items from the Team Content category, but you’re unable to add, edit or remove items.

**To connect to a Team Content category**

1. If the Gallery isn’t visible, press **Gallery**.

2. Press Click here for more Gallery options and then select **Connect to Team Content**.

The **Connect to Team Content** dialogue box appears.
3. Browse to and select the folder containing the Team Content category you want to connect to and then press **Open**.

The Team Content category appears in the **Gallery**.

---

**To contribute to a Team Content category**

Add content to a Team Content category as you do to the My Content category (see *Adding your content to the Gallery* on page 79).

**Finding and using your content in the Gallery**

After adding your content to the Gallery, you can find and use it as described in *Finding and using content from the Gallery* on page 85.

---

**Sharing your content on the SMART Exchange website**

In addition to sharing your content with other teachers in your school (see *Sharing content with other teachers* on page 81), you can share .notebook files with teachers from around the world using the SMART Exchange website (exchange.smarttech.com).

---

**To share a .notebook file on the SMART Exchange website**

1. Open the .notebook file that you want to share.

2. Select **File > Share on SMART Exchange**.

   A dialogue box appears.

3. If you’re new to the SMART Exchange website, press **Not a member yet** and then follow the on-screen instructions to create an account.

   **OR**

   If you have an account, type your email address in the **Email Address** box and your password in the **Password** box, and then press **Sign In**.

---

**TIPS**

- If you forgot your password, click **Forgot your password**, and then follow the on-screen instructions to reset it.

- If you don’t want to log on to the SMART Exchange website each time you share content, select the **Keep me signed in** tickbox.
4. Enter the appropriate information:

<table>
<thead>
<tr>
<th>Control</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter resource details</strong></td>
<td>Type a title for the .notebook file.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Type a description of the .notebook file.</td>
</tr>
<tr>
<td><strong>Subject(s)</strong></td>
<td>Select the subjects that the .notebook file is applicable to.</td>
</tr>
<tr>
<td><strong>Year Group(s)</strong></td>
<td>Select the grades that the .notebook file is applicable to.</td>
</tr>
<tr>
<td><strong>Search terms</strong></td>
<td>Type words or phrases that other SMART Exchange users are likely to enter to search for the .notebook file. Separate the words or phrases with commas.</td>
</tr>
</tbody>
</table>

5. Read the sharing agreement.

6. If you accept the sharing agreement, press **Agree and Submit**.
Chapter 7
Using content from SMART resources

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When your system administrator installs SMART Notebook software, he or she can also install the following items:

- Gallery Essentials is a collection of thousands of images, multimedia content and more, organised into subject-specific categories.
- Lesson Activity Toolkit is a collection of customisable 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 Player compatible files like hide-and-reveal and drag-and-drop.

In addition, you can use content from the SMART Exchange website, an online resource that includes both SMART- and teacher-created content.

All of these resources are available from the Gallery, which is a tab in the SMART Notebook software user interface where you can browse or search for content and then add that content to your .notebook files.

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

**TIP**
You can change the size of the category list and content list by pressing 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 in the categories provide preview images of the content.

- In **Pictures**, pictures appear as thumbnails.
- In **Interactive and Multimedia**, video objects appear as a single frame from the videos, sound objects appear with a speaker icon in the lower-left-hand corner, and Adobe Flash Player compatible files appear as an Adobe Flash icon or thumbnail of the content with a small Adobe Flash icon in the upper-left-hand corner.
- In **3D Objects**, 3D models appear as thumbnails.
- In **Notebook Files and Pages**, files appear as binders and pages appear with a folded upper-right-hand corner.
- In **Backgrounds and Themes**, backgrounds appear as pages with a folded lower-right-hand corner and themes appear as thumbnails.

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

After browsing or searching for a Gallery item, you can add it to your .notebook file.

---

### To browse the Gallery

1. If the Gallery isn’t visible, press **Gallery**.
2. Press a category’s disclosure triangle to view its subcategories.

   **NOTE**
   
   You can close a category by pressing the category’s disclosure triangle a second time.

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

### To search the Gallery

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

### To add a Gallery item to your .notebook file

1. If the Gallery isn’t visible, press **Gallery**.
2. Browse or search for the Gallery item that you want to add.
CHAPTER 7
Using content from SMART resources

3. Double-click the Gallery item’s thumbnail.
   ○ If you add a picture, Adobe Flash Player compatible file, video file or sound file, it appears on the current page.
   ○ If you add a background, it replaces the page’s existing background (see Applying page backgrounds and themes on page 27).
   ○ If you add a page from a .notebook file, SMART Notebook software inserts it before the current page.
   ○ If you add a .notebook file, SMART Notebook software inserts the file’s pages before the current page.

Finding and using content from the SMART Exchange website
The SMART Exchange website (exchange.smarttech.com) includes thousands of lesson plans, question sets and other content that you can download and then open in SMART Notebook software.

NOTE
You can also share your lesson plans with other teachers through the SMART Exchange website. For more information, see Sharing your content on the SMART Exchange website on page 83.

To find and use content from the SMART Exchange website

1. Click SMART Exchange.
   The SMART Exchange website opens in your web browser.

2. If you’re new to the SMART Exchange website, click Join for free and then follow the on-screen instructions to create an account.
   OR
   If you have an account, click Sign in and then follow the on-screen instructions to log on to the SMART Exchange website with your account.

3. Search or browse for content and then download it to your computer.

4. Import content into the Gallery (see Sharing content with other teachers on page 81).
Chapter 8
Using SMART Notebook software in your classroom

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This chapter includes information on using SMART Notebook software in your classroom when presenting information to students or facilitating collaborative learning.

Presenting files to students
After creating a .notebook file using basic objects, your own content and content from SMART resources, you can present the file to students in your classroom.
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Tips for presenting files to students
The following are tips to keep in mind when presenting files to students:

- Save your completed file on a CD, DVD or USB drive. This enables you to access and display your presentation by inserting the CD, DVD or USB drive into the computer connected to the interactive whiteboard or display. Alternatively, make your presentation accessible on your local area network and then browse to it on the interactive whiteboard or display.

- To avoid losing your momentum and focus during the presentation, attach the files and links to webpages that you’ll use during your presentation to the Attachments tab of your file so you don’t have to search for them (see Attaching files and webpages on page 77).

- If your file contains a lot of pages, separate them into groups. This enables you to find a particular page more easily during a presentation (see Grouping pages on page 22).

- Display the file in Full Screen view during the presentation. This view maximises the available workspace (see Displaying files in Full Screen view on page 94).

- Create objects that slowly fade, open a magnification window or open a spotlight window using the Magic Pen (see Using the Magic Pen to create fading objects on page 97, Using the Magic Pen to open a magnification window on page 97 and Using the Magic Pen to open a spotlight window on page 99).

Hiding objects before presenting them
When presenting files to students, you can hide an object and then reveal it using several techniques:

- Add a Screen Shade to a page. During the presentation, gradually remove the shade to reveal the underlying text and graphics when you’re ready to discuss them (see Using the Screen Shade on page 96).

- Cover the object with digital ink and then erase the digital ink (see Writing or drawing digital ink on page 32).

- Cover the object with another object and then change the order of the objects in the stack (see Rearranging stacked objects on page 58).

- Use the object animation feature (see Animating objects on page 69).

- If you’re using a SMART interactive product with DViT™ (Digital Vision Touch) technology, hide an object behind a locked object and then use the enlarge gesture to enlarge and show the hidden object completing the following procedure.
To hide an object behind a locked object

1. Create or insert the object that you want to hide.

2. Create or insert the object that you want to lock.

3. Move the object that you want to lock so that it covers the object that you want to hide.
4. Select the object that you want to lock, press its menu arrow and then select **Locking > Lock in Place**.

5. Use the resize gesture to enlarge and show the hidden object while keeping the locked object in place (see *Resizing objects* on page 61).

---

**Displaying files in different views and modes**

SMART Notebook software includes the following views and modes in addition to the standard view.

- Dual Page view displays two pages side by side.
- Full Screen view expands the page area to fill the interactive screen by hiding the title bar, toolbar, taskbar and sidebar.
- Transparent Background mode enables you to view the desktop and windows behind the SMART Notebook software window and continue to interact with the open, transparent file.

**Displaying files in Dual Page view**

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.

When you're displaying dual pages, you can pin a page to continue displaying it in the page area whilst you view other pages in the Page Sorter.

**To display a file in Dual Page view**

Press **Dual Page Display**.

A second page appears. A red border indicates the active page.
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To pin a page

1. If you haven’t done so already, display dual pages (see Displaying files in Dual Page view on the previous page).

2. Select the page immediately after the page that you want to continue displaying.
   The page that you select appears on the right-hand side of the dual display. The page that you want to continue displaying appears on the left-hand side of the dual display.

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

To unpin a page

Clear the selection of View > Zoom > Pin Page.

To return to standard view

Press Single Page Display 📜.
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Displaying files in Full Screen view
In Full Screen view, SMART Notebook software expands the page to fill the screen by hiding the other user interface elements. You can access commonly used commands using the Full Screen toolbar.

To display a file in Full Screen view
Press Full Screen.

The page expands to fill the screen, hiding the other user interface elements and the Full Screen toolbar appears.

<table>
<thead>
<tr>
<th>Button</th>
<th>Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔷</td>
<td>Previous Page</td>
<td>Display the previous page in the current file.</td>
</tr>
<tr>
<td>🔹</td>
<td>Next Page</td>
<td>Display the next page in the current file.</td>
</tr>
<tr>
<td>📚</td>
<td>More Options</td>
<td>Open a menu of options.</td>
</tr>
<tr>
<td>🔙</td>
<td>Exit Full Screen</td>
<td>Return to the standard view.</td>
</tr>
<tr>
<td>🔹️</td>
<td>Toolbar Options</td>
<td>Display additional toolbar buttons.</td>
</tr>
</tbody>
</table>

**TIP**
If you’re using a widescreen interactive whiteboard or display and grey bars appear on the sides of the page, you can change the zoom level to the page’s width to hide the grey bars by selecting More Options ➔ Page Width. You can return to Full Page view by selecting More Options ➔ Entire Page.

To display more toolbar buttons
Press Toolbar Options.

The toolbar expands to include the following buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔷️</td>
<td>Insert Blank Page</td>
<td>Insert a new, blank page in the current file.</td>
</tr>
<tr>
<td>🔷️</td>
<td>Undo</td>
<td>Reverse the effect of the last action.</td>
</tr>
<tr>
<td>🔹️</td>
<td>Select</td>
<td>Select objects on the current page.</td>
</tr>
<tr>
<td>🔶️</td>
<td>Magic Pen</td>
<td>Create objects that slowly fade, open a magnification window or open a spotlight window (see Using the Magic Pen to create fading objects on page 97, Using the Magic Pen to open a magnification window on page 97 and Using the Magic Pen to open a spotlight window on page 99).</td>
</tr>
</tbody>
</table>
Displaying files in Transparent Background mode

Using Transparent Background mode, you can view the desktop and windows behind the SMART Notebook software window and continue to interact with the open, transparent file. You can draw in digital ink on a transparent page and save your notes in the file. You can also display measurement tools, take screen captures and more. If an area of the screen doesn't include any SMART Notebook software objects, you can select and interact with the desktop and applications behind the SMART Notebook software window.

To display a file in Transparent Background mode

Press Transparent Background 🗳️.

The background of the SMART Notebook software window becomes transparent, enabling you to see the desktop and program behind SMART Notebook software, but any objects on the .notebook file page remain visible.

The Transparent Background toolbar appears.

**NOTE**

The toolbar displays the current page number and the total number of pages in the file.

<table>
<thead>
<tr>
<th>Button</th>
<th>Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>🗳️</td>
<td>Select</td>
<td>Select objects on the current page or interact with desktop and application objects that aren’t covered by a SMART Notebook software object.</td>
</tr>
<tr>
<td>🖊️</td>
<td>Pen</td>
<td>Write or draw digital ink on the current page.</td>
</tr>
<tr>
<td>🔷️</td>
<td>Previous Page</td>
<td>Display the previous page in the current file.</td>
</tr>
<tr>
<td>🔷️</td>
<td>Next Page</td>
<td>Display the next page in the current file.</td>
</tr>
<tr>
<td>🔷️</td>
<td>More Options</td>
<td>Open a menu of options that enable you to add a screen shade, select different digital ink, select a creative pen, add straight lines, add shapes and more.</td>
</tr>
<tr>
<td>🛡️</td>
<td>Exit Transparent Background</td>
<td>Return to the standard view.</td>
</tr>
<tr>
<td>🔷️</td>
<td>Toolbar Options</td>
<td>Display additional toolbar buttons.</td>
</tr>
</tbody>
</table>

To display more toolbar buttons

Press Toolbar Options 🔷️.

The toolbar expands to include the following buttons.
### Using presentation tools

Whilst presenting .notebook files to students, you can use the following tools:

- Screen Shade
- Magic Pen
- Measurement tools
  - Ruler
  - Protractor
  - Geodreieck protractor
  - Compass

### Using the Screen Shade

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.

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

Press **Screen Shade**.

A Screen Shade appears over the entire page.
To reveal part of the page
Drag one of the Screen Shade’s resize handles (the small circles at the edges of the Screen Shade) to reveal part of a page.

To remove the Screen Shade from a page
Press Screen Shade 
OR
Press Close X in the upper-right-hand corner of the Screen Shade.

Using the Magic Pen to create fading objects
You can create an object that slowly fades using the Magic Pen.

**NOTES**
- Fading objects are not saved in .notebook files.
- You can also use the Magic Pen to open a magnification window or spotlight window (see Using the Magic Pen to open a magnification window below and Using the Magic Pen to open a spotlight window on page 99).

To create a fading object
2. Using your finger or pen tray pen (on interactive whiteboards) or tethered pen (on interactive pen displays), write or draw objects on the interactive screen.
   The objects slowly fade.

Using the Magic Pen to open a magnification window
You can open a magnification window using the Magic Pen.

**NOTES**
- You can magnify the screen outside of SMART Notebook software.
- You can also use the Magic Pen to create objects that slowly fade or to open a spotlight window (see Using the Magic Pen to create fading objects above and Using the Magic Pen to open a spotlight window on page 99).
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To open a magnification window


2. Using your finger or a pen tray pen (on interactive whiteboards) or a tethered pen (on interactive pen displays), draw a square or rectangle on the interactive screen.

A magnification window appears.

3. Do the following:
   ○ To reduce the magnification window’s size, press in the middle of the window and then drag to the left.
   ○ To increase the magnification window’s size, press in the middle of the window and then drag to the right.
   ○ To move the magnification window, press near the edge of the window and then drag it.

4. Press Close ☒ when you’re done.
Using the Magic Pen to open a spotlight window
You can open a spotlight window using the Magic Pen.

**NOTES**

- You can highlight an area of the screen outside of SMART Notebook software.
- You can also use the Magic Pen to create objects that slowly fade or to open a magnification window (see Using the Magic Pen to create fading objects on page 97 and Using the Magic Pen to open a magnification window on page 97).

**To open a spotlight window**

1. Press **Magic Pen**.

2. Using your finger or pen tray pen (on interactive whiteboards) or tethered pen (on interactive pen displays), draw a circle or ellipse on the interactive screen.

   A spotlight window appears.

3. Do the following:
   - To reduce the spotlight window’s size, press in the middle of the window and then drag to the left.
   - To increase the spotlight window’s size, press in the middle of the window and then drag to the right.
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4. Press Close when you’re done.

Using the measurement tools
Using the SMART Notebook software measurement tools, you can insert a ruler, protractor, Geodreieck protractor or compass into a page.

Using the ruler
You can insert a ruler into a page and then manipulate its size, length, rotation and location and draw along its edges.

To insert a ruler
Press Measurement Tools and then press Ruler. A ruler appears.

To move the ruler
Press the middle of the ruler (displayed as a darker shade of blue) and then drag the ruler to a different position on the page.

To resize the ruler
1. Select the ruler.
2. Drag the ruler’s resize handle (the circle in the lower-right-hand corner) to increase or reduce the ruler’s size.

To lengthen the ruler (without changing its scale)
Press the ruler’s far edge, between the menu arrow and the resize handle and then drag away from the ruler.

To shorten the ruler (without changing its scale)
Press the ruler’s far edge, between the menu arrow and the resize handle and then drag towards the middle of the ruler.

To rotate the ruler
Press the top or bottom edge of the ruler (displayed as a lighter shade of blue) and then drag the ruler in the direction that you want to rotate it.

The ruler displays the current rotation in degrees.
To reverse the measurements
Press the ruler’s flip symbol \( \uparrow \).
If the metric measurements appeared on the top edge of the ruler, they now appear on the bottom edge and vice versa.

To draw using a pen and the ruler
1. Press Pens \( \pen \) and then select an available line type.
2. Draw along the edge of the ruler.
   Digital ink appears in a straight line along the edge of the ruler.

To remove the ruler
1. Select the ruler.
2. Press the ruler’s menu arrow and then select Delete.

Using the protractor
You can insert a protractor into a page, manipulate its size, rotation and location and then draw along its edges.

To insert a protractor
Press Measurement Tools \( \measurement \) and then press Protractor \( \protractor \).
A protractor appears.

To move the protractor
Press the inner part of the protractor (displayed as a darker shade of blue) and then drag the protractor to a different position on the page.
To resize the protractor
Press the inner circle of numbers and then drag away from the protractor to enlarge it or toward the centre of the protractor to shrink it.

To rotate the protractor
Press the outer circle of numbers and then drag the protractor in the direction you want to rotate it.
The protractor displays the current rotation in degrees.

To display the protractor as a complete circle
1. Press the blue circle next to the 180 label on the inner circle of numbers.
2. Press the blue circle again to return to the semi-circle.

To draw using a pen and the protractor
1. Press Pens and then select an available line type.
2. Draw along the edge of the protractor.
   Digital ink appears in an arc along the edge of the protractor.
To display angles using the protractor

1. Select the protractor.
2. Drag the green circle until it shows the correct angle for the first of two intersecting lines.
3. Drag the white circle until it shows the correct angle for the second of two intersecting lines.
4. Press the green arrow in the bottom corner.
   The lines and the angle between them appear as a separate object.

To remove the protractor

1. Select the protractor.
2. Press the protractor’s menu arrow and then select Delete.

Using the Geodreieck protractor

You can insert a Geodreieck protractor (also known as a set square or T-square) on a page and then manipulate its size, rotation and location.

To insert a Geodreieck protractor


To move the protractor

Press the inner part of the protractor (within the semi-circle) and then drag the protractor to a different position on the page.

To resize the protractor

Press the semi-circle and then drag away from the centre of the protractor to make it bigger or towards the centre of the protractor to make it smaller.
To rotate the protractor

Press the outer part of the protractor (outside of the semi-circle) and then drag the protractor in the direction you want to rotate it.

The protractor displays the current rotation in degrees.

To draw using a pen and the Geodreieck protractor

1. Press Pens and then select an available line type.
2. Draw along the edge of the protractor.
   
   Digital ink appears in a straight line along the edge of the protractor.

To remove the protractor

1. Select the protractor.
2. Press the protractor’s menu arrow and then select Delete.

Using the compass

You can insert a compass into a page, manipulate its width, rotation and location and then use it to draw circles and arcs.

To insert a compass

Press Measurement Tools and then press Compass.

A compass appears.

To move the compass

Press the arm of the compass that holds the spike and then drag the compass to a different position on the page.

To widen the compass

1. Press the arm of the compass that holds the pen.
   
   Two blue arrows appear.
2. Drag to change the angle between the spike and the pen.

The number on the compass’s handle displays the current angle between the spike and the pen.

To flip the compass

Press the compass’s flip symbol ↔.

The compass’s pen appears on the opposite side of the spike.

To rotate the compass (without drawing)

Press the compass’s rotation handle (the green circle) and then drag the compass in the direction that you want to rotate it.

To draw using the compass

1. Press the compass’s pen tip.
   
   The cursor changes to a pen symbol.

2. Drag the compass in the direction that you want to rotate it.

To change the colour of the compass’s pen

Press Pens and then select an available line type.

The colour of the compass’s pen changes to display its new colour.

To remove the compass

1. Select the compass.

2. Press the compass’s menu arrow and then select Delete.

Displaying links

You can attach a copy of a file, a shortcut to a file, a link to a webpage or a sound file to any object on a page (see Adding links to objects on page 67). 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 that you open a page, an animated indicator appears around each object that has a link. Depending on how you define the links, each indicator surrounds either the entire object or an icon in the object’s lower-left-hand corner. The indicators disappear automatically after several seconds.
NOTE
Clear the selection of View > Show All Links When Page Opens to stop displaying links when you open a page.

To display links on the current page
Select View > Show All Links.
An animated indicator appears around each object that has a link. Depending on how you define the links, each indicator surrounds either the entire object or an icon in the object's lower-left-hand corner. The indicators disappear automatically after several seconds.

Enabling two people to use an interactive whiteboard
If you have a SMART Board™ D600 or 800 series interactive whiteboard, two people can create and manipulate objects in SMART Notebook software at the same time. How the two people do this depends on whether you have a SMART Board D600 series interactive whiteboard or a SMART Board 800 series interactive whiteboard.

Allowing two people to use an interactive whiteboard is useful in scenarios such as the following:
- Two students work on an assignment on the interactive whiteboard at the same time.
- A teacher and student work on an assignment on the interactive whiteboard at the same time
- A teacher or student poses questions or problems on the interactive whiteboard and another student responds to these questions or problems

Enabling two people to use a SMART Board D600 series interactive whiteboard
If you’re using a SMART Board D600 series interactive whiteboard, two users can use the interactive whiteboard simultaneously when SMART Notebook software is in Dual-User mode. In Dual-User mode, the screen is divided in half. Each user can press his or her half of the screen with a finger to left-click or drag objects, write using a pen tray pen and erase digital ink using the eraser. Each user can also access frequently used tools using his or her own Floating Tools toolbar.

You can press a toolbar button to switch between Single-User mode and Dual-User mode.

To display a file in Dual-User mode
Press Dual Write Mode.
To return to Single-User mode

Press Exit Dual Write Mode.

Enabling two people to use a SMART Board 800 series interactive whiteboard

If you're using a SMART Board 800 series interactive whiteboard, two people can create and manipulate objects in SMART Notebook software at the same time. Both people can create and manipulate objects in any area of the SMART Notebook software page. Neither user is restricted to a particular section of the page.

Dual-user collaboration mode is enabled when you pick up a pen from the pen tray. One user creates or manipulates objects with his or her finger (“the touch user”). The other user creates or manipulates objects with the pen (“the pen user”).

NOTE

In addition to enabling one touch user and one pen user to use the interactive whiteboard at the same time, you can enable two pen users or two touch users to use the interactive whiteboard at the same time. However, the two users must use the same tool.

Selecting tools

To change tools or to set properties for touch, the touch user must press the appropriate button on the toolbar or control in the Properties tab with his or finger. The following is an example:

To change tools or to set properties for the pen, the pen user must press the appropriate button on the toolbar or control in the Properties tab with the pen. The following is an example:

NOTES

- If the pen user presses a button on the toolbar or sets a property with his or finger instead of the pen, SMART Notebook software changes the selected tool or property for the
touch user rather than the pen user.

- When both the touch user and the pen user select multiple objects on the screen, the dashed border of the objects selected by the touch user will be a different colour than the dashed border of the object selected by the pen user.
Chapter 9

Customising the toolbar

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The SMART Notebook software toolbar enables you to select and use a variety of commands and tools. You can customise the toolbar so that it includes the tools that you use most frequently. You can control the way the toolbar displays available options.

Customising the toolbar buttons

To add or remove toolbar buttons

1. Control-click the SMART Notebook software toolbar and then press **Customise Toolbar**.
   A dialogue box appears.
2. Do the following:
   - To add a button to the toolbar, press its icon in the dialogue box and then drag it to the SMART Notebook software toolbar.
   - To remove a button from the toolbar, press its icon in the SMART Notebook software toolbar and then drag it to the dialogue box.
   - To rearrange the buttons, press an icon in the SMART Notebook software toolbar and then drag it to a new position in the toolbar.

   **TIP**

   You can organise the buttons in the toolbar by adding separators and flexible spaces. You do this by dragging the **Separator** button or the **Flexible Space** button from the dialogue box to the toolbar.

3. Press **Done**.

To restore the default set of toolbar buttons

1. Control-click the SMART Notebook software toolbar and then press **Customise Toolbar**.
   A dialogue box appears.
2. Drag the default button set from the dialogue box to the toolbar.
3. Press Done.

To configure the appearance of the toolbar buttons
1. Control-click the SMART Notebook software toolbar and then press Customise Toolbar.
   A dialogue box appears.
2. Select one of the following options in the Show drop-down list:
   - **Icon and Text** to display the icon and text label for each button
   - **Icon Only** to display only the icon for each button
   - **Text Only** to display only the text label for each button
3. Select the Use small size tickbox to display small icons.
   OR
   Clear the Use small size tickbox to display large icons.
4. Press Done.

Controlling how the toolbar displays available options

When you select certain toolbar buttons, SMART Notebook software displays available options. For example, if you press **Pens**, a selection of available line styles appears. By default these line styles remain on-screen until you press a different toolbar button or press the **X** button to the right of the available options. However, you can set up the available options to disappear when you press anywhere in the page area.

If you want the available options to disappear when you press anywhere in the page area, select **View > Auto-Hide Contextual Toolbar**.

If you want the available options to remain on-screen until you select a different toolbar button or the **X** button, clear the selection of **View > Auto-Hide Contextual Toolbar**.
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