

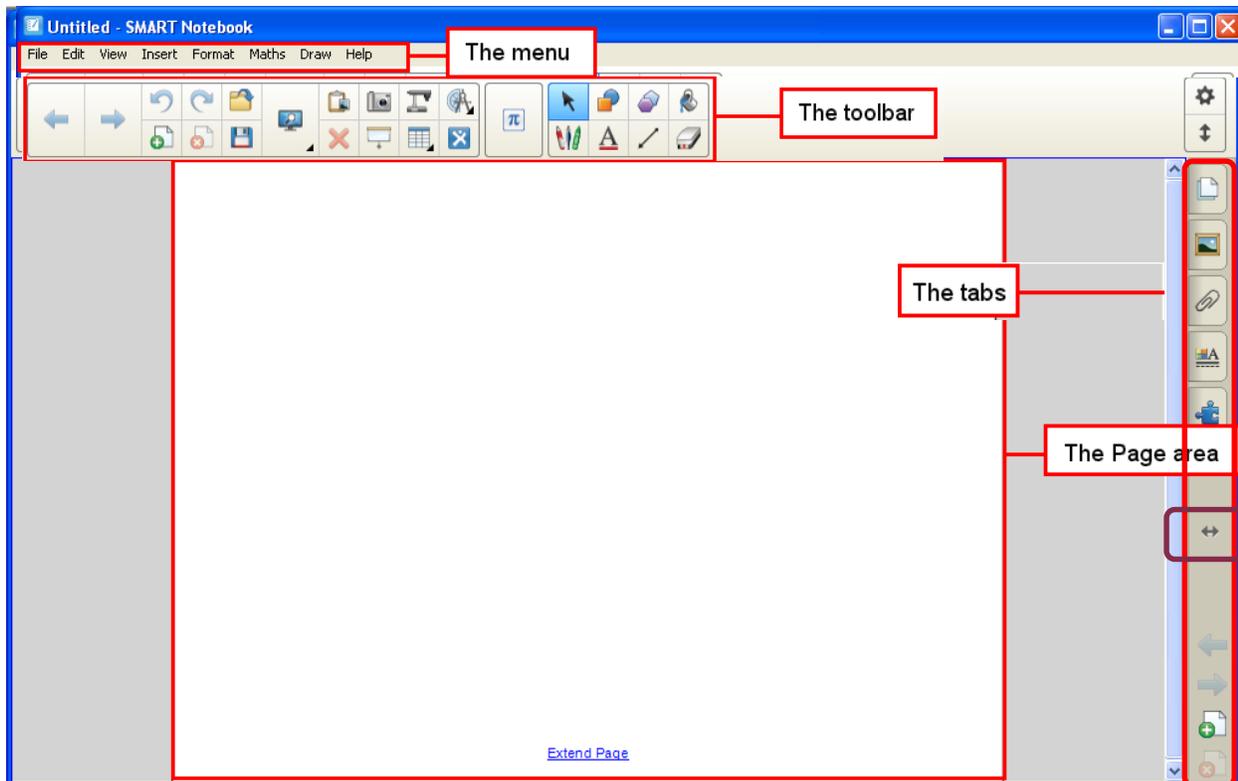
EXTREME Learning with EXTREME Collaboration

Making the SMART Board experience collaborative.

SMART Notebook Software Basics

THE INTERFACE

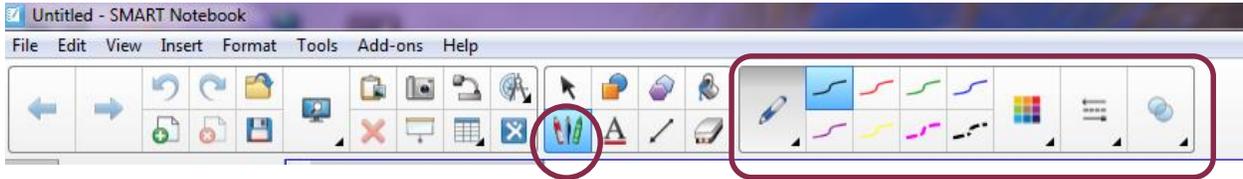
1. Begin by clicking the SMART Notebook software icon on your desktop.
2. When the SMART Notebook interface appears, you will notice:
 - The page area
 - The menu
 - The toolbar
 - The tabs



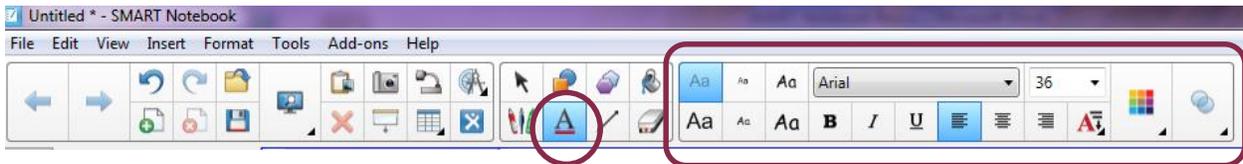
3. You can move the tabs to the left side by clicking the moving side bar.

THE TOOLBAR

1. Clicking on the *Pens* button will open additional options in the tool bar which allow you to select: the pen type, the line type, the line colour, the line style, and transparency.



2. Clicking on the *Text* button will open additional options in the tool bar which allow you to select: the font type and size, the font styles (bold, italic, underline), the alignment, text colour, and transparency.

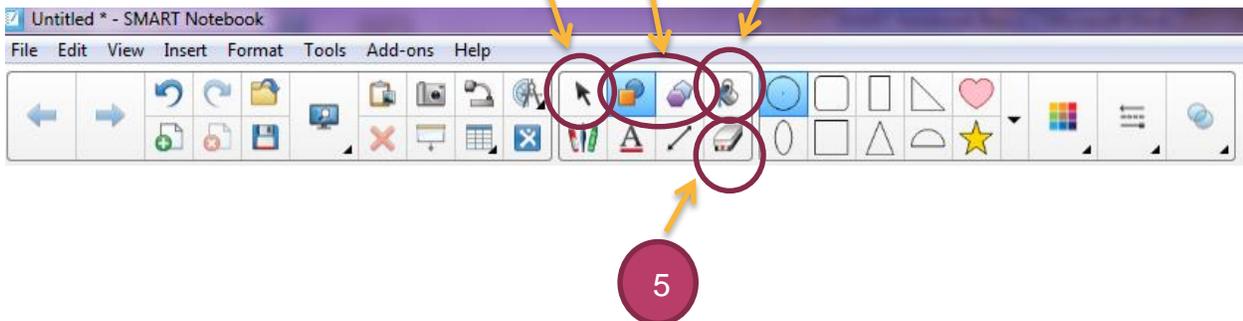


3. Clicking on the *Line* button will open additional options in the tool bar which allow you to select: arrows, line type, line colour, line style, and transparency.



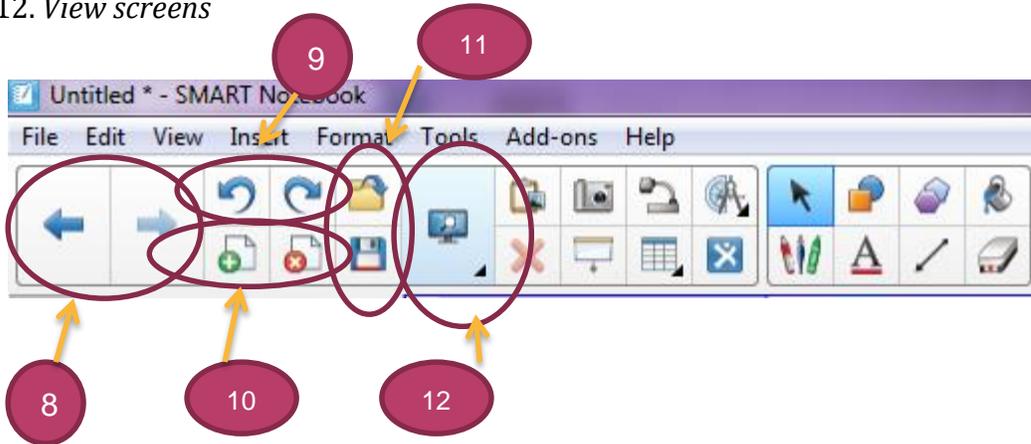
On the right side of the tool bar, there are additional options for:

4. *selecting*
5. *erasing*
6. *fill colour*
7. *creating shapes*



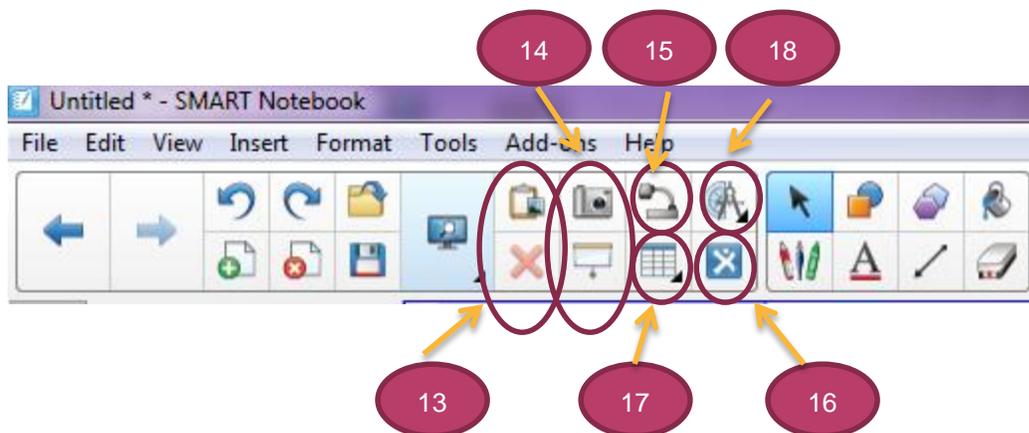
On the left side of the tool bar, you can find options such as:

8. *Switching between pages*
9. *Undo and redo*
10. *Adding or deleting a page*
11. *Saving a file or opening a file*
12. *View screens*



In the middle of the tool bar, you can find the following options:

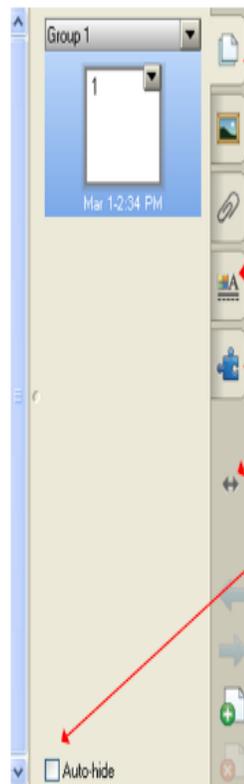
13. *Paste and Delete*
14. *Screen Capture and Show/Hide Screen Shade*
15. *SMART Document Camera*
16. *SMART Exchange*
17. *Inserting a Table*
18. *Inserting a Measurement Tool (ruler, protractor, geodreieck, compass)*



THE TABS

1. *The page sorter tab* – shows a thumbnail image of each page in the SMART Notebook file. You can navigate to a different page, create page groups, and reorder the pages.
2. *The gallery tab* – access custom pages, clip art, animations, audio clips and video clips.
3. *The attachments tab* – add hyperlinks to, or attachments from, other software applications.
4. *The properties/format tab* – format shapes, objects, and text.
5. *The add-ons tab* – any software add-ons will appear here, such as Activity Builder and Extreme Collaboration.

Side tabs



There are five tabs on the side of the SMART Notebook software interface.

Page sorter tab

Gallery tab

Attachments tab

Properties tab

Add-ons tab

Move tabs to the other side of the work area

Auto-hide check box

TIP: If you prefer to work from the left-hand side of the work area, click the double-ended horizontal arrow to move the tabs from one side of the work area to the other.

TIP: When you no longer need the side tabs to be visible, you can hide them by selecting the Auto-hide check box.