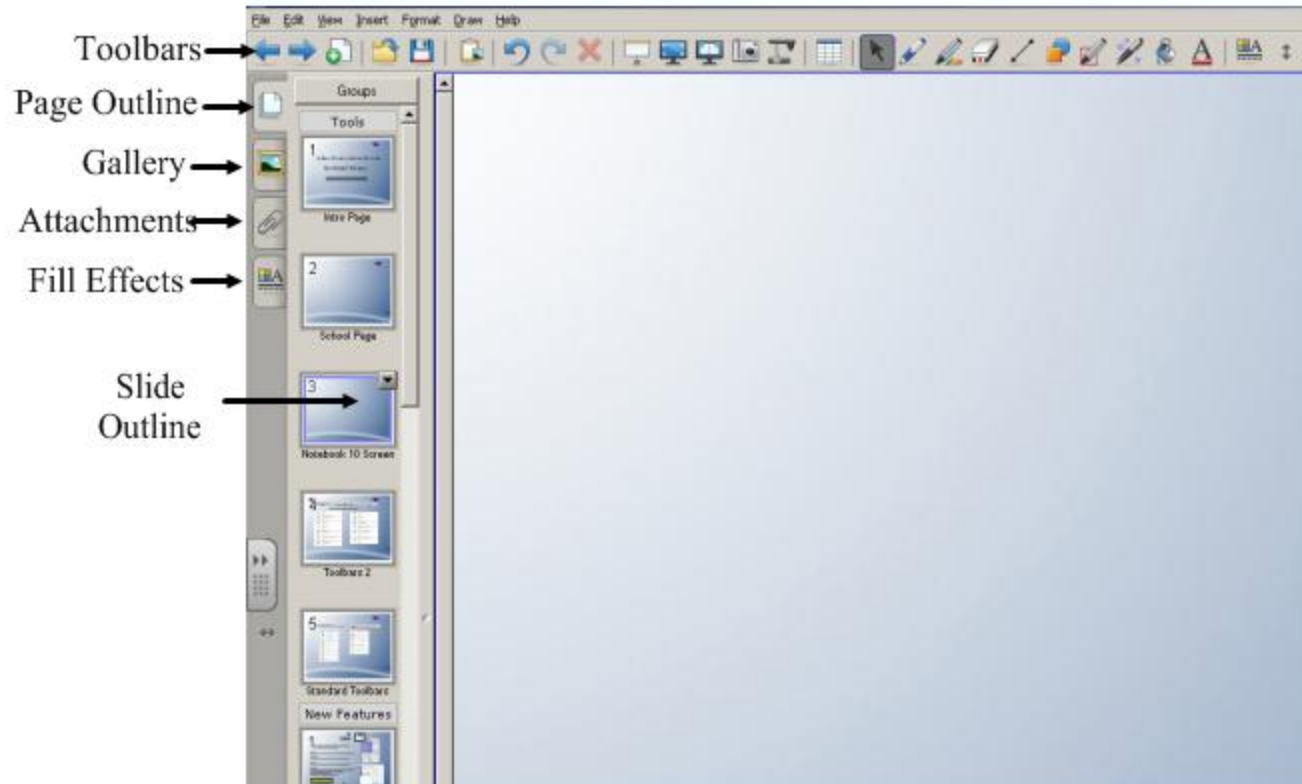


Indian Prairie School District
District 204

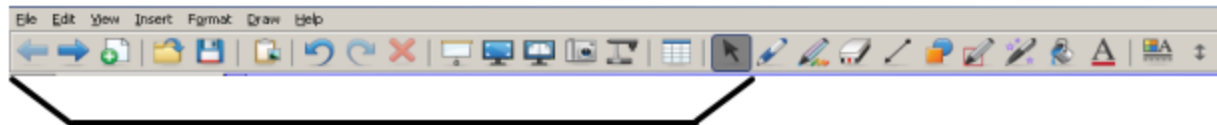
Smartboard Training










Notebook Software 10








Smartboard Notebook 10



Standard Toolbars










	Previous Page
	Next Page
	Insert Blank Page
	Open
	Save
	Paste
	Undo
	Redo
	Delete







	Screen Shade
	Full Screen
	Dual Page Display
	Screen Capture Toolbar
	Activate SMART Document Camera
	Insert Table
	Select

Standard Toolbars Continued



You may not see all the icons on your toolbar

	Pen
	Creative Pen
	Eraser
	Line
	Shape
	Shape Recognition Pen
	Magic Pen

	Fill
	Text
	Properties
	Move Toolbar
	Insert Question
	Adjust Volume



Pen Tool



The pens can be customized.

Click on the pen tool and then on

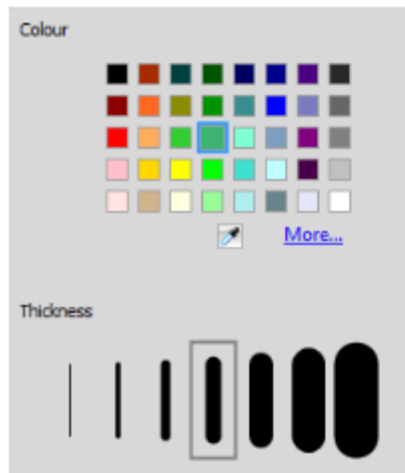


Click on the Line Style tab

Fill Effects

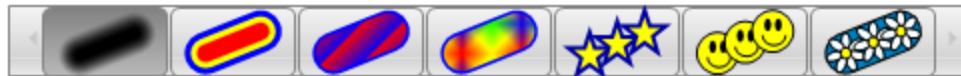
Line Style

Page Recording





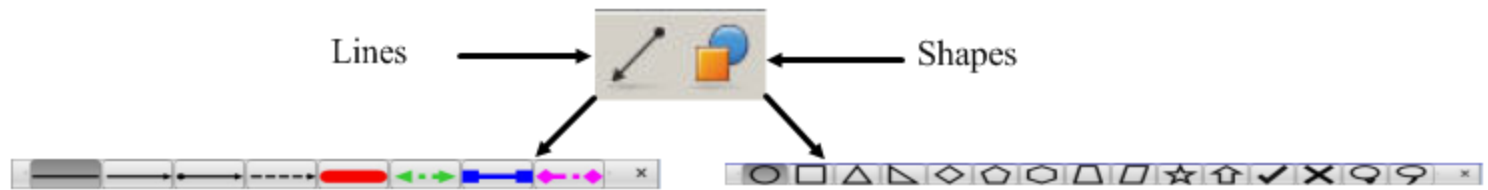
Special Pens



Eraser

The Eraser tool rubs out pen annotations. It **does not** erase images or text.

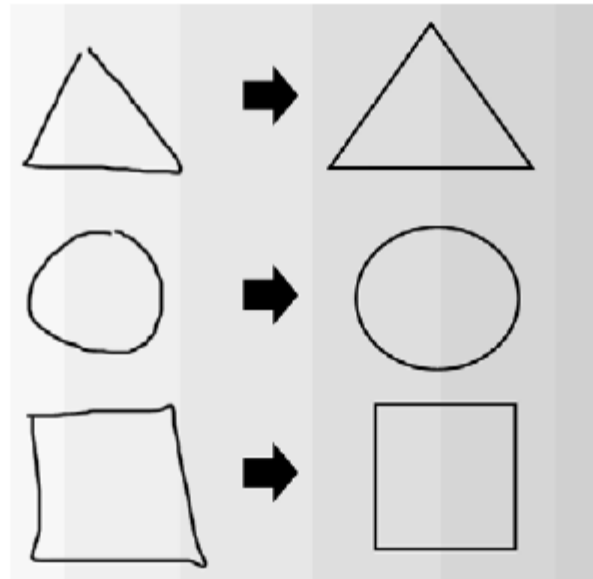
Drawing Shapes using Shapes Tool



Shape Recognition Tool



The Shape Recognition Pen converts your hand-drawn lines, circles, squares, rectangles, triangles and arcs into:

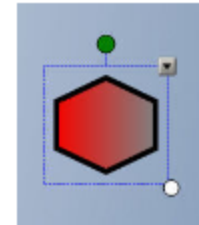


Using the Cloning Tool

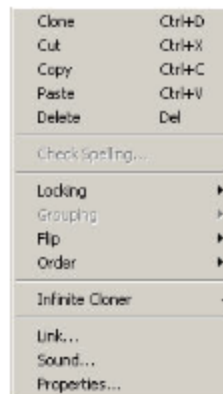
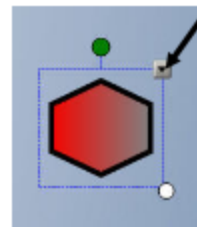
To select an object or word, click on it



When an object or word is selected it looks like this



Click on Arrow to See Menu Items



Clones the Shape Once

Clones the Shape Infinitely

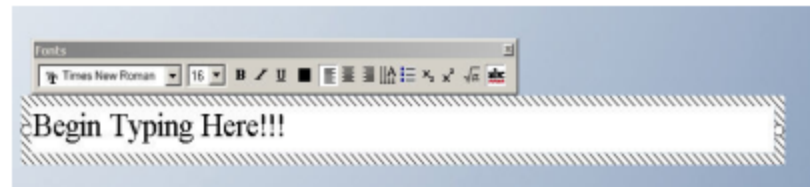
You can also
Right-Click
to see the
menu also!

Inserting Text

Click on the following Icon in the Toolbar:



Begin Typing Your Text





Magic Pen

Rectangle



If you draw a rectangle on the screen it will turn into a magnifier - making an area of the screen larger.

Circle



If you draw a circle on the screen with the Magic Pen then it automatically turns into a Spotlight tool!



Write

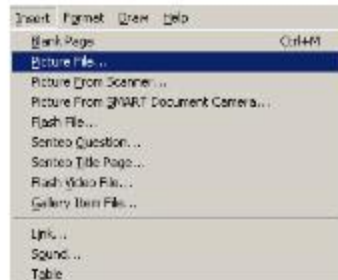
If you write with the Magic Pen it stays on the screen for a few seconds and then fades away.

This is useful for:

- adding quick annotations that you don't want to last
- underlining an area on the screen
- circling a key point etc.

Inserting Pictures

Go to Insert -- Picture File



Locate File



Press Open





Attaching Files

Double Click on the following Icon



New Window Appears



Make a Choice

- Insert Copy of File
- Insert Hyperlink
- Insert Shortcut To File

This will increase Notebook File Size

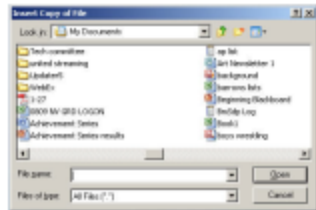
Hyperlink to File

Creates a Shortcut

Click on Insert

If you choose "Copy of File", follow these steps:

Choose File



File will appear



Create Hyperlink on Object





Using My Gallery

Click on the following Icon



Choose the Gallery Sampler



Choose a Discipline



Open a Folder and Double Click on the Icon

