

Smart Notebook Software Training 2007-2008

Tablet Basics

1. Journal Notebook (.jnt) vs Smart Notebook (.notebook) vs OneNote (.one)
2. Open My Documents – notice (please save to G: drive as well) :
 - My Notebook – OneNote files are usually saved here
 - My Notes – Microsoft Journal files are usually saved here
 - Smart Notebook – Smart Notebook (SmartBoard) files are usually saved here
3. Tablet vs Laptop mode (spin with white arrow located at hinge, on tablet surface)
4. Wireless on
5. Brighten screen when using battery (Fn+up arrow)
6. Tablet / monitor / projector visibility – 3 output configurations (Fn+F4 repeated)
 - a. tablet screen on, projector/monitor off
 - b. tablet off, projector/monitor on
 - c. both on
7. Turn screen to tablet configuration
8. Rotate Image
9. Calibrate pen (Start > Settings > Control Panel > Tablet and Pen Settings > Calibrate)
10. Basic pen functions – click & double click, right click, drag, hover

Smart Notebook Software (Remember the Help menu!)

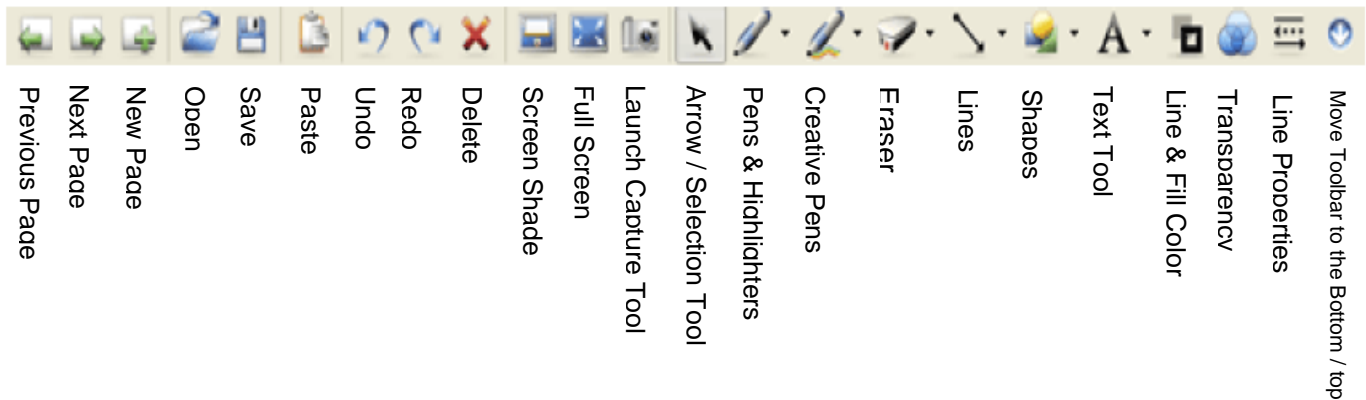
Sidebar – move & auto hide

- opens with Page Sorter tab selected
- In the lower left corner there is a checkmark for Auto Hide. If you click it on, when you click on the white page the sidebar will move out of the way. Clicking on the sidebar will show it again.
- click on first page then the down arrow beside first page – look at options
- add a New Page – the selected has a small blue border
- do NOT click on the Gallery tab yet – we are saving this for later
- click on the Attachment tab – you will use this to add or link to Word, PPT, internet, video, sound, etc. – we will cover this later
- The little blue button below the tabs moves the sidebar left or right.

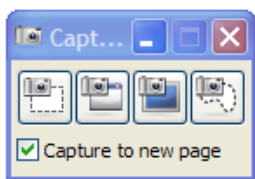
Click on the Page Sorter tab

The Toolbar – left to right, one at a time, hover with your pen:

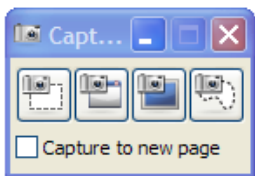
Hovering over an icon - tool label comes up but does not select the tool until clicked on




- ✂ **Open and Save** your files in My Documents then the Smart Notebook folder and/or the G: drive. Remember to make appropriate and self-created folders.
- ✂ To **Paste**, you must first copy something – there is no Copy icon on the toolbar. If copying within the Smart Notebook software, use the Arrow icon to select, then copy using Edit > Copy, **or** use the drop down arrow > click on Copy, **or** Ctrl+c to copy).
- ✂ **Undo** – “Undo is your friend” (As is Redo)
- ✂ **Show / Hide Screen Shade** – An already opened document can be slowly revealed from any of the four sides by moving your cursor over one of the indented dots and dragging down or over. To turn it off, click on the icon again.
- ✂ **Full Screen** – When clicked, the page will go to a larger full screen with a floating toolbar to return it to normal view.
- ✂ **Launch Capture Tool** – opens a floating toolbar with four buttons and a checkmark option to capture to a new page or (if unchecked) to the clipboard. This window will stay open so that portions of pages from other programs can be captured and put into Smart Notebook with a click. (The buttons inside Office products only work when connected to a SmartBoard)



- When the checkmark is on for Capture to a New Page, it does just that:
 - ☒ Rectangular Area Capture – use the crosshair selection tool to draw a rectangle around what you want. Releasing the click adds the selection to a new page.
 - ☒ Active Window Capture – captures the whole active window with a single click and puts it on a new page.
 - ☒ Full Screen Capture – with one click the entire desktop is put on a new page.
 - ☒ Circular Area Capture – drags an enclosed circle around a section and puts it on a new page.
- When Capture to a New Page is unchecked...
 - ☒ Same as above ... BUT ... the item is copied to the Clipboard so that it can be pasted into most programs.







- ✂ **Arrow / Selection Tool** – A click selects the image or text. Allows you to move, rotate, & resize. Also, customization options including properties, cloning, and infinite cloning are available under the dropdown menu on the right hand side of the selected item.


 **Pens & Highlighters, Creative Pens, Lines, & Shapes** – Clicking on the icon gives you the default tool. Clicking on the small down arrow to the right of each icon, gives you multiple options.

! Be aware that if you choose to change the tool's properties from the icon's dropdown list, the tool will remain with those attributes even after a reboot. *We highly recommend that you draw the image "as is," then use the toolbar buttons or the arrow select tool and dropdown menu to change the properties.*

 **Eraser** – Use the right side drop down arrow to choose from the three widths.


 **Text Tool** – A single click on the tool then a single click on the page opens a text box and the text customization toolbar. Clicking anywhere else on the page closes the text box. To open the text box again, use the arrow and double click the text.

 **Line & Fill Color**
 **Transparency**
 **Line Properties** } After an image is drawn and/or selected, use these buttons to change the properties. Remember, if you use the customize option from the tool's dropdown menu – you will likely change the tool properties long term.

 **Move Toolbar to the Bottom** – last round blue button on the toolbar moves toolbar to the top or bottom.

More Tablet Stuff

 Text Input Panel (TIP)

 Other SmartBoard Tools: Start > Programs > SmartBoard Software > Other Smart Tools:



Saving, Files, and Folders:

- ☞ Go to File > Save As > My Documents > and Smart Notebook (or to your G: drive folder)
- ☞ Click on the "Create a New Folder" button (third to the right by the drop down window)
- ☞ Name your new folder "SmartBoard Training" – click outside of it then double click on the folder to open it
- ☞ Name and save your work
- ☞ Close the document

Practice and Review:

Open a new notebook and add three new pages (four pages total)

First page: use the pens and colors – infinite clone, rotate, pin down, etc.

Second page: use the text tool – different fonts, sizes, colors, clone, move, etc.

Third page: Use the drawing objects (lines, shapes, etc.) – manipulate, make transparent, etc.

Fourth page: leave blank

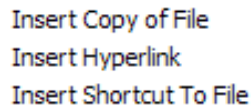
Save – same place, new name, close

BREAK

Open a New Notebook:

- ❖ Add three pages and draw something on each one with different pens or shapes
- ❖ **Reorder your pages** (drag drop – like PPT)
- ❖ Go to **Attachments Tab** > click on the Insert button at the bottom right.

You will see the following menu:



Insert Copy of File
Insert Hyperlink
Insert Shortcut To File

- **Insert Copy of File** – use the dropdown menu to choose the file you want to **embed** in the Smart Notebook file. The file is NOT opened in the page, it is embedded (i.e. permanently linked to and saved within the Smart Notebook software file.) Like attaching a file to email, copies of documents will stay with the original no matter where it is stored, moved to, or sent.
- **Insert Hyperlink** – Copy and paste or type a web address into the hyperlink field. If you would like the link to read as something else than the http address, type it into the display name field.
- **Insert Shortcut To File** – This is a shortcut to a file located somewhere on your computer. It is NOT embedded. For this shortcut to work, you must save the Smart Notebook file in the same place/folder as the file with the shortcut and always move them together.
- ❖ **Linking a File or Sound Directly to an Object** – Select the object, use the dropdown menu to click on Link or Sounds. Browse to your file. Choose whether to launch the link by an icon or with the object itself. The file will be embedded when saved.
- ❖ **Dragging Between Pages** – Using the arrow tool, drag an item, link, or text from any visible page to another page's thumbnail in the Page View pane.

Save and Leave Open

Other Features:

- ❖ **Import** – Use this for PPT files. Open a new file (otherwise the PPT will replace everything in the existing file). Click on File > Import > Browse to PPT file > Click Open. Each slide will come in as a fully editable Smart Notebook page and may be saved as a .notebook file. (The animations will be lost.)
- ❖ **Export** – Smart Notebook files can be exported to:
 - webpage – html file (.html)
 - image files - .png, .jpeg, .gif, or .bmp
 - PDF – Adobe Acrobat
 - PPT – PowerPoint file (.ppt)
- ❖ **Print to** – Opens other program files in Smart Notebook as a non-editable image:
 - Open the Smart Notebook software
 - Open “the other program” and file (.PDF, webpage, Word, etc.)
 - In “the other program”, go to File > Print > and choose the Smart Notebook Print Capture printer > Print.
- ❖ **UnitedStreaming** – Downloaded files can be inserted (embedded) into pages or you can choose the shortcut option (must keep the files together). Either way, when played they will normally open in Windows Media Player or from their webpage.