USER'S GUIDE

FOR WINDOWS OPERATING SYSTEMS

SMART®

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If you register your SMART product, we'll notify you of new features and software upgrades.

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Keep the following information available in case you need to contact SMART Support.

Serial number: _____

Date of purchase: _____

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12/2015

Contents

Chapter 1: Getting started with SMART Notebook software **1**

About SMART Notebook software 2
About the other SMART software on your computer 2
What's new 2
Starting SMART Notebook software 5
Navigating the user interface 6
Viewing tool change notifications 12
Using gestures 12
Undoing and redoing actions 14

Chapter 2: Creating and working with files **15**

Creating files 15
Opening files 15
Saving files 16
Exporting files 17
Printing files 19
Saving files automatically 20
Attaching files to email messages 23

Chapter 3: Creating and working with pages **25**

Displaying pages in a file 25
Creating pages 26
Cloning pages 27
Extending pages 27
Renaming pages 28
Cutting or copying and pasting pages 28
Rearranging pages 29
Grouping pages 29
Deleting pages 30

Chapter 4: Creating basic objects **33**

Writing, drawing and erasing digital ink 34
Creating shapes and lines 37
Creating text 40
Creating tables 47

Chapter 5: Working with objects **57**

Selecting objects 58
Changing objects' properties 59
Positioning objects 62
Cutting, copying and pasting objects 66
Cropping images with a mask 67
Cloning objects 68

Resizing objects 69
Rotating objects 71
Flipping objects 72
Grouping objects 72
Deleting objects 74

Chapter 6: Inserting, organising and sharing content 75

Inserting content from the Gallery 76
Inserting content from GeoGebra 78
Inserting content from the SMART Exchange website 79
Inserting content from other sources 80
Inserting equations with the Maths Editor 90
Inserting Internet browsers 92
Attaching files and webpages 94
Organising and sharing content using the Gallery 95
Sharing content using the SMART Exchange website 100

Chapter 7: Creating lesson activities 101

Using advanced object features 101
Using advanced page features 109
Creating example lesson activities 114

Chapter 8: Using Lesson Activity Builder (LAB) 121

Creating activities with Lesson Activity Builder 122
Adding a Flip Out flipcard activity 123
Adding a Super Sort activity 125
Adding a Fill In the Blanks activity 126
Adding a Label Reveal activity 128
Adding a Match ‘Em Up! activity 129
Adding a Rank Order activity 131
Adding a Speedup activity 133
Adding a Shout It Out! activity 134
Adding a game component to your activity 142
Managing Lesson Activity Builder content 144

Chapter 9: Using Concept Mapping 147

Creating and Using Concept Mapping Nodes 147

Chapter 10: Presenting lesson activities and facilitating collaboration 151

Preparing before presenting 152
Using classroom presentation tools 159
Clearing or resetting pages after presenting 192
Enabling two people to use an interactive whiteboard 195

Chapter 11: Enhancing SMART Notebook software with add-ons 199

Installing add-ons 199
Using add-ons 199
Identifying missing add-ons 200
Disabling and removing add-ons 200

Chapter 12: Maintaining SMART Notebook software **203**

Customising the toolbar 203
Configuring SMART Notebook software 205
Setting the language 211
Removing SMART software 212
Updating and activating SMART software 213
Sending feedback to SMART 217

Chapter 13: Troubleshooting SMART Notebook software **219**

Troubleshooting files 219
Troubleshooting the SMART Notebook software window and toolbar 219
Troubleshooting digital ink 220
Troubleshooting objects 221
Troubleshooting gestures 222
Troubleshooting DPI settings on 4K UHD Displays 223

Index **225**

Chapter 1

Getting started with SMART Notebook software

About SMART Notebook software 2
About the other SMART software on your computer 2
What's new 2
- SMART Notebook 15.2 software 3
- SMART Notebook 15.1 software 4
- SMART Notebook 15 software 5

Starting SMART Notebook software 5
Navigating the user interface 6
- Menu 6
- Toolbar 6
  - Actions panel 6
  - Add-ons panel 6
  - Tools panel 7
  - Contextual panel 7
  - Customising the toolbar 7
- Page Sorter 7
  - Opening the Page Sorter 8
  - Customising the Page Sorter 8
- Gallery tab 8
  - Opening the Gallery tab 8
  - Customising the Gallery tab 9
- Attachments tab 9
  - Opening the Attachments tab 9
  - Customising the Attachments tab 9
- Properties tab 9
  - Opening the Properties tab 10
  - Customising the Properties tab 10
- Add-ons tab 10
  - Opening the Add-ons tab 10
  - Customising the Add-ons tab 10
- SMART Response tab 11
- Page area 11

Viewing tool change notifications 12
Using gestures 12
Undoing and redoing actions 14

This chapter introduces you to SMART Notebook® collaborative learning software and explains how to get started with the software.

About SMART Notebook software

In SMART Notebook software, you can create .notebook files that include graphics, text, tables, lines, shapes, animations and more. Present your file and keep your class's attention as you move and interact with these objects. When your class provides comments and suggestions, write their input on the page using digital ink. You can open .notebook files in SMART Notebook software on a Windows®, Mac or Linux® computer. You can also export your file in a variety of formats, including HTML and PDF.

You can install SMART Notebook Tools as well as third-party add-ons to add special features to SMART Notebook software. SMART Notebook Tools include the following:

- 3D Tools for SMART Notebook software
- Mixed Reality Tools for SMART Document Camera™
- SMART Notebook Maths Tools

About the other SMART software on your computer

Your computer might include the following other SMART software.

- **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 using your finger or a pen.

- **SMART Ink™**

  Using SMART Ink, you can write or draw on the screen in digital ink using a pen and then save or erase your notes.

- **SMART Board® Tools**

  You can draw attention to specific parts of a page using SMART Board Tools, such as the Screen Shade, Spotlight, Magnifier and Pointer.

What's new

SMART Notebook 2015 software includes the following new features in the December release.

SMART Notebook 15.2 software

Feature	Topic
New Lesson Activity Builder (LAB) activities and themes LAB includes two new activities: Speed Up and Label Reveal. With Speedup, students race against each other by answering questions. With Label Reveal, students progressively unmask descriptive labels of an object's features. Text and images can now be used with all activities (with the exception of Fill In the Blanks). This adds a new fun dimension to the activities. Additionally, there are new LAB themes, including Knight and Dragon, Bees, and Simple theme.	*Creating activities with Lesson Activity Builder* on page 122 *Managing Lesson Activity Builder content* on page 144
New Shout It Out! features This release of Shout It Out! includes new teacher-orientated features, so that a student's contribution can be easily moved from one category to another. Student-side additions include a device Home screen icon and a contextual numeric keyboard for entering numbers. As always, students can quickly create and contribute text and image content to LAB content creation activities using their own mobile devices and teachers can easily curate the content.	*Adding a Shout It Out! activity* on page 134 *Adding Student Contributions To A Shout It Out! Activity* on page 137
New add-ons **SMART kapp add-on** With the SMART kapp add-on, a kapp session can be integrated directly into Notebook 15.2. Visit www.smarttech.com for information on how to obtain the add-on. **YouTube™ add-on** The YouTube™ add-on allows you to safely search, preview and integrate YouTube content directly into Notebook 15.2.	*Using the SMART kapp add-on* on page 89 *Inserting content using the YouTube add on* on page 90

Feature	Topic
SMART Ink 3.2 Improvements SMART Ink 3.2 continues to delight with a new stamp tool, a toolbox and quick access to your favourites. **Stamp pad tool** The SMART Ink stamp pad comes with ten standard stamps. And you can create your own personal stamps. You can use the stamp pad to reinforce ideas, correct student work, reward student achievements and so on. You can manipulate and erase stamps like you do digital ink. **Toolbox** The SMART Ink 3.2 Toolbox on the SMART Ink toolbar keeps the SMART Ink toolbar clutter free and you'll have quick access to the Screen Capture, Text Input and Stamp Pad tools. **Quick Favourites** Your first four favourite pens will now appear around the Ink toolbar, providing quick access. **SMART Ink plug-in for Adobe Reader** With the SMART Ink plug-in, you can write, draw and erase digital ink in PDF files. The plug-in inserts digital ink as comments, which allows you save the ink annotation to your PDF file. The ink also scrolls with the content of the PDF file.	

SMART Notebook 15.1 software

Feature	Topic
Two new Lesson Activity Builder activities have been added to LAB, including Speed Up and Label Reveal.Colourful new themes have also been added.	*Creating activities with Lesson Activity Builder* on page 122
Shout It Out! is a content creation tool that students and teachers can use with Lesson Activity Builder (LAB). For this release, new teacher-orientated functionality as well as student-side improvements have been added, including a device Home screen icon and a contextual numeric keyboard for entering numbers. As always, students can quickly create and contribute text and images to LAB content creation activities using their own mobile devices and teachers can easily curate the content.	*Adding a Shout It Out! activity* on page 134

Feature	Topic
Images are now supported in the new LAB activities except for Fill in the Blanks. Add images as well as lists to your LAB categories. This feature is now also available in the Flip Cards activity.	*Managing Lesson Activity Builder content* on page 144
SMART Ink 3.1 Improvements include: • Dynamic toolbar update • SMART Ink window tools • SMART Ink Favourite Pens • SMART Touch Inking Tool	

SMART Notebook 15 software

Feature	Topic
Lesson Activity Builder lets you quickly build gaming style interactive activities for students, enabling a new level of student engagement and learning.	*Creating activities with Lesson Activity Builder* on page 122
Concept Mapping helps the student to organise information by creating concept maps.	*Chapter 9: Using Concept Mapping* on page 147
Shape and angle features are now available for all users from the Toolbar: • Irregular Polygon Creation tool • Polygon tool • Show side lengths • Show interior angles • Show vertices • Divide shapes	
Performance improvements to the browser mean a better YouTube™ and GeoGebra experience.	

Starting SMART Notebook software

Start SMART Notebook software by double-clicking the **SMART Notebook** icon on the desktop.

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've finished, select **File > New** to create a new, blank file.

NOTE

When you start the software subsequent times, a new, blank file opens automatically. To open the tutorial file, select **Help > Tutorial**.

Navigating the user interface

The SMART Notebook software user interface consists of the following components:

- Menu
- Toolbar
- Tabs (Page Sorter, Gallery, Attachments, Properties, Add-ons and SMART Response®)
- Page area

Menu

The menu contains all the commands you can use to manipulate files and objects in SMART Notebook software.

Toolbar

The toolbar enables you to select and use a variety of commands. The buttons on the toolbar are organised in panels.

Actions panel

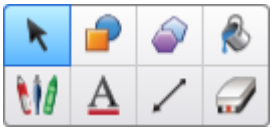
The *Actions* panel of the toolbar includes buttons that enable you to browse and make changes to .notebook files:

Add-ons panel

If you install SMART Notebook Tools such as SMART Notebook Maths Tools, SMART Response software, Lesson Activity Builder (LAB), or Concept Mapping, an add-on panel appears to the right of the *Actions* panel:

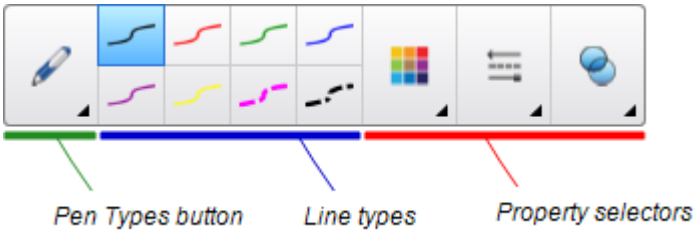
Tools panel

The *Tools* panel includes buttons that enable you to create and work with basic objects on pages:



Contextual panel

When you select one of the buttons in the *Tools* panel, additional buttons appear. For example, if you select **Pens**, the following additional buttons appear:



Press the **Pen Types** button to select a pen type and then press one of the line type buttons to write or draw digital ink in that line type. You can customise a selected line type using the options in the Properties tab and then save your changes for future use (see *Saving tool settings* on page 62).

The three property selectors beside the line type buttons enable you to set the colour, thickness, style and transparency of digital ink.

If you click any of the other buttons in the *Tools* panel, similar sets of additional buttons appear.

Customising the toolbar

You can add, remove and change the position of buttons on the toolbar by pressing **Customise the toolbar** (see *Customising the toolbar* on page 203).

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 to top/bottom of window** . 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:

- Cut or copy and paste pages
- Display pages
- Cutting, copying, pasting 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 aren't 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.

Gallery 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 *Inserting content from the Gallery* on page 76.

You can also include your own content and content from other teachers in your school in the Gallery tab (see *Organising and sharing content using the Gallery* on page 95).

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 aren't 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 94.

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 aren't 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 that you select. For more information on displaying and setting object properties in the Properties tab, see *Changing objects' properties* on page 59.

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 with the Lesson Recorder* on page 160).

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 aren't using it by selecting the **Auto-hide** tickbox. (To display the Properties tab when it's hidden, press **Properties** .)

NOTE

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

Add-ons tab

The Add-ons tab enables you to work with SMART Notebook software add-ons (see *Chapter 11: Enhancing SMART Notebook software with add-ons* on page 199).

Opening the Add-ons tab

To open the Add-ons tab, press **Add-ons** .

Customising the Add-ons tab

You can move the Add-ons tab from one side of the SMART Notebook software window to the other by pressing **Move Sidebar** .

You can resize the Add-ons tab by dragging its border left or right. You can also hide the Add-ons tab when you aren't using it by selecting the **Auto-hide** tickbox. (To display the Add-ons tab when it's hidden, press **Add-ons** .)

NOTE

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

SMART Response tab

The SMART Response tab is part of SMART Response software and is available only if you have SMART Response software installed.

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 *Chapter 4: Creating basic objects* on page 33).

Viewing tool change notifications

If your SMART product has Touch Recognition enabled, SMART Notebook software displays tool change notifications when you select a new hardware tool or change a tool's settings. Pens, the eraser and the mouse are all hardware tools. You can also view tool change notifications when you touch the display with your finger.

NOTE

Only some SMART hardware products support Touch Recognition. For more information, refer to your SMART hardware product's user's guide.

To view tool change notifications

Using a hardware tool or your finger, press the toolbar to select tool settings.

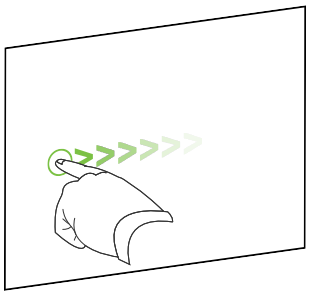
A status bar appears under the toolbar and shows the active tool and settings. The status bar updates each time you select another tool or setting.

NOTE

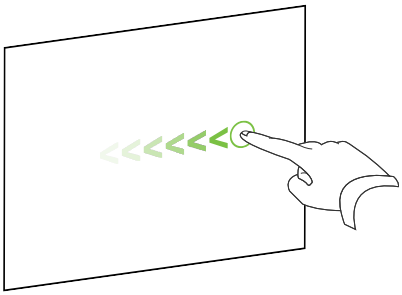
The status bar also appears when you assign ink settings to the hardware pen using the *Properties* tab (see *Changing objects' properties* on page 59).

Using gestures

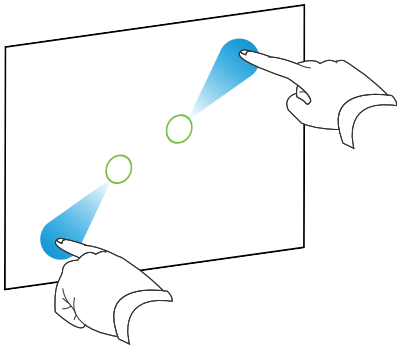
You can interact with objects in SMART Notebook software using the following gestures (if supported by your interactive product):



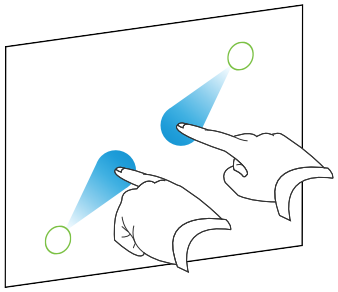
Swipe (left to right)



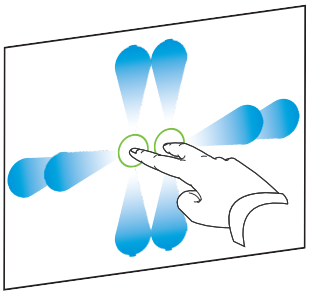
Swipe (right to left)



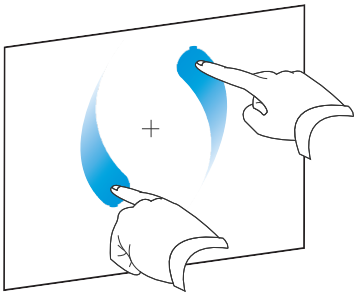
Pinch to zoom in / scale (enlarge)



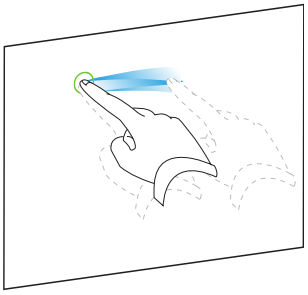
Pinch to zoom out / scale (reduce)



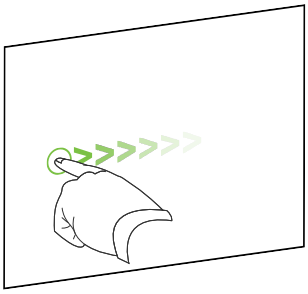
Pan



Rotate



Shake



Flick

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** .

Chapter 2

Creating and working with files

Creating files 15
Opening files 15
Saving files 16
Exporting files 17
Printing files 19
Saving files automatically 20
Attaching files to email messages 23

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 and complete other common tasks.

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

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. Press **Yes** to save your changes and then follow the on-screen instructions.

Opening files

SMART Notebook 15.x software, opens and saves .notebook files, which is also the default file format for SMART Notebook 9.5, 9.7, 10 and 11 software.

NOTE

SMART Notebook 8.x, 9.0 and 9.1 can open .xbk files, but not .notebook files.

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.
3. Press **Open**.

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

Saving files

SMART Notebook 15.x software opens and saves your files in .notebook format, which is also the default file format for SMART Notebook 9.5, 9.7, 10 and 11 software.

> **NOTE**
> The default file format for SMART Notebook 8, 9.0 and 9.1 software is .xbk.However, the .xbk format doesn't support some of the objects and properties available in this version of SMART Notebook software.

To save a new file

1. Press **Save**.

   The *Save As* dialogue box appears.

2. Browse to where you want to save the new file.
3. Type a name for the file in the *File name* box.
4. Press **Save**.

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 As* dialogue box appears.

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

3. Type a name for the file in the *File name* box.
4. Press **Save**.

Exporting files

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

- Webpages
- Picture formats
  - BMP
  - GIF
  - JPEG
  - PNG
- PowerPoint®
- PDF
- Interactive Whiteboard Common File Format (CFF)

NOTES

- SMART Notebook software doesn't include attachments when you export files as picture files. To include attachments, you must export your file as either webpages or PDF (Adobe® Reader® 6.0 or later).
- SMART Notebook software doesn't export files that you attach to your .notebook file as shortcuts. If you want to include an attachment, attach a copy of the file (see *Attaching files and webpages* on page 94).
- SMART Notebook software doesn't export some gradient, pattern and image effects. These effects might appear as a solid fill or appear incorrectly in the exported file.

You can also set SMART Notebook software to save a .notebook file in one of the above formats automatically when you display a different page or after a specified period of time (see *Saving files automatically* on page 20).

To export a file as webpages

1. Select **File > Export As > Webpage**.

   The *Save As* dialogue box appears.
2. Browse to where you want to export the file.
3. Type a name for the file in the *File name* box.
4. Press **Save**.

To export a file as picture files

1. Select **File > Export As > Image Files**.

   The *Save As* dialogue box appears.

2. Select a folder where you want to export the files.
3. Select a picture format in the *Image Type* drop-down list.
4. Select a picture size in the *Size* drop-down list.
5. Press **OK**.

To export a file as a PowerPoint file

1. Select **File > Export As > PowerPoint**.

   The *Save As* dialogue box appears.

2. Browse to where you want to export the file.
3. Type a name for the file in the *File name* box.
4. Select **PowerPoint 2007 Files (*.pptx)** or **PowerPoint Files (*.ppt)** in the *Save at type* drop-down list.
5. Press **Save**.

   NOTE
   You can also import PowerPoint files (see *Importing PowerPoint files* on page 87).

To export a file as a PDF file

1. Select **File > Export As > PDF**.

   The *Export PDF* 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 numbers** tickbox to show a page number on each page.
5. If you pressed **Thumbnails** or **Handouts** in step 2, select a thumbnail size in the *Thumbnail size* drop-down list and, optionally, select the **Page borders** tickbox to show a border around each thumbnail and the **Thumbnail titles** tickbox to show titles under each thumbnail.

6. Select **All** to include all pages.

   OR

   Select **Pages** to include select pages and then type the page numbers in the box. Separate individual page numbers with commas and separate page ranges with a hyphen (for example, **1,2,4-7**).

7. Press **Save**.

   The *Save as PDF File* dialogue box appears.

8. Browse to where you want to export the file.
9. Type a name for the file in the *File name* box.
10. Press **Save**.

To export a file as a CFF file

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

   The *Save As* dialogue box appears.

2. Browse to where you want to export the file.
3. Type a name for the file in the *File name* box.
4. Press **Save**.

   NOTE
   You can also import CFF files (see *Importing files from other interactive whiteboard programs* on page 88).

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**.

   The *Print* 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 numbers** tickbox to show a page number on each page.

5. If you pressed **Thumbnails** or **Handouts** in step 2, select a thumbnail size in the *Thumbnail size* drop-down list and, optionally, select the **Page borders** tickbox to show a border around each thumbnail and the **Thumbnail titles** tickbox to show titles under each thumbnail.
6. Select **All** to include all pages.

   OR

   Select **Pages** to include select pages and then type the page numbers in the box. Separate individual page numbers with commas and separate page ranges with a hyphen (for example, **1,2,4-7**).
7. Press the **Printer Setup** tab.
8. Specify other print settings, including the printer name and the number of copies.
9. Press **Print**.

Saving files automatically

You can manually save your .notebook files at any time (see *Saving files* on page 16) and export them to a variety of formats (see *Exporting files* on page 17). You can also set SMART Notebook software to save your file automatically when you display a different page or after a specified period of time.

NOTES

- SMART Notebook software doesn't include attachments when you export files as picture files. To include attachments, you must export your file as either webpages or PDF (Adobe Reader 6.0 or later).
- SMART Notebook software doesn't export files that you attach to your .notebook file as shortcuts. If you want to include an attachment, attach a copy of the file (see *Attaching files and webpages* on page 94).
- SMART Notebook software doesn't export some gradient, pattern and image effects. These effects might appear as a solid fill or appear incorrectly in the exported file.

To save a file automatically

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* appears.

2. Select **Every time I move to a different page** to save your file automatically every time you select a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to save your file automatically after a specified period of time.

3. Press **Next**.
4. Select **Notebook Document**.
5. Press **Next**.

   The *Save As* dialogue box appears.

6. Browse to where you want to save the new file.
7. Type a name for the file in the *File name* box. SMART Notebook software automatically saves the file with the .notebook file extension.
8. Press **Save**.

To save a file automatically as webpages

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* appears.

2. Select **Every time I move to a different page** to export your file automatically when you display a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your file automatically after a specified period of time.

3. Press **Next**.
4. Select **Webpage (HTML)**.
5. Press **Next**.

   The *Save As* dialogue box appears.

6. Browse to where you want to export the file.
7. Type a name for the file in the *File name* box.
8. Press **Save**.

To save a file automatically as PDF files

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* appears.

2. Select **Every time I move to a different page** to export your file automatically when you display a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your file automatically after a specified period of time.

3. Press **Next**.
4. Select **PDF**.

   OR

   Select **Time Stamped PDFs**, if you want the exported files' names to include the time of the export.

5. Press **Next**.

   The *Save As* dialogue box appears.

6. Browse to where you want to export the file.
7. Type a name for the file in the *File name* box.
8. Press **Save**.

To save a file automatically as picture files

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* appears.

2. Select **Every time I move to a different page** to export your file automatically when you display a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your file automatically after a specified period of time.

3. Press **Next**.
4. Select **Image Files**.
5. Press **Next**.
6. Press **Browse**, browse to where you want to export the files and then press **Open**.
7. Select the picture format in the *Image Type* drop-down list.
8. Select the picture size in the *Size* drop-down list.
9. Press **OK**.

To save a file automatically as a PowerPoint file

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* appears.

2. Select **Every time I move to a different page** to export your file automatically when you display a different page.

   OR

   Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your file automatically after a specified period of time.

3. Press **Next**.
4. Select **PowerPoint**.
5. Press **Next**.

   The *Save As* dialogue box appears.

6. Browse to where you want to export the file.
7. Type a name for the file in the *File name* box.
8. Press **Save**.

To cancel automatic file saving

1. Select **File > Timed Saves**.

   The *Timed Save Wizard* appears.

2. Select **Do not save the document automatically**.
3. Press **Next**.

Attaching files to email messages

You can send your file to others by attaching the file, or a PDF version of the file, to an email message.

To attach a file to an email message

Select **File > Send To > Mail Recipient**.

Your default email program starts, creates a new message and attaches the current file to the message.

If you haven't saved the file, SMART Notebook software saves it as a temporary file called **untitled.notebook** and your email program attaches this temporary file to the email message.

To attach a file to an email message as a PDF

Select **File > Send To > Mail Recipient (as PDF)**.

Your default email program starts, creates a new message and attaches a PDF of the current file to the message.

If you haven't saved the file, SMART Notebook software saves the PDF file as a temporary file called **untitled.pdf** and your email program attaches the temporary file to the email message.

Chapter 3

Creating and working with pages

Displaying pages in a file 25
Creating pages 26
Cloning pages 27
Extending pages 27
Renaming pages 28
Cutting or copying and pasting pages 28
Rearranging pages 29
Grouping pages 29
Deleting pages 30

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.

Displaying pages in a file

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.

To display a page

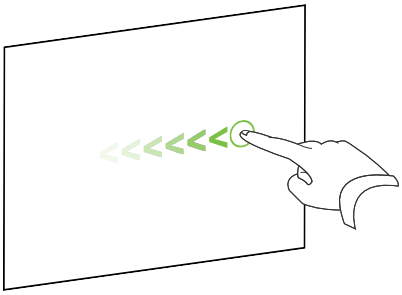
1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Press the thumbnail of the page that you want to display.

To display the next page in a file

Press **Next Page** .

OR

Swipe your finger across the page from right to left.



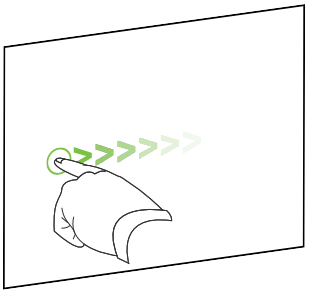
A message appears, displaying the current page's number.

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.

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** .

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** .
2. Select the thumbnail of the page that you want the new page to appear after.
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.

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. You can turn this feature off to prevent your pages from becoming longer.

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.

To turn Extend Page on or off

1. Select **View > Extend Page**
2. Select **Off** to turn the Extend Page feature off.

   OR

   Select **On** to turn the Extend Page feature on.

Renaming pages

When you create a page, SMART Notebook software automatically names the 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.

Cutting or copying and pasting pages

You can cut or copy and paste a page from the current file using the Page Sorter.

To cut or copy and paste 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 cut.
3. Press the thumbnail's menu arrow and then select **Cut Page** or **Copy Page** .
4. Select the thumbnail of the page that you want to follow the pasted page.
5. Press the thumbnail's menu arrow and then select **Paste Page**.

   The new thumbnail appears preceding the thumbnail that you selected in the previous step.

TIP

You can also copy and paste pages from other SMART Notebook software files.

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 group, with a new, blank page, appears.
4. Type a new name for the group.

5. 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 pressing 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**.
6. Press .

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.

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* on page 193).

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**.

Chapter 4

Creating basic objects

Writing, drawing and erasing digital ink 34
- Writing or drawing digital ink 34
- Erasing digital ink 36

Creating shapes and lines 37
- Creating shapes with the Shapes tool 37
- Creating shapes with the Regular Polygons tool 38
- Creating shapes with the Shape Recognition Pen tool 39
- Creating straight lines and arcs 39

Creating text 40
- Typing text 40
- Converting handwriting to typed text 41
- Formatting text 42
- Resizing text objects 44
- Inserting mathematical symbols 44
- Checking the spelling of text objects 45
- Cutting and pasting text 46

Creating tables 47
- Creating tables 47
- Pasting tables from other programs 48
- Adding objects to tables 49
- Selecting tables, columns, rows or cells 50
- Moving tables 51
- Changing a table's properties 51
- Resizing tables, columns or rows 53
- Adding or removing columns, rows or cells 54
- Splitting or merging table cells 55
- Deleting tables and the contents of tables 56

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

- Text
- Tables

Writing, drawing and erasing digital ink

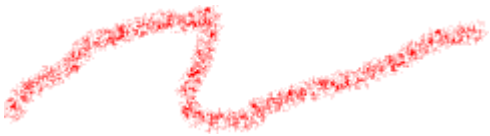
Digital ink is freehand text or objects that you create using your interactive display's pen or pens, or the SMART Notebook software Pens tool. Writing or drawing digital ink enables you to quickly add content to your SMART Notebook software files, either when creating the files or when presenting the files to students.

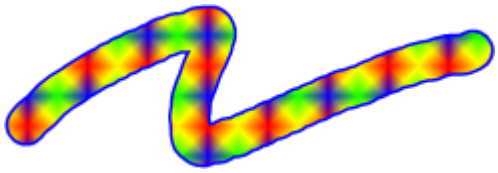
Once you have created digital ink, you can erase it.

Writing or drawing digital ink

The easiest way to write or draw digital ink is to use your interactive display's pen or pens.

You can also create freehand objects using the Pens tool. The Pens tool enables you to write or draw digital ink using the following pen types:

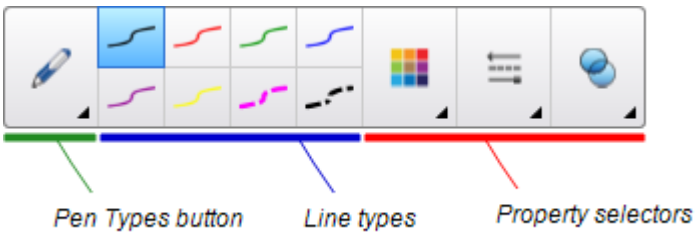
Pen type	Purpose and example	Notes
Standard	Write or draw digital ink in a variety of colours and line styles.	Using the Standard pen type, you can write or draw digital ink that fades after a few seconds (see *Using the Standard pen type to create fading objects* on page 170).
Calligraphic	Write or draw digital ink, like you do with the Standard pen type, but with lines of varying thickness.	The Calligraphic pen type is useful for teaching students handwriting.
Crayon	Write or draw crayon-like digital ink. 	The Crayon pen type is intended for artistic work, such as painting and colouring pictures, rather than writing.
Highlighter	Highlight text and other objects.	

Pen type	Purpose and example	Notes
Text	Write notes that automatically convert to editable text.	You can edit your text as you work without touching a keyboard (see *Using the Text Pen* on page 167).
Creative	Add colourful elements to your presentations. 	You can create custom Creative pen styles (see *Creating custom Creative pen styles* on page 102).
Paint Brush	Write or draw paint-like digital ink.	The Paint Brush pen type is intended for artistic work, such as painting and colouring pictures, rather than writing.
Magic	Write or draw digital ink that fades after a few seconds.	You can also use the Magic Pen to open a magnification window or a spotlight window (see *Using the Magic Pen* on page 163).
Shape Recognition	Draw a variety of shapes with digital ink.	You can draw circles, ovals, squares, rectangles, triangles and arcs (see *Creating shapes with the Shape Recognition Pen tool* on page 39).

To write or draw digital ink

1. Press **Pens**.

   The Pens tool buttons appear.



2. Press **Pen Types** and then select a pen type.
3. Select a line type.

4. Optionally, customise the line type using the property selectors.

> **NOTE**
> You can also customise the line type using the Properties tab (see *Changing objects' properties* on page 59).

5. Write or draw digital ink on the page.

> **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 automatically combines the lines into a single object. For example, if you write the letters of a word, SMART Notebook software combines the individual letters, enabling 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 71).
> - If you want to write in small letters, write large letters and then reduce their size (see *Resizing objects* on page 69).
> - You can fill areas that you've enclosed with digital ink (see *Filling digital ink drawings* on page 61).

Erasing digital ink

You can erase digital ink from your interactive display using the eraser 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 74).

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 74). The Eraser tool doesn't remove shapes.

Creating shapes with the Shapes tool

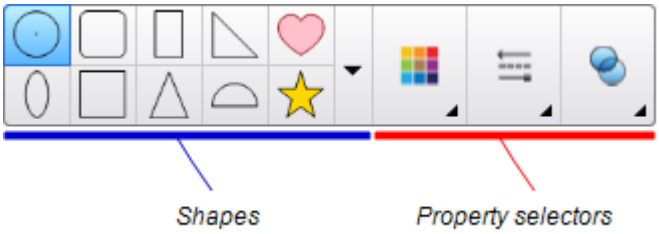
You can use the Shapes tool to create a variety of shapes, including perfect circles, perfect squares, perfect triangles, other geometric shapes, hearts, ticks and Xs .

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** .

   The Shapes tool buttons appear.

2. Select a shape on the toolbar.

   OR

   Press ▼ and then select a shape.

3. Optionally, customise the shape using the property selectors.

   > **NOTE**
   > You can also customise the shape using the Properties tab (see *Changing objects' properties* on page 59).

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

> **TIPS**
> - You can create perfect circles, squares, triangles and other shapes by holding down SHIFT as you draw the shape.
> - You can select a shape while the **Shapes** tool is active without having to switch to the **Select** tool . Press the shape once and a selection rectangle appears around the shape.

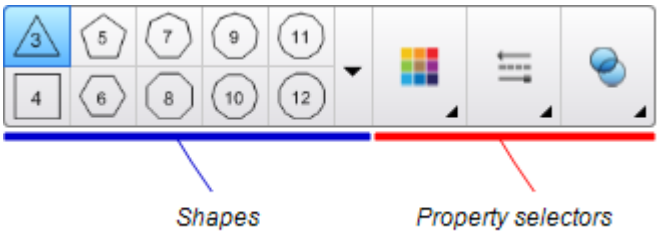
Creating shapes with the Regular Polygons tool

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** .

   The Regular Polygons tool buttons appear.



2. Select a shape on the toolbar.

   OR

   Press and then select a shape.

> **NOTE**
> The number in the shape indicates its number of sides.

3. Optionally, customise the shape using the property selectors.

> **NOTE**
> You can also customise the shape using the Properties tab (see *Changing objects' properties* on page 59).

4. 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.

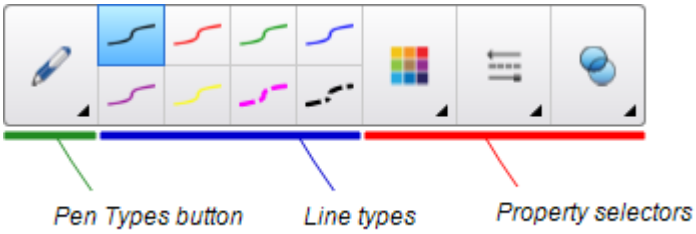
NOTE

You can also create shapes using the Shapes tool (see *Creating shapes with the Shapes tool* on page 37) or the Regular Polygons tool (see *Creating shapes with the Regular Polygons tool* on the previous page).

To draw a shape

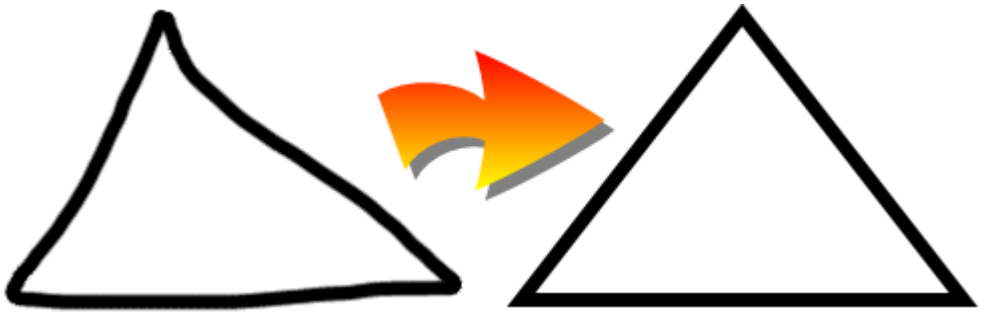
1. Press **Pens**.

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Shape Recognition Pen**.
3. Draw a shape on the page.

   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

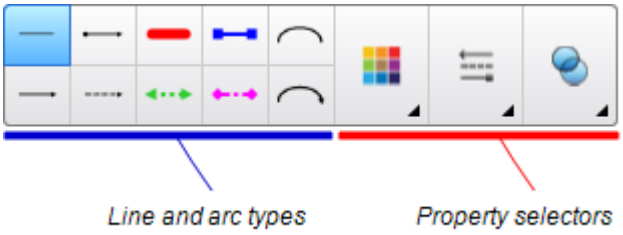
You can use the Lines tool to draw straight lines and arcs.

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** .

   The Lines tool buttons appear.



2. Select a line or arc type.
3. Optionally, customise the line or arc type using the property selectors.

   NOTE
   You can also customise the line or arc type using the Properties tab (see *Changing objects' properties* on page 59).

4. 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, drawing and erasing digital ink* on page 34) 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 new text or edit existing text.

To type new text

1. If a keyboard isn't accessible, press the **SMART Board** icon in the notification area and then select **Keyboard**.
2. Press **Text** and then select an available font style.
3. Optionally, customise the font style (see *Formatting text* on page 42).

4. Press where you want the text to start.
5. Type your text.
6. When you've finished, press outside the text object.

To edit existing text

1. Double-click the text object.
2. Edit the text.
3. When you've finished, press outside the text object.

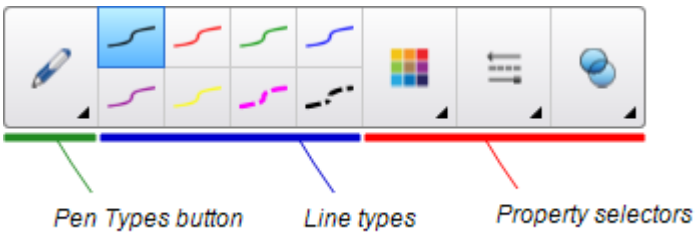
Converting handwriting to typed text

You can write on your interactive product's screen using the Standard or Calligraphic pen types and convert your writing to typed text. SMART Notebook software can convert handwriting in multiple languages.

To convert handwriting to typed text

1. Press **Pens** .

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Pen** or **Calligraphic Pen**.
3. 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.

4. 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.

5. Press the text object's menu arrow.

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

   NOTES

   - 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.

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

   The selected word appears on the page.

Formatting text

If you want to format all text in a text object, select the text object.

OR

If you want to format specific text in a text object, double-click the text object and then select the text.

You can format text using the buttons in the toolbar or the options in the Properties tab or the Format menu.

NOTE

If the Properties tab isn't visible, press **Properties** and then press **Text Style**.

The following table presents the formatting changes that you can make using the above tools:

Change	Toolbar	Properties tab	Format menu
Character, paragraph or object level			
Change the font face	✓	✓	
Change the font size **TIP** To select a font size that doesn't appear in the drop-down list (including font sizes with decimal values such as 20.5), type the font size in the *Font Size* box on the toolbar.	✓	✓	
Change the colour	✓	✓	

Change	Toolbar	Properties tab	Format menu
Bold, italicise or underline text	✓	✓	✓
Strike out text	✓[1]	✓	✓
Superscript or subscript text	✓[2]	✓	✓
Paragraph or object level			
Change justification (left, right or centre)	✓	✓	✓
Change indentation	✓[3]	✓	✓
Create a bulleted or numbered list	✓[4]	✓	✓
Insert a drop cap **TIP** To insert a drop cap at the beginning of a paragraph, press **Drop Cap** in the *Properties* tab under *Text Style*. OR Select **Format > Paragraph > Drop Cap**.		✓	✓
Change line spacing **TIP** To add spacing between paragraphs, select the **Add space after paragraphs** tickbox in the Properties tab or select **Format > Paragraph > Line Spacing > Add space after paragraphs**.		✓	✓

[1]Under *More Text Options*

[2]Under *More Text Options*

[3]Under *More Text Options*

[4]Under *More Text Options*

Change	Toolbar	Properties tab	Format menu
Change language direction (left-to-right or right-to-left) **NOTE** Select **Format > Paragraph > Direction > Left to Right** for languages that read left to right (for example, English and French). OR Select **Format > Paragraph > Direction > Right to Left** for languages that read right to left (for example, Arabic and Hebrew).			✓
Object level			
Change text direction (horizontal or vertical)	✓[5]	✓	✓
Change transparency	✓	✓	

Resizing text objects

When you resize a text object following the procedure in *Resizing objects* on page 69, the text in the object changes size.

If you want to resize the text object without changing the size of the text in the object, complete the following procedure.

To resize a text object

1. Double-click the text object.
2. Press one of the two white circles on either side of text object, and then drag the circle to increase or reduce the text object's size.

Inserting mathematical symbols

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.

[5] Under *More Text Options*

To insert a mathematical symbol

1. Type text on a page.
2. Press **More Text Options** and then select **Insert Symbol**.

   The *Insert Symbols* 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.

Checking the spelling of text objects

As you type text, SMART Notebook software checks the spelling. If you spell a word incorrectly, SMART Notebook software underlines the word in red. You can then right-click the word and select the correct spelling from a list of options.

If you prefer, you can disable this feature and check the spelling using the *Spelling Check* dialogue box.

To disable automatic spell checking

1. Press **Text**.
2. Press **More Text Options** and then select **Check Spelling**.

To manually 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 and pasting text

You can cut, copy and paste text objects like any other objects (see *Cutting, copying and pasting objects* on page 66). You can also cut and paste text in a text object.

To cut and paste text to another location on the same page

1. Double-click the text object.
2. Select the text that you want to cut.
3. Drag the selected text to another location on the same page.

To cut and paste text to another page

1. If the Page Sorter tab isn't visible, press **Page Sorter** .
2. Double-click the text object.
3. Select the text that you want to copy.
4. Drag the selected text to the other page's icon in the Page Sorter tab.

Creating tables

You can create tables in SMART Notebook software or paste them from other programs. 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
- Delete the table

Creating tables

To insert a table using the Table button

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 left mouse button whilst moving the pointer.

3. Press the screen or click your mouse.

   The table appears on the page.

To insert a table using the Insert Table dialogue box

1. Select **Insert > Table**.

   The *Insert Table* dialogue box appears.

2. Type the number of rows and columns in the boxes.

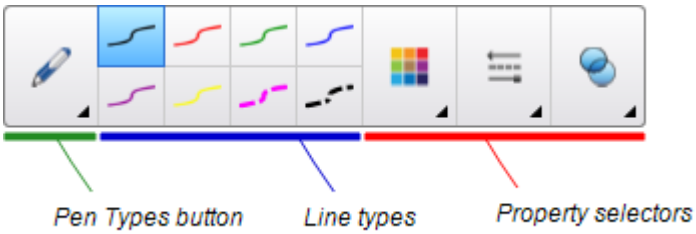
3. Optionally, select **Make cells square** to make the table cells square.
4. Optionally, select **Remember dimensions for new tables** to use the current table dimensions for all future tables that you create in SMART Notebook software.
5. Press **OK**.

   The table appears on the page.

To draw a table

1. Press **Pens** .

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Pen** or **Calligraphic Pen**.
3. Select a line type.
4. Draw a table on the screen.

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

5. Press **Select** .
6. Select your drawing.
7. 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.

Pasting tables from other programs

You can cut or copy a table from Word or PowerPoint and then paste it into a .notebook file. The table's formatting and layout can vary when the table appears in the .notebook file.

If you want to cut or copy more than one table, you must cut or copy each table individually.

NOTE

You can also cut or copy a table from a .notebook file and then paste it into Word or PowerPoint. However, the table's formatting and layout can vary when the table appears in Word or PowerPoint.

If you're pasting a table into PowerPoint which has cells that contain non-text objects, the non-text objects appear outside of the table in PowerPoint.

Adding objects to tables

Once you have inserted 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, do one of the following:

- Group the objects before adding them to the table (see *Grouping objects* on page 72).
- Select all of the objects at once and then add them to the table as described in the following procedure. SMART Notebook software automatically groups the objects in the table cell.

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 107).

   The object appears in the table cell.

   NOTE

   If you add a text object to a table, the cell resizes to fit to 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
- Delete the table

To select a table

1. Press **Select** .
2. Press outside, but near to, a corner of the table and then drag 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 and then drag it 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. Press the table's, column's, row's or cell's menu arrow and then select **Properties**.
3. Press **Fill Effects**.

4. Select a fill style:

Fill style	Procedure
None (transparent)	Select **No fill**.
Solid colour	a. Select **Solid fill**. b. Do one of the following: ○ Select one of the 40 colours in the palette. ○ Press **More** and then select a colour in the dialogue box. ○ Press the eyedropper and then select a colour on the screen.
Gradient of two colours	a. Select **Gradient fill**. b. For each colour, do one of the following: ○ Select one of the 40 colours in the palette. ○ Press **More** and then select a colour in the dialogue box. ○ Press the eyedropper and then select a colour on the screen. c. Select an option in the *Style* drop-down list.
Pattern	a. Select **Pattern fill**. b. Select a pattern.
Picture	a. Select **Image fill**. b. Press **Browse**. c. Browse to and select the picture that 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 *Setting image optimisation preferences* on page 207. d. Select **Keep image size** to keep the picture's size, regardless of whether the picture is larger or smaller than the object. OR Select **Scale image to fit** to resize the picture to fit the object.

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.

   NOTE
   You can only change the line style of an entire table, not individual cells, columns or rows.

2. Press the table's, column's, row's or cell's menu arrow and then select **Properties**.
3. Press **Line Style**.
4. Change the table's line style.

To change a table's text style

1. Select a table, column, row, cell or selection of cells.
2. Press the table's, column's, row's or cell's menu arrow and then select **Properties**.
3. Press **Text Style**.
4. Change the table's text style (see *Formatting text* on page 42).

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.

To resize all cells in a table

1. Select the table.
2. Press the table's menu arrow and then select **Adjust size**.
3. Select one of the following options:
    - **Make same height** to make all cells in the table the same height.
    - **Make same width** to make all cells in the table the same width.
    - **Make same size** to make all cells in the table the same height and width.
    - **Make cells square** to make all cells in the table square.

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. Press the column's menu arrow 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. Press the column's menu arrow and then select **Delete Column**.

To add a row

1. Select a row.
2. Press the row's menu arrow and then select **Insert Row**.

   A new row appears below the current row.

To remove a row

1. Select the row.
2. Press the row's menu arrow and then select **Delete Row**.

To remove a cell

1. Select the cell.
2. Press the cell's menu arrow and then select **Delete Cells**.

NOTE

- Removing a cell deletes the contents of the cell.
- 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. Press the cell's menu arrow 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. Press the cells' menu arrow and then select **Merge Cells**.

NOTE

If you merge cells that contain content, the merged cell contains the contents of the top-left cell. If the top-left cell is empty, the merged cell contains the contents of the next available non-empty cell, moving from left to right, top to bottom.

Deleting tables and the contents of tables

You can delete the contents of a table or the table itself.

NOTE

You can delete all objects on a page, including tables, by clearing the page (see *Clearing pages* on page 193).

To delete the contents of a table

1. Select the cells containing the content that you want to delete.
2. Press **Delete** ❌.

To delete a table

1. Select the table.
2. Press the table's menu arrow and then select **Delete**.

Chapter 5

Working with objects

Selecting objects 58
Changing objects' properties 59
Changing the fill 59
Filling digital ink drawings 61
Changing other properties 62
Saving tool settings 62
Positioning objects 62
Moving objects 62
Moving objects to another page 63
Aligning objects 64
Rearranging stacked objects 65
Cutting, copying and pasting objects 66
Cropping images with a mask 67
Cloning objects 68
Resizing objects 69
Using the resize handle 69
Using the scale gesture 69
Rotating objects 71
Using the rotation handle 71
Using the rotate gesture 71
Flipping objects 72
Grouping objects 72
Grouping objects manually 73
Using the menu 73
Using the shake gesture 73
Grouping objects automatically 74
Deleting objects 74

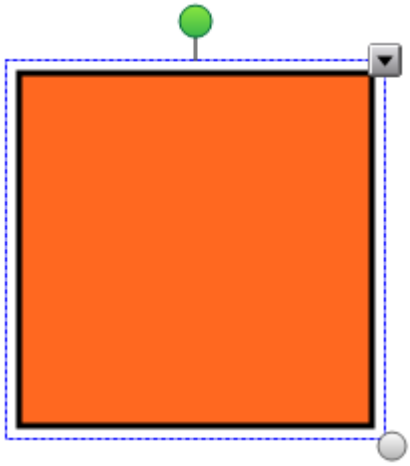
After creating an object, you can select it and work with it as described in this chapter.

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 69).

The green circle above the object is a rotation handle (see *Rotating objects* on page 71).

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 right-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 might have to unlock the object before you can manipulate it (see *Locking objects* on page 107).

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 CTRL 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 107), 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 107), 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 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:

Fill style	Procedure
None (transparent)	Select **No fill**.
Solid colour	a. Select **Solid fill**. b. Do one of the following: ○ Select one of the 40 colours in the palette. ○ Press **More** and then select a colour in the dialogue box. ○ Press the eyedropper and then select a colour on the screen.
Gradient of two colours	a. Select **Gradient fill**. b. For each colour, do one of the following: ○ Select one of the 40 colours in the palette. ○ Press **More** and then select a colour in the dialogue box. ○ Press the eyedropper and then select a colour on the screen. c. Select an option in the *Style* drop-down list.
Pattern	a. Select **Pattern fill**. b. Select a pattern.
Picture	a. Select **Image fill**. b. Press **Browse**. c. Browse to and select the picture that 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 *Setting image optimisation preferences* on page 207. d. Select **Keep image size** to keep the picture's size, regardless of whether the picture is larger or smaller than the object. OR Select **Scale image to fit** to resize the picture to fit the object.

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

TIP

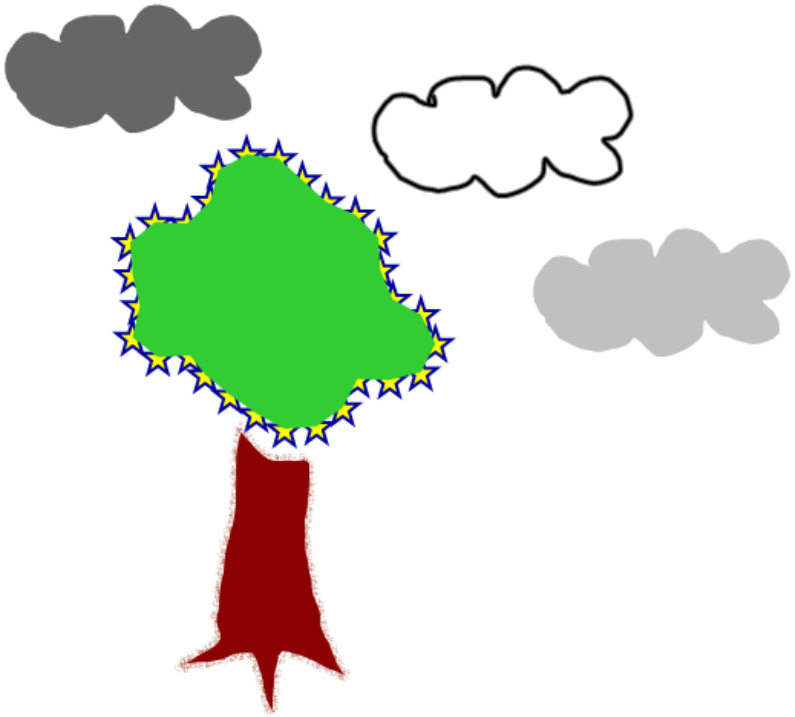
You can also change an object's properties using the property selectors on the toolbar.

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

1. Press **Fill** and then select a colour.
2. Select the object.
3. Repeat step 2 for each object that you want to apply the fill to.

Filling digital ink drawings

In addition to filling shapes, regular polygons and irregular polygons, you can fill areas enclosed by digital ink using the *Fill* button.



NOTES

- To fill an area, you must enclose it with a single digital ink path.
- You're unable to fill an enclosed area if that area is part of a group (see *Grouping objects* on page 72).
- When you fill an enclosed area, the fill becomes a separate object, which you can move away from the original enclosed area. You can fill the enclosed area and move the resulting fill object multiple times.

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. Change the object's line 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. Change the object's text style (see *Formatting text* on page 42).

Saving tool settings

When you select a tool in the toolbar, you can change its default settings using the Properties tab and then save your changes by clicking **Save Tool Properties**.

When you save your changes to a tool's default settings, the tool's button displays those changes:

To restore the default settings, see *Customising the toolbar* on page 203.

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 107).

TIP

You can manipulate multiple objects by selecting them and then creating a group (see *Grouping objects* on page 72).

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

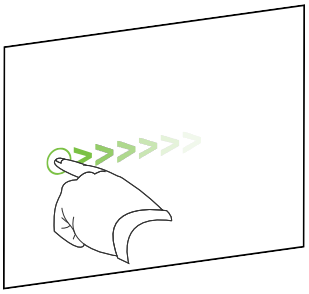
You can move an object in small increments by pressing the arrow keys on your keyboard.

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 that 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.

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 above the thumbnail of the page that you want to move the object to.

Aligning objects

You can use the Alignment Tools add-on to align and distribute objects on a page. You can align selected objects on the bottom, left, right, top, vertically or horizontally. You can also align stacked objects vertically or horizontally.

If you want, you can display guidelines on a page to assist you in manually 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 (see page 62).

To align objects on a page

1. Select the objects that you want to align (see *Selecting objects* on page 58).
2. Press **Add-ons** on the toolbar to display the Alignment Tools buttons.
3. Press an alignment button:

Button	Name	Select this button to:
	Align bottom	Align selected objects along their bottom edge.
	Align left	Align selected objects along their left edge.
	Align middle X	Align selected objects vertically through the middle of the objects.
	Align middle Y	Align selected objects horizontally through the middle of the objects.
	Align right	Align selected objects along their right edge.
	Align top	Align selected objects along their top edge.
	Stack horizontally	Align selected stacked objects horizontally.
	Stack vertically	Align selected stacked objects vertically.

To display guidelines

1. Select **View > Alignment**.

   The *Alignment* dialogue box appears.

2. Select tickboxes to specify which guidelines you want to display:

Tickbox	Select this tickbox to:
Show guides for active objects	Display a guideline when you move an object into alignment with another object.
Show vertical page centre guide	Display a guideline when you move an object into alignment with the page's vertical centre.
Show horizontal page centre guide	Display a guideline when you move an object into alignment with the page's horizontal centre.
Snap objects to guides	Automatically align objects to guidelines when you move the objects on a page.

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).

NOTE

You're unable to move an object in the stack if it's locked in place (see *Locking objects* on page 107).

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**.

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 85 and *Cutting and pasting text* on page 46).
- You can create an exact copy of an object by cloning it (see *Cloning objects* on page 68).

To cut and paste an object

1. Select the object.
2. Press the object's menu arrow and then select **Cut**.

   TIP

   Alternatively, you can press **Cut** if you added this button to the toolbar (see *Customising the toolbar* on page 203).

3. If you want to paste the object onto a different page, display that page.
4. Press **Paste**.

To copy and paste an object

1. Select the object.
2. Press the object's menu arrow and then select **Copy**.

   TIP

   Alternatively, you can press **Copy** if you added this button to the toolbar (see *Customising the toolbar* on page 203).

3. If you want to paste the item onto a different page, display that page.
4. Press **Paste**.

Cropping images with a mask

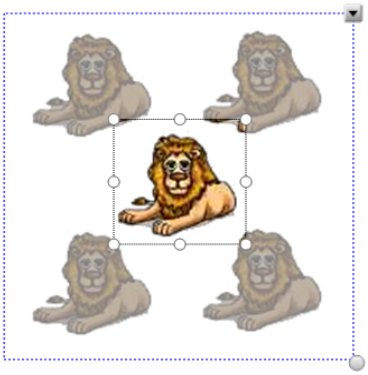
You can use a mask to crop images. The mask hides the section of the image that you crop out instead of deleting it. This enables you to edit the mask if you want to crop a different section of the image. You can also unmask the image to restore the original image.

> **NOTE**
> You can crop raster images only. For example, you can crop raster pictures that you insert from the Gallery or from your computer. You're unable to crop other types of objects.

To crop an image with a mask

1. Select the image.
2. Press the image's menu arrow and then select **Mask**.

   A cropping mask appears on the image. Cropped out sections of the image are shaded grey.



3. Drag the image until the section of the image that you want to keep appears in the cropping mask.
4. Optionally, press one of the cropping mask's eight resize handles (the white circles) and then drag it to increase or reduce the cropping mask's size.
5. Press anywhere outside of the image to crop it.

To edit the mask

1. Select the image.
2. Press the image's menu arrow and then select **Edit Mask**.

   A cropping mask appears on the image. Cropped out sections of the image are shaded grey.

3. Drag the image until the section of the image that you want to keep appears in the cropping mask.

4. Optionally, press one of the cropping mask's eight resize handles (the white circles) and then drag it to increase or reduce the cropping mask's size.
5. Press anywhere outside of the image to crop it.

To restore the image

1. Select the image.
2. Press the image's menu arrow and then select **Unmask**.

   The original image is restored.

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 page 66).

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 scale 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 107).

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.

   > **NOTE**
   > To keep the shape's original height-to-width ratio, hold down SHIFT whilst you drag the resize handle.

To resize multiple objects

1. Group the objects (see *Grouping objects* on page 72) and then select the group.

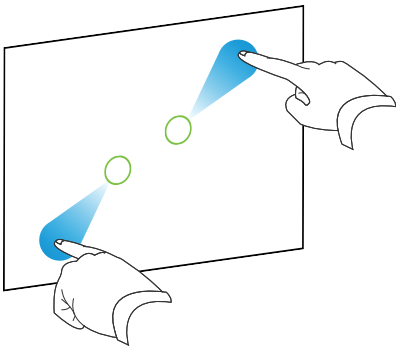
   A selection rectangle appears around the group.
2. Press the resize handle in the lower-right-hand corner of the selection rectangle.
3. Drag the resize handle to increase or reduce the size of the objects.

Using the scale gesture

To resize an object from its centre

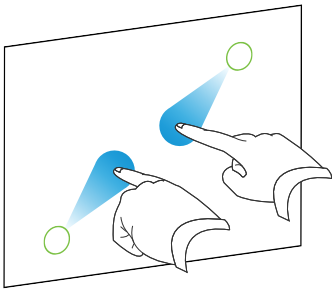
1. Select the object.
2. Using one finger on each hand, press the screen at opposite ends of the object.

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 rotate 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 107).
- You're unable to rotate tables.

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

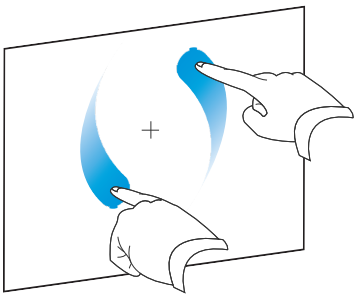
1. Select the objects.

   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.

Using the rotate 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 in place (see *Locking objects* on page 107).

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 using the menu or the shake gesture.

Using the menu

To group objects

1. Select the objects.
2. Press the menu arrow of any one of the selected objects and then select **Group > Group**.

To ungroup objects

1. Select the group.
2. Press the group's menu arrow and then select **Group > Ungroup**.

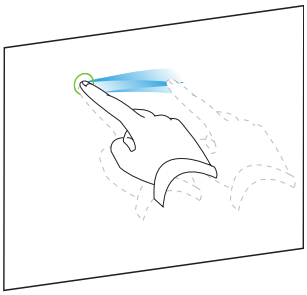
Using the shake gesture

NOTES

- You're unable to use the shake gesture with a mouse.
- The shake gesture works only when you initially contact your interactive product's surface.

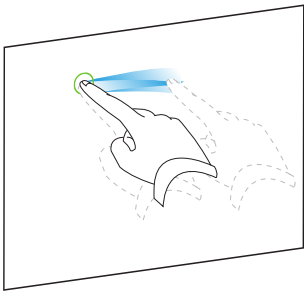
To group objects

Quickly shake your finger over the objects three times.



To ungroup objects

Quickly shake your finger over the group three times.



Grouping objects automatically

If you write or draw multiple lines, SMART Notebook software automatically combines the lines into a single object. For example, if you write the letters of a word, SMART Notebook software combines the individual letters, enabling 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.

Deleting objects

Although you can erase digital ink (see *Erasing digital ink* on page 36), 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 an object if it's locked in place (see *Locking objects* on page 107). 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**.

Chapter 6

Inserting, organising and sharing content

Inserting content from the Gallery ... 76
Inserting content from GeoGebra ... 78
Inserting content from the SMART Exchange website ... 79
Inserting content from other sources ... 80
- Inserting pictures ... 80
  - Inserting pictures from files ... 80
  - Inserting pictures from a scanner ... 81
  - Inserting pictures from a SMART Document Camera ... 81
  - Working with pictures ... 81
  - Creating transparent areas in a picture ... 81
- Inserting multimedia files ... 82
  - Inserting Adobe Flash Player compatible files ... 82
  - Inserting Adobe Flash Player compatible video files ... 84
  - Inserting sound files ... 84
  - Working with multimedia files ... 84
  - Installing encoders for additional formats ... 84
- Inserting content from other programs ... 85
  - Cutting, copying and pasting content from other programs ... 85
  - Importing content using SMART Notebook Print Capture ... 85
  - Importing content using SMART Notebook Document Writer ... 86
  - Importing PowerPoint files ... 87
  - Importing files from other interactive whiteboard programs ... 88
- Using the SMART kapp add-on ... 89
- Inserting content using the YouTube add on ... 90

Inserting equations with the Maths Editor ... 90
Inserting Internet browsers ... 92
- Inserting an Internet browser ... 92
- Configuring proxy servers ... 93

Attaching files and webpages ... 94
Organising and sharing content using the Gallery ... 95
- Adding content to the Gallery ... 96
- Organising content in the Gallery ... 97
- Sharing content with other teachers ... 98
- Connecting to Team Content categories ... 99

Sharing content using the SMART Exchange website ... 100

You can insert pictures, multimedia files and other content into your .notebook files from a variety of sources. These sources include the Gallery, the SMART Exchange® website and the Internet.

After inserting your content, you can organise it using the Gallery and share it with other teachers using the Gallery or the SMART Exchange website.

Inserting content from 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 contains Lesson Activity Examples, which includes Activity Builder examples (see *Creating a matching lesson activity* on page 115), interactive techniques and 3D models to aid you in creating lesson activities.

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

- Gallery Essentials is a collection of thousands of pictures, multimedia objects 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 to create engaging content such as word games, quizzes and sorting activities. It also offers Adobe Flash Player compatible files like hide-and-reveal and drag-and-drop.

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 plus sign to view its subcategories.

   NOTE
   You can close a category by pressing the category's minus sign.

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.
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 111).
   - 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.

NOTE

SMART Notebook will no longer support Flash as later versions have compatibility issues with Notebook software

Inserting content from GeoGebra

GeoGebra is an interactive mathematics software for all levels of education. When you insert the GeoGebra widget in SMART Notebook software, you can explore geometry, algebra, tables, graphing, statistics and calculus with your students.

You can also search for worksheets from GeoGebraTube using the keyword search. After searching for a worksheet, you can add it to your .notebook file. GeoGebraTube (geogebratube.org) contains thousands of worksheets created and shared by other teachers.

NOTE

For more information on how to use GeoGebra software, go to the GeoGebra Wiki (wiki.geogebra.org).

To access the GeoGebra widget

Press **Add-ons** and then press **GeoGebra**.

To insert the GeoGebra widget

1. If the GeoGebra widget isn't visible, press **Add-ons** and then press **GeoGebra**.
2. Select **Insert GeoGebra Widget**.

To search GeoGebraTube

1. If the GeoGebra widget isn't visible, press **Add-ons** and then press **GeoGebra**.
2. Type a keyword into the *Search in Free Materials* box and then press **Search**.

   The GeoGebra widget displays thumbnail images of worksheets containing the keyword.

To add a GeoGebraTube worksheet to your .notebook file

1. If the GeoGebra widget isn't visible, press **Add-ons** and then press **GeoGebra**.
2. Search for the GeoGebraTube worksheet that you want to add.

3. Press the worksheet's thumbnail and then select **Insert GeoGebra Widget**.

   The worksheet appears on the current page.

   TIP

   For more information on a worksheet, press the thumbnail's title to go to the worksheet's download page in GeoGebraTube.

Inserting content from the SMART Exchange website

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

NOTES

- You can also share your lesson plans with other teachers through the SMART Exchange website. For more information, see *Sharing content using the SMART Exchange website* on page 100.
- Future versions of SMART Notebook will no longer support Flash as later versions have compatibility issues with Notebook.

To insert content from the SMART Exchange website

1. Press **SMART Exchange** .

   The SMART Exchange website opens in your web browser.

2. If you're new to the SMART Exchange website, press **Join for free** and then follow the on-screen instructions to create an account.

   OR

   If you have an account, press **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 98).

Inserting content from other sources

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
- Import content from other programs such as YouTube using the SMART Notebook YouTube™ add on.

Inserting pictures

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

NOTE

You can also insert pictures from the Gallery tab. For more information, see *Inserting content from the Gallery* on page 76.

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, GIF, JPEG, PNG, TIFF and WMF formats.

To insert a picture from a file

1. Select **Insert > Picture**.

   The *Insert Picture File* dialogue box appears.

2. Browse to and select the picture that you want to insert.

   TIP

   To select more than one picture, hold down CTRL and then select the pictures.

3. Press **Open**.

   The picture appears in the upper-left-hand corner of the page.

Inserting pictures from a scanner

If a scanner is connected to your computer, you can insert pictures from the scanner into a page.

NOTE

You must install your scanner's driver and software on your computer before inserting pictures from the scanner into SMART Notebook software.

To insert a picture from a scanner

1. Select **Insert > Picture From Scanner**.

   The *Insert Scanned Picture* dialogue box appears.

2. Select a scanner from the list.
3. Press **Scan**.
4. Follow the instructions included with your scanner to scan your picture.

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 Help.

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 *Chapter 5: Working with objects* on page 57.

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 *Setting image optimisation preferences* on page 207). 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. Drag the corners of the dialogue box in or out to resize it.
4. Press any areas in the picture that you want to make transparent.

   NOTE
   Pressing an area makes only that area transparent, even if the picture includes that same colour in other areas.
5. Press **OK**.

Inserting multimedia files

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

NOTE
Adobe Flash content may not work in SMART Notebook. Press here for additional details.

NOTE
You can also insert multimedia files from the Gallery tab. For more information, see *Inserting content from the Gallery* on page 76.

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 Player compatible file from an Internet browser into a page.

- If Adobe Flash Player isn't installed on your computer, SMART Notebook software notifies you when you insert an Adobe Flash Player compatible file into a page.
- You can install Adobe Flash Player by visiting adobe.com, but you must use Internet Explorer® Internet browser to install it. If you use another browser, Adobe Flash Player compatible files don't work in SMART Notebook software.
- 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 > Adobe Flash Player Compatible File**.

   The *Insert Flash File* 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* below).

To insert an Adobe Flash Player compatible video file

1. Select **Insert > Video**.

   The *Insert Video File* dialogue box appears.

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 106.

Working with multimedia files

When you insert a multimedia file in a .notebook file, the multimedia file 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 *Chapter 5: Working with objects* on page 57.

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.

Encoder	Video formats	Audio formats	Link
MediaCoder Full Pack 0.3.9	• ASF • AVI • MOV • MPEG and MPG • WMV	• AIF and AIFF • WAV	mediacoderhq.com/dlfull.htm

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.

Inserting 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, press **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, press **Paste** .

Importing content using SMART Notebook Print Capture

When you install SMART Notebook software on a computer with Windows XP operating system, you also install SMART Notebook Print Capture. SMART Notebook Print Capture works like any other printer driver, except that it captures output in a .notebook file, instead of printing it on paper. Each page of an imported file appears as an object on its own page, with its original formatting and page breaks preserved.

NOTE

If you install SMART Notebook software on a computer with Windows 7 or Windows 8 operating system, you can import content using SMART Notebook Document Writer (see *Importing content using SMART Notebook Document Writer* on the next page).

To use SMART Notebook Print Capture

1. In the source file that you want to export to a .notebook file, select **File > Print**.

   The *Print* dialogue box appears.

2. Select **SMART Notebook Print Capture** in the list of printers.

3. Optionally, change the page orientation and graphics resolution (see *To change the page orientation and graphics resolution* below).

4. Specify a page range and then press **OK** or **Print**.

   If an existing .notebook file isn't open, a new .notebook file opens. Each page of the source file appears on a separate page.

   OR

   If an existing .notebook file is open, each page of the source file appears in the .notebook file after the current page.

   NOTE
   This process can take several minutes.

To change the page orientation and graphics resolution

1. Press the **Properties** or **Preferences** button.

   The *SMART Notebook Print Capture Properties* dialogue box appears.

2. Select **Portrait** or **Landscape**.

3. Select a default resolution in the *Resolution* drop-down list.

   OR

   Select **CUSTOM Resolution** in the *Resolution* drop-down list and then type numbers in the *Horizontal Resolution* and *Vertical Resolution* boxes.

   TIPS
   - Use the same value in both boxes to prevent image distortion.
   - The higher the resolution, the larger the image.
   - Don't use the **Draft**, **Low** or **Medium** options because they might not scale the image proportionally.

4. Press **OK**.

Importing content using SMART Notebook Document Writer
When you install SMART Notebook software on a computer with Windows 7 or Windows 8 operating system, you also install SMART Notebook Document Writer. SMART Notebook Document Writer works like any other printer driver, except it captures output in a .notebook file, instead of printing it on paper.

NOTE

If you install SMART Notebook software on a computer with Windows XP operating system, you can import content using SMART Notebook Print Capture (see *Importing content using SMART Notebook Print Capture* on page 85).

To use SMART Notebook Document Writer

1. In the source file that you want to export to a .notebook file, select **File > Print**.

   The *Print* dialogue box appears.

2. Select **SMART Notebook Document Writer** in the list of printers.
3. Optionally, change the page orientation (see *To change the page orientation* below).
4. Specify a page range and then press **OK** or **Print**.

   A dialogue box appears.

5. Select **SMART Notebook pages with images** to import the content of the file as pictures.

   OR

   Select **SMART Notebook page with editable objects** to import the content of the file as editable objects.

   NOTE

   If you choose to import the content as editable objects, some objects may not display correctly. You can import the content as pictures.

6. Press **OK**.

   A new .notebook file opens. Each page of the source file appears on a separate page.

To change the page orientation

1. Press **Properties** or **Preferences**.

   The *Printing Preferences* dialogue box appears.

2. Select **Landscape** or **Portrait** in the *Orientation* drop-down list.
3. Press **OK**.

Importing PowerPoint files

You can import content into a .notebook file from a variety of sources, including PowerPoint files.

NOTE

SMART Notebook software doesn't import some gradient, pattern and picture effects. These effects may appear incorrectly in .notebook files as a result.

TIP

You can also export .notebook files to PowerPoint (see *Exporting files* on page 17).

To import a PowerPoint file

1. Select **File > Import**.

   The *Open* dialogue box appears.

2. Select **All PowerPoint Files (*.ppt;*.pptx)** in the *Files of type* drop-down list.
3. Browse to and select the PowerPoint file that you want to import.
4. Press **Open**.

   SMART Notebook software adds the contents of the PowerPoint file to a .notebook file.

Importing files from other interactive whiteboard programs

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

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

Otherwise, you can attempt to import the other interactive whiteboard programs' native file formats.

NOTE

You can also export CFF files (see *Exporting files* on page 17).

To import CFF files

1. Select **File > Import**.

   The *Open* dialogue box appears.

2. Select **All Common File Format Files (*.iwb)** in the *Files of type* drop-down list.
3. Browse to and select the file that you want to import.
4. Press **Open**.

   The file opens.

To import other files

1. Press **Open File** .

   The *Open* dialogue box appears.

2. Select **All Files (*.*)** in the *Files of type* drop-down list.

3. Browse to and select the file that you want to import.

4. Press **Open**.

   If you import a file that SMART Notebook software supports, the file opens.

   OR

   If you import a file that SMART Notebook software doesn't support, SMART Notebook software adds it to the Attachments tab. You can open these attached files using third-party software, but you're not able to add them to a page.

Using the SMART kapp add-on

The SMART kapp add-on is a stand-alone application that lets you interact with kapp inputs in SMART Notebook software.

NOTE

SMART kapp hardware and SMART Notebook collaborative learning software with SMART kapp add-on software for a compatible device is required to use the SMART kapp Notebook add-on. Visit www.smarttech.com for information on how to obtain the add-on.

To use the SMART kapp add-on in SMART Notebook

1. After installing the SMART kapp add-on, it will appear in the *Add-on* pane. Click the SMART kapp icon .

   The SMART kapp add-on opens.

2. Enter the SMART kapp session ID generated by the SMART kapp app on the mobile device connected to your kapp board.

3. Press **Connect**.

   The SMART kapp session connects and the *SMART kapp Board view* window appears.

4. Press **Open Board View**.

   The live digital ink contents of the connected SMART kapp board view will be visible. If nothing has been written on the board, a *Nothing on SMART kapp board yet* message will display.

5. Write on your kapp board and digital ink will appear in the add-on window. You can also erase content as required.

6. In the kapp add-on window, scroll with the playback control to move back and forth in the inking session.

   Press **Ink to this page** or **Ink to new page** to insert ink into SMART Notebook.

7. Dismiss the add-on window to resume using SMART Notebook.

Inserting content using the YouTube add on

You can easily insert YouTube™content to you Notebook pages using the YouTube add on.

TIP

If the YouTube add on has not been installed in Notebook, use the Add on Manager to install it. See *Installing add-ons* on page 199.

To insert content using the YouTube add on

1. In the Notebook Page Sorter, press the YouTube icon.

   The *Add YouTube Videos* dialogue opens.

2. Type or paste a YouTube video URL in the dialogue window and press the arrow beside it. The YouTube video appears in the current Notebook page. To search for a video, type the search term into the window and press Search.

   The *Add Videos* dialogue appears.

3. Press the video to start playback. All of the regular YouTube controls are available for use.

4. Select the video to work with it. See *Selecting objects* on page 58.

Inserting equations with the Maths Editor

You can use the Maths Editor to insert a handwritten equation to a page in a more readable format. The Maths Editor recognises your handwriting and automatically converts it to a typeset format. You can also add the recognised equation to a GeoGebra worksheet if the equation is in a supported graph format.

To insert an equation to the page

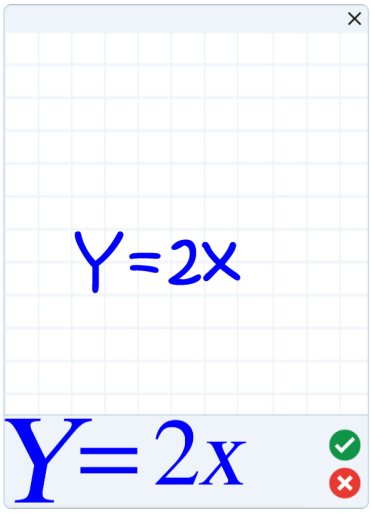
1. Press **Add-ons** and then select **Insert Equation** .

   The Maths Editor appears.

2. Select a pen tool and colour (see page 34).

3. Write a maths equation on the graph paper section of the editor.

   The handwritten equation converts to a typed equation, which appears below the graph paper section. Accept and reject icons appear beside the recognised equation.



4. Press to accept the recognised equation.

   The typed equation appears on the page.

   OR

   Press to reject the recognised equation and close the Maths Editor.

To edit the recognised equation

1. Press **Select** and then press the recognised equation on the page twice.

   The handwritten equation appears on the Maths Editor.

2. Edit the handwritten equation with the Eraser tool and a pen tool.

   The edited equation is recognised and appears below the graph paper section. Accept and reject icons appear beside the recognised equation.

3. Press to accept the recognised equation.

   The equation updates with your edits.

   OR

   Press to reject the recognised equation and close the Maths Editor.

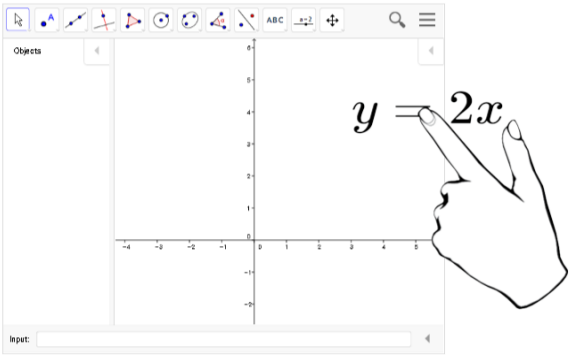
   The equation doesn't update.

To add the recognised equation to a GeoGebra worksheet

1. Insert a GeoGebra worksheet on the page (see *Inserting content from GeoGebra* on page 78).

2. Drag the equation from the page to the GeoGebra widget.

   The equation is automatically graphed in the worksheet.



Inserting Internet browsers

You can insert an Internet browser into a .notebook page. In the Internet browser, you can browse to and display webpages. You can modify the Internet browser like any other object in SMART Notebook software (see *Chapter 5: Working with objects* on page 57).

NOTE

When you resize an Internet browser, the Internet browser's content is rescaled automatically so that you always see the entire webpage that you are viewing.

Inserting an Internet browser

To insert an Internet browser

1. Select **Insert > Internet Browser**.

   An Internet browser appears.

2. Double-click the address bar, type the address of the webpage that you want to browse to and then press **Go**.

> **TIP**
> If there's no keyboard connected to your computer, click **SMART Keyboard** to display an on-screen keyboard.

3. Interact with the website using the buttons in the Internet browser toolbar:

Button	Command	Action
	Back	Display the previous webpage.
	Forward	Display the next webpage.
	Return to Pinned Page	Open the pinned webpage.
	Pin Page	Pin the current webpage. When you first open the .notebook file, the pinned webpage appears in the Internet browser. You can return to the pinned page at any time by pressing **Return to Pinned Page**.
	Reload	Reload the current webpage.
	Move Toolbar	Change the position of the Internet browser toolbar.

Configuring proxy servers

Internet browsers in SMART Notebook software work with any proxy server that adheres to the RFC 2068 HTTP standard. If your system administrator installed SMART Notebook software behind a proxy server, he or she must create access policy rules for inbound and outbound traffic on that proxy server. Your system administrator can further enhance network security by enabling authentication, such as basic or NT LAN Manager (NTLM) authentication.

> **NOTE**
> Although proxy servers protect internal networks from intruders, they unavoidably introduce network latency.

Attaching files and webpages

You can attach copies of files, shortcuts to 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.

NOTES

- You can also link a file or webpage to an object on a page (see *Adding links to objects* on page 104).
- As an alternative to attaching a link to a webpage, you can also insert an Internet browser in your .notebook file (see *Inserting Internet browsers* on page 92).

To attach a copy of a file

1. If the Attachments tab isn't visible, press **Attachments**.
2. Press **Insert** at the bottom of the *Attachments* tab and then select **Insert Copy of File**.

   The *Insert Copy of File* dialogue box appears.
3. Browse to and select the file that you want to attach.
4. 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 a shortcut to a file

1. If the Attachments tab isn't visible, press **Attachments**.
2. Press **Insert** at the bottom of the *Attachments* tab and then select **Insert Shortcut to File**.

   The *Insert File Shortcut* dialogue box appears.
3. Browse to and select the file that you want to attach.

4. Press **Open**.

   The file name and *Shortcut* appear in the *Attachments* tab.

   NOTES

   - SMART Notebook software doesn't export shortcuts. If you want to export file attachments, attach a copy of your file, not a file shortcut.
   - 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** at the bottom of the *Attachments* tab and then select **Insert Hyperlink**.

   The *Insert Hyperlink* 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 **OK**.

   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 open 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 a shortcut to a file, *Shortcut* 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 shortcut.

   OR

   To open a webpage, double-click the link.

Organising and sharing content using 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 that 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.

After adding your content to the Gallery, you can insert it into .notebook files as described in *Inserting content from the Gallery* on page 76.

Adding content to the Gallery

You can add SMART Notebook software objects and pages as well as supported 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.
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 107).
- 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 > Export Page as Gallery Item**.

   The *Save Page as Gallery Item* 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 *File name* 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 *Add to My Content* dialogue box appears.

8. Browse to and select the item that you saved in step 5.
9. Press **Open**.

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 *Add to My Content* 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 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.

3. Type a name for the new subcategory and then press ENTER.

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 ENTER.

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 *Add to My Content* 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 As* 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 *File name* box.
5. Press **Save**.

Connecting to Team Content categories

The Team Content categories feature enables 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 **Show additional Gallery actions** and then select **Connect to Team Content**.

   The *Browse For Folder* dialogue box appears.

3. Browse to and select the folder containing the Team Content category you want to connect to and then press **OK**.

   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 content to the Gallery* on page 96).

Sharing content using the SMART Exchange website

In addition to sharing your content with other teachers in your school (see *Sharing content with other teachers* on page 98), 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 **Join for free!** 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:

Control	Instructions
Enter resource details	Type a title for the .notebook file.
Description	Type a description of the .notebook file.
Subject(s)	Select the subjects that the .notebook file is applicable to.
Year group(s)	Select the grades that the .notebook file is applicable to.
Search terms	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.

5. Read the sharing agreement.
6. If you accept the sharing agreement, press **Agree and Submit**.

Chapter 7

Creating lesson activities

Using advanced object features 101
- Creating custom Creative pen styles 102
- Adding links to objects 104
- Adding sounds to objects 106
- Animating objects 107
- Locking objects 107

Using advanced page features 109
- Displaying student page borders 109
- Recording pages with the Lesson Recorder 110
- Applying page backgrounds and themes 111
  - Applying backgrounds using the Properties tab 111
  - Applying backgrounds and themes using the Gallery 113
- Creating themes 114

Creating example lesson activities 114
- Creating a matching lesson activity 115
- Creating a hide-and-show lesson activity 117
- Creating a reveal lesson activity 119
- Creating other types of lesson activities 120

Using SMART Notebook software, you can not only present information to students but also engage them in interactive lesson activities.

You can create lesson activities by inserting objects such as shapes, pictures and tables, and using features such as the Activity Builder and scaling gesture.

This section documents the advanced features that you can use to create lesson activities and shows you how to create a set of example lesson activities. You can use these example lesson activities or develop your own. You can also use resources available to you in the Gallery and SMART Exchange website.

Using advanced object features

You can use the following advanced object features when creating lesson activities:

- Custom creative pen styles
- Object links

- Object sounds
- Object animation
- Link a tool to an object

You can also lock any objects that you don't want moved or otherwise modified during the presentation of a lesson activity.

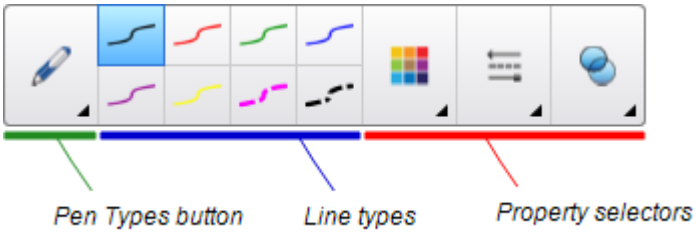
Creating custom Creative pen styles

SMART Notebook software includes eight Creative pen styles (see *Writing or drawing digital ink* on page 34). In addition to these styles, you can create your own styles using pictures or objects on the currently selected page.

To create a custom Creative pen using a picture

1. Press **Pens**.

   The Pens tool buttons appear.

2. Press **Pen Types** and then select **Creative Pen**.
3. Select a line type.
4. If the Properties tab isn't visible, press **Properties**.
5. Press **Line Style**.
6. Select **Use a custom stamp image**.
7. Click **Browse**.

   The *Insert Image File* dialogue box appears.

8. Browse to and select the picture you want to use for the Creative pen style.
9. Press **Open**.

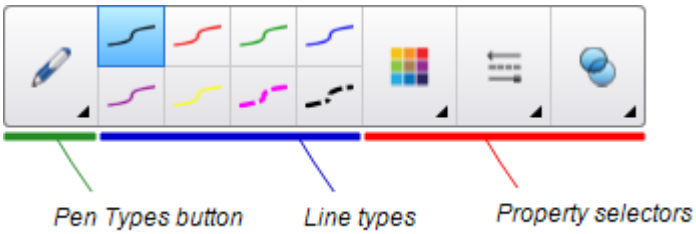
10. Write or draw digital ink on the page.

> **TIP**
> - To resume using the default line type, select **Use the default pattern**.
> - If you want to save your custom Creative pen style for future use, press **Save Tool Properties**. You can later reset the Creative pen style (see *Customising the toolbar* on page 203).

To create a custom Creative pen using an object

1. Press **Pens**.

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Creative Pen**.
3. If the Properties tab isn't visible, press **Properties**.
4. Press **Line Style**.
5. Select **Use a custom stamp image**.
6. Press **Select object** and then select an object on the page.
7. Write or draw digital ink on the page.

> **TIP**
> - To resume using the default line type, select **Use the default pattern**.
> - If you want to save your custom Creative pen style for future use, press **Save Tool Properties**. You can later reset the Creative pen style (see *Customising the toolbar* on page 203).

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 158).

To add a link to a webpage

1. Select the object.
2. Press the object's menu arrow and then select **Link**.

   The *Insert Link* dialogue box appears.
3. Press **Webpage** and then type the web address in the *Address* box.
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**, the icon appears in the lower left-hand corner of the object.

To add a link to another page in the file

1. Select the object.
2. Press the object's menu arrow and then select **Link**.

   The *Insert Link* dialogue box appears.
3. Press **Page in this File** and then select an option in the *Select a page* area.
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**, the icon appears in the lower left-hand corner of the object.

To add a link to a file on your computer

1. Select the object.
2. Press the object's menu arrow and then select **Link**.

   The *Insert Link* dialogue box appears.
3. Press **File on this Computer** and then type the file's location and name in the *File* box.
4. If you want to attach a copy of the file, select **Copy of file**.

   OR

   If you want to insert a shortcut to the file, select **Shortcut to file**.
5. 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**.
6. Press **OK**.

   If you selected **Corner icon**, the icon appears in the lower left-hand corner of the object.

To add a link to an attachment

1. Select the object.
2. Press the object's menu arrow and then select **Link**.

   The *Insert Link* dialogue box appears.
3. 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**, the icon appears in the lower left-hand corner of the object.

To remove a link

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 add a sound to any object (except Adobe Flash Player compatible files and widgets) by attaching a sound file or recording a sound using a computer microphone. You can play the sound 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 84).

To add a sound file to an object

1. Select the object.
2. Press the object's menu arrow and then select **Sound**.

   The *Insert Sound* dialogue box appears.
3. Press **Browse**.

   The *Insert File* 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 add a recorded sound to an object

1. Connect a microphone to your computer and turn it on.
2. Select the object.
3. Press the object's menu arrow and then select **Sound**.

   The *Insert Sound* dialogue box appears.
4. Click **Start Recording**.
5. Record the sound using the microphone.

   IMPORTANT

   SMART Notebook software stops recording after one minute. Therefore, ensure that the sound is no more than one minute long.
6. Click **Stop Recording**.

7. Type a name for the sound in the *Recording name* box.
8. Optionally, click **Preview Recording** to hear the sound before adding it to the object.
9. 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.
10. Press **Attach Recording**.

To remove a sound from an object

1. Select the object.
2. Press the object's menu arrow and then select **Sound**.

   The *Insert Sound* dialogue box appears.
3. Press **Remove Sound**.

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.

Locking objects

You can lock an object to prevent its modification, movement or rotation. Alternatively, you can lock an object but limit its movement either vertically or horizontally, or allow more 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 **Lock > 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 **Lock > 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 vertically

1. Select the object.
2. Press the object's menu arrow and then select **Lock > Allow Vertical Move**.

   You can move the object vertically 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 horizontally

1. Select the object.
2. Press the object's menu arrow and then select **Lock > Allow Horizontal Move**.

   You can move the object horizontally 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 **Lock > 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**.

Using advanced page features

You can use the following advanced page features when creating lesson activities:

- Student page borders
- Page recording
- Page backgrounds and themes

Displaying student page borders

If your students use SMART Notebook SE (Student Edition) software to answer questions and take assessments, you might 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 in CE mode.

To display a student page border

1. Select **View > Alignment**.

   The *Alignment* dialogue box appears.
2. Press **Student Page Border**.
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. Press **OK**.

   A coloured border appears on the page around the area that your students will be able to view on their computer screens.

Recording pages with the Lesson Recorder

You can use the Lesson Recorder add-on to record your activities on a page. You can then play the recording on the same page by using the Lesson Recorder or the new playback widget.

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.

For more information, see *Using SMART Recorder* on page 173.

To record a page

1. Press **Add-ons** and then press **Lesson Recorder**.
2. Press **New Recording**.

   A red square appears around the perimeter of the recorded page.

3. Perform the actions that you want to record on the current page.
4. Press **Stop Recording** when you finish performing these actions.

   TIPS

   - To save your recording, simply save the .notebook file.
   - Close the Lesson Recorder add-on during presentations. The playback widget appears at the bottom of the page. You can unlock and move it anywhere on the page.
   - You can't remove the recording from the page.

To play a page recording using the Lesson Recorder add-on

1. Open the page that you recorded.
2. If the Lesson Recorder add-on isn't open, press **Add-ons** and then press **Lesson Recorder**.
3. Press **Play** on the playback toolbar.

   You can toggle between **Play** and **Pause** whilst playing the recording.
4. Optionally, you can perform the following actions:
   - Press **Rewind** to rewind the playback.
   - Press **Fast forward** to fast forward the playback.

To play a page recording using the playback widget

1. Open the page that you recorded.
2. If the Lesson Recorder is open, press on the add-on title bar to close it.

   The playback widget appears at the bottom of the page.

   TIPS
   You can unlock and move the widget to anywhere on the page that is easy to access during your presentation.
3. Press **Play** on the playback widget.

   You can toggle between **Play** and **Pause** whilst playing the recording.
4. Optionally, you can perform the following actions:
   - Press **Rewind** to rewind the playback.
   - Press **Fast forward** to fast forward the playback.

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 > Page > Set Background Fill**.

   The Properties tab displays *Fill Effects* options.

2. Select a fill style:

Fill style	Procedure
None (transparent)	Select **No fill**.
Solid colour	a. Select **Solid fill**. b. Do one of the following: ○ Select one of the 40 colours in the palette. ○ Press **More** and then select a colour in the dialogue box. ○ Press the eyedropper and then select a colour on the screen.
Gradient of two colours	a. Select **Gradient fill**. b. For each colour, do one of the following: ○ Select one of the 40 colours in the palette. ○ Press **More** and then select a colour in the dialogue box. ○ Press the eyedropper and then select a colour on the screen. c. Select an option in the *Style* drop-down list.
Pattern	a. Select **Pattern fill**. b. Select a pattern. 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 *Insert Image File* dialogue box appears. c. Browse to and select the picture that 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 *Setting image optimisation preferences* on page 207.

To remove a background

1. Select **Format > Page > Set Background Fill**.

   The Properties tab displays *Fill Effects* options.

2. Select **No fill**.

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* on the next page).

   OR

   Select **Gallery Essentials** 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. Right-click the page.
2. Select **Remove Theme**.

3. Select **From All Pages** to remove the background or theme from all the pages to which you applied it.

   OR

   Select **From Page** to remove the background or theme from the selected page only.

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 > Theme > 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 111).
4. Add and modify objects on the theme in the same way that you would on a page (see *Chapter 4: Creating basic objects* on page 33).
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 > Theme > Create New 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.

Creating example lesson activities

This section includes example lesson activities that you can create and also explains how to create other types of lesson activities.

Creating a matching lesson activity

NOTE

You'll complete the following tasks when creating matching lesson activities:

- Using the Activity Builder
- Adding sounds to objects (see *Adding sounds to objects* on page 106)

The Activity Builder enables you to create matching activities, sorting activities, labelling activities, games and more using your own content.

Using the Activity Builder, you define one object on the page as an activity object. You then define which objects on the page will be accepted and which will be rejected when you drag the objects over the activity object.

To create a matching lesson activity

1. Create the object you want to use as the activity object and the objects that you want to accept or reject when dragged to the activity object.
2. Press **Add-ons** and then press **Activity Builder**.
3. Select the object that you want to use as the activity object and then press **Edit**.
4. Drag the objects that you want to accept to the *Accept these objects* list.

   A green tick appears beside objects that you select to accept.
5. Drag the objects that you want to reject to the *Reject these objects* list.

   A red X appears beside objects that you select to reject.

   NOTES

   - To quickly select any remaining objects on the page to accept or reject, press **Add All Remaining** in the appropriate list.
   - To remove an object from a list, drag it to the rubbish bin icon .
6. Press **Done**.

To change a matching lesson activity's settings

1. Press **Add-ons** and then press **Activity Builder**.
2. Select the activity object and then press **Edit**.

   TIP
   If you don't know which object on the page is the activity object, click **Identify**. Blue diagonal lines appear for three seconds over any activity objects on the page.

3. Press **Settings**.
4. Select the desired animation for accepted objects in the first **Animation** drop-down list.
5. Optionally, select the **Also play the object's sound** tickbox to play sounds attached to accepted objects when they're dragged over the activity object (see *Adding sounds to objects* on page 106).
6. Select the desired animation for rejected objects in the first **Animation** drop-down list.
7. Optionally, select the **Also play the object's sound** tickbox to play sounds attached to rejected objects when they're dragged over the activity object (see *Adding sounds to objects* on page 106).
8. Press **Done**.

To present a matching lesson activity

1. Drag the objects (or get students to drag the objects) to the activity object.
   - If the object is accepted, the accepted object animation plays (fade out by default).
   - If the object is rejected, the rejected object animation plays (bounce back by default).
2. Press **Add-ons**, press **Activity Builder** and then press **Reset All** when you're done.

To remove a matching lesson activity

1. Press **Add-ons** and then press **Activity Builder**.
2. Select the activity object and then press **Clear Properties**.

Creating a hide-and-show lesson activity

NOTE

You'll complete the following tasks when creating hide-and-show lesson activities:

- Moving objects (see *Moving objects* on page 62)
- Locking objects (see *Locking objects* on page 107)
- Resizing objects using the scaling gesture (see *Using the scale gesture* on page 69)

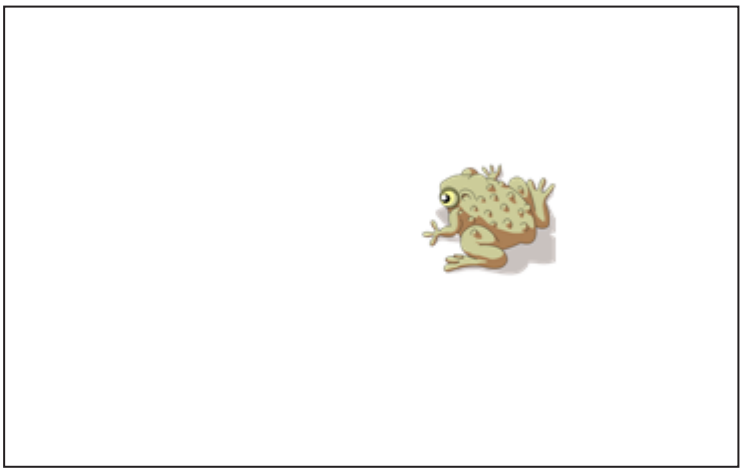
You can hide an object and then reveal it using several techniques:

- 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 161).
- Cover the object with digital ink and then erase the digital ink (see *Writing, drawing and erasing digital ink* on page 34).
- Cover the object with another object and then change the order of the objects in the stack (see *Rearranging stacked objects* on page 65).
- Use the object animation feature (see *Animating objects* on page 107).

Alternatively, you can hide an object behind a locked object and then use the scaling gesture to enlarge and show the hidden object if you're using a SMART interactive product that supports multitouch gestures.

To create a hide-and-show lesson activity

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 scaling gesture to enlarge and show the hidden object while keeping the locked object in place (see *Using the scale gesture* on page 69).

Creating a reveal lesson activity

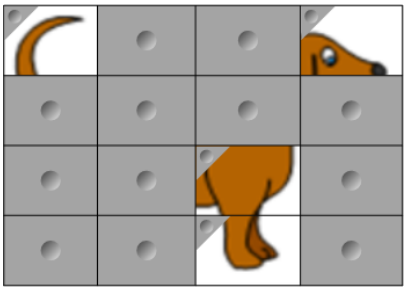
NOTE

You'll complete the following tasks when creating reveal lesson activities:

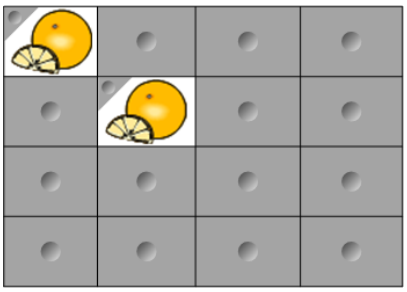
- Creating tables (see *Creating tables* on page 47)
- Resizing cells (see *Resizing tables, columns or rows* on page 53)
- Filling a table's background with a picture (see *Changing a table's properties* on page 51)
- Adding objects to cells (see *Adding objects to tables* on page 49)
- Adding and removing cell shades (see *Using cell shades* on page 162)

You can use tables and cell shades to create a variety of reveal lesson activities. The following are two examples:

- A puzzle-style reveal lesson activity where you reveal parts of a picture until students can guess what the picture is.



- A memory-style reveal lesson activity where you reveal the contents of the cell and then ask students to choose other cells until they find the cell with matching contents.



To create a puzzle-style reveal lesson activity

1. Create a table with the number of cells that you want to include in the reveal lesson activity (see *Creating tables* on page 47).
2. Resize the cells as appropriate (see *Resizing tables, columns or rows* on page 53).

3. Select the table, press the table's menu arrow and then select **Properties**.

   The *Properties* tab appears.

4. Press **Fill Effects**.
5. Select **Image fill**, press **Browse**, browse to and select the picture that you want to use in the reveal lesson activity and then press **Open**.
6. Select **Scale image to fit**.
7. Press the table's menu arrow and then select **Add Table Shade**.

To create a memory-style reveal lesson activity

1. Insert the objects that you want to include in the lesson activity.
2. Create a table with the number of cells that you want to include in the reveal lesson activity (see *Creating tables* on page 47).
3. Resize the cells as appropriate (see *Resizing tables, columns or rows* on page 53).
4. Drag the objects into the cells of the table.
5. Press the table's menu arrow and then select **Add Table Shade**.

To present a reveal lesson activity

Press a individual cell's cell shade to reveal the contents of the cell.

To hide the cell behind the cell shade, press in the corner of the cell.

Creating other types of lesson activities

The Lesson Activity Toolkit and Lesson Activity Examples in the Gallery include interactive objects you can use to create lesson activities. For more information on the Lesson Activity Toolkit, the Lesson Activity Examples and the Gallery in general, see *Inserting content from the Gallery* on page 76.

The SMART Exchange website includes thousands of lesson plans, question sets and other content that you can download and then open in SMART Notebook software. For more information on the SMART Exchange website, see *Inserting content from the SMART Exchange website* on page 79.

Chapter 8

Using Lesson Activity Builder (LAB)

Creating activities with Lesson Activity Builder 122
Adding a Flip Out flipcard activity 123
Adding a Super Sort activity 125
Adding a Fill In the Blanks activity 126
Adding a Label Reveal activity 128
Adding a Match 'Em Up! activity 129
Adding a Rank Order activity 131
Adding a Speedup activity 133
Adding a Shout It Out! activity 134
- Shout It Out! user validation 136
- Adding Student Contributions To A Shout It Out! Activity 137
- Managing a Shout It Out! activity 139
- Browser, device, operating system and network recommendations 140
  - Web browser recommendations 141
  - Device recommendations 141
  - Mobile Device recommendations 141
  - Operating system recommendations 142
  - Network recommendations 142
  - Website access requirements 142

Adding a game component to your activity 142
- Game components 142
  - Timer 143
  - Dice 143
  - Hat Picker 143
  - Buzzer 143
  - Spinning Wheel 143

Managing Lesson Activity Builder content 144

Creating activities with Lesson Activity Builder

Use Lesson Activity Builder to enhance your lessons by creating and adding interactive activities. These activities help students to memorise concepts and facts, identify objects, learn vocabulary definitions and more.

Choose from a variety of activities:

Speedup

Speed Up is a fun racing activity where students can race each other as they answer questions. The faster they answer, the faster their cars go as they head toward the finish line. See *Adding a Speedup activity* on page 133.

Label Reveal

Label Reveal is an activity where students can identify components or parts of an image chosen by the teacher. See *Adding a Label Reveal activity* on page 128.

Flip Out flipcards

Flip Out is a flipcard activity in which students flip cards over just like flash cards. You add text or images to the face and back of as many flipcards as you need. Students flip cards over one at a time to reveal what's on the other side. Flipcards are a great way to reinforce concepts and memory. To begin creating a flipcard activity, see *Adding a Flip Out flipcard activity* on the facing page.

Super Sort sorting

Super Sort is an activity in which students sort items into categories. You define the categories and the items, then assess students' knowledge of each category and the items that belong to those categories. To begin creating a super sort activity, see *Adding a Super Sort activity* on page 125.

Match 'Em Up!

Using Match 'Em Up!, students use drag and drop to match items on one side of the board with items on the other side. This activity is easy to set up. To begin creating a Match 'Em Up! activity, see *Adding a Match 'Em Up! activity* on page 129.

Fill in the Blanks

With the Fill in the Blanks activity, students can drag and drop missing content to complete sentences or identify parts of speech. See *Adding a Fill In the Blanks activity* on page 126.

Rank Order

Students play Rank Order by ordering items as you instruct. Try sorting whole numbers from smallest to largest, listing steps in a process or arranging items in order of preference. See *Adding a Rank Order activity* on page 131.

Shout It Out! for mobile devices

Shout It Out! is a content-creation tool that students and teachers can use with Lesson Activity Builder . Students can quickly create and contribute text and images to LAB activities using their mobile devices and teachers can easily curate the content. See *Adding a Shout It Out! activity* on page 134.

Adding a Flip Out flipcard activity

When you create a Flip Out flipcard activity, you can use as many cards as you like and choose from different themes, such as Flippin' Monkeys Island or Jungle themes, or Low-gravity Flip Out Mars and Moon themes.

You can preview an activity from the **Add an Activity** window.

To preview an activity

1. Press **Preview this Activity**.

   The *Activity Preview* window opens, giving detailed information about the activity.

2. Press **Cancel** to close the window, or press **Add this Activity** to continue building the activity.

To add a Flip Out flipcard activity

1. The *Add an Activity* window opens.
2. In the *Choose Design Template and Theme* window, select a Flip Out theme from either by pressing its thumbnail image. The thumbnail is highlighted with a blue box.
3. Press **Next**.

   The *Add content* dialogue opens.

4. Press the blue-highlighted cells under *Card back* and *Card face* and start typing to add text to the back and face of the flipcards, or click the file folder icon to add an image. See the *TIP* below. You can also paste or drag and drop sort items associated with the category, or add category content from a previously saved list. For more information about adding content, see *Managing Lesson Activity Builder content* on page 144.

   Create as many cards as you need. If you create more than 12 cards, the additional cards will be located in the middle of the Notebook desktop, along with the Discard pile.

   Card placement is random.

   TIP

   To use an image in your Flipcard activity, click the file folder icon in either content list. Select the image from the appropriate Windows Explorer folder by clicking **Open**. The image appears in the *Card back* or *Card face* list and also on the flipcards.

5. Press **Next**.

   The *Add game components* dialogue box opens. Select an optional game component if desired. See *Adding a game component to your activity* on page 142.

6. Press **Finish**. LAB builds the activity and it will be ready for use in a few moments.

7. Get students to flip cards over to reveal what's on the other side. For example, the back of a card may be named "run," while the face of the card is named "verb." After the card has been flipped and the content discussed, you can drag the card to the discard pile.

   TIPS

   - You can preview an activity from the **Add an Activity** menu.

     Press **Preview this Activity** to open the Flip Out flipcard *Activity Preview*. The preview gives you more information about the activity that you have chosen.

     Press **Cancel** to close the window or **Add this Activity** to continue building the activity.

   - Use the **Activity Restart** button to restart the current activity. This button is located at the top right of the open LAB activity page.

   - Use the **Activity Edit** button to open the *Add an Activity* window. This button is located at the top right of the open LAB activity page.

   - Use the Sound button to turn activity sound on or off.

Adding a Super Sort activity

In a Super Sort activity, students sort items into one of two categories. An item disappears if a student sorts it correctly and the item is sent back to be resorted if it's sorted incorrectly. Add optional game components to make the activity even more engaging.

You can preview an activity from the **Add an Activity** window.

To preview an activity

1. Press **Preview this Activity**.

   The *Activity Preview* window opens, giving detailed information about the activity.

2. Press **Cancel** to close the window or press **Add this Activity** to continue building the activity.

To add a Super Sort sorting activity

1. To open Lesson Activity Builder, press the toolbar icon in the Notebook toolbar. The *Add an activity* window opens.
2. Scroll to locate the Super Sort activity and press **Add this Activity**.

   The *Template and Theme* window opens.

3. Select a Super Sort theme. The selected activity is highlighted with a blue box.
4. Press **Next**

   The *Add an Activity Manage Lists* dialogue opens.

5. In **Category Name**, type the name that you want to use for the category.
6. In **Category Content**, type category content names, drag and drop the sort items associated with the category, or edit content. You can also add category content from a previously saved list or paste content from an Excel® spreadsheet or text document. For more information about adding content, see *Managing Lesson Activity Builder content* on page 144.
7. Perform the same actions for the category on the right.
8. Press **Next**. The *Add game components* dialogue box opens. Select an optional game component if desired. See *Adding a game component to your activity* on page 142.
9. Press **Finish**.

   LAB builds the activity and it will be ready for use in a few moments.

TIPS

- You can preview an activity from the **Add an Activity** menu.

  Press **Preview this Activity** to open the Super Sort *Activity Preview*. The preview gives you more information about the activity that you have chosen.

  Press **Cancel** to close the window or **Add this Activity** to continue building your activity.

- Use the **Activity Restart** button to restart the current activity. This button is located at the top right of the LAB activity page.

- Use the **Activity Edit** button to open the *Add an Activity* window. This button is located at the top right of the LAB activity page.

- Use the Sound button to turn activity sound on or off.

Adding a Fill In the Blanks activity

Fill In the Blanks is a fun activity in which students fill in missing information. Write a sentence with up to ten blank spaces, then let students drag the words around the board to fill in the missing information that belongs in those blanks.

You can preview an activity from the **Add an Activity** window.

To preview an activity

1. Press **Preview this Activity**.

   The Fill in the Blanks *Activity Preview* dialogue box opens. This dialogue gives detailed information about the activity.

2. Press **Cancel** to close the window or press **Add this Activity** to continue building the activity.

To add a Fill In the Blanks activity

1. Open Lesson Activity Builder by pressing the LAB toolbar icon in the Notebook toolbar.

   The *Add an Activity* window opens.

2. Scroll to locate the **Fill In the Blanks** activity and press **Add this Activity**.

   The *Choose template and theme* page of the *Add an Activity* window opens.

   Select a theme by pressing it. The selected theme is surrounded by a blue box.

3. In the *Answers* section, press **Check answers straight away** to check the answers as items are ordered, or **Check answers after students have finished** to check the rank order items at the end of the activity.
4. Press **Next**.

   The *Add Content* dialogue opens.

   In the *Edit text* area, enter the desired text. You can use up to 300 characters for your content. The character counter indicates how many characters you have left. You will define the blanks in the next step.
5. Press **Define Blanks**.

   The *Add Blank Spaces* dialogue box appears.
6. In the text that you previously entered, press each word that you would like to be blanked, or drag a blank box from the bottom of the activity to the word that you want to blank. You may also blank only part of the word by dragging the blue handles of the blank box.

   The text that you have chosen to blank is surrounded by a transparent blue box.
7. When you have finished blanking the desired words, press **Next**.

   The *Add game components* dialogue box opens. Select an optional game component if desired. See *Adding a game component to your activity* on page 142.
8. Press **Finish**.

   Lesson Activity Builder builds the activity and it will be ready for use after a few moments. The sentence and word blanks appear.
9. Get students to drag and drop the words to the appropriate spaces in the sentence.

10. Press the *Check answers* button that appears when the activity is complete.

    Ticks or Xs appear beside the completed blanks to indicate correct or incorrect answers. Answers can be re-ordered to produce correct answers.

TIPS

- You can preview an activity from the **Add an Activity** menu.

  Press **Preview this Activity** to open the Flip Out flipcard *Activity Preview*. The preview gives you more information about the activity that you have chosen.

  Press **Cancel** to close the window or **Add this Activity** to continue building the activity.

- Use the **Activity Restart** button to restart the current activity. This button is located at the top right of the open LAB activity page.

- Use the **Activity Edit** button to open the *Add an Activity* window. This button is located at the top right of the open LAB activity page.

- Use the Sound button to turn activity sound on or off.

Adding a Label Reveal activity

The Label Reveal activity is a great way for students to develop deeper understanding of systems and their components.

To preview an activity

1. Press **Preview this Activity**.

   The *Activity Preview* window opens, giving detailed information about the activity.

2. Press **Cancel** to close the window or press **Add this Activity** to continue building the activity.

To add a label reveal activity

1. The *Add an Activity* window opens.
2. Scroll to locate the *Label Reveal* activity and press **Add this Activity**.

   The *Add an Activity* window opens.

3. Press **Next** to add an image to the activity in one the following ways:
   a. Press **Browse for an image** to browse to and select an image from a directory on your computer.

      Press **Open** to add the image to the activity, or drag it to the region indicated in the activity window.

   b. **DRAG AN IMAGE FROM YOUR COMPUTER DESKTOP OR OTHER DIRECTORY TO THE REGION INDICATED IN THE ACTIVITY WINDOW.**

   You can press **Label Options** to change size, shape and colour of the label.
   You can also paste or drag and drop sort items associated with the category, or add category content from a previously saved list. For more information about adding content, see *Managing Lesson Activity Builder content* on page 144.

4. Press a **New Label** button and drag it to the component or part of the image that you wish to label.

   The *Label* window and *Label edit tool* open.

5. Enter a brief label description. Press **+Add a description** to enter an extended description of up to 150 characters.

   Press **Done** to close the window.

   Press the pen icon in the *Label edit tool* to edit the description.

6. Press **X** in the *Label edit tool* to close the window.
7. Press **Next**.

   The *Add game components* dialogue box opens. Select an optional game component if desired. See *Adding a game component to your activity* on page 142.

8. Press **Finish**. LAB builds the activity and it will be ready for use in a few moments.

Adding a Match ‘Em Up! activity

Students can use the animated Match ‘Em Up! activity to drag and drop matching components into the underwater tank of the Immersive Matching activity, or the laboratory beakers in the Matching Beakers activity. Add game components to make the activity even more engaging.

To preview an activity

1. Press **Preview this Activity**.

   The Match ‘Em Up! *Activity Preview* dialogue box opens. This dialogue gives detailed information about the activity.

2. Press **Cancel** to close the window, or press **Add this Activity** to continue building the activity.

To add a Match 'Em Up! activity

1. The *Add an Activity* window opens.
2. Scroll to locate the **Match 'Em Up!** activity and press **Add this Activity**.

   The *template and theme* dialogue opens.
3. In the *Template and Theme* dialogue, select the *Immersive Matching* theme or the *Matching Beakers* theme. The selected theme is surrounded by a blue box.
4. In the **Answers** section under *Check matches*, select **Check answers right away** to immediately reject incorrect answers, or select **Check answers after students have finished** to reject incorrect answers at the end of the activity.
5. Press **Next**.

   The *Add Content* dialogue opens.
6. In the **Category Name** boxes, type the names that you want to use for each category.
7. In **category content** boxes, type category content names, drag and drop the matching items associated with the category, or edit content. You can also add category content from a previously saved list, paste content from a spreadsheet or text document, or add an image. For more information about adding content, see *Managing Lesson Activity Builder content* on page 144.

   TIP

   To use an image in your activity, click the image file folder icon in either content list. Browse to and select the image, then press **Open**. The image appears in the content list. Although you can create as many items as you like, only the first 10 are used in your activity. Create at least two matches to continue.
8. Perform the same actions for the category on the right.
9. Press **Next**.

   The *Add game components* dialogue box opens. Select an optional game component if desired. See *Adding a game component to your activity* on page 142.

10. Press **Finish**.

    Lesson Activity Builder builds the activity and it will be ready for use after a few moments.

TIPS

- You can preview an activity from the **Add an Activity** menu.

  Press **Preview this Activity**. The activity preview window opens and gives you more information about the activity you have chosen.

  Press **Cancel** to close the window or **Add this Activity** to continue building the activity.

- Use the **Activity Restart** button to restart the current activity. This button is located at the top right of the open LAB activity page.

- Use the **Activity Edit** button to open the *Add an Activity* window. This button is located at the top right of the open LAB activity page.

- Use the Sound button to turn activity sound on or off.

Adding a Rank Order activity

In the Rank Order activity, students arrange items in a list according to your instructions. Try arranging whole numbers from smallest to largest, steps in a scientific procedure or other items in order of preference.

You can preview an activity from the **Add an Activity** window.

To preview an activity

1. Press **Preview this Activity**.

   The Rank Order*Activity Preview* dialogue box opens. This dialogue gives detailed information about the activity.

2. Press **Cancel** to close the window, or press **Add this Activity** to continue building the activity.

To add a Rank Order activity

1. Open Lesson Activity Builder by pressing the LAB toolbar icon in the Notebook toolbar.

   The *Add an Activity* window opens.

2. Scroll to locate the **Rank Order** activity and press **Add this Activity**.

3. In the *Template and Theme* section, select the desired theme. The selected theme is surrounded by a blue box.
4. In the *Answers* section, press **Correct/Incorrect** to evaluate activity content as right or wrong, or **Preference** to allow students to arrange items in any order they want.
5. In the *Answers* section, press **Check answers straight away** to check the answers as items are ordered, or **Check answers after students have finished** to check the rank order items at the end of the activity.
6. Press **Next**. The *Items to order* dialogue opens.
7. In the *Add an Activity Item order* dialogue, select the way in which the items are to be ordered. You may select from **First → Last**, **Smallest → Biggest**, **Highest → Lowest**, or **Custom**.

   If you select **Custom**, enter the terms that you would like to use to indicate the order, such as **Tallest and Shortest**.

   if you want to reverse the order label, first select the order that you wish to change, such as **First →Last**, then press **Flip labels**. The order label will now be **Last →First**.
8. Enter the items to be ordered.

   Although you can create as many items as you like, only the first 10 appear in the activity.

   For more information about adding content, see *Managing Lesson Activity Builder content* on page 144.

   TIP
   To use an image in your activity, click the file folder icon in the content list. Browse to and select the image, then press **Open**. The image appears in the content list. Create at least two items to continue.

10. Press **Next**.

    The *Add game components* dialogue box opens. Select an optional game component if desired. See *Adding a game component to your activity* on page 142.

11. Press **Finish**.

    Lesson Activity Builder builds the activity and it will be ready for use after a few moments.

12. Get students to drag and drop the items in the correct order from top to bottom. When the items are sorted correctly, they gently move to indicate completion.

TIPS
A green tick or a red X will appear beside each ordered answer to indicate correct or incorrect. The order may be changed until all answers are correct.

If you selected **Check answers straight away**, answers are checked as they are given. Correct answers are accepted and incorrect answers are rejected.

If you selected **Check answers once students have finished**, the answers are checked after students answer all the questions, giving you time for discussion.

Adding a Speedup activity

Students will love to compete to see who answers questions the fastest using the Speedup activity.

To preview an activity

1. Press **Preview this Activity**.

   The *Activity Preview* dialogue opens, giving detailed information about the activity.

2. Press **Cancel** to close the window or press **Add this Activity** to continue building the activity.

To add a Speedup activity

1. The *Add an Activity* dialogue opens.
2. Scroll to locate the **Speedup** activity and press **Add this Activity**.

   The *Add an Activity* dialogue opens.

3. In the *Template and Theme* dialogue, select a theme by pressing its thumbnail image. The thumbnail is highlighted with a blue box.
4. Press **Next**.

   The *Add question* dialogue opens.

5. Press **+Add Question**.

   The *Question(s)* dialogue opens.

6. In the *Enter a Question* area, type a question.

   Alternatively, you can add category content from a previously saved list, or press **Manage Lists** to create new lists or edit previously saved lists.

   For more information about adding content, see *Managing Lesson Activity Builder content* on page 144.

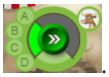
7. If you would like to assign a time limit for the question to be answered, select the *Limit time* tickbox and enter a time limit in seconds.
8. In the *Enter Answers* area, type the answers from which students will choose. Enter at least two answer options to complete each question.
9. Press the button beside the correct answer.

10. Press **+Add another Question** to continue adding more questions, press **Cancel** to discard editing, or press **Done** to review, edit or delete your questions or add category content from a previously saved list.
11. After you have finished adding questions, press **Next**.
12. Press **Finish.**

    LAB builds the activity and it will be ready for use in a few moments.

> **NOTE**
> Game components cannot be added to the Speedup activity.

To play a Speedup activity

1. When the activity opens, press **Start**
2. Select the number of racers from one to four. A maximum of four racers can race, but additional students can participate.
3. Select a racer avatar and press the tick to lock in your choice. You have 15 seconds to select a racer avatar. If no avatars are chosen, the race will automatically begin.
4. When the race starts, rapidly press the Racer control arrow for a Turbo boost to increase speed  .
5. At various points around the race track, the questions will be asked. Racers select the letter that corresponds to the correct answer on their racer controls.
6. When the race is complete, the winner's racer avatar is displayed in the results window and time results will be shown in seconds for each racer avatar. Press **Review answers** to see all answers. **Press Show Players** to see each racer's avatar.

Adding a Shout It Out! activity

Students use the Shout It Out! activity to quickly create and contribute text and images to LAB content-creation activities using their own device web browsers, and teachers can easily curate the content.

To ensure the best possible user experience with Shout It Out!, see *Browser, device, operating system and network recommendations* on page 140.

IMPORTANT

If you are using a trial version of SMART Notebook collaborative learning software, you might receive a reCaptcha notification. Validate the trial version to use Shout It Out!. For more information, go to *Shout It Out! user validation* on the next page.

You can preview an activity from the **Add an Activity** window.

To preview an activity

Press **Preview this Activity** and the Shout It Out! *Activity Preview* dialogue window opens. This dialogue gives detailed information about the activity.

Press **Cancel** to close the window, or press **Add this Activity** to continue building the activity.

To add a Shout It Out! activity

1. Open Lesson Activity Builder by pressing the toolbar icon in the Notebook toolbar. The *Add an activity* window opens.
2. Scroll to locate the Shout It Out! activity and press **Add this Activity**.

   The Shout It Out! *Choose design* page opens. Select the theme that you would like to use. You can choose from either the *Arranged Randomly* theme or the *Categorised* theme.
3. Click **Next**.

   The *Add content* page opens. If you selected *Categorised* placements, at least two categories are required for the activity.

   In *Contribution Categories*, give names to the categories to contain student contributed content.

   In *Acceptable Contributions*, choose from *Text* or *Images* contribution types.
4. Enter the maximum number of text and image contributions per device.
5. Press **Off** or **On** under *Display contributor names* to select whether contributor names will be displayed.
6. Press **Next**. The *Add game components* dialogue box opens. Select an optional game component if desired. See *Adding a game component to your activity* on page 142.
7. Press **Finish**.

   Lesson Activity Builder builds the activity and it will be ready for use after a few moments. To start the activity and allow your students to make contributions, see *Adding Student Contributions To A Shout It Out! Activity* on page 137.

To start a Shout It Out! Activity

1. After you have created a Shout It Out! activity, confirm that the *Display Contributor Names* and *Contributions per Device* settings are correct.
2. Press **Start Activity**.

   The LAB Student Contribution Activity dialogue window appears. It includes the URL that students will enter into their browsers, and the generated activity ID number that students will enter on the SMART Notebook lesson activity builder website. The activity icon turns green to indicate that an activity is currently in progress.
3. Direct students to **classlab.com** and have them enter the activity ID number and their names. Students are connected to the activity.

   Student contributions will appear in the Notebook Lesson Activity Builder page. See *Adding Student Contributions To A Shout It Out! Activity* on the facing page.

NOTE

To delete a contribution, drag it to the Recycle bin at the top left of the Lesson Activity Builder activity page. After a contribution is deleted, it cannot be retrieved.

Shout It Out! user validation

If you are using a trial version of SMART Notebook collaborative learning software, you might receive a reCaptcha notification when you open Shout It Out! in Lesson Activity Builder for the first time.

If you receive this notification, you must first validate the trial version before Shout It Out! features will work. After you have registered as a trial user, you will no longer receive reCaptcha notifications.

To validate as a trial user

1. If you receive a reCaptcha notification In the *LAB Student Contribution Activity* dialogue window, select the **I'm not a robot** tickbox.

   An image questionnaire appears.
2. Complete the questionnaire and press **Verify**.

   If you answer the questionnaire correctly, a green tick will appear in the *I'm not a robot* tickbox.
3. Press **Start Activity** to begin adding the Shout It Out! activity. See *Adding a Shout It Out! activity* on page 134.

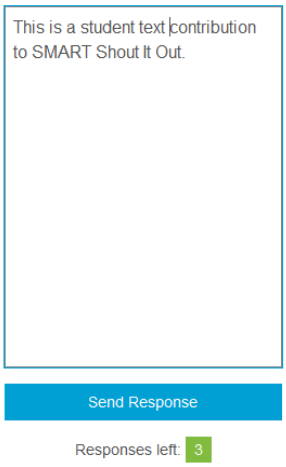
Adding Student Contributions To A Shout It Out! Activity

Students will enjoy adding their contributions to your Lesson Activity Builder activities. Students can add text or images, depending on activity requirements. Get other students to position comments into categories or use the contributions to begin discussions.

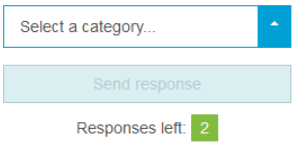
Adding student text contributions

After a student has signed in to the activity using the *LAB Student Contribution Activity* dialogue window on their computer or mobile device browser, the *Activity response* window opens.

1. Students enter their contribution in the text window. A student may enter up to 150 characters into the window including spaces and can contribute as many times as specified by the teacher.



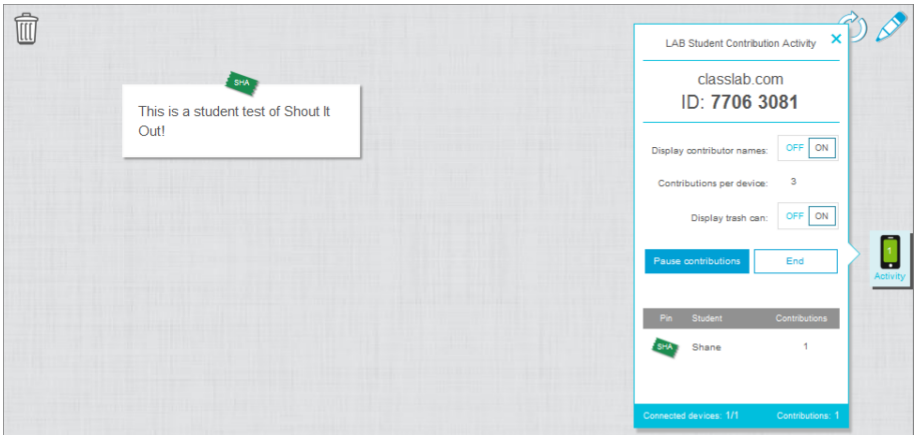
If you previously selected **Categorised** placements, the text window includes a category menu.



After making their contributions, students select the category to which they wish to contribute from the **Select a category** drop-down menu.

2. Students press **Send Response** to send their contributions to the Notebook Lesson Activity Builder activity page.

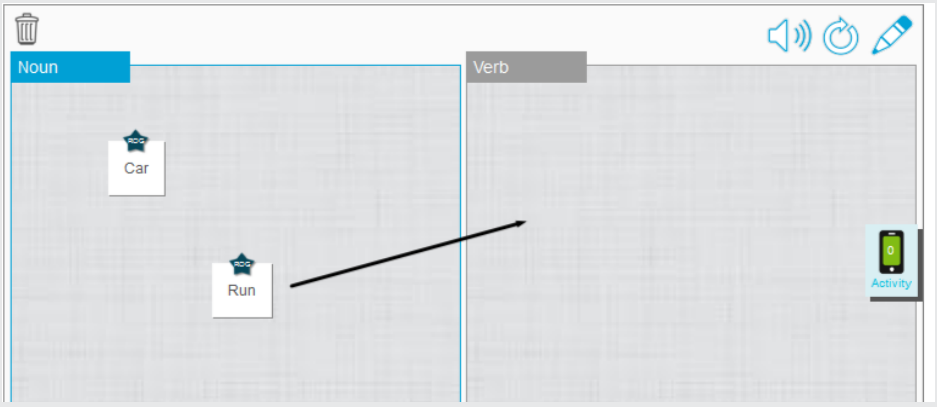
   The student contribution appears on the Notebook LAB activity page.



   In *Categorised* view, click the ✕ to minimise the activity ID window to view contributions that appear in the window on the right of the activity page. Click to reopen the window.

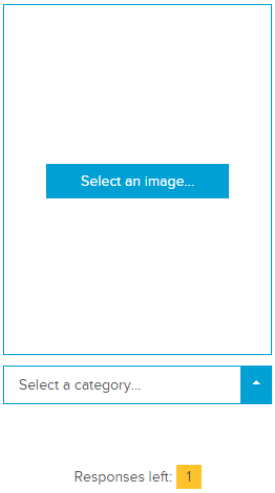
TIP

You can move a student contribution from one category to another by pressing the student contribution and dragging it to the other category. (This feature is available in SMART Notebook v.15.2.)



Adding student image contributions

1. After a student has signed in to the activity using the *LAB Student Contribution Activity* dialogue window, the *Activity* response window opens.



2. The student presses **Select an image**.

   The device file explorer opens.

3. The student selects the image and presses **Open**.

   As with the text contribution, the image contribution appears on the Notebook Lesson Activity Builder page.

   To enlarge the image contribution, the teacher can press the image on the Notebook page and the image will enlarge.

   To return the image to its normal size, press outside the enlarged image, or press the X in the top right-hand corner of the enlarged image.

IMPORTANT

A student may contribute 50 images per activity. If the student exceeds this amount, a warning appears and additional image contributions by that student do not appear for the current activity.

NOTE

To delete a contribution, drag it to the Recycle bin at the top left of the Lesson Activity Builder activity page. After a contribution is deleted, it cannot be retrieved.

4. To leave the activity, students can press the application exit symbol on their device browsers .

Managing a Shout It Out! activity

You can manage the Shout It Out! activity session by moving student contributions on the Notebook desktop, pausing student contributions and by turning off the contributor name displays. You can also end and save the activity to use later.

To move student text or image responses

1. In the Notebook Lesson Activity Builder activity desktop, position the arrow cursor on the object.
2. Left-click the object and drag it to a new position on the page.

To pause contributions to the Notebook desktop

1. Press the blue **Pause Contributions** button in the *LAB Student Contribution Activity* dialogue window.

   The button turns green and its label turns to **Resume**.

   Students see an *Activity Paused* message on their computer or device.
2. Press the button again to resume the activity.

   The button turns blue and the label turns to **Pause Contributions**.

   The *Activity Paused* message disappears and students can contribute again.

To turn contributor name displays on or off

1. Press the **Off On** slider button beside Display Contributor Names.

   Contributor names no longer appear.

To end, save and restart the Shout It Out! activity

1. Press **End and Save** in the Student Contribution Activity dialogue window.

   The *Contribution for this activity has ended* dialogue appears.
2. Press **Restart Activity** to continue with the same activity.

NOTE

You can run only one activity at a time.

Browser, device, operating system and network recommendations

This section describes the web browsers, devices, operating systems and network capacity that ensure the best possible experience with Lesson Activity Builder Shout It Out!. The version of SMART Product Drivers that ensures the best experience on SMART interactive products is also listed, as are the websites that must be whitelisted before the Shout It Out! activity will work correctly.

NOTE

When using the Shout It Out! activity, students may check their website access at http://classlab.com/connection/check.html.

Web browser recommendations

- Google Chrome™ 30 or later
- Safari 7 or later
- Firefox® 40 or later
- Firefox ESR
- Internet Explorer® 10 or later
- Internet Explorer 11 Metro

> **NOTE**
> Android™ devices must use the Android versions of Chrome or Firefox instead.

Device recommendations

- Any laptop or MacBook
- iPad 2 or later
- iPad Air
- iPad mini
- Microsoft® Surface RT2 or Pro
- Samsung Galaxy Note (8" and 10")
- Google Nexus 2013 or later (7" and 10")
- Any Google Chromebook

> **IMPORTANT**
> Shout It Out! is not currently supported on the first generation iPad 1 or Samsung Galaxy Tab 3.

Mobile Device recommendations

- iPhone 5C - 8GB, MG2E2C/A
- iPhone 6 Plus - 16GB, MG9M2CL/A
- iPhone 4S - 16GB, MC924LL/A
- iPod touch - 16GB, A1421
- Samsung Galaxy S4 - 16GB, SGH-I337M
- Samsung Galaxy S5 - 16GB, SM-G900W8
- Nexus 5 - 16GB, - LG-D820
- Nexus 6 - 32GB, - XT1103
- Motorola moto g - 8GB, XT1032

- Nokia Lumia 635 - Windows phone, RM-975
- HTC Desire 510 - 8GB

Operating system recommendations

- Windows® 7 or later operating system
- OS X 10.8 or later operating system software
- iOS 8 or later operating system software
- Android™ 4.2 or later operating system
- The current release of the Chrome OS™ operating system

Network recommendations

Shout It Out! is designed to keep network requirements as low as possible whilst still supporting rich collaboration. The network recommendation for Shout It Out! alone is 0.3 Mbps per device. A school that regularly uses other Web 2.0 tools should have enough network capacity to run Shout It Out!. If Shout It Out! is used in conjunction with other online resources, such as streaming media, greater network capacity could be required, depending on the other resources being used.

Website access requirements

To ensure that Shout It Out! works correctly, add the following URLs to your network's whitelist.

- https://www.classlab.com
- http://id.smarttech.com
- https://smart-labc-prod.firebaseio.com
- https://smart-labc-prod-001.firebaseio.com
- https://smart-labc-prod-002.firebaseio.com
- https://smart-labc-prod-010.firebaseio.com
- https://content.smarttech-prod.com
- https://metric.smarttech-prod.com
- https://google.com
- http://google-analytics.com
- https://www.gstatic.com (used by Google to load reCAPTCHA)

Adding a game component to your activity

Game components

Five game components are available.

Timer

Use the timer to track how long it takes students to complete an activity. In the *Timer* dialogue box you can choose from 15 second-, 30 second-, or one minute- *count down from* or *count up to* times, or you can choose a custom time in minutes and seconds.

Dice

Roll dice to pick numbers at random. Select one die or two dice in the *Add Dice* dialogue box.

Hat Picker

Use the Hat Picker to randomly select the students or the activity's content. You can randomise flipcard backs, numbers, or student lists. In the *Hat Picker* dialogue box, you can randomise Flipcard backs or numbers from 1 to 30. You can also randomise selected student names by adding them to the Student List box or by adding student names from a student list you have already saved. Each item can only be chosen once.

Buzzer

Students can compete to see who gets to go next. You can select and use up to four buzzers from the *Buzzer* dialogue box.

Spinning Wheel

Use the Spinning Wheel to randomly select the students or the activity's content. You can randomise flipcard backs, numbers, or student lists. Use the randomiser in the *Spinning Wheel* dialogue box to randomise Flipcard backs or numbers from 1 to 30. You can also add students, or add students from a student list you have already saved. Each item can be chosen any number of times.

To add a game component to an activity

1. In the *Add game components* dialogue box, press **On** for any of the game components.
2. Select an option for the game component.
3. Press **Finish**.

   Lesson Activity Builder builds the activity and it will be ready for use after a few moments.

Managing Lesson Activity Builder content

You can easily manage Lesson Activity Builder category content. Add new list items or add content from a previously saved list to the Super Sort, Rank Order, Match 'Em Up!, Flip Out flipcard and Label Reveal activities.

To create new content lists

1. In Lesson Activity Builder's **Add an Activity** window, press **Manage Lists**.

   The *Manage Lists* dialogue opens.
2. Press **Create New**.
3. From the drop-down list, select **Content list**.
4. In *Content List Name*, type the name for the list.
5. In the *List Items* dialogue, type a list of words or add images to be saved and used later.
   a. To add an image to be saved and used later, press the **Add Image** icon and

      The *Open* dialogue opens.
   b. Select the image that you wish to add to the list and press **Open**.

      The image appears in the *List Items* dialogue.
6. Press **Save**.

To create a new student list

1. In Lesson Activity Builder's **Manage Lists** window, press **Manage Lists**.

   The *Manage Lists* dialogue opens.

2. Press **Create New**.
3. From the drop down list, select **Student List**.
4. In *Student List Name*, type the name for the list.
5. In the *List Items* dialogue, type student names to be saved and used later.
6. Press **Save**.

To edit previously saved lists

1. Select the Edit icon for the list that you wish to edit.

   The *Manage Lists* dialogue opens.
2. Edit the name in *Content List name* or in *List Items*.
3. Press **Save**.

To select and add previously saved activity content lists

- In the Super Sort *Manage Lists* dialogue of the *Add an Activity* window, press **Add from list** under *Category Content* to add a previously saved list to the sorting categories. To delete a previously saved list, press **Clear**. To save a new list, press **Save list**.
- In the Flip Out *Manage Lists* dialogue of the *Add an Activity* window, press **Add from list** under the *Card back* or *Card face* drop-down menus to add a previously saved list. To delete a previously saved list, press **Clear**. To save a new list, press **Save list**.
- In the Rank Order *Manage Lists* dialogue of the *Add an Activity* window, press **Lists** under the *Items to order* to add a previously saved list. To delete a previously saved list, press **Clear**. To save a new list, press **Save list**.
- In the Match Em Up! *Manage Lists* dialogue of the *Add an Activity* window, press **Lists** under *Category Name (optional)* to add a previously saved list. To delete a previously saved list, press **Clear**. To save a new list, press **Save list**.

TIPS

- You can add content from an Excel® spreadsheet by selecting and copying the desired spreadsheet cells and pasting them into the *Category content* areas of the *Add content* dialogue.
- You can add content from a text document by selecting and copying the desired text in the text document and pasting it into the *Category content* areas of the *Add content* dialogue.

Chapter 9

Using Concept Mapping

Use Concept Mapping to quickly create concept maps that encourage dynamic participation from students. You can use ink gestures along with traditional interactions to build concept maps.

To begin using Concept Mapping, see *Creating and Using Concept Mapping Nodes* below.

Creating and Using Concept Mapping Nodes

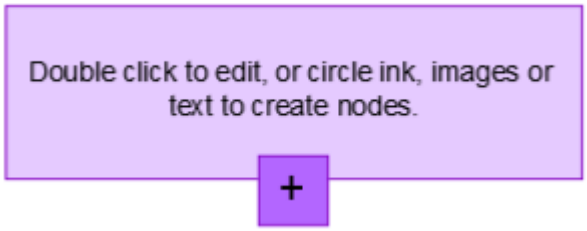
To create a root node

To begin using Concept Mapping, open it from the toolbar. A root node appears automatically. You then use additional nodes to create the concept map.

To create a root node

1. Press **Start a new concept map** in the **Add-ons** menu.

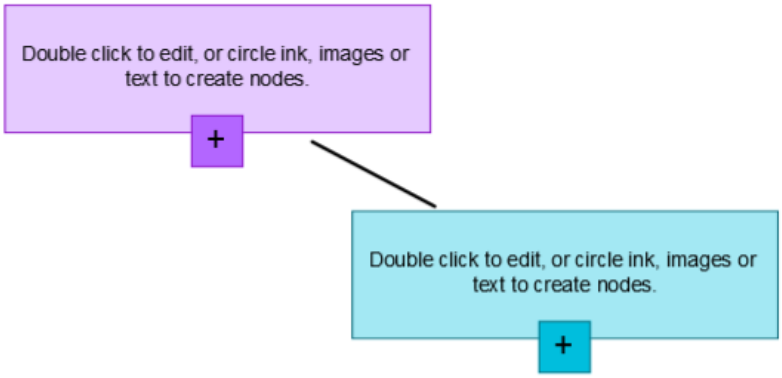
   A root node opens.

2. Double press within the root node to edit the text. Press **Properties** or **Text** to open the Text menu, where you can select text size, font and colour.

To create additional nodes

1. Press the + button in the root node. A new node appears with a line connecting it to the root node.

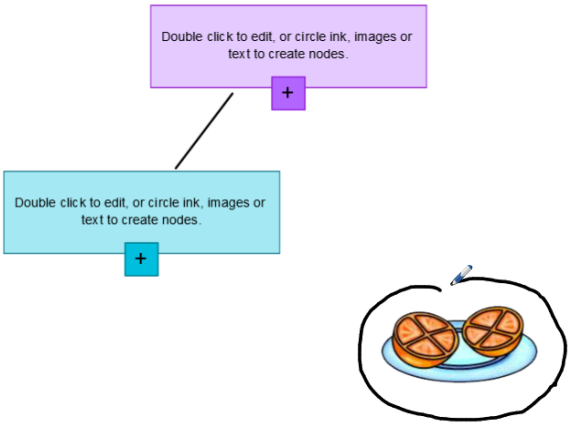


2. Double press within the node to edit the text.

Using an image as a node

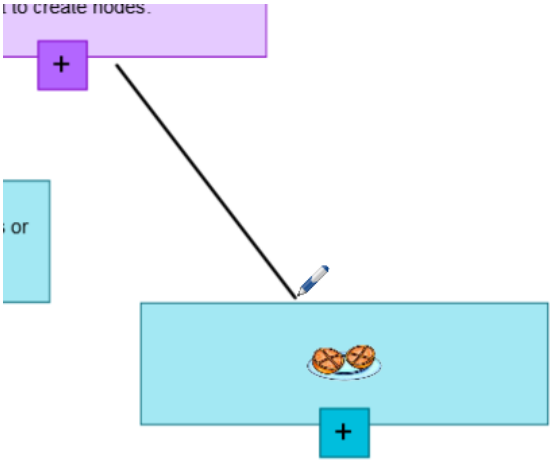
To use an image as a node

1. Open Concept Mapping and drag or paste an image, Ink or text to the Notebook page.
2. Use a Notebook pen to draw a circle around the image.



3. The image appears within a new node. Move the node to wherever you like on the Notebook page.

4. Now use the pen to draw a regular ink line from the new node to another node. The line turns into a segment and joins the two nodes.



TIPS

- Use the **Undo** and **Redo** buttons to undo or redo your Concept Mapping work.
- If you delete a root node, all other nodes are also deleted.
- You can re-size the node by pressing the re-size handle and moving it to make the node larger or smaller. See *Resizing objects* on page 69

Chapter 10

Presenting lesson activities and facilitating collaboration

Preparing before presenting 152
Setting the page display 153
Zooming in and out 153
Panning pages 154
Displaying pages in Full Screen view 154
Displaying pages in Transparent Background view 156
Displaying pages in Dual Page view 157
Displaying links 158
Moving windows between screens 159
Adjusting the volume 159
Using classroom presentation tools 159
Recording pages with the Lesson Recorder 160
Using the Screen Shade 161
Using cell shades 162
Using the Magic Pen 163
Selecting the Magic Pen 163
Using the Magic Pen to create fading objects 163
Using the Magic Pen to open a magnification window 164
Using the Magic Pen to open a spotlight window 166
Using the Text Pen 167
Writing with the Text Pen 167
Editing with the Text Pen 168
Linking objects to tools 169
Using the Standard pen type to create fading objects 170
Using SMART Blocks 171
SMART Block activities 171
Using SMART Recorder 173
Starting SMART Recorder 173
Hiding SMART Recorder 174
Changing a recording's video and audio quality 174
Changing a recording's video format 175
Changing a recording's file location 176
Adding a watermark to recordings 178
Recording your actions 180
Enhancing system performance for recording 183
Reducing the screen resolution and display colours 183

Disabling hardware acceleration 184
Sharing a recording 184
Using measurement tools 185
Using the ruler 185
Using the protractor 187
Using the set-square 189
Using the compass 191
Clearing or resetting pages after presenting 192
Clearing pages 193
Resetting pages 194
Enabling two people to use an interactive whiteboard 195
Enabling two people to use a SMART Board D600 series interactive whiteboard 196
Enabling two people to use a SMART Board 800 series interactive whiteboard 196
Selecting tools 197

After creating lesson activities in SMART Notebook software, you can present the lesson activities to students using your interactive product and the presentation features of the software.

In addition to presenting lesson activities to students, you can facilitate collaboration in your classroom using SMART Notebook software and your interactive product. Specifically, you can enable two people to use your SMART Board D600 series or 800 series interactive whiteboard at the same time.

Preparing before presenting

When you have completed your .notebook files and are ready to present them to students, save the files on a CD, DVD or USB drive. This enables you to access and display the files by inserting the CD, DVD or USB drive into the computer connected to the interactive product. Alternatively, make the files accessible on your local area network, and then browse to them on the interactive product.

Next, prepare for presenting by doing the following:

- Set the page display
- Display any links in the file
- If you have multiple interactive products in your classroom, move windows to the appropriate screens
- If you're presenting video or sound files, adjust the volume

Setting the page display

You can zoom in and out using the View Screens button or multitouch gestures (if your interactive product supports multitouch gestures).

In addition, SMART Notebook software includes the following views:

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

Zooming in and out

You can zoom in and out using the View Screens button or multitouch gestures (if your interactive product supports multitouch gestures).

To zoom in or out using the View Screens button

1. Press **View Screens** .
2. Select a magnification level between 50% and 300%.

   OR

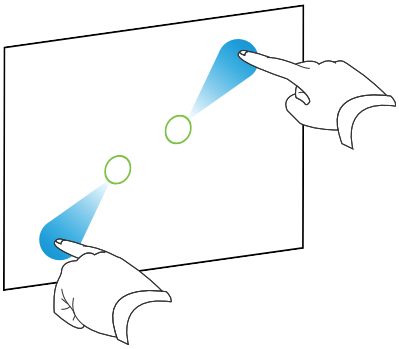
   Select **Entire Page** to make the entire page fit your display.

   OR

   Select **Page Width** to set the page's width to the same width as your display.

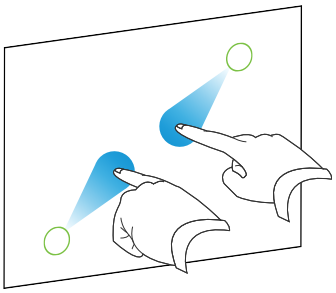
To zoom in or out using multitouch gestures

Drag your fingers in opposite directions to zoom in.



OR

Drag your fingers towards each other to zoom out.



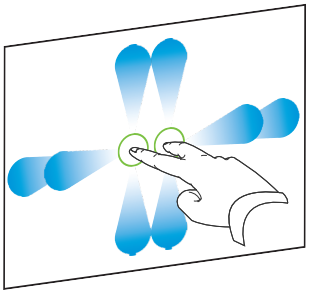
A message appears, displaying the current zoom level.

Panning pages

If your interactive product supports the pan gesture, you can pan a page when zoomed in (see *Zooming in and out* on the previous page).

To pan

1. Using two fingers on the same hand, press and hold the screen.
2. Keeping your fingers on the screen, move up, down, left or right.



3. When you reach the area that you want to view, release your fingers.

Displaying pages 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 still access commonly used commands using the *Full Screen* toolbar.

TIP

Before displaying a page in Full Screen view, select **View > Full Screen Page Border** and then select the appropriate aspect ratio for your interactive product. A blue line appears, indicating the portion of the page that will appear in Full Screen view without scrolling.

This feature is useful when you're creating content that you want to present in Full Screen view.

To display a page in Full Screen view

Press **View Screens** and then select **Full Screen**.

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

Button	Command	Action
	Previous Page	Display the previous page in the file.
	Next Page	Display the next page in the file.
...	More Options	Open a menu of options.
	Page Width	Change the zoom level to the page's width. **TIP** This is useful if you're using a widescreen interactive product and grey bars appear on the sides of the page.
	Entire Page	Change the zoom level to Full Page view.
	Exit Full Screen	Return to the standard view.
	Toolbar Options	Display additional toolbar buttons.

NOTES

- The toolbar displays the current page number and the total number of pages in the file.
- If SMART Response software is installed, additional buttons appear that enable you to insert questions and administer assessments.

To display more toolbar buttons

Press **Toolbar Options**.

The toolbar expands to include the following buttons:

Button	Command	Action
	Blank Page	Insert a new, blank page in the current file.

Button	Command	Action
	Undo	Reverse the effect of the last action.
	Select	Select objects on the current page.
	Magic Pen	Create objects that slowly fade, open a magnification window or open a spotlight window (see *Using the Magic Pen* on page 163).

Displaying pages in Transparent Background view

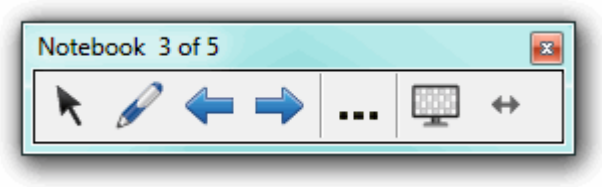
Using Transparent Background view, you can see the desktop and windows behind the SMART Notebook software window and continue to interact with the open, transparent page. You can draw in digital ink on a transparent page and save your notes in the file. You can also display measurement tools, take screen 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 page in Transparent Background view

Press **View Screens** and then select **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.



Button	Command	Action
	Select	Select objects on the current page or interact with desktop and application objects that aren't covered by a SMART Notebook software object.
	Pens and Highlighters	Write or draw digital ink on the current page.
	Previous Page	Display the previous page in the current file.
	Next Page	Display the next page in the current file.

Button	Command	Action
...	More Options	Open a menu of options that enable you to add a screen shade, select different digital ink, select a Creative pen style, add straight lines, add shapes and more.
	Exit Transparent Background	Return to the standard view.
	Toolbar Options	Display additional toolbar buttons.

NOTES

- The toolbar displays the current page number and the total number of pages in the file.
- If SMART Response software is installed, additional buttons appear that enable you to insert questions and administer assessments.

To display more toolbar buttons

Press **Toolbar Options** .

The toolbar expands to include the following buttons:

Button	Command	Action
	Blank Page	Insert a new, blank page in the current file.
	Undo	Reverse the effect of the last action.
	Delete	Delete all selected objects.
	Clear Page	Erase all digital ink and delete all objects from the page.
	Screen Capture Toolbar	Open the Screen Capture toolbar.
	Insert Ruler	Insert a ruler on the page (see *Using the ruler* on page 185).
	Insert Protractor	Insert a protractor on the page (see *Using the protractor* on page 187).
	Insert Geodreieck Protractor	Insert a set-square on the page (see *Using the set-square* on page 189).
	Insert Compass	Insert a compass on the page (see *Using the compass* on page 191).

Displaying pages 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 page in Dual Page view

Press **View Screens** and then select **Dual Page Display**.

A second page appears. A red border indicates the active page.

To pin a page

1. If you haven't done so already, display dual pages.
2. Select the page that you want to continue displaying.
3. Select **View > Dual Page Display > Pin Page**.

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

To unpin a page

Clear the selection of **View > Dual Page Display > Pin Page**.

To return to standard view

Press **View Screens** and then select **Single Page Display**.

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 104). 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.

Moving windows between screens

You can operate multiple interactive products from the same computer. You can split the computer display over two or more screens, or you can display some programs on one screen and other programs on another. For more information, see *Connecting multiple interactive whiteboards to one computer* (smarttech.com/kb/000315).

If you connect multiple interactive products to one computer, you can move windows from one screen to another.

To move a window from one screen to another

1. If you haven't already done so, display the window.

   NOTE
   You can move a window only if it's neither maximised nor minimised.

2. Press and hold the window on the first screen with your finger.
3. Press the second screen with a finger on your other hand.
4. Lift your finger from the first screen.

   The window disappears from the first screen and appears on the second screen.

Adjusting the volume

If you're presenting a video or sound file and want to adjust volume, you can do so pressing the **Volume Control** button and then adjusting your operating system's volume controls.

NOTE
Ensure your speakers are turned on.

To add this button to the toolbar, see *Customising the toolbar* on page 203.

Using classroom presentation tools

Whilst presenting lesson activities to students, you can use the following tools:

- Screen Shade
- Cell shades

- Magic Pen
- Text Pen (to write editable ink)
- Standard pen type (to create fading objects)
- SMART Blocks
- Measurement tools
  - Ruler
  - Protractor
  - Geodreieck protractor
  - Compass

Recording pages with the Lesson Recorder

You can use the Lesson Recorder add-on to record your activities on a page. You can then play the recording on the same page by using the Lesson Recorder or the new playback widget.

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.

For more information, see *Using SMART Recorder* on page 173.

To record a page

1. Press **Add-ons** and then press **Lesson Recorder**.
2. Press **New Recording**.

   A red square appears around the perimeter of the recorded page.
3. Perform the actions that you want to record on the current page.
4. Press **Stop Recording** when you finish performing these actions.

   TIPS
   - To save your recording, simply save the .notebook file.
   - Close the Lesson Recorder add-on during presentations. The playback widget appears at the bottom of the page. You can unlock and move it anywhere on the page.
   - You can't remove the recording from the page.

To play a page recording using the Lesson Recorder add-on

1. Open the page that you recorded.
2. If the Lesson Recorder add-on isn't open, press **Add-ons** and then press **Lesson Recorder**.
3. Press **Play** on the playback toolbar.

   You can toggle between **Play** and **Pause** whilst playing the recording.
4. Optionally, you can perform the following actions:
   - Press **Rewind** to rewind the playback.
   - Press **Fast forward** to fast forward the playback.

To play a page recording using the playback widget

1. Open the page that you recorded.
2. If the Lesson Recorder is open, press on the add-on title bar to close it.

   The playback widget appears at the bottom of the page.

   TIPS
   You can unlock and move the widget to anywhere on the page that is easy to access during your presentation.
3. Press **Play** on the playback widget.

   You can toggle between **Play** and **Pause** whilst playing the recording.
4. Optionally, you can perform the following actions:
   - Press **Rewind** to rewind the playback.
   - Press **Fast forward** to fast forward the playback.

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. You can also change the colour of your screen shade to enhance your presentation.

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

1. Press **Show/Hide Screen Shade**

   A Screen Shade appears over the entire page.

2. Press the screen shade to automatically change it to a different colour.

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 remove the Screen Shade from a page

Press **Show/Hide Screen Shade**

OR

Press **Close** in the upper right-hand corner of the Screen Shade.

Using cell shades

You can add a cell shade to a table cell. This enables you to reveal the information in the cells during a presentation.

NOTES

- You must remove the cell shade if you want to change the cell's properties; 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 the previous page).

To add a cell shade

1. Select the cell.
2. Press the cell's menu arrow and then select **Add Cell Shade**.

To show and hide the contents of a cell

1. Press the cell shade.

   The cell shade disappears, showing the contents of the cell.

2. Press in the top left-hand corner of the cell.

   The cell shade appears, hiding the contents of the cell.

To remove a cell shade

1. Select the cell.
2. Press the cell's menu arrow and then select **Remove Cell Shade**.

Using the Magic Pen

The Magic Pen enables you to do the following:

- Create an object that slowly fades
- Open a magnification window
- Open a spotlight window

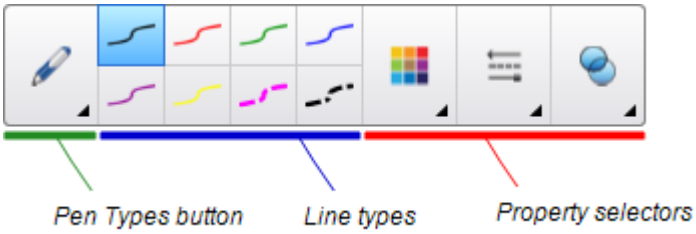
Selecting the Magic Pen

Before you can use the Magic Pen, you must select it.

To select the Magic Pen

1. Press **Pens** .

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Magic Pen**.

Using the Magic Pen to create fading objects

You can create an object that slowly fades using the Magic Pen.

> **NOTE**
> Fading objects are not saved in .notebook files.

To create a fading object

1. Select the Magic Pen (see *Selecting the Magic Pen* above).
2. Using your finger or a pen, write or draw objects on the interactive screen.

   The objects slowly fade.

To set the number of seconds before the object fades

1. Select the Magic Pen (see *Selecting the Magic Pen* on the previous page).
2. If the Properties tab isn't visible, press **Properties** .
3. Press **Fill Effects**.
4. Enter or select the number of seconds before the object fades in the *Fade time* drop-down list.

> **TIP**
> You can save your changes to the Magic Pen tool's default settings by clicking **Save Tool Properties** (see *Saving tool settings* on page 62).

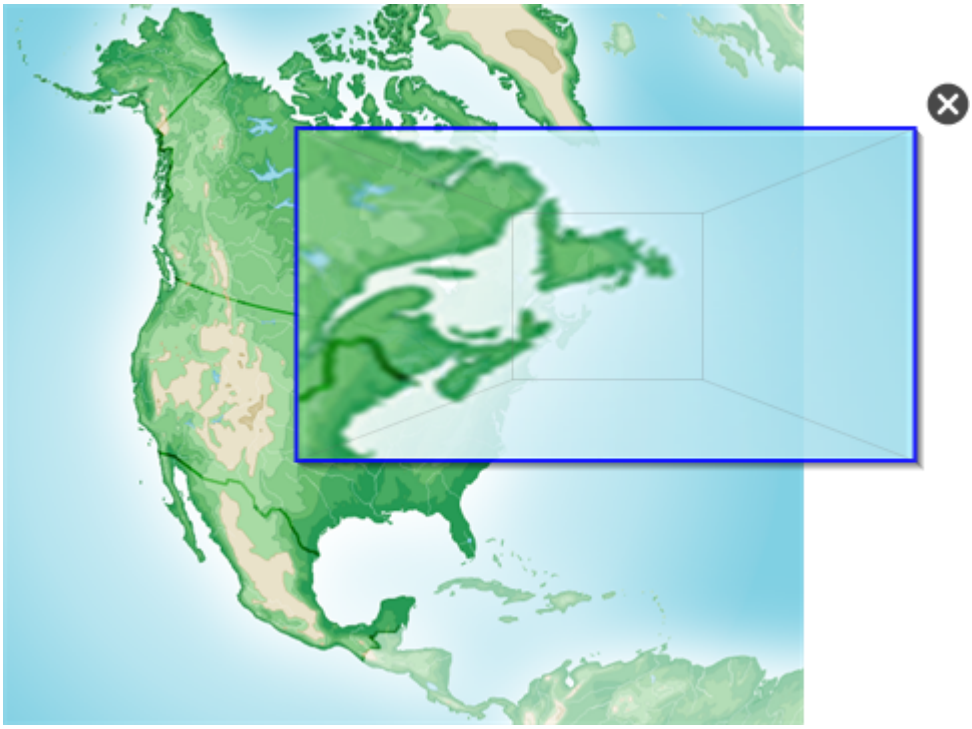
Using the Magic Pen to open a magnification window

You can open a magnification window using the Magic Pen.

To open a magnification window

1. Select the Magic Pen (see *Selecting the Magic Pen* on page 163).
2. Using your finger or a pen, draw a square or rectangle on the interactive screen.

   A magnification window appears.



> **TIP**
> You can draw a square but get it to fade rather than open a magnification window by using the Standard pen type (see *Using the Standard pen type to create fading objects* on page 170).

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've finished.

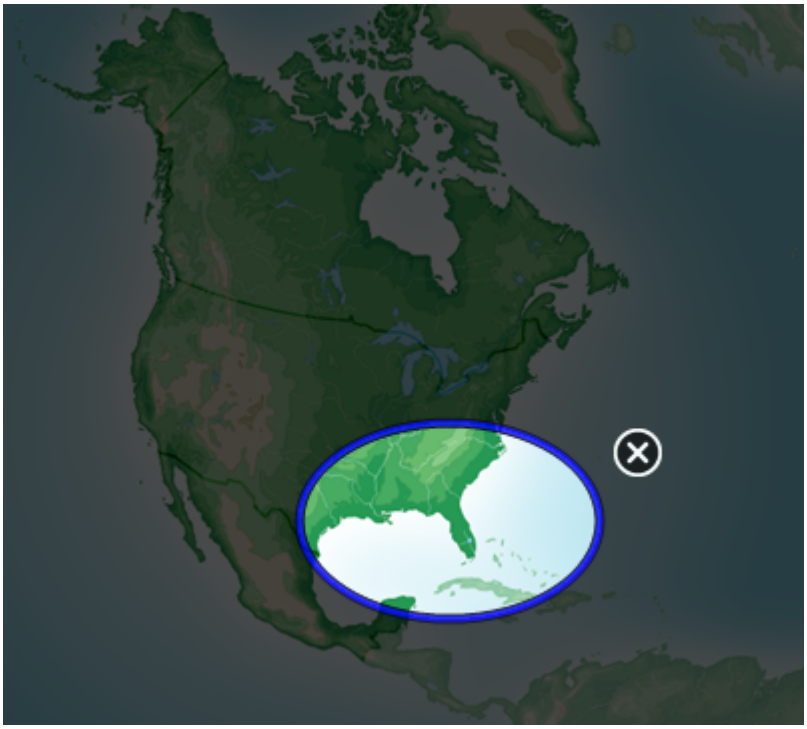
Using the Magic Pen to open a spotlight window

You can open a spotlight window using the Magic Pen.

To open a spotlight window

1. Select the Magic Pen (see *Selecting the Magic Pen* on page 163).
2. Using your finger or a pen, draw a circle or ellipse on the interactive screen.

   A spotlight window appears.



> **TIP**
> You can draw a circle but get it to fade rather than open a magnification window by using the Standard pen tool (see *Using the Standard pen type to create fading objects* on page 170).

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.
   - To move the spotlight window, press near the edge of the window and then drag it.
4. Press **Close** when you've finished.

Using the Text Pen

The Text Pen enables you to do the following:

- Write notes that automatically convert into editable text
- Edit the text as you work without touching a keyboard

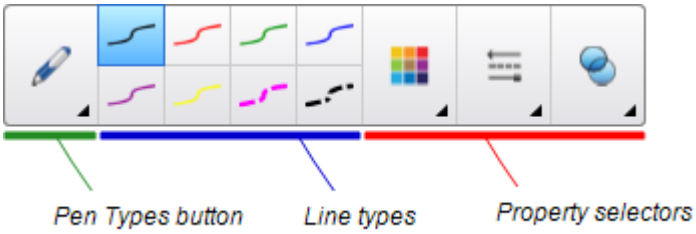
Writing with the Text Pen

You can write notes that automatically convert to editable text using the Text Pen.

To write editable text

1. Press **Pens** .

   The Pens tool buttons appear.

2. Press **Pen Types** and then select **Text Pen**.
3. Select a line type.

   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.

4. Write digital ink notes on the page.

   Your handwriting converts to typed text. Accept and reject icons appear beside the typed text.

5. Press to accept the typed text.

   OR

   Press to restore your handwritten notes.

   TIPS
   - You can perform this action whilst the Text Pen is active without having to switch to the Select tool .
   - The typed text is accepted by default if you don't press one of the icons.

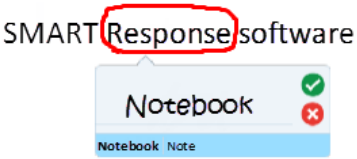
Editing with the Text Pen

You can apply mark-ups and make revisions to editable text using the Text Pen. You can delete unwanted text by drawing a cross-out line through the text. You can use different colour ink to highlight different parts of your text. You can also apply other mark-ups to insert spaces, to insert text and to replace text with new text.

> **TIP**
> Write your mark-ups in a different colour from your editable text. This makes it easier for students to see these edits when you're presenting writing lessons.

Examples of available mark-ups are defined in the following table:

Edit	Instruction	Example
Delete text	Draw a strike-through line through the text.	SMART ~~SMART~~ Notebook
Insert space	Draw a vertical line in the text.	SMARTNotebook
Insert text	1. Draw a caret ^ symbol where you want to insert text. 2. Write the new text in the text box that appears. **TIP** Press a line type or press **Colour** to select a new colour for the inserted text. Words that most resemble what you've written display underneath your handwriting. 3. Select a word to insert it as typed text. You can also press to automatically select the word that appears as bold text. OR Press to cancel insert text.	Sample text new new neW Sample new text

Edit	Instruction	Example
Replace text	1. Draw a circle around the text that you want to replace. 2. Write the replacement text in the box that appears. Words that most resemble what you've written display underneath your handwriting. 3. Select a word to replace the typed text or press to automatically select the word that appears as bold text. OR Press to cancel replace text.	
Change text colour	1. Press one of the line types or press **Colour** to select a new colour for the typed text. 2. Draw a circle around the typed text you want to change. 3. Press to automatically accept the new colour selection. OR Press to cancel the new colour selection.	
Change text colour of a word with a gesture	1. Press one of the line types or press **Colour** to select a new colour for the typed word. 2. Draw a horizontal line through the word and return to the start of your line in a back and forth gesture. The word automatically changes to the new colour selection.	

Linking objects to tools

Your SMART Notebook software page Toolbar has tools that enable you to create and work with basic objects on pages. If your users find it difficult to reach the toolbar, you can link an object to the Select tool, the Pens tool, or the Eraser tool to create a customised tool that you can place anywhere on your page. Press the object at any time to activate the tool.

To link an object to a tool

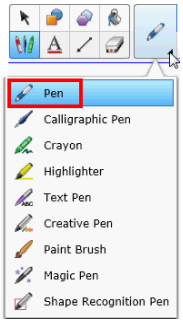
1. Select the object.
2. Press the object's menu arrow and then select **Link to Tool**.

3. Press one of the tool options.

   Your object is linked to the tool.

   When you press the linked object, the tool is activated:

Pen Tool	○ When you click on the object, the **Pens** tool is activated ○ You can write content with only the *Pen* type.
Eraser	○ When you click on the object, the **Eraser** tool is activated. ○ You can erase content created by any pen type.
Selection	○ When you click on the object, the **Select** tool is activated. ○ You can click on another object on the page to open its menu or move it around the page.



TIPS

- You can draw your own object, use an object from the Gallery, or use a text object.
- You can pre-select the colour or line options for your Pen before linking an object to the Pens tool. If you select a new colour or line option through the **Pens** tool on the toolbar, the change automatically applies to your linked object.

To delete an object's link to a tool

1. Select the object.
2. Press the object's menu arrow and then select **Link to Tool**.
3. Press **None**.

Using the Standard pen type to create fading objects

You can create freehand objects that fade after a specified period of time using the Pens tool.

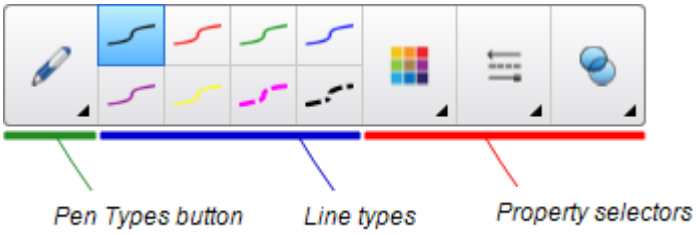
NOTE

You can also create freehand objects that fade after a specified period of time using the Magic Pen tool (see *Using the Magic Pen to create fading objects* on page 163).

To write or draw fading digital ink

1. Press **Pens**.

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Pen**.
3. Select a line type.
4. If the Properties tab isn't visible, press **Properties**.
5. Press **Fill Effects**.
6. Select the **Enable ink to fade after you write it** tickbox, and then enter or select the number of seconds between the time when you write or draw the digital ink and the time when it fades in the **Fade time** drop-down list.
7. Write or draw digital ink on the page.

Using SMART Blocks

SMART Blocks is an add-on that enables you to perform maths activities with your class by writing numbers on the page and then connecting them to a SMART Block. You can choose from seven different equation types to work with. You can learn how to use SMART Blocks through the pop-up guide.

To access SMART Blocks

Press **Add-ons** and then select **SMART Blocks**.

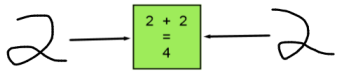
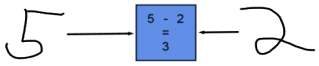
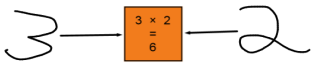
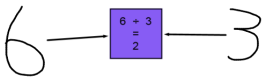
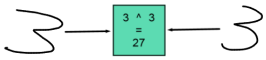
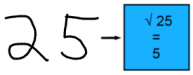
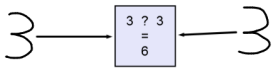
To access the SMART Blocks pop-up guide

1. Press **Add-ons** and then select **SMART Blocks**.
2. Press **Learn More**.

SMART Block activities

> **IMPORTANT**
> SMART Blocks will perform the computation inside the blocks. Do not ink inside the blocks. See the examples below.

The following SMART Block activities are available:

SMARTBlock	Function
+	Addition blocks accept up to two inputs. The output is the sum of the inputs. Example: 
-	Subtraction blocks accept up to two inputs. The output is the difference of the inputs. Example: 
×	Multiplication blocks accept up to two inputs. The output is the product of the inputs. Example: 
÷	Division blocks accept up to two inputs. The output is the quotient of the inputs. Example: 
^	Power blocks accept up to two inputs. The output is the first input to the power of the second input. Example: 
√	Square root blocks accept one input. The output is the square root of the input. Example: 
?	Unknown blocks accept two inputs. The output is a random operation applied to the inputs. Example: 

Using SMART Recorder

Using SMART Recorder, you can record your actions on your interactive product. If you connect a microphone to your computer, you can record your voice as well.

After you create a recording, you can play the recording on any computer using Windows Media® Player, or you can share the recording with others.

NOTES

- Windows Media Player is available from microsoft.com/mediaplayer.
- If your computer meets the SMART Notebook software minimum computer requirements, you can use SMART Recorder. However, for best performance, install the software on a computer with a Pentium 4 processor or greater and a sound card and microphone that are compatible with Windows operating systems.

Once you have created a recording, you can play the recording on any computer using SMART Video Player or Windows Media® Player, or you can share the recording with others.

NOTES

- Windows Media Player is available from microsoft.com/mediaplayer.
- If your computer meets the SMART Meeting Pro software minimum computer requirements, you can use SMART Recorder. However, for best performance, install the software on a computer with a Pentium 4 processor or greater and a sound card and microphone that are compatible with Windows operating systems.

Once you have created a recording, you can play the recording on any computer using SMART Video Player or Windows Media® Player, or you can share the recording with others.

NOTES

- Windows Media Player is available from microsoft.com/mediaplayer.
- If your computer meets the SMART Meeting Pro PE software minimum computer requirements, you can use SMART Recorder. However, for best performance, install the software on a computer with a Pentium 4 processor or greater and a sound card and microphone that are compatible with Windows operating systems.

Starting SMART Recorder

The first step in using SMART Recorder is to start it.

To start SMART Recorder

Press the **SMART Board** icon in the notification area and then select **Recorder**.

> **NOTE**
>
> If your computer isn't currently connected to an interactive product, the **SMART Board** icon includes an X in its lower right-hand corner .
>
> If your computer isn't currently connected to an interactive product, the **SMART Board** icon is grey and includes an X in its lower right-hand corner .

In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > Recorder**.

OR

In Windows 8 operating system, go to the *Apps* screen and then scroll to and select **SMART Technologies > Recorder**.

OR

In Windows 10 operating system, select **Start > All apps** and then scroll to and select **SMART Technologies > Recorder**.

SMART Recorder appears. A *SMART Recorder* icon appears in the notification area.

Hiding SMART Recorder

If you want to, you can hide SMART Recorder but continue to access its menu options using the **SMART Recorder** icon .

To hide SMART Recorder

In SMART Recorder, select **Menu > Hide to System Tray**.

SMART Recorder disappears.

To show SMART Recorder

Press the **SMART Recorder** icon in the notification area and then select **Show**.

SMART Recorder appears.

Changing a recording's video and audio quality

You can change SMART Recorder settings to control a recording's audio and video quality.

To change a recording's video and audio quality

1. Select **Menu > Options** in SMART Recorder.

   NOTE
   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.

2. Select a sound quality in the *Sound Quality* list.

   NOTE
   Although higher sound quality produces better audio playback, it also increases the file size.

3. Select a video quality in the *Video Quality* list.

   OR

   Select **Custom**and then type the required frame rate.

   NOTE
   Although a higher frame rate produces higher quality recordings, it also increases the file size.

   TIP
   If you select **Automatic Selection (Recommended)**, SMART Recorder automatically evaluates your computer and selects the optimal frame rate.

4. Press **OK**.

To restore a recording's default video and audio quality

1. Select **Menu > Options** in SMART Recorder.

   NOTE
   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.

2. Press **Restore Defaults**.
3. Press **OK**.

Changing a recording's video format

You can change SMART Recorder settings to select a recording's video format.

To change a recording's video format

1. Select **Menu > Options** in SMART Recorder.

   NOTE

   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.

2. Press the **Video Format** tab.
3. Select **Windows Media Video (*.wmv)** or **SMART Recorder Video (*.avi)**.

   NOTES

   - Any version of Windows Media Player can play a Windows Media video file. Windows Media Player can also play a SMART Recorder video file if SMART Notebook software is installed on the computer playing the file.

     Any version of Windows Media Player can play a Windows Media video file. Windows Media Player can also play a SMART Recorder video file if SMART Meeting Pro software is installed on the computer playing the file.

     Any version of Windows Media Player can play a Windows Media video file. Windows Media Player can also play a SMART Recorder video file if SMART Meeting Pro PE software is installed on the computer playing the file.

   - You can convert a SMART Recorder video file to a Windows Media video file by sharing the recording (see *Sharing a recording* on page 184).

4. Press **OK**.

To restore a recording's default video format

1. Select **Menu > Options** in SMART Recorder.

   NOTE

   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.

2. Press the **Video Format** tab.
3. Press **Restore Defaults**.
4. Press **OK**.

Changing a recording's file location

You can change SMART Recorder settings to select a recording's file location.

To change the folder in which SMART Recorder saves files

1. Select **Menu > Options** in SMART Recorder.

   NOTE
   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.

2. Press the **Target Files** tab.
3. Press the **Browse** button next to the *Default Save Directory* box.
4. Browse to and select the folder in which you want to save the files and then press **OK**.

   TIP
   For best performance, save the files on your computer's hard disk rather than a network drive.

5. Press **OK**.

To change the folder in which SMART Recorder saves temporary files

1. Select **Menu > Options** in SMART Recorder.

   NOTE
   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.

2. Press the **Target Files** tab.
3. Press the **Browse** button next to the *Temporary Files Directory* box.
4. Browse to and select the folder in which you want to save the temporary files and then press **OK**.

   TIP
   For best performance, save files and temporary files on the same drive to reduce the time needed to save a recording.

5. Press **OK**.

To specify disk space limits

1. Select **Menu > Options** in SMART Recorder.

   NOTE
   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.

2. Press the **Target Files** tab.
3. Select the **Warn me if free disk space is below** tickbox and then type a disk space limit to display a message when available disk space is low.
4. Type a disk space limit below which SMART Recorder will stop recording.
5. Press **OK**.

To restore the default file location of recordings

1. Select **Menu > Options** in SMART Recorder.

   NOTE
   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.

2. Press the **Target Files** tab.
3. Press **Restore Defaults**.
4. Press **OK**.

Adding a watermark to recordings
You can change SMART Recorder settings to add a watermark to a recording's background.

To add an image watermark to recordings

1. Select **Menu > Options** in SMART Recorder.

   NOTE
   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.

2. Press the **Watermark** tab.
3. Select **Image**.
4. Press **Browse**.

5. Browse to and select the image that you want to use and then press **Open**.
6. Press **Properties**.

   The *Watermark Properties* dialogue box appears. A preview of your selected image appears in the *Preview* pane.
7. Do the following:
   - To change the watermark's position, drag the preview image to another area in the *Preview* pane.
   - To change the watermark's size, drag the white circle in the preview image's lower right-hand corner.
8. Select **Transparency** and **Effect** settings.
9. Press **OK** to close the *Watermark Properties* dialogue box.
10. If you want to revert to using no watermark after SMART Recorder closes, select **Turn off the watermark when recorder closes**.
11. Press **OK** to close the *Options* dialogue box.

To add a text watermark to recordings

1. Select **Menu > Options** in SMART Recorder.

   NOTE

   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.
2. Press the **Watermark** tab.
3. Select **Text**.
4. Type text for the watermark.
5. Press **Properties**.

   The *Watermark Properties* dialogue box appears. A preview image appears in the *Preview* pane.
6. Select **Colour**, **Font** and **Transparency** settings.

7. Do the following:
   - To change the watermark's position, drag the preview image to another area in the *Preview* pane.
   - To change the watermark's size, drag the white circle in the preview image's lower right-hand corner.
   - To add additional information to the watermark, select **Add Current Date**, **Add Current Time** and/or **Add Frame Number**.
8. Press **OK** to close the *Watermark Properties* dialogue box.
9. If you want to revert to using no watermark after SMART Recorder closes, select **Turn off the watermark when recorder closes**.
10. Press **OK** to close the *Options* dialogue box.

To remove a watermark from recordings

1. Select **Menu > Options** in SMART Recorder.

   NOTE
   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Options* dialogue box appears.
2. Press the **Watermark** tab.
3. Select **No Watermark**.
4. Press **OK**.

Recording your actions

Using SMART Recorder, you can record the full screen, a specified window or a rectangular portion of the screen. If you connect a microphone to your computer, you can record your voice.

You can create the recording as a SMART Recorder video file, a Windows Media video file or a self-extracting file.

You can create the recording as a SMART Recorder video file that you can view using SMART Video Player, or you can create the recording as a Windows Media video file that you can view using Windows Media Player. If you create the recording as a SMART Recorder video file, you can also convert it to a Windows Media video file or a self-extracting file to share with those who don't have SMART software.

NOTE

You can also create a Windows Media video file or a self-extracting file of previously created recordings to share with others (see *Sharing a recording* on page 184).

To create a recording

1. Change SMART Recorder settings to configure the recording's quality, video format, file location and watermark.

   NOTES

   - If you have multiple displays, you must select the display that you want to record.
   - You can hide SMART Recorder and continue to access its menu options by pressing the **SMART Recorder** icon in the notification area.

2. To record the entire screen, press **Record**.

   NOTE

   To record the entire screen while SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Record**.

   OR

   To record a screen area, press the down arrow next to the **Record** button in SMART Recorder, select **Record Area** and then draw a rectangle around the area that you want to record.

   OR

   To record a window, press the down arrow next to the **Record** button in SMART Recorder, select **Record Window** and then select the window that you want to record.

   TIP

   If you need to reduce the file size of the recording, limit the recording to a rectangular area of the screen or to a window.

3. Perform the on-screen actions that you want to record. If you connected a microphone to your computer, speak into your microphone.

   SMART Recorder displays the time elapsed during the recording.

   TIP

   Animations and other special effects greatly increase the file size of the recording.

4. If you want to pause your recording, press **Pause** . To resume recording, press **Record** .

   NOTES

   - To pause the recording whilst the *SMART Recorder* window is hidden, press the **SMART Recorder** icon in the notification area and then select **Pause**.
   - To resume recording, press the **SMART Recorder** icon in the notification area and then select **Record**.

5. After you complete the actions that you want to record, press **Stop** in SMART Recorder.

   NOTE

   To stop the recording whilst SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Stop**.

   The *Save As* dialogue box appears.

   NOTE

   If you want to exit without saving your recording, press **Cancel**, press **Yes** to confirm deletion and then ignore the remaining steps of this procedure.

6. Type a file name.
7. If you want to save the recording in a different location, browse to the new location.
8. Press **Save**.

   The *Completing Capture* dialogue box appears whilst SMART Recorder creates the video file.

   After SMART Recorder creates the video file, the *Recording Complete* dialogue box appears. The information in this dialogue box includes the file location of the recording, file size and duration of the recording.

9. If you want to view the recording after you close this dialogue box, select **Play Recording**.
10. If you want to share the recording with others, select **Share Recording**.

    If you want to share the recording with viewers who don't have SMART Video Player but you created the recording in the SMART Recorder video format, select **Share Recording**.

11. Press **OK**.

    If you select **Play Recording**, the file plays in your default media player.

    If you select **Share Recording**, the *Share Recording* dialogue box appears. Create a Windows Media video file or a self-extracting file as described below.

To create a Windows Media video file or a self-extracting file

1. Create the recording as described above. Ensure that you select the **Share Recording** option.

   The *Share Recording* dialogue box appears.

2. Select **WMV** to create a Windows Media video file and then press **Next**.

   OR

   Select **Self-extracting** to create a self-extracting file and then press **Next**.

3. Press **Next**.
4. Press **Browse**, browse to the location where you want to save the file, type a file name and then press **Save**.
5. Press **Next**.
6. Press **Finish**.

Enhancing system performance for recording

If your system performance is slow when you use SMART Recorder, or the recording quality isn't the standard that you want, the following may improve performance:

- Reduce your computer's screen resolution and display colour settings. Smaller screens and fewer colours result in faster performance.
- Save your files to a local hard disk. Network drives are slower and reduce performance.
- Disable hardware acceleration.
- Try a different video card. Some video cards perform better than others. PCI Express cards generally provide a faster performance than Accelerated Graphics Port (AGP) or Peripheral Component Interconnect (PCI) cards.
- Select a lower video quality setting. You need to balance your expectations for video quality with your computer's limitations. Higher video quality produces larger files and places higher demands on your computer.

Reducing the screen resolution and display colours

If your system performance slows down when you use SMART Recorder, or the recording quality isn't as good as you want, you can reduce your computer's screen resolution and display colours. Smaller screens and fewer colours result in faster performance.

NOTE

This procedure may vary depending on your version of Windows operating system and your system preferences.

To reduce the screen resolution and display colours

1. Open Windows Control Panel.
2. Press **Display** and then press **Change display settings**.
3. Select a lower setting in the **Resolution** drop-down list.
4. Select a lower setting in the **Colours** drop-down list.
5. Press **OK**.

Disabling hardware acceleration

SMART Recorder constantly takes screen captures as you record. Some operating systems take screen captures very slowly and this can affect recording quality. To improve recording quality, disable hardware acceleration or upgrade your video driver and video card.

IMPORTANT

Disabling hardware acceleration can reduce the performance of SMART Notebook software.

NOTE

This procedure may vary depending on your version of Windows operating system and your system preferences.

To disable hardware acceleration

1. Open Windows Control Panel.
2. Press **Display**, press **Change display settings**and then press **Advanced settings**.
3. Press the **Troubleshoot** tab.
4. Drag the **Hardware Acceleration** slider to **None**.
5. Press **OK**.
6. Restart your computer.

Sharing a recording

If you want to share a recording with others, create a Windows Media video file that they can play using Windows Media Player, or create a self-extracting file that they can play on any computer.

If you want to share a recording with viewers who have SMART Meeting Pro software, create a recording as a SMART Recorder video file that they can play using SMART Video Player. If you want to share the recording with viewers who don't have SMART Meeting Pro software, create a Windows Media video file that they can play using Windows Media Player, or create a self-extracting file that they can play on any computer.

If you want to share a recording with viewers who have SMART Meeting Pro PE software, create a recording as a SMART Recorder video file that they can play using SMART Video Player. If you want to share the recording with viewers who don't have SMART Meeting Pro software, create a Windows Media video file that they can play using Windows Media Player, or create a self-extracting file that they can play on any computer.

To convert a SMART Recorder video file

1. Select **Menu > Share Recording** in SMART Recorder.

   NOTE

   If SMART Recorder is hidden, press the **SMART Recorder** icon in the notification area and then select **Configure Options**.

   The *Share Recording* dialogue box appears.

2. Select **WMV** to create a Windows Media video file.

   OR

   Select **Self-extracting** to create a self-extracting file and then press **Next**.

3. Press **Browse**.
4. Browse to and select the SMART Recorder video file that you want to convert and then press **Open**.
5. Press **Next**.
6. If you want to change the converted file's location or name, press **Browse**, browse to the location where you want to save the file, type a file name and then press **Save**.
7. Press **Next**.
8. Press **Finish**.

Using measurement tools

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

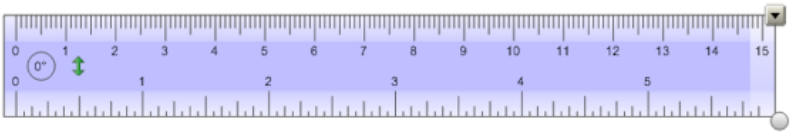
Using the ruler

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 select **Insert 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

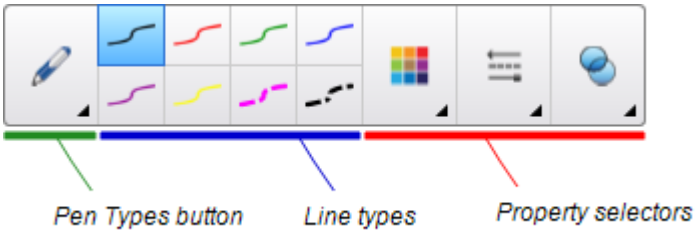
Press the ruler's flip symbol .

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** .

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Pen** or **Calligraphic Pen**.
3. Select a line type.
4. 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**.

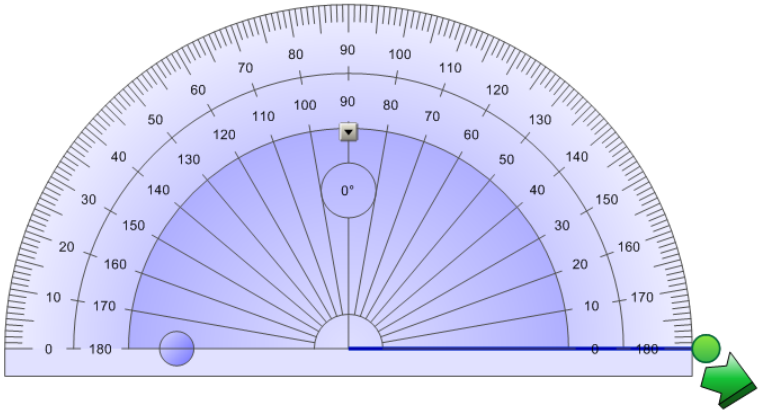
Using the protractor

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** and then select **Insert 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.

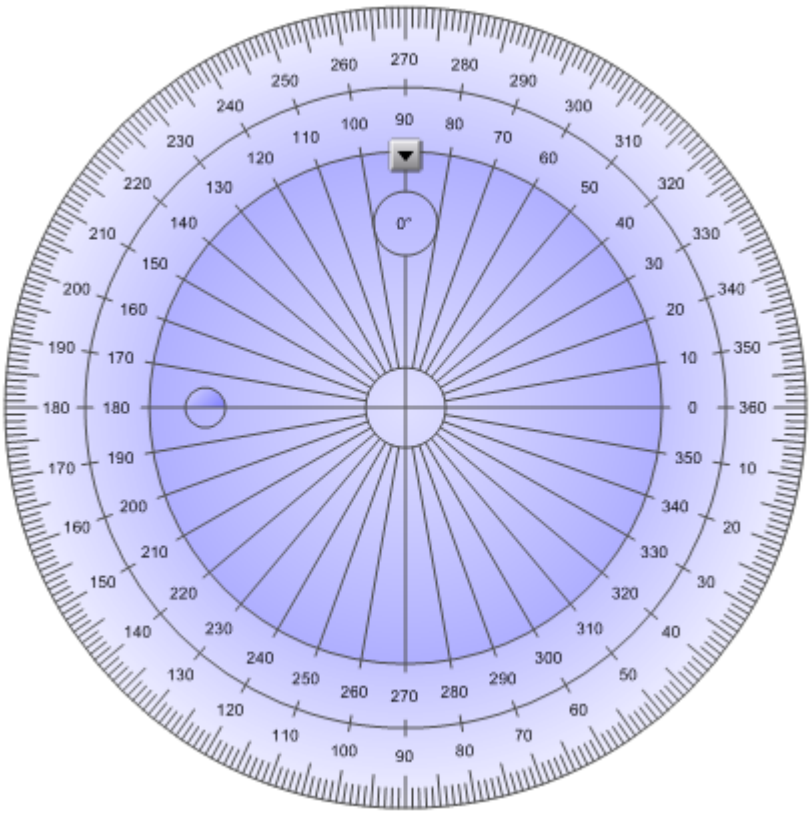
To rotate the protractor

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.

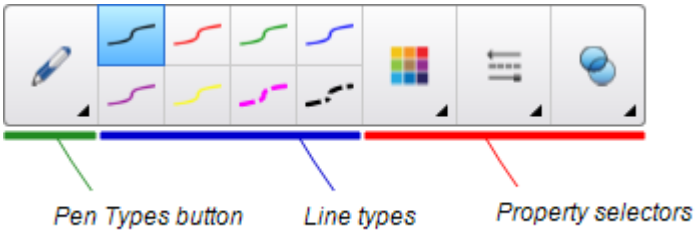


2. Press the blue circle again to return to the semi-circle.

To draw using a pen and the protractor

1. Press **Pens** .

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Pen** or **Calligraphic Pen**.
3. Select a line type.
4. 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**.

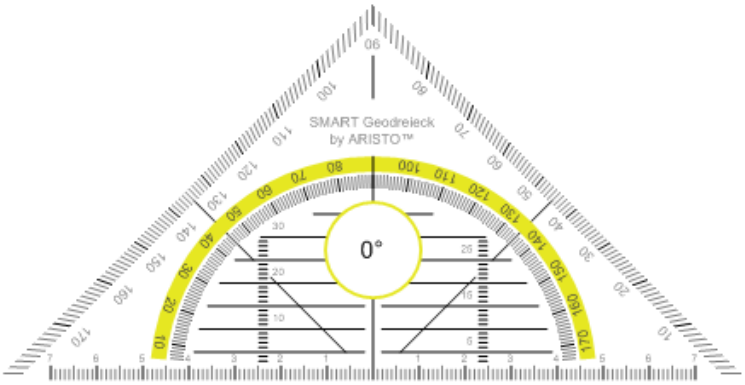
Using the set-square

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 set-square

Press **Measurement Tools** and then select **Insert set-square** .

A Geodreieck protractor appears.



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

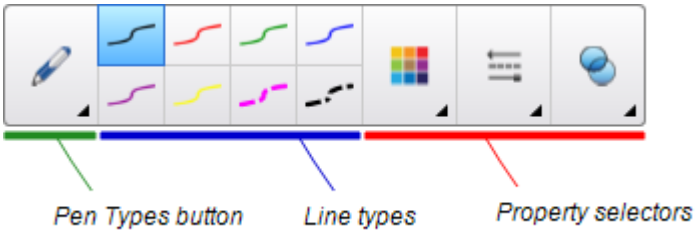
Press the outer part of the protractor (outside of the semi-circle) and then drag the protractor in the direction you want to rotate it.

The protractor displays the current rotation in degrees.

To draw using a pen and the set-square

1. Press **Pens** .

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Pen** or **Calligraphic Pen**.
3. Select a line type.
4. Draw along the edge of the protractor.

   Digital ink appears in a straight line along the edge of the protractor.

To remove the set-square

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

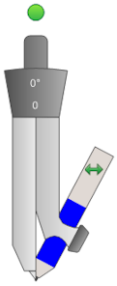
Using the compass

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 select **Insert 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.

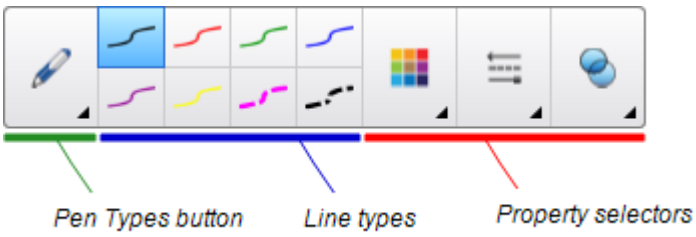
   The cursor changes to a pen symbol.

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

To change the colour of the compass's pen

1. Press **Pens** .

   The Pens tool buttons appear.



2. Press **Pen Types** and then select **Pen**.
3. Select a 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**.

Clearing or resetting pages after presenting

After presenting a lesson activity to students, you can clear or reset the pages in your .notebook files to use the files again for future lesson activities.

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.

NOTE

You're unable to clear objects locked in place (see *Locking objects* on page 107) or infinitely cloned objects (see *Cloning objects* on page 68). To clear all objects from a page, you must unlock all locked objects and clear the selection of **Infinite Cloner** on any infinitely cloned 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 or if the objects are locked or infinitely cloned.
- You can also select this option by doing one of the following:
  - Right-clicking the page
  - Pressing the page's menu arrow in the Page Sorter
  - Pressing the page's menu arrow whilst editing page groups (see *Grouping pages* on page 29)
  - Pressing **Clear Page** if it's included on the toolbar (see *Customising the toolbar* on page 203)
- You can clear all objects from multiple pages at the same time. Select the pages' thumbnails in the Page Sorter, press the menu arrow and then select **Clear Page**.

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 or if the digital ink is locked or infinitely cloned.
- You can also select this option by doing one of the following:
  - Right-clicking the page
  - Pressing the page's menu arrow in the Page Sorter
  - Pressing the page's menu arrow whilst editing page groups (see *Grouping pages* on page 29)
  - Pressing **Clear Ink** if it's included on the toolbar (see *Customising the toolbar* on page 203)
- You can clear all digital ink objects from multiple pages at the same time. Select the pages' thumbnails in the Page Sorter, press the menu arrow and then select **Clear Ink from Page**.

Resetting pages

If you make changes to a page (without saving those changes), you can reset the page to the state that it was in before you made the changes.

NOTE

Resetting a page doesn't reset any Adobe Flash Player compatible files running on the page.

To reset a page

1. If you haven't done so already, display the page you want to reset.
2. Select **Edit > Reset Page**.

   A dialogue box appears, prompting you to confirm the reset.

   NOTES

   - This option is disabled if you haven't made changes to the page since last saving the file.
   - You can also select this option by doing one of the following:
     - Right-clicking the page
     - Pressing the page's menu arrow in the Page Sorter
     - Pressing the page's menu arrow whilst editing page groups (see *Grouping pages* on page 29)
     - Pressing **Reset Page** if it's included on the toolbar (see *Customising the toolbar* on page 203)
   - You can reset multiple pages at the same time. Select the pages' thumbnails in the Page Sorter, press the menu arrow and then select **Reset Page**.

3. Press **Reset Page**.

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.

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 **View Screens** and then select **Dual Write Mode**.

To return to Single-User mode

Press **Exit**.

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.

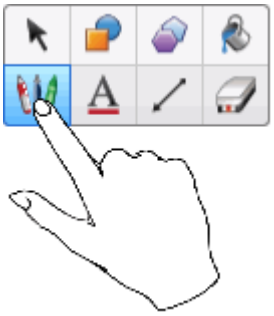
Dual-user collaboration mode is enabled when you pick up a pen from the pen tray. One user creates or manipulates objects with his or her finger ("the touch user"). The other user creates or manipulates objects with the pen ("the pen user").

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 11

Enhancing SMART Notebook software with add-ons

Installing add-ons 199
Using add-ons 199
Identifying missing add-ons 200
Disabling and removing add-ons 200

Add-ons are extensions to SMART Notebook software created by SMART Technologies and by third-party software developers.

SMART Notebook software includes the Activity Builder add-on (see *Creating a matching lesson activity* on page 115) and the Alignment Tools add-on (see *Aligning objects* on page 64). You can install other add-ons from the SMART Exchange website to add specialised features to the software. In addition, you can manage all installed add-ons using the Add-on Manager.

Installing add-ons

You can search for, browse and install add-ons from the SMART Exchange website.

To install an add-on

1. Select **Add-ons > Manage Add-ons**.

   The Add-on Manager appears.

2. Select one of the add-ons in the left panel and press **Done**.

Using add-ons

After installing an add-on, you can use the features of that add-on like any other features in SMART Notebook software.

To view an add-on

1. Press **Add-ons** to open the list of add-ons.
2. Press the add-on's icon to open the add-on.

3. Press to return to the list of add-ons.

To view an add-on's version and other information

1. Select **Add-ons > Manage Add-ons** on the software toolbar

   OR

   Press on the add-on title bar.

   The Add-on Manager appears.
2. Press the add-on's name.
3. Press **About**.

Identifying missing add-ons

If you open a page in a .notebook file that requires an add-on that isn't installed or is disabled on your computer, a message appears at the top of the page. Press the message to open the Add-on Manager. The Add-on Manager identifies which add-on is required. You can then install that add-on (see *Installing add-ons* on the previous page) or enable it (see *Disabling and removing add-ons* below).

Disabling and removing add-ons

In some situations, you might want to disable or remove a previously installed add-on.

If you choose to disable an add-on, the add-on no longer appears in SMART Notebook software but is still installed on your computer. You can subsequently enable the add-on.

If you choose to remove an add-on, the add-on no longer appears in SMART Notebook software and is removed from your computer.

To disable an add-on

1. Select **Add-ons > Manage Add-ons**.

   The Add-on Manager appears.
2. Press the add-on's name.
3. Press **Disable**.

   TIP

   To enable the add-on again, press **Enable**.

To remove an add-on

1. Select **Add-ons > Manage Add-ons**.

   The Add-on Manager appears.

2. Double press the add-on's name.

3. Press **Remove**.

NOTES

- You're unable to remove the Activity Builder add-on and the Alignment Tools add-on.
- You can only remove an add-on that you have installed *after* you installed SMART Notebook software.

Chapter 12

Maintaining SMART Notebook software

Customising the toolbar 203
Configuring SMART Notebook software 205
Changing the default program for .notebook files 205
Setting gesture preferences 206
Setting image optimisation preferences 207
Manually reducing the size of large pictures 207
Exporting optimised files 208
Setting default background colour preferences 208
Setting measurement tool preferences 209
Setting table cell padding preferences 210
Setting the language 211
Removing SMART software 212
Updating and activating SMART software 213
Updating SMART software 213
Activating SMART software 215
Obtaining a product key 216
Activating SMART software with a product key 216
Sending feedback to SMART 217

This chapter explains how to maintain SMART Notebook software.

Customising the toolbar

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.

After adding or removing toolbar buttons, you can restore the default set of toolbar buttons. You can also restore the tools' default settings if you customised and saved the settings using the Properties tab (see *Saving tool settings* on page 62).

To add or remove toolbar buttons

1. Click **Customise the toolbar**

   OR

Right-click the toolbar.

The *Customise Toolbar* dialogue box appears.

2. Press **Actions** or **Tools**.
3. Do the following:
   - To add a button to the toolbar, press its icon in the dialogue box and then drag it to the toolbar.
   - To remove a button from the toolbar, press its icon in the toolbar and then drag it away from the toolbar.
   - To rearrange the buttons, press an icon in the toolbar and then drag it to a new position in the toolbar.

NOTES

- You can only add, remove and rearrange buttons in the panel of the toolbar that you selected in step 2. For example, if you pressed **Actions** in step 2, you can only add, remove and rearrange buttons in the *Actions* panel.
- To span a button across rows, drag and hold it between two columns of buttons.

If you're using a smaller screen resolution, only span one or two buttons across rows to prevent issues when the toolbar is wider than the SMART Notebook software window.

4. Press **Done**.

To restore the default set of toolbar buttons

1. Click **Customise the toolbar**

   OR

   Right-click the toolbar.

   The *Customise Toolbar* dialogue box appears.

2. Press **Restore Default Toolbar**.

To restore the tools' default settings

1. Click **Customise the toolbar**

   OR

   Right-click the toolbar.

   The *Customise Toolbar* dialogue box appears.

2. Press **Restore Default Tool Properties**.

Configuring SMART Notebook software

This section explains how to configure SMART Notebook software.

Changing the default program for .notebook files

If you install a SMART program other than SMART Notebook software that can open .notebook files, you can set that program to be the default for .notebook files. If you want, you can change the default program back to SMART Notebook software later.

To change the default program when you open a file

1. Open a .notebook file using SMART Notebook software (see *Opening files* on page 15).

   A message appears asking whether you want to change the default program for .notebook files to SMART Notebook software.

2. Press **Yes**.

To change the default program using the Preferences dialogue box

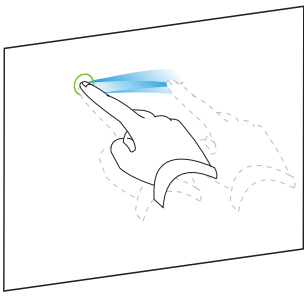
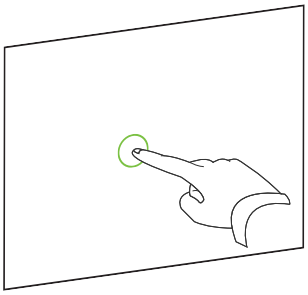
1. Select **Edit > Preferences**.

   The *SMART Notebook Preferences* dialogue box appears.

2. Press **General**.
3. Press **Make Default**.
4. If you want a message to appear when you open a .notebook file and your default program isn't SMART Notebook software, select **Tell me if SMART Notebook software isn't the default program for .notebook files**.
5. Press **OK**.

Setting gesture preferences

You can interact with objects in SMART Notebook software using gestures, including the shake gesture and the press-and-hold gesture.

Gesture	Name	Purpose
	Shake gesture	Group two or more objects.
	Press-and-hold gesture	Perform a right-click.

The shake and press-and-hold gestures are enabled by default. However, you can choose to disable them if you find that you or your students frequently invoke the gestures by accident.

To disable the shake gesture

1. Select **Edit > Preferences**.

   The *SMART Notebook Preferences* dialogue box appears.

2. Press **General**.
3. Clear the **Use the shake gesture to group and ungroup objects** tickbox.
4. Press **OK**.

To disable the press-and-hold gesture

1. Select **Edit > Preferences**.

   The *SMART Notebook Preferences* dialogue box appears.

2. Press **General**.
3. Clear the **Press and hold to perform a right-click** tickbox.
4. Press **OK**.

Setting image optimisation preferences

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 set image optimisation preferences

1. Select **Edit > Preferences**.

   The *SMART Notebook Preferences* dialogue box appears.

2. Press **Defaults**.
3. Select one of the following options in the *Image optimisation* drop-down list:
   - **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.
   - **Never change the resolution of inserted images** to never reduce large pictures' file sizes when you insert them.
   - **Always change image resolution to optimise file size** to always reduce large pictures' file sizes when you insert them.
4. Press **OK**.

Manually reducing the size of large pictures

If you selected **Ask every time I insert a large image** in the *Image Optimisation* drop-down list, you can manually reduce the size of large pictures when you insert those pictures in your file or afterwards.

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 80.

   After you press **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.

   NOTES
   - 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 *Exporting optimised files* on the next page) even if the BMP file is over 1 MB in size.
   - SMART Notebook software automatically reduces the file size of pictures over 5 MB or 5 megapixels regardless of which option you choose.

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**.

Exporting optimised files

If you have existing files that contain large pictures or if you chose **Never change the resolution of inserted images** in the *Image Optimisation* drop-down list, you can export optimised versions of your files that contain reduced pictures. This is particularly useful when you need to present a .notebook file on an older or less powerful computer.

To export an optimised file

1. Select **File > Export As > Optimised SMART Notebook File**.

   The *Export Optimised File* dialogue box appears.
2. Browse to where you want to save the new file.
3. Type a name for the file in the *File name* box.
4. Press **Save**.

Setting default background colour preferences

By default, new pages added to your file have a default white background colour. You can change the default background colour.

NOTE

This setting only affects new pages, and will be overridden by any applied Themes.

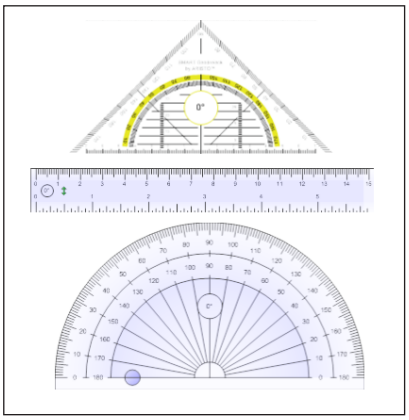
To change the default background colour

1. Select **Edit > Preferences**.

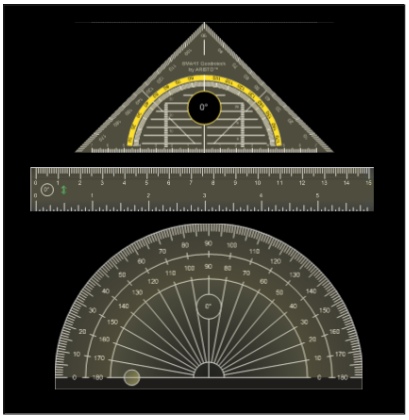
   The *SMART Notebook Preferences* dialogue box appears.
2. Press **Defaults**.
3. Select **Change Colour** and then select a colour.
4. Press **OK**.

Setting measurement tool preferences

By default, the ruler, protractor and Geodreieck protractor in SMART Notebook software are blue and display best with light-coloured backgrounds.



You can change these measurement tools' colour to yellow if you want to use them with dark-coloured backgrounds.



NOTE

Completing the following procedure affects the appearance of measurement tools in .notebook files when viewed on your copy of SMART Notebook software only. If you open the same .notebook files on another copy of SMART Notebook software, the measurement tools could display in a different colour.

To change the measurement tools' colour

1. Select **Edit > Preferences**.

   The *SMART Notebook Preferences* dialogue box appears.

2. Press **Defaults**.

3. Select **Blue tint (recommended for light backgrounds)** in the *Measurement tool colour* drop-down list to set the measurement tools' colour to blue.

   OR

   Select **Yellow tint (recommended for dark backgrounds)** in the *Measurement tool colour* drop-down list to set the measurement tools' colour to yellow.

4. Press **OK**.

Setting table cell padding preferences

SMART Notebook 11 software adds cell padding to tables.

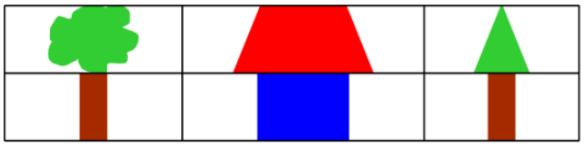


Table before upgrading to SMART Notebook 11 software (without cell padding)

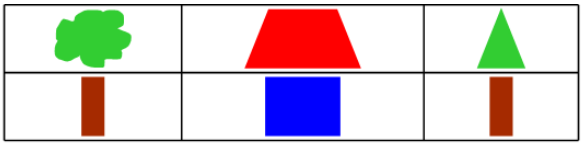


Table after upgrading to SMART Notebook 11 software (with cell padding)

Complete the following procedure to remove cell padding from tables. This is particularly useful if you created tables prior to upgrading to SMART Notebook 11 software and intended the tables' contents to display without cell padding.

NOTE

Completing the following procedure affects the appearance of tables in .notebook files when viewed on your copy of SMART Notebook software only. If you open the same .notebook files on another copy of SMART Notebook software, the tables display with cell padding (assuming the procedure hasn't been completed on that copy of SMART Notebook software).

To remove cell padding from tables

1. Select **Edit > Preferences**.

   The *SMART Notebook Preferences* dialogue box appears.

2. Press **Defaults**.
3. Clear the **Add cell padding to table cells** tickbox.
4. Press **OK**.
5. Close and restart SMART Notebook software.

   New and existing tables in your .notebook files display without cell padding.

Setting the language

The SMART Language Setup utility enables you to set the language for a specific SMART application or all SMART applications installed on your computer.

To set the language

1. Select **Options > Language Setup**.

   The *Language Setup* dialogue box appears.

2. Select **All Listed Applications** in the first drop-down list to set the language for all applications.

   OR

   Select an application in the first drop-down list to set the language for only that application.

3. Select the desired language in the second drop-down list.

   NOTES

   - If appears beside your selected language, the language is installed on your computer.
   - If appears beside your selected language, the SMART Language Setup utility downloads the language from the website after you press **OK**.
   - By default, the SMART Language Setup utility uses Internet Explorer Internet browser's settings to connect to the Internet. However, you can use different settings by completing the steps under the next procedure.

   TIP

   To display the languages in their native names (for example, *Deutsch* for German), select the **Show native names** tickbox.

4. If you want to use different languages for handwriting recognition and spell checking, select languages in the *Handwriting recognition* and *Spell check* drop-down lists.

   NOTE

   If *AUTO* appears in the drop-down list, the SMART Language Setup selects your chosen language if available or a similar language if otherwise. If neither option is available, SMART Language Setup selects the current language.

5. If you want to use a different keyboard layout, select a layout in the *Keyboard input language* drop-down list.

   IMPORTANT

   The *Keyboard input language* drop-down list is available only if there's more than one keyboard layout installed on your computer.

   The keyboard layout that you select in the *Keyboard input language* drop-down list applies to both the on-screen keyboard and the keyboard connected to your computer when you use SMART software.

   In some situations, you might want to select a layout that is different from the layout of the keyboard connected to your computer (for example, to teach a second language). In these situations, the on-screen keyboard works correctly, but the keyboard connected to your computer might not.

   For best results, ensure that the layout you select is identical to the layout of the keyboard connected to your computer. For example, if an English (US) keyboard is connected to your computer, select **English (United States)** in this drop-down list.

   For information on keyboard layouts, see http://msdn.microsoft.com/en-us/goglobal/bb964651.

6. Press **OK**.

To set the connection options

1. Select **Options > Language Setup**.

   The *Language Setup* dialogue box appears.

2. Press **Connection Options**.

   The *Connection Options* dialogue box appears.

3. Select **Use Internet Explorer settings**.

   OR

   Select **Use other proxy** and then type the host, user name and password in the appropriate boxes.

4. Press **OK**.

Removing SMART software

SMART Support might ask you to remove existing versions of SMART software before you install new versions. You can do this using the SMART Uninstaller.

To remove SMART software

1. In Windows XP and Windows 7 operating systems, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Uninstaller**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Uninstaller**.

2. Press **Next**.

3. Select the tickboxes of the SMART software and supporting packages that you want to remove and then press **Next**.

   NOTES

   - Some SMART software is dependent on other SMART software. For example, if you select the **SMART Notebook** tickbox, SMART Uninstaller selects the **SMART Response** tickbox automatically because SMART Response software is dependent on SMART Notebook software.
   - SMART Uninstaller automatically removes any supporting packages that are no longer being used. If you choose to remove all SMART software, SMART Uninstaller automatically removes all supporting packages, including itself.

   TIPS

   - To select all software and supporting packages, press **Select All**.
   - To clear the selection of all software and supporting packages, press **Clear All**.

4. Press **Uninstall**.

   SMART Uninstaller removes the selected software and supporting packages.

5. Press **Finish**.

Updating and activating SMART software

After you install SMART software, you need to activate it. Once you have activated the software, you need to install updates from SMART.

IMPORTANT

Updating and activating SMART software requires an Internet connection.

Updating SMART software

SMART periodically releases updates to its software and firmware products. (Firmware is software installed in hardware products like the SMART Board interactive whiteboard.) You can use SMART Product Update (SPU) to check for and install these updates.

Your system administrator can install SPU in Full mode or Dashboard mode. In Full mode, you can view installed versions and download and install updates as documented in this section. In Dashboard mode, you can only view installed versions.

To check for updates automatically

1. In Windows XP and Windows 7 operating systems, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

   The *SMART Product Update* window appears.

2. Select the **Check for updates automatically** tickbox and then type the number of days (up to 60) between SPU checks.

3. Close the *SMART Product Update* window.

   If an update is available for a product the next time SPU checks, the *SMART Product Update* window appears automatically and the product's *Update* button is enabled.

To check for updates manually

1. In Windows XP and Windows 7 operating systems, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

   The *SMART Product Update* window appears.

2. Press **Check Now**.

   If an update is available for a product, its *Update* button is enabled.

3. If an update is available, install it by following the next procedure.

To install an update

1. Open the *SMART Product Update* window as described in the previous procedures.
2. Press the product's row.

   Product details appear. These product details include the installed version's number and the update's number, date and download size (if an update is available).

   TIP

   Press **View release notes** to view a summary of the changes in the update and the computer requirements for the update.

3. Press **Update**.
4. Follow the on-screen instructions to download and install the update.

   IMPORTANT

   To install updates, you must have full administrator access.

To disable automatic checking for updates

1. In Windows XP and Windows 7 operating systems, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

   The *SMART Product Update* window appears.

2. Clear the **Check for updates automatically** tickbox.

   IMPORTANT

   SMART recommends that you do not clear this tickbox.

Activating SMART software

Typically, you activate SMART software after installing it. However, in some situations, you activate the software later. For example, you could choose to evaluate the software before deciding to purchase it.

NOTES

- As of version 11.1, you don't need to activate SMART Notebook software or SMART Product Drivers. SMART provides you with the right to use this software when you purchase a SMART interactive product.
- If you want to use SMART Notebook software with a device that isn't a SMART interactive product, you must purchase a product key.

Obtaining a product key

The SMART Software Portal is a web service that helps you to view product keys, activations and other information for your SMART software. Currently, the SMART Software Portal is available only for English speakers in North America and the United Kingdom. Visit the portal at licensing.smarttech.com.

If you live outside of North America or the United Kingdom, contact your reseller (smarttech.com/wheretobuy) to obtain a product key.

TIP

If you lose your product key, go to smarttech.com/findproductkey.

Activating SMART software with a product key

Once you obtain a product key, you can use it to activate SMART software.

To activate SMART software

1. In Windows XP and Windows 7 operating systems, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

   The *SMART Product Update* window appears.

2. Press **Activate** or **Manage** for the software you want to activate.

   The *SMART Software Activation* window appears.

   NOTE

   The value in the *Status* column indicates the status for each product:

Value	Description
Installed	The software is installed.
Activated	The software is installed and activated with a perpetual or maintenance licence.
Subscription	The software is installed and activated with a subscription licence. The number in parentheses indicates the days remaining in the subscription period.
Expiring	The software is installed but not yet activated. The number in parentheses indicates the days remaining in the evaluation period.
Expired	The software is installed but not yet activated. The evaluation period is over. You're unable to use the software until you activate it.
Unknown	The software's status is unknown.

3. Press **Add**.
4. Follow the on-screen instructions to activate the software using the product key.

To view product keys

1. In Windows XP and Windows 7 operating systems, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Product Update**.

   OR

   In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Product Update**.

   The *SMART Product Update* window appears.
2. Select **Tools > View Licences**.

   The *Product Keys* dialogue box appears.
3. Press **OK** when you've finished viewing the product keys.

   NOTE
   Alternatively, you can view the product keys for a single product by pressing the product's name in the *SMART Product Update* window and then pressing **View licences**.

Sending feedback to SMART

When you start SMART software for the first time, a dialogue box may appear asking whether you want to join the SMART Customer Experience Programme. If you choose to join the programme, the software sends information to SMART that helps us to improve the software for future releases. After starting the software for the first time, you can enable or disable this feature through the *Help* menu.

You can also send feature request emails to SMART.

To enable the Customer Experience Programme tracking feature

Select **Help > Customer Experience Programme > Feedback tracking ON**.

To disable the Customer Experience Programme tracking feature

Select **Help > Customer Experience Programme > Feedback tracking OFF**.

To send a feature request email

1. Select **Help > Submit Feature Request**.

   A new email message appears in your default email program.

2. Type your request in the new email message and then press **Send**.

Chapter 13

Troubleshooting SMART Notebook software

Troubleshooting files 219
Troubleshooting the SMART Notebook software window and toolbar 219
Troubleshooting digital ink 220
Troubleshooting objects 221
Troubleshooting gestures 222
Troubleshooting DPI settings on 4K UHD Displays 223

This chapter explains how to troubleshoot issues with SMART Notebook software.

Troubleshooting files

Issue	Recommendation
Your file contains large pictures and runs slowly when you open it in SMART Notebook software.	Export an optimised version of the file (see *Setting image optimisation preferences* on page 207).

Troubleshooting the SMART Notebook software window and toolbar

Issue	Recommendation
When using SMART Notebook software on an interactive product, you or your students can't reach the toolbar.	Press **Move toolbar to top/bottom of window** to move the toolbar from the top of the window to the bottom. **TIP** If you have a height-adjustable wall mount, you can also adjust the height of your interactive whiteboard or display so that students can reach it.

Issue	Recommendation
Toolbar buttons described in this documentation don't appear on the toolbar.	If a down arrow appears on the right-hand side of the toolbar, press it to display additional toolbar buttons. If your desired button doesn't appear when you click the down arrow, you or another user might have removed the button (see *Customising the toolbar* on page 203). Don't span more than a few buttons across rows to prevent the toolbar from being wider than the SMART Notebook software window.
There isn't enough room on your interactive product to display the contents of a page.	Press **View Screens** and then select **Full Screen** to display the page in Full Screen mode. OR Select the **Auto-hide** tickbox to hide the tabs when not in use.
The Page Sorter, Gallery, Attachments, Properties and other tabs disappear whenever you press outside of the tabs.	Press one of the tab's icons to display it and then clear the **Auto-hide** tickbox.
Two users are creating or manipulating objects in SMART Notebook software on a SMART Board 800 series interactive whiteboard. One user is using his or her finger. The other user is using a pen from the pen tray. When the user using the pen presses a button in the toolbar, the selected tool or option changes for the user using his or her finger instead.	The user using the pen must press buttons in the toolbar with the pen, not with his or her finger. For more information, see *Enabling two people to use a SMART Board 800 series interactive whiteboard* on page 196.

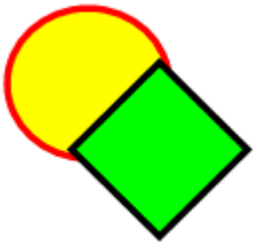
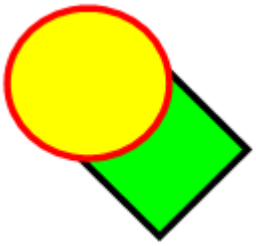
Troubleshooting digital ink

Issue	Recommendation
SMART Notebook software doesn't recognise handwriting in your language.	Install the appropriate language pack (see *Setting the language* on page 211).
You want your handwriting to appear more smooth and natural in SMART Notebook software.	Use the Calligraphic pen type rather than the Standard pen type (see *Writing or drawing digital ink* on page 34).
You're having trouble writing smoothly in SMART Notebook software on Windows 7 operating system.	The Single Finger Panning feature is turned on. Turn it off (see smarttech.com/kb/147470).

Issue	Recommendation
When you write with a pen, SMART Notebook software on Windows 7 operating system interprets your actions as mouse clicks.	The Flicks feature is turned on. Turn it off (see smarttech.com/kb/144274).

Troubleshooting objects

Issue	Recommendation
When you create a .notebook file on one computer and then open it on another computer, the objects in the file appear differently.	There are several possible causes. The following are the most common: • You used a font that's installed on one computer but not on the other. • The two computers have different operating systems. • The two computers have different versions of SMART Notebook software.
You want to move, resize or otherwise change an object, but when you do so, you also move, resize or otherwise change other objects.	The objects are grouped. Any changes you make to one object affect the other objects. Select the objects and then select **Format > Group > Ungroup** to ungroup them. You can then move, resize or otherwise change the individual objects. For more information, see *Grouping objects* on page 72.
You want to move, resize or otherwise change an object but can't. A lock icon appears instead of a menu arrow when you select the object.	The object is locked, which prevents you from making changes to it. To unlock the object, select it, press its lock icon and then select **Unlock**. For more information, see *Locking objects* on page 107.

Issue	Recommendation
One object on a page covers another:  You want to change this so that the second object covers the first: 	As you create objects, newer objects cover older objects automatically if the objects are in the same position on the page. You can change the order of objects. For more information, see *Rearranging stacked objects* on page 65.
When you fill an object with a picture that is larger than the object, the picture is cut off: Conversely, when you fill an object with a picture that is smaller than the object, the picture is tiled: 	When filling an object with a picture, select **Scale image to fit** to resize the picture to fit the object: For more information, see *Changing objects' properties* on page 59.

Troubleshooting gestures

Issue	Recommendation
The multitouch gestures described in this guide aren't working in SMART Notebook software.	Ensure that your interactive product supports multitouch gestures and that multitouch gestures are enabled.

Troubleshooting DPI settings on 4K UHD Displays

SMART recommends a DPI scaling factor of 125% for 4K UHD displays. If the current DPI settings are suboptimal, you may receive a notification in the top left-hand corner of the first Notebook page when Notebook starts, asking you to increase the display DPI. If you dismiss the notification five times without action, a dialogue box appears. This dialogue box gives you the option to learn how to change the DPI or to disable the notification.

More information about changing DPI settings is available here: Increase the size of the screen display for SMART Notebook by adjusting the DPI settings.

Index

.

.notebook file format;default program for .notebook files, 205

A

activation, 215
Activity Builder, 115
add-ons
    about, 199
    disabling, 200
    GeoGebra, 78
    identifying missing, 200
    installing, 199
    removing, 201
    SMART Blocks, 171
    using, 199-200
Adobe Flash Player compatible files, 82
Adobe Flash video files, 84
AIFF files, 84
animation, 107
arcs, 39
ASF files, 84
attachments, 94
audio encoders, 84
audio files, *See* sound files
automatic tasks
    grouping objects, 74
    saving, 20
AVI files, 84

B

backgrounds, 111
BMP files, 17, 207
BMP files;JPEG files;PNG files;TIFF files;WMF files, 80
bold text;italicized text;underlined text, 43
browser, 140

C

circles, 39
cloning
    objects, 68
    pages, 27
compasses, 191
content
    inserting in .notebook files, 75
    organising, 97
    sharing with other teachers, 98
Creative pen type, 102
cropping
    images, 67
Customer Experience Programme, 217

D

device requirements, 140
devices, 140
digital ink
    about, 34
    converting to text, 41, 167-168
    erasing, 36
    writing or drawing, 34
document cameras, 81
downloads, 84
drop cap, 43
Dual-User mode, 196
Dual Page view, 157

E

email, 23
encoders, 84
eraser, 36
Essentials for Teachers, *See* Gallery Essentials

exports, 17
exports;Gallery
    exporting content from, 99

F

fading objects, 163, 170
feature request emails, 217
feedback, 217
files
    attaching to .notebook files, 94
    attaching to email messages, 23
    creating, 15
    cutting, copying, and pasting content from, 85
    displaying in Dual-User mode, 196
    displaying in Dual Page view, 157
    displaying in Full Screen view, 154
    displaying in Transparent Background view, 156
    exporting, 17
    importing, 85-86, 88
    linking to objects, 105
    opening, 15
    printing, 19
    saving automatically, 20
    saving;Linux operating systems, 16
Flash files, *See* Adobe Flash Player compatible files
Flash video files, *See* Adobe Flash video files
flipcards, 123
freehand objects, *See* digital ink
Full Screen view, 154

G

Gallery
    adding themes to, 114
    adding your content to, 96
    finding and working with content from, 76
    organising your content in, 97
Gallery Essentials, 76
Gallery Sampler, *See* Lesson Activity Examples
Geodreieck protractors, 189
GeoGebra
    finding and working with content from, 78
gestures
    about, 12
    setting preferences for;preferences gestures, 206
    types of
        flick, 63
        panning, 154
        pinch to zoom, 153
        rotate, 71
        scale, 69
        shake, 73, 206
        swipe, 25
GIF files, 17
graphics, *See* pictures
groups
    object, 72, 221
    pages, 29

H

handouts, 19
handwriting, conversion to text of, 41, 167-168
    setting language for, 211
headers;footers, 18-19
heptagons, 38
hexagons, 38
HTML files;web pages, 17

I

images, *See* pictures
imports, 85-88
imports;Gallery
    importing content to, 98
Interactive Whiteboard Common File Format;CFF files, 19, 88
Internet browsers, 92
invisible areas, *See* transparent areas

J

JPEG files, 17

K

keyboards, 212

L

languages, 41, 167-168, 211
Lesson Activity Examples, 76
Lesson Activity Toolkit, 76
lines, 39
links
    adding to objects, 104, 169
    showing, 158
Linux operating systems, 16
locked objects, 221

M

Mac OS X operating system software, 16
Magic Pen tool, 163
magnification, 153, 164
mathematical symbols, 44
maths editor, 90
measurement tools
    about, 185
    setting preferences for;preferences
        measurement tools, 209
    types of
        compass, 191
        Geodreieck protractor, 189
        protractor, 187
        rulers, 185
MediaCoder, 84
menu arrows, 58
MOV files, 84
MP3 files, *See* sound files
MPEG files, 84
multimedia files, 82
multiple interactive products, 159
music files, *See* sound files
My Content category, 97

N

names
    of files, 16, 208
    of page groups, 29
    of pages, 28
Node, 147
.notebook file format, 16
Notebook Software, *See* SMART Notebook

O

objects
    adding links to, 104, 169
    adding to tables, 49
    adding to the Gallery, 96
    aligning, 64
    animating, 107
    clearing all from a page, 193
    cloning, 68
    cropping, 67
    cutting, copying and pasting, 66
    deleting, 74
    erasing, 36
    fading, 163, 170
    flipping, 72
    grouping, 72
    locking;locked objects, 107
    moving, 62
    moving to other pages, 63
    rearranging, 65
    resizing, 69
    resizing text, 44
    rotating, 71
    selecting, 58
    setting fill and line style for, 59
octagons, 38
online resources, 79
ovals, 39

P

page numbers, 18-19
pages
    adding to the Gallery, 96

clearing, 193
cloning, 27
creating, 26
deleting, 30
displaying, 25
displaying in Dual-User mode, 196
displaying in Dual Page view, 157
displaying in Full Screen view, 154
displaying in Transparent Background view;files
displaying in Transparent Background view, 156
extending, 27
grouping, 29
hiding with Screen Shades, 161
linking to objects, 104
moving objects between, 63
panning, 154
pinning, 157
printing;handouts, 19
rearranging, 29
recording, 110, 160
renaming, 28
setting backgrounds for, 111
zooming in and out, 153
panning, 154
PDF files
attaching to email messages, 24
exporting, 18
pens
types of
Calligraphic;Calligraphic pen type, 34
Crayon;Crayon pen type, 34
Creative, 102
Creative;Creative pen type, 35
Highlighter;highlighter, 34
Magic, 163
Magic;Magic pen tool, 35
Paint Brush;Paint Brush pen type, 35
Shape Recognition, 39
Shape Recognition;Shape Recognition Pen tool, 35
Standard, 34
Text;Text pen type, 35
pentagons, 38
photographs, *See* pictures
pictures
about, 80
creating transparent areas in, 81
exporting files to, 18
inserting from a scanner, 81
inserting from a SMART Document Camera, 81
inserting from files, 80
PNG files, 17
PNG files;JPEG files;GIF files;BMP files, 22
polygons, 38
PowerPoint, 18, 48, 87
preferences
image optimization;pictures
reducing file sizes of;files
reducing size of 207

Preferences
new page default colour, 208
printers, 19, 85-86
product keys, 215
protractors, 187
proxy servers, 93

Q

QuickTime files, *See* MOV files

R

rectangles, 39
requirements, 140
resize handle, 69
rulers;measurement tools
types of
rulers, 185

S

scanners, 81
Screen Shades, 161-162
set squares, *See* Geodreieck protractors
Shape Recognition Pen tool, 39
shapes
about, 37

creating with the Regular Polygons tools;triangles;squares;pentagons;hexagons;heptagons;octagons, 38
creating with the Shape Recognition Pen tool, 39
creating with the Shapes tool;circles;triangles;diamonds;hexagons;pentagons;arrows;check marks;squares;rectangles;trapezoids;parallelograms;crosses, 37
shortcuts, 94
Single-User mode, 196
SMART Blocks, 171
SMART Board 800 series interactive whiteboards, 196
SMART Board D600 series interactive whiteboards, 196
SMART Board interactive products, 140
SMART Board Tools, 2
SMART Document Cameras, 81
SMART Exchange, 79, 100, 199
SMART Ink
about, 2
SMART Notebook, 2
SMART Notebook Document Writer, 86
SMART Notebook Print Capture, 85
SMART Product Drivers, 2
SMART Product Update, 213
SMART Software Portal, 216
SMART Uninstaller, 212
sound files, 106, 159
spell checker, 45, 211
spotlight, 166
squares, 38-39
stacks of objects, 65
straight lines, 39
SWF files, *See* Adobe Flash Player compatible files

T

T-squares, *See* Geodreieck protractors
tables
about, 47
adding cell shades to, 162
adding columns, rows or cells to tables
removing columns, rows or cells from 54
adding objects to, 49
changing properties for, 51
creating, 47
moving, 51
removing, 56
removing cell padding from;preferences
table cell padding;cell padding;padding, 210
removing cell shades from, 162
selecting, 50
splitting or merging cells in, 55
Team Content categories, 99, *See also* My Content category
text
checking spelling of, 45
converting handwriting to, 41, 167-168
cutting, 46
editing, 42
including mathematical symbols in, 44
resizing, 44
typing, 40
themes
applying;Gallery
applying backgrounds and themes from, 113
creating, 114
thumbnails
in printouts, 19
in the Page Sorter, 25
tool change notifications, 12
toolbars
Full Screen, 155
SMART Notebook, 203
Transparent Background, 156
transparent areas, 81
Transparent Background view, 156
triangles, 38-39
troubleshooting
digital ink;digital ink troubleshooting, 220

files;files
troubleshooting, 219
gestures;gestures
troubleshooting, 222
objects;objects
troubleshooting, 221
SMART Notebook software window and toolbar;toolbars
SMART Notebook, 219

U

updates, 213

V

video encoders, 84
videos, 84
volume, 159

W

WAV files, 84
web browser, 140
web browsers, *See* Internet browsers
webpages, 95, 104
whitelist, 142
widgets, 79
Windows Media files, 84
Windows operating systems, 16
Word, 48

X

XBK files, 15

Z

zooming in and out, 153, 164

SMART TECHNOLOGIES

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