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SMART Notebook® 17.1

collaborative learning software

USER'S GUIDE

SMART®

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Chapter 1

Welcome

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

What's new in SMART Notebook 17.1

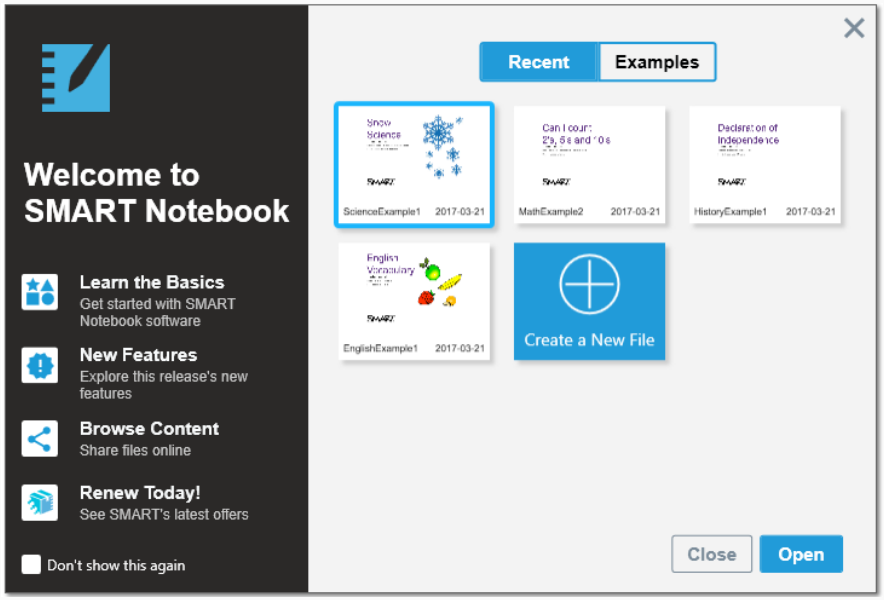
What's new in SMART Notebook 17.1

SMART Notebook 17.1 software includes one new feature.

Feature	Description
SMART Notebook Document Writer - Print to Board	The new Print to Board feature in SMART Notebook Document Writer allows you to convert any Windows application document into a SMART Notebook file. Each page of your document will convert to an individual SMART Notebook page. Selecting the Print to SMART Notebook Document Writer print function will enable you to: • Convert content into a printable Notebook file • Share your Notebook file to the Notebook Player app for SMART Board interactive displays with iQ technology • Upload your Notebook file and share through a link **NOTE** SMART Notebook Document Writer - Print to Board is only available for Windows operating systems.

What's new in SMART Notebook 17.1

SMART Notebook 17.1 software includes a number of new features.

Feature	Description
The **Welcome** screen	The new *Welcome* screen gives you timely information, links to new Notebook features and content, file sharing, the latest subscription information, and upgrade offers. You can also access your recent SMART lab activities. 
Improved sign in process	SMART Notebook 17.1 software now allows you to sign in with your Google™ or Microsoft account. (Sign in is required to create and play most SMART lab activities.) If you sign in with one of these accounts, you and your students will not have to sign in each time you want to use SMART response 2 or other activities that require account sign in. Learn more at Account Sign In and Limited mode.
Images in **SMART lab Super Sort**	SMART lab Super Sort now supports the use of images as sorting items so that teachers can choose the best content for their students.
Timer in **SMART lab Monster Quiz**	You can now assign a time limit to questions by toggling the new **Time limit** button in the *Review Content* dialog box and setting the number of seconds allowed for each answer.

Feature	Description
SMART **response 2** file conversion	response 2 file conversion now allows you to choose between question groupings: • Convert all Response assessment pages into one new response 2 assessment • Convert each SMART Response assessment question into a separate new single question response 2 activity inserted on a new page in front of it. You will see two pages for every SMART Response page in the original SMART Response file. Learn more at Creating assessments with SMART response 2.
Improvements to SMART **response 2** teacher-paced assessments	• Teachers now have greater flexibility when using SMART response 2 as a formative assessment tool. In scenarios where teachers prefer to review the questions prior to students responding to the questions, there is now a **Show Questions** toggle which displays the questions rather than the default class progress bar. • Teachers can mark up questions with Ink to highlight parts of a question while reviewing it with the class • Teachers can get real-time results of class responses even before an assessment has ended
New **Share** to Board and share to Board by link	The new Share to Board feature allows you to share Notebook files from Notebook to SMART Board interactive displays with iQ technology. Learn more at Using Share. If the files you want to share are large, you can also share them by link to a SMART Board interactive displays with iQ technology. Learn more at Using Share.

Getting started

With 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.

IMPORTANT

Access to the premium features of Notebook 17.1 requires an activated product key.

Starting SMART Notebook software for the first time

When you start SMART Notebook software the first time, the *Welcome* screen opens. Select **New Features** on the Welcome screen to learn more about the software and its new features.

Select the **Don't show this again** check box if you don't want the *Welcome* screen to appear each time you open SMART Notebook software. You can access the *Welcome* screen anytime from SMART Notebook software **Menu** > **Help**.

In Notebook, select **File** > **New** to create a new, blank file. See creating-and-working-with-files-and-pages.htm for more information.

Account sign in

SMART Notebook 17.1 software now allows you to sign in with your Google™ or Microsoft account. (Sign in is required to create and play most SMART lab activities.) After you sign in with one of these accounts, you and your students won't have to sign in each time you want to use SMART response 2 or other activities that require sign in.

With one-time sign in, you can:

- Have your students connect to your SMART lab and response 2 activities with one persistent code (students won't have to reconnect every time).
- Share lessons with your peers using an online link
- Share your lessons on SMART Boards with iQ technology
- Access limited features of Notebook after the trial period has ended

NOTE

If you skip the sign in, you might not be able to use the activity that's prompting you to sign in.

You will be prompted to sign in:

- When using the SMART lab Creation Wizard for the first time
- When using the SMART response 2, Shout It Out! and Monster Quiz activities
- When using the Hand out activity

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

Learn more about Account sign-in.

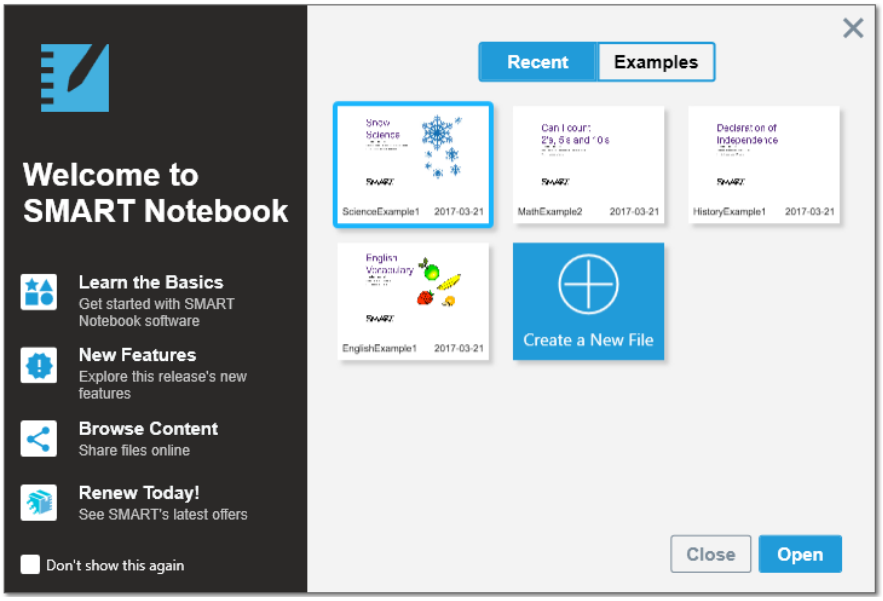
Limited mode

After the trial period, Notebook opens in limited mode unless you have activated it. Limited mode allows a user to access limited features of SMART Notebook software outside a trial or purchased subscription.

When in limited mode, a watermark appears on the screen if you are not using a SMART Board. Learn more at SMART Notebook Features.

The Welcome screen

The *Welcome* screen gives you timely information, links to new Notebook features and content, file sharing, the latest subscription information, and upgrade offers. You can also access your recent Notebook files.



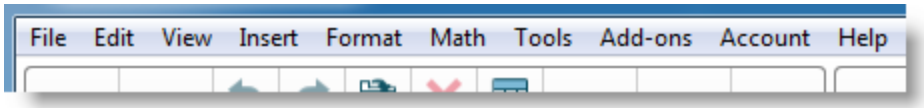
Navigating the interface

The SMART Notebook software interface consists of the these components:

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

Menu

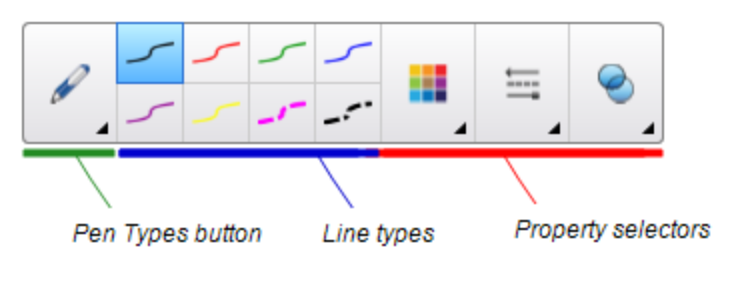
The menu contains the commands for managing files and objects.



Toolbar

From the toolbar, you can select and use a variety of commands. The toolbar buttons are organized in panels.

Panel	Description
Actions	The *Actions* panel includes buttons for browsing and making changes to .notebook files:
Add-ons	If you install SMART Notebook add-ons, an add-on panel appears to the right of the *Actions* panel:
Tools	The *Tools* panel includes buttons for creating and working with basic objects on pages:

Panel	Description
Contextual	When you select a button 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 customize a selected line type using the options in the Properties tab and then save your customizations for future use (see *Changing object properties* on page 64). Use the three property selectors beside the line type buttons to set the color, thickness, style and transparency of digital ink. If you click other buttons in the *Tools* panel, similar sets of additional buttons appear.

NOTE

The commands in the toolbar are also accessible from the menu.

You can add, remove and change the position of buttons on the toolbar by pressing **Customize the toolbar** (see *Customizing the toolbar* on page 175).

By default, the toolbar appears at the top of the SMART Notebook software window. You can move it to the bottom 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 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:

- Cut or copy and paste pages
- Display pages
- Create pages
- Clone pages

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

To open the Page Sorter, press **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** option. To display the Page Sorter when it's hidden, press **Page Sorter**.

NOTE

For Windows operating systems: if you reduce the Page Sorter to its minimum size, the auto-hide option turns on automatically.

Gallery tab

The Gallery tab contains clip art, backgrounds, multimedia content, files and pages that you can use in your lessons. The Gallery tab also provides access to other online resources. For more information, see *Inserting content from the Gallery* on page 80.

You can also add your own and other teachers' content to the Gallery tab.

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

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** option. To display the Gallery tab when it's hidden, press **Gallery**.

NOTE

For Windows operating systems: if you reduce the Gallery tab to its minimum size, the auto-hide option turns on automatically.

Attachments tab

The Attachments tab displays the files and web pages attached to the current file.

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

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** check box. (To display the Attachments tab when it's hidden, press **Attachments** .)

NOTE

For Windows operating systems: 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 you select, you can change:

- The color, 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 available for the object you select. For more information about displaying and setting object properties in the Properties tab, see *Changing object properties* on page 64.

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

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** option. To display the Properties tab when it's hidden, press **Properties** .

NOTE

For Windows operating systems: if you reduce the Properties tab to its minimum size, the auto-hide option turns on automatically.

Add-ons tab

The Add-ons tab enables you to work with SMART Notebook software add-ons.

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

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** option. To display the Add-ons tab when it's hidden, press **Add-ons** .

NOTE

For Windows operating systems: if you reduce the Add-ons tab to its minimum size, the auto-hide option turns on automatically.

Page area

The page area displays the contents of a selected page in a file. This is the area of the page where you create and work with objects.

SMART lab tutorial

Create interactive learning experiences in less than five minutes that will engage and amaze your students. SMART lab and SMART response 2 feature a game-based learning environment, real-time student collaboration tools and a suite of formative assessment tools.

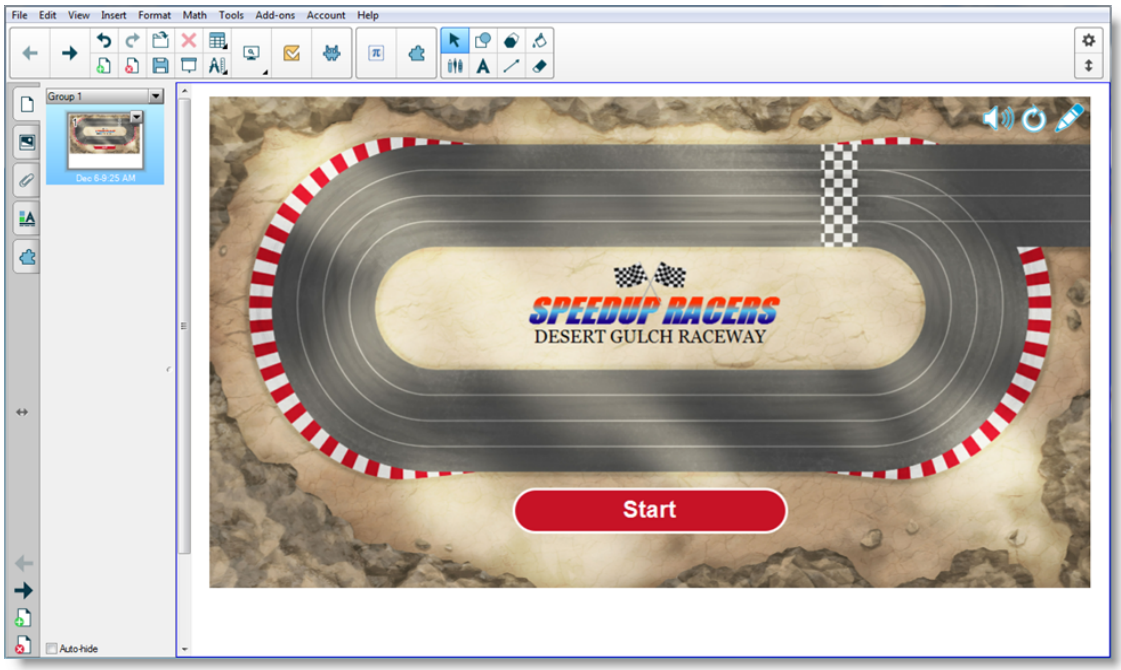
Save hours of lesson planning time while providing a rich classroom experience for your students.

These examples demonstrate basic concepts you can use with SMART lab to achieve specific learning objectives. For detailed procedures, refer to the appropriate links in each example.

1. Use Speedup to add a competitive gaming element to your next grammar lesson
2. Use student mobile devices and Shout It Out! for a class-wide brainstorming session
3. Create an exit ticket using the response 2 formative assessment tool
4. Pace your lesson and reduce information overload using Label Reveal

Use Speedup to add a competitive gaming element to your next grammar lesson

Let's say you have planned an English grammar lesson to help students learn about parts of speech. You would like to create an activity that will help your students distinguish nouns, verbs, adjectives and adverbs. To create student input and enthusiasm, you will have students participate by playing the *Speedup* racing activity on the SMART Board in your classroom.



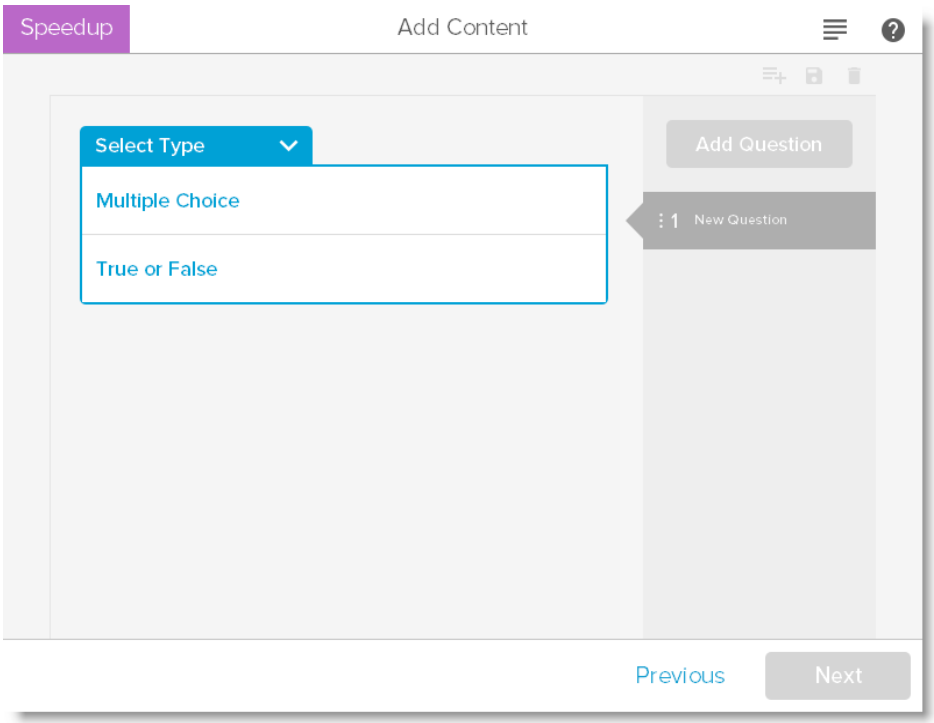
Whatever the subject, grade or skill level, SMART Notebook activities help ensure that your content is teacher-defined and pedagogically sound. SMART Notebook software gives you eye-catching activities your students will love.

See Adding a Speedup activity for more information.

Setting up the SMART lab activity

You've completed the lesson in-class and want to quickly evaluate student understanding. Open

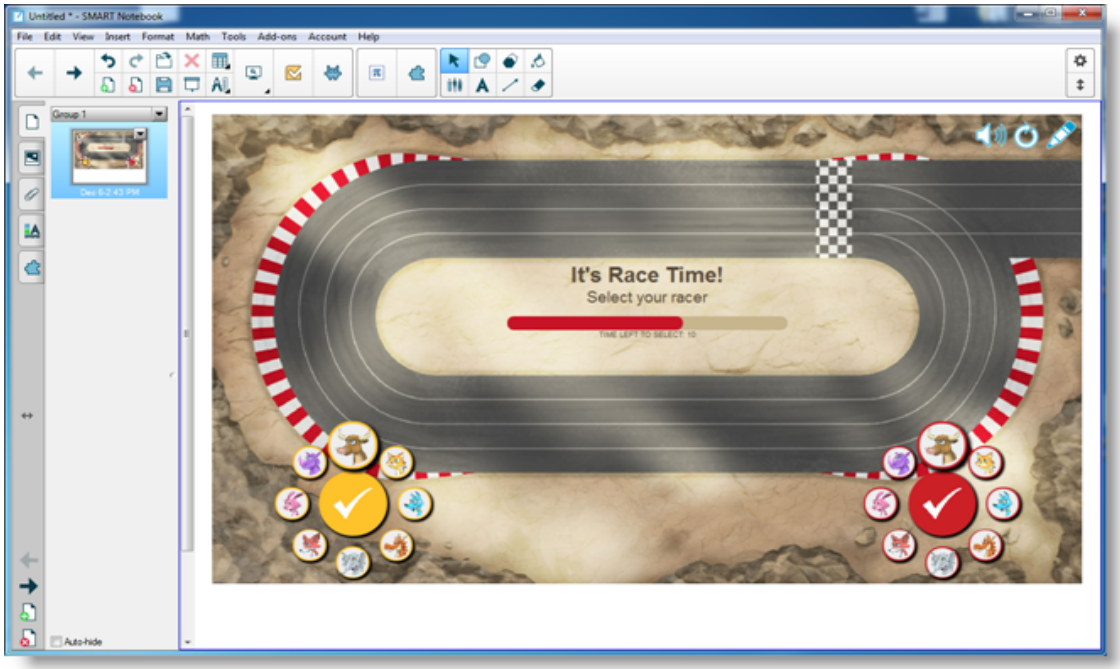
SMART lab from your Notebook 17 software. From the SMART lab *Select an Activity Creation Wizard*, select **Speedup** from the list of activities and enter a few questions and answers on nouns, verbs, adjectives and adverbs, or use a previously saved list. See Adding a Speedup activity for additional information.



You can easily manage SMART lab content to match your activity requirements. See Managing SMART lab content.

Student participation

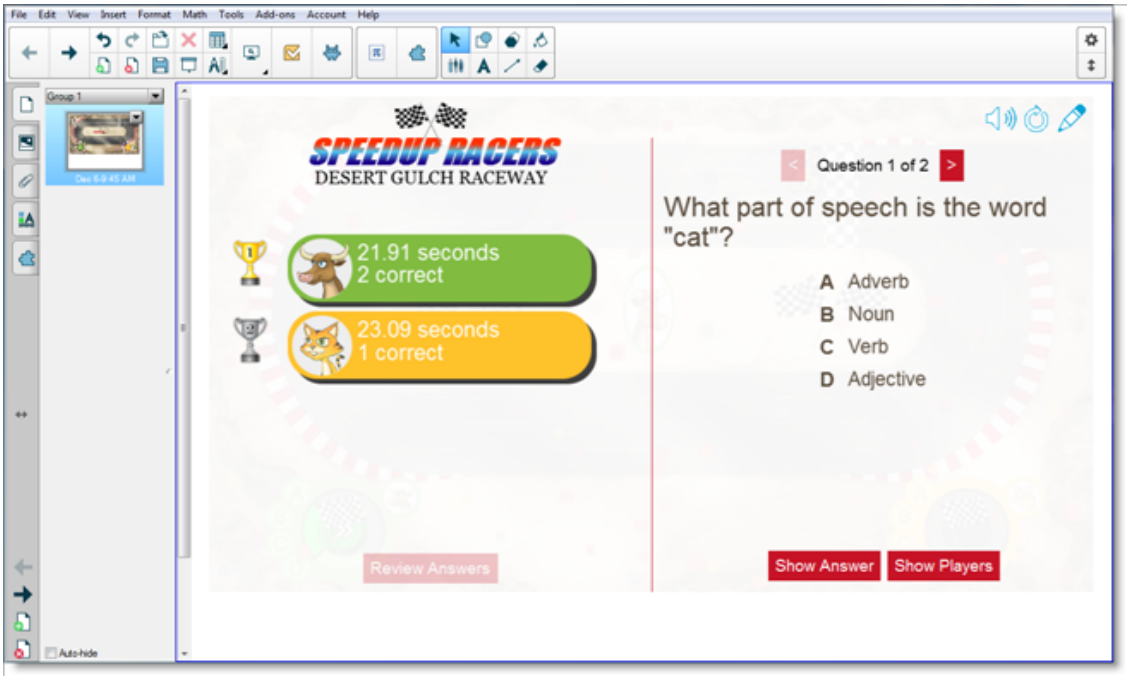
Have students form small groups so that they can collaborate during the game. SMART lab quickly builds the activity. You can give a few words of direction, press **Start** and the game begins. Students choose race avatars, speed around the track and give answers at predetermined locations.



Students get excited about the race and quickly learn to collaborate for correct answers. At the end of the race, the groups are shown their race times, the number of questions they correctly answered and their position by player avatar.

Results

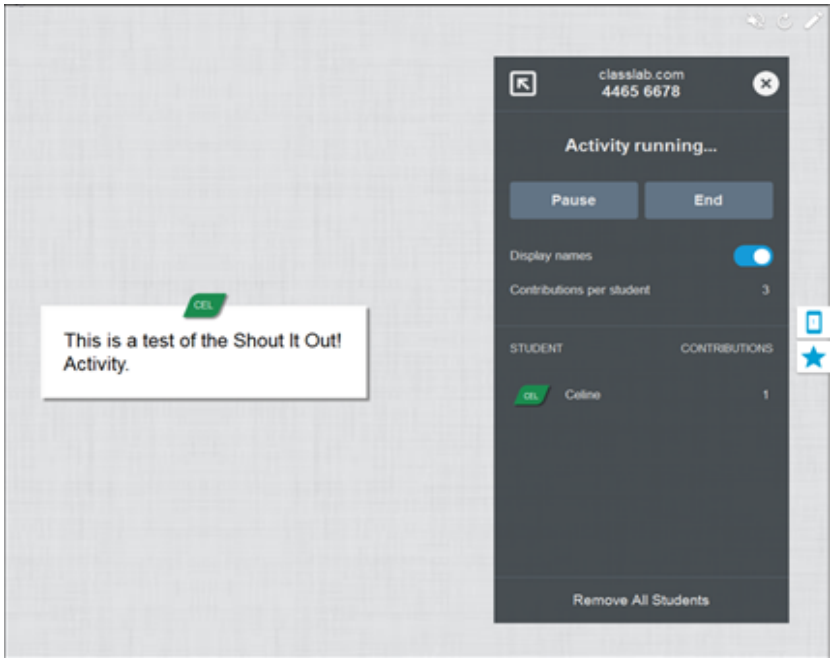
Review the quiz answers with the class using the avatars for each group. After the race, press **Review** to see the questions, their possible answers and the players' avatars. Press **Show Answer** to see the answer to each question. Invaluable learning can also occur by discussing the incorrect answers contextually.



If you wish, give students additional work in class. While they're working on that, you can use the time to quickly build another activity that improves upon previous learning.

Use student mobile devices and Shout It Out! for a class-wide brainstorming session

Shout It Out! is a mobile device enabled activity where students can use their own device or school supplied devices to contribute to peer or teacher-curated discussion. The teacher can select between categorized arrangements, where students contribute to teacher created categories, or random arrangements, where student contributions are placed randomly. The contributions can then be moved freely on the SMART Board activity page and arranged in groups if desired. See Adding a Shout It Out! activity for additional information.



The activity-based lesson

In Notebook 17 software, open SMART lab and select Shout It Out! from the list of activities. Then select **Randomized** or **Categories** based on the type of contributions you require and the type of dialog you want to encourage. Select the maximum number of contributions students can make and whether you want contributor names to appear on the SMART Board. You determine how many text answers students contribute per activity session. Students may contribute up to 50 images per activity session. Game components can also be used with Shout It Out! activities. SMART lab quickly builds the activity and you can begin.

Setting up the Shout It Out! activity

If you select **Randomized** student contribution placements, you will be prompted to choose either *Text* or *Images* as acceptable student contributions. If you selected *Categories* for student contribution placements, at least two categories are required for the activity.

For *Categories* student contribution placements, give names to the categories that will contain student contributed content. In the *Contributions* section, choose from *Text* or *Images* contribution types.

Student participation

Let's say you want to gather class comments in support of or against a current political candidate's policy statements. You can hide contributor names to encourage greater participation for this activity. Toggle the **Student names** switch to **Show** or **Hide** as required. If students are discussing their answers before they contribute, you can also manage the number of contributions per device.

Instruct students instructions to go to classlab.com on their devices, enter the activity number and prepare to answer the questions. The activity and activity number appears on the SMART Board and the teacher manages the start time.

You will find that contributions begin to appear very quickly, stimulating even more contributions, peer collaboration and discussion.

To pause the activity for additional discussion or classroom management, press **Pause contributions**. An *Activity Pause* notification appears on each device. When you wish to continue, press **Resume** and students can make contributions again. When the activity is complete, press **End**. An *Activity has ended* notification appears on each device.

Results
Use the results of the class or small group submissions as a springboard for deeper discussion. Students quickly see that diverging opinions can be valuable and that peers can have insights that they might not have had themselves.

Create an exit ticket using SMART response 2

An "exit ticket" is a good way for students to review and apply what they learned in the lesson. There are many approaches you can use. This example shows how you can use SMART response 2 to quickly create an "exit ticket."

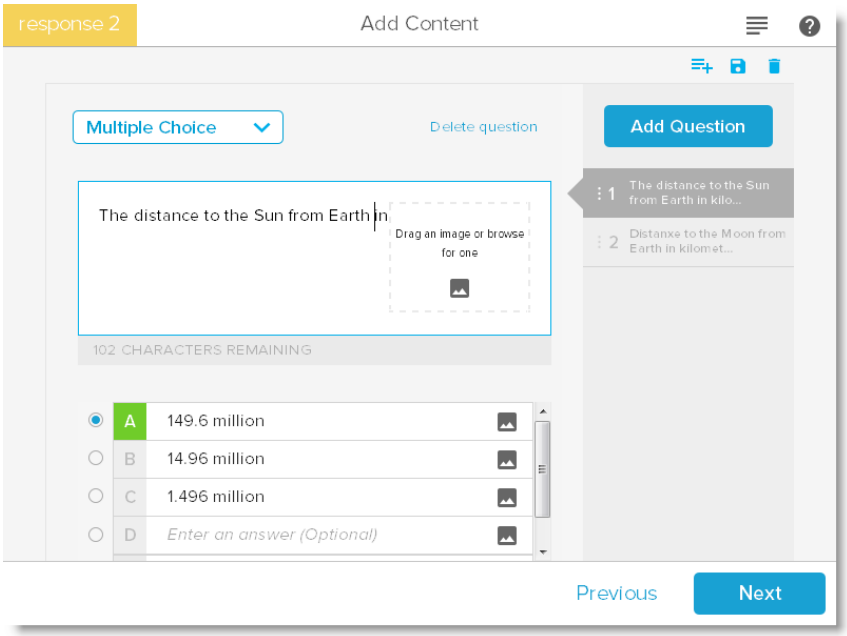
See Using SMART response 2 for more information on the SMART response 2 version assessments platform.

The activity-based lesson
In this example, the teacher will have students answer a multiple choice quiz using SMART response 2. The teacher will use the quiz as a class "exit ticket" that tracks student understanding prior to leaving the class. Students will answer the answers on their own mobile devices or those supplied by the school.

Setting up the SMART lab activity
Open SMART response 2 from Notebook 17 software and quickly enter a few questions without entering the multiple choice answers. Just get the questions in quickly; they can be edited afterward.

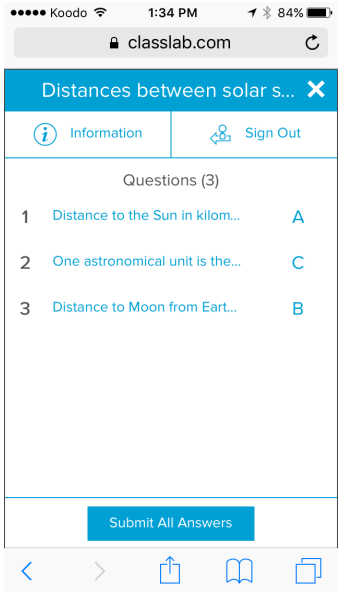
After you've entered all the questions, select **Edit** to edit the questions, then press Next. You can review your content and questions in the Review Content dialog box.

Press **Finish**. SMART response 2 builds the activity in a few seconds. Tell students to go to classlab.com on their devices, enter the activity number if required and prepare to answer the questions. The activity and activity number appears on the SMART Board. The teacher manages the start time. Here's an example of the quiz questions:



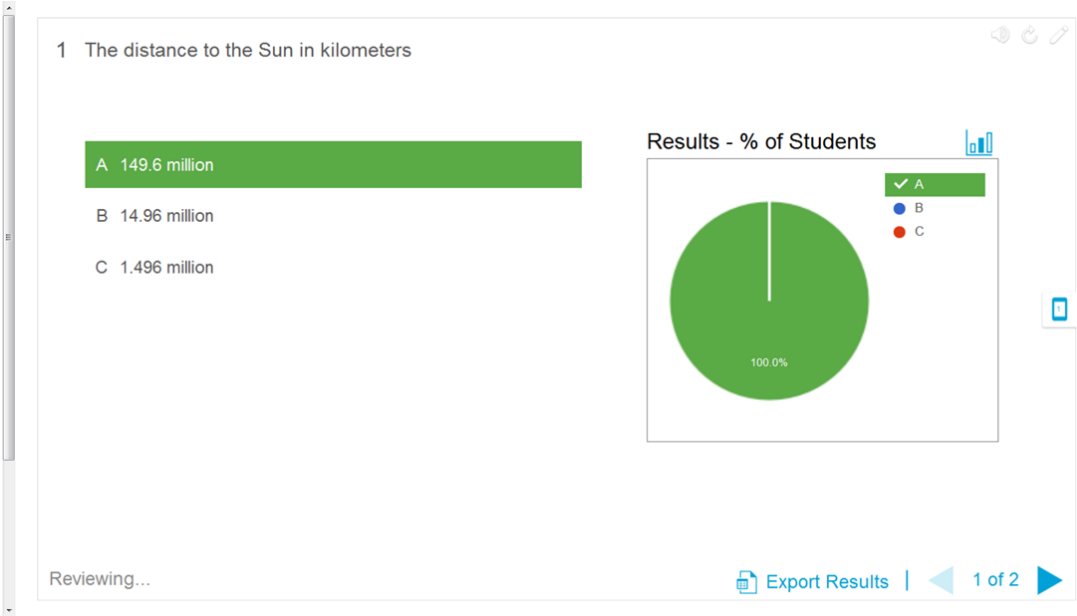
Student participation

When the activity is ready, press **Start Activity**. Students can begin taking the quiz on their devices. See Using a mobile device to access SMART response 2. You can pause the quiz if required. The live *Results* animation indicates the percentage of questions the class has answered. When all students have submitted their answers, pause or end the activity. If you end the activity, all students will receive notification on their devices, and the quiz results will appear on the SMART Board.



Results

After students submit their answers and the results are in, the results assessment begins. Each question is shown, and you can select a bar or pie chart to indicate the number of students who answered the question.



The results dialog box gives both teacher and class an opportunity to review the questions and check for student understanding. The teacher can assess student understanding immediately and make adjustments to the lesson if necessary.

Pace your lesson and reduce information overload using Label Reveal

Label Reveal helps students identify all the parts of the whole, and helps you test knowledge and lesson plan progression. You add an image, click inside the image and add as many labels that you need, and begin!

In this example, you want to measure student understanding of terms used in the human cell lesson your class completed yesterday. You will use the Label Reveal activity to pace your lesson plan and test understanding, and SMART response 2 for the assessment. You can have individual students participate with peer support as the activity progresses, or use small teams of students so that team members support each other to find answers.

See Adding a Label Reveal activity for more information on setting up *Label Reveal*.

Setting up the SMART lab activity

Complete the *Label Reveal* activity out of the class if time is available. Open the SMART lab *Label Reveal* activity. Next, drag and drop an image you wish to use into the box on the *Add Content* page or browse to the image by selecting **Browse for an image**

. The image appears in the activity.

Now drag and drop as many labels on the image as you need. A *Label* dialog box appears in which you can add or edit a label for the image and add a description of up to 150 characters. You can also change the image or pointer style from this page.

When you have finished adding labels, press **Finish**. SMART lab builds the activity in seconds and now you're ready to use the activity in class: use the gaming components to add excitement to the various reveals, discuss the image and reveal the labels.

Student participation

In the classroom, open the *Label Reveal* activity. If you've decided to use the timers or buzzers, have two or three small student groups come to the SMART Board and identify the parts of the cell. After each identification is made, students can press the buzzer to indicate they've made their choice, and they can see how much time their identifications took. Students will enjoy trying to out-do each other to complete the activity quickly.

As an alternative, you can have individual students come to the SMART Board to reveal labels, and you can get the whole class to assist by calling out clues if the student needs help.

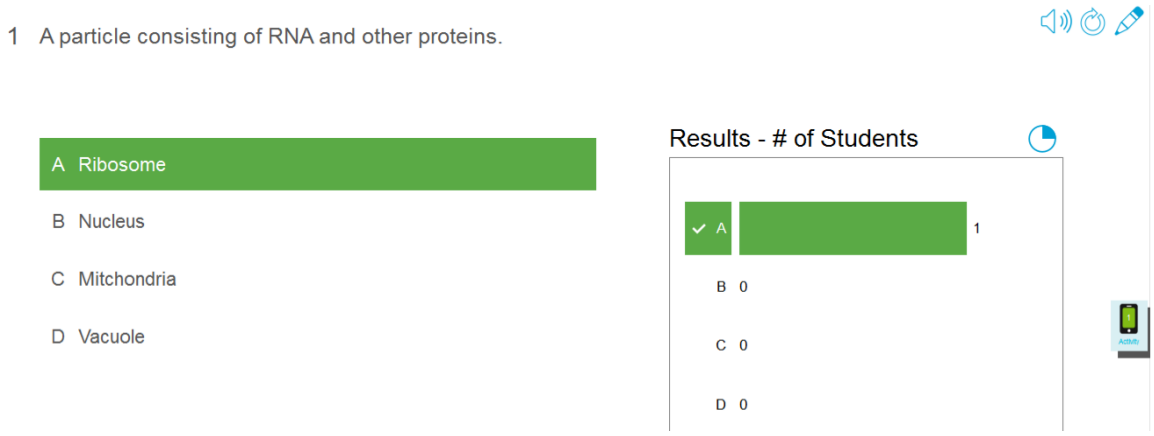
When the *Label Reveal* activity is complete, use the SMART response 2 assessments platform to evaluate student knowledge.

In SMART response 2, use images of different cells that also have the same general cell parts. Student understanding will reflect the earlier discussion, which was just reinforced by the *Label Reveal* activity.

When you're ready, press **Start Activity** and students can begin taking the quiz. You can pause the quiz if required.

Results

Use SMART response 2 to assess student understanding. The live *Results* animation indicates the percentage of questions the class has answered. Use the quiz results to determine whether additional classroom or individual instruction is required.



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 and pages

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In SMART Notebook software, you can create or open SMART Notebook software (.notebook) files. After creating or opening a .notebook file, you can save it, print it and complete other common tasks.

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.

Creating files

When you start SMART Notebook software for the first time, the *Welcome* screen 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 dialog 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 17 software opens and saves your files in .notebook format, which is also the default file format for SMART Notebook 9.5 to 16 software.

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* dialog 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 (Windows operating systems) or **File** > **Open Recent** (OS X operating systems).

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

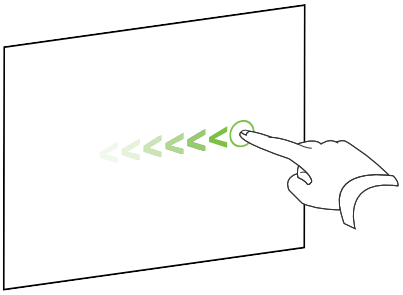
1. If the Page Sorter isn't visible, press **Page Sorter** .
2. Press the thumbnail of the page you want to display.

To display the next page in a file

Press **Next Page** .

OR

Swipe your finger across the page from right to left.



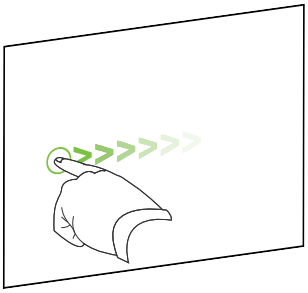
A message appears, displaying the current page's number.

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 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 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.

Renaming, rearranging and grouping pages

When you create a page, SMART Notebook software automatically names the page with the date and time of its creation. You can also rearrange and group pages.

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.

To rearrange pages

1. If the Page Sorter isn't visible, press **Page Sorter**.
2. Press the thumbnail of the page 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.

To create a group (Windows)

1. If the Page Sorter isn't visible, press **Page Sorter**.

   By default, all the pages in a Notebook file are already part of a group titled *Group 1*. You can rename *Group 1* by typing a new name.
2. To add a second group, press the first group's menu arrow, and then select **Add New Group**.

   A second group, with a new, blank page, appears below the first.
3. Type a name for the second group.

NOTE (MAC)

If you're using SMART Notebook software on a Mac computer the procedure is slightly different. Instead of choosing **Add New Group** from the default group's menu arrow, select **Edit Page Groups**. This action displays current groups in the page area, where you can create, rename, move, or delete them.

The next four procedures are also affected by this difference. On a Mac, you select the **Edit Page Groups** function to display groups in the page area for editing rather than editing them directly in the Page Sorter.

To move pages within or between groups (Windows)

Drag a page's thumbnail to a new position within the group or into a different group.

To move a group (Windows)

Drag the group's title bar to the group's new position.

NOTES

- You can also rearrange groups by pressing a group'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 (Windows)

Move the pages in a group to different groups. When a group contains no pages, SMART Notebook software deletes it automatically.

To delete a group and all pages in the group (Windows)

Press the group's menu arrow and select **Delete Group**.

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 161).

To delete a page using the Delete Page button

1. If you haven't done so already, display the page 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 you want to delete.
3. Press the thumbnail's menu arrow, and then select **Delete Page**.

Saving files

SMART Notebook 17 software opens and saves your files in .notebook format, which is also the default file format for SMART Notebook 9.5 to 16 software.

To save a new file

1. Press **Save** .

   The *Save As* dialog 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* dialog box appears.

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

To save files automatically (Windows)

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* dialog 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**.

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 when using Windows operating systems

1. Select **File** > **Print**.

   The *Print* dialog 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** check box 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** check box to show a border around each thumbnail and the **Thumbnail titles** check box 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**.

To print a file when using OS X operating systems

1. Select **File** > **Print**.

   A dialog box appears.
2. Press **Thumbnails**, **Handouts** or **Full Page**.
3. Optionally, type header text in the *Header* box, footer text in the *Footer* box and the current date in the *Date* box.
4. Optionally, select the **Show page borders** check box to show a border around each printed page.
5. Optionally, select the **Show page numbers** check box to show a page number on each page.
6. If you pressed **Thumbnails** or **Handouts** in step 2, select a thumbnail size in the *Thumbnail Size* drop-down list and, optionally, select the **Show Thumbnail titles** check box to show titles under each thumbnail.
7. Press **Continue**.

   A dialog box appears.
8. If all print settings aren't visible, press the disclosure triangle beside the *Printer* drop-down list.

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

   OR

   Select **From** to include select pages, and then type the page range.
10. Select other print settings, including the printer name and the number of copies.
11. Press **Print**.

Exporting files

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

- Web pages
- Picture formats
  - BMP
  - GIF (Windows operating systems)
  - JPEG
  - PNG
  - TIFF (OS X operating systems)
- PowerPoint® (Windows operating systems)
- PDF
- Interactive Whiteboard Common File Format (CFF)

NOTES

For OS X operating systems, note the following:

- SMART Notebook software doesn't include attachments when you export files as picture files (Windows operating systems) .To include attachments, you must export your file as either web pages or PDF (Adobe® Reader® 8.0 or later).
- SMART Notebook software doesn't include links when you export files as web pages, picture files or PDF. SMART Notebook software doesn't include attachments when you export files as picture files or PDF. To include attachments, you must export your file as web pages.
- 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.

- SMART Notebook software doesn't export files that you attach to your .notebook file as aliases. If you want to include an attachment, attach a copy of the file.
- 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 export a file as web pages

1. Select **File** > **Export As** > **Web Page**.

   A dialog 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. Type a name for the file in the *Save As* box.
5. Press **Save**.

To export a file as a picture file

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

   A dialog 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. Select a picture format in the *Image Format* drop-down list.
6. Select a picture size in the *Image Size* drop-down list.
7. Type a name for the files in the *Save As* box.
8. Press **OK**.
9. Press **Save**.

To export a file as a PowerPoint file

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

   The *Save As* dialog 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**.

To import a PowerPoint file

1. Select **File** > **Import**.

   The *Open* dialog 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 you want to import.
4. Press **Open**.

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

To export a file as a PDF file

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

   The *Export PDF* dialog 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** check box 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** check box to show a border around each thumbnail and the **Thumbnail titles** check box 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* dialog 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 PDF file

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

   A dialog box appears.
2. Press **Thumbnails**, **Handouts** or **Full Page**.
3. Optionally, type header text in the *Header* box, footer text in the *Footer* box and the current date in the *Date* box.
4. Optionally, select the **Show page borders** check box to show a border around each printed page.
5. Optionally, select the **Show page numbers** check box to show a page number on each page.
6. If you pressed **Thumbnails** or **Handouts** in step 2, select a thumbnail size in the *Thumbnail Size* drop-down list and, optionally, select the **Show Thumbnail titles** check box to show titles under each thumbnail.
7. Press **Continue**.

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

To export a file as a CFF file

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

   A dialog 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. Type a name for the file in the *Save As* box.
5. Press **Save**.

To import a CFF file

1. Select **File** > **Import**.

   The *Open* dialog box appears.

2. Select **All Common File Format Files (*.iwb)** in the *Files of type* drop-down list.
3. Select **File** > **Import** > **All Common File Format Files (.IWB)**.

   A dialog box appears.
4. Browse to and select the file you want to import.
5. Press **Open**.

   The file opens.

Attaching files to e-mail messages

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

NOTE

Attaching files to email messages can only be performed with Windows operating systems.

To attach a file to an e-mail message

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

Your default e-mail 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 e-mail program attaches this temporary file to the e-mail message.

To attach a file to an e-mail message as a PDF

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

Your default e-mail 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 e-mail program attaches the temporary file to the e-mail message.

Chapter 3

Creating basic objects

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

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

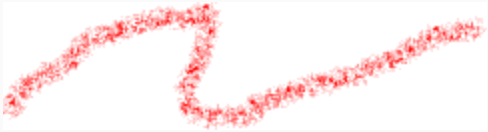
the files to students.

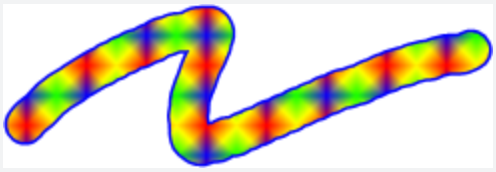
After you create digital ink, you can erase it.

Writing, drawing and erasing 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:

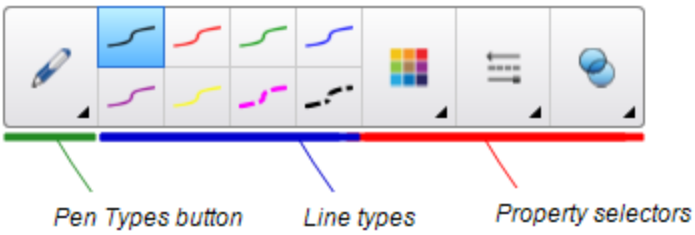
Pen type	Purpose and example	Notes
Standard	Write or draw digital ink in a variety of colors and line styles.	The Standard pen can be used for most writing applications.
Calligraphic	Write or draw digital ink, like you do with the Standard pen type, but with lines of varying thickness.	The Calligraphic 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 coloring pictures, rather than writing.
Highlighter	Highlight text and other objects.	Use the Highlighter pen to add emphasis to text.
Text	Write notes that automatically convert to editable text.	You can edit your text as you work without touching a keyboard.

Pen type	Purpose and example	Notes
Creative	Add colorful elements to your presentations. 	You can create custom Creative pen styles (see *Creating custom Creative pen styles* on page 104).
Paint Brush	Write or draw paint-like digital ink.	The Paint Brush pen type is intended for artistic work, such as painting and coloring 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 153).
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 43).

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, customize the line type using the property selectors.

NOTE

You can also customize the line type using the Properties tab (see *Changing object properties* on page 64).

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 while 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.
- If you want to write in small letters, write large letters, and then reduce their size.
- You can fill areas that you've enclosed with digital ink.

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.

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. The Eraser tool doesn't remove shapes.

Creating shapes with the Shapes tool

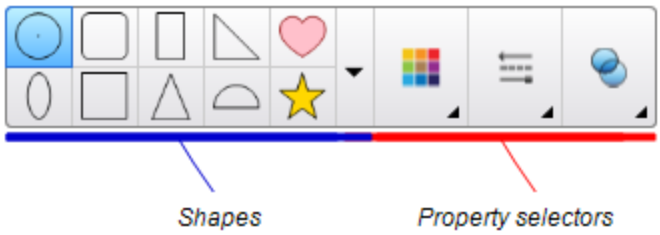
You can use the Shapes tool to create a variety of shapes, including perfect circles, perfect squares, perfect triangles, other geometric shapes, hearts, check marks and Xs.

You can add a shape to your page, and then edit its properties. Alternatively, you can customize a shape's outline color, fill color 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, customize the shape using the property selectors.

   NOTE

   You can also customize the shape using the Properties tab (see *Changing object properties* on page 64).

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

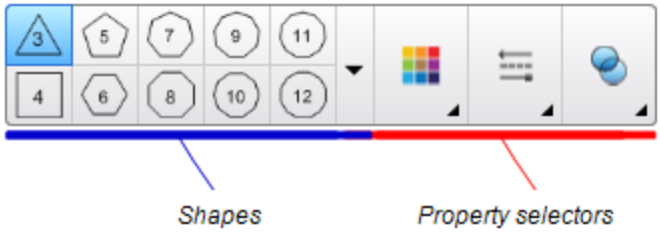
Creating shapes with the Polygons tool

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, customize the shape using the property selectors.

   NOTE

   You can also customize the shape using the Properties tab.

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

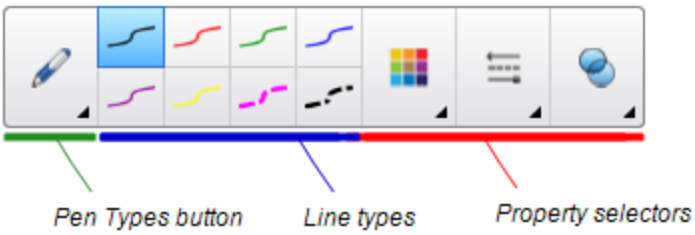
Creating shapes with the Shape Recognition Pen tool

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

To draw a shape

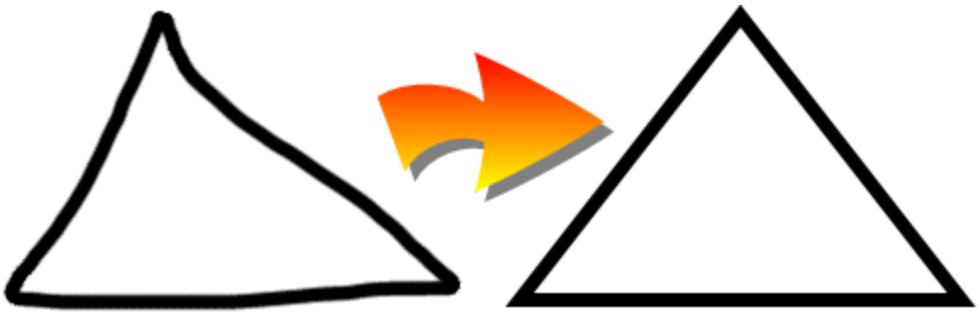
1. Press **Pens** .

   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 recognizes your drawing as a circle, oval, square, rectangle, triangle or arc, it adds this shape to the page.



Creating straight lines and arcs

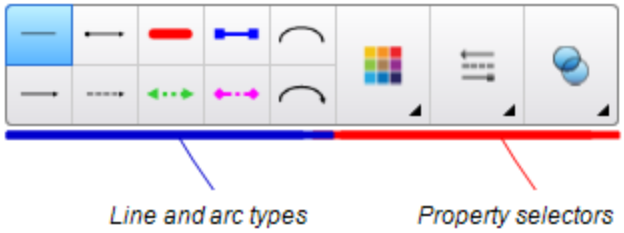
You can use the Lines tool to draw straight lines and arcs.

You can add a line to your page, and then edit its properties. Alternatively, you can customize 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, customize the line or arc type using the property selectors.

   NOTE

   You can also customize the line or arc type using the Properties tab (see *Changing object properties* on page 64).

4. Create a line by pressing where you want the line to start and dragging to where you want the line to end.

Creating and working with 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 the on-screen keybarod
- Writing the text 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 color.

Typing text

You can type new text or edit existing text.

To type new text

1. If a keyboard isn't accessible, press and hold **SMART Board Tools** in the notification area (Windows operating systems) or the Dock (OS X operating system software), and then select **Keyboard**.
2. Press **Text Properties** , and then select an available font style.
3. Optionally, customize the font style (see *Formatting text* below).
4. Press where you want the text to start.
5. Type your text.
6. When you're done, press outside the text object.

To edit existing text

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

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	Yes	Yes	No
Change the font size	Yes	Yes	No
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 color	Yes	Yes	No
Bold, italicize or underline text	Yes	Yes	Yes
Strike out text	Yes[1]	Yes	Yes
Superscript or subscript text	Yes[2]	Yes	Yes
Paragraph or object level			
Change justification (left, right or center)	Yes	Yes	Yes
Change indentation	Yes[3]	Yes	Yes
Create a bulleted or numbered list	Yes[4]	Yes	Yes
Insert a drop cap	No	Yes	Yes
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**.			

[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 line spacing	No	Yes	Yes
TIP To add spacing between paragraphs, select the **Add space after paragraphs** check box in the Properties tab or select **Format** > **Paragraph** > **Line Spacing** > **Add space after paragraphs**.			
Change language direction (left-to-right or right-to-left)	No	No	Yes
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)	Yes[5]	Yes	Yes
Change transparency	Yes	Yes	No

Resizing text objects

When you resize a text object, 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.

[5] Under *More Text Options*

Cutting, copying and pasting text objects

You can cut, copy and paste text objects like any other objects. 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 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 you want to copy.
4. Drag the selected text to the other page's icon in the Page Sorter tab.

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.

To insert a mathematical symbol

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

   A dialog 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

As you type text, SMART Notebook software checks the spelling. If you spell a word incorrectly, SMART Notebook software underlines the word 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* dialog 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* dialog box appears For OS X, the *Spelling and Grammar* dialog box appears. This dialog box displays the misspelled 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.

   After you complete this step for each misspelled word, a dialog 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* dialog box without checking the rest of the file.

Creating and working with tables

You can create tables in SMART Notebook software or paste them from other programs. After you create a table, you can insert objects into the table's cells.

If you want to customize 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 while 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 dialog box

1. Select **Insert** > **Table**.

   The *Insert Table* dialog box appears.

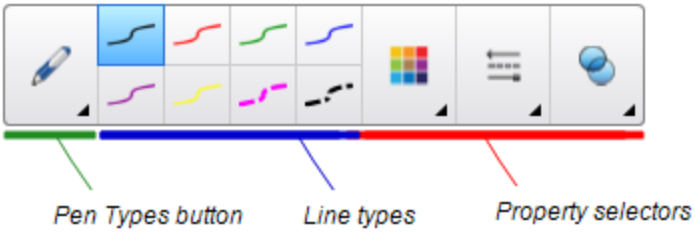
2. Type the number of rows and columns in the boxes.
3. Optionally, select **Make cells square** to make the table cells square.
4. Optionally, select **Remember dimensions for new tables** to use the current table dimensions for all future tables that you create in SMART Notebook software.
5. Press **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 **Recognize Table**.

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

Selecting tables, columns, rows or cells

You can select a table, column, row, cell or selection of cells. After you select 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.

Adding or removing columns, rows or cells

If you want to customize 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.

Resizing tables, columns or rows

If you want to customize 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 gray 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 objects to tables

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

NOTE

You can add only one object to each cell. If you want to add multiple objects to a cell, do one of the following:

- Group the objects before adding them to the table (see *Grouping objects* on page 75).
- 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.

   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.

Moving tables

After you create 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 color and line color.

To change a table's fill

1. S elect 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 color	a. Select **Solid fill**. b. Do one of the following: ○ Select one of the 40 colors in the palette. ○ Press **More**, and then select a color in the dialog box. ○ Press the eyedropper, and then select a color on the screen.
Gradient of two colors	a. Select **Gradient fill**. b. For each color, do one of the following: ○ Select one of the 40 colors in the palette. ○ Press **More**, and then select a color in the dialog box. ○ Press the eyedropper, and then select a color 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 color**, select a color in the dialog box, and then press **OK**. d. Press **Background color**, select a color in the dialog box, and then press **OK**.
Picture	a. Select **Image fill**. b. Press **Browse**. A dialog box appears. c. Browse to and select the picture you want to use as a background, and then press **Open**. **NOTE** If you insert a large picture, a dialog 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 optimization preferences* on page 179. 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 45).

Splitting or merging table cells

You can add tables to your page and insert objects into the table's cells. If you want to customize 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 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 161).

To delete the contents of a table

1. Select the cells containing the content 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 4

Working with objects

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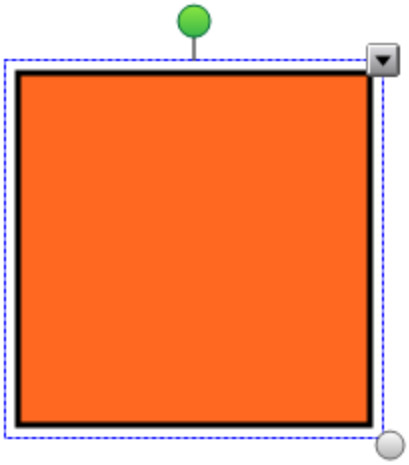
After creating an object, you can select it and work with it as described in this chapter.

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 gray circle in the object's lower-right corner is a resize handle.

The green circle above the object is a rotation handle.

The downward arrow in the object's upper-right 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 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.

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 (Windows operating systems) or the COMMAND (⌘) key (OS X operating system software), 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, 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, 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 object properties

You can change an object's properties. The properties you can change depend on the object 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 color	a. Select **Solid fill**. b. Do one of the following: ○ Select one of the 40 colors in the palette. ○ Press **More**, and then select a color in the dialog box. ○ Press the eyedropper , and then select a color on the screen.
Gradient of two colors	a. Select **Gradient fill**. b. For each color, do one of the following: ○ Select one of the 40 colors in the palette. ○ Press **More**, and then select a color in the dialog box. ○ Press the eyedropper , and then select a color on the screen. c. Select an option in the *Style* drop-down list.

Fill style	Procedure
Pattern	a. Select **Pattern fill**. b. Select a pattern. c. Press **Foreground color**, select a color in the dialog box, and then press **OK**. d. Press **Background color**, select a color in the dialog box, and then press **OK**.
Picture	a. Select **Image fill**. b. Press **Browse**. A dialog box appears. c. Browse to and select the picture you want to use as a background, and then press **Open**. **NOTE** If you insert a large picture, a dialog 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 optimization preferences* on page 179. 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

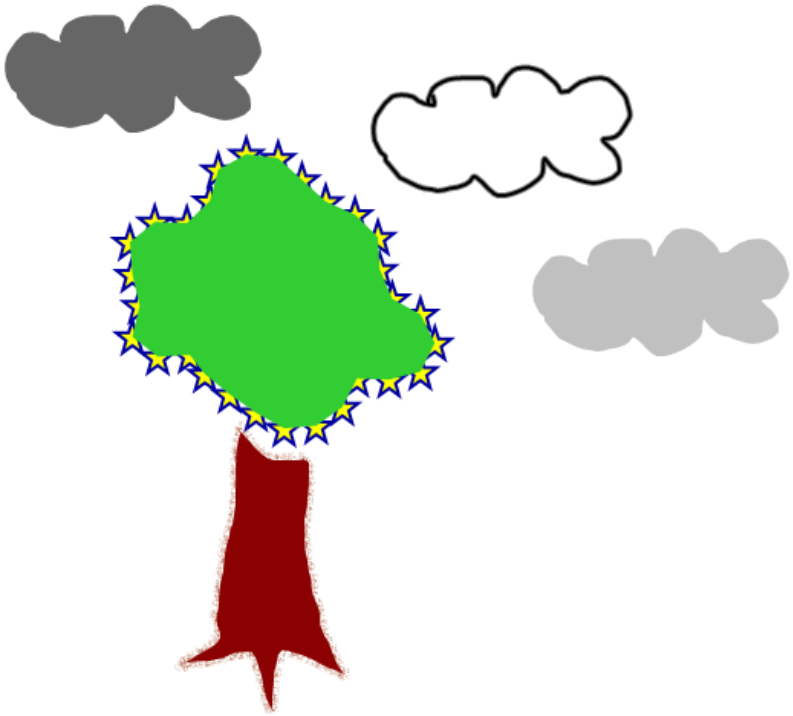
You can also change an object's properties using the property selectors on the toolbar.

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

1. Press **Fill** , and then select a color.
2. Select the object.
3. Repeat step 2 for each object 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 75).
- 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 45).

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 *Customizing the toolbar* on page 175.

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.

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 centers. You can also set objects to align automatically with these guidelines when you move the objects on a page.

To align objects on a page

1. Select the objects you want to align.
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**.

   A dialog box appears.

2. Select check boxes to specify which guidelines you want to display:

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

3. If you want to change the color of the guidelines, press the colored bar to the left of *Guide color*, and then select a color.
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.

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.
- You can create an exact copy of an object by cloning it.

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.

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 *Customizing the toolbar* on page 175).

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 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.

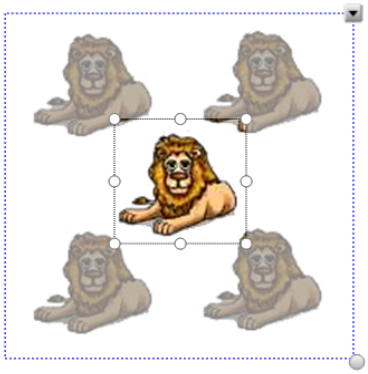
NOTE

You can crop raster images only. For example, you can crop raster pictures 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 gray.



3. Drag the image until the section of the image 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 gray.
3. Drag the image until the section of the image 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 70).

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 finish 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.

To resize an object using the resize handle

1. Select the object.
2. Press the object's resize handle (the gray 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 while you drag the resize handle (Windows operating system only).

To resize multiple objects using the resize handle

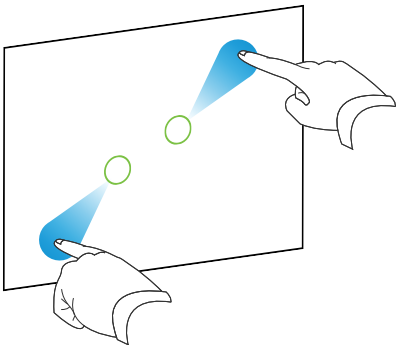
1. Group the objects (see *Grouping objects* on page 75), and then select the group.

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

To resize or scale an object from its center using gestures

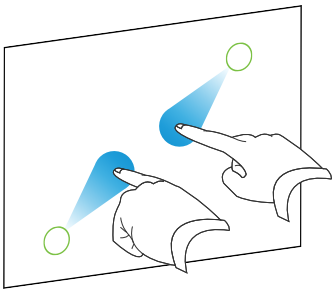
1. Select the object.
2. Using one finger on each hand, press the screen at opposite ends of the object.

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 using gestures

1. Select the object.
2. Using one finger on each hand, press the screen at the corner or side 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 using gestures

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 centers 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.

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. After you create 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.

You can group and ungroup objects manually using the menu or 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 using the menu

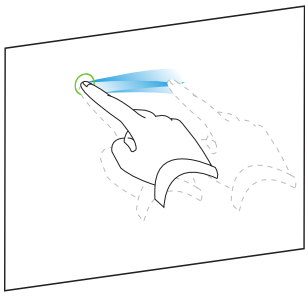
1. Select the objects.
2. Press the menu arrow of any one of the selected objects, and then select **Group** > **Group**.

To ungroup objects using the menu

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

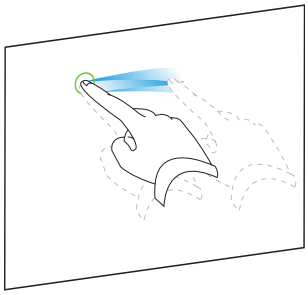
To group objects with the shake gesture

Quickly shake your finger over the objects three times.



To ungroup objects with the shake gesture

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, 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. 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 5

Inserting and sharing content

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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 organize it using the Gallery and share it with other teachers using the Gallery or the SMART Exchange website.

Using the SMART Notebook 17.1 Gallery

Use the Gallery tab in the SMART Notebook software user interface to browse or search for lesson activities and content. You can then add that content to your .notebook files.

You can organize your content using the Gallery and share it with other teachers.

Inserting content from the Gallery

The Gallery contains Lesson Activity Examples, which includes Activity Builder examples (see *Creating a matching lesson activity* on page 99), 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, organized into subject-specific categories.
- Lesson Activity Toolkit is a collection of customizable tools and templates that you can use to create professional-looking and interactive lessons. The toolkit helps you create engaging content like word games, quizzes and sorting activities.

IMPORTANT

SMART Notebook 17.1 does not play Adobe Flash content. However, some of your Flash content may be accessible through your web browser. You will see a notification when you attempt to open Flash content in Notebook 17.1 for both Windows and OS X operating systems. See Knowledge Base article 171128 for more information.

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 corner.
- Adobe Flash content is not supported for Windows or OS X operating systems. However, some of your Flash content may be accessible through your web browser. You will see a notification when you attempt to open Flash content in Notebook 17 for OS X operating systems.
- 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 corner.
- In *Backgrounds and Themes*, backgrounds appear as pages with a folded lower-right 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 (for Windows operating systems) or press a category's disclosure triangle to view its subcategories (for OS X operating systems).

   NOTE

   You can close a category by pressing the category's minus sign (Windows operating systems). For OS X operating systems. you can close a category by pressing the category's disclosure triangle a second time.

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

To search the Gallery

1. If the Gallery isn't visible, press **Gallery** .
2. Type a keyword into the *Type search terms here* box, and then press **Search** .

   The Gallery displays all content containing the keyword.

To add a Gallery item to your .notebook file

1. If the Gallery isn't visible, press **Gallery** .
2. Browse or search for the Gallery item you want to add.
3. Double-click the Gallery item's thumbnail.
   - If you add a background, it replaces the page's existing background.
   - 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.

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.
   - 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* dialog box appears.
3. Browse to the folder where you want to save the page.
4. Type a name for the page in the *File name* box (Windows operating systems) or in the *Save As* box (OS X operating systems).
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* dialog box appears (Windows operating systems) or the *Open* dialog box appears (OS X operating systems).
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* dialog box appears (Windows operating systems) or the *Open* dialog box appears (OS X operating systems).
3. Browse to and select the item 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**.

Organizing content in the Gallery

As you add objects, pages and supported files to the My Content category in the Gallery, you may want to reorganize 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 (or RETURN).

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 (or RETURN).

To move a Gallery item to a different subcategory

1. If the Gallery isn't visible, press **Gallery** .
2. Browse to the category that contains the Gallery item 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. After you import 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* dialog box appears (Windows operating systems) or the *Open* dialog box appears (OS X operating systems).
3. Browse to the folder that contains the collection file 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. See Knowledge Base article 171128 for more information.

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

   The *Save As* dialog box appears (Windows operating systems) or The *Save* dialog box appears (OS X operating systems).

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 (Windows operating systems) or in the *Save As* box (OS X operating systems).
5. Press **Save**.

Using 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.

Inserting content from the SMART Exchange website

To insert content from the SMART Exchange website

1. Press **Gallery** .

   The Gallery window opens.

2. Press **SMART Exchange**.

   The SMART Exchange window opens below the Gallery window.

3. Press the exchange.smarttech.com link. The SMART Exchange website opens in your web browser.

4. 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.

5. Search or browse for content, and then download it to your computer.
6. Import content into the Gallery.

NOTES

- You can also share your lesson plans with other teachers through the SMART Exchange website.

Sharing content using the SMART Exchange website

Use the SMART Exchange website to share .notebook files with teachers from around the world.

To share a .notebook file on the SMART Exchange website

1. Open the .notebook file you want to share.
2. Press **Gallery** and select **SMART Exchange** from the Gallery content list.

   A dialog box appears below the list with a link to exchange.smarttech.com.

3. Click **exchange.smarttech.com**.

   Your browser will open at the SMART Exchange website.

4. 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, select Sign In, then type your e-mail 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** check box.

5. Enter the following 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.
Grade(s)	Select the grades that the .notebook file is applicable to.
Search terms	Type words or phrases that other SMART Exchange users will likely enter to search for the .notebook file. Separate the words or phrases with commas.

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

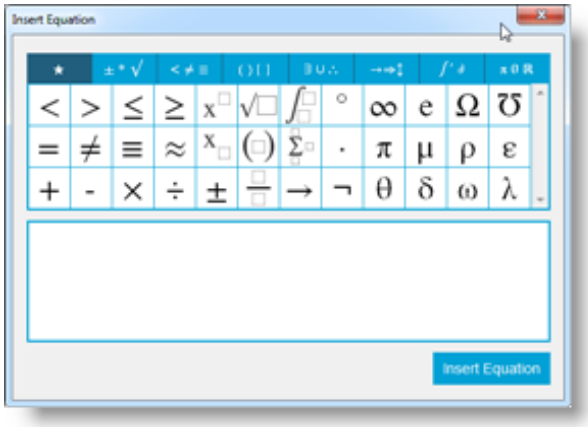
Using the Notebook Math Equation Editor

Use the math equation editor to easily add equations to your SMART Notebook pages. You can also use the equation editor with GeoGebra.

To open the Math Equation Editor

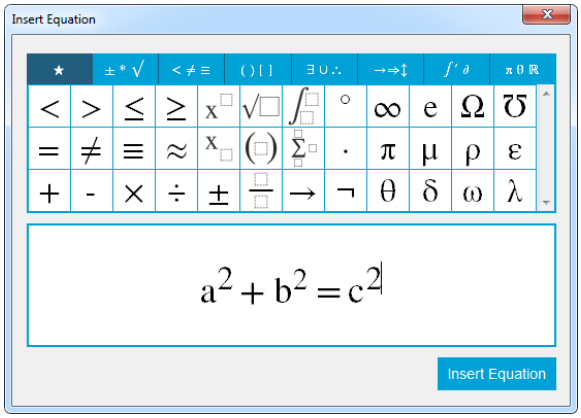
1. In the menu bar, press the Add-ons button , then press Insert Equation .

   The Math Equation Editor opens.



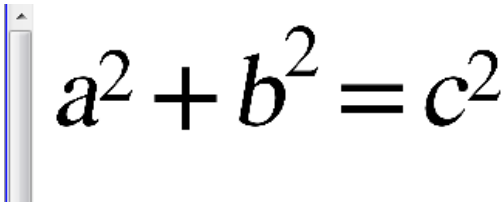
2. Enter the numbers you require and use the Math Equation Editor to add operation symbols.

   For example, to enter a^2, type “a,” then select the $x^{\square}$ symbol from the equation editor. The cursor will move to superscript position after the “a.” Then type “2.”



3. When your equation is complete, press **Insert Equation**.

   The equation is inserted into the Notebook page.



Using the Math Equation Editor with GeoGebra

You can add equations to GeoGebra using the Math Equation Editor.

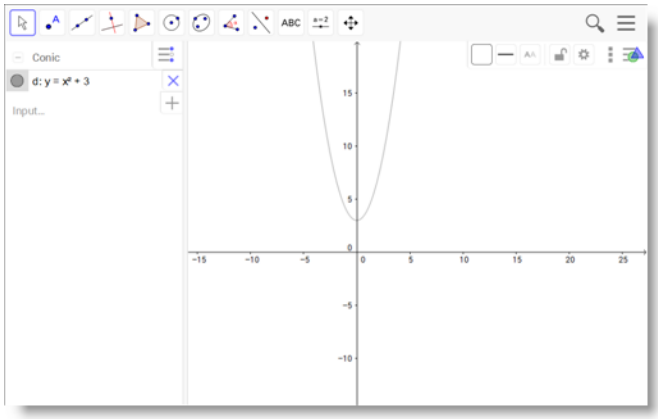
1. To open GeoGebra press **Add-Ons** and then press **GeoGebra**.
2. Select **Insert GeoGebra Widget**.

   The GeoGebra worksheet appears on the current page.
3. Open the Math Equation Editor and write the equation you wish to graph, like **y = x^2 + 3**.
4. When the equation is complete, press **Insert Equation**.

   The equation is inserted into the Notebook page.

5. Drag the equation onto the GeoGebra worksheet.

   The equation will appear in the input area of the worksheet. It will also be graphed on the worksheet page.



Inserting content from GeoGebra

GeoGebra is 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 you want to add.
3. Press the worksheet's thumbnail, and then select **Insert GeoGebra Widget**.

   The worksheet appears on the current page.

Inserting equations with the math equation tool

You can use the SMART Notebook math equation tool to insert a handwritten equation to a page in a more readable format. The math equation tool recognizes your handwriting and automatically converts it to a typeset format. You can also add the recognized equation to a GeoGebra worksheet if the equation is in a supported graph format.

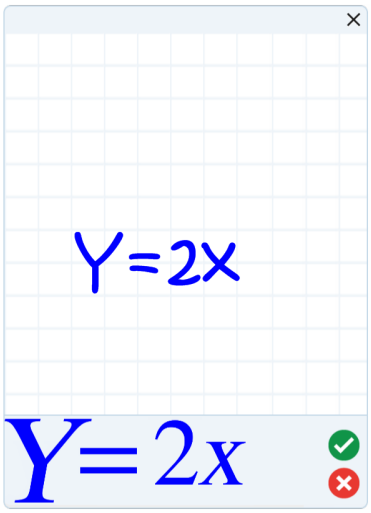
To insert an equation to the page

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

   The math equation tool appears.
2. Select a pen tool and color (see page 38).

3. Write a math 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 recognized equation.



4. Press to accept the recognized equation.

   The typed equation appears on the page.

   OR

   Press to reject the recognized equation and close the math equation tool.

To edit the recognized equation

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

   The handwritten equation appears on the math equation tool.

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

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

3. Press to accept the recognized equation.

   The equation updates with your edits.

   OR

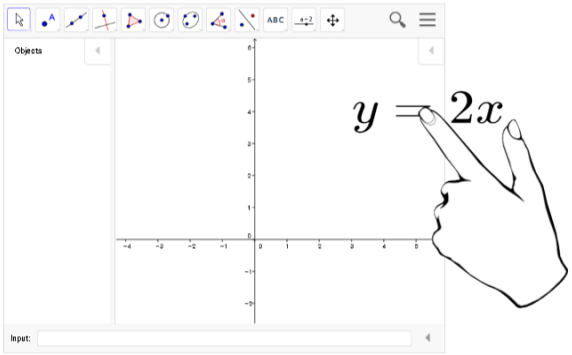
   Press to reject the recognized equation and close the math equation tool.

   The equation doesn't update.

To add the recognized equation to a GeoGebra worksheet

1. Insert a GeoGebra worksheet on the page (see *Inserting content from GeoGebra* on page 89).
2. Drag the equation from the page to the GeoGebra widget.

   The equation is automatically graphed in the worksheet.



Using SMART Notebook Document Writer - Print to Board

The new Print to Board feature in SMART Notebook Document Writer allows you to convert any Windows application document into a SMART Notebook file that you can print and share.

Using Print to Board in SMART Notebook Document Writer

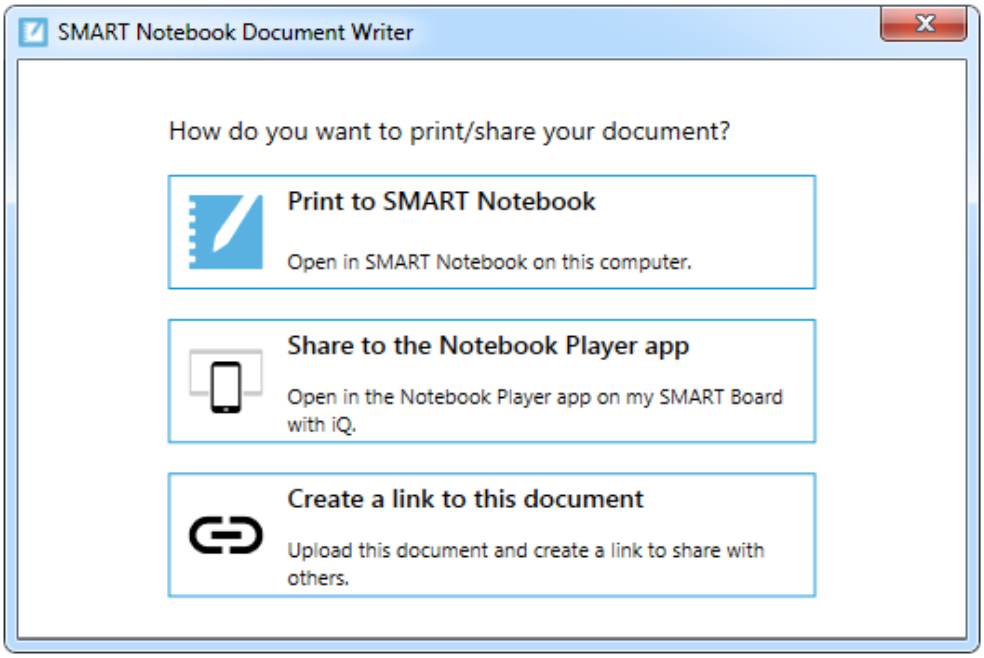
To use Print to Board

1. Open the Windows application document.
2. From the main menu, select **File**.
3. Select **Print**.

   The *Print* dialog box opens.
4. From the *Printer:* drop down menu, select **SMART Notebook Document Writer**.

5. Click **Print**.

   The *SMART Notebook Document Writer* printer dialog box appears.



Using Print to SMART Notebook

To convert content to a SMART Notebook file

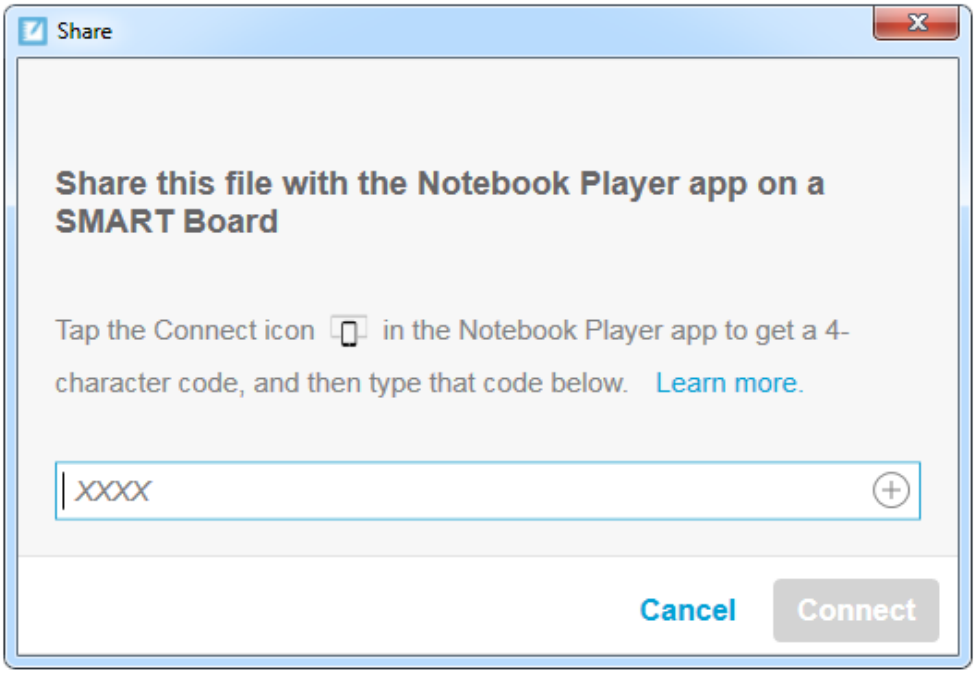
1. From the *SMART Notebook Document Writer* dialog box, select **Print to SMART Notebook**.
2. The document will open in a SMART Notebook file.
3. View, print, or annotate in the SMART Notebook file.
4. From the main menu select **File > Save** to save the Notebook file.

Using Share to the Notebook Player app

To share content using Share to the Notebook Player app

1. From the *SMART Notebook Document Writer* dialog box, select **Share to the Notebook Player app**.

The *Share* dialog box appears.



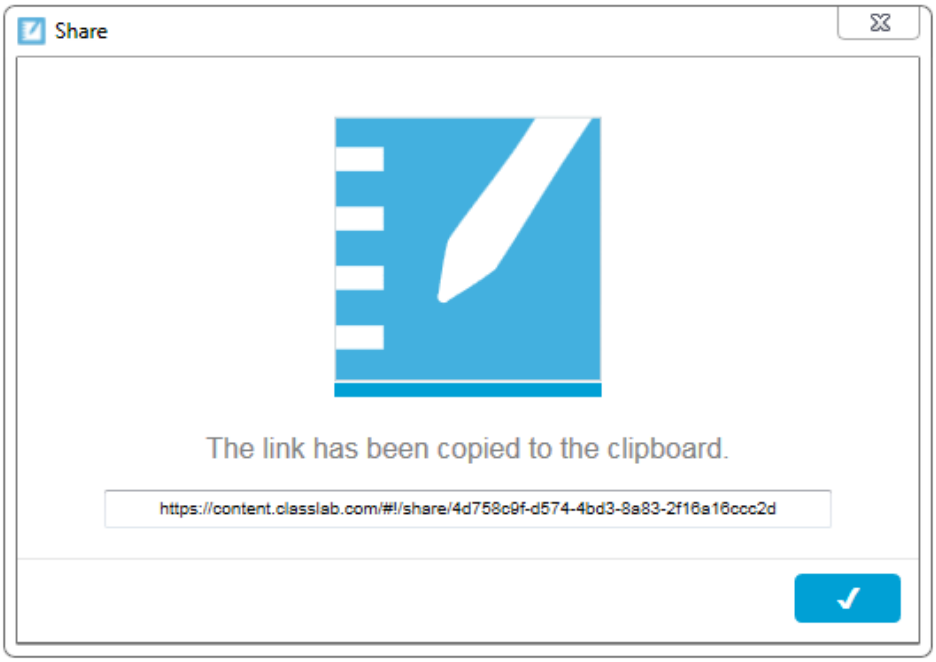
See how to use SMART Notebook Player on your SMART Board with iQ for further instructions.

Using Create link to this document

To create and share a link using Create a link to this document.

1. From the *SMART Notebook Document Writer* dialog box, select **Create a link to this document**.

   The *Share* dialog box with the copied link appears.



NOTE

Once the *Share* dialog box appears, as shown above. The share link in the text box will automatically be copied to your clipboard.

2. Right-click and select **Paste** to paste the link and share with others.
3. Select the button to close the *Share* dialog box.

Using Share

Use Notebook's Share feature to share Notebook files and Notebook file links to your SMART Board.

NOTE

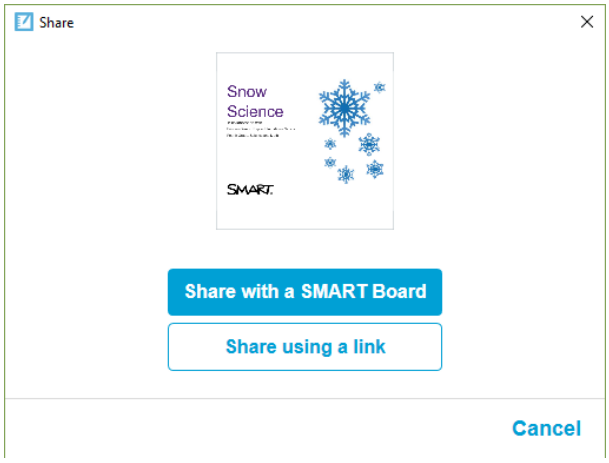
If you are required to sign in, sign in options will open in a separate browser.

To use Share

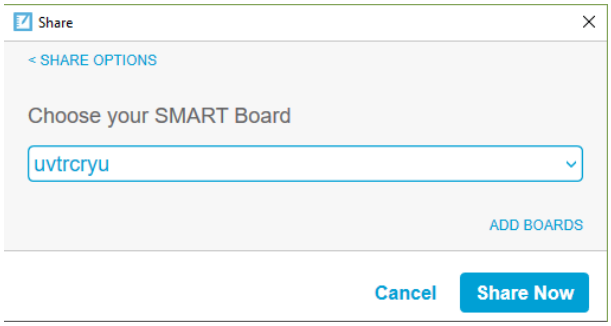
1. Open SMART Notebook.

2. From the SMART Notebook menu, select **Share**.

   The *Share* dialog box opens.



3. Press **Share with a SMART Board**.
4. Enter the code of the SMART Board to which you wish to connect or select the code from the drop-down menu.



5. Press **Share Now**.

   The Lessons library opens.

6. Select the file in the library you wish to share. The file will be available on the board you previously selected.

NOTE

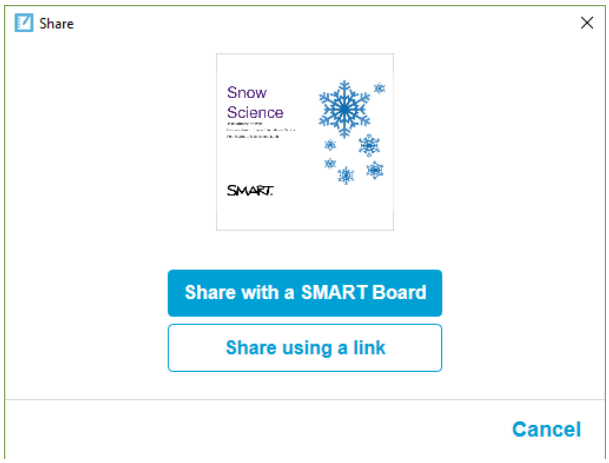
Use SMART Notebook Player on the display to open, view and interact with downloaded or assigned SMART Notebook content. Player makes it easy to present files and play SMART lab activities on SMART Boards with iQ technology.

See Using SMART Notebook Player on your SMART Board 6000 with iQ for more information.

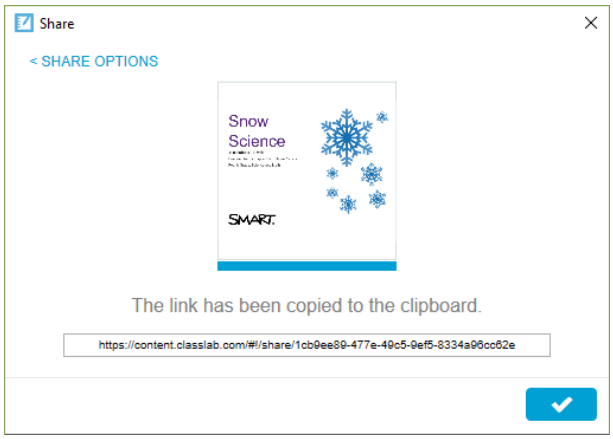
Share using a link

You can also share a file by sending a link to the file to a SMART Board with iQ technology. This is very useful for sharing large files.

1. From the *Share* dialog box, press **Share using a link**.



The *Share link* dialog box opens.



2. Paste the link into an email and then send the email to those with whom you want to share the file.

   The recipients click the link they received by email to begin the file download.

3. Press ✓ to close the dialog box.

Inserting content from other sources

If you or other teachers have created content outside of SMART Notebook software, you can include this content in your .notebook files.

Specifically, you can do the following:

- Cut, copy, and paste content from other programs
- Import content from other programs such as YouTube™ using the SMART Notebook YouTube add-on
- Import content into a .notebook file from a variety of sources, including PowerPoint files

Inserting pictures

You can insert pictures into pages from files, a scanner or a SMART Document Camera. Simply drag and drop a picture file into a Notebook page. Also see Using your SMART Document Camera.

NOTE

You can also insert pictures from the Gallery tab. For more information, see *Inserting content from the Gallery* on page 80.

Inserting multimedia files

You can insert multimedia files, including video files and sound files, into pages. Simply drag and drop your files into a Notebook page. Also see Adding sounds to objects.

Importing PowerPoint files (Windows)

1. Select **File** > **Import**.

   The *Open* dialog 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 you want to import.
4. Press **Open**.

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

Chapter 6

Creating lesson activities

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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 chapter documents the advanced features 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.

Creating basic lesson activities

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

Creating a matching lesson activity

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.

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 108)

To create a matching lesson activity

1. Create the object you want to use as the activity object and the objects 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 you want to use as the activity object, and then press **Edit**.
4. Drag the objects you want to accept to the *Accept these objects* list.

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

   A red X appears beside objects 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 trash can 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** check box to play sounds attached to accepted objects when they're dragged over the activity object (see *Adding sounds to objects* on page 108).
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** check box to play sounds attached to rejected objects when they're dragged over the activity object (see *Adding sounds to objects* on page 108).
8. Press **Done**.

To present a matching lesson activity

1. Drag the objects (or have students 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
- Locking objects
- Resizing objects using the scaling gesture

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

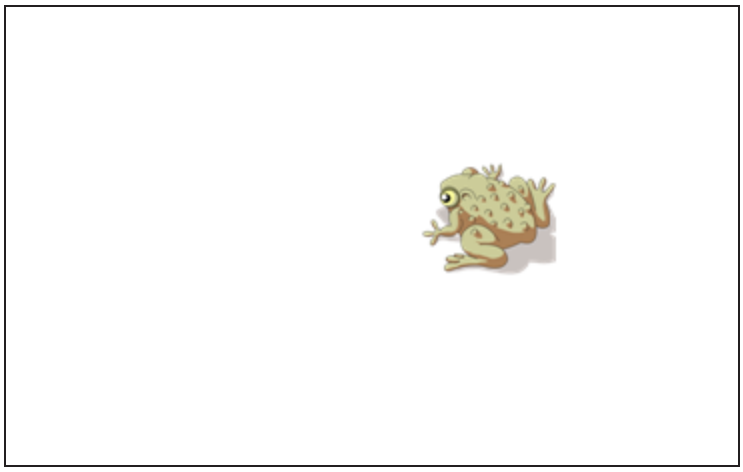
- Add a Screen Shade to a page. During the presentation, gradually remove the shade to reveal the underlying text and graphics when you're ready to discuss them (see *Using the Screen Shade* on page 151).

- Cover the object with digital ink and then erase the digital ink (see *Writing, drawing and erasing digital ink* on page 37).
- Cover the object with another object and then change the order of the objects in the stack.
- Use the object animation feature (see *Animating objects* on page 109).

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 you want to hide.



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

3. Move the object you want to lock so that it covers the object you want to hide.

4. Select the object 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 *Resizing objects* on page 72).

Using advanced object features

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.

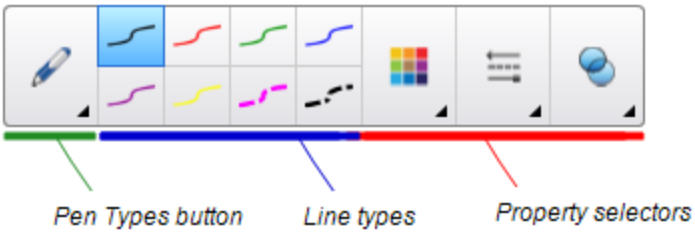
Creating custom Creative pen styles

SMART Notebook software includes eight Creative pen styles (see *Writing, drawing and erasing digital ink* on page 38). 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* dialog box appears.
8. Browse to and select the picture you want to use for the Creative pen style.
9. Press **Open**.

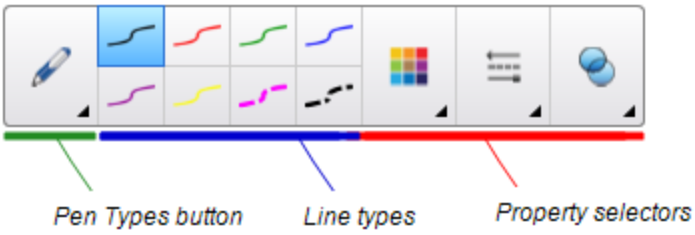
10. Write or draw digital ink on the page.

> **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 *Customizing the toolbar* on page 175).

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 *Customizing the toolbar* on page 175).

Adding links to objects

You can link any object on a page to a web page, 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 web page 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 150).

To add a link to a web page

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

   The *Insert Link* dialog box appears.
3. Press **Web Page**, 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 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* dialog 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 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* dialog 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 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* dialog 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 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* dialog 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.

To add a sound file to an object

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

   A dialog box appears.
3. Press **Browse** (for Windows operating systems). The *Insert File* dialog box appears. For OS X operating systems, press **Choose File**. The *Open* dialog 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 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**.

   A dialog box appears.
4. Click **Start Recording**.

5. Record the sound using the microphone.

   IMPORTANT

   SMART Notebook software stops recording after one minute. Therefore, ensure 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 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**.

   A dialog 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**.

Chapter 7

Using SMART lab

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Overview

Use SMART lab to enhance your lessons by creating and adding interactive activities. These activities help students memorize concepts and facts, identify objects, learn vocabulary definitions, and more.

NOTES

- **Account Sign In** is required to create and play some SMART lab activities, and SMART Notebook 17 software allows you to sign in with your Google™ or Microsoft account. If you sign in with one of these accounts, you will not have to sign in each time you want to use SMART response 2, Shout It Out! or Monster Quiz. For more information see Account Sign In.
- Students can be removed from an activity with the SMART lab **Remove Students** feature.

Browser, device, operating system and network recommendations

NOTE

Students may check their website access at http://classlab.com/connection/check.html.

Web browser recommendations	• Google Chrome™ 33 or above • Firefox® 38 or above • Microsoft Internet Explorer® 11 • Microsoft Edge
Device operating system recommendations	• Windows® 7 or later operating system • iOS 8 or later operating system software • Android™ 4.2 or later operating system • The current release of the Chrome OS™ operating system **IMPORTANT** Mobile device-enabled activities are not currently supported on the first generation iPad or Samsung Galaxy Tab 3.

Network recommendations	SMART lab activities on classlab.com are designed to keep network requirements as low as possible while 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 SMART lab activities on classlab.com. If SMART lab activities on classlab.com are 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 all student-side SMART lab activities works correctly, add the following URLs to your network's white list.

- https://www.classlab.com
- http://id.smarttech-prod.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)
- https://*.firebaseio.com
- https://*.cloudfront.com
- https://entitlement.smarttech-prod.com

Adding game elements and device enabled contributions to SMART lab activities

Teachers and students can add game elements and device enabled contributions to most SMART lab activities. For more information, see To add a game element to an activity and To add device enabled student contributions to an activity.

Creating and adding a Flip Out activity

Flip Out flashcards teach one to one correspondence, memory and vocabulary. When you create a Flip Out flip card activity, you can use as many cards as you like and choose from different themes, such as Space, Jungle or Monsters.

TIP

- Use the Sound button to turn activity sound on or off.
- Use the Activity Restart button to restart the current activity. This button is located at the top right of the open SMART lab activity page.
- Use the Activity Edit button to open the Add Activity dialog box. This button is located at the top right of the open SMART lab activity page.

To add a Flip Out flip card activity

1. Open SMART lab by pressing the toolbar icon in the SMART Notebook toolbar.

   The *Select an Activity Creation Wizard* opens.

2. Scroll to locate the Flip Out activity and press the activity icon.

3. Enter text or tap the image icon to add an image in both the Facing Up and Facing Down fields.

   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 SMART Notebook desktop, along with the Discard pile. Card placement is random.

   TIP

   To use an image in your Flip card activity, click the image icon in the *Add Content* dialog box. Select the image from the appropriate Windows Explorer (Windows operating systems) or Finder (OS X operating systems) folder by clicking **Open**. The image appears in the *Card back* or *Card face* list and also on the flip cards.

4. Press **Next**.

   The *Select a Theme* dialog box opens.

5. Select a theme, then press **Finish**.

   SMART lab builds the activity, and it will be ready for use after a few moments.

6. To add a buzzer, timer or randomizer game element to the activity, press .

   See Adding a game component to an activity for more information.

   Students can also use their devices to contribute to the Super Sort activity. For more information, see To add device enabled student contributions to an activity.

7. Have students 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.

Creating and adding a Super Sort activity

Super Sort teaches classification and grouping. In a Super Sort activity, students sort items into 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.

To ensure the best possible user experience with Super Sort, see Device and network requirements for more information.

To add a Super Sort sorting activity

1. To open SMART lab, press the toolbar icon in the SMART Notebook toolbar.

   The *Select an Activity Creation Wizard* opens.

2. Scroll to locate the Super Sort activity and press the activity icon.

   The Super Sort *Add Content* dialog box opens.

3. In **Required Category Name** fields, type the name you want to use for each category.

4. Enter text or tap the image icon to add an image to each category. You may enter up to 10 pairs.

5. In **Enter text or add image**, type category content, select an image or press the Manage Content icon to add category content from a previously saved list.

6. Press **Next**.

   The *Select a Theme* dialog box opens.

7. Select a Super Sort theme. The selected activity is highlighted with a blue box.

8. Press **Finish**.

   SMART lab builds the activity, and it will be ready for use after a few moments.

9. To add a buzzer, timer or randomizer game element to the activity, press .

   The Game element selector opens.

10. Select a game element if desired. The game element will appear in the activity. See Adding a Game Component to an Activity for more information.

    Have students work individually or in teams to sort the content into the correct categories.

    Students can also use their devices to contribute to the Super Sort activity. For more information, see To add device enabled student contributions to an activity.

Creating and adding a Match 'Em Up! activity

Match 'Em Up! is a matching activity that emphasizes memory and one to one correspondence between items. Add game elements to make the activity even more engaging.

To add a Match 'Em Up! activity

1. Open SMART lab by pressing the SMART lab toolbar icon in the SMART Notebook toolbar.

   The *Select an Activity Creation Wizard* opens.

2. Scroll to locate the Match 'Em Up activity and press the icon.

   The Match 'Em Up *Add Content* dialog box opens.

3. In **Optional Category Name** fields, type the name you want to use for each category pair.

4. Enter text or tap the image icon to add an image to each category. You may enter up to 10 pairs.

5. In the **Check Answers** section, select **Instantly** to indicate immediately whether the answers are correct.

   OR

6. Select **When Prompted** to check answers at a pace you choose. As answers are entered into the activity, a **Check Matches** button appears in the activity. Press the button when you want to check an answer.

   If the answer is correct, a appears beside it. If the answer is incorrect, a appears beside it.

7. Press **Next**.

   The Match 'Em Up! *Select a Theme* dialog box opens.

8. Select a theme, then press **Finish**.

   SMART lab builds the activity, and it will be ready for use after a few moments.

9. To add a buzzer, timer or randomizer game element to the activity, press .

   The Game element selector opens.

10. Select a game element if desired. The game element will appear in the activity. See Adding a Game Component to an Activity for more information.

    Students can also use their devices to contribute to the Super Sort activity. For more information, see To add device enabled student contributions to an activity.

    Have students work individually or in teams to match up the content to the correct categories.

    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.

Creating and adding a Fill In the Blanks activity

Fill In the Blanks is a fun activity where students drag words or numbers into blanks. 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.

To add a Fill In the Blanks activity

1. Open SMART lab by pressing the SMART lab toolbar icon in the SMART Notebook toolbar.

   The *Select an Activity Creation Wizard* opens.

2. Scroll to locate the Fill In the Blanks activity and press the activity icon.

   The Fill in the Blanks *Add Content* window opens.

3. 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.
4. In the **Check Answers** section, select **Instantly** to indicate immediately whether the answers are correct.

   OR

   Select **When Prompted** to check answers at a pace you choose. As answers are entered into the activity, a **Check Matches** button appears in the activity. Press the button when you want to check an answer.

   OR

   Select **Don't check**. Answers will not be checked.
5. Press **Define Blanks**.

   The Define Blanks dialog box opens with your text.
6. Define the blanks by clicking a word. Use the sizing handles to make a blank bigger or smaller.

   To remove a blank, click it again.
7. Press **Next**.

   The Fill in the Blanks *Select a Theme* dialog box opens.
8. Select a theme and press **Finish**.

   SMART lab builds the activity, and it will be ready for use after a few moments. The sentence and word blanks appear.
9. To add a buzzer, timer or randomizer game element to the activity, press .

   The Game element selector opens.
10. Select a game element if desired. The game element will appear in the activity. See Adding a Game Component to an Activity for more information.

    Have students work individually or in teams to drag the correct words or numbers into the appropriate blanks.

    Students can also use their devices to contribute to the Super Sort activity. For more information, see To add device enabled student contributions to an activity.
11. Press the *Check answers* button that appears when the activity is complete.

    If an answer is correct, a ✅ appears beside it. If an answer is incorrect, a ❌ appears beside it.

Creating and adding a Label Reveal activity

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

To add a label reveal activity

1. Open SMART lab by pressing the SMART lab icon in the SMART Notebook toolbar.

   The *Select an Activity Creation Wizard* opens.

2. Scroll to the Label Reveal activity and press the activity icon.

   The Label Reveal *Add Content* dialog box opens.

3. Drag an image from your desktop into the square box in the activity dialog box.

   OR

   Press the icon to browse to and select an image saved on your computer.

   The image appears in the Label Reveal *Add Content* dialog box.

4. Click within the image to add labels.

   The *Label* window and *Label edit tool*

open.

5. Move the label to the part of the image you wish to label.

   Press **Change Style** to change the type and color of the label arrows.

6. Enter a brief description on the label. Press the down arrow below the label to enter an extended note of up to 150 characters.

   Press **Done** to close the Note window.

7. Add as many labels as required, and then press **Finish**.

   SMART lab builds the activity, and it will be ready for use after a few moments. Each label appears as a question mark icon until it is clicked. The label name will then be revealed.

   For more information see Setting up the SMART lab activity.

8. To add a buzzer, timer or randomizer game element to the activity, press .

   The Game element selector opens.

9. Select a game element. The game element appears in the activity. See Adding a Game Component to an Activity for more information.

   Students can also use their devices to contribute to the Super Sort activity. For more information, see To add device enabled student contributions to an activity.

10. Ask students to identify and reveal component labels as they are discussed.

Creating and adding a Rank Order activity

In the Rank Order activity, students arrange items in ranked order and learn about comparison, deduction, sequencing and arrangement. Try arranging whole numbers from smallest to largest, steps in a scientific procedure or other items in order of preference.

To add a Rank Order activity

1. Open SMART lab by pressing the SMART lab icon in the SMART Notebook toolbar.

   The *Select an Activity Creation Wizard* opens.

2. Scroll to the **Rank Order** activity and press the activity icon.

   The Rank Order *Add Content* dialog box opens.

3. Enter text or tap the image icon to add an image. You can add up to ten items.

4. Press to reverse the order of the text items.

5. In the **Check Answers** section, select **Instantly** to indicate immediately whether the answers are correct.

   OR

   Select **When Prompted** to check answers at a pace you choose. As you add answers to the activity, a **Check Matches** button appears in the activity. Press the button when you want to check an answer.

   OR

   Select **Don't check**. Answers will not be checked.

6. In the **Ranking Labels** section, enter the terms you would like to use to indicate the order, such as **First** and **Last**.

7. Press **Next**.

   The Rank Order *Select a Theme* dialog box opens.

8. Select a theme and press **Finish**.

   SMART lab builds the activity, and it will be ready for use after a few moments.

9. To add a buzzer, timer or randomizer game element to the activity, press .

   The Game element selector opens.

10. Select a game element if desired. The game element will appear in the activity. See Adding a Game Component to an Activity for more information.

    Students can also use their devices to contribute to the Super Sort activity. For more information, see To add device enabled student contributions to an activity.

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

    TIP

    To use an image in your activity, return to the Rank Order *Add Content* dialog box and 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.

11. Have students 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 check mark or a red X will appear beside each ordering answer to indicate correct or incorrect. The order may be changed until all answers are correct.
- If you selected **Check answers right away**, answers are checked as they are given. Correct answers are accepted, and incorrect answers are rejected.
- If you selected **Check answers after students have finished**, the answers are checked after students answer all the questions, giving you time for discussion.

Creating and adding a Speedup activity

Speedup is a racing quiz with multiple choice and true or false questions. Students will love to compete to see who answers questions the fastest using the Speedup activity. Speedup encourages competition and quick thinking.

To add a Speedup activity

1. Open SMART lab by pressing the toolbar icon in the SMART Notebook toolbar.

   The *Select an Activity Creation Wizard* opens.

2. Scroll to locate the **Speedup** activity and press the Speedup activity icon.

   The *Add Content* dialog box opens.

3. Select between **Multiple Choice** and **True or False** as the type of quiz you would like to build.

Multiple Choice format

4. For **Multiple Choice** format, enter a question. You may use up to 150 characters for your question.
5. Enter at least two answers to the question you entered in step 4, and press the button beside the correct answer. A indicates the answer.
6. Press **Add Question** to continue adding questions and answers.
7. After you have finished adding questions and answers, press **Next**.

   The *Review Content* dialog box opens. You may edit your questions and answers and set a time limit to answer each question.

   Click the questions or answers to edit them.

   If you would like to assign a time limit for the question to be answered, toggle the **Time limit** button and set the number of seconds allowed for answering each question.

8. Press **Finish**.

   SMART lab builds the activity, and it will be ready for use after a few moments.

True or False format

9. For **True or False** format, enter a question. You may use up to 150 characters for your question.
10. Press the button beside True or False to indicate the correct answer to the question. A indicates the answer.
11. Press **Add Question** to continue adding questions and answers.

12. After you have finished adding questions and answers, press **Next**.

    The *Review Content* dialog box opens. You may edit your questions and answers and set a time limit to answer each question.

    Click the questions or answers to edit them.

    If you would like to assign a time limit for the question to be answered, toggle the **Time limit** button and set the number of seconds allowed for answering each question.

13. Press **Finish**.

    SMART lab builds the activity, and it will be ready for use after 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 check mark to lock in your choice. You have 15 seconds to select a racer avatar. If no avatars are chosen, avatars will automatically be selected and the race will 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.

Creating and adding a Shout It Out! activity

Students use the Shout It Out! to quickly create and contribute text and images to SMART lab content-creation activities using their own device web browsers, and teachers can easily curate the content. Use it as a brainstorming activity for generating ideas.

To ensure the best possible user experience with Shout It Out!, see Device and network requirements for more information.

IMPORTANT

If you are using a trial version of SMART Notebook software, you might receive a reCaptcha notification. Validate the trial version to use Shout It Out!. For more information, see Shout It Out! user validation for more information.

To add a Shout It Out! activity

1. Open SMART lab by pressing the SMART lab toolbar icon in the SMART Notebook toolbar.

   The *Select an Activity Creation Wizard* opens.

2. Scroll to locate the Shout It Out! activity and press the activity icon.

   The Shout It Out! *Add Content* page opens. Select the contribution format you would like to use. You can choose from either *Randomized* or *Categories* placements.

   If you selected *Categories* placements, at least two categories are required for the activity. Give names to the categories that will contain student contributed content.

3. In the **Contributions** section, select either **Text** or **Images** as the type of contribution students will make; then enter the maximum number of contributions allowed per device.

4. In the **Student Names** section, select whether you would like to **Show** or **Hide** student names.

5. Click **Finish**.

   SMART lab 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 Text Contributions and Adding Student Image Contributions.

6. To add a buzzer, timer or randomizer game element to the activity, press .

   The Game element selector opens.

7. Select a game element if desired. The game element will appear in the activity. See Adding a Game Component to an Activity for more information.

To start a Shout It Out! Activity using student devices

1. After you have created a Shout It Out! activity, confirm that the *Contributions* and *Student Names*settings are correct.

2. Press **Finish**.

   The SMART lab *Student Contribution Activity* dialog box appears. It includes the classlab.com URL that students will enter into their device browsers, and the generated activity ID number students will enter on the classlab.com website.

   The activity icon turns blue to indicate that an activity is currently in progress.

   For more information, see To add device enabled student contributions to an activity.

3. Direct students to **classlab.com** and have them enter the activity ID number and their names. Students are connected to the activity.

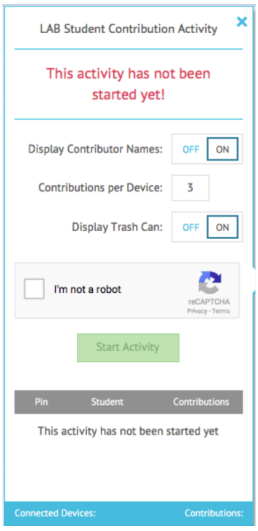
   Student contributions will appear in the SMART Notebook SMART lab page.

NOTE

To delete a contribution, drag it to the Recycle bin at the top left of the SMART lab 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 SMART lab for the first time.

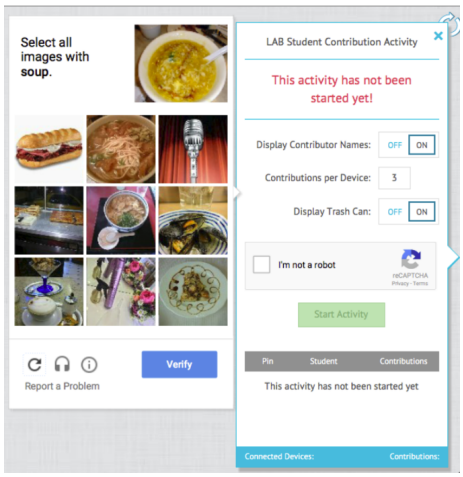


If you receive this notification, you must first validate the trial version before Shout It Out! features will work. After you have registered as a trial user, you will no longer receive reCaptcha notifications.

To validate as a trial user

1. If you receive a reCaptcha notification In the *SMART lab Student Contribution Activity* dialog box, select the **I'm not a robot** check box.

   An image questionnaire appears.



2. Complete the questionnaire and press **Verify**.

   If you answer the questionnaire correctly, a green check mark will appear in the *I'm not a robot* check box.

3. Press **Start Activity** to begin adding the Shout It Out! activity.

Web browser, device operating system recommendations and network recommendations

NOTE

When using SMART lab activities on classlab.com, students may check their website access at http://classlab.com/connection/check.html.

Web browser recommendations	• Google Chrome 33 or above • Firefox 38 or above • Internet Explorer11 • Edge

Device operating system recommendations	• Windows 7 operating system or above • iOS 8 operating system or above • Android 4.4.2 operating system or above
Network recommendations	SMART lab activities on classlab.com are designed to keep network requirements as low as possible while 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 SMART lab activities on classlab.com. If SMART lab activities on classlab.com are 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 white list.

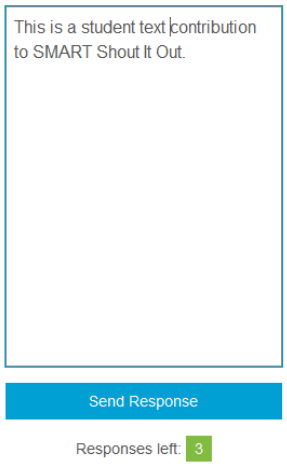
- https://www.classlab.com
- http://id.smarttech.com
- https://content.smarttech-prod.com
- https://metric.smarttech-prod.com
- https://google.com
- http://google-analytics.com
- https://www.gstatic.com (used by Google to load reCAPTCHA)
- https://*.firebaseio.com
- https://*.cloudfront.com

Adding device enabled student text contributions to Shout It Out! activities

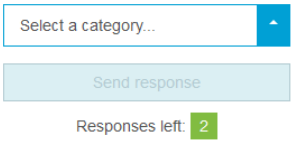
Students will enjoy adding their contributions to your SMART lab activities. Students can add text or images, depending on activity requirements. Have other students position comments into categories or use the contributions to begin discussions.

After a student has signed in to the activity using the *SMART lab Student Contribution Activity* dialog box 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 the number of times specified by the teacher.



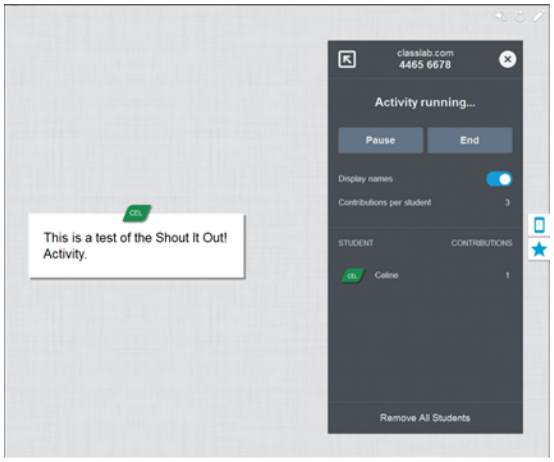
If you previously selected **Categorized** placements, the text window includes a category menu.



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 SMART Notebook SMART lab activity page.

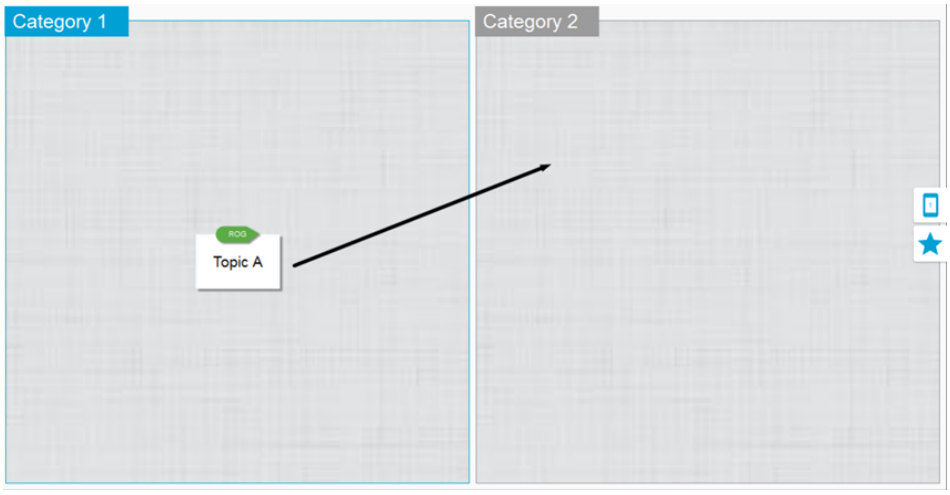
   The student contribution appears on the SMART Notebook SMART lab activity page. See Adding Student Text Contributions and Adding Student Image Contributions for more information.



   In *Categorized* view, click the ✕ to minimize the activity ID window to view contributions that appear in the window on the right of the activity page. Click 0 to reopen the window.

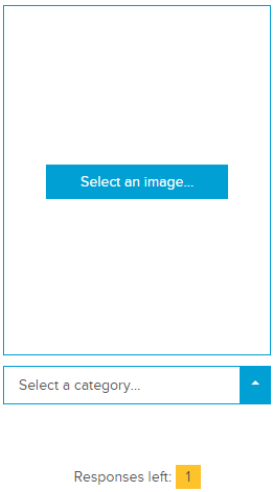
TIP

You can move a student contribution from one category to another by pressing the student contribution and dragging it to the other category.



Adding student image contributions

1. After a student has signed in to the activity using the *SMART lab Student Contribution Activity* dialog box, 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 SMART Notebook SMART lab page.

   To enlarge the image contribution, the teacher can press the image on the SMART 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 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

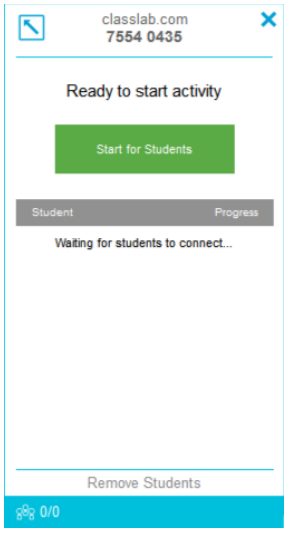
To delete a contribution, drag it to the Recycle bin at the top left of the SMART lab activity page. After a contribution is deleted, it cannot be retrieved.

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

To add device enabled student contributions to the activity

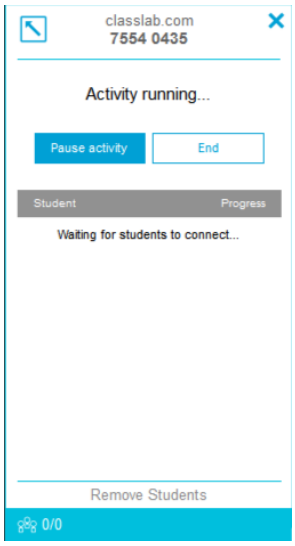
1. To add a student device enabled activity using classlab.com, press or .

   The device enabled activity dialog box opens.



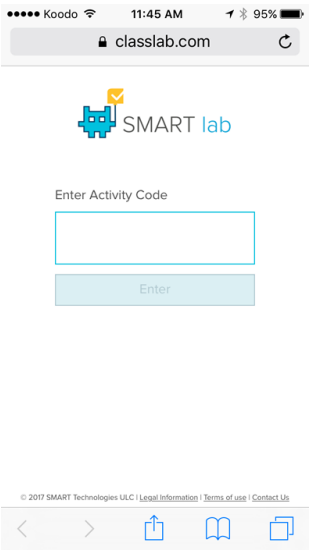
2. Press **Start for Students**

   The Activity running dialog box opens.



3. Have students go to classlab.com on their devices.

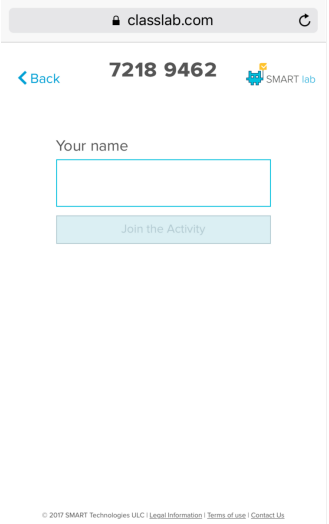
   The classlab.com activity dialog box opens.



4. Students enter the activity code and press **Enter**.

   Students will be prompted to enter their names and press **Join the Activity**.

   The activity dialog box opens.



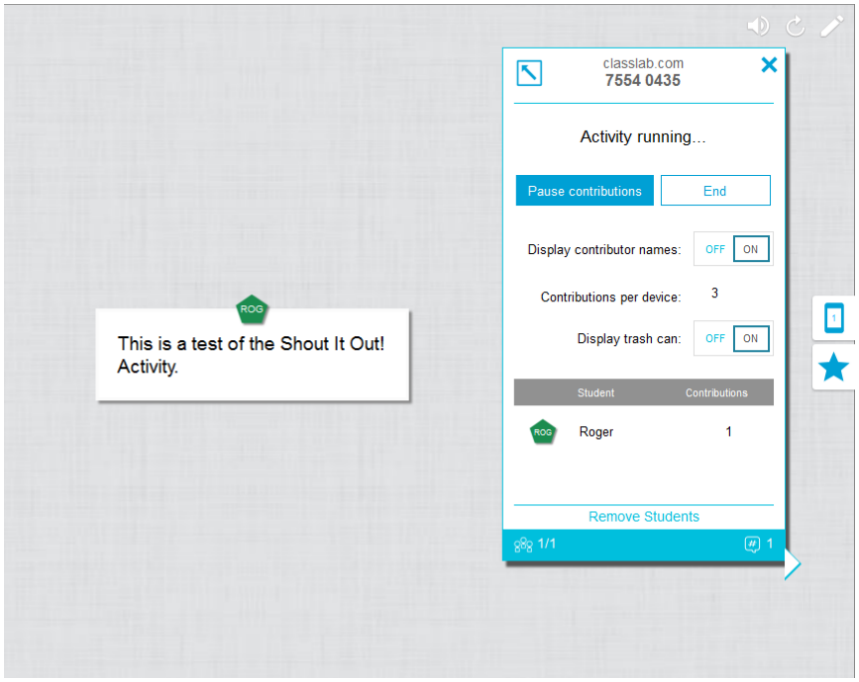
   Students make their selections and press **Send response** when complete.

   For more information on using classlab.com, see Adding student text contributions and Adding student image contributions.

Removing students from an activity

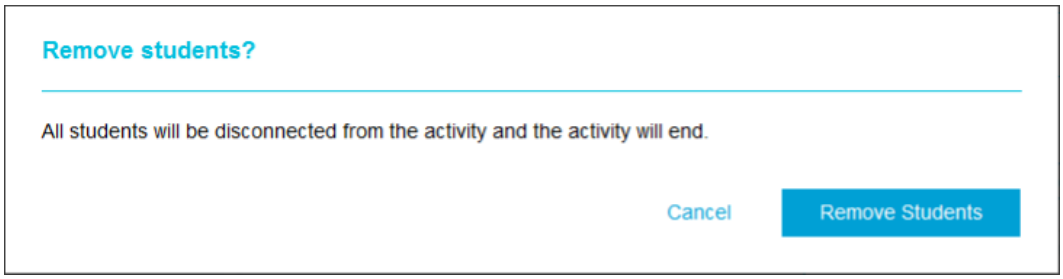
You can remove students from a Shout It Out! activity and end the activity.

1. At the bottom of the activity panel, press **Remove Students**.



   The *Remove Students* confirmation dialog box will appear.

2. Press **Remove Students**. The activity will end and all students will be removed from the activity and the **Remove Student** button will be disabled.



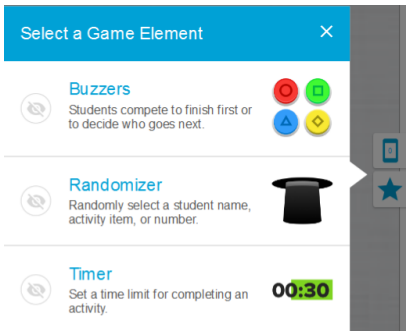
Adding a game element to your activity

You can make your SMART lab activity more interesting and engaging for your students by adding game elements. Three game elements are available.

To add a game element to an activity

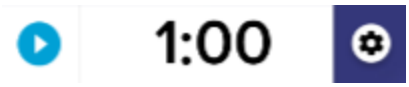
1. To add a buzzer, timer or randomizer game element to the activity, press .

   The Game element selector opens.



2. Select a game element. The game element appears in the activity, along with a **Settings** button.
3. Press the **Settings** button to change available features of the game element.

Timer



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

Randomizer

Use the Randomizer to randomly select the students or the activity's content. You can randomize flip card backs, numbers, or student lists. In the Randomizer dialog box, you can randomize Flip card backs or numbers from 1 to 30. You can also randomize 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* dialog box using the game element's Settings.

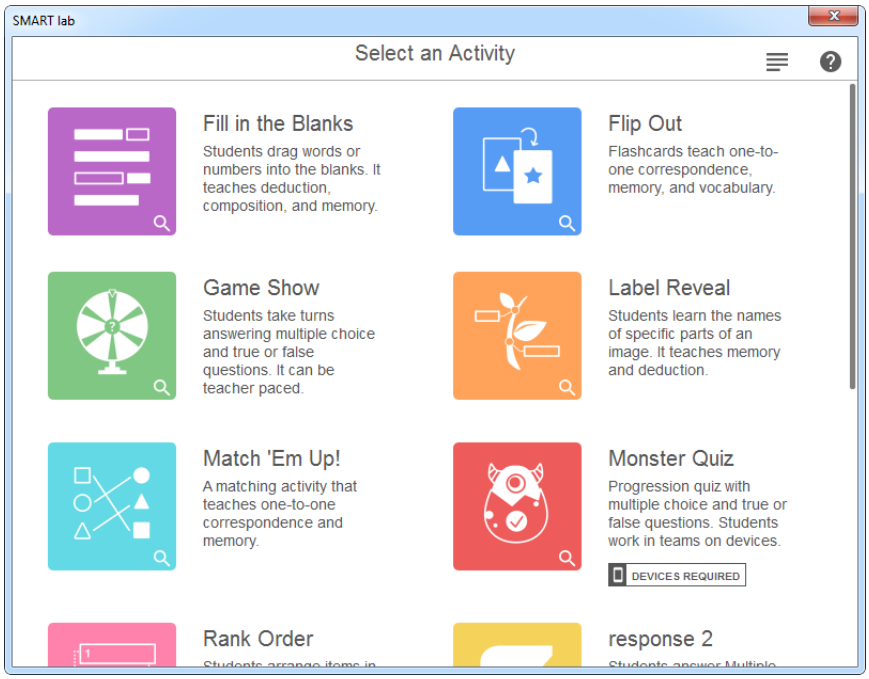
Using Monster Quiz

Monster Quiz is a mobile device-enabled progression quiz with multiple choice and true and false questions. Students learn through teamwork and competition. Using their mobile enabled devices, students help their team grow lovable monster characters by correctly answering questions you have prepared.

To use Monster Quiz

1. Open SMART lab by pressing the toolbar icon in the SMART Notebook toolbar.

   The *Select an Activity Creation Wizard* opens.



2. Scroll to Monster Quiz and press the activity icon.

   The Monster Quiz *Add Content* dialog box opens.

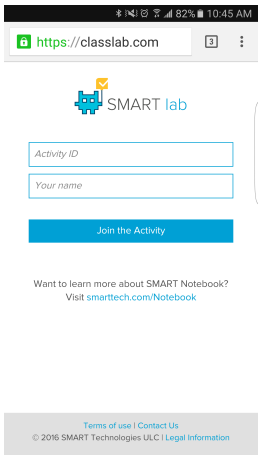
3. Select **Multiple Choice** or **True or False** as the type of quiz to build.
4. For Multiple Choice format, enter a question. You may use up to 150 characters for your question.
5. Enter at least two answers to the question you entered in step 4, and press the button beside the correct answer. A indicates the correct answer.
6. Press **Add Question** to begin adding questions and answers to the activity. You can also add questions from a previously saved list or save new questions to a list. For more information about adding content, see *Using Monster Quiz* on the previous page.

   Only the first ten questions are added to the activity.
7. After adding questions, press **Next**.

   The *Review Content* dialog box opens.
8. Select the **Time Limit Per Question** toggle to assign the number of seconds allowed for answering each question.
9. Press **Finish**. SMART lab builds the activity, and it will be ready for use after a few moments.

   The *Add game components* dialog box opens along with a reminder dialog that gaming components are not available for the Monster Quiz activity.
10. Press the red activity icon .
11. The **classlab.com** Student Contribution Activity dialog appears. It includes the URL that students will enter into their browsers and the generated activity ID number students will enter on the SMART Notebook lesson activity builder website. Direct students to visit classlab.com on their mobile device browsers. The activity icon turns blue to indicate that an activity is currently in progress.

12. Students enter the Activity code ID and their name in the dialog box that appears on their mobile devices.



13. Have students press **Join the activity** on their devices.
14. Press **Start the Activity** on the Monster Quiz activity window.

    Students receive a confirmation that they are now in the game.
15. The teacher presses **Set teams** and enters the number of participating teams.

    SMART lab assigns participants to the teams and 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 *Using Monster Quiz* on page 137.
16. Press **Start Quiz**.

    The quiz begins.

    Students answer the quiz on their mobile devices. As correct answers are given, the monsters hatch, and the game concludes when all monsters have hatched.
17. Press **Review** to review students' answers. You can review the team scoreboards and class reviews.

Using the Hand out activity

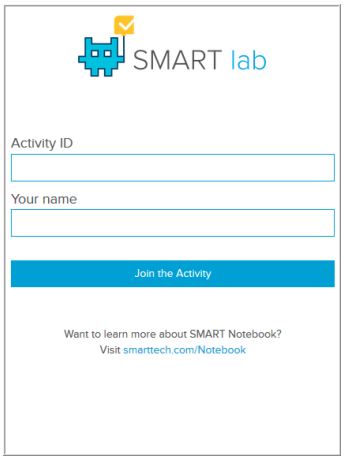
As a teacher, you can create a Hand out activity with almost any SMART lab activity. Use the Hand out activity to send a SMART activity to students so that they can participate in the lesson on their mobile devices in real time.

Creating a Hand out activity

To create a Hand out activity

1. Select from any SMART lab activity including Super Sort, Rank Order, Flip Out, Fill in the Blanks, Match 'Em Up and Label Reveal activities.
2. Set up your activity as you would normally, but when your set up is complete, you will now see the activity icon .
3. Press the activity icon to begin the activity. The icon turns blue to indicate that an activity is currently in progress.

   The *Ready to start* activity dialog box opens, indicating the classlab.com activity ID.
4. Direct students to classlab.com using their mobile device browsers.
5. Press **Start for Students**. Students will see the classlab.com website.



6. Direct students to enter the Activity ID and their names and then tap **Join the activity** on their individual devices.
7. The Hand out activity appears on students' mobile devices. When all students have completed the activity, press **End** on the *Ready to start* activity dialog box. Students receive a notification on their devices that the activity has ended.

Using SMART response 2

Creating assessments with SMART response 2

Available within SMART Notebook software, response 2 is a highly intuitive and simplified

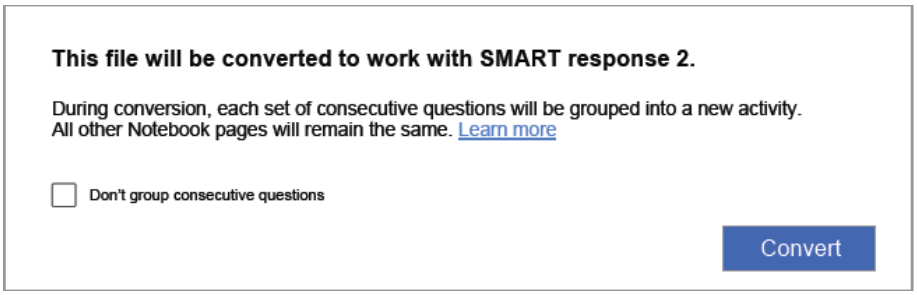
assessments tool, making it easier, quicker and more natural to create actionable question sets. Focusing on formative assessments, the new tool supports the need for educators to effectively assess students in order to guide learning. Students access the assessments tool by navigating to classlab.com on their mobile devices.

NOTE

To begin using the response 2 assessments tool, open it from Notebook by pressing the response 2 icon . The response 2 setup dialog box opens. You can then begin to create and save question sets. Each question requires at least two answers. Keep questions under 150 characters for optimal performance.

IMPORTANT

1. Previous versions of SMART Response files will be converted so that they open in SMART response 2. A dialog box appears when you attempt to open a file from a previous version of SMART Response:



2. Press **Convert** to convert the old SMART Response questions. Each set of consecutive questions will be grouped into a new SMART response 2 activity.
3. If you don't want to group consecutive questions, select the **Don't group consecutive questions** check box.

   If you select the **Don't group consecutive questions** check box, each SMART Response page in the file will get a new single-question response 2 activity inserted on a new page in front of it. You will see two pages for every SMART Response page in the original SMART Response file.
4. Press **Convert** to confirm the file conversion.
5. The converted Notebook file opens.

   A banner appears indicating that the file has been converted. Select **Learn More** on the banner for additional information.

The conversion process does not capture certain pieces of information from SMART Response: pictures, annotations and cross references are not preserved;

- Untranslated Yes/No and True/False labels will show as text questions A) True and B) False. If the file has been translated, the options will still be Yes/No and True/False.
- Superscript and subscript will be formatted but no other text formatting will be converted
- Number character references will not be maintained
- Math question types will not be supported
- Empty question titles will show the following default text: *Incomplete question. Edit activity to complete*

To create a SMART response 2 question set

1. Open response 2 from Notebook by pressing the response 2 icon .

   The response 2 *Add Content* dialog box opens.

2. From the *Add Content* dialog box, select the type of quiz you want to create. You can create multiple choice, true or false, multiple answer, poll/opinion or short answer questions.

   The quiz question set you choose determines the answer format. For example, a multiple choice quiz will give four potential answers from A through D, while a true or false quiz will give only True and False answers for you to complete.

3. Select the correct answer for each question.
4. To add another question to your quiz, press **Add Question**.
5. Press **Save** to save the quiz. You can use it later for other lessons.
6. When completed, press **Next**.

   OR

   Press **Previous** to go back to the previous page and edit your questions or add more questions.

7. Press **Finish**.

   After a few moments the activity will load and will be ready to use.

To create a SMART response 2 question set from a previously saved file

1. From the Notebook menu, press **Add Page**. A new Notebook page opens.
2. Open response 2 from Notebook by pressing the response 2 icon . The response 2 *Add Content* dialog box opens.

   You can also select response 2 from the SMART lab Creation Wizard.
3. Tap Load to load a previously saved file.

   The *Load Content* selection dialog box opens.
4. Select the file to load, then press **Load**.

   The question set loads and appears in the *Review Content* dialog box. While in the *Review Content* dialog box, you can also delete questions from your quiz.

   To delete a question, press .
5. Select **Finish**.

   After a few moments the activity will load and will be ready to use.

To add questions to a question set

1. In the response 2 *Add Content* dialog box, press **Add Question**. The *Questions* dialog box opens.
2. Add questions as required.

   Press **Save** to save your question set. You can then use it later.
3. Press **Next**.

   The question set loads and appears in the *Review Content* dialog box.

   OR

   Press **Previous** to go back to the previous page and edit you questions.
4. Press **Finish**.

   After a few moments the activity will load and will be ready to use.

To add images to a SMART response 2 question set

1. Press the **Add Image** icon .

   An *Open* dialog box appears.

2. Select the image to add to the list and press **Open**.

   The image appears in the *Add Content* dialog box. You can also drag an image into the dotted blue box.

3. After all answers have been entered, press **Add Question** to add another question to the set.

4. Press **Done**. The *Add Content* dialog box opens. Edit, remove or add questions as needed. See *Chapter 7: Using SMART lab* on page 113 for more information about managing content.

5. Press **Finish**. After a few moments the question set will be built and will be ready to use. Students will see the activity and activity identification number on the SMART Board.

6. Press **Start for Students**. Students can now use their mobile devices to access the response 2 activity.

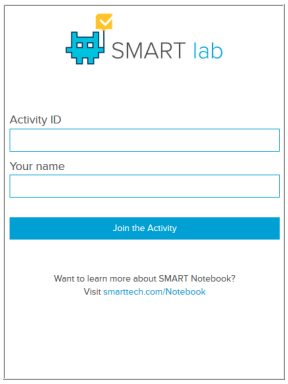
Using a mobile device to access SMART response 2

Once the activity is running, it can be accessed on a mobile device if the device meets the necessary browser and connectivity requirements.

The student uses the browser on the mobile device to browse to classlab.com.

1. When in the classlab.com website, the student enters the activity identification number.

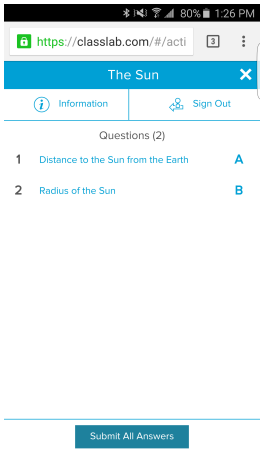
   The *Activity instructions* dialog box opens.

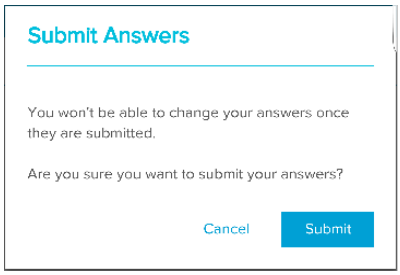
2. Press **OK**. The first quiz question opens.

3. Select the answer to the quiz question and then press the arrow key to advance to the next question.

4. when all questions have been answered press the arrow key once more to advance to the submit questions page. On this page you can get information about the quiz or sign out of the quiz
5. Press **Submit All Answers**.



6. A confirmation pages opens.



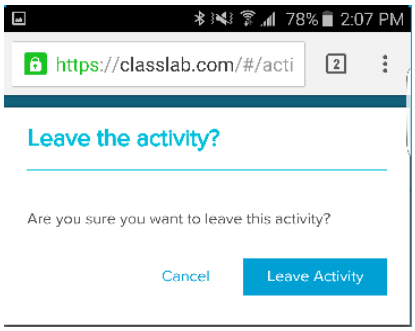
7. Press **Submit**. The teacher will review results with class.

To review results on the device

1. When the teacher presses review, the student gets instant feedback on the device for each question. Tapping a question on the final review pages takes the user to that question to see what selections are available

   The percentage correct is indicated at the bottom of the device screen.

2. When the review is complete, press **Sign Out**. A prompt asking the user to confirm leaving the activity opens.



3. Press **Leave Activity**. The activity closes and the student is returned to the initial *classlab.com* website.

Chapter 8

Presenting lesson activities

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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 to present

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

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 and out using the view menu

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

   OR

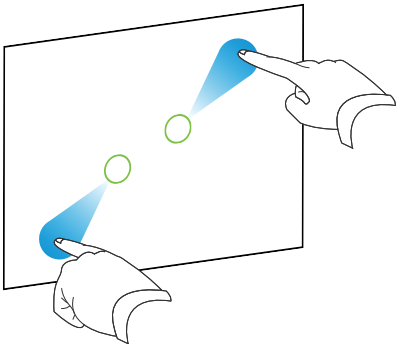
   Select **Entire Page** to make the entire page fit your display.

   OR

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

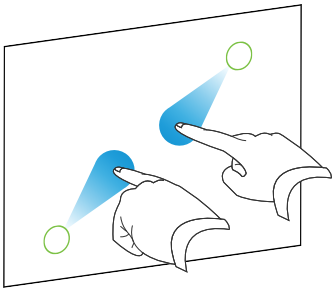
To zoom in and out using the view menu

Drag your fingers in opposite directions to zoom in.



OR

Drag your fingers toward each other to zoom out.



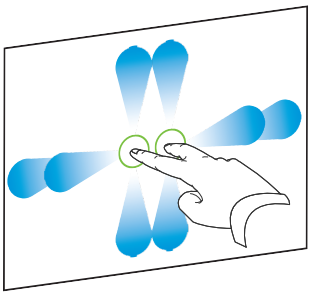
A message appears, displaying the current zoom level.

Panning a page

If your interactive product supports the pan gesture, you can pan a page when zoomed in.

To pan a page

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 you want to view, release your fingers.

Displaying links

You can attach a copy of a file, a shortcut to a file, a link to a web page or a sound file to any object on a page (see *Using advanced object features* on page 103). 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 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 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 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 done so already, display the window.

   NOTE

   You can move a window only if it's neither maximized nor minimized.

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.

Using presentation tools

While 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
- Concept Mapping
- Measurement tools
  - Ruler
  - Protractor
  - Geodreieck protractor
  - Compass

Using the Screen Shade

If you want to cover information and reveal it slowly during a presentation, you can add a Screen Shade to a page. You can also change the color 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 color.

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 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 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. Select the Magic pen from the **Tools** panel and write or draw with it. The digital ink disappears after about 10 seconds. See Writing, drawing and erasing digital ink for more information.
- Open a magnification window. Learn more at Using the Magnifier tool.
- Open a spotlight window. Learn more at Using the Spotlight Tool.

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

See Using the Text Pen Using the Text Pen for complete information.

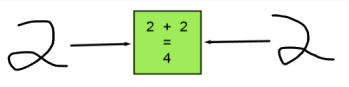
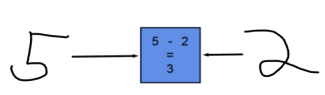
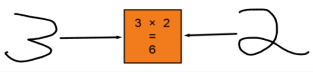
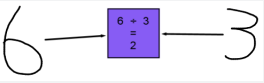
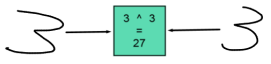
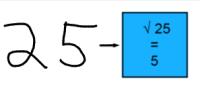
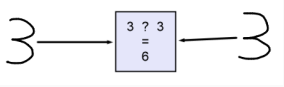
Using SMART Blocks

SMART Blocks is an add-on that enables you to perform math 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.

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:

SMART Block	Function	Example
+	Addition blocks accept up to two inputs. The output is the sum of the inputs.	
-	Subtraction blocks accept up to two inputs. The output is the difference of the inputs.	
×	Multiplication blocks accept up to two inputs. The output is the product of the inputs.	
÷	Division blocks accept up to two inputs. The output is the quotient of the inputs.	
^	Power blocks accept up to two inputs. The output is the first input to the power of the second input.	
√	Square root blocks accept one input. The output is the square root of the input.	
?	Unknown blocks accept two inputs. The output is a random operation applied to the inputs.	

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**.

Using measurement tools

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

Using Concept Mapping

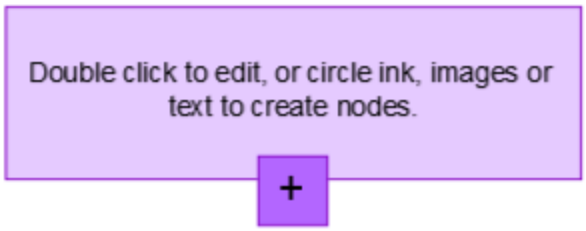
Use Concept Mapping to quickly create concept maps that encourage dynamic participation from students. You can use ink gestures along with traditional interactions to build concept maps.

To begin using Concept Mapping, 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.

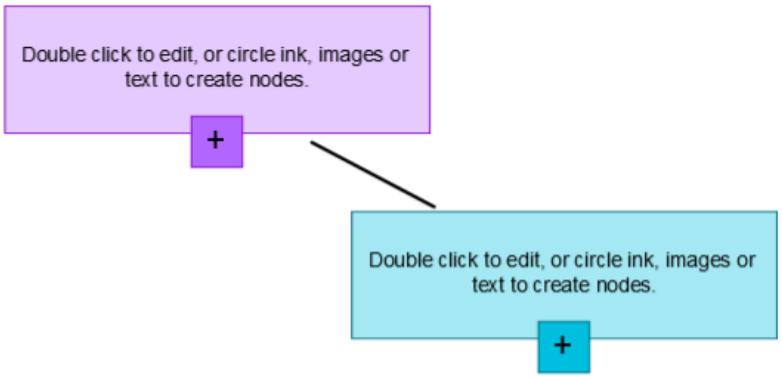
   A root node opens.

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 color.

To create additional nodes

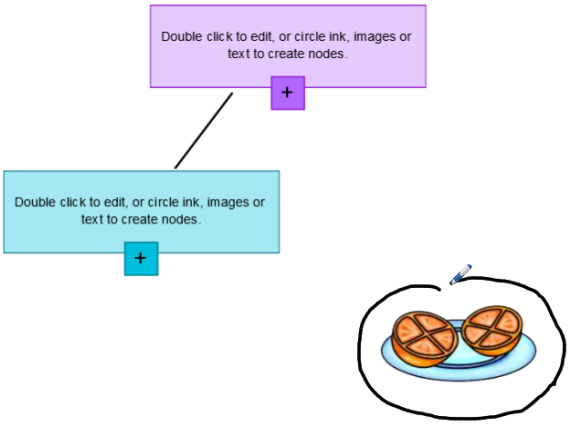
1. Press the + button in the root node. A new node appears with a line connecting it to the root node.



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

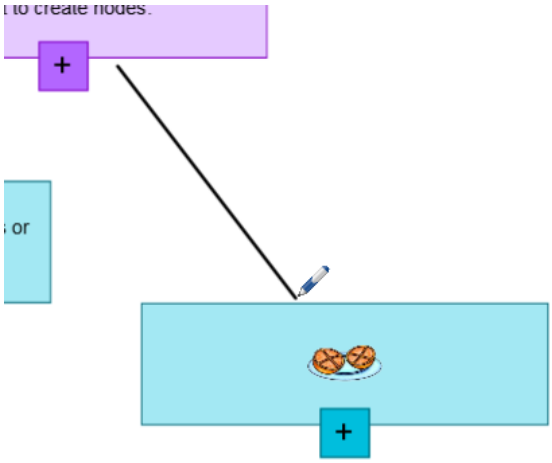
To use an image as a node

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.

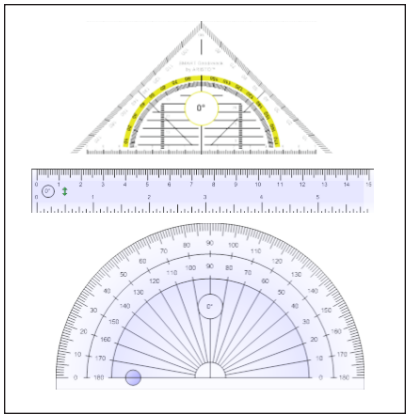


TIPS

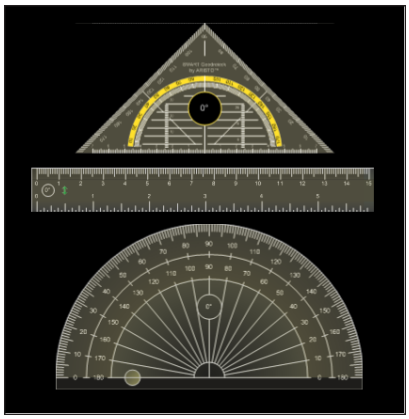
- Use the **Undo** and **Redo** buttons to undo or redo your Concept Mapping work.
- If you delete a root node, all other nodes are also deleted.
- You can re-size the node by pressing the re-size handle and moving it to make the node larger or smaller.

Setting measurement tool preferences

By default, the ruler, protractor and Geodreieck protractor in SMART Notebook software are blue and display best with light-colored backgrounds.



You can change these measurement tools' color to yellow if you want to use them with dark-colored 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 color.

To change the measurement tools' color (Windows operating systems)

1. Select **Edit** > **Preferences**.

   The *SMART Notebook Preferences* dialog box appears.

To change the measurement tools' color (OS X operating systems)

1. Select **Notebook** > **Preferences**.

   A dialog box appears.

2. Press **Defaults**.
3. Select **Blue tint (recommended for light backgrounds)** in the *Measurement tool color* drop-down list to set the measurement tools' color to blue.

   OR

   Select **Yellow tint (recommended for dark backgrounds)** in the *Measurement tool color* drop-down list to set the measurement tools' color to yellow.

4. Press **OK**.

Using 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 strike-through line through the text. You can use different color 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.

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

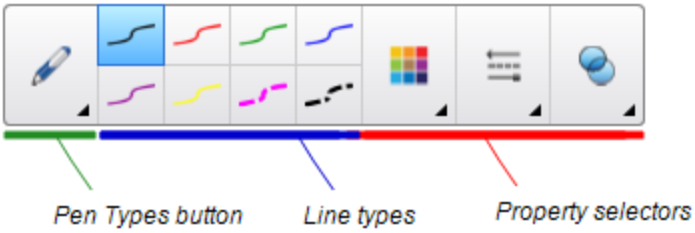
Writing editable text

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** then select *Text Pen*.
3. Select a line type.
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

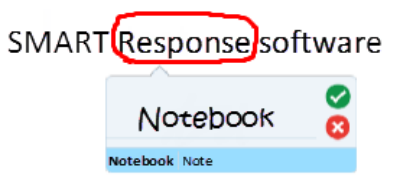
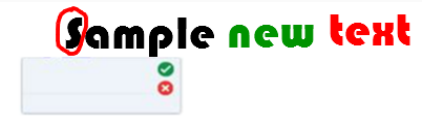
   OR

   Press to restore your handwritten notes.

Editing with the Text pen

Examples of available mark-ups are defined in the following table:

Edit	Instruction	Example
Delete text	Draw a strike-through line through the text.	
Insert space	Draw a vertical line in the text.	
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 **Color** to select a new color 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.	

Edit	Instruction	Example
Replace text	1. Draw a circle around the text 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 color	1. Press one of the line types or press **Color** to select a new color for the typed text. 2. Draw a circle around the typed text you want to change. 3. Press to automatically accept the new color selection. OR Press to cancel the new color selection.	
Change text color of a word with a gesture	1. Press one of the line types or press **Color** to select a new color 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 color selection.	

Clearing and resetting pages

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 or infinitely cloned objects (see *Cloning objects* on page 72). 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 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-click (Windows operating system) or Control-click (OS X operating system).
  - Pressing the page's menu arrow in the Page Sorter
  - Pressing the page's menu arrow while editing page groups (see *To create a group (Windows)* on page 27)
  - Pressing **Clear Page** if it's included on the toolbar (see *Customizing the toolbar* on page 175)
- 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 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-click (Windows operating system) or Control-click (OS X operating system).
  - Pressing the page's menu arrow in the Page Sorter
  - Pressing the page's menu arrow while editing page groups (see *To create a group (Windows)* on page 27)
  - Pressing **Clear Ink** if it's included on the toolbar (see *Customizing the toolbar* on page 175)
- 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 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 dialog 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-click (Windows operating system) or Control-click (OS X operating system).
     - Pressing the page's menu arrow in the Page Sorter
     - Pressing the page's menu arrow while editing page groups (see *To create a group (Windows)* on page 27)
     - Pressing **Reset Page** if it's included on the toolbar (see *Customizing the toolbar* on page 175)
   - 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**.

Using the Screen Capture toolbar

The Screen Capture toolbar enables you to take a screen capture of a rectangular area, a freehand area, a window or the entire screen.

To take a screen capture

1. Press the **SMART Board** icon in the notification area (Windows operating systems) or Mac menu bar (macOS operating system software), and then select **Screen Capture Toolbar**.

   NOTE

   If your computer isn't currently connected to a SMART interactive product, the **SMART Board** icon includes an X in its lower-right corner.

2. Press one of the following buttons:

   Capture a rectangular area.

   Capture a window.

   Capture an entire screen.

   Capture a freehand area.

3. Select the area, window or screen you want to capture.

   The *Capture* window opens. This window displays a thumbnail of the screen capture and a button for the last action you selected.

4. Press the last action's button.

   OR

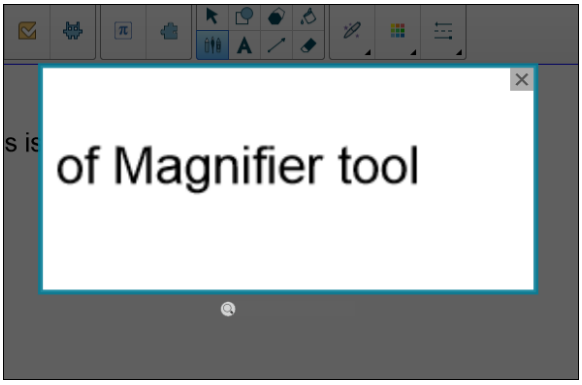
   Press **Do something else** and select a different action.

To close the Screen Capture toolbar

Press **Close** (Windows operating systems) or **Close** (macOS operating system software) in the Screen Capture toolbar.

Using the Magnifier

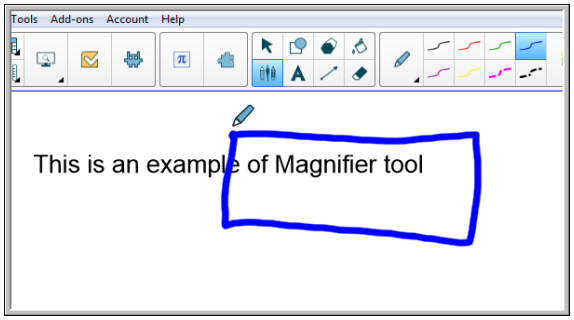
Use the Magnifier tool so that your audience can see all the details on the display.



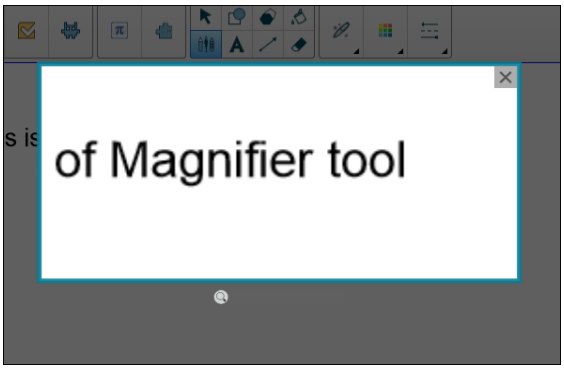
Using the Magnifier tool

To start the Magnifier tool

1. In Notebook, select the Magic Pen and draw a square or rectangular shape around the area to be magnified.



The Magnifier tool appears.



2. Position the mouse pointer over the magnifier and perform a left-click.
3. While holding down the left-click, move the magnifier tool to any area of the display to magnify content details.

   Use the slider below the magnifier tool to magnify details to an even greater degree.

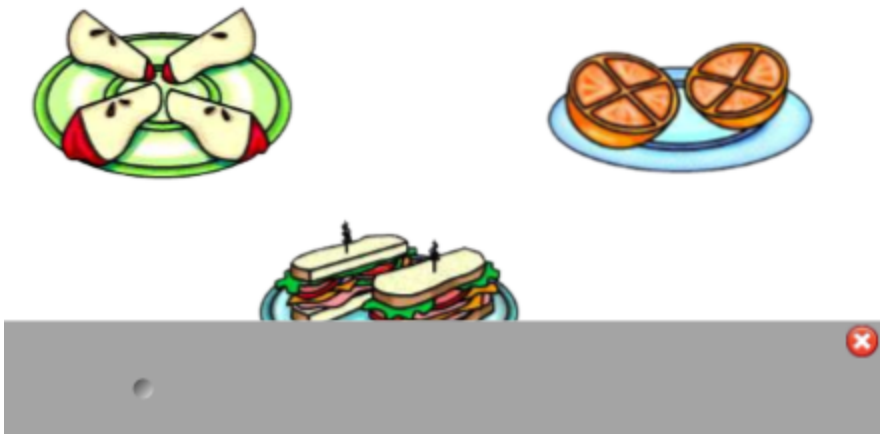
   You can also use your finger to position the magnifier when using a SMART board.

To close the Magnifier tool

Press **Close** in the Magnifier tool's upper right corner.

Using the Screen Shade tool

You can use a screen shade to cover a screen and reveal its content slowly:



To cover a screen

1. Press the **SMART Board** icon in the notification area (Windows operating systems) or Mac menu bar (macOS operating system software), and then select **Screen Shade**.

   NOTE

   If your computer isn't currently connected to a SMART interactive product, the **SMART Board** icon includes an X in its lower-right corner.

2. If your computer is connected to more than one display, select the display on which you want the screen shade to appear.
3. Press one side of the screen shade and drag it to cover and uncover the display's screen.

   TIPS

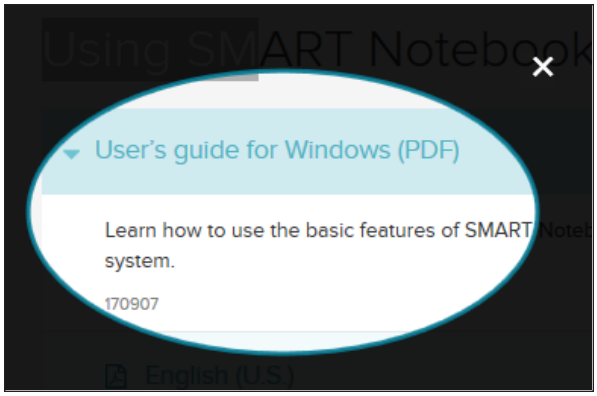
   - Press the screen shade to change its color.
   - Double-click the screen shade to resume covering the entire screen.

To remove the screen shade

Press **Close** in the screen shade's upper-right corner.

Using the Spotlight tool

You can use the Spotlight tool during a presentation to draw attention to an area of a screen:



NOTE

When the Spotlight tool is open, you can write on and interact with screen elements in the spotlight area only.

You can also use the Magic Pen to open the Spotlight tool.

To start the Spotlight tool

1. Press the **SMART Board** icon in the notification area (Windows operating systems) or Mac menu bar (macOS operating system software), and then select **Spotlight**.

   NOTE

   If your computer isn't currently connected to a SMART interactive product, the **SMART Board** icon includes an X in its lower-right corner .

2. If your computer is connected to more than one display, select the display on which you want the spotlight to appear.
3. Optionally, position and drag the mouse pointer over the edge of the Spotlight tool to increase or decrease the size of the Spotlight area.

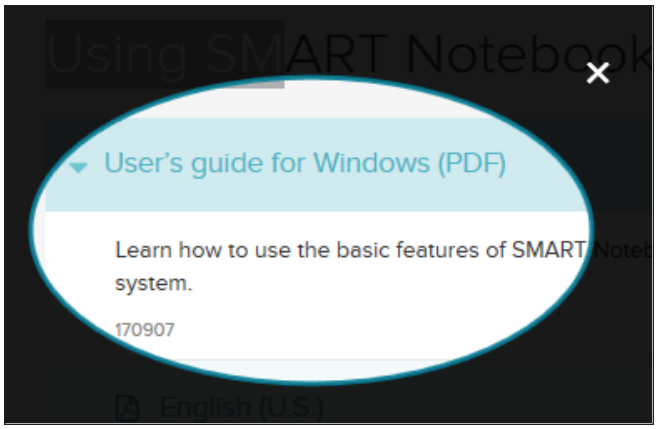
To close the Spotlight tool

Press **Close** in the spotlight's upper-right corner.

To use the Magic Pen to open the Spotlight tool

1. In Notebook, select the *Magic Pen* and draw a circular shape around the area to be spotlighted. See

   The *Spotlight* tool appears.



2. Position and drag the mouse pointer over the edge of the Spotlight tool to increase or decrease the size of the Spotlight area.

To close the Spotlight tool

Press **Close** ✕ in the Spotlight tool's upper right corner.

Chapter 9

Installing and using add-ons

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Using add-ons 171
Identifying missing add-ons 172
Disabling and removing add-ons 172

You can search for, browse and install SMART Notebook software add-ons from the SMART Exchange website.

Installing add-ons

To install an add-on

1. On the Notebook menu, 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.

IMPORTANT

The SMART kapp add-on only supports SMART kapp 42 and SMART kapp 84 models.

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 or enable that add-on.

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. On the Notebook menu, select **Add-ons** > **Manage Add-ons**.

   The Add-on Manager appears.

2. Double press the name of the add-on.
3. Press **Remove**.

NOTE

- You can only remove an add-on that you have installed *after* you installed SMART Notebook software.

Chapter 10

Configuring SMART Notebook software

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This chapter explains how to configure SMART Notebook software.

Customizing the toolbar

The SMART Notebook software toolbar enables you to select and use a variety of commands and tools. You can customize the toolbar so that it includes the tools 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 customized and saved the settings using the Properties tab.

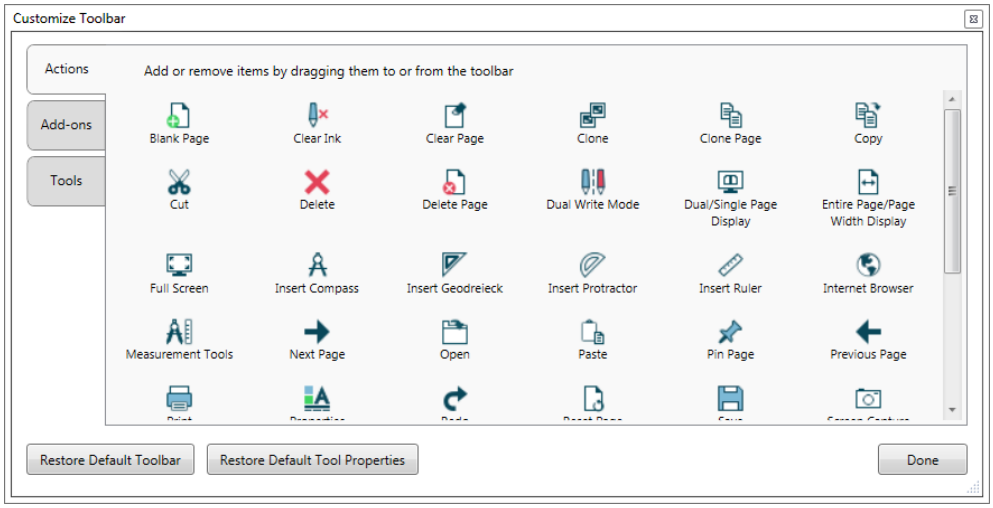
To add or remove toolbar buttons

1. Click **Customize the toolbar** .

   OR

   Right-click the toolbar.

   The Customize Toolbar dialog box appears.



2. Press **Actions** or **Tools**.
3. Do the following:
   - To add a button to the toolbar, press its icon in the dialog 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 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 **Customize the toolbar** ⚙.

   OR

   Right-click the toolbar.

A dialog box appears.

2. Press **Restore Default Toolbar**.

To restore the tools' default settings

1. Click **Customize the toolbar** ⚙.

   OR

   Right-click the toolbar.

   A dialog box appears.

2. Press **Restore Default Tool Properties**.

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 24).

   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 dialog box

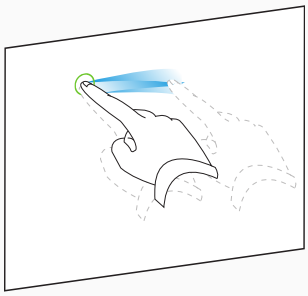
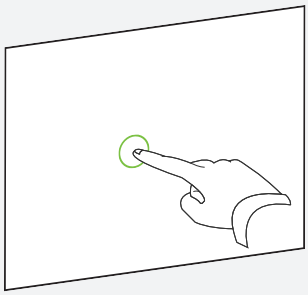
1. Select **Edit** > **Preferences**.

   The *SMART Notebook Preferences* dialog 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 (Windows operating system) or Control-click (OS X operating system).

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** (for Windows operating systems). The *SMART Notebook Preferences* dialog box appears. For OS X operating systems, select **Notebook** > **Preferences**. A dialog box appears.
2. Press **General**.
3. Clear the **Use the shake gesture to group and ungroup objects** check box.
4. Press **OK**.

To disable the press-and-hold gesture

1. Select **Edit** > **Preferences** (for Windows operating systems). The *SMART Notebook Preferences* dialog box appears. For OS X operating systems, select **Notebook** > **Preferences**. A dialog box appears.
2. Press **General**.
3. Clear the **Press and hold to perform a right-click** check box.
4. Press **OK**.

Setting image optimization 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 optimization preferences

1. Select **Edit** > **Preferences** (for Windows operating systems). The *SMART Notebook Preferences* dialog box appears. For OS X operating systems, select **Notebook** > **Preferences**. A dialog box appears.
2. Press **Defaults**.
3. Select one of the following options in the *Image optimization* 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 optimize 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 Optimization* 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 98.

   After you press **Open**, the *Image Optimization* dialog box appears.

2. Press **Optimize** 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 optimized version of the .notebook file (see *Exporting optimized files* below) 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 Optimization**.

   The *Image Optimization* dialog box appears.

3. Click **Optimize**.

Exporting optimized files

If you have existing files that contain large pictures or if you chose **Never change the resolution of inserted images** in the *Image Optimization* drop-down list, you can export optimized 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 optimized file

1. Select **File** > **Export As** > **Optimized SMART Notebook File for** . A dialog box appears.
2. Browse to where you want to save the new file.
3. For Windows operating systems, type a name for the file in the *File name* box. For OS X operating systems, type a name for the file in the *Save As* box.
4. Press **Save**.

Setting default background color preferences

By default, new pages added to your file have a default white background color. You can change the default background color.

NOTE

This setting only affects new pages, and will be overridden by any applied Themes.

To change the default background color

1. Select **Edit** > **Preferences** (for Windows operating systems). The *SMART Notebook Preferences* dialog box appears. For OS X operating systems, select **Notebook** > **Preferences**. A dialog box appears.
2. Press **Defaults**.
3. Select **Change Color**, and then select a color.
4. Press **OK**.

Setting table cell padding preferences

SMART Notebook 11 software adds cell padding to tables.

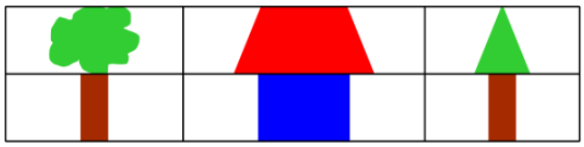


Table before upgrading to SMART Notebook 11 software (without cell padding)

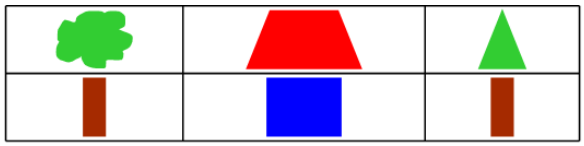


Table after upgrading to SMART Notebook 11 software (with cell padding)

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** (for Windows operating systems). The *SMART Notebook Preferences* dialog box appears. For OS X operating systems, select **Notebook** > **Preferences**. A dialog box appears.
2. Press **Defaults**.
3. Clear the **Add cell padding to table cells** check box.
4. Press **OK**.
5. Close and restart SMART Notebook software.

   New and existing tables in your .notebook files display without cell padding.

Chapter 11

Troubleshooting SMART Notebook software

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This chapter explains how to troubleshoot issues with SMART Notebook software.

Adobe Flash Player issues

Issue	Solutions
Videos or animated objects won't play in your SMART Notebook lesson because Adobe Flash Player won't load.	**What's happening** Adobe is discontinuing Flash Player and will remove all support for it in 2020. HTML5 is replacing Adobe Flash Player as the preferred online platform for multimedia content, so everyone who creates online content, including SMART Technologies, is switching to HTML5 for creating and playing multimedia files, such as videos and animations. **What SMART is doing** To promote the use of files that will work once Adobe Flash Player is discontinued, we removed support for the player in SMART Notebook 17. See a list of the Adobe Flash Player objects that SMART Notebook software no longer supports. We've already replaced the most popular Adobe Flash Player activities in the SMART Notebook Gallery with HTML5 activities. See a list of the Adobe Flash Player activities that SMART Notebook software converts. **What you can do** To prepare for Adobe Flash Player's discontinuation, delete unsupported, Flash based objects and activities from your SMART Notebook lessons and create new ones using the tools available in SMART Notebook 17. If you really need to play a Flash based file from an old lesson, you can attempt to open it in an Adobe Flash enabled web browser.

Connection issues

Issue	Solutions
You have a network connection issue.	Several components of SMART Notebook software (activation, maestro, lab, response 2) require an active Internet connection and access to URLs that may be blocked by a network firewall or other filters. See Device and Network Requirements for a list of URLs that must be whitelisted.

Digital ink issues

Issue	Solutions
On Windows computers, SMART Notebook software doesn't recognize handwriting in your language.	Install the appropriate language pack.
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, drawing and erasing digital ink* on page 38).
You're having trouble writing smoothly in SMART Notebook software on the Windows 7 operating system.	Turn off the Single Finger Panning feature. See smarttech.com/kb/147470.
When you write with a pen, SMART Notebook software on the Windows 7 operating system interprets your action as a mouse click.	Turn off the Flicks feature. See smarttech.com/kb/144274.

File issues

Issue	Solutions
Your file contains large pictures and runs slowly when you open it in SMART Notebook software.	Export an optimized version of the file (see *Setting image optimization preferences* on page 179).

Issue	Solutions
You receive a file or feature-specific error.	• Restart the computer and attempt to view the SMART Notebook file again. • Try to create a new file with the problematic content (for example, add a new instance of a photo that may not have appeared) to determine if the issue is widespread. • Try a different user account or a different computer and access the SMART Notebook file to see if the issue is specific to the file or the user account.
The SMART Notebook file is corrupt and can't be opened with SMART Notebook software.	If you are unable to open a file with SMART Notebook software, further information is available at this support page.

Gesture issues

Issue	Solutions
The multitouch gestures aren't working in SMART Notebook software.	Ensure that your interactive product supports multitouch gestures and that multitouch gestures are enabled.

Installation issues

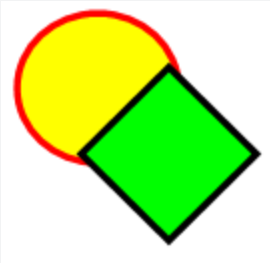
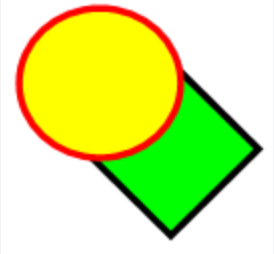
Issue	Solutions
You have received an installation error.	Troubleshooting procedures for installation errors vary according to operating system, the specific error message, and the environment and specifications of the computer. Here are some general tips and tricks you can try if you run into an error message during installation. See this SMART Community topic for additional information. • Windows: a. Run Windows updates and apply any updates. b. Restart the computer. c. Run Scan to repair any problematic system files. See this support document for more information. d. Run the installation again. • Mac computers: a. Run macOS or OS X updates and apply any updates. b. Restart the computer. c. Repair disk permissions (if applicable). See this Apple support site document for more information. d. Run the installation again.

Missing lesson content issues

Issue	Solutions
You create a SMART Notebook lesson at home, but quizzes or questions are missing when you or a colleague present it from a different computer.	**NOTE** If you're using a computer other than the one on which you created the lesson, you can open your lesson, but you must sign in to your SMART Notebook account before you can access all the features in SMART lab and SMART response 2. • Select **Account** from the SMART Notebook menu to sign in and access the missing content.

Object issues

Issue	Solutions
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 *Positioning objects* on page 67.
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**.

Issue	Solutions
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 69.
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 object properties* on page 64.

Subscription and product key issues

Issue	Solutions
You want to obtain a SMART Notebook product key.	• The product key is provided through the SMART Software Portal. The SMART Software Portal log on is given to the contacts provided when SMART Notebook software was purchased. Contact your technical administrator to obtain your SMART Notebook product key. • If you are the technical administrator, you should have received an email with your sign in credentials. Sign in to the SMART Software Portal to view all SMART software product keys available to your organization.
You need to renew your SMART Learning Suite subscription	• Contact your SMART authorized reseller to renew your SMART Learning Suite subscription.
You want to determine the version of SMART Notebook software to which your subscription entitles you.	• Generally, you're entitled to download and install any version of SMART Notebook software that is released during your active subscription period. • On the SMART Notebook download page you can enter the SMART Learning Suite product key to determine the most current version to which you will be entitled.
You want to know how SMART Learning Suite software will behave if your subscription expires.	• When your SMART Learning Suite subscription expires, you can continue to use SMART Notebook software. However, several premium features will be available only in read-only mode. • Visit the SMART Learning Suite subscription features page for more information.

Toolbar and window issues

Issue	Solutions
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 the interactive whiteboard or display so that students can reach it.

Issue	Solutions
Toolbar buttons described in this documentation don't appear on the toolbar.	• If a down arrow appears on the right side of the toolbar, press it to display additional toolbar buttons. • If the desired button you're looking for doesn't appear when you click the down arrow , you or another user might have removed the button (see *Customizing the toolbar* on page 175). • Don't span more than a few buttons across rows to prevent the toolbar from being wider than the SMART Notebook software window.
You want to change the defaults on the SMART Notebook toolbar, like pen thickness or default text font.	See Changing the default font in SMART Notebook software
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. • Select the **Auto-hide** check box 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** check box.
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 a finger.

Contacting SMART reseller/support for further assistance

Issue	Solutions
You need to contact SMART reseller/support for further assistance.	1. Gather screen shots, videos, sample files and steps required to reproduce the issue. 2. Determine the scope of the issue. Are only certain user profiles affected? How many computers are affected? How widespread is the issue? 3. Gather SMART Notebook and system logs. ○ Windows: Open SMART Notebook software and select **Help** > **Generate Diagnostic Data**. ○ macOS: Open SMART Notebook software and select **Notebook** > **Generate Diagnostic Data**.

SMART TECHNOLOGIES

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