

Smart Board Notebook Tips and Tricks:

Tool bar:

Click on the Auto hide box to hide the tabs when using Notebook.



Click on the blue circle at the end of the tool bar to change the location of the toolbar (top/bottom)



1. page back
2. page forward
3. add a page
4. open a file
5. save
6. paste
7. undo
8. redo
9. delete
10. screen shade
11. full screen
12. capture camera
13. pointer
14. pen
15. special pens/highlighters
16. eraser
17. insert lines
18. insert shapes
19. font
20. line and fill colors
21. line properties
22. move toolbar to the bottom

**If you move your cursor over these buttons, they will tell you what they are.



Download an already prepared SmartNotebook file from the internet:

Follow the links given in class from Portaportal guest Blenna. Click on the file name. Click on the link that says Download XBK. When prompted click open. Preview the file. If you wish to keep it and use it, click FILE, SAVE, be sure to watch where you are saving it to. You may wish to save it to your desktop if you will be working on it or in

you're MY DOCUMENTS file. You will now be able to open this document and edit it to your preferences.

UNLOCK: After you have downloaded a file you may need to unlock certain pictures to move them. If you click on the picture and a little LOCK appears at the top right, click on the lock and choose "unlock".

Search For pictures in the Gallery: Click the gallery tab on the side of the notebook. Type a search word in the window at the top. To add clip art to your notebook, just click and drag it to the notebook area.

Add pictures to Gallery: You can add clip art to the "My gallery". To add, right click and copy the picture. Right click over the My Gallery folder and paste.

Rotating an object: Click one time on the object. Left click the green circle and drag to the new position and release the click.

Change the color of the background:

Click Format, Background color. Click on color choice. Click on more colors for more options

Remove white border around pictures:

Right click on the picture. Choose "set picture transparency". Point the ink dropper at the areas that you want to disappear and click. Click OK.

Attachments:

To attach a **copy** of a file: click the **Attachments** tab at the bottom of the side sorter. The attachments view will appear. Select **Insert > copy of file**. The **Insert copy of file** dialog box will appear. Browse or navigate to the desired directory using the **Look In** box, select your file, then click the **Open** button. Your file will now appear as an attachment in the Attachments view.

To attach an Internet hyperlink: click the **Attachments** tab at the bottom of the side sorter. The attachments view will appear. Select **Insert hyperlink**. Paste hyperlink in the top window and type the name of the site in the next window. The hyperlink will now be in the attachments window.

Inserting Documents into SMART Notebook

PowerPoint, word document, or excel sheets as attachments. Click attachment tab. Click on insert. Click on Insert Copy of file. Navigate to the file, select and click OK.

You can access these attachments two ways.

1. By clicking on the attachment tab, you will see the list of the attachments in this document. Double click the one you want and it will launch.
2. By linking them in the notebook from clipart icon, or word. To do this, right click on the clipart, choose link. Choose "current attachment". I like to choose launch by object. This will make it launch anywhere you touch the picture. The default is a corner icon that looks like a little bubble.

Import previously prepared Power Point slide shows:

Click file, import, then navigate to where you have the PP saved. Click on it and click Open. The slide show will be imported into notebook. You will be able to write on the slide just like in notebook. However, the slide transitions, effects, etc will not import. If you want these play the PP as usually. You can still write on it. Be careful though, if you do not want the writing on the slides permanently DO NOT save it in that form.

Change Handwriting to Text:

Write on the SB. Put stylus down. Touch the writing one time. Touch the down arrow. Choose from the **recognize**

Launching Attachments:

You can leave your attachment in the attachment window. To launch then you will open the tab and double select them.

OR You can create a link from a picture or words pasted into the notebook. To do this opens the notebook file that has the attachment in it. Paste a clip art picture or key word. Left click this one time. Click the down arrow. Select **Link**. On the left side choose current attachment, decide if you want it to launch from a corner icon or if you want it to launch from the entire picture. Click **OK** .



Screen Capture tool- the camera:

The benefit of capturing into Notebook is an interactive page where annotations won't be lost.

Click on the screen capture/camera icon. This tool will float on top of any other page you open. If you want to capture a picture from the internet click on the first button that looks like a square. Use the cross bar to select the area. The picture will automatically be sent to your notebook. The next button will capture an area, the third button will capture a screen and the last button will allow you to free hand draw around the object you want to capture.

This is the most basic way to capture. Start out by opening Notebook. Then open your desired document or the Internet. Go to File then Print. In the Print window, click the drop down arrow at the end of the printer name line. Select SMART Notebook Print Capture then OK. Now you should be able to toggle back to Notebook and use the document or Internet page interactively with Notebook. Use these same steps for capturing almost any document - Word, Excel, PowerPoint, Internet pages, pdf files, etc.

The benefit to capturing is Notebook's interactivity. Once a document is captured into Notebook, you can use the stylus to annotate. In Notebook, you don't have to worry about the one wrong tap that deletes your annotations, as you do in Word or on the Internet.

Capturing, part II, Capturing a .pdf File

*We have .pdf files with our social studies series and online with our math book.. Every workbook page is also a .pdf on the disk you received with the series.
(What is a .pdf file? These files will have a ".pdf" at the end of a website address instead of a ".com". When you click a link with a ".pdf", Adobe Reader will launch, a separate program other than the normal Internet view.)*

It might be helpful to go to <http://www.eduplace.com/graphicorganizer/pdf/persuasion.pdf> which is a graphic organizer .pdf file of a persuasion map. You can use it as an example. Open Smart Notebook and click the camera icon. It will now float on top of the pdf file.

1. outline the portion of the page you want captured,
2. open Notebook,
3. paste your captured image on Notebook,
4. finally, you're ready to annotate!

Want to try this out with other .pdf files?

- <http://www.eduplace.com/graphicorganizer/index.html> - graphic organizers
- <http://www.dese.state.mo.us/divimprove/assess/PD/released.htm> - released MAP items
- <http://www.dese.state.mo.us/divimprove/assess/PD/cr1edition/index.htm> - constructed response item
- <http://www.dese.state.mo.us/divimprove/assess/PD/1edition/index1.htm> - performance based response items

Infinite Cloner:

Infinite Cloner gives you the ability to make multiple copies of a single object or groups of objects. I use this for my calendar time to pull off pictures for patterns and money. To infinitely clone an object, insert the desired object into Notebook. Click once on the object to select it, click the drop down arrow to access the object's menu, and select infinite cloner. Now when you click and drag the object, it will make a cloned image of your original. To undo this feature, select the infinitely cloned object. You will see an infinity symbol in the upper right hand corner. Click that symbol and uncheck Infinite Cloner

Split Screen View:

Go to View, Zoom, Dual Page Display. Now two pages are seen. You can annotate on either page or drop and drag clipart, phrases or other pictures between the two pages as well.

Transparency Tool

By making a shape, filling it with a color, and making it transparent, you could have your own highlighting tape, counters for hundreds charts, or other objects for labeling and identifying numbers, parts of speech, sight/vocabulary words, etc.

Make a shape or clip art transparent by clicking it one time to select. Click the down arrow, select properties, and choose the degree of transparency.

Filling Shapes with Color

When you make a shape using the shape tools and then fill it with color, the shape is much easier for you and your students to manipulate on your SMART Board! Now you very easily can tap and drag anywhere inside the shape to move it. And, if you don't want the shape to be colored, try filling it with white. If you do not fill a shape with color you will need to touch the outer edges to move it. It can be difficult for children on the Smart Board.

Locking:

If you have prepared a slide and you do not want the kids to accidentally move a picture or part of it use the lock option. Click the picture or object one time to select it. Click the down arrow in the upper right corner of the object. Select locking and slide over to lock

in place. Now the object will not move. To unlock it go through the same process and select unlock.

Line Tool Ideas

Use the line tool for making tables, grids, T-charts, separating shapes, or even your own custom made shapes. You can set the line thickness for very thick or very thin lines.

You can also change the color of the lines to draw attention to a particular side of a shape, portion of the table, a category of a Venn Diagram, etc.

Grouping Lines, Shapes and Objects Together

Grouping is used when you want to combine lines or shapes into one object. Select the shapes you want to combine, such as your custom made shapes (the shapes you make with the line tool) or even the two/three/four circles for Venn Diagrams. Go to "Draw" "Group" to group all the shapes/lines into one object. OR Left click and select all objects that you want to group. Click the down arrow on one and choose group.

Changing Object Transparency (The White box around the picture)

Changing the transparency of shapes or objects will allow what is underneath to be seen. Select the object to be formatted, go to "Format", "Transparency", and then select a transparency setting. This is a great idea for Venn Diagrams, your shapes, grids, or other tables. (You can not change the transparency of words.)

Printing Options in Notebook

You have several printing options ranging from one to six Notebook slides per page when printing. Open Notebook, go to "file", then "print" to open the Print Window. About three-fourths of the way down the Print Window, you have an option of what to print. If you click the drop down arrow next to the "Print what" line, you can identify if you want to print one, two, four, or six Notebook slides per page. This is great for catching up absent students with the prior day's class notes from Notebook

Full Screen View and Screen Shade

The full screen view can be found by going to View, Full Screen. The screen shade can be found by going to View, Screen Shade.

Or look for these two buttons on your tool bar.



Adding sound to a presentation:

Add a graphic to the smartnote book page. Click the graphic one time. Click the down arrow. Choose sound. Navigate to a sound file. It must be mp3. For mp3 files to download check out <http://freeplaymusic.com/>

Ways to reveal information:

1. Click on text box. Type in the answer to your question. Change the font color to match the background. Click on shape button choose a shape that covers your answer. Click the shape once. Click the down

arrow. Choose order and click once. Choose send to the back. Your answer should now show up when you slide the shape over it. (which is really under it)

2. Click the text button and type your text. Click the shape button and draw a shape around your text. Left click the down arrow beside the pen button. Choose customize pens and highlighters. Choose the color that matches your background. Choose a fatter pen size. Click ok. Color over your text until it is masked inside the box. To reveal choose the eraser button and rub it over the answer box.
3. Cover the text with a shape box. Move the box to reveal the answer.