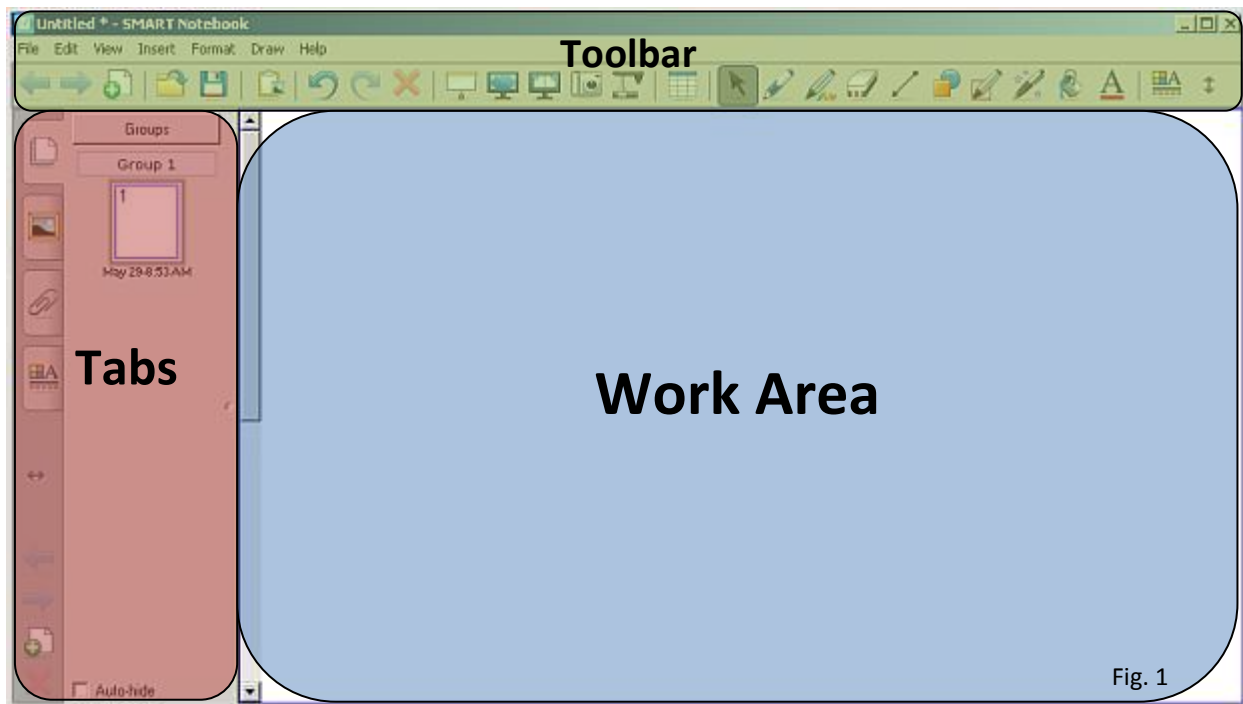This guide will address the following sections of Notebook Toolbars:

1. Arranging the work area and toolbars.
2. The Standard Toolbar.
3. The Full Screen Toolbar.
4. The Side Tabs.
5. Finding more information.

Detailed Instructions

1 **Arranging the work area and toolbars.**

The Notebook screen consists of 3 areas: the **Toolbar**, **Tabs**, and the **Work Area** (Fig. 1).

Fig. 1

The **Toolbar** and **Tabs** can moved to the opposite side of the **Work Area** by pressing the double-ended, arrow on the toolbar.

2 **The Standard Toolbar.**

The Notebook™ software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page.

	Previous page		Show/hide this page with a screen shade.		Eraser Tool
	Next page		Full Screen view		Line Tool
	Add a page		Dual page mode		Shape Tool
	Open a Notebook file		Screen Capture Tools		**Shape Pen**
	Save the current Notebook		SMART Document Camera		**Magic Pen**
	Paste		Create a table		Fill an object or shape
	Undo		Select Tool		Text Tool
	Redo		Pen Tool		Properties
	Delete		Creative Pen Tool		Move the toolbar

The **Shape Pen** recognizes your drawings as circles, ovals, squares, rectangles, triangles or arcs, it replaces them with the shape.

The **Magic Pen** creates free-hand objects that slowly fade from the screen, creates a magnification window when a rectangle is drawn, or creates a spotlight window when an oval is drawn.

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3 **The Full Screen Toolbar.**

The Full Screen toolbar allows you to work with your Notebook file while in full screen mode.
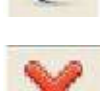
	Displays the previous Notebook page.		Display a menu of more tools, for example the Screen Shade, shapes or pen tools.
	Display the next Notebook page.		Exit full screen mode.

4 **The Side Tabs.**

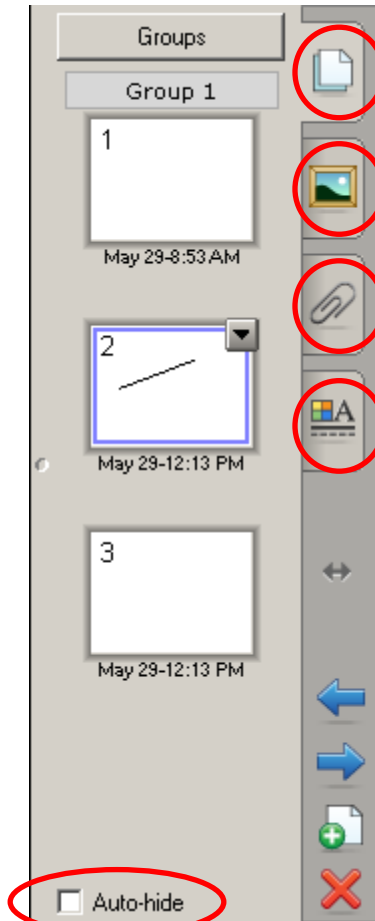There are four tabs on the side of the Notebook interface:

1. The **Page Sorter** tab allows you to see a thumbnail image of each page in the Notebook file, navigate to a different page, create page groups or reorder the pages.

2. The **Gallery** tab contains collections of SMART's custom pages, clip art, Flash animations, audio and video you can add to the Notebook file.

3. The **Attachments** tab adds hyperlinks to or attachments from other software applications to the file.

4. The **Properties** tab is used to format shapes, objects and text. You can hide the side tabs from view when you have finished working with them by checking the **Auto-hide** check box.

You can hide the side tabs from view when you have finished working with them by checking the **Auto-hide** check box.

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5 **Finding more information.**

Smarttech includes excellent training resources on their website from simple handouts to video tutorials at http://smarttech.com/trainingcenter/

For technical assistance with the Smart boards call the helpdesk at (817) 531-4428 ext. 2. For additional Smart board training contact Meghan Foster at 817-531-6584 or mfoster@txwes.edu.