# Smart Board Notebook Software
A guide for new Smart Board users

This guide will address the following tasks in Notebook:

1. Adding shapes, text, and pictures.
2. Searching the Gallery.
3. Arranging objects on a page.
4. Grouping and ungrouping objects.
5. Linking objects to other pages.
6. Changing an object's properties.
7. Using the Menu Arrow.

## Detailed Instructions

### 1   Adding shapes, text, and pictures.

You can add objects to a page, including freehand objects, shapes, lines, text, and graphics.  The toolbars has tools to:

- Write or draw freehand objects using the Pen and Creative Pen tools.
- Add shapes using the Shape tool or draw shapes using the Shape Recognition tool.
- Draw lines using the Straight Lines tool.
- Add text using the Text tool.

**To insert a graphics file**

1. Select **Insert > Picture File**. The *Insert Picture File* dialog box appears.
2. Browse to, and select, the picture you want to insert,
3. To select more than one picture, press and hold CTRL, and then click each file name.
4. Click **Open**.

The picture appears in the upper left corner of the page. If you insert more than one picture, the pictures cascade on a single page.

### 2   Searching the Gallery.

The Gallery contains clip art, backgrounds, multimedia content, .notebook files and pages that you can use in your lessons, and displays preview images of this content.   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.  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 within the categories provide preview images of the content.

- In the **Pictures** category, clip art items appear as thumbnails of the graphic.
- In the **Interactive and Multimedia** category, a video object appears as a frame from a movie, a sound object appears with a speaker icon in the lower left corner, and a Flash file appears as a Flash icon or thumbnail of the content with a small Flash icon in the upper left corner.

- In the **Notebook Files and Pages** category, files appear as binders and pages appear with a folded top right corner.
- In the **Backgrounds and Themes** category, backgrounds appear as pages with a folded bottom-right corner and themes appear as thumbnails.

You can search for a Gallery item using the keyword search.  To add a Gallery item to a page drag the thumbnail of the item you want to add to the page.

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**3**    **Arranging objects on a page.**

You can select objects on a page, and then manipulate them in a variety of ways.

**To move an object**
1. Select the object or objects.
2. Drag the object or objects to a new position on the page.

**To resize an object**
1. Select the object.  A selection rectangle appears around the object.
2. Press the object's resize handle (the white circle), and then drag it to increase or reduce the object's size.
3. To keep the shape's original height-to-width ratio, press and hold SHIFT while you drag the resize handle.
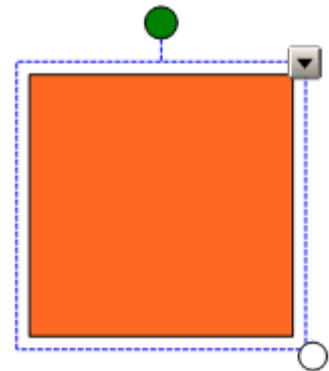
**To rotate an object**
1. Select the object.  A selection rectangle appears around the object.
2. Press the object's rotation handle (the green circle), and then drag it in the direction you want to rotate the object.

**Aligning Objects on a Page**
You can display guidelines on a page to assist you in 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 display guidelines**
1. Select **Format > Alignment**.  The *Alignment Guides* dialog box appears.
2. To display a guideline when you move an object into alignment with another object, select **Show guides for active objects**.  To hide this guideline, clear this check box.
3. To display a guideline when you move an object into alignment with the page's vertical center, select **Show vertical page center guide**.  To hide this guideline, clear this check box.
4. To display a guideline when you move an object into alignment with the page's horizontal center, select **Show horizontal page center guide**.  To hide this guideline, clear this check box.
5. To automatically align objects to guidelines when you move the objects on a page, select **Snap objects to guides**.  To disable this option, clear this check box.
6. If you want to change the color of the guidelines, press the colored bar to the left of **Guide Color**, then select a color and click **OK**

**4** **Grouping and ungrouping 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.

**To group objects**
1. Select the objects.
2. Select **Draw > Group**.
3. You can also select this command by pressing the menu arrow of any one of the selected objects, and then selecting **Grouping > Group**.

**To ungroup objects**
1. Select the group.
2. Select **Draw > Ungroup**.
3. **NOTE:** You can also select this command by pressing the group's menu arrow, and then selecting **Grouping > Ungroup**.

**Automatic Grouping**

When you draw or write on an interactive screen, SMART Notebook automatically groups the objects you create in close proximity, enabling you to interact with these objects as a single object. For example, if you write the letters of a word, SMART Notebook groups the individual letters into a single object, allowing you to interact with the whole word.  If SMART Notebook groups objects that you want to manipulate individually, ungroup the objects, as described above.  If you want to write words on the same line but don't want SMART Notebook to group them automatically, leave a large gap between them, use different pens or put the pen back in the pen tray briefly before writing another word.  You can also ungroup the notations on images captured using the Ink Layer.

**5** **Linking objects to other pages.**

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.

**To add a link to an object**
1. Select the object.
2. Select **Insert > Link**.  You can also select this option by pressing the object's menu arrow, and then selecting **Link**.
3. On the *Insert Link* dialog box that appears choose the type of link you want to create:
   - To add a Web page link, press **Web Page**, and type the Web address in the **Address** box.
   - To add a link to another page in the file, press **Page in this File**, and select a page in the **Select a page** area.
   - To add a link to a file on your computer, press **File on this Computer**, and type the file's location and name in the **File** box. Select **Copy of file** to attach a copy to your .notebook file or select **Shortcut to file** to insert a shortcut on the page.

- To add a link to an attachment, press **Current Attachments**, and select the attachment from the list.
4. Choose how you want the link to launch the chosen file or page:
   - If you want to open the link by pressing an icon, select **Corner Icon**.
   - If you want to open the link by pressing anywhere in the object, select **Object**.
5. Press **OK**.

If you selected **Corner Icon**, one of the following icons appears in the lower left corner of the object:

- A link to a Web page
- A link to another page in the file
- A link to a file on your computer

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**6**  **Changing an object's properties.**

You can select an object on the page and change its properties. The properties you can change depend on the object you select.  The **Properties tab** displays options for the selected object only.  Some of the fill effects are not available for some object types.  You can also select several objects and change their properties at the same time.

**To change an object's properties**
1. Select the object.
2. If the Properties tab isn't visible, press **Properties** . 

**To change an object's color or fill**
1. To change the object's transparency, move the slider.
2. To change the object's fill to a solid color:
   1. Press **Fill Effects**.
   2. Select **Solid Fill**.
   3. Select a color in the palette.
   4. You can also change an object's fill to a color that already appears on the page. Select the object, select the **Eyedropper** tool , and then select the color on the page you want your object to match.

**To change an object's fill to a gradient of two colors**
1. Select **Gradient Fill**.
2. Select a color in each color palette.
3. Select an option in the **Style** list.

**To change an object's fill to a pattern**
1. Select **Pattern Fill**.
2. Select a pattern.
3. Press **Foreground Color**, select a color in the palette, and then press **OK**.
4. Press **Background Color**, select a color in the palette, and then press **OK**.

**To change an object's fill to an image**
1.  Select **Image Fill**.
2.  Press **Browse**.  The *Insert Image File* dialog box appears.
3.  Browse to, and select, the image you want to use as a background, and then click **Open**.

**To change an object's line style**
1.  Press **Line Style**.
2.  Select a color, thickness and style for the line.

**To change a text object's style**
1.  Press **Text Style**.
2.  Select a **Font, Size,** and **Style** for the text object.

**To change an object's animation**
1.  Press **Object Animation**.
2.  Select options in the **Type**, **Direction**, **Speed**, **Occurs** and **Repeats** lists.

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**7**     **Using the Menu Arrow.**

When you select an object, a menu arrow appears in the object's top right corner. Press the menu arrow to display a menu of commands.  Pressing an object's menu arrow gives you access to the same menu as right-clicking an object.  The menu arrow contains commands to:

**Recognize text and shapes**
After writing text on the page press the menu arrow and choose the letter or word to convert the object to text.  If you want SMART Notebook to identify words in a different language, select **Recognize As**, and then select another language in the list. SMART Notebook updates the list of matching words to include words in the selected language.  Choose **Recognize Shape** to convert your drawing to a circle, oval, square, rectangle, triangle or arc.

**Cloning Objects on a Page**
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.  You can also copy and paste objects, including text, images, lines and shapes.

**To clone an object**
1.  Press the object's menu arrow, and then select **Clone**.
2.  A duplicate object appears on the page.  There's no limit to the number of times you can clone an object.
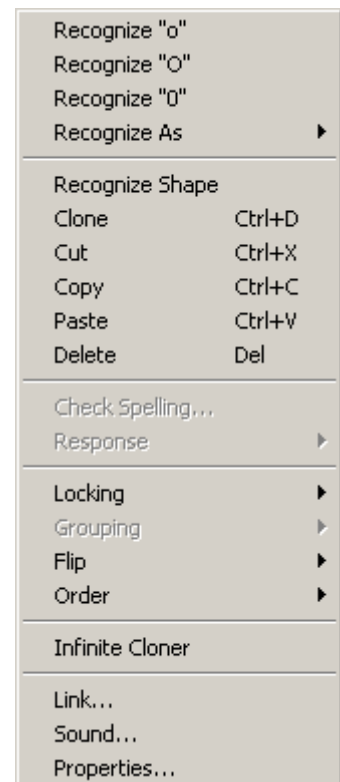
**To clone an object using the Infinite Cloner**
1. Press the object's menu arrow, and select **Infinite Cloner**.  An infinity symbol appears instead of the object's menu arrow.
2. Drag the object to another position on the page.
3. Repeat step 4 as many times as you want.
4. When you finish cloning the object, select the original object.
5. Press the infinity symbol and select **Infinite Cloner**.

**Locking an Object in Place on a Page**
You can lock an object to prevent its modification, movement or rotation. You can remove this lock at any time.  You can also lock an object to prevent its modification but still allow its movement or movement and rotation.

**To lock an object:**
1. Select the object and press the object's menu arrow.
2. Press **Locking** and choose from one of the following options:
   - **Lock in Place:**  You're unable to move, rotate or modify the object until you unlock it.
   - **Allow Move:** You can move the object but you're unable to rotate or modify it.
   - **Allow Move and Rotate:** You can move and rotate the object but you're unable to modify it.

**To unlock an object:**
1. Select the object.
2. Press the object's lock icon , and select **Unlock**.

**Adding a Sound File to a Page**
You can attach a sound file to any object on the current page. You can play the sound file during the lesson by pressing an icon in the corner of the object or the object itself.

**To add a sound file to an object**
1. Select the object.
2. Press the object's menu arrow, and then select **Sound**.
3. Press **Browse** on the *Insert Sound* dialog box that appears.
4. Browse to, and select, the sound file, on the *Insert File* dialog box that appears.
5. Press **Open**.
6. Choose how you want the sound file to play:
   - Select **Corner Icon** if you want to play the sound file when you press an icon in the object's lower left corner.
   - Select **Object** if you want to play the sound file when you press anywhere on the object.
6. Press **OK**.
SMART Notebook supports the .mp3 audio format.

**To remove a sound file from an object**
1. Select the object.
2. Press the object's menu arrow, and select **Sound**.
3. On the *Insert Sound* dialog box that appears press **Remove Sound**.