

Toolbars and Tabs in SMART Notebook™ Software



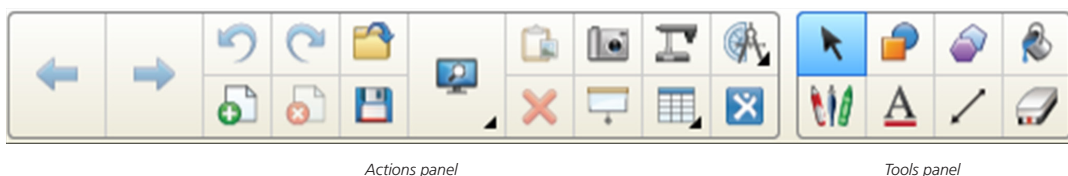
This quick reference introduces you to the toolbar, full screen toolbar and side tabs in SMART Notebook collaborative learning software.

Toolbar

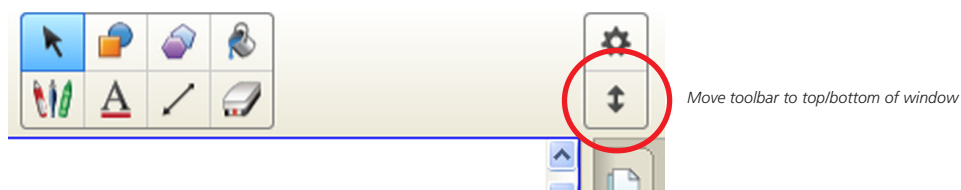
The SMART Notebook toolbar gives you access to a number of tools to help you work with your SMART Notebook file. The toolbar organizes buttons into sections and makes popular features more visible.

The SMART Notebook toolbar consists of the Actions panel, which enables you to browse and make changes to your SMART Notebook file, and the Tools panel, which enables you to create and work with basic objects on the page.








When you select a button in the Tools panel, additional buttons appear. You can use these buttons to set the properties of the objects you want to create or modify.



By default, the toolbar appears at the top of the SMART Notebook software page. If you're working at the SMART Board® interactive whiteboard and prefer to sit, or if you're working with young students, it may be convenient to move the toolbar to the bottom of the page. To do this, press the double-ended vertical arrow on the far right of the toolbar.







Toolbars and Tabs in SMART Notebook Software

| SMART Notebook toolbar buttons | | | |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  | Display the previous SMART Notebook page | Display the next SMART Notebook page |  |
|  | Insert a blank page directly after the active SMART Notebook page | Open an existing SMART Notebook file |  |
| | | Delete the active SMART Notebook page |  |
|  | Save your SMART Notebook file | Paste |  |
|  | Undo the last action you performed | Redo the action you last performed |  |
|  | Delete any selected object | Show or hide the Screen Shade on the current SMART Notebook page |  |
|  | Open Full Screen view | Toggle between Dual and Single Page Display |  |
|  | Launch the Screen Capture toolbar | Activate the SMART Document Camera™ |  |
|  | Create a table | Select any object on the page with your mouse |  |
|  | Write or draw with the Pen tool | Write or draw with the Creative Pen tool |  |
|  | Erase digital ink | Create a line |  |
|  | Create a shape | Create a perfect shape (for example a circle, square or rectangle) |  |
|  | Write or draw with the Magic Pen tool in fading digital ink, and use the Magnifier or Spotlight | Fill an object or shape |  |
|  | Create a text box for typing | Launch the Properties side tab |  |
|  | Write or draw with calligraphic ink | | |

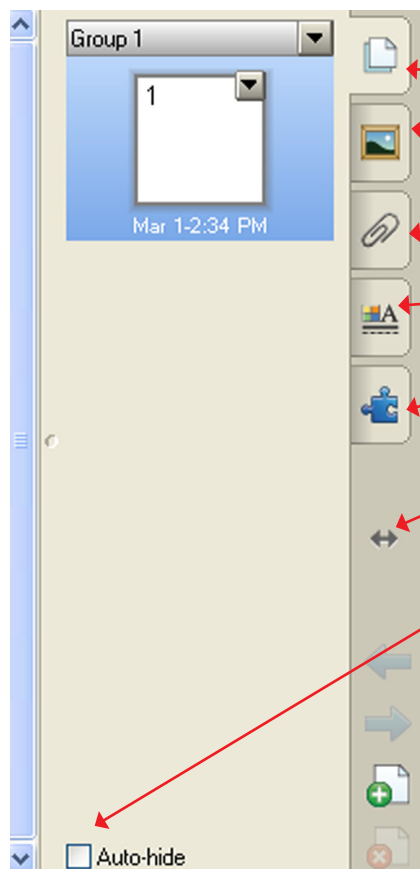
Full Screen toolbar



| Full Screen toolbar buttons | | | |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------|
|  | Display the previous SMART Notebook page | Display the next SMART Notebook page |  |
|  | Display a menu of more options including Screen Shade, shapes and pen options | Exit full screen |  |

Side tabs

There are five tabs on the side of the SMART Notebook software interface.



Page sorter tab

Gallery tab

Attachments tab

Properties tab

Add-ons tab






Move tabs to the other side of the work area

Auto-hide check box

TIP: If you prefer to work from the left-hand side of the work area, click the double-ended horizontal arrow to move the tabs from one side of the work area to the other.

TIP: When you no longer need the side tabs to be visible, you can hide them by selecting the Auto-hide check box.

Toolbars and Tabs in SMART Notebook Software

| Side tabs | | | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <p>Click the Page Sorter tab to see a thumbnail image of each page in the SMART Notebook file. You can navigate to a different page, create page groups or reorder the pages.</p> | <p>Click the Gallery tab to access collections of SMART's custom pages, clip art, animations, audio clips and video clips. Drag a thumbnail onto the work area to add it to your SMART Notebook file.</p> |  |
|  | <p>Click the Attachments tab to add hyperlinks to, or attachments from, other software applications</p> | <p>Click the Properties tab to format shapes, objects and text</p> |  |
|  | <p>Click the Add-ons tab to work with SMART Notebook software add-ons like the Activity Builder</p> | | |












The Floating Tools Toolbar

Even when SMART Notebook software is closed, the SMART Notebook features you use most are still at your fingertips with the Floating Tools toolbar.

If it's not already on your screen, launch the toolbar. Press the SMART Board icon in the Windows notification area at the far right of the taskbar, and then press **Show Floating Tools**.

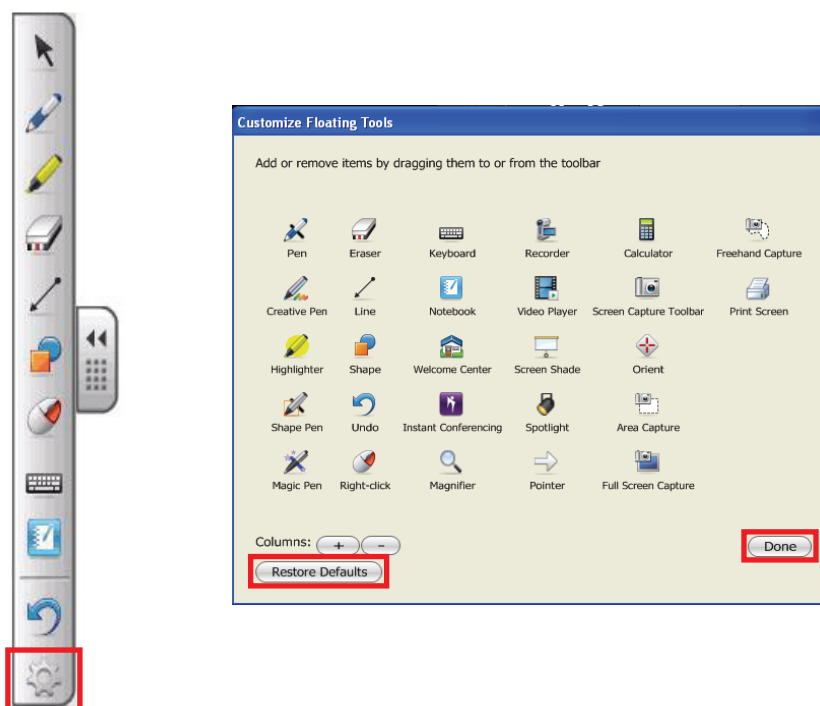


Toolbars and Tabs in SMART Notebook Software

| Button | Action |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
|  | Stop using other tools and return the cursor to mouse mode |
|  | Write or draw in digital ink, and select the ink color |
|  | Highlight an area of the screen with translucent ink for emphasis or select the ink color |
|  | Erase digital ink or select the size of the eraser |
|  | Draw a line and select the line format |
|  | Draw and select a pre-formed shape |
|  | Make your next press on the interactive whiteboard a right click |
|  | Launch the On-Screen Keyboard |
|  | Launch SMART Notebook software |
|  | Undo your previous action |
|  | Open the Customize Floating Tools menu to personalize toolbar functions |

Customizing the toolbar

Press the Customize button in the Floating Tools toolbar to view a variety of toolbar buttons. You can choose as many buttons as you like to fully customize the toolbar.



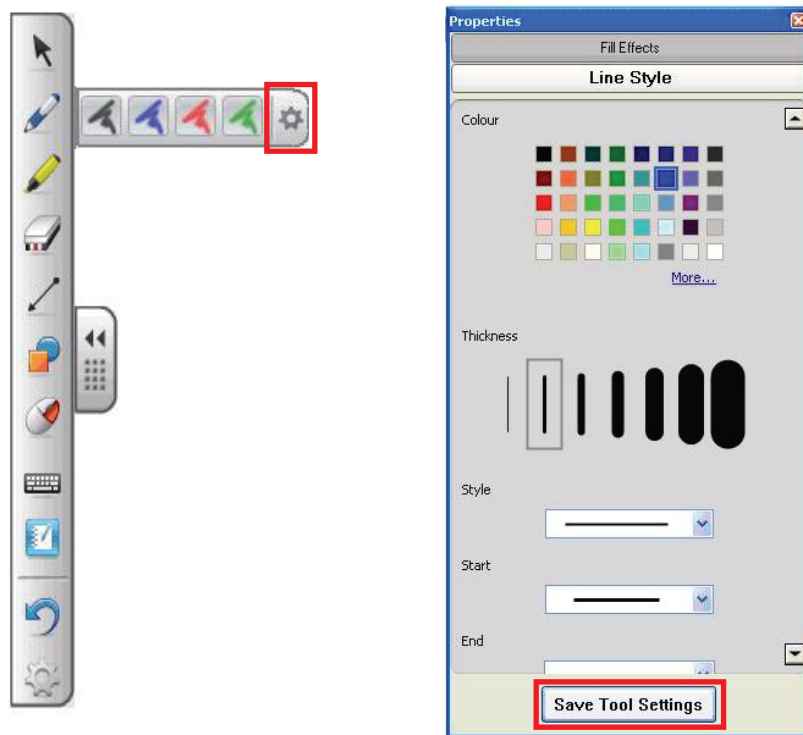
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To add a button to the Floating Tools toolbar, drag the icon onto the toolbar. To remove a button, press the **Customize** button and drag the tool off the toolbar.

To return the toolbar to its original configuration, press the **Restore Defaults** button.

When you finish customizing the toolbar, press the **Done** button.

Buttons that have side menus can be customized further.



To use the side menus for extra customizations

1. Press the **Customize** button on the side menu. The *Properties* dialog box appears.
2. Change the settings for the tool
3. To make the new settings the default for that tool, click the **Save Tool Settings** button at the bottom of the dialog box