



### Floating Tools

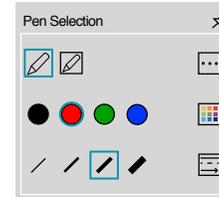
Floats over other programs and provides quick access to frequently used tools and features. Picking up a pen or touching the board activates these menus.



Pen Mode



Touch Mode

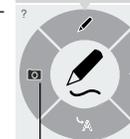


Pen Options

Color Options

Line Options

Undo



**Favorite Pen**  
Custom pre-set settings of your favorite pens, colors, and widths.

Help

Settings

#### Text Converter

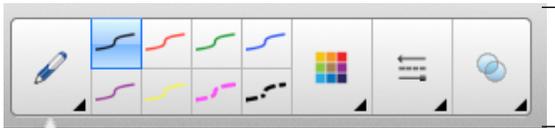
Opens a floating textbox where you hand-write your text which is then converted to type.

#### Screen Capture

floating window appears top screen and captures image in a .notebook file.

- Area Capture
- Full Screen Capture
- Window Capture
- Freehand Capture

### Pen Options



**Contextual Panel:** Properties and customization options will change according to what tool is active.

- Pen
- Calligraphic Pen
- Crayon
- Highlighter
- Creative Pen
- Magic Pen
- Shape Recognition Pen

**Pen:** Free-hand annotations and drawing.

**Calligraphic/Crayon/Highlighter Pens:** Pens with a textural and/or transparency style.

**Creative Pen:** A pen with a variety of playful styles to choose from (patterns, shapes, etc.).

**Magic Pen:** Writing creates temporary ink that lasts 8 seconds. Drawing a circle creates a spotlight. Drawing a square creates a magnifier.

**Shape Recognition Pen:** Automatically straightens lines or smooths circles/ovals.

### Toolbar

**Undo/Redo** | **Open** | **Paste** | **Screen Capture** | **Measurement Tools** (Ruler, Compass, Protractor, Geodreieck) | **Alignment** (Aligns selected objects.) | **Regular Shapes Mode** | **Fill Mode**

**Previous and Next Pages** | **Save** | **Screen View** (Zoom and other screen options.) | **SMART Exchange** (Online open exchange of SMART Notebook creations.) | **Text Mode**

**New Page** | **Delete Page** | **Tables** (Creates tables that can be any size.) | **Screen Shade** (Creates a cover that you can move around to hide or reveal content.)

### Saving SMART Notebook files

If you want to revisit or rework your file in the future, save as a SMART Notebook file:

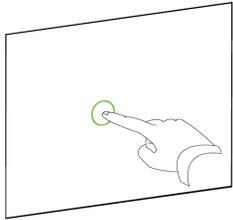
**File > Save or Save As**

To distribute your file or view it on a computer without SMART software installed, save as a PDF:

**File > Export As**

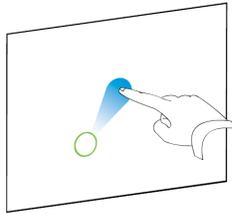


## Touch Gestures



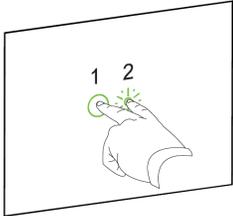
### Select/Draw

Touch and drag one finger.



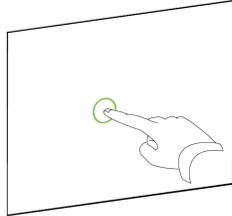
### Flick

Touch an object and quickly brush your finger in the direction you want it to move.



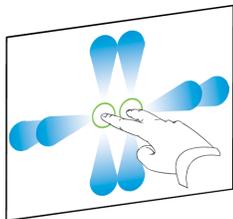
### Right-Click

Touch and hold one finger, then tap a second finger.



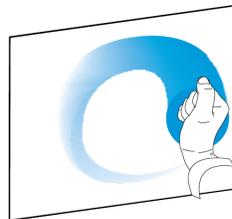
### Right-Click

Touch and hold one finger for 3 seconds.



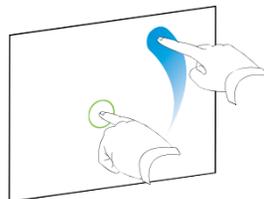
### Scroll

Touch with two fingers: left/right scrolls from page to page; up/down scrolls through current page.



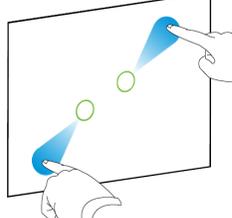
### Quick Erase

Drag your whole palm to erase or circle around and tap the center.



### Rotate Object

Touch object and hold with one finger then drag other finger around.



### Resize

Touch object then drag a finger on each hand apart or together.

### Zoom

With no objects selected, drag a finger on each hand apart or together.

## Side Bar Tabs and Buttons



**Pages:** Contains access to all pages within your SMART Notebook file. Options to group, reorder, and search pages.



**Image Library:** Contains still and interactive graphics. Add your own images to "My Content" for quick access.



**Links and Attachments:** Create links to outside materials, connect internal notebook pages and embed sound clips.



**Properties:** Provides formatting and editing options for a selected object. Some of these properties can also be seen in the Toolbar.



**Add-ons:** Shows downloaded SMART Notebook add-ons.



**Toggle Button:** Will move the menu bar the opposite side of the program page, also seen on the Toolbar.



**Previous and Next Pages**



**New Page and Delete Page**

## Links and Attachments



Opening the tab with the paperclip icon gives you options to create links to outside source material, connect internal notebook pages and embed sound clips.

### Linking to an Internal Page

1. Name each page with a different name.
2. Select link from the object's drop-down menu.
3. Select Page in this File from the Insert Link dialog box.
4. Select the page you would like to link to.
5. Select either launch with Corner icon or Object.
6. Press OK to create the link.

### Attaching a Hyperlink

1. Press the Insert button on the Attachments tab.
2. Select Insert hyperlink.
3. Type the hyperlink address into the Hyperlink field.
4. Type the text you would like to see as the link.
5. The hyperlink appears in the Attachments tab.
6. Drag and drop where desired.

### Creating a Shortcut to a File

1. Press the Insert button on the Attachments tab.
2. Select Insert Shortcut To File.
3. Select the file to add and press the Open button.
4. Drag and drop where desired.

For more tools and tips visit:

<http://oregonstate.edu/tac/smartboards>

<http://smarttech.com/resources/training>

