SMART Notebook™ Training

Beginner session

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Trainer Information

Name _____

Phone _____

E-mail _____

Getting started

How do I begin using SMART Notebook™ collaborative learning software?

Getting started using new software can be daunting, but with SMART Notebook software's intuitive interface and creative capabilities, incorporating it into your teaching is simple.

SMART Notebook software training enables you to explore lesson creation in a supported, collaborative environment, so you can begin using SMART Notebook effectively with your SMART Board® interactive whiteboard.

Using SMART Notebook software for the first time

To launch SMART Notebook software on a Windows® computer

1 Double-click the SMART Notebook icon on the desktop

SMART Notebook icon

OR

1 Click the **Start** button in the bottom left of your screen

2 Select **All Programs > SMART Technologies > SMART Notebook**

To launch SMART Notebook software on a Mac® computer

1 Control-click the **SMART Board Tools** icon on the Dock

2 Select **SMART Notebook** from the menu

OR

3 If the SMART Board Tools icon is not visible in the Dock, select **Finder > Applications > Notebook software > Notebook**

Each new SMART Notebook file contains a work area that can be filled with objects. You can add handwritten notes, typed text, graphics, clip art and Adobe® Flash®-created files to a SMART Notebook file. A key feature of SMART Notebook software is the ability to add as many pages as you need to capture or display information.

Finding tools in SMART Notebook software

The first thing you'll notice when you open SMART Notebook software is its intuitive interface. The menu bar uses commands that are similar to those in other software programs. The toolbar holds the tools you'll use most often. It can be broken up into different sections related to the function of the tools. Side tabs contain additional tools. You can hide the tab area to increase the working space.
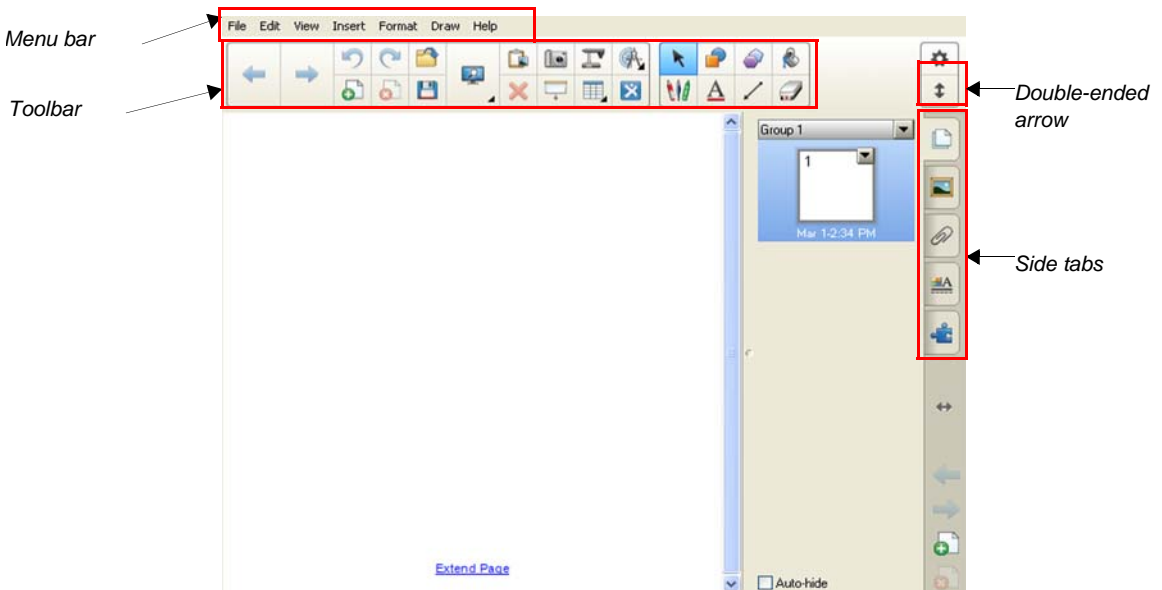
By default, the toolbar appears at the top of the SMART Notebook page. It may be more convenient to move the toolbar to the bottom of the page. To do this, click the double-ended, vertical arrow on the far right of the toolbar.
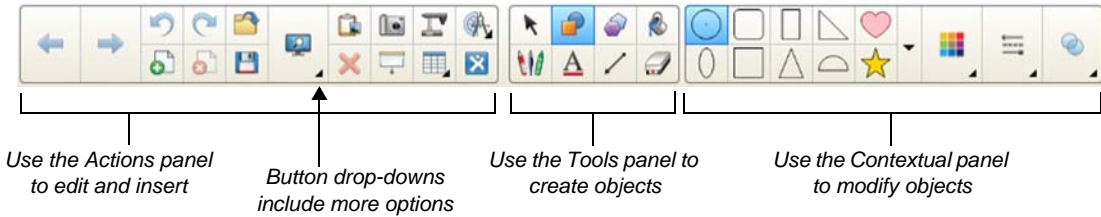
The menu bar

The menu bar provides access to many of the same tools and features found on the toolbar, plus some additional tools. Click the menu item you wish to access.

The toolbar

The toolbar provides access to a number of tools to help you work with your SMART Notebook file. By default, the toolbar buttons are organized by function. When using the toolbar, you'll notice that when you select a tool from the *Tools* panel, the *Contextual* panel will appear beside it, enabling you to modify the tool's properties easily.

Use the Actions panel to edit and insert

Button drop-downs include more options

Use the Tools panel to create objects

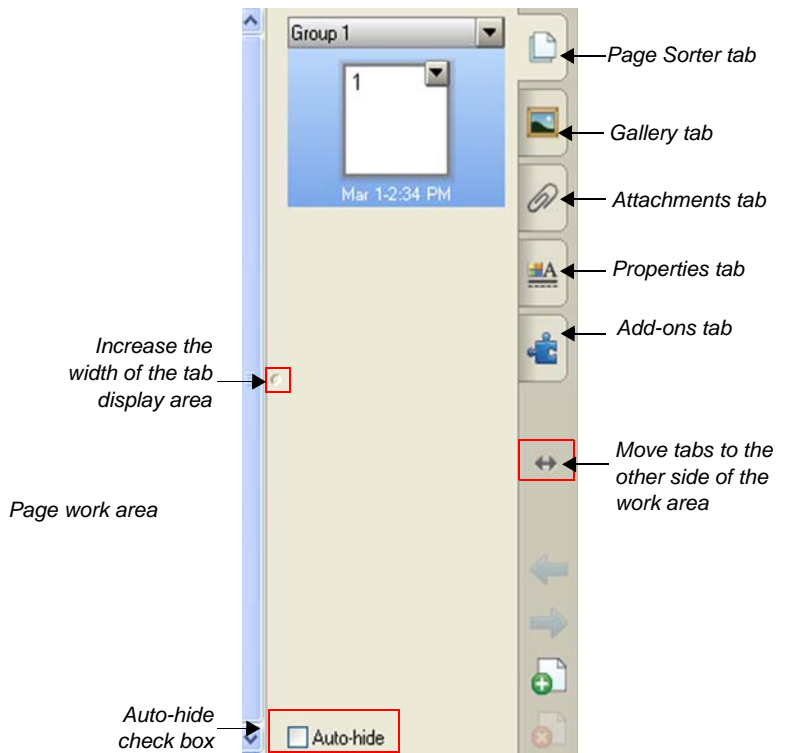*Use the Contextual panel to modify objects*

The side tabs

Click the **Page Sorter** tab to see a thumbnail of each page in the SMART Notebook file, navigate to a different page or reorder the pages.

Click the **Gallery** tab to access collections of custom pages, clip art, Flash-created animations and videos you can add to the SMART Notebook file.

Click the **Attachments** tab to add hyperlinks to, or attachments from, other software applications to the file.

Click the **Properties** tab to format shapes, objects and text.

Page Sorter tab

Gallery tab

Attachments tab

Properties tab

Add-ons tab

Increase the width of the tab display area

Move tabs to the other side of the work area

Page work area

Auto-hide check box

Click the **Add-ons** tab to access SMART Notebook software add-ons, like the Activity Builder, to add to the file.

Click the double-ended arrow to move the tabs from one side of the work area to the other. You can hide the side tabs from view by selecting the **Auto-hide** check box.

Writing notes

SMART Notebook software opens to a blank page. The most basic use of the SMART Notebook page is to write notes. Even for this basic purpose, SMART Notebook has several advantages over a conventional whiteboard:

- You can easily save and distribute your notes and drawings
- You can move or rearrange your notes
- You'll never run out of writing surface

To write or draw in SMART Notebook software

1 Pick up a pen tray pen
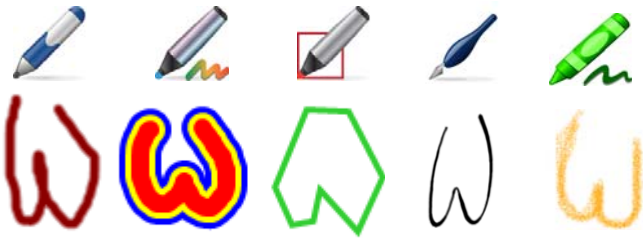2 Write or draw on the SMART Notebook page

TIPS:

- Don't rest your elbow or the palm of your hand on the screen while you write. Constantly press the interactive screen while writing. This ensures that the interactive whiteboard registers contact points continuously.
- If you draw or write multiple objects, SMART Notebook software groups the objects automatically, enabling you to interact with them as a single object. For example, if you write the letters of a word, SMART Notebook software groups the individual letters, enabling you to interact with the whole word. If you want to write words on the same line but don't want them grouped, leave a large gap between them, use different pens, or briefly put the pen in the pen tray before writing another word.
- You can also use gestures to group objects. First, marquee-select the objects you'd like to group, and then move your finger back and forth rapidly while pressing on the interactive whiteboard surface. To ungroup objects, perform the same gesture.
- If you want to write diagonally, write in a straight line, and then rotate the text object.
- If you want your writing to be smaller, write large characters, and then reduce the size of the text object.

You can use the toolbar's pen buttons to change the type of line you use for writing or drawing. You can also use these buttons to write or erase with your finger instead of a pen tool.

You can use the **Edit > Clear Ink from Page** option to clear the digital ink from a page without removing other objects. This option is useful when you're presenting a .notebook file to a class and then want to remove the notes before using the file with a later class. Alternatively, press **Edit > Reset Page** to return all objects on the page to their last saved state.


The same object drawn with four different pens: Pen, Creative Pen, Shape Pen, Calligraphic Ink Pen, Crayon Pen.

You can erase digital ink drawings with the Eraser tool or the eraser from the interactive whiteboard's pen tray.

You can also save your notes to the SMART Notebook page by selecting **Save** or **Save As** from the File drop-down menu. Selecting **Save** will overwrite the current file you're working in, while choosing the **Save As** option enables you to rename your SMART Notebook file.

Working with your notes

Your notes or ink drawings are objects on the SMART Notebook page. SMART Notebook objects can be moved, rotated and resized. Before you can manipulate or edit an object, you must select it. You can select an individual object or multiple objects. When you select an object, a selection rectangle appears around it.

Rotation handle

Object drop-down menu

Resize handle
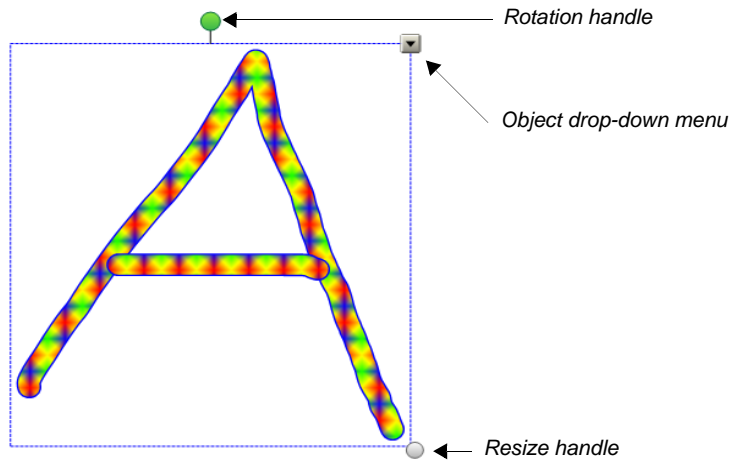
To select an object

  1 Press the **Select** tool

  2 Press the object you want to select. A selection rectangle appears around the object.

NOTE: If you press an object and a lock symbol appears instead of the menu arrow, the object is locked. Depending on the type of lock, you may have to unlock the object before you can manipulate it. Press the object's drop-down menu and select **Locking > Unlock** to unlock an object.

To select multiple objects

1 Press the **Select** tool
2 Press the work area and drag until a rectangle surrounds the objects you want to select

   OR

   Press and hold CTRL, and then press the objects you want to select. A selection rectangle appears around the selected objects.
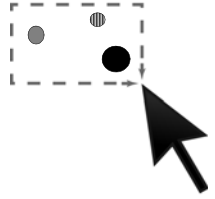
Moving, resizing, rotating and deleting objects

Like most objects, ink can be moved, resized and rotated. Additional commands for manipulating objects are also available in the object drop-down menu.

To move an object

1 Select the object
2 Drag the object to a new position on the page

To resize an object

1 Select the object. A selection rectangle appears around it.
2 Press the object's resize handle (the white circle), and then drag it to increase or reduce its size

> **TIP:** To keep the object'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

To delete an object

1 Select the object

2 Press the object's drop-down menu, and then select **Delete**

TIP: You can remove all objects on a page by clearing the page (**Edit > Clear Page**). To delete a locked object from a page, you must unlock it first.

Working with pages

As you practiced drawing, you probably noticed that your drawings appeared on the page thumbnail in the Page Sorter tab. Each SMART Notebook file is comprised of a series of pages, each with its own objects, properties and settings. You can add freehand objects, geometric shapes, straight lines and arcs, text, graphics, Flash-created content and tables to a page.

When you present your lesson, you can display each page in a linear order, or choose to display any page at any time.

A thumbnail of each page appears in the Page Sorter. Using either the Page Sorter or menu commands, you can display a page, insert a blank page, add a clone of an existing page and delete a page.

| Button	Use this tool to
	Insert a blank SMART Notebook page directly after the active page
	Display the previous SMART Notebook page
	Display the next SMART Notebook page

Rearranging pages

To change the page order, drag the thumbnail of the page to another location within the Page Sorter tab.

Deleting pages

To delete a page, open the **Page Sorter** tab. Click the page drop-down menu and then click **Delete Page**.

Page drop-down menu
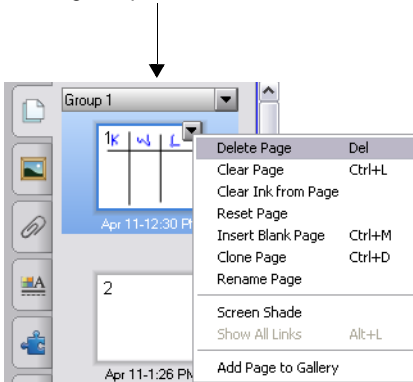
Notice the other options in the page drop-down menu, such as **Reset Page** and **Clone Page**. Both are particularly useful.

Review questions: SMART Notebook software basics

1 Name the five tabs in SMART Notebook software.

2 How do you add a blank page to a SMART Notebook file?

3 Describe two ways to draw on a SMART Notebook page.

Review answers: SMART Notebook software basics

1 Name the five tabs in SMART Notebook software.

- *Page Sorter tab*
- *Gallery tab*
- *Attachments tab*
- *Properties tab*
- *Add-ons tab*

2 How do you add a blank page to a SMART Notebook file?

*Press the **Add Page** button in the Actions panel of the toolbar, or select **Insert Blank Page** from the page's drop-down menu in the Page Sorter tab.*

3 Describe two ways to draw on a SMART Notebook page.

To draw on a SMART Notebook page, pick a pen tool from the pen tray and draw on the SMART Notebook page. You can also select the pen tool icon from the toolbar with your finger and draw on the SMART Notebook page.

Creating SMART Notebook objects

How do I create a SMART Notebook page?

Any page of a SMART Notebook file is made up of a collection of objects – text, images and graphics – that you arrange to present information or create an interactive activity. In this section, you'll learn how to create objects so that you can start building a simple SMART Notebook page.

Creating SMART Notebook objects

Anything placed inside the work area is considered an object. You can add an object to a SMART Notebook page using any of the following methods:

- Drawing or writing in the work area with a pen tool
- Typing text
- Inserting content from the Gallery, a computer or the Internet
- Creating a geometric shape with the SMART Notebook software toolbar drawing tools

Typing text

To type text onto your SMART Notebook page, click the Text button on the SMART Notebook toolbar and click where you want the text to start. Change the properties of the text, including its font style, size and color, using the *Contextual* panel in the toolbar. Type your text. When you finish typing, click outside of the text object.

The *Contextual* panel appears when you select the text tool from the *Tools* panel, or after you click a text object on the work area. Use it to:

- Change font size, style, color, transparency, alignment and rotation
- Format text as a bulleted list, subscript or superscript
- Add mathematical symbols
- Access spell check options
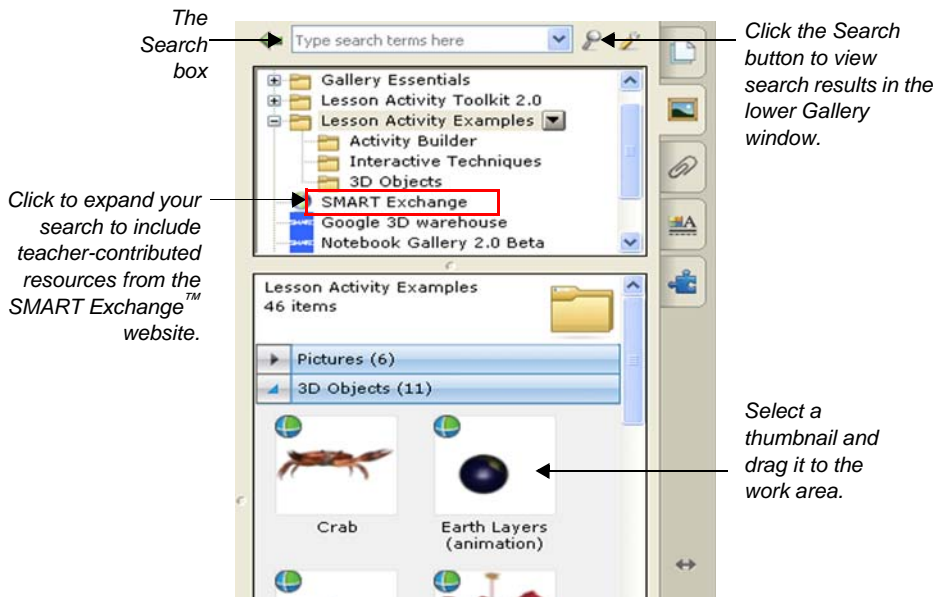

14
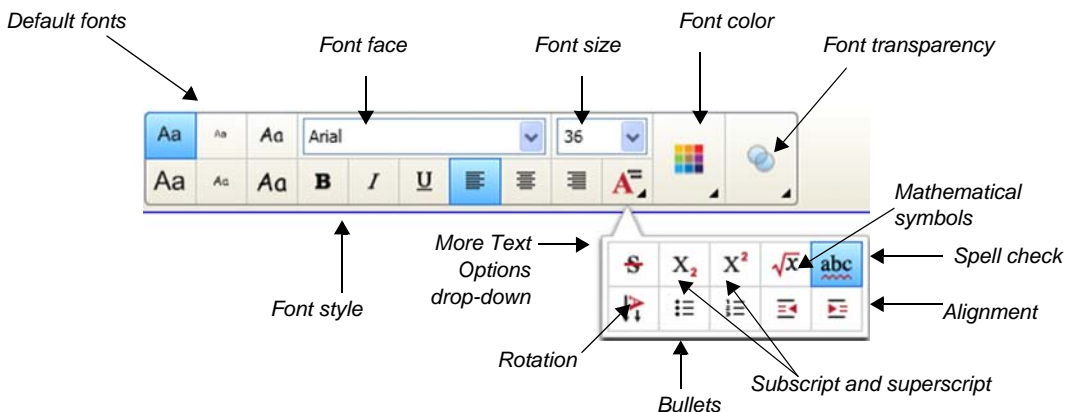
Inserting images and media

The Gallery has an extensive collection of copyright-clear images and media for you to use on your lesson pages. You can also insert images and media from your computer or
SMART Document Camera™ and use the Screen Capture tool to collect images.

Adding objects from the Gallery

There are two ways to find content in the Gallery. The search box at the top of the Gallery tab enables you to search by keyword – much like using an Internet search engine. You can also browse the Gallery collections by selecting a folder.

**To search for objects in the Gallery using the search field**

  1 Click inside the Search box

  2 Type a keyword related to the type of object(s) you are looking for

  3 Click the Search button to display your results

The Search box

Click to expand your search to include teacher-contributed resources from the SMART Exchange™ website.

Click the Search button to view search results in the lower Gallery window.

Select a thumbnail and drag it to the work area.

**TIP:** For better search results, search singular rather than plural terms.

Alternatively, if you are looking for all the objects related to a general topic, such as *Geography,* you can browse through individual collections by clicking on folders and sub-folders.
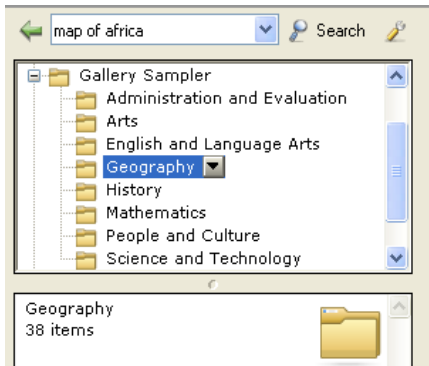
Finding search results in the Gallery

The lower Gallery window displays the collection of Gallery objects or your search results. Gallery objects are organized into the following categories: *Related Folders*, *Pictures*, *Interactive and Multimedia*, *SMART Notebook Files and Pages*, *3D Objects* and *Backgrounds and Themes*.

NOTE: Categories are only visible when there are objects of that type available in the Gallery collection you've selected. For example, the 3D Objects category is visible in the Lesson Activity Examples collection because several 3D objects are stored there.
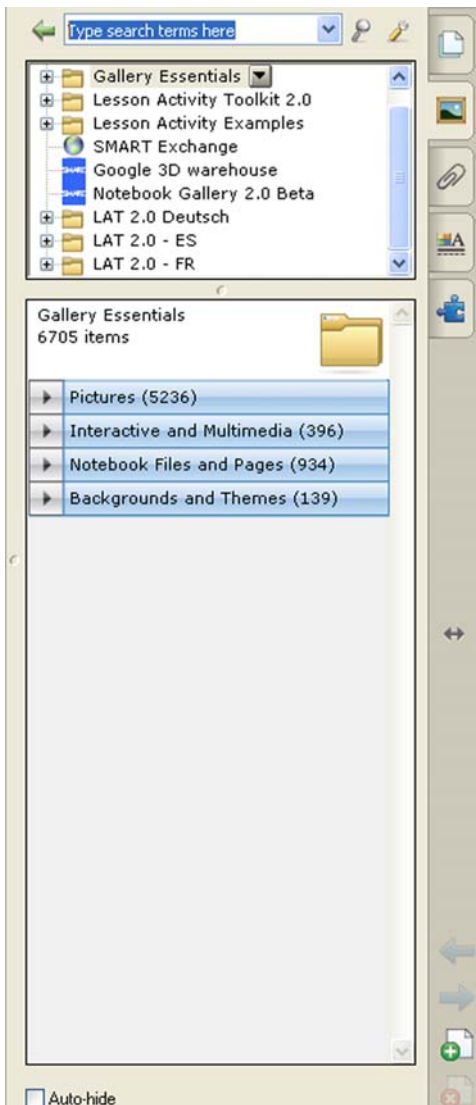
Double-clicking a folder thumbnail in the **Related Folders** area will show all the collections related to your search term.

Pictures contains objects such as graphics and photographs. Drag an object to the work area to use as part of a lesson.

Interactive and Multimedia contains interactive objects, video files and objects with sound attached. These objects add rich media content to a lesson or presentation.

You can also insert **3D Objects** into your .notebook files. You can manipulate them using Mixed Reality Tools, your SMART Document Camera and the mixed reality cube. If you have Mixed Reality Tools installed, you can also manipulate 3D objects using controls in SMART Notebook software.

Additional files and pages can be found in the **Notebook Files and Pages** section of the Gallery. SMART Notebook page thumbnails have a folded edge in the top-right corner. SMART Notebook files have a coil binding on the left of their thumbnail images. Dragging a page or file to the work area will insert a new page or series of pages directly after the active page.

Backgrounds and Themes apply a consistent style to pages or groups of pages in a SMART Notebook file. Drag a background or theme to the work area to change the color and design of the page. Backgrounds have a folded edge in the bottom-right corner and are always inserted behind the objects already on the SMART Notebook page.

You can identify each type of Gallery object by the appearance of its thumbnail.

Picture   *Background*   *SMART Notebook page*   *3D object*

Flash object   *Audio clip*   *Video clip*
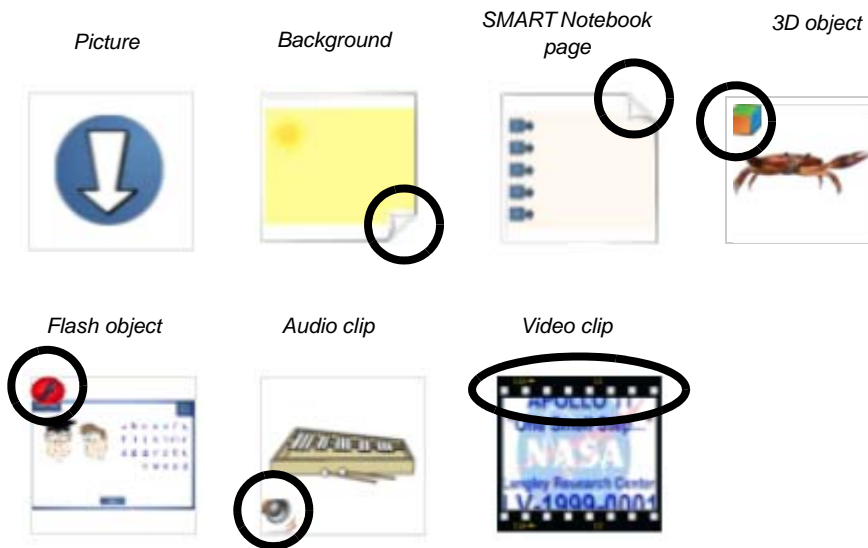
To add a Gallery item to a page, double-click its thumbnail or drag it to the work area.

Inserting images and media from your computer

You can use the Insert menu to insert an image or .flv video file from your computer. When you insert an image into the page, you have the option to optimize the image, which reduces the size of your SMART Notebook file, by reducing the file size of the image.

To insert an image file

1 Select **Insert > Picture File**. The *Insert Picture File* dialog box appears.

2 Browse to and select the picture you want to insert, and then 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.

To attach an Flash-created video file to an object on a page

1 Click **Insert > Flash Video File**. The *Insert Video File* dialog box appears.

2 Browse to and select the video file that you want to insert on the page

3 Click **Open**

Capturing images

The Screen Capture toolbar allows you to capture an image, such as a digital photo from the Internet, to a SMART Notebook page. To access the Screen Capture toolbar, click the **Screen Capture** button (the camera) on the SMART Notebook software toolbar. Always remember to respect copyright.

Button	How it's used
Area capture	Hold down the left mouse button and drag to outline the rectangular area you want to capture. Release the left mouse button after the area is selected.
Window capture	Click in the window you want to capture. Release the left mouse button after the desired window appears as a hatched area.
Screen capture	Navigate to the screen you want to capture and click the button to capture the entire screen.
Freehand capture	Click and drag to create a freehand shape around the area you want to capture. Release the left mouse button after the area is selected.

Using alignment guides to arrange objects

When arranging objects on a SMART Notebook page, you can align them to increase the clarity of your page. SMART Notebook software can display guides on the page to assist you in aligning objects with other objects, the page's vertical center and the page's horizontal center.

To display alignment guides, select **View > Alignment**. The *Alignment Guides* dialog box appears.

There are three types of alignment guides available. Check the options you would like to use. To turn a guide tool off, uncheck it.

Select **Show guides for active objects** to display a guide when you move an object into alignment with another object. Guides will appear on the page to assist you in aligning objects to any side or center of a nearby object.

You can customize the active alignment feature by selecting only those alignment guides you would like to see when working in SMART Notebook software.
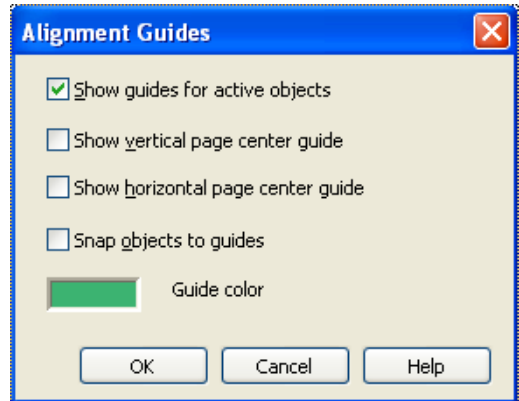
Select **Show vertical page center guide** to display a guide when you move an object toward the page's vertical center.

Select **Show horizontal page center guide** to display a guide when you move an object toward the page's horizontal center.
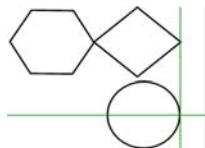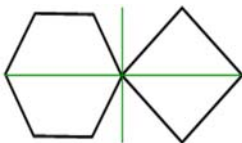
If you would like objects to snap to guidelines as you move the objects on the SMART Notebook page, check the **Snap objects to guides** option.

To change the guide color, click the **Guide color** box and choose a new color from the palette.

If you've turned on any of the alignment guides, they will appear when appropriate as you work on the SMART Notebook page. As you move an object in range of another object, or the horizontal or vertical center of the page, the guides will appear. If you selected *Snap object to guides*, your object will automatically snap into place on the guideline.
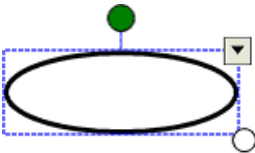
Creating shapes and lines

Shapes and lines can be used to make your lesson pages more attractive and to visually define areas of the page. You can also use shapes and lines to draw diagrams or create activities.

Shapes tool

Enhance any activity with the Shapes tool on the SMART Notebook software toolbar.

Creating a shape

When you click the **Shapes** button, its contextual panel will appear in the toolbar. Click the shape you'd like to use, select a color, line style and transparency, and then position your cursor on the page where you would like to create the shape. Hold down the left mouse button and drag your cursor until your shape is the desired size.

If you click the **Select** tool and then double-click the shape, a text box will appear and you can add a label to your shape.

TIP: Unfilled shapes can be difficult to select and use in activities because you have to click on the line to select it. Apply a fill effect to shapes to make them easier to select and use in activities.

Line tool

Click the **Line** button on the SMART Notebook software toolbar to draw straight lines or arcs. Select any line made with the Line tool and drag the end points to stretch it or change the angle. Hold down the **Shift** key while pivoting and the line will snap in place every 45°.

Drag
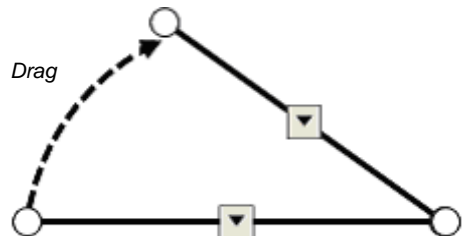
Editing objects

To change the characteristics of an object, you can use the **Contextual** panel in the toolbar, or click the **Properties** tab. The properties displayed in the panel and the tab depend on the type of object you select.

Remember, to select an object by clicking with your mouse, first click the **Select** tool.

Changing fill effects

You can use the Properties tab or the Fill tool to change an object's fill. You have many options when changing the fill color of an object. You can fill an object with a pattern or an image, or you can increase the object's transparency. If you fill an object with an image, you have the option to scale the image to fit the object.
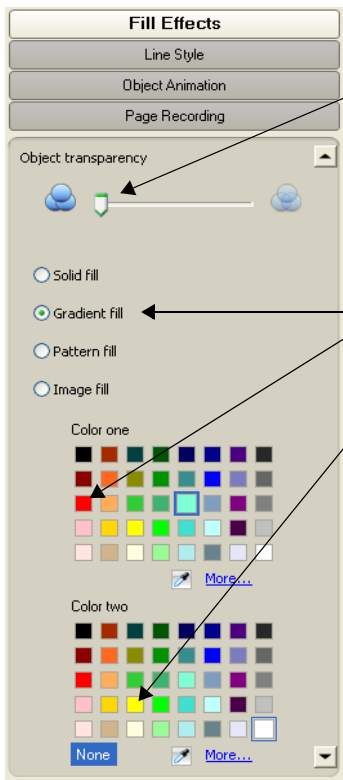
TIP: To fill an object you drew with digital ink, use the Fill tool, not the Properties tab.

Changing text style

When you click a text object and select the Properties tab, several text style options become available.

To change the appearance of text, click the drop-down arrows under Font or Size, or click the bold, italic, underline, superscript or subscript buttons below Font Style.

Changing line style

When a line object is selected and the Properties tab is visible, you can change the color, thickness, style, starting format and ending format of a line.
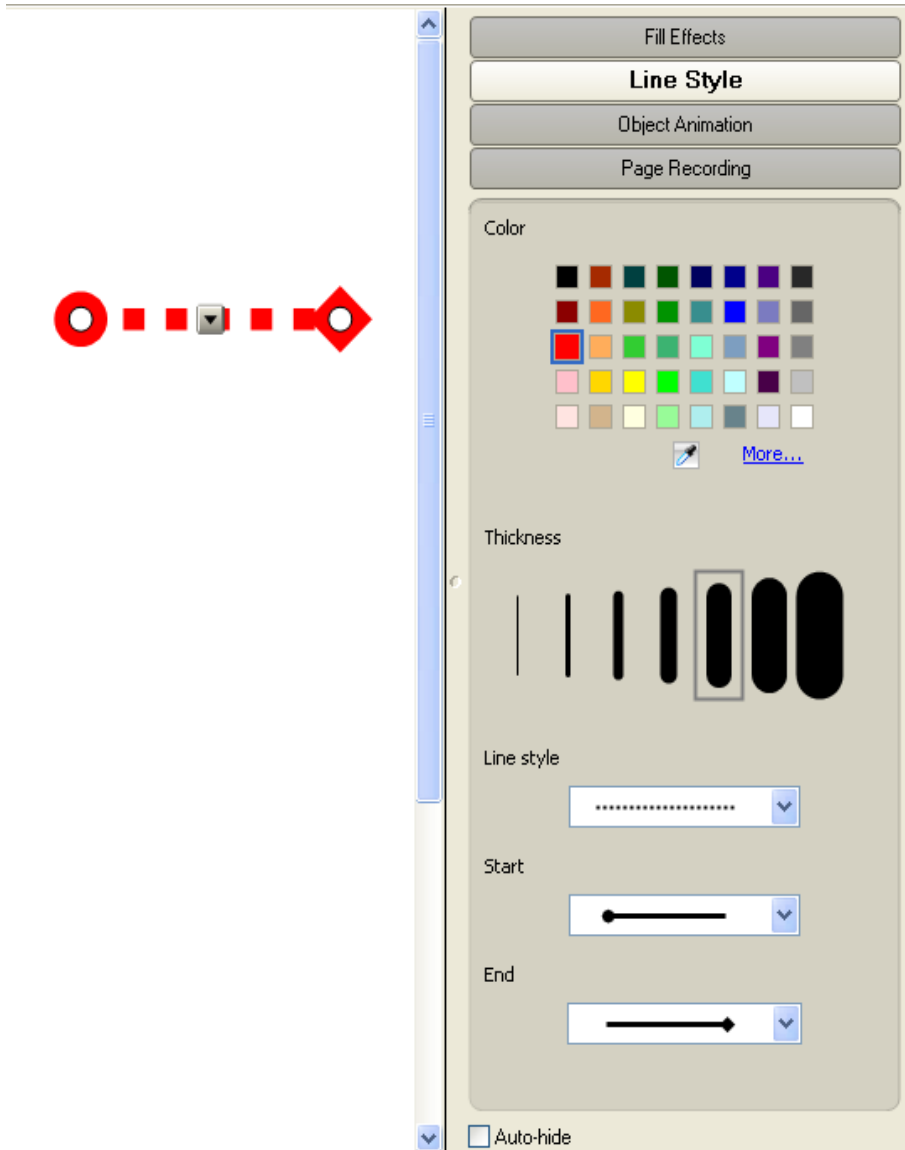
Review questions: Creating SMART Notebook objects

1 Describe four ways to add objects to the SMART Notebook page.

2 Name the folder collections found in the lower Gallery window.

3 Why would you insert images or media from your computer to the SMART Notebook page?

4 Why would you align objects on a page?

5 List two places in the interface where object properties can be changed.

Review answers: Creating SMART Notebook objects

1 Describe four ways to add objects to the SMART Notebook page.

You can add objects to the SMART Notebook page by:
- *Drawing or writing in the work area with a pen tool*
- *Typing text*
- *Inserting content from the Gallery, a computer or the Internet*
- *Creating a geometric shape with SMART Notebook software toolbar drawing tools*

2 Name the folder collections found in the lower portion of the Gallery.

*The folder collections found in the lower portion of the Gallery are the **Pictures, Interactive and Multimedia**, **3D Objects**, **Notebook Files and Pages**, and **Backgrounds and Themes** folders.*

3 Why would you insert images or media from your computer to the SMART Notebook page?

You would insert images or media from your computer if you'd created or sourced content that complements your lesson or solidifies concepts more effectively than available Gallery items.

4 Why would you align objects on a page?

You would align objects on a page to improve the aesthetic appearance of the page, to properly label content or to add context and clarity to page elements.

5 List two places in the interface where object properties can be changed.
- *The Contextual panel of the toolbar*
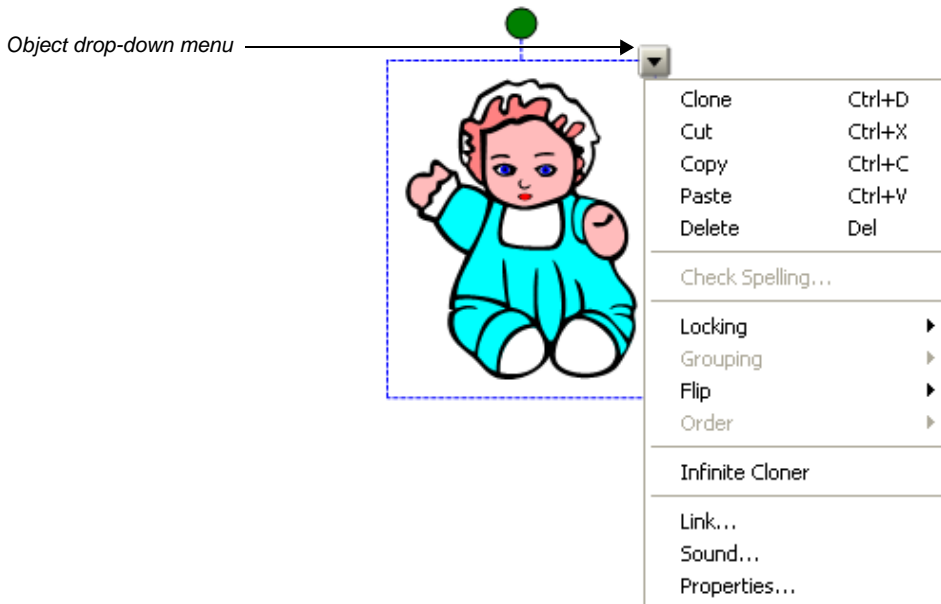- *The Properties tab*

Combining SMART Notebook objects

How do I control how the objects on my page relate to each other?

Controlling the way objects relate to each other on a page is the foundation for creating many interactive activities. In this section, you'll learn how to control layered objects. You'll learn to combine several objects so they operate as a single object, and to lock objects so they don't move while you or your students are working with the page.

Object drop-down menu

The object drop-down menu gives you one-click access to an object's properties. You'll use several commands in the object drop-down menu to control how objects relate to one another on the page.

Object drop-down menu

|	
Clone	Ctrl+D
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Check Spelling...	
Locking	▶
Grouping	▶
Flip	▶
Order	▶
Infinite Cloner	
Link...	
Sound...	
Properties...	

Controlling the order of objects

You can change the order in which objects are layered by selecting **Order** from the drop-down menu.

To bring an object directly to the top layer of the page, use the **Bring to Front** command.

To send an object to the bottom layer of the page, use the **Send to Back** command.

To reorder an object one layer at a time, use the **Bring Forward** command or the **Send Backward** command.

Four objects ordered in different ways
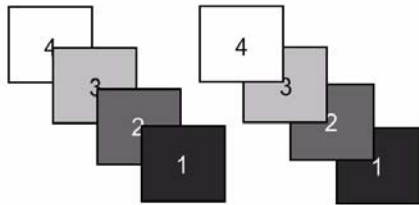
Grouping objects

Group objects when you want several objects to behave as one. Grouping is useful for making complex images, buttons, labels or pull tabs. Select two or more objects by holding down your left mouse button and dragging your mouse diagonally so the objects are surrounded by a selection rectangle. You can also hold the Shift key down while you click each of the objects you wish to group.

Click the drop-down menu from any of the objects and choose **Grouping > Group.** If you want to separate the objects, select the grouped objects again and choose **Grouping > Ungroup**. The Ungroup function will also break handwritten notes into individual pen strokes.
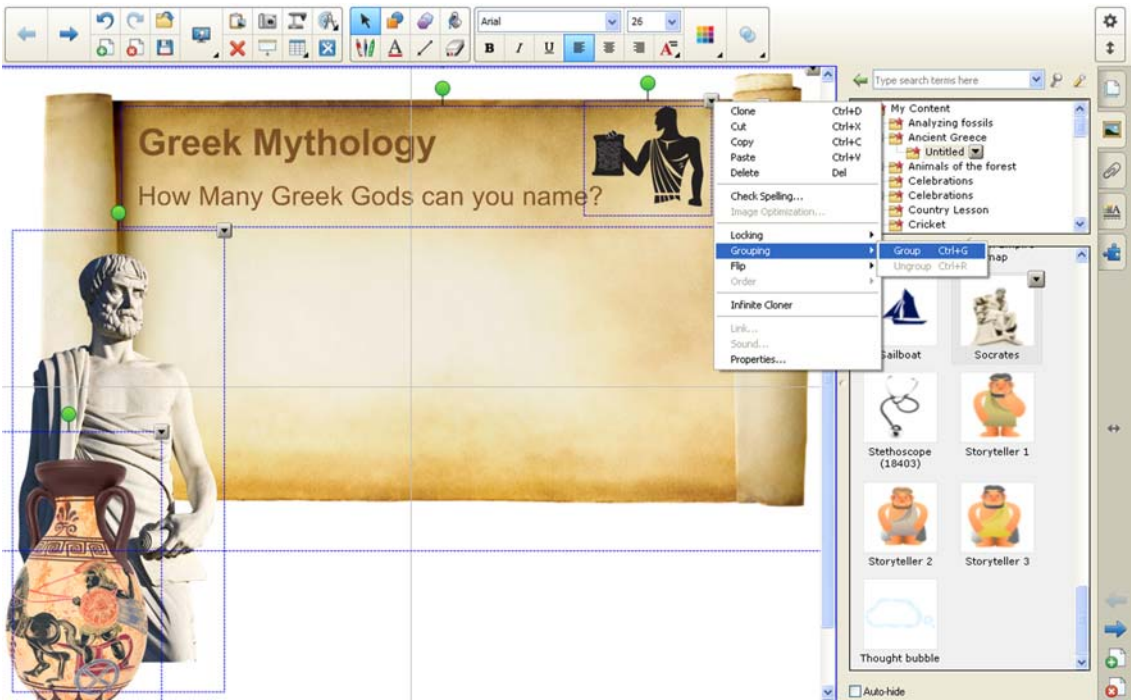
TIP: To select several objects, click and drag until a marquee surrounds them or hold down **CTRL** while selecting each one.

You can use the grouping command to create pull tabs. Pull tabs are useful tools that enable you to hide text or objects on a SMART Notebook page until you are ready to reveal them. Use pull tabs to detail activity instructions and provide hints. They enable you to include a lot of information on a page without cluttering it.

Creating pull tabs

1 Select a pull tab from the Gallery and drag it onto the work area, or use the Shape tool to create your own
2 Use the Text tool to create the text you want to hide
3 Select both the text object and the pull tab
4 Select **Grouping > Group**. The two objects will now behave as one.
5 Move the pull tab until the text is hidden by the edge of the page or behind another object

Place the pull tab at the edge of the work area or an object to hide the attached text.

Pull the pull tab to reveal the hidden text.

Locking objects

Locking an object enables you to protect the properties you have applied to it. The choices in the Locking submenu enable you to determine the type of lock to use on an object.

Clone	Ctrl+D
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Check Spelling...	
Locking ▶	● Unlock Ctrl+J
Grouping ▶	Lock In Place Ctrl+K
Flip ▶	Allow Move
Order ▶	Allow Move and Rotate
Infinite Cloner	
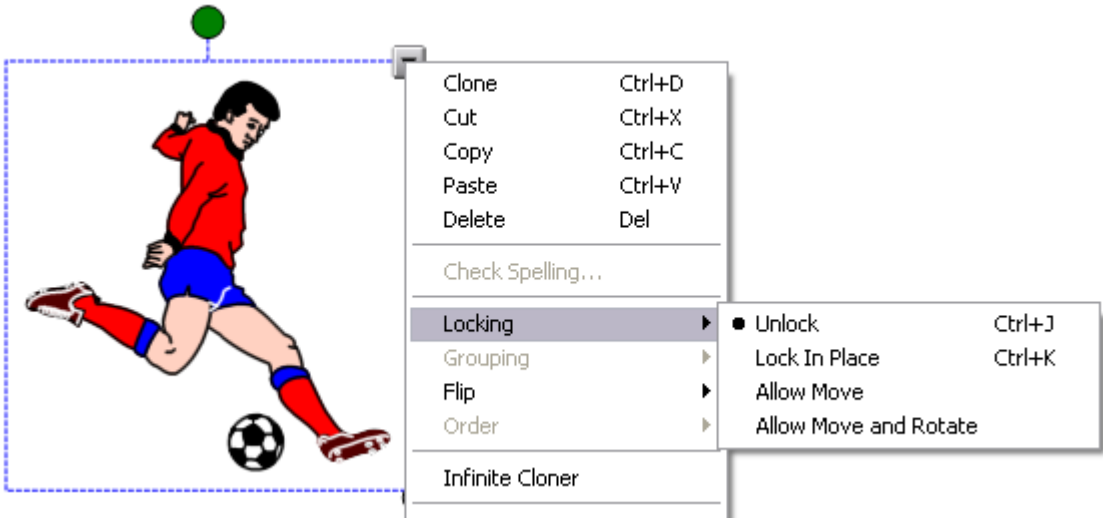
Clicking **Lock In Place** ensures the object can't be accidentally moved or altered in any way.

Clicking **Allow Move** enables you to move an object, but not resize, rotate or change any of its properties. Clicking **Allow Move and Rotate** limits the object less by allowing you to rotate as well as move it. For example, to create a SMART Notebook lesson with a puzzle component, use **Allow Move and Rotate** to enable you to rotate and move the pieces without accidentally resizing them.

Lock icon

To unlock an object

6 From the menu bar, click **Edit > Select All Locked Notes**. The Lock icon will appear on any objects you have locked.

7 Click the **Lock** icon

8 Click **Unlock** from the menu

Alternatively, you can:

1 Right-click an object. The Lock icon will appear with its lock menu.

2 Click **Unlock** from the menu

Linking web pages

Improve the flow and organization of your lesson by taking advantage of the linking capabilities in SMART Notebook software. You can link any object on a SMART Notebook page to a web page, an external file, an attached item or another page in the same SMART Notebook file.

Linking to a web page enables students to extend their learning beyond the lesson, and can be a resource for enrichment activities.
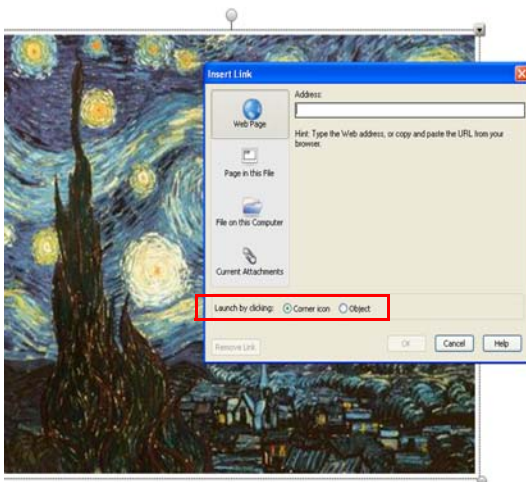
To add a link to a web page

1 Select the object

2 Click the object's menu arrow, and then select **Link**. The *Insert Link* dialog box appears.

3 Click **Web Page**, and then type the web address in the *Address* box

4 If you want to open the link using an icon, select **Corner icon**

OR

If you want to open the link by clicking anywhere on the object, select **Object**

On a Windows computer.   *On a Mac computer.*

5 Press **OK.** If you selected **Corner icon**, the icon appears in the lower-left corner of the object.

Review questions: Combining SMART Notebook objects

1 List three reasons why you would group objects together on a page.

2 Where are the commands for combining objects (Order, Group, Lock) located?

3 Why would you lock objects on a page?

4 What is the difference between **Send to Back** and **Send Backward** when ordering objects?

5 List three reasons why you would link an object to a web page.

Review answers: Combining SMART Notebook objects

1 List three reasons why you would group objects together on a page.

You would group objects on a page in order to:
- *Keep objects in the correct contextual sequence during an activity*
- *Make separate component objects into a single unit*
- *Resize a group of objects simultaneously and to the same degree*

2 Where are the commands for combining objects (Order, Group, Lock) located?

In the object drop-down menu.

3 Why would you lock objects on a page?

You would lock objects on a page to ensure that the context and sequence of content cannot be manipulated unintentionally.

4 What is the difference between **Send to Back** and **Send Backward** when ordering objects?

Send Backwards *reorders objects one layer at a time.* ***Send to Back*** *sends an object to the very bottom of a pile of objects.*

5 List three reasons why you would link an object to a web page.

- *To add content to the lesson without adding clutter to the lesson file*
- *To add enrichment content for students to browse through and extend their learning*
- *To add lesson content without increasing file size*

Creating interactive lesson activities

Where do I start when creating a lesson activity for the SMART Board interactive whiteboard?

SMART Notebook software enables you to create engaging, effective lesson activities. You have learned and practiced many of the fundamental skills needed to use SMART Notebook software. In this section, you'll put these skills together to start creating simple lesson activities that you can use with your students.

Creating measurement activities

You can use measurement tools to record, measure and check the dimensions and other aspects of objects on a SMART Notebook page. The measurement tools include the Ruler, Protractor, Geodreieck Protractor and Compass.

To use a measurement tool, click the **Measurement Tools** button on the toolbar, and then select any of the measurement tools from the tab that appears.

You can manipulate the Ruler, Protractor and Geodreieck Protractor to fit the task at hand. You can spin, shrink or expand any of the measurement tools.

Extend the Ruler to accommodate longer measurements without changing its scale. Manipulate any measurement tool by clicking and dragging different parts of the tool.

Extend or shorten the arms of the Compass to create the desired angle and spin the Compass using the green rotate handle. To draw a line using the Compass, click and drag the colored part of the Compass. The Compass line style is the same as the Pen tool, and you can modify the line style in the Properties tab.
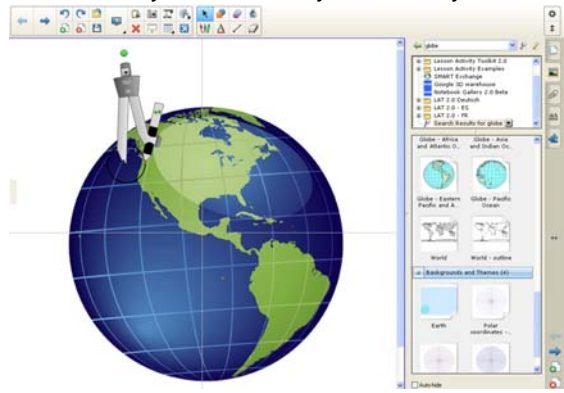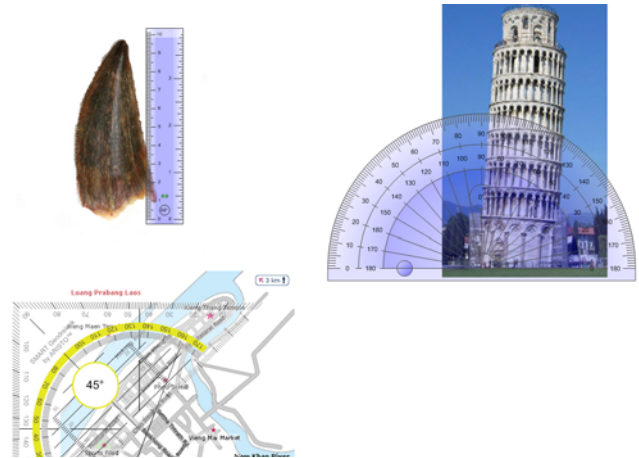
Using the Page Recorder

Using the Page Recorder, you can record any actions taken on the current SMART Notebook page, including writing with digital ink, adding and modifying objects, and creating shapes. This recording is saved as part of the SMART Notebook file and can be replayed at any time from that page. The Page Recorder enables you to record an example of an activity or real-time problem solving to replay in class. If students are working independently at the interactive whiteboard, they can review instructions and examples without seeking help.

To record actions on a SMART Notebook page

1 Open the **Properties** tab
2 Click the **Page Recording** button
3 Click the **Start Recording** button
4 Complete any actions on the SMART Notebook page that you would like to record
5 Click **Stop Recording**

A Page Recording toolbar appears at the bottom of the SMART Notebook page. This toolbar enables you to play and pause the recording from this SMART Notebook page at any time. You can also play a recording by pressing the Play button found in the Page Recording section of the Properties tab.

Back   Pause   Play   Record
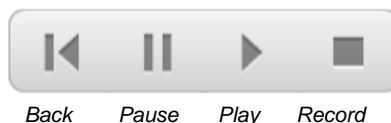
Basic design considerations

Knowing a little about design and the best practices for integrating interactivity using SMART Notebook software helps you create lesson activities that engage students. Creating well-designed, interactive content in SMART Notebook software will ensure your lesson goes smoothly.
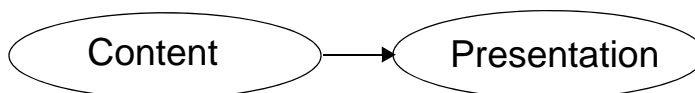
Selecting an effective background color

Once you have an idea for a SMART Notebook software lesson activity, you'll need to start designing your page. One of the first things to do is to decide on a background color.

When choosing a color, keep in mind that very bright or intense colors can be distracting and draw attention away from the page content. A bright yellow might seem like a fun choice, but it may also distract from other elements on your page. Reserve the most vibrant colors for individual objects that you want students to notice.

Set the background color by selecting **Format > Background** from the SMART Notebook menu bar. A color palette will launch. Use it to choose the background color of your SMART Notebook page.
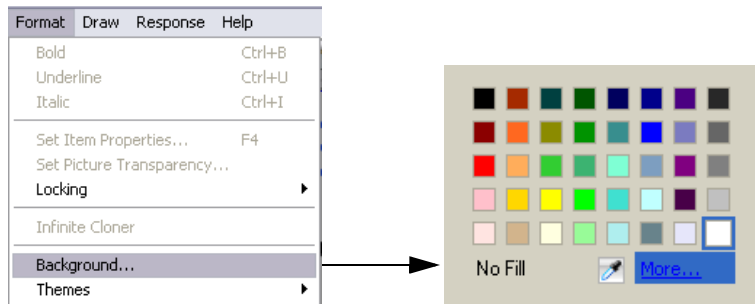
Choosing fonts for your lesson

Next, you should choose the font for your lesson activity. Use only one font throughout. Too many fonts can be distracting to the eye and draw attention away from important points.

General guidelines for font use in your SMART Notebook software lesson activity include:

- Titles should be at least 28 point and in a bold type face
- Text used for sentences and paragraphs should be at least 22 point and in a regular type face
- Make sure the font color you choose is easy to see and read against the background color you have chosen

Creating a hide-and-reveal activity

One of the quickest ways to add interactivity to a lesson activity is to hide the answer to a question behind an object on the SMART Notebook page. The following information will provide four different methods that you can use to create activities that can easily integrate into any curriculum.
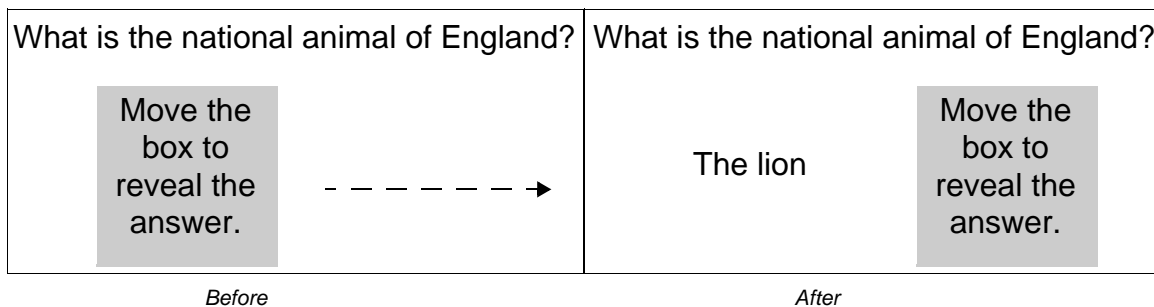
Move and reveal

One way to create a hide-and-reveal activity is to hide an answer behind another object.

To create a move-and-reveal activity

1 Type your question and answer

2 Draw a rectangle and fill it with color to hide the answer

3 Double-click the shape for the ability to add text to it. Ensure your text is a different color than the rectangle.

4 Type *Move the box to reveal the answer.* Without the instructions, others might assume they are supposed to write the answer over the shape instead of moving it to reveal the answer.

TIP: If the answer isn't covered, select the shape you're using to hide the answer and click **Order > Bring to Front** from its drop-down menu.

---

5 Move the shape to reveal the answer

What is the national animal of England?	What is the national animal of England?
Move the box to reveal the answer. - - - - - →	The lion Move the box to reveal the answer.

Before	*After*

Erase and reveal

Another way to reveal information is with the Eraser tool.

To create an erase-and-reveal activity

1 Type your question and answer
2 Click a pen tool. Choose an ink color the same color as the page background. For example, if the page background is white, then the digital ink should also be white.
3 Click the **Eraser** tool, and erase the digital ink covering the answer. The Eraser tool will only erase objects created with digital ink. Anything typed with your keyboard cannot be erased with the Eraser tool.

> **TIP:** Add instructions to let the class or other teachers know that all they need to do is use the eraser.

Complete the number sequence

Use the eraser to reveal the next number in the sequence.

1, 3, 5, 7,

Before

Complete the number sequence

Use the eraser to reveal the next number in the sequence.

1, 3, 5, 7, 9

After

Order and reveal

This technique uses color and layers to disguise and then reveal an object. You can't see an object when it's on a background of the same color, but if you slide a layer of a contrasting color between the object and its background, it will suddenly be visible.

To create an order-and-reveal activity

1 Type the answer that you want hidden. Change the font color so it's the same color as the page background. Remember where you placed it on the page.
2 Create a shape that is larger than the answer. Fill it with a color that contrasts with the background.
3 Click the drop-down menu of the visible shape. Select **Order > Send to Back**.
4 Move the visible shape so it's underneath the answer. This will reveal the answer.
5 Add instructions to let others know how to use the activity

TIP: Any shape or image that is a solid, contrasting color will create this effect. A magnifying glass is included in the Gallery for this purpose. You must change either the page background color or the magnifying glass color, so that the page background contrasts with the magnifying glass. Ungroup the magnifying glass to change the color of the lens (which is a circle shape made with the Shape tool).

What is 4 + 4?
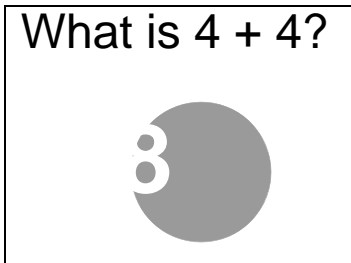
A grey circle revealing a white numeral

Screen Shade and reveal

You can also reveal information with the Screen Shade tool.

To create a Screen Shade activity

1 Type your question and answer

2 Click the **Screen Shade** button on the SMART Notebook software toolbar

3 Drag the Screen Shade so only the answer to your question is covered

4 When you're ready, drag the Screen Shade so it no longer covers the answer. This action is similar to using paper to cover answers displayed with an overhead projector.

TIP: When you open a SMART Notebook file, the Screen Shade covers the same area it was hiding, and you can start discussing the content in your file from exactly where you left off.
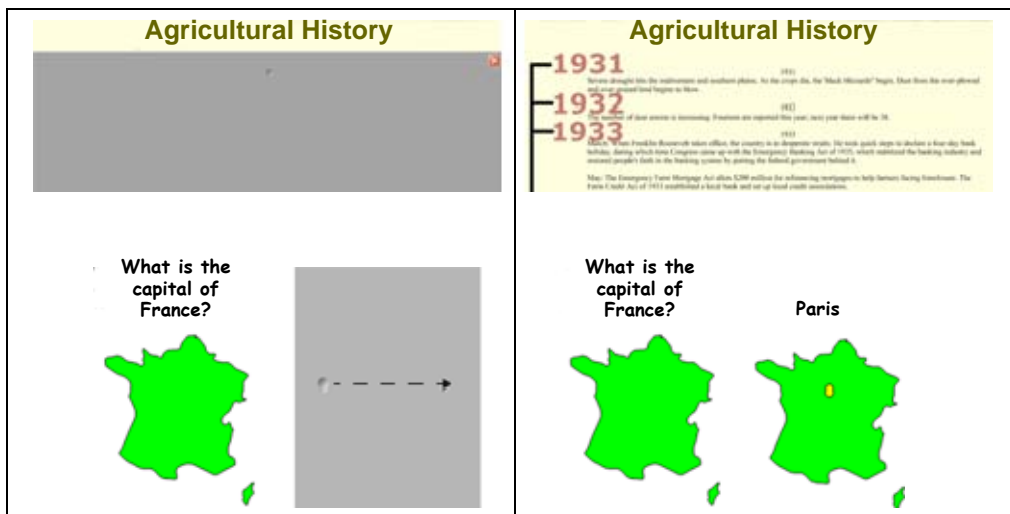
Before   *After*

Creating an identification activity

Another way to add interactivity to a lesson is to create an identification activity. Identification activities serve as fantastic diagnostic and formative assessments, enabling teachers to analyze whole class or individual student knowledge at a glance.

Drag-and-drop activities

Drag-and-drop activities are an excellent way to determine if your class has achieved specific learning objectives.

To create a drag-and-drop identification activity

1 Add the object you want labeled to the work area. The object can come from the Gallery or it can be a graphic you imported using the Insert menu.
2 Use the object drop-down menu to lock this object in place. This ensures it won't be accidentally moved during the lesson activity.
3 Make labels for your diagram and line them up at the bottom of the SMART Notebook page
4 Ask members of the class to drag the labels to the appropriate area of the graphic

Label the parts of the digestive system

Epiglottis

Liver
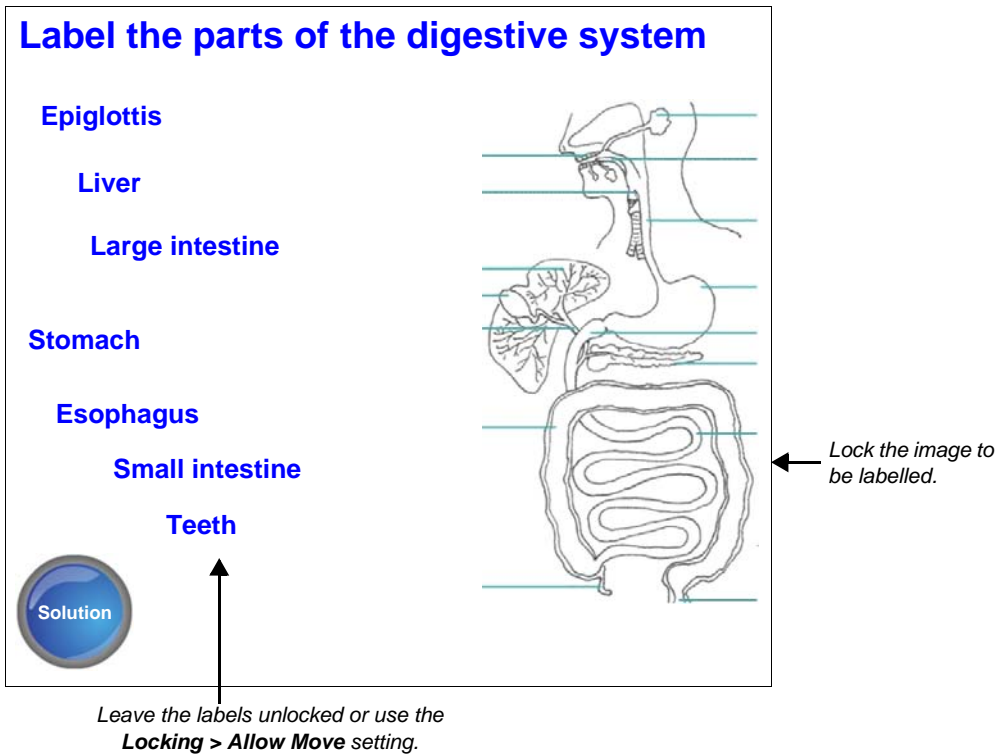
Large intestine

Stomach

Esophagus

Small intestine

Teeth

Solution

Lock the image to be labelled.

Leave the labels unlocked or use the ***Locking > Allow Move*** *setting.*

Drag-and-drop activities can also be used for text-based lessons. For example, you might drag events to specific dates on a timeline, define a series of words or match information.

Identify and label

The Infinite Cloner feature makes it easy for you or your students to instantly replicate an object. This is useful for any lesson activity where you might need several of the same answer, character, symbol or object.

To enable the Infinite Cloner

1 Click an object
2 Click the object drop-down menu
3 Click **Infinite Cloner**
4 Click the object, and then drag to create an identical object
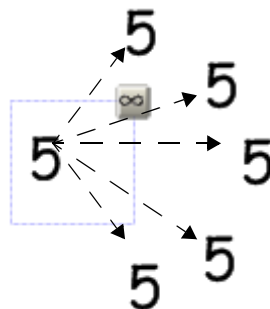
Click and drag to create an identical object

Using the same object for multiple answers

One advantage of the Infinite Cloner feature is the ability to create a drag-and-drop activity without diluting the pool of available options each time a question is answered correctly.

2 + 3 =	10 - 5 =
5 x 6 =	12 + 15 =
9 / 3 =	7 x 3 =

0 1 2 3 4 5 6 7 8 9
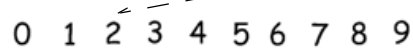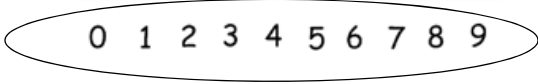
Select each number on the number line and enable the Infinite Cloner feature.

2 + 3 = 5	10 - 5 = 5
5 x 6 = 30	12 + 15 = 27
9 / 3 = 3	7 x 3 = 21

0 1 2 3 4 5 6 7 8 9

Use the same number multiple times to answer the questions.

You can enable the Infinite Cloner to help young students "fill in the blanks" with notes.

Sharing your SMART Notebook files

Extend your students' learning by distributing SMART Notebook lessons as a reference for homework and studying.

Students or colleagues who don't have SMART Notebook software installed on their computers can open your files using the SMART Notebook Express™ web application. This lightweight version of SMART Notebook software is accessible online anytime at no charge. You don't need to log in and there's no software to download – all you need is Internet access.

The SMART Notebook Express web application is available at express.smarttech.com.

Exporting your SMART Notebook file

You can also share your SMART Notebook file by selecting **File > Export** and saving your file as a web page, series of image files, PDF, Interactive Whiteboard Common File Format (CFF) or Microsoft® PowerPoint® presentation.

NOTE: You can only export to a Microsoft PowerPoint presentation format using a Windows computer.

Printing your SMART Notebook file

Hardcopies of your SMART Notebook lessons can be used for a variety of purposes, such as guided notes, or to use in a small group or pair-and-share discussion. It's always a good idea to have a hard-copy of your lesson, just in case you misplace or delete your SMART Notebook lesson file.

To print a SMART Notebook file

1 Select **File > Print**. The *Print* dialog box appears.
2 Choose a print option by selecting **Thumbnails**, **Handouts** or **Full Page**
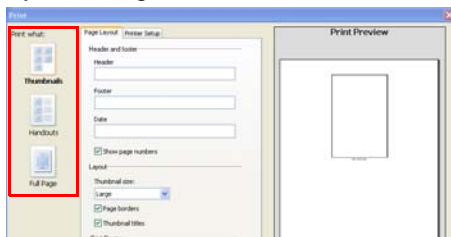
3 Select the *Printer Setup* tab to select a printer and customize the print settings

Review questions: Designing interactive lesson activities

1 Name four ways to reveal answers to a group of learners.

2 How would you use the Page Recorder in a lesson?

3 Why would you use the Infinite Cloner?

4 Why is font selection important in creating a SMART Notebook lesson?

Review answers: Designing interactive lesson activities

1 Name four ways to reveal answers to a group of learners.

Move and reveal
Erase and reveal
Order and reveal
Screen Shade and reveal

2 How would you use the Page Recorder in a lesson?

To record the steps in a multi-step process for students to review independently.

3 Why would you use the Infinite Cloner?

To reproduce an object an unlimited number of times – for instance, in counting activities, graphing exercises and spelling and word games.

4 Why is font selection important in creating a SMART Notebook lesson?

Allows for clarity; keeps the file consistent; ensures everyone in the room can see the text.

Additional resources

What's next?

Many resources are available to help you take the use of your SMART hardware and software to the next level, including free training materials and a special online community for educators.

The SMART training and professional development web page

SMART's training and professional development web page hosts additional training resources and support, including free learning resources, online training sessions and self-paced courses to help you effectively use any SMART product.

Visit smarttech.com/training.

The SMART Learning Space

The SMART Learning Space (SLS) is a new virtual learning environment loaded with highly innovative interactive learning experiences that will enhance your ability to teach, support learning and improve student outcomes.

 For more information, visit learningspace.smarttech.com and sign in or create a free account.

TIP: You can use the same e-mail address and password for both the SMART Exchange website and the SMART Learning Space. Signing in to one will keep you signed in to both.

Teaching-centered learning
These high-impact lessons are designed by educators, for educators. They'll teach you how to use SMART's interactive technology solutions to support your K–12 teaching strategies.

Certification
Demonstrate your expertise by attaining a SMART certification and join this exclusive group of highly competent SMART users.

On-site training
Whether you need product training, a program to develop your own trainers or comprehensive professional development planning, we'll come to your location.

Training events
Our cost-effective, in-depth training sessions are held at scheduled times and locations across North America and around the world.

Technical training

Are you responsible for installing or supporting SMART products? Learn about our various technical training opportunities.

Distance learning

Don't have the time or budget to attend a face-to-face training event? Join us online for a multi-session interactive learning experience. You can choose the topic and length of your course, all you need is a computer and a telephone.

Live online training

Get live online training in the form of free product overviews.

Self-paced e-learning

Our library of engaging self-paced courses are available for you to complete any time, any place and at your very own pace.

The SMART support web page

SMART's support site offers a variety of product support options. Visit SMART's support site to download software, find installation and user's guides, "how-to" and troubleshooting articles, solutions for your SMART product and answers to your questions. You can also use SMART's support site to contact technical support and to register your SMART product.

Visit smarttech.com/support.

The SMART Exchange website

Explore the SMART Exchange website at exchange.smarttech.com to find, preview and download over 50,000 classroom-ready resources that you can use with a variety of classroom technology products.

By joining this online community, you can quickly access subject-specific, standards-correlated content that can be modified to suit the needs of any classroom. You'll also be able to connect with colleagues locally or around the world to exchange lessons, ideas, insights and classroom success stories. Membership is free, so sign up today.

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Delivery formats

SMART's training options are designed to work for you. We offer a variety of formats that cater to different budgets, schedules and learning styles. Browse the information below to discover the training format that best serves your needs.

Face to face

Whether you need product training or preparation for training others on SMART products, a SMART training specialist can help. We can come to you, or you can join us at one of our training events around the world.

Distance education

Don't have the time or budget to attend a face-to-face training event? Join us online for a multi-session interactive learning experience. You can choose the topic and length of your course, all you need is a computer and a telephone.

Self-paced e-learning

The SMART Learning Space is an online learning environment packed with innovative, interactive eLearning courses that you can complete at your own pace.

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