

Notebook™ Software Basics

The best way to capture ideas generated during a meeting or class is to keep accurate notes. It helps participants remember what happened and lets those who couldn't attend catch up on what they missed. In this exercise, you'll learn how to take notes in Notebook software, move and group objects, use the side sorter and export notes to other formats.

Instructions

This module is divided into two columns. Read the left column to learn more about SMART Board™ interactive whiteboard features. Work through the exercise on the right to practice what you've learned. You can print this file and read it as you go through the exercise, or you can open it at the whiteboard and alternate between it and Notebook software.

Before You Start

This module assumes that your computer is running, that the SMART Board interactive whiteboard is connected and that you have already oriented the whiteboard. A Quick Reference guide to help you orient the whiteboard is available at www.smarttech.com/trainingcenter/windows/quickreferences.asp.

This module assumes that you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your desktop, you use left-, right- or double mouse clicks depending on the function you want to perform. You use the SMART Board interactive whiteboard in the same way. If you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

Learning Topics

Using Your Finger as a Left-Mouse Click

The SMART Board interactive whiteboard becomes touch sensitive as soon as you start your computer. Any time you touch the interactive whiteboard, your finger acts as a left-mouse click.

Press on the interactive whiteboard's surface to open applications, select objects and perform any operation that requires a left-mouse click.

Double-Clicking

To double-click on a SMART Board interactive whiteboard, simply press the same spot twice in rapid succession.

Accessing the SMART Board Tools

The SMART Board tools provide access to functions that help you operate the interactive whiteboard. Press a button and the application or tool that provides that function will appear.

NOTE: If you included the SMART Board tools in the Windows Start folder during installation, they will open automatically each time you log on to your computer.

Hands-on Practice

- 1 Using your finger as a mouse, double-press the SMART Board icon in the Windows System Tray.



If this icon isn't displayed in your System Tray, select **Start, Programs, SMART Board Software**, and select **SMART Board Tools**.

The SMART Board tools will appear.



Learning Topics

Opening Notebook Software

Notebook software is the application that lets you save, organize and distribute notes written on a SMART Board interactive whiteboard. Like a conventional paper notebook, Notebook software stores information on a series of pages. But with Notebook software, you can easily move, copy and insert information on a page or from one page to another.

Recording Notes on the SMART Board Interactive Whiteboard

You can add notes with Notebook software in two ways. Either type your notes with a keyboard or write them with a stylus from the SMART Pen Tray.

Using the SMART Pen Tray Styluses and Eraser

The SMART Pen Tray holds styluses and an eraser. These tools can be used to write or erase electronic ink on the interactive whiteboard. The whiteboard recognizes the last tool removed from the pen tray as the tool you want to use. For example, if you already have a stylus in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase.

Selecting an Object

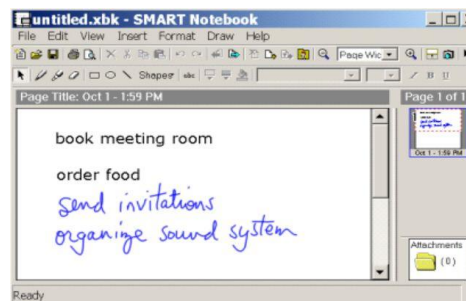
Notebook software is object based. This means that you can move, group, ungroup, resize and reformat information easily. Before you can do any of these things, you must first select the object.

Hands-on Practice

2 Press the **Notebook** button in the SMART Board tools. Notebook software will open to a new page.

3 Suppose your team just achieved an important goal and you're using a SMART Board interactive whiteboard to plan a celebration. Use your attached keyboard to type *book meeting room* and press anywhere outside the box to save your text. Type *order food*, remembering to press outside the box to save the text. If you don't have a keyboard, use a stylus as explained in the next learning topic.

4 Pick up a stylus from the pen tray and write *send invitations* and *organize sound system*.



5 Return the stylus to the pen tray.

6 You can't have a celebration without people, so emphasize the importance of sending the invitations by making the text for that action item stand out. To begin, press on any part of *send invitations* to select it. It helps if you press on a line of ink. The object will be surrounded by a selection box.



Learning Topics

Using Handwriting Recognition

If you think you may need to change what you've written, you should convert your handwriting to typed text. Once the handwriting has been converted, you can use a keyboard to edit, make words bold or italicized, use the spell checker and apply different fonts.

Changing the Appearance of Text

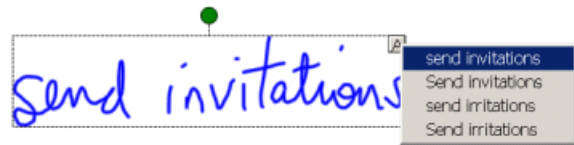
With Notebook software, you can change the color of text by selecting from a standard palette of 40 colors or by defining a custom color. You can also change the font and size of the text, italicize it and make it bold.

Using the On-Screen Keyboard to Edit Text

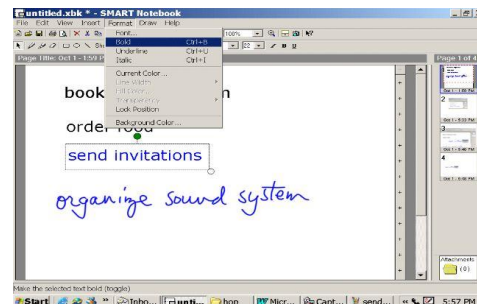
One of the SMART Board tools is the on-screen keyboard. With this virtual keyboard, you can type text and numbers right on the interactive whiteboard, eliminating the need for a separate keyboard.

Hands-on Practice

- 7 With *send invitations* still selected, press the **A** button in the upper-right corner of the selection box and pick from the options listed to change your handwriting into typed text.



- 8 With *send invitations* still selected, select **Format, Bold**.



- 9 To make the text really stand out, change the color as well. Select **Format, Current Color**, and select red from the palette.

- 10 Double-press the SMART Board icon and press the **Keyboard** button in the SMART Board tools.



- 11 If necessary, drag the keyboard to a more convenient location on the interactive whiteboard.
- 12 Press twice in rapid succession on *send invitations* to make it editable. It will be enclosed in a selection box and a line cursor will appear.
- 13 Replace *send* with *print* using the keys on the on-screen keyboard.
- 14 Close the on-screen keyboard.

Learning Topics

Moving Objects on a Notebook Page

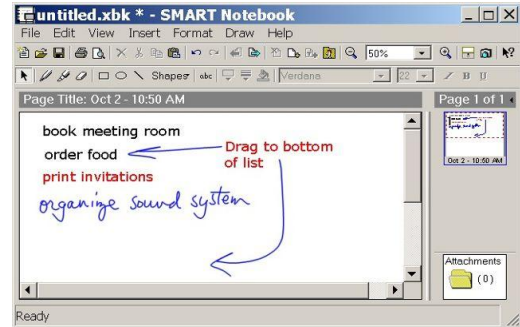
With Notebook software, you can change your notes after you've created them. If you write down an idea and realize later that it belongs somewhere else, you can move it.

Inserting a Blank Page

When you insert a blank page, it's added immediately after the one currently open. If you want to expand upon an idea generated earlier, go back to the page where the idea is recorded and add a new page.

Hands-on Practice

- 15 You'll need to know how many people are coming before you order food, so move *order food* to the bottom of the list by pressing on it and dragging it.



- 16 The list of foods to order will require more space, so create a new page for that item. Select **Insert, Blank Page** or press the **Insert Blank Page** button.



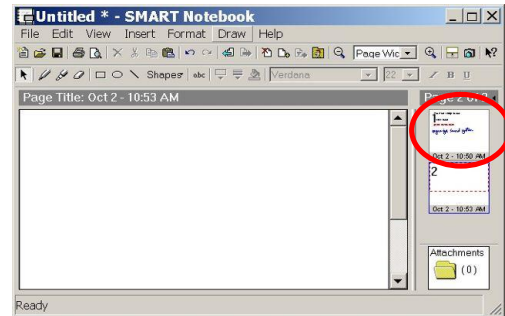
Learning Topics

Using the Side Sorter

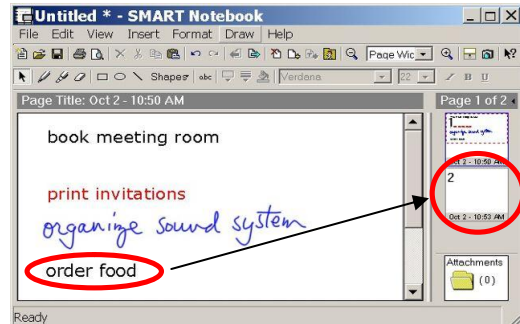
The side sorter is a vertical strip at the right of the Notebook page. It contains thumbnail images of all pages in the current Notebook file. Use the side sorter to navigate to another page or to move an object from one page to another.

Hands-on Practice

- 17 To return to page 1, press its thumbnail image in the side sorter.



- 18 Press *order food* in the main display area of page 1 and drag it onto the thumbnail of page 2 in the side sorter. Don't be timid – you can press quite hard on the interactive whiteboard. Apply constant pressure as you drag the object.



- 19 Press the thumbnail image for page 2. If *order food* isn't in the right position, press and drag it to a new position on that page.
- 20 Using a stylus, write down food suggestions. You could write *sandwiches*, *pizza*, *nachos*, *fajitas* and *tacos*.

Learning Topics

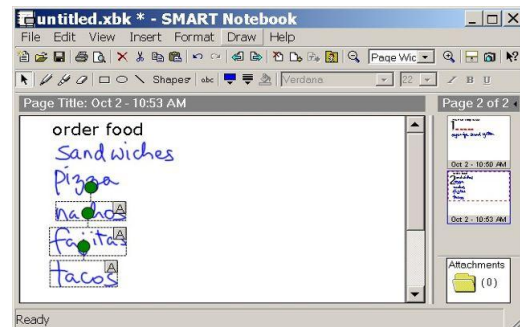
Grouping and Ungrouping Objects

Objects that have been grouped together can be moved, edited and sized as a single object. This is especially useful when you want to move a group of objects without disturbing their relative positions. It's also faster than moving the objects individually.

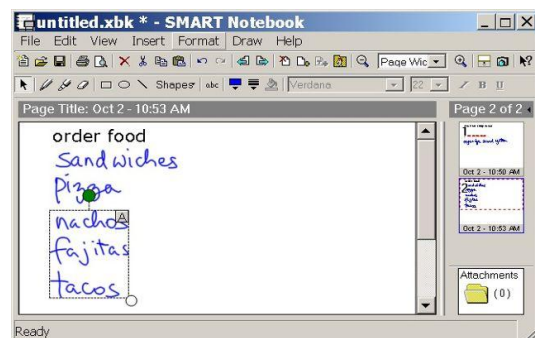
Once you've created a group from a collection of objects, they can no longer be moved, edited or resized individually. To do any of these things, ungroup the objects first.

Hands-on Practice

- 21 Several suggestions are for Mexican food. Group those together and move them over to the other side of the page. First, press and drag to select the objects. A selection box should appear around each object.



- 22 Select **Draw, Group**. The objects will be enclosed in one selection box. Drag this group to the other side of the page.



Saving and Printing Your Notebook File

Save your Notebook file frequently so you won't lose your work if a power failure or other problem occurs. It's also a good idea to save the file before sending it to the printer or performing a significant revision.

The standard way to save your notes is in Notebook format. If you want to be able to edit your file using the features in Notebook software, you must save it in this format.

You can save the file to a network directory, making it available to others within your organization, or to your computer's hard drive.

- 23 The time is up for this meeting, but you'll meet again next week. To save your work, select **File, Save** or press the **Save** button.



- 24 To print a copy of the notes, select **File, Print** or press the **Print** button.



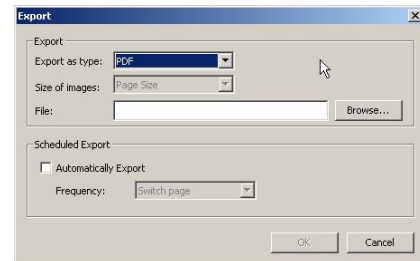
Learning Topics

Saving Notes in Other Formats

You can save your notes as a PDF file or as a series of HTML or image files (JPEG, TIFF, etc). This makes it possible for those who don't have Notebook software to view the file.

Hands-on Practice

- 25 One of the easiest ways to share your notes is to save them as a PDF file by selecting **File, Export, Export as type, PDF**. Select **File, Export**, and choose **PDF** from the **Export as type** drop-down. The on-screen wizard shown below will appear.



- 26 Press the **Browse** button to specify a file name and network location for your PDF file. For this example, save the file to your desktop as *partynotes.pdf*.
- 27 Press the **OK** button.

Viewing Your PDF File

Your Notebook file is now a PDF document. Each Notebook page has a corresponding page in the PDF document.

- 28 To view the PDF file you created, navigate to the directory location you specified.
- 29 Double-press on the *partynotes.pdf* file. An Adobe Acrobat® Reader® window will open to display the PDF document. You can drag and drop that PDF document into an e-mail to your colleagues and they will have a copy of the notes!

Congratulations!

You've finished the *Notebook Software Basics* Hands-on Practice.