

TEACHERS GET SMART LEVEL 1

SMART Notebook

PC Notebook Version 11

Handout Version 8.12

SMART
Technologies Inc.



SMART Notebook

Level 1

INTERACTIVE WHITEBOARDS

Why SMART?

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Hardware

Interactive whiteboards are large touch screen displays. These displays are used in corporate board rooms, classrooms, as well as in professional sports and television newscasts. The primary purpose for the use of this technology is to engage the listener.

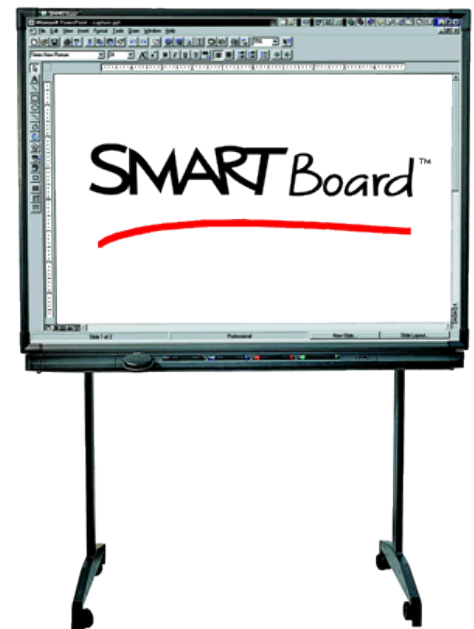
The SMART board utilizes two electronically sheets that are separated by a small air gap. When the hand, finger or pen touches the board, it establishes electrical contact. This is called resistive technology.

Software

The software that adds additional interactivity to the board is SMART Notebook. Notebook is a presentation style software that is rich in graphics, activity builders and other tools. These elements are designed to provide users with a presentation that allow for greater audience participation.

Other SMART Products

- * Classroom Suite
- * Document Camera
- * Ideas
- * Response
- * Slate
- * Sync
- * Table
- * Video Projector



[Tips and Tricks]

WINDOWS 7

Before you start your lesson, make sure that you have made your Windows 7 customizations.

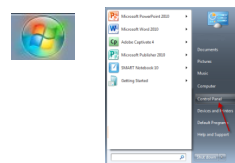
Customizing Windows 7 for SMART.

On the computer that is attached to the SMART board, a few setting changes need to be made, Flicks, Panning and On-Screen Keyboard. These settings are made in the control panel.



Accessing the Control Panel

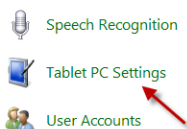
Click on the Start button.



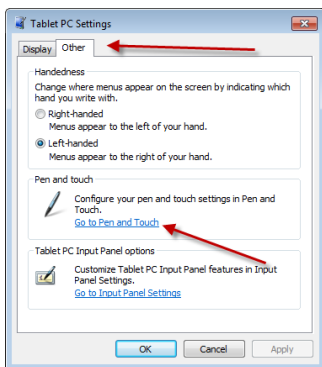
Click on Control Panel.

Flicks and Panning

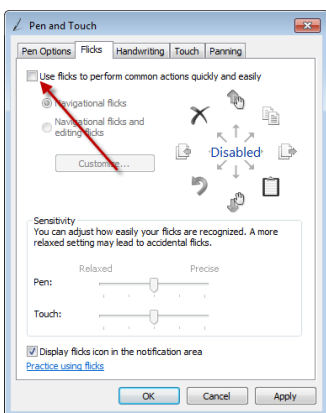
In the Control Panel, select Tablet PC Settings.



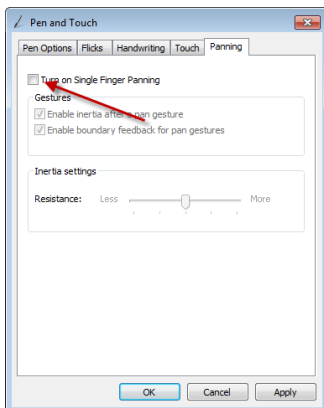
On the Other tab, click on Go to Pen and Touch.



On the Flicks tab, uncheck the box "Use flicks to perform actions quickly and easily."



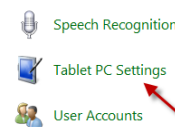
On the Panning tab, uncheck the box "Turn on Single Finger Panning."



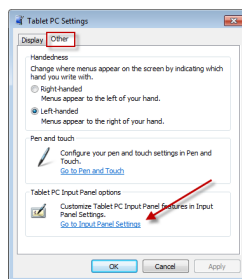
Click OK.

On-Screen Keyboard

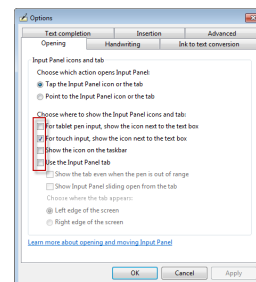
In the Control Panel, select Tablet PC Settings.



On the Other tab, click on Go to Input Panel Settings.

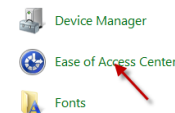


Leave only the "for touch input..." option checked.

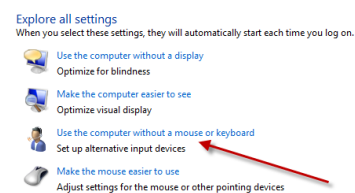


Click OK.

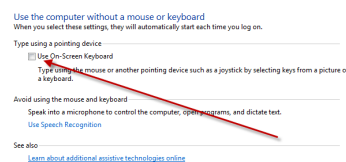
In the Control Panel, select Ease of Access Center.



Under Explore all settings, click on "Use the computer without a mouse or keyboard."



Uncheck the box, "Use On-Screen Keyboard."



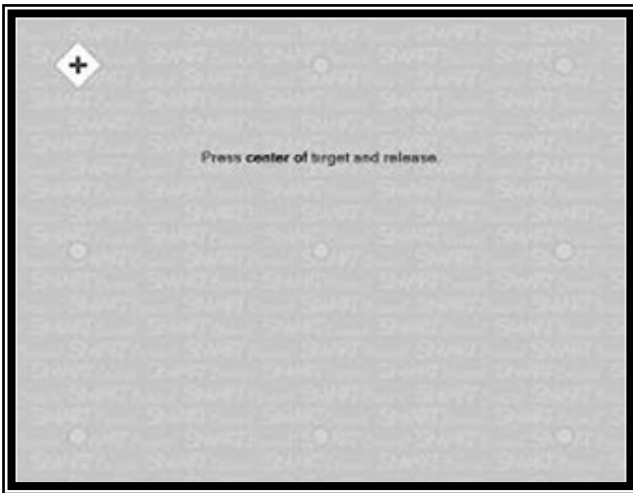
Click OK.

LESSON 1

Orienting and Customizing Pens

Customize a pen to make it a highlighter.

Orienting the Board



The SMART Board is essentially a large touch screen display. The board must be aligned properly to help the computer interpret the users touch. Orientation can be accessed by pressing simultaneously both buttons on the pen tray.

Press esc to cancel the orientation.

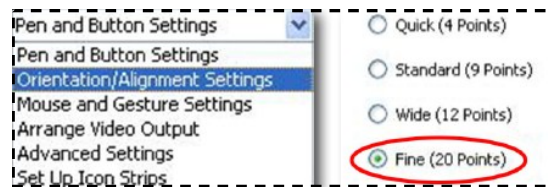
The orientation default settings are nine points as picture to the left. Each dot represents a point of orientation. The more points oriented the more accurate the touch response will be. This setting can be changed from nine points to 20 points.



Floating Toolbar


Changing Default Settings


The default settings for orientation and pen tools can be changed in SMART Settings. These settings can be accessed from the SMART Icon in the Windows Notification Area.




From SMART Settings, select SMART hardware settings. Select orientation and pen tools.

Customization Recommendations

Points of Orientation set to 20 

Eraser size may be changed. 

Change one pen's transparency level to make it a highlighter. 

Shortcut Keys

Control + N = New File
Control + O = Open File

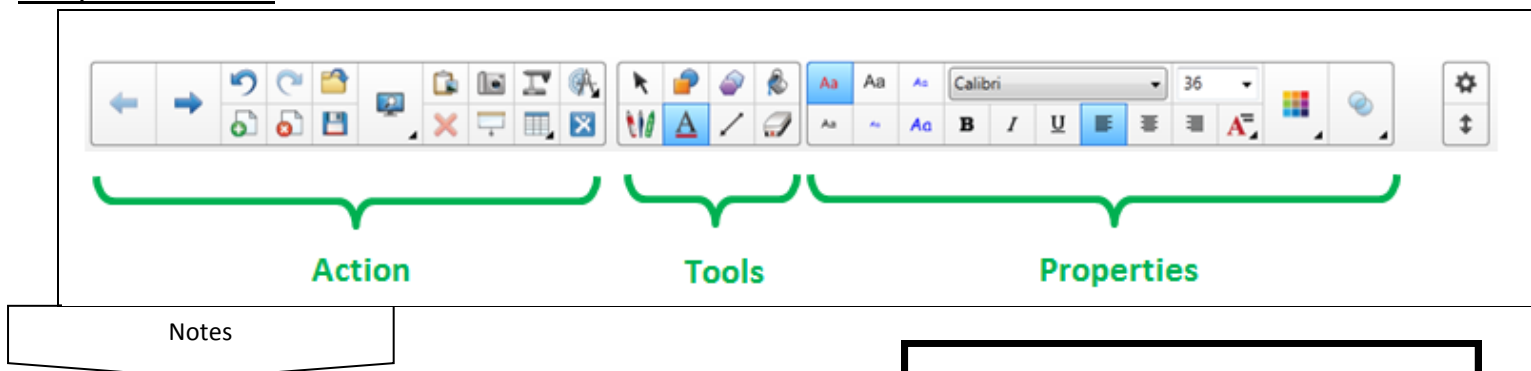
Control + S = Save File
Control + P = Print

LESSON 2

Customize the toolbar to include your favorite tools.

Adaptive Toolbar and Working with Text

Adaptive Toolbar



Adaptive Toolbar

The adaptive toolbar is broken up into three sections: Actions, Tools, and Properties.

When you click on any of the tools commands, the properties tab will appear. This will allow you to modify the tool command you have selected.

Working with Text

The icon that is an "A" is the one that you use to create a text box. Once selected, click on the page to create your text box.



When you click on the "A", the text properties toolbar will appear on the Adaptive Toolbar.

You may change the font, size of font, color and various other options. Once you have written your text, you may click off of the text box so it appears stationary. If you wish to move or resize your textbox, remember to click on the Select tool first.

The Select tool is used to select objects on a page.

TEXT DROP DOWN LIST

Some of the commands available from this list are clone, spell check, lock and infinite cloner.

Create a Title Page

- ☺ Type your name on a new page.
- ☺ Use the pen tool and the handwriting recognition command to convert the text to type.

Shortcut Keys

- Control + B = Bold
- Control + I = Italics
- Control + U = Underline

- Control + 1 = Select Tool
- Control + 8 = Text Tool
- F7 = Spelling Check

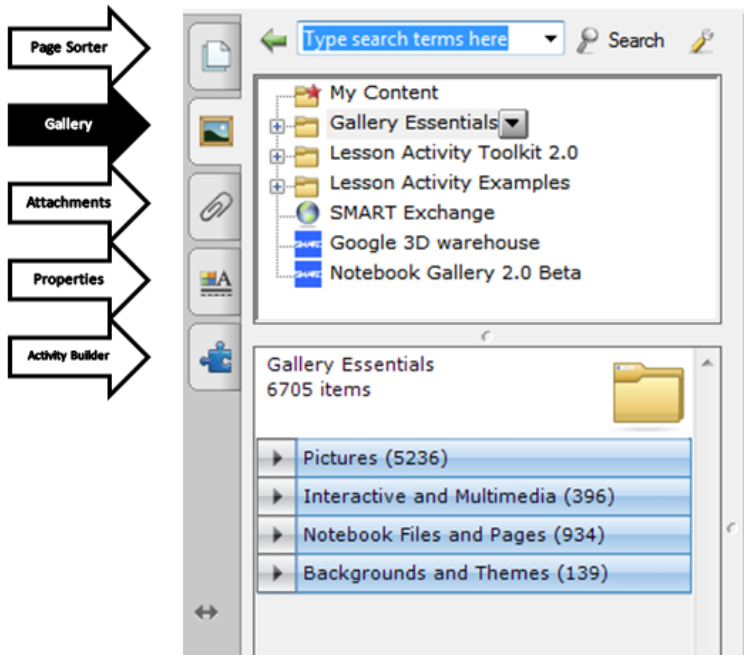
- Alt + 9 = Magic Pen
- Alt + Enter = Full Screen

LESSON 3

You can use the search option to help find images in the gallery.

Gallery Essentials and Working with Images

Gallery Essentials



On the side of the main slide, there are five tabs. These tabs are: Page Sorter, Gallery, Attachments, Properties, and Activity Builder.

Page Sorter displays all of the pages in the presentation.

Gallery provides access to clipart and other interactive content.

Attachment shows a list of any other files attached to the Notebook file.

Properties enables customization of objects on the page.

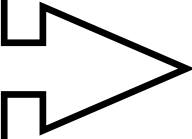
Activity Builder enables you to create matching activities, sorting activities, labeling activities, games and more using your own content.

Gallery Essentials contains thousands of clipart and other objects. The gallery is organized into folders and filtered into four categories: Pictures, Interactive and Multimedia, Notebook Files and Pages, and Background and Themes.

- Pictures - clipart
- Interactive and Multimedia - audio and flash objects
- Notebook Files and Pages - Notebook files and pages
- Backgrounds and Themes - background for one page and themes that can be applied to all pages.

Adding an Image to the Page

Images can be added to the page by either double clicking on the image in the gallery or by clicking on the image and dragging it to the page.



Gallery Folder Structure

- Gallery Essentials
 - Administration and Evaluation
 - Arts
 - English and Language Arts
 - Geography
 - History
 - Mathematics
 - People and Culture
 - Science and Technology
 - Special Needs
 - Sports and Recreation

Shortcut Keys

Control + M = Blank Page
 Alt + 2 = Gallery Tab
 Control + G = Group

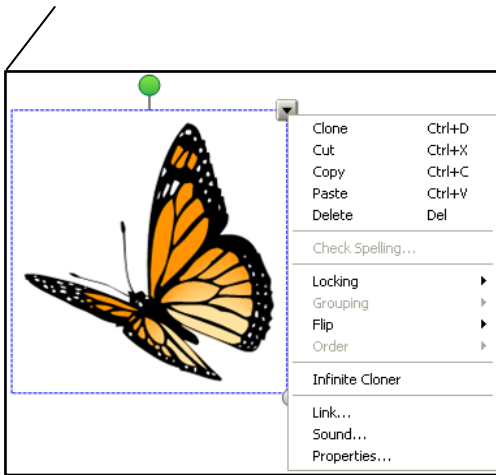
Control + R = Ungroup
 Control + J = Unlock
 Control + K = Lock in Place

Del = Delete
 F4 = Set Properties
 Control + C = Copy

Images can be dragged from a webpage to a Notebook page.

Gallery Essentials and Working with Images

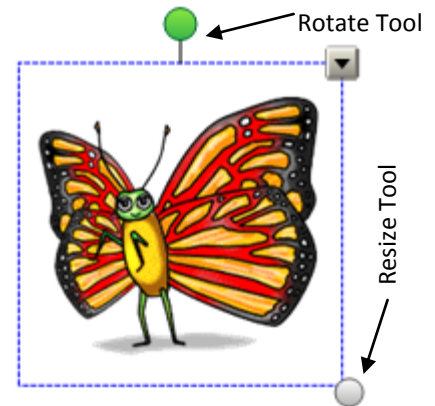
Working with Images



Picture Drop Down List

From the drop down list, you are able to clone, cut, copy, paste and delete and image.

The list also provides access to the locking, grouping, flipping, order and infinite cloner tools.



Locking Images

If you want a picture to be stationary, you will need to lock it in place.

Locking

Select the picture.

Click on the Drop Down Arrow.

Click on "Locking."

Select "Lock In Place."

Unlocking

Select the picture.

Click on the Drop Down Arrow.

Click on "Locking."

Select "Unlock."

Images from Other Sources



Copy the image and paste it into SMART Notebook.



Create a Pull Activity

- ☺ Add 4 images to the page.
- ☺ Draw a simple shape on the page.
- ☺ Lock the shape that shouldn't move.

Shortcut Keys

Control + A = Select All

Control + L = Clear Page

Control + Shift + Page Up = Bring to the Front

Control + Shift + Page Down = Send to the Back

Control + Page Up = Bring Forward

Control + Page Down = Send Backward

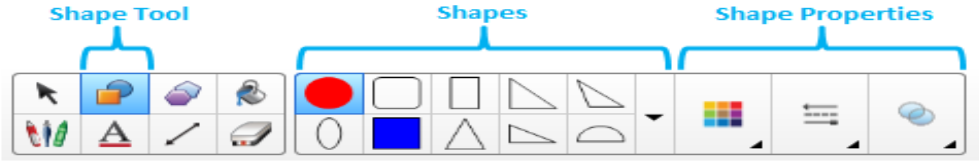
[Tips and Tricks]

LESSON 4

Use the eye dropper to match the fill of a shape to a image from the gallery.

Filling, Grouping, Layering and Working with Shapes

Shape Tool

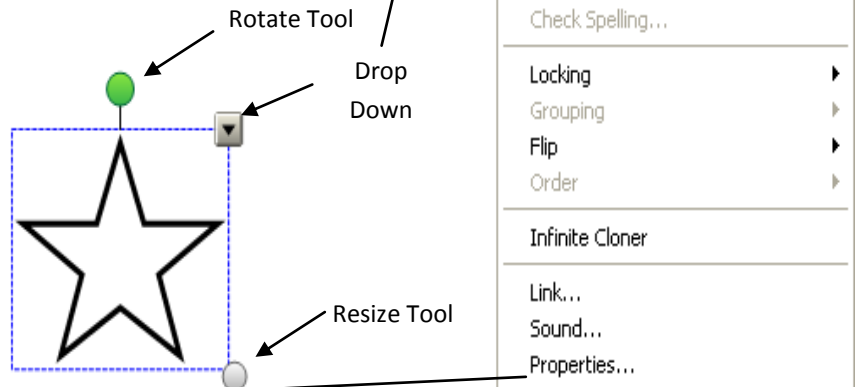
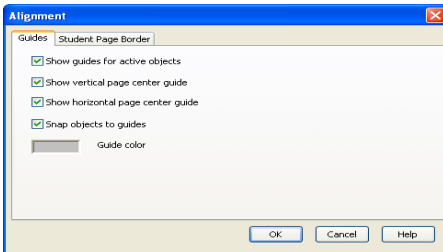


Adding a Shape

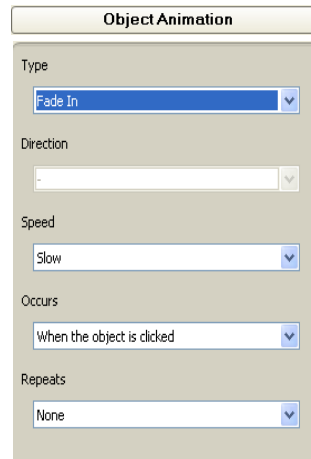
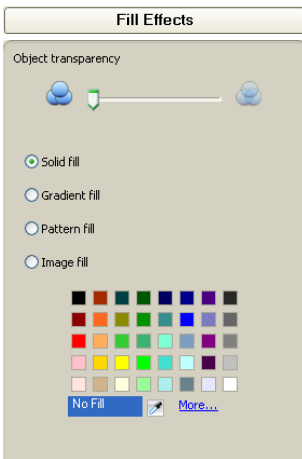
1. Click the Shape Tool icon.
2. Click on a shape on the shape toolbar.
3. Click and drag the mouse to make the shape.

Alignment Guides
Turn on the alignment guides to arrange objects in position with each other.

1. Click on View.
2. Select Alignment.
3. Check all the boxes.



Properties



Filling a Shape

1. Click on the line of the shape.
2. Click the drop down menu.
3. Select Properties.

Shortcut Keys

Control + X = Cut
Control + Z = Undo Shape

Control + Y = Undo Shape
Control + 6 = Shapes

Control + 7 = Fill

[Tips and Tricks]

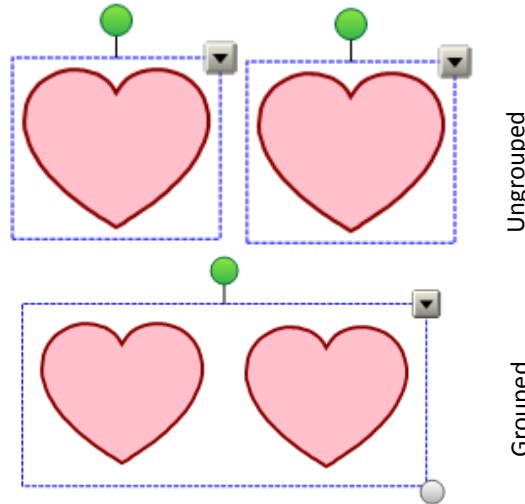
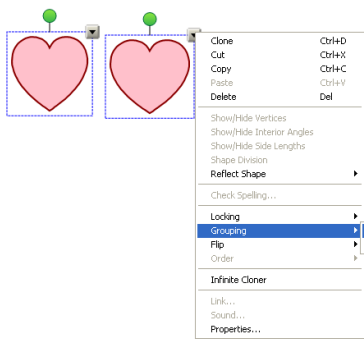
LESSON 4 CONT...

Use the transparency feature on the properties tab to create a watermark object.

Filling, Grouping, Layering and Working with Shapes

Grouping Objects

Objects on the page can be grouped together. Grouping makes them behave as one object when being moved or resized.



Grouping Objects

1. Drag the mouse over the objects.
2. Click on one of the drop down menus.
3. Select Grouping.
4. Click on Group.

Cloning and Infinite

Cloning Objects

Cloning an object makes a copy of it and then pastes it immediately.

Infinite Cloning locks the object and then allows endless copies to be pasted or dragged onto the page.

Layering Objects

The layer of an object is determined by the order in which it is added to the page.



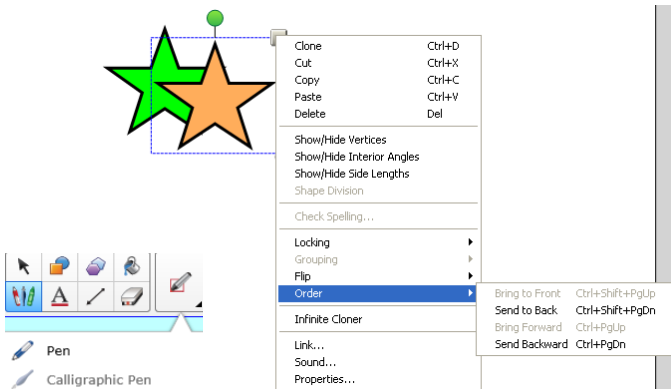
Changing Object Order

1. Select the object.
2. Click the drop down menu.
3. Select Order.
4. Click on the directional change.



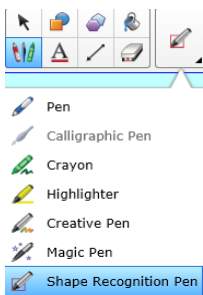
Create a Sorting Activity

- ☺ Add a new page.
- ☺ Draw and fill in a shape.
- ☺ Clone the shape.
- ☺ Add text to the shape and lock the shape.
- ☺ Add an object for a pull tab.
- ☺ Add text to be grouped to the pull tab.
- ☺ Send the pull tab to the back.



The Shape Recognition Pen can convert freehand drawn images to perfect shapes.

You can find it in the Pen Tools.



Shortcut Keys

- Alt + 4 = Properties
- Control + D = Cloning

[Tips and Tricks]

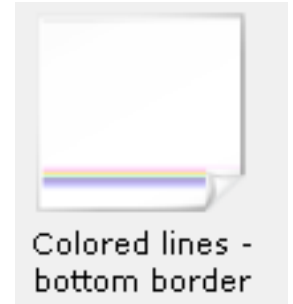
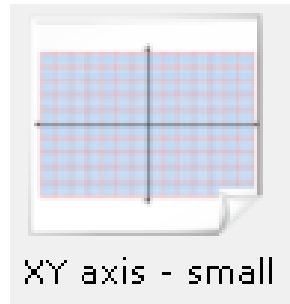
LESSON 5

Use the transparency feature on the properties tab to create a watermark object.

Backgrounds and Picture Transparency

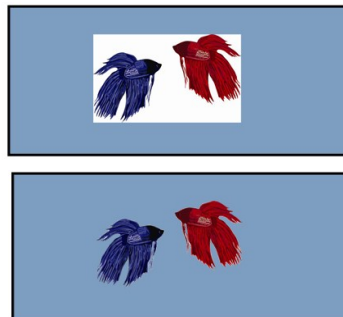
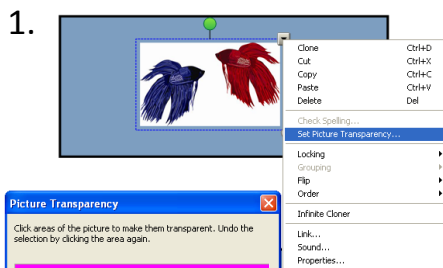
Backgrounds

Backgrounds are located in the Gallery Essentials. A background covers the entire slide and serves as a backdrop for objects placed on the page. Backgrounds are represented by an image with a dog-eared corner.

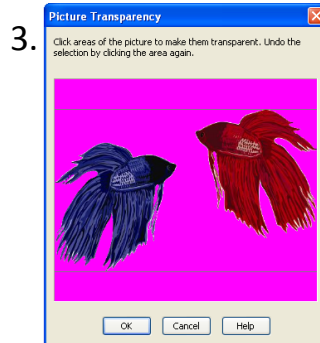
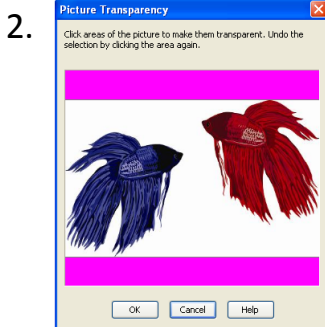


Set Picture Transparency

Images added to the page from outside of SMART Notebook may contain a white border. This border can be removed by using the Set Picture Transparency Tool.



1. Select the picture.
2. Click the drop down menu.
3. Select Set Picture Transparency.
4. Click on the color to be removed.
5. Click Ok.



Applying a Background

- ☺ Add a background to your page.
- ☺ Add two or three pictures.

Tips and Tricks

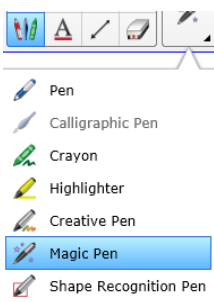
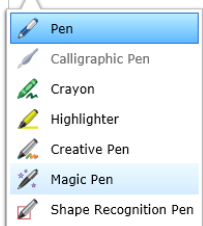
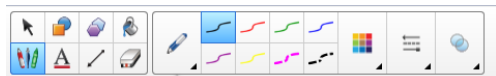
LESSON 6

Toolbar Pens, Lines and Erase to Reveal

Change the default settings for a pen by resetting its properties and clicking the Save Tool Properties button.

Toolbar Pens

On the toolbar there are 7 pens for drawing.



The Magic Pen has three features: disappearing ink, spotlight and magnification.

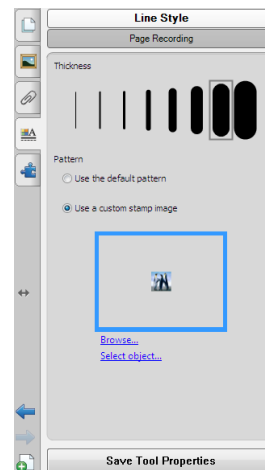
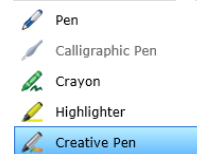
Free Hand = disappears

Circle = spotlights

Square = magnification

Creating your own Creative Pen:

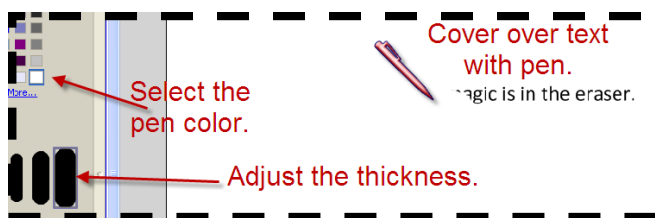
1. Select Pen Tools
2. Click on Creative Pen
3. Click on the Properties Tab
4. Select Line Style
5. Select use a custom stamp image
6. Click Browse
7. Find your picture you want to use
8. Click Open
9. Click on Save Tool Properties



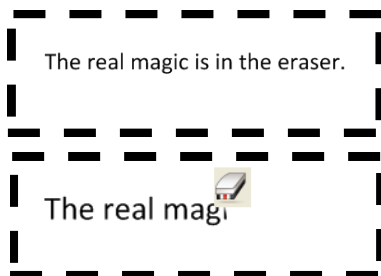
Erase and Reveal



Erase and reveal is a content presentation strategy. The key to using this strategy is to match your pen color to background and then the real magic is the eraser.



Select the pen tool and match the color to the background. Cover the object to be hidden.



Using Pen Tools

- ☺ Create an erase and reveal activity.
- ☺ Add text and cover with the pen color that matches your background.

Shortcut Keys

Control + 2 = Pens

Control + 3 = Creative Pens

Control + 4 = Eraser

Control + 5 = Lines

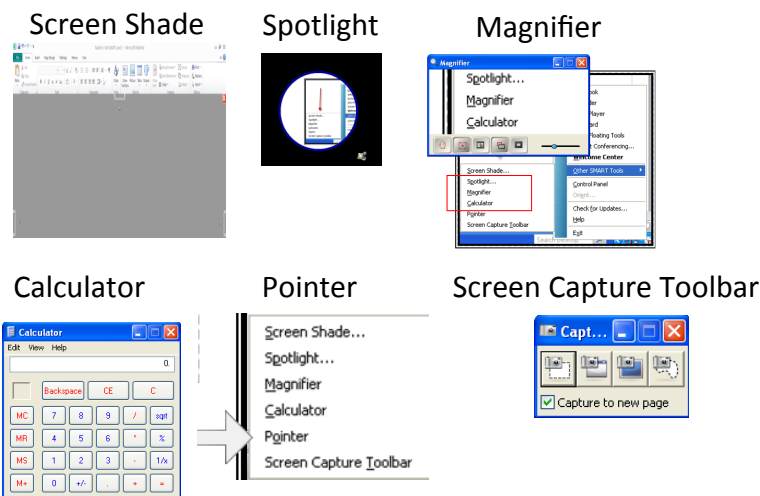
LESSON 7

Other SMART Tools and Notebook for Home

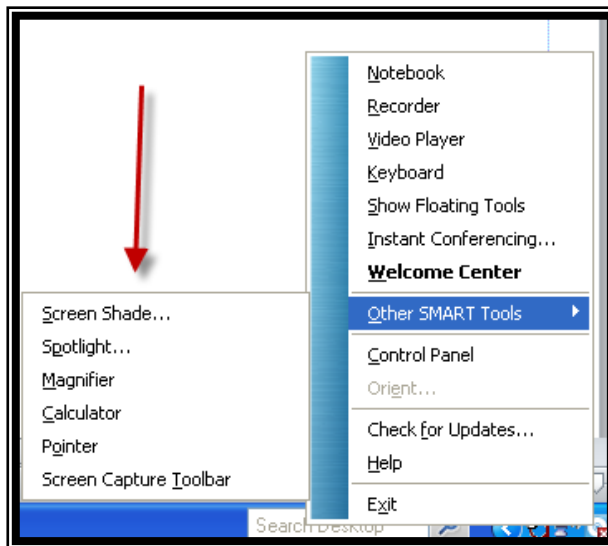
Submit a help ticket to obtain a product key for SMART Notebook for home use.

Other SMART Tools

Some SMART Tools can be used outside of Notebook software.



Note: Lock All Devices appears in the list when connected to a SMART board.

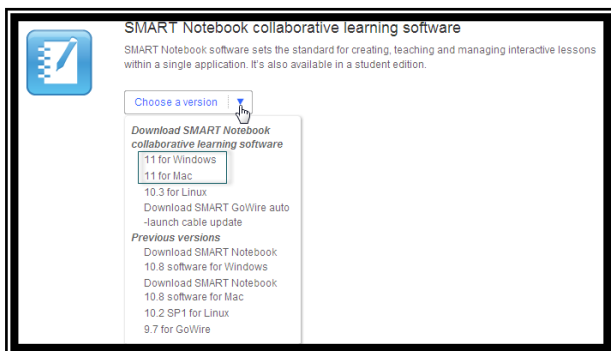


Notebook for Home

Notebook can be installed on one machine at home for use by district employees. The district's contract with SMART allows for work-at-home use. Check with your school tech for a product key.

Download Instructions

1. Enter www.smarttech.com in your browser address bar.
2. Click on Support.
3. Select Downloads.
4. Select SMART Notebook Collaborative Learning Software
5. Click on Choose a Version.
6. Scroll down and click on Download next to SMART Notebook software and SMART Product Drivers.
7. Complete the form and click Start Download.



Success or Failure

- ☺ Be prepared to share a success or failure that you have experienced with SMART Notebook.

LESSON 8

Use a timer during independent practice to maximize on task behavior.

Skill Check Activity with Timer

Skill Check

Recreate one of the two activities.

SMART Timers



Graphing a quadratic equation: solve for x and y

Show your work

x	y
---	---

The greenhouse effect

Rearrange the objects to create a diagram of the greenhouse effect.



Discussion

© How were the page elements created?

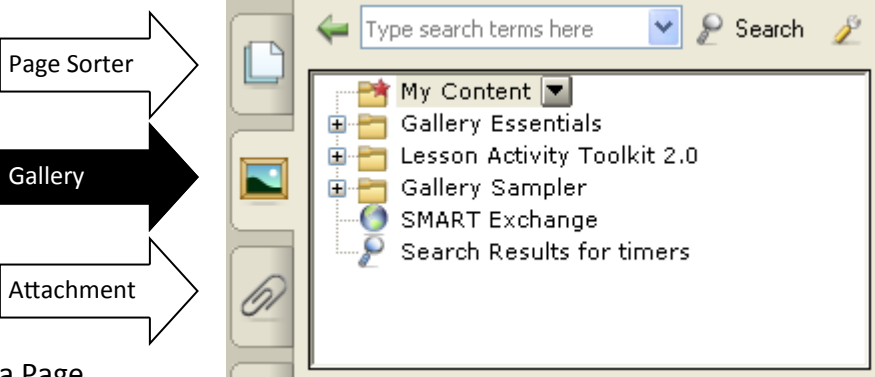
LESSON 9

Unlock objects to modify them.

My Content and Working with Pages

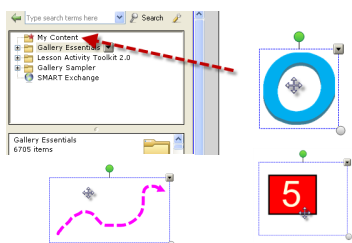
My Content

My Content is designed to store your favorite objects, pages and files. My Content can be accessed by using the Gallery tab. Any items added to My Content are stored on the computer on which you are working.



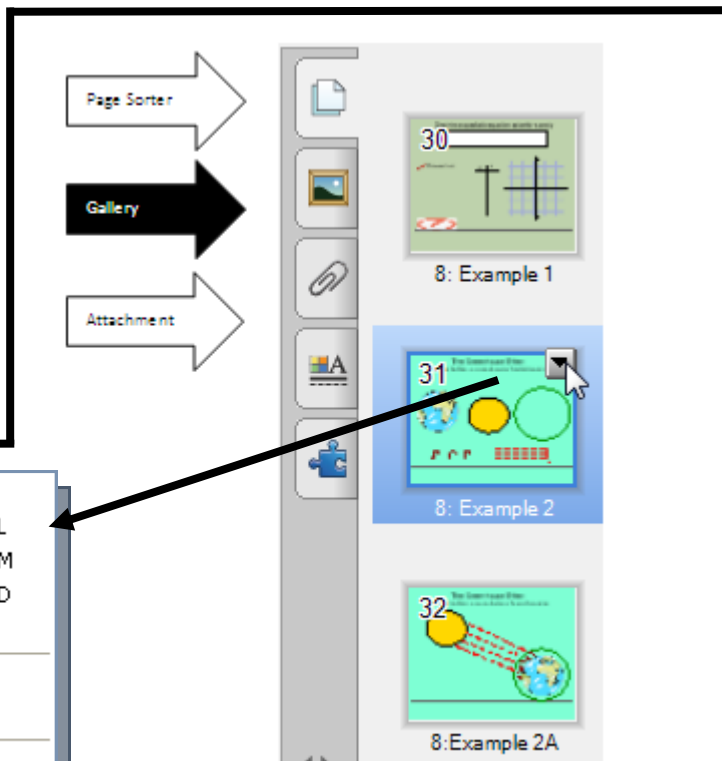
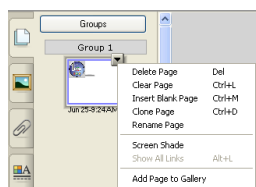
Adding an Object

1. Click on the object.
2. Drag to My Content.



Adding a Page

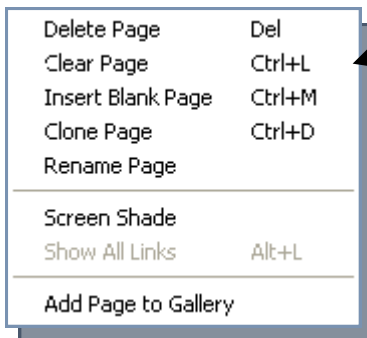
1. Click the Drop Down menu on the page.
2. Select Add Page to Gallery.



Page Sorter

The Page Sorter Tab displays all of the pages in the presentation. The pages can be re-ordered by clicking on the thumbnail of the page and dragging to the new location.

Each page when selected has a drop down menu. From the menu, pages can be deleted, cleared, cloned, or renamed.



Duplicate and Modify a Page

- ☉ Clone the page from Lesson 3.
- ☉ Modify the page by flipping objects.

LESSON 10

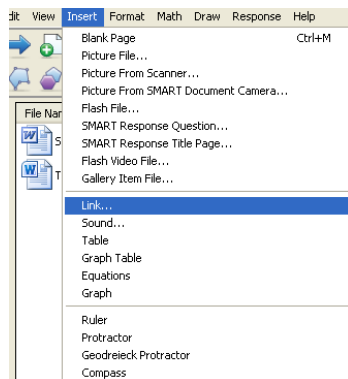
Working with Links

Use the Show All Links command to see the links on a page.

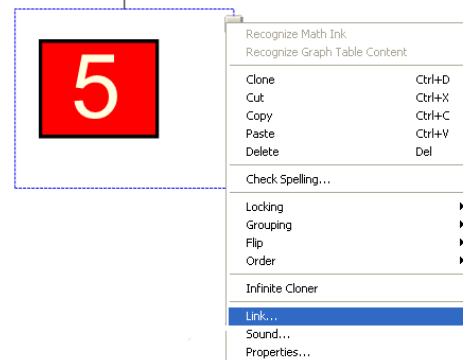
Links

Links can be added to a Notebook page or added to Notebook objects. There are 4 different link options: Web Page, Page in this File, File on the Computer and Current Attachment.

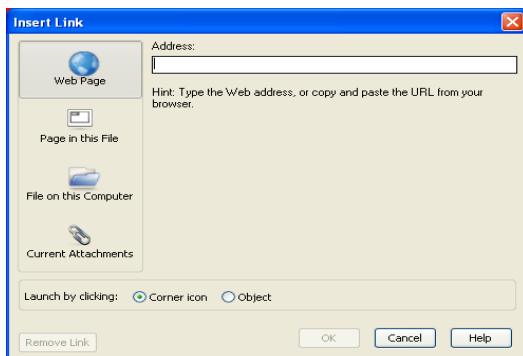
Menu Item



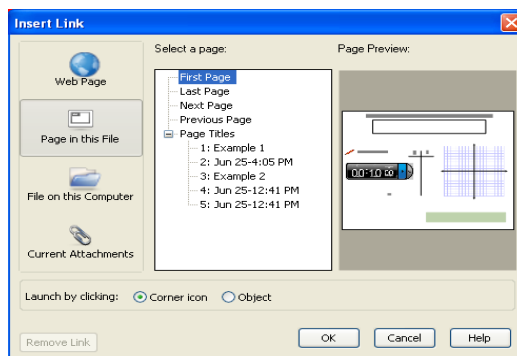
Drop Down Menu Item



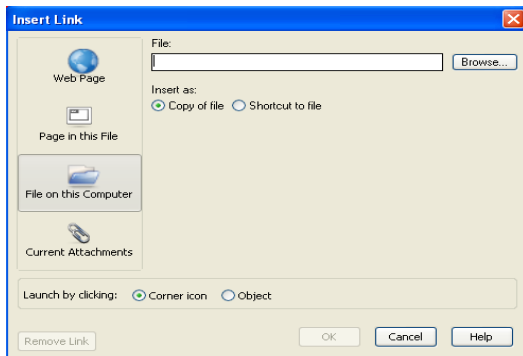
Web Page



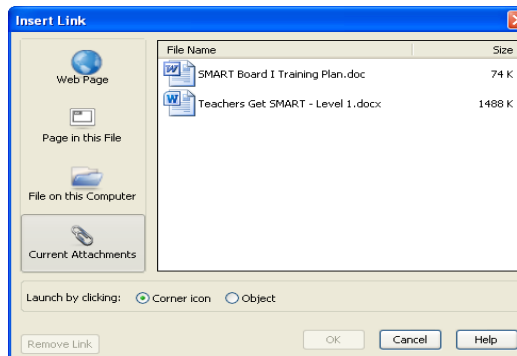
Page in this File



File on this Computer



Current Attachments



Launch by Clicking Options

Links can be displayed as a corner icon or an entire object can be a clickable link.



Inserting Links

- ☺ Draw a star and clone 4 times.
- ☺ Use a different link option on each star.

Shortcut Keys
Alt + L = Show All Links

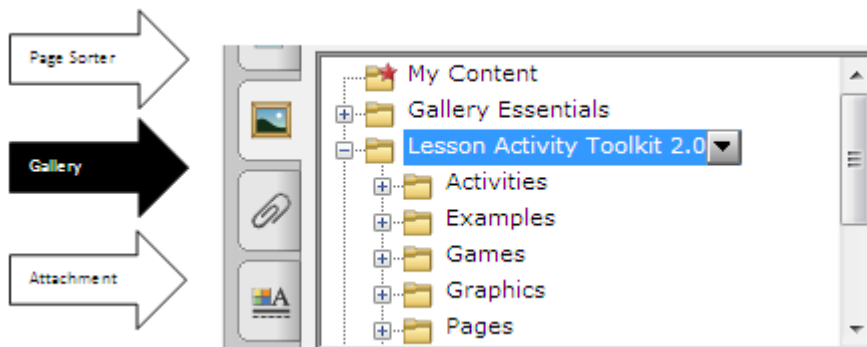
LESSON 11

Lesson Activity Toolkit and SMART Exchange

Access Professional Development resources on the SMART Exchange.

Lesson Activity Toolkit

The Lesson Activity Toolkit is accessed in the Gallery. The Toolkit contains Activities, Examples, Games, Graphics, Pages and Tools. These items are used to help build more interactive and polished pages.



Activities

Interactive activities to edit and input your own content. Click on the ? to learn how to use the item.

Examples

This folder has examples of a variety of pages and activities that can be made with the toolkit. It also includes pages for SMART Response. Under the Help folder in this category there are quick videos to watch to enhance your understanding of SMART tools.

Games

This folder contains interactive games such as Chess, Checkers, a Crossword puzzle and more that you can edit and input your own content and more.

SMART Exchange

The SMART Exchange provides access to SMART and other educator created lessons.

Graphics

These are graphics and icons that can be used to create interactive activities. It contains folders of borders, boxes, labels, buttons, pull tabs, and icons.

Pages

This folder contains blank examples of a variety blank lesson pages, SMART Response pages and Title pages that can be edited with your own content.

Tools

This folder contains tools to be used to create interactivity in a lesson. Each item can be edited. Use the chevron (<<) icon to edit the tool. Use the blue tab on the right corner to drag and make bigger.



SMART Exchange

Find Lesson Plans for Your SMART Board and Connect with Teachers

Explore Resources

- ☺ Explore Lesson Activity Toolkit.
- ☺ Explore SMART Exchange .



Use the Screen Capture Toolbar to capture images for other applications.

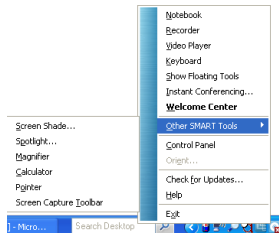
LESSON 12

Screen Capture and Electronic Resources

Screen Capture Toolbar

The Screen Capture Toolbar can be accessed by using the Notebook icon in the Windows Notification Area.

1. Click on Other SMART Tools.
2. Select Screen Capture Toolbar.



Screen Capture Options

- Captures selected a region
- Captures active window
- Captures entire desktop
- Captures free formed region



Access the Screen Capture from Notebook Toolbar as well.

Using the Screen Capture Region Tool

1. Click on the Screen Capture Region Tool.
2. Click and hold as you drag you cursor over the area to be captured.
3. Release mouse button and image will be sent to SMART Notebook.

1. SMART Exchange
Find Lesson Plans for Your SMART Board and Connect
2. SMART



Screen Capture Activity

- ☉ Open a document.
- ☉ Screen capture using all four screen capture tools.

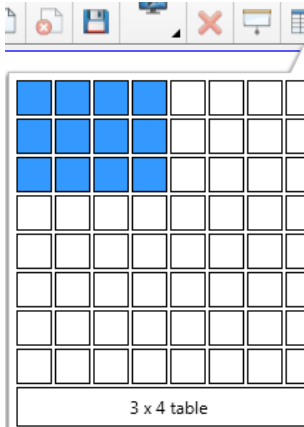
Use tables to create click and reveal activities.

LESSON 13

Working with Tables and On Screen Keyboards

Tables

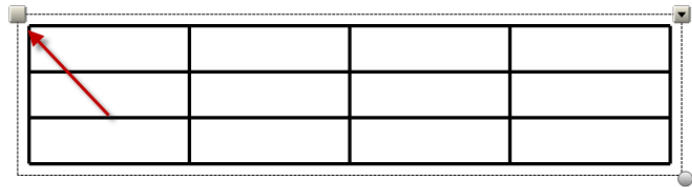
Tables can add more interactivity to your lessons. Objects may be added to a table and the table can be easily modified.



1. Click on the table button.
2. Select the number of columns and rows.
3. Table appears on page.

Moving the Table

Click the gray square box in the up left hand corner and drag table to new location.

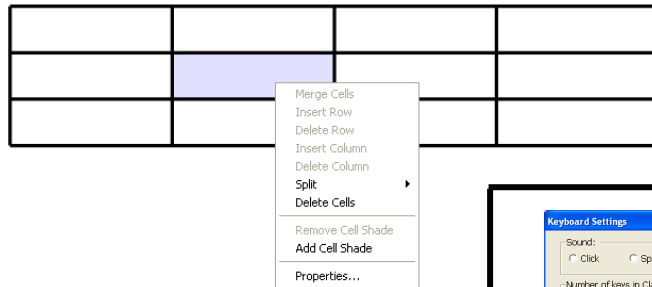


Modifying the Table

Right click in a cell to split or delete.

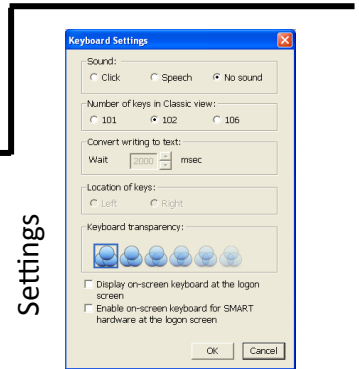
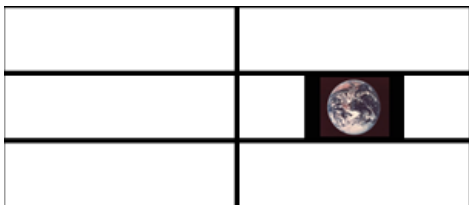
Select Add Cell Shade to hide the content in the cell.

Select Properties to change line style and cell fill effects.



Adding Objects to the Table

Drag images or text into a cell.



Online Keyboard



- Styles
- Classic
 - Number Pad
 - Write
 - Shortcut
 - Simple
 - Simple Caps

Settings



Table Activity

- ☉ Create a table.
- ☉ Add text and a picture.
- ☉ Add a cell shade.

LESSON 14

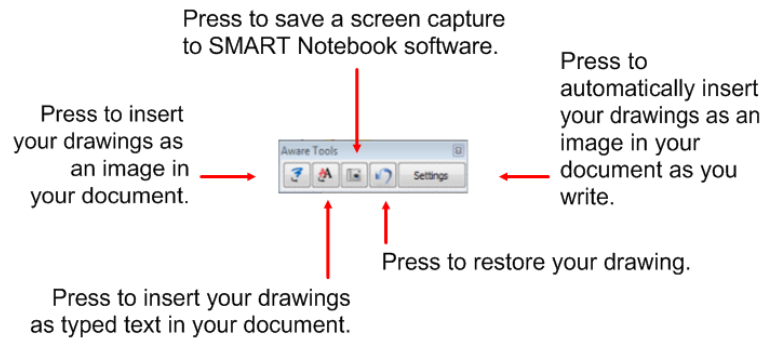
Ink Aware Applications for Notebook 10.8

PowerPoint files can be imported into Notebook by using the import option.

Ink Aware Applications

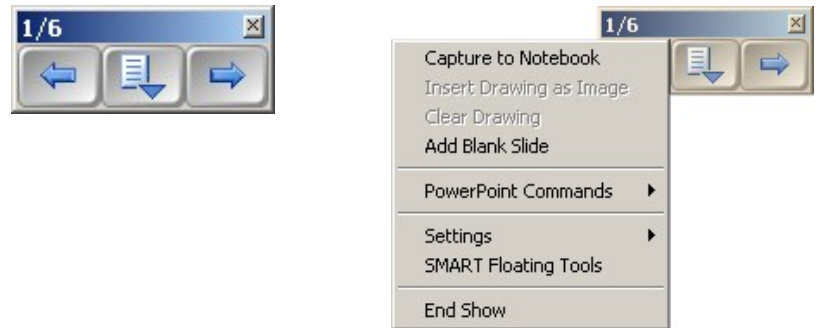
Applications such as Word and Excel will convert digital ink to typed text. To find a list of programs that are ink aware.

1. Open the SMART control panel.
2. Click on Configure SMART Tools.
3. Click on Ink Aware Program Settings.



Slide Show Toolbar

This toolbar is designed for navigation while presenting within PowerPoint. The left and right arrows navigate the presentation. The middle button provides access to more options.



Page Recorder

The Page Recorder records a page session. It will capture every animation and action that occurs during the recording. If a microphone is attached, the audio will also be captured.



Displays on page during a recording session.

The recording session is started and stopped on the Page Properties tab.



Displays on page for playback.



Complete Course Evaluation