

































Tools glossary

Notebook tools

Hints and tips

- Move the toolbar to the bottom of the screen to make it more accessible for children.
- Gradually reveal information to your class with the Screen Shade.
- Press the Full screen button to view everything on an extended Notebook page.
- Use the Capture tool to take a screenshot of work in progress, or completed work, to another page and print this out.
- Type directly into a shape created with the Shapes tool by double-pressing it and using the On-screen Keyboard.

- | | |
|--|---|
|  Pen tray |  Lines tool |
|  Next page |  Shapes tool |
|  Previous page |  Text tool |
|  Blank Page button |  Fill Colour tool |
|  Open |  Transparency tool |
|  Save |  Line properties |
|  Paste |  Move toolbar to the top |
|  Undo button | |
|  Redo button |  Capture tool |
|  Delete button |  Area Capture tool |
|  Screen Shade |  Area Capture 2 |
|  Full screen |  Area Capture 3 |
|  Select tool |  Area Capture (freehand) tool |
|  Pen tool | |
|  Highlighter pen |  Page Sorter |
|  Creative pen |  Gallery |
|  Eraser tool |  Attachments |

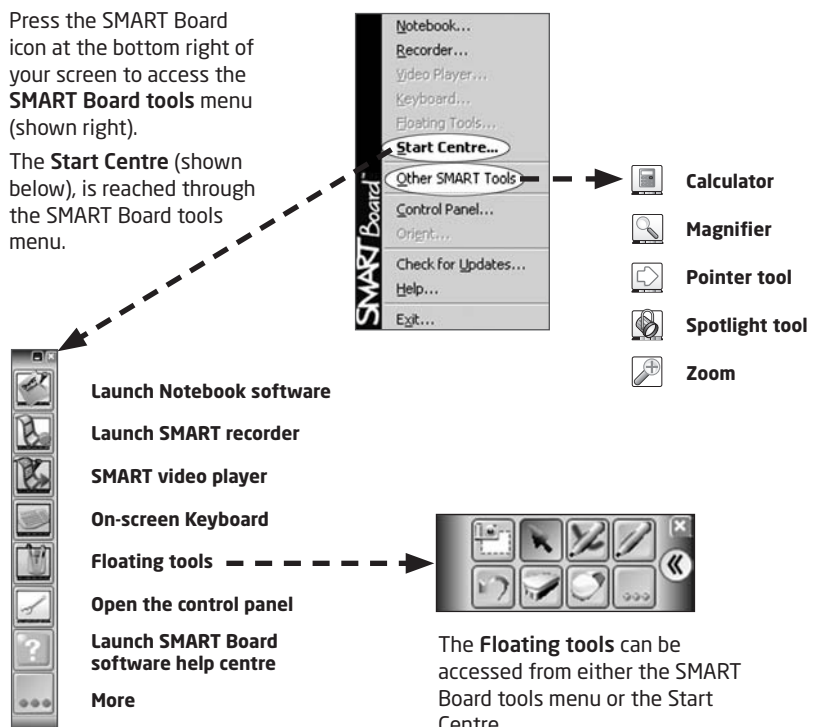
SMART Board tools

Hints and tips

- Use the SMART recorder to capture workings and methods, and play them back to the class for discussion in the Plenary.
- Adjust the shape and transparency of the Spotlight tool when focusing on elements of an image.
- Customise the Floating tools to incorporate any tools that you regularly use. Press the More button at the bottom right of the toolbar and select Customise Floating Tools from the menu.

Press the SMART Board icon at the bottom right of your screen to access the **SMART Board tools** menu (shown right).

The **Start Centre** (shown below), is reached through the SMART Board tools menu.



Launch Notebook software

Launch SMART recorder

SMART video player

On-screen Keyboard

Floating tools

Open the control panel

Launch SMART Board software help centre

More

The **Floating tools** can be accessed from either the SMART Board tools menu or the Start Centre.