Using SMART Notebook™ software

Notebook software is SMART's whiteboard software. It can be used as a paper notebook to capture notes and drawings, and also enables you to insert multimedia elements like images and interactive resources.

Side tabs

There are three tabs on the right-hand side of the Notebook interface:

Page Sorter: The Page Sorter tab allows you to see a thumbnail image of each page in your Notebook file. The active page is indicated by a dropdown menu and a blue border around the thumbnail image. Select the dropdown menu for options including Delete page, Insert blank page, Clone page and Rename page. To change the page order, select a thumbnail and drag it to a new location within the order.

Gallery: The Gallery contains thousands of resources to help you quickly develop and deliver lessons in rich detail. Objects from the Gallery can be useful visual prompts; for example, searching for 'people' in an English lesson will bring up images that could help build pupils' ideas for verbs and so on. Objects you have created yourself can also be saved into the Gallery for future use, by dragging them into the My Content folder.

The Search facility in the Gallery usually recognises words in their singular, rather than plural, form. Type 'interactive' or 'flash' into the Gallery to bring up a bank of interactive resources for use across a variety of subjects including mathematics, science, music and design and technology.
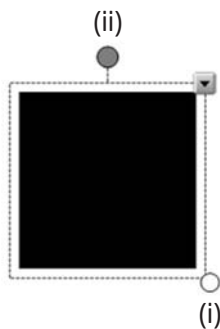
Attachments: The Attachments tab allows you to link to supporting documents and webpages directly from your Notebook file. To insert a file, press the Insert button at the bottom of the tab and browse to the file location, or enter the internet address.

Objects in Notebook software

Anything you select inside the work area of a Notebook page is an object. This includes text, drawing or writing, shapes created with the drawing tools, or content from the Gallery, your computer, or the internet.

Manipulating objects: To resize an object, select it and drag the white handle (i). Use the green handle (ii) to rotate an object. To adjust the properties of a selected object, use the dropdown menu.

- Locking: This sub-menu includes options to 'Lock in place', which means that the object cannot be moved or altered in any way. Alternatively you can choose to 'Allow Move' or 'Allow Move and Rotate', which mean that your object cannot be resized.
- Grouping: Select two or more objects by pressing and dragging your finger diagonally so that the objects are surrounded by a selection box. Press the dropdown menu and choose Grouping > Group. If you want to separate the objects, choose Grouping > Ungroup.
- Order: Change the order in which objects are layered by selecting 'Bring forward' or 'Send backward' using this option.
- Infinite Cloner: Select 'Infinite Cloner' to reproduce an object an unlimited number of times.
- Properties: Use this option to change the colour, line properties and transparency of an object.
- Handwriting recognition: If you have written something with a Pen tool, you can convert it to text by selecting it and choosing the Recognise option from the dropdown menu.

(ii)

(i)