

















## Notebook Software 10 Toolbars

### Notebook software toolbar

The Notebook™ software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. When you are working at the SMART Board™ interactive whiteboard and you prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the double-ended, vertical arrow on the far right of the toolbar.



	Display the previous Notebook page	Display the next Notebook page	
	Insert a blank page directly after the active Notebook page	Open an existing Notebook file	
	Save your Notebook file	Paste	
	Undo the last action you performed	Redo the action you last performed	
	Delete any selected object	Show or Hide the Screen Shade on the current Notebook page	
	Open Full Screen view	Toggle dual page mode	
	Launch the Screen Capture toolbar	Activate SMART Document Camera	
	Insert Question	Create a table	



Select any object on the page with your mouse

Write or draw on the Notebook page with the pen tool



Write or draw on the Notebook page with the creative pen tool

Erase digital ink on the Notebook page



Draw a line

Create a shape



Draw a perfect shape (e.g., circle, square, rectangle)

Write or draw with the Magic Pen tool in disappearing ink, zoom and spotlight



Fill an object or shape

Create a text-entry box for typing



Launch the Properties side tab

Move the toolbar to the bottom of the Notebook page



Adjust volume

Instant conferencing



## Full Screen toolbar

The Full Screen toolbar allows you to work with your Notebook file while in full-screen mode.



Display the previous Notebook page



Display a menu of more options, for example, the Screen Shade, shapes or pen options



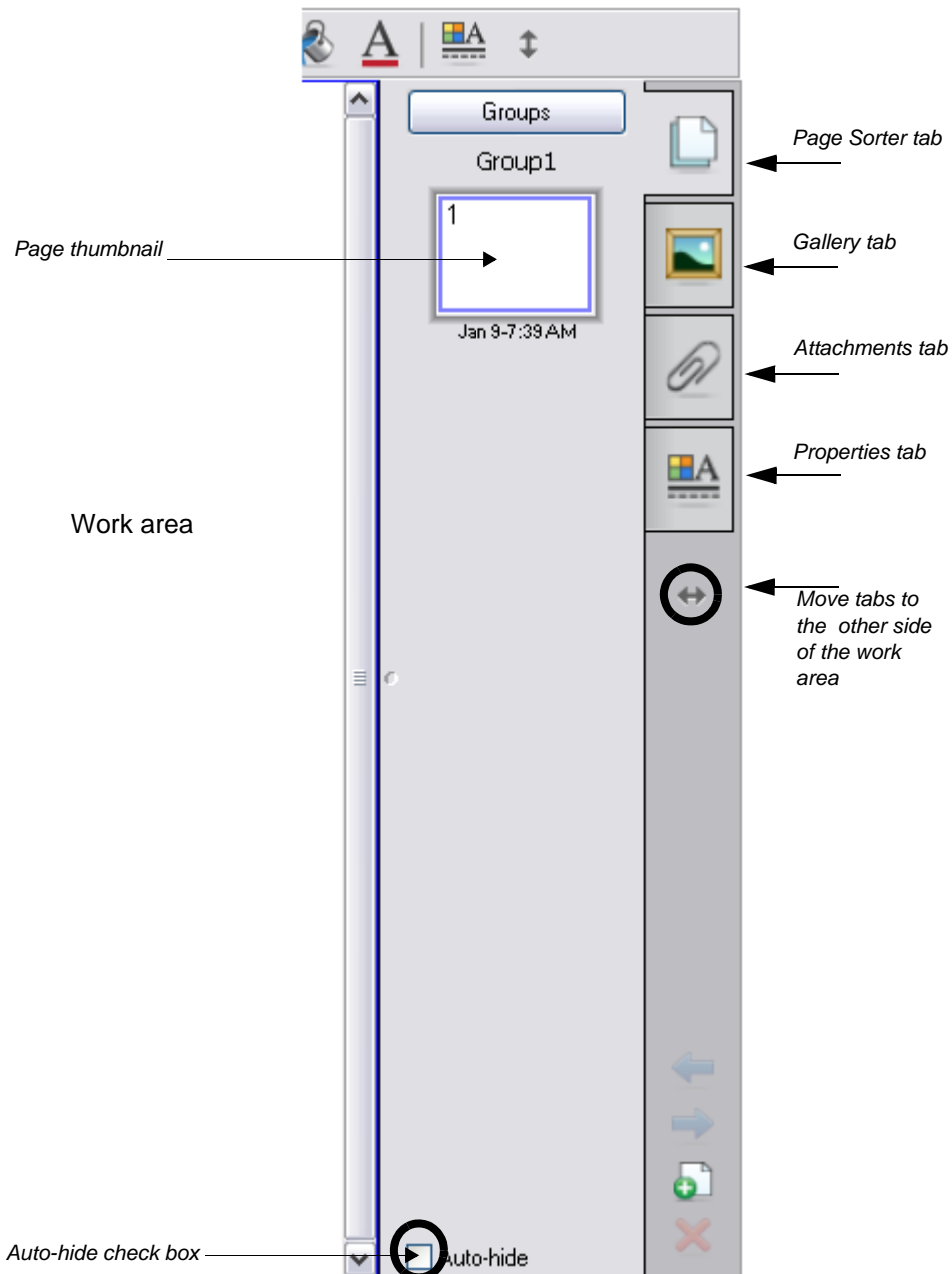
Display the next Notebook page



Exit full screen

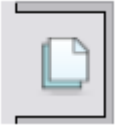
## Side tabs

There are four tabs on the side of the Notebook interface, which are shown below on the right-hand side of the work area. Click the double-ended horizontal arrow to move the tabs from one side of the work area to the other.

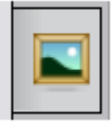


You can hide the side tabs from view when you have finished working with them by checking the Auto-hide check box.

Click the double-ended, horizontal arrow to move these four tabs from one side of the page to the other. The following tabs are shown on the left-hand side of the work area.



Click the **Page Sorter** tab to allow you to see a thumbnail image of each page in the Notebook file, navigate to a different page, create page groups or reorder the pages.



Click the **Gallery** tab to access collections of SMART's custom pages, clip art, Adobe® Flash® animations, audio and video you can add to the 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.