*Quick Reference*

# Notebook software Version 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.

*Toggle move 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, etc.) | 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.

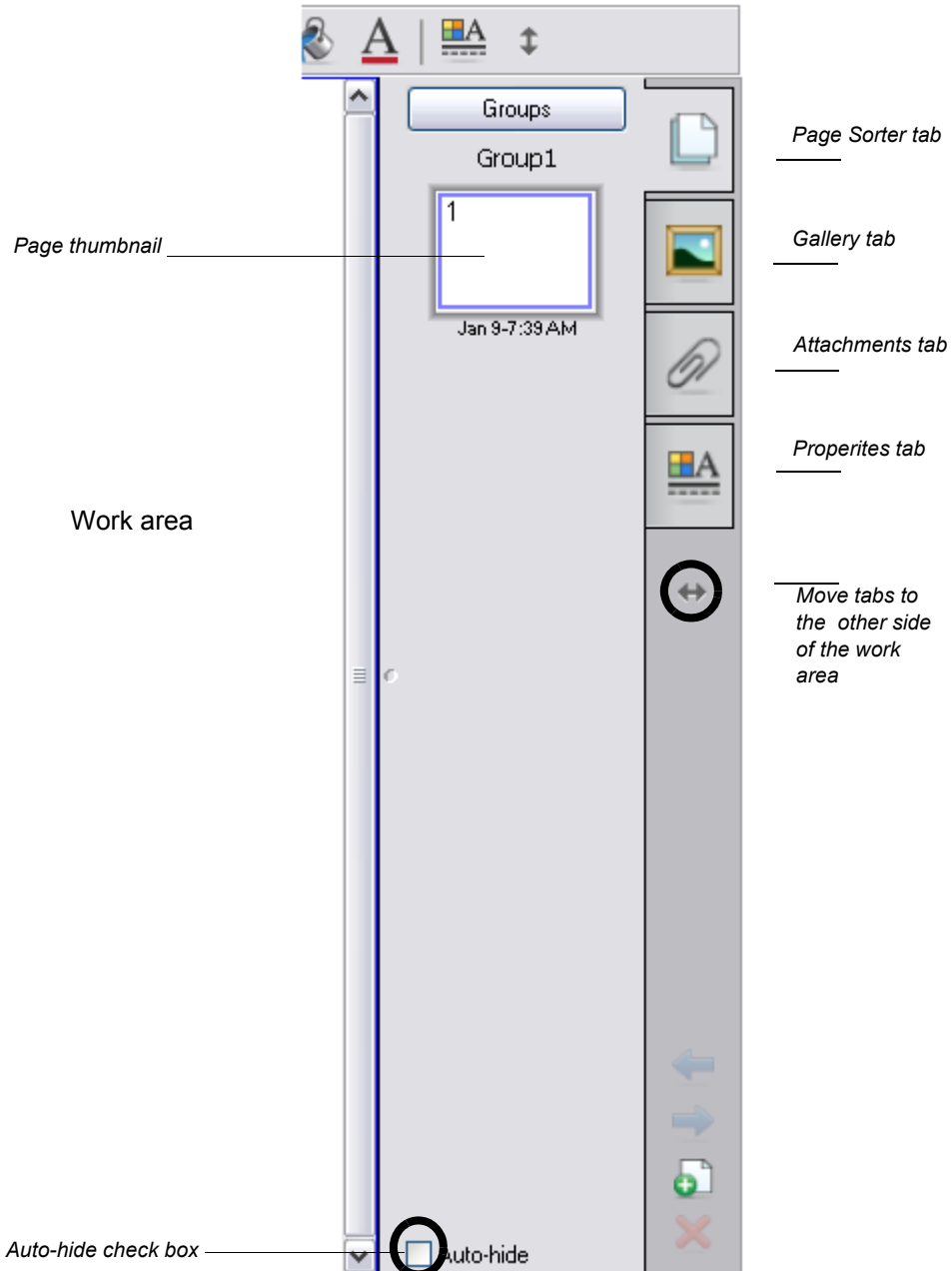| | | | |
|---|---|---|---|
| | Display the previous Notebook page | Display a menu of more options, for example the Screen Shade, shapes or pen options | |
| | Display the next Notebook page | Exit full screen | |

# *Quick Reference*

## Side Tabs

There are four tabs on the side of the Notebook interface (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.

*Page thumbnail*

Work area

*Page Sorter tab*

*Gallery tab*

*Attachments tab*

*Properites tab*

*Move tabs to the  other side of the work area*

*Auto-hide check box*

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 tabs below are shown on the left-hand side of the work area.
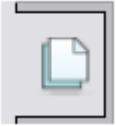
Click the **Page Sorter** tab to allow you to see a thumbnail image of each page in the Notebook file, navigate to a different page, create page groups or reorder the pages.
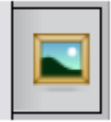


Click the **Gallery** tab to access collections of SMART's custom pages, clip art, Adobe® Flash® animations, audio and video you can add to the Notebook file.



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.