

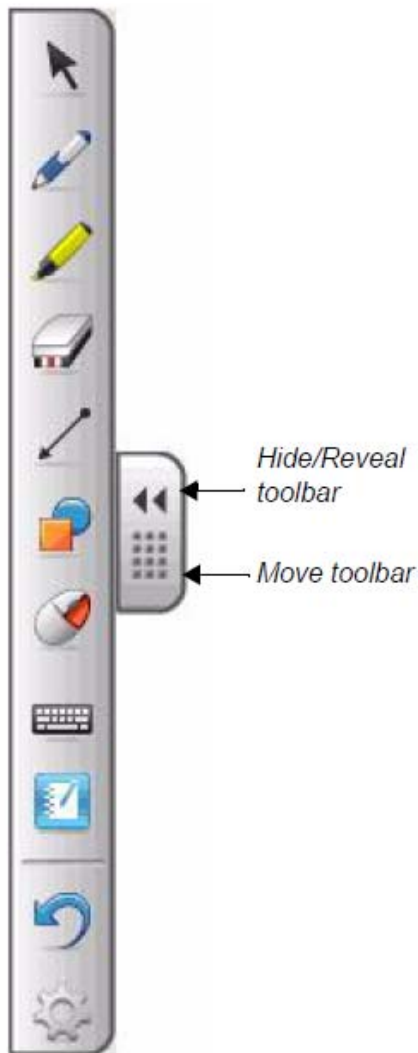
# SMART Board Training

## Module 2


### Section 1: The Floating Toolbar

Many of the SMART tools available WITHIN the Notebook software are also available outside the software and can be used with other applications. The features you use most are literally at your fingertips with the Floating Tools toolbar. When the Notebook software is installed, the Floating Toolbar appears on your desktop, usually parked on the left side of your screen.

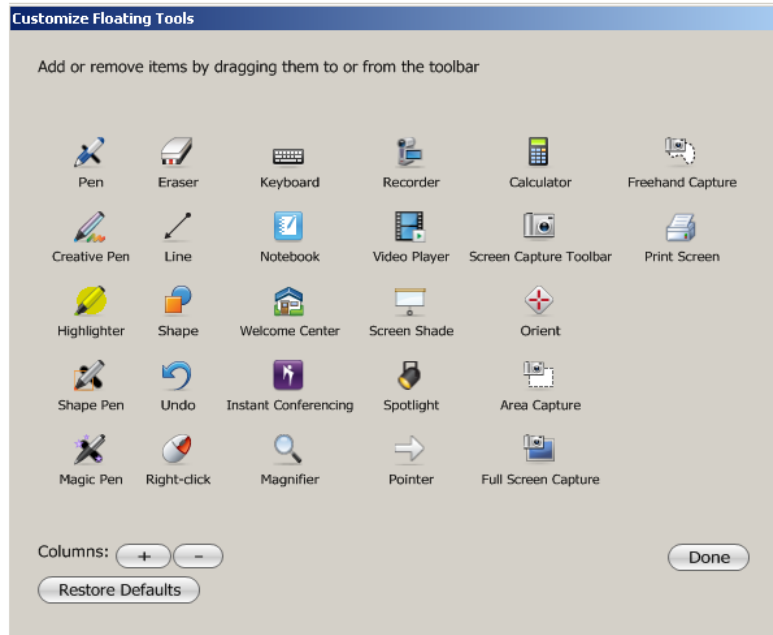
If it is not already on your screen, you can launch the Floating Tools by selecting the SMART Board™ icon located in Windows Notification Area at the bottom right of your screen, and choosing **Show Floating Tools** from the menu.



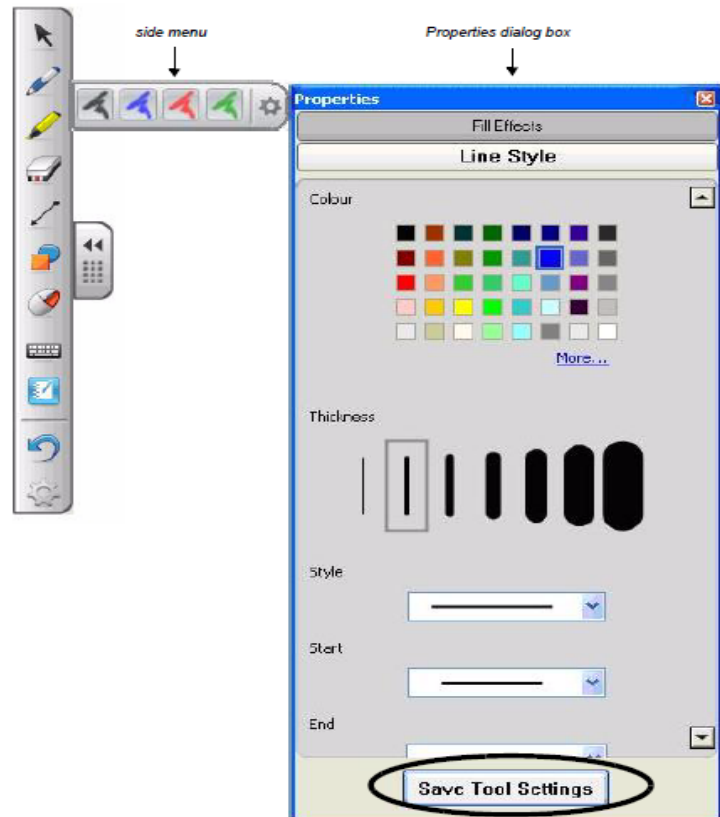
Button	What the button does
	Stop using other tools and return the cursor to mouse mode
	Write or draw in digital ink, and select the ink color
	Highlight an area of the screen with translucent ink for emphasis, and select the ink color
	Erase digital ink, and select the size of the eraser
	Draw a line, and select the format of the line
	Draw a pre-formed shape, and select the shape
	Make your next press on the interactive whiteboard a right-click
	Launch the on-screen keyboard
	Launch Notebook software
	Undo your previous action.
	Open the <b>Customize Floating Tools</b> menu to personalize toolbar functions

Press the **Customize**  button in the Floating Tools toolbar to choose from a variety of toolbar buttons.

You can choose as many buttons as you like to fully customize Floating Tools with the buttons you need. To add a button to the Floating Toolbar, drag and drop the icon onto the toolbar. To remove a button, ensure the Customize button has been pressed, and drag the button off the Floating Tools toolbar. To return the toolbar to its original configuration press the **Restore Defaults** button. When you are finished customizing the toolbar press the **Done** button.



The buttons that have side menus can be further customized. Right click on the side menu. The Properties dialog box will appear where you can change the settings for the tool. You can save the new settings so they become the default for that tool by clicking the **Save Tool Settings** button at the bottom of the dialog box after you've set the parameters above.



Example of Pen tool's Properties dialog box

## Section 2: The Gallery Tab

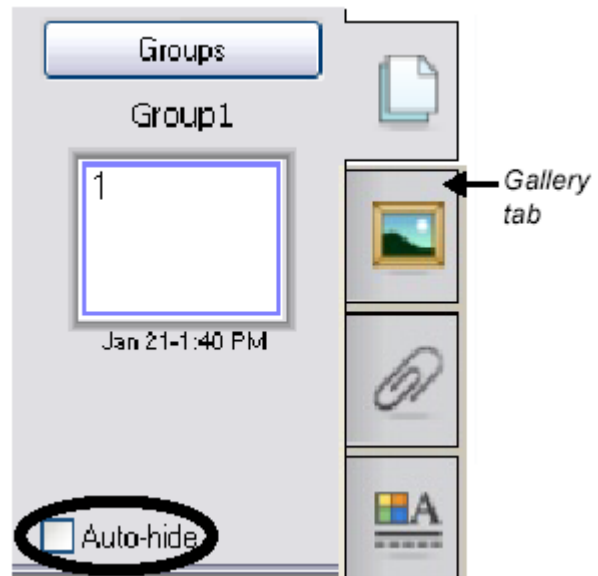
### Side Tabs (covered in detailed in Modules 3-5)

There are four (or five including SMART Response) tabs on the right-hand side of the Notebook interface.

- Press the **Page Sorter** tab to allow you to see a thumbnail image of each page in your Notebook file.
- Press the **Gallery** tab for collections of SMART's custom pages, clip art, Macromedia® Flash® animations and video you can add to your Notebook file.
- Press the **Attachments** tab to add hyperlinks to or attachments from other software applications in your file.
- Press the **Properties** tab to change attributes of shapes, text, animate, or record

Press the arrow button to move the four tabs to the other side of the page – often a more comfortable location for left-handed presenters.

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

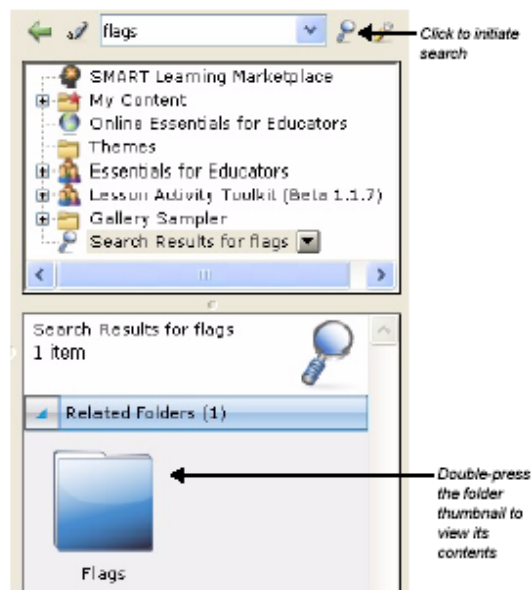


## Section 3: Gallery Operation

### Working with Notebook Software Gallery Collections

#### What is the Notebook Software Gallery?

The Notebook™ software Gallery helps you quickly develop and deliver lesson activities and presentations in rich graphic detail. Thousands of high-resolution images, audio, video, Macromedia® Flash® and entire Notebook files are organized into searchable collections that allow you to create attractive, reusable content.



## Searching for Gallery Content

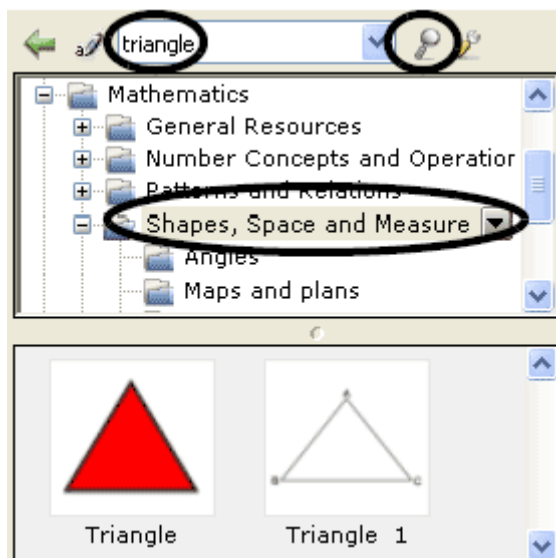
There are two ways to find Gallery content. You can browse through the Gallery collections and select a folder, or you can enter a keyword into the search field, as you would when using an Internet search engine. If you were building a mathematics lesson activity about shapes, for example, you may decide to browse by topic for all Gallery items relating to *Shapes, Space and Measure*. However, if you were looking for a specific shape in the middle of class, you may want to type the keyword *triangle* into the search field to save time.

To look for Gallery items using the search field:

1. Press once inside the search field
2. Type a keyword related to the type of object(s) you are looking for
3. Press the **Search** button to display your results

**TIP:** Press the icon to the left of the search field to use the On-Screen Keyboard to type your keyword.

Make sure to look at the new **Lesson Activity Tool Kit** that has over 714 pre-made Flash games for quick easy lessons. (Covered in more detail in Module 3)



## Viewing Search Results

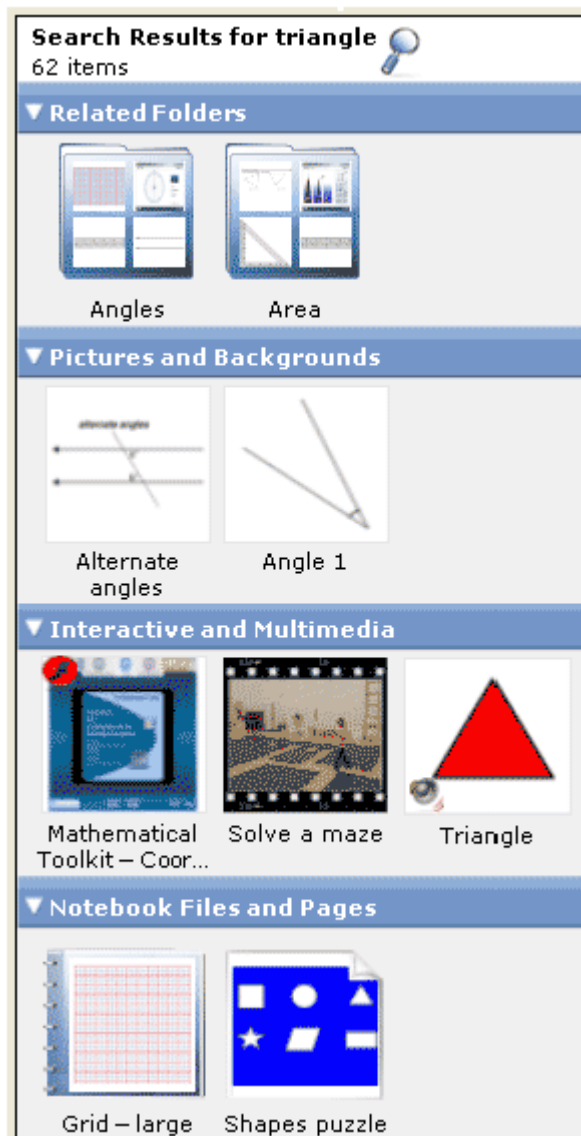
Search results are graphically displayed as thumbnail images that match your search criteria. These thumbnail images, or Gallery items, are organized into four content types: Related Folders, Pictures and Backgrounds, Interactive and Multimedia, and Notebook Files and Pages.

If you search for the keyword *triangle* for example, **Related Folders** will display all Gallery items associated with the keyword, providing you with additional content to help supplement learning activities. Double press a folder thumbnail to view its contents.

The thumbnails displayed in **Pictures and Backgrounds** include clip art and photographs. Drag an item to the work area to use as part of a lesson or to modify its properties.

**Interactive and Multimedia** contains three types of content: Flash files, video files and objects with attached sounds. Items from this section of the Gallery are used to add rich media content to a lesson or presentation and engage reluctant learners with multimedia elements. Additional content can be found in **Notebook Files and Pages**.

Notebook file thumbnails are recognized by the coil binding on the left of the thumbnail image. Drag the thumbnail image to the work area to add a page or series of pages, such as a complete lesson activity, to your existing content. Notebook files will be inserted directly after the active Notebook page. Notebook page thumbnails are identified by the folded edge in the top right corner. Drag the thumbnail image to the work area to create a new page with a background for students to write over, such as an exercise in identifying shapes.



## DON'T FORGET

You can locate materials in the Smart Exchange and the Teachers' Hub. See Module 1 handout for information on how to access those websites.

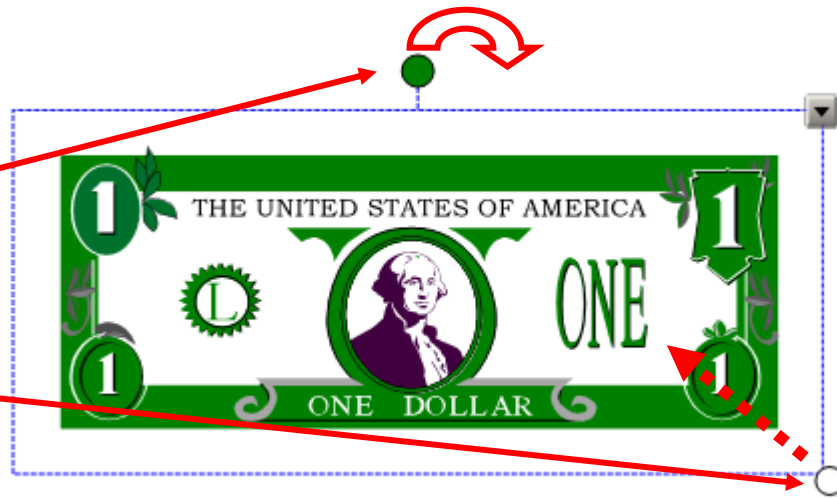
## Section 4: Object Manipulation: Rotation, Resize, and Drop-Down Menu

### Object Manipulation

Before you can do any manipulation of an object, you have to tap on it to select it.

**Rotating an Object:** Touch the rotation handle and turn. You can rotate both clockwise and counter clockwise.

**Resizing an Object:** Drag the object's resize handle to change its dimensions.



**Drop-Down Menu:**

- Clone: Makes one copy of the object
- Cut, Copy, and Paste work the same as in the Microsoft Office Suite products. You can cut and copy from page to page.
- Delete: Deletes the selected object. It is quicker to tap the object to select it then tap the red X on the toolbar.

- Locking an image: There are 3 options to locking an image. (1) "Lock in Place" won't allow anything to be done to the image. (2) "Allow to Move" allows the image to be moved but not rotated, resized, flipped, etc. (3) "Allow Move and Rotate" allows the image to be moved and rotated but not resized, flipped, etc. **Once an image is locked, you will have to unlock it to make any changes to it.**



**Drop-Down Menu:**

- Flip: Allows you to flip an image either left/right or up/down.

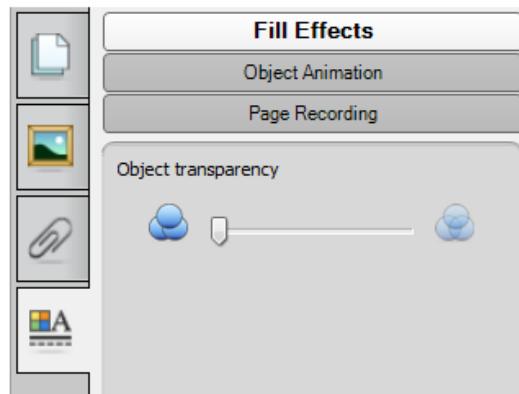


- Infinite Cloner: This is a toggle that allows you to make an unlimited number of copies of the ORIGINAL image. It stays activated until you turn it off. When an image has Infinite Cloner turned on, you will see an infinity symbol in the upper right-hand corner when you tap on the image. To clone the image, just touch the image and pull away, keeping your finger on the board.



- Adding a Link or a Sound to an image will be covered in Module 3 training.

- Properties: This allows you to set the transparency levels of an image. You can get special effects by changing the transparency.

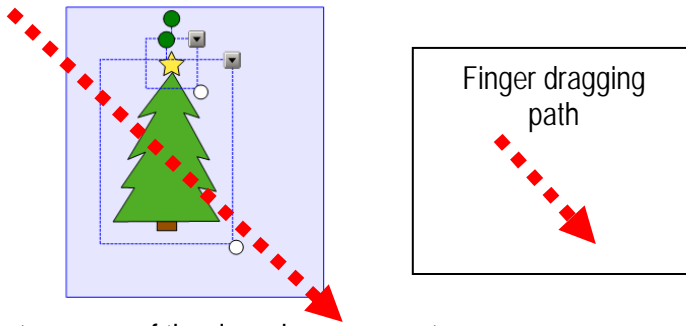


**Section 5: Move, Group, and Layer Objects**

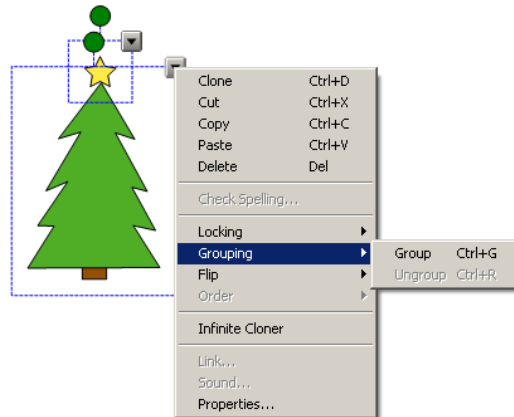
**Moving an Object:** To move an object, just touch it and drag it to the desired location.

**Grouping Objects:** To make multiple objects operate as one, you have to group them. The first step is to select each object to be included in the group. To group, follow these steps:

1. Place the objects in the location (relative to each other) where they are to be grouped.
2. Select them all at the same time. Do this by dragging across all objects, beginning at a location on the board beyond the location of the objects. As you drag across the objects, they will be selected. You can group a number of objects.



3. Then, select any one of the drop-down menus to group.

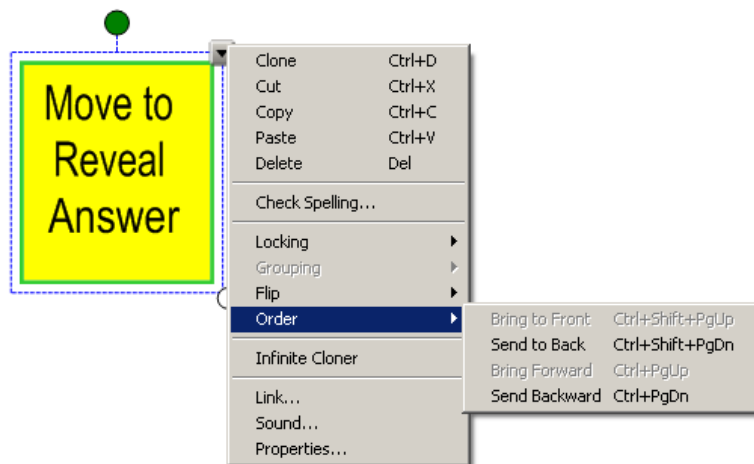


4. To ungroup the objects, select all of them by dragging across the objects, down-down menu, then you will have the Ungroup option.

**Layering Objects:**

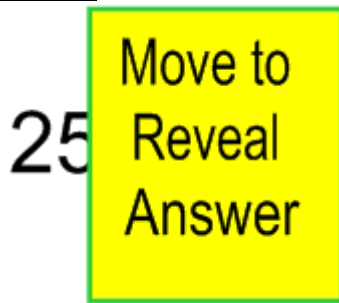
The ability to layer objects enables you to be very creative in preparing interactive lessons. As you add objects, the most recent one added to your page is the one that appears on top when you move one object over the other. To make a change to the layering:

1. Select an object
2. Order
3. Choose the order in which it should appear



## Using Layering to Create Interactive Lessons

### Example 1



#### Hints

- 25 is a textbox – locked in place
- Top box can be moved – you may want to Lock “But Allow to Move” so it can’t be resized when moving it.

### Example 2

You may want to reveal information using the eraser. Follow these steps:

1. Type your information or insert your image, including the information you will want revealed. In the text box below, “9” will be covered then later revealed.

Use the eraser to reveal the next number in the sequence.

1, 3, 5, 7, 9.

2. Using the pen tool, **SET TO THE SAME COLOR AS THE PAGE BACKGROUND**, cover the information that is to be revealed. In this example, the 9 will be covered with the pen tool.

Use the eraser to reveal the next number in the sequence.

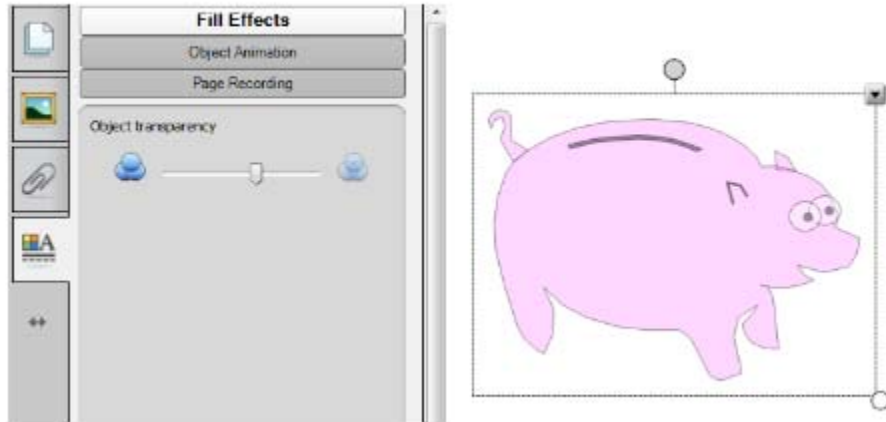
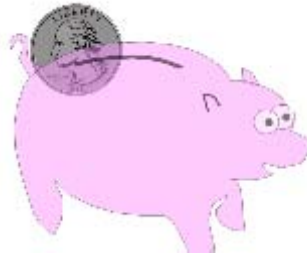
1, 3, 5, 7, 9

3. To reveal the 9, use the eraser. It will erase only the ink drawn by the pen, leaving the text below.

### Example 3

Combining layering and the transparency feature.

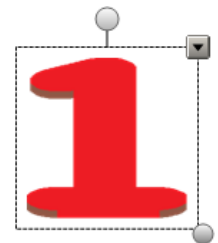
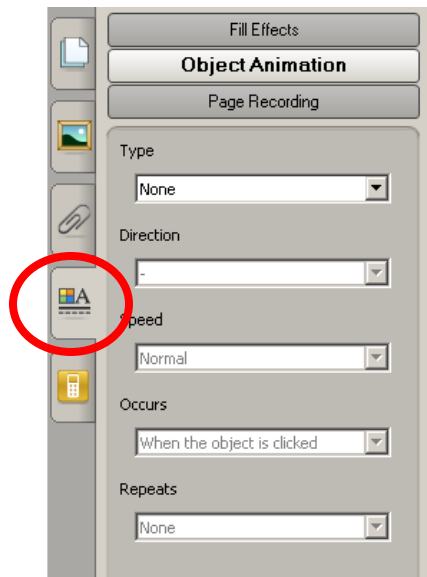
1. Increase the transparency of an image
2. Set the Order of the image/text you want to go behind an image. In this example, the coin is “Send to Back” in the ordering. When the coin is put in the piggybank, it goes behind the bank image. Once you place it in the bank, you can’t move it unless you move the bank image from the front. **(See Next Page for Image)**



## Section 6: Object Animation

Objects can be added to a page. To animate an object:

1. Select the object you want animated
2. Click on the **Properties Tab**
3. Then determine the animation you want by selecting from the **Type, Direction, Speed, Occurs, Repeats**. You have a number of options in each category.

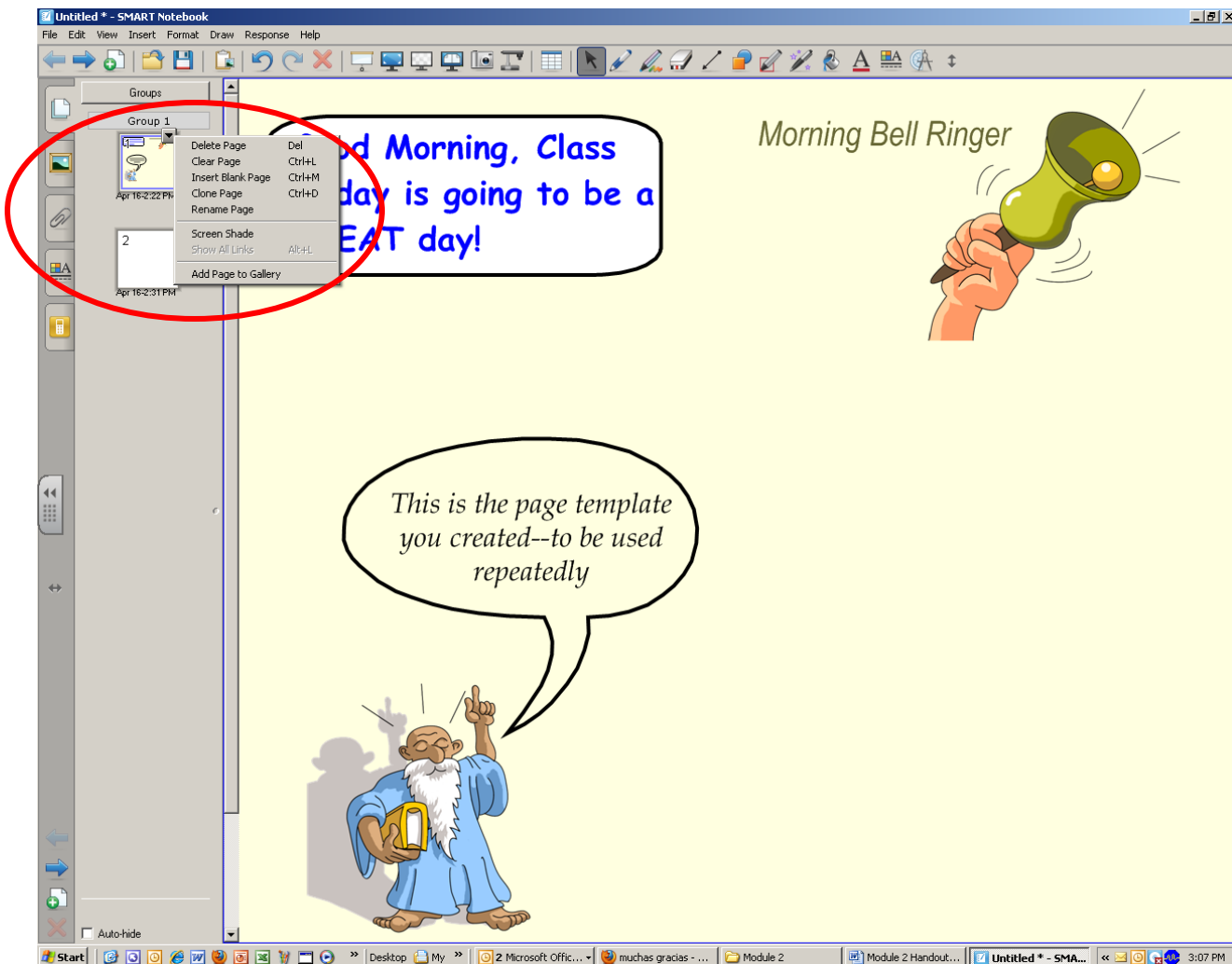
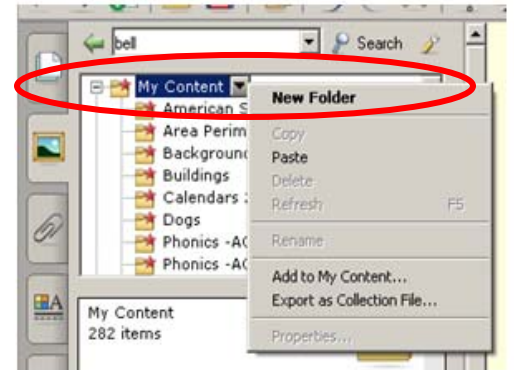


## Section 7: Creating a Template and Adding Theme to Page(s)

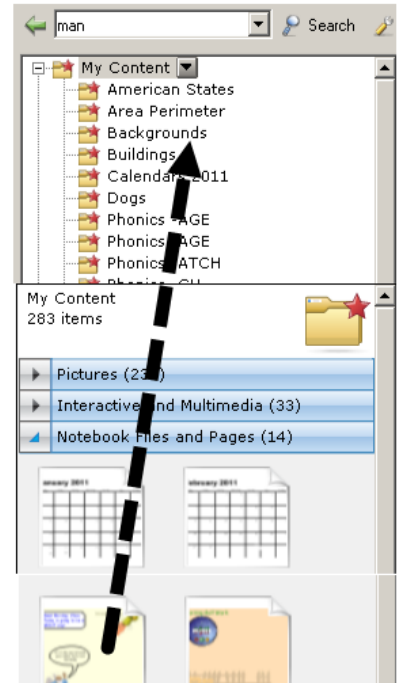
### Creating a Template

For those pages which you use repeatedly but you don't want to have to recreate for every use, you can save them to the "My Content" area as a page template.

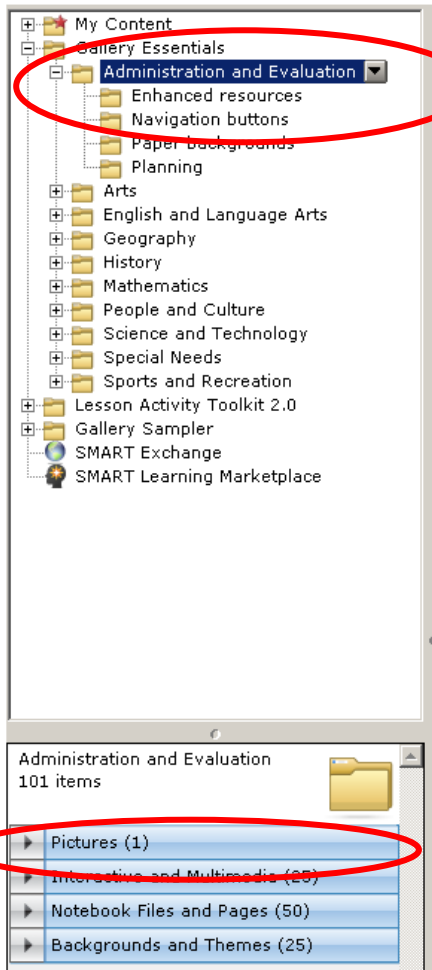
1. First, in the My Content area, create a folder where you will keep your page template. Remember, the My Content area is stored on your computer and a place where you can put your favorite items for easy access. To create the folder, click on "My Content," then from the drop-down box, select "New Folder."
2. Create the page you will use often.
3. In the Page Sorter tab, use the drop-down box select "Add Page to Gallery" to save the page to the "My Content" area of the gallery.



- Next, click on My Content and you will see the page in the “Notebook Files and Pages” category since it was a page type. Click and drag the icon from the bottom section to the “Backgrounds” folder you made.
- By dragging the icon, you can then move the page to the appropriate folder in the “My Content” area.



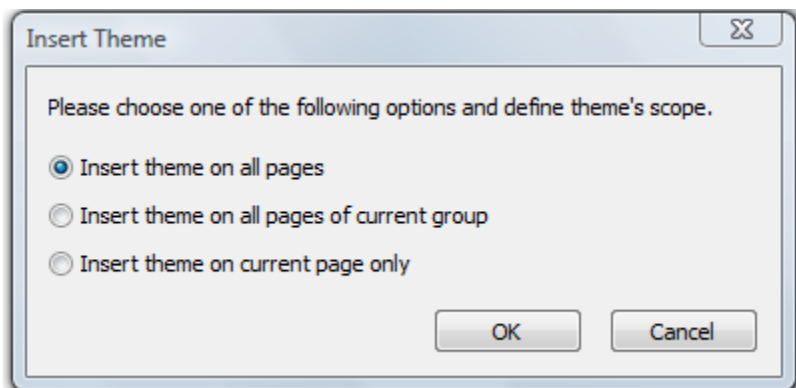
## Adding a Theme to Page(s)



To use a theme in the gallery already created, go to the **Gallery Tab**, Gallery Essentials expanded to reveal **Backgrounds and Themes** below.

Once you select a theme and drag it to your work area, you will be asked how you want to insert it:

Choose the way you want to use the theme, and once you click OK, it will apply it where you have specified.



## To Create Your Own Theme and Add to YOUR Gallery

- Go to **FORMAT** in the drop down menu, and choose **THEMES**, then chose **CREATE THEME**  
Now, you can create a theme page including background, gallery pictures, and font, and it will be saved in the gallery.
- Once you format your page, in the Theme Name box, name your theme so you can search for it later.
- Click **save**, and it will save in your theme folder in the My Content area.

### Setting the Background

To make your presentation colorful and exciting, experiment with different backgrounds. There are two ways to do this. You can right click on the Notebook page, and choose SET BACKGROUND. Or, you can choose the FORMAT drop down menu and choose background.

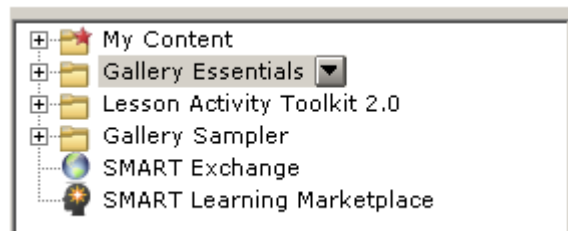
You then have four choices to format your background.

- **Solid Fill** will color it your choice of solid colors. If you don't see a color you like, you can choose "more" and create a color of your choice.
- **Gradient Fill** will let you merge two colors of your choice.
- **Pattern Fill** will let you chose a background pattern and then you can change the color of the pattern to any color of your choice.
- **Image Fill** will allow you to use any image from another source to use as a background.



## Section 8: Gallery "My Content" Area

The Gallery is made of at least 4 sections: **My Content**, **Gallery Essentials**, **Lesson Activity Toolkit 2.0**, and **Gallery Sampler**.

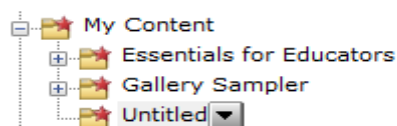


You can't make changes in the "Essentials for Educators" section. The "My Content" area is where you can store your favorites—images, flash files, and page templates. You can organize the My Content area by making folders.

### Making a Folder in the My Content Area

Left click on My Content, left click on the down arrow, select "New Folder"

The new folder appears and your cursor is in the folder name box so that you can rename the folder. At this point, start typing the name of the folder.

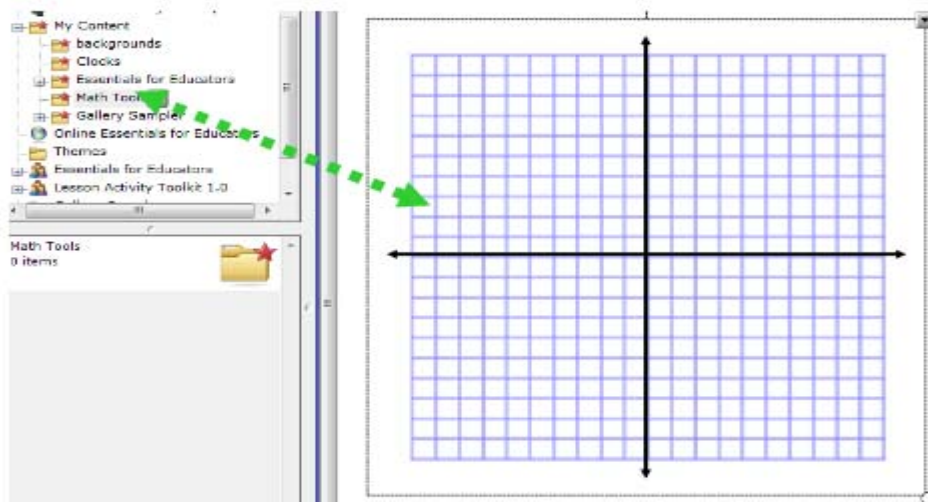


### Adding to the "My Content" Area

You can take an image from the "Essentials for Educators" section and COPY it to the "My Content" area. You can also capture an image from the Internet and put it into the My Content area.

Example: You regularly use the XY Axis image. Rather than have to find it in the thousands of images in the Essentials for Educators section, you can add the image to the My Content area.

1. From the Essentials for Educators section, drag the Axis to a notebook page.
2. Drag the image from the page to the My Content area, to the appropriate folder.



### My Content Items and the Search Feature

Making your "My Content" items available to the search feature.

1. Select the image
2. Select the drop down box
3. Select Properties
4. Type key identifying search words in the right-hand box.

