

FREEHAND OBJECTS

When using Notebook software on an interactive whiteboard, it is easiest to create or erase annotations using the pen tray pens and eraser. However, it is also possible to create freehand objects using the Pen, Calligraphic Pen, Crayon, Highlighter, Text Pen, Creative Pen, Paint Brush, Magic Pen, Shape Recognition Pen, Shapes, Polygons, and Line elements.

PENS

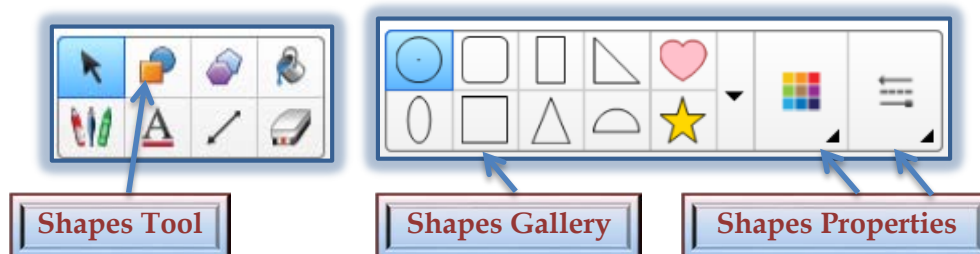
- ✦ Click or press the **Pens** tool on the toolbar (see illustration below).
- ✦ The **Pens Contextual Panel** will display (see illustration below).



- ✦ Click the **Pen Types** arrow (see illustration above).
- ✦ Select one of the **Pen Types**.
- ✦ To change the color for the **Pen**, click the **Color Properties** button.
- ✦ To change the style, thickness, or beginning and ending points, click the **Line Style Properties** button.
- ✦ The **Line Style** must be selected before the different properties can be applied to the **Line**.
- ✦ To write or draw on the **SMART Board**, press lightly and drag your finger or the pen across the board.
- ✦ When using the **Notebook** software on the computer, click and drag the mouse pointer to draw a freehand object.

SHAPES

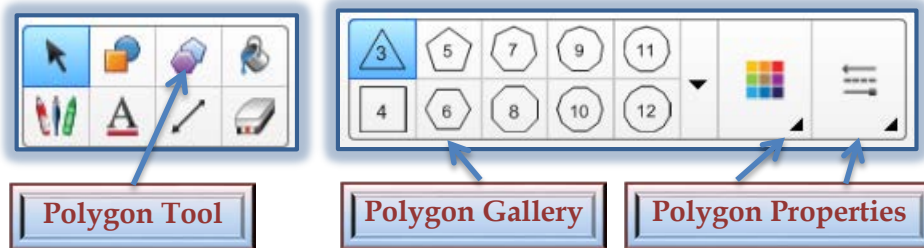
- ✦ Click or press the **Shapes** tool (see illustration below).
- ✦ The **Shapes Contextual Panel** will display (see illustration below).



- ✦ To change the color for the **Shape**, click the **Color Properties** button.
- ✦ To change the line style or line thickness, click the **Line Style Properties** button.
- ✦ The **Shape** must be selected before the different properties can be applied to the **Shape**.
- ✦ To write or draw on the **SMART Board**, press lightly and drag your finger or the pen across the board.
- ✦ When using the **Notebook** software on the computer, click and drag the mouse pointer to draw a freehand object.

POLYGONS

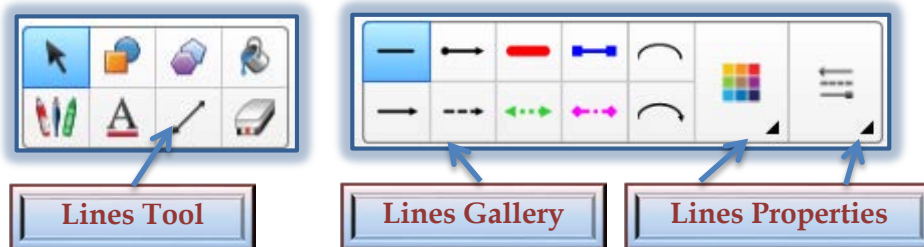
- ✦ Click or press the **Polygon** tool (see illustration below).
- ✦ The **Polygon Contextual Panel** will display (see illustration below).



- ✦ To change the **Fill Color** or **Line Color** for the **Polygon**, click the **Color Properties** button.
- ✦ To change the line style or line thickness, click the **Line Style Properties** button.
- ✦ The **Polygon** must be selected in order to apply the different properties.
- ✦ To write or draw on the **SMART Board**, press lightly and drag your finger or the pen across the board.
- ✦ When using the **Notebook** software on the computer, click and drag the mouse pointer to draw a freehand object.

LINES

- ✦ Click or press the **Line** tool (see illustration below).
- ✦ The **Line Contextual Panel** will display (see illustration below).



- ✦ To change the color for the **Line**, click the **Color Properties** button.
- ✦ To change the line style, line thickness, or beginning and ending points, click the **Line Style Properties** button.
- ✦ The **Line Style** must be selected before the different properties can be applied to the **Line**.
- ✦ To write or draw on the **SMART Board**, press lightly and drag your finger or pen across the board.
- ✦ When using the **Notebook** software on the computer, click and drag the mouse pointer to draw a freehand object.

EDIT/MANIPULATE SHAPES

- ✦ A freehand object can be edited and manipulated in a number of ways such as:
 - ✦ Rotating the object.
 - ✦ Cutting, copying, or pasting the object.
 - ✦ Moving the object.
 - ✦ Creating a hyperlink to the object.
 - ✦ Cloning (making an exact replica) of the object.
 - ✦ Changing the order in which an object is displayed when one object is created on top of another object.

- ✦ Locking the object in place so that it cannot be moved around the page.
- ✦ Grouping or ungrouping the object.

NOTES

- ✦ The **Properties** buttons on the **Contextual Panel** can be used to change the color, thickness, or transparency of **Freehand Objects**.
- ✦ The **Properties** option under the arrow in the upper-right corner of the selected object will display the **Properties Pane**. This pane can be used to make changes to the object.
- ✦ The **Properties Pane** can also be displayed by right-clicking the object and then selecting **Properties** or by clicking the **Properties** button on the left side of the window.