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).
  
  ![Pens Tool](img1)
  ![Pen Types](img2)
  ![Pens Gallery](img3)
  ![Pens Properties](img4)

- 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).
  
  ![Shapes Tool](img5)
  ![Shapes Gallery](img6)
  ![Shapes Properties](img7)

- 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.