

## CREATE SHAPES

When working with the Notebook software, it is possible to create a wide variety of geometric shapes. Using the Customize option from the menu arrow, it is possible to change the line thickness, fill/outline color, line style/thickness, and degree of transparency for each shape. Perfect circles, squares, triangles, and so forth can be created by holding down the **SHIFT** key while drawing the shape. To resize a shape and maintain its proportions, hold down the **SHIFT** key as the shape is being resized.

### Create Shape

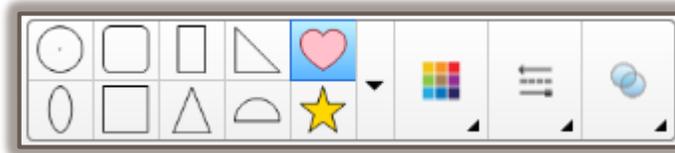
† To create a shape, do one of the following:

- ✦ Press or click the **Shape** button on the toolbar (see illustration below).



- ✦ Press **Draw** on the **Menu Bar**, select **Shapes** and then select a shape.

† The **Shapes Contextual Panel** will display (see illustration below).



- † Press one of the shapes to select it.
- † Press on the **Notebook** page where the shape is to be inserted.
- † The mouse pointer will display as a plus (+) sign.
- † Do one of the following:
  - ✦ Press lightly with your finger and drag to create the shape on the SMART Board.
  - ✦ Click the left mouse button and drag it to create the shape. This option can be done if the work is being done on the computer workstation rather than on the SMART Board.
- † Once the shape has been drawn, click the **Select** button on the toolbar.
- † Move the mouse pointer over the **Shape** until it turns to a four-headed arrow.
- † Click the **Shape** to select it.

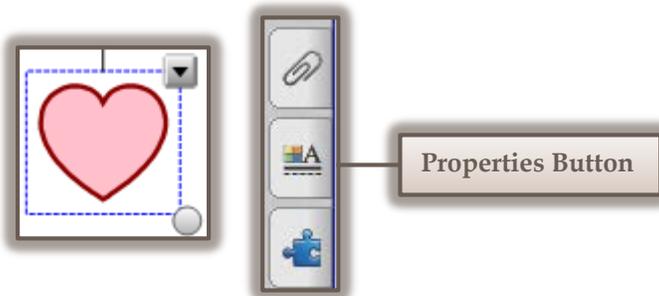
### Change Format

- † Make any desired changes to the shape by doing one of the following:
  - ✦ Press the resizing handle in the bottom right corner of the shape to resize the shape.
  - ✦ Press the list arrow in the top right corner of the shape to add a link or sound to the shape.
  - ✦ Move the shape to another location on the page by clicking and dragging with the mouse.
  - ✦ To change the color of the shape, press the **Color** button in the **Shapes Contextual Panel** (third button from the right).
  - ✦ Change the thickness or style of the shape by pressing the **Line Style** button on the **Shapes Contextual Tab** (second button from the right).
  - ✦ Press the **Transparency** button (first button from the right) to change the transparency for the shape.

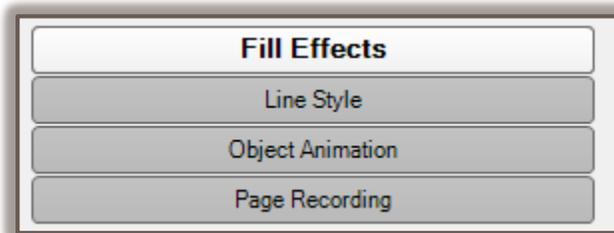
## Apply Additional Customization

✚ Do one of the following:

- ✚ Press the **Shape** menu arrow (see illustration below left) and choose **Properties** from the bottom of the list.



- ✚ Click the **Properties** button on the left side of the window (see illustration above right).
- ✚ The **Properties Task Pane** will display on the left side of the window (see illustration below).



- ✚ Click the **Fill Effects** and/or **Line Style** tabs to make changes to the shape.
- ✚ To add animation to the shape, click the **Object Animation** tab.
- ✚ Once all the changes have been made, press the **OK** button.

### NOTE:

- ✚ The shape will maintain the changes that were made until other changes are applied to the shape. It will not revert back to its original settings, even when the computer is turned off.
- ✚ The shape that is selected becomes the default Shape until another one is selected.