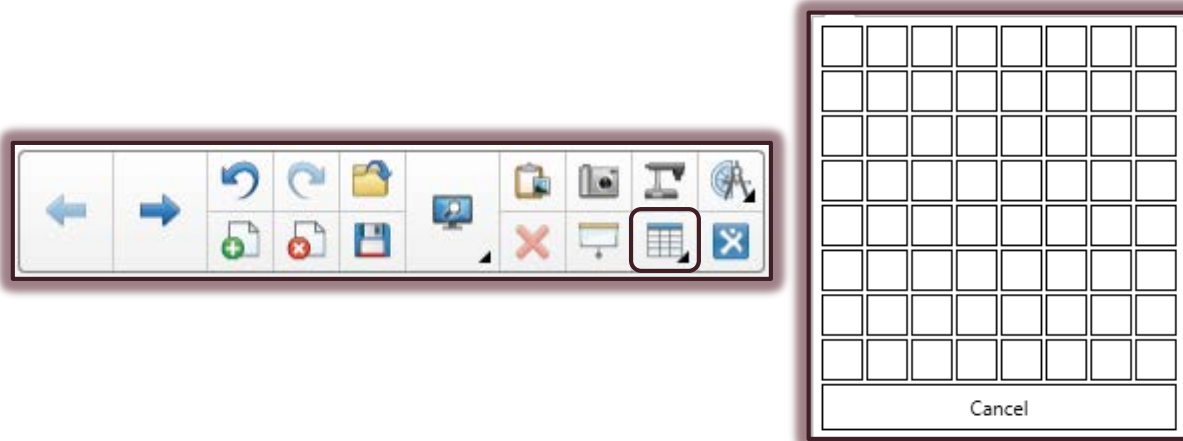


Create Table

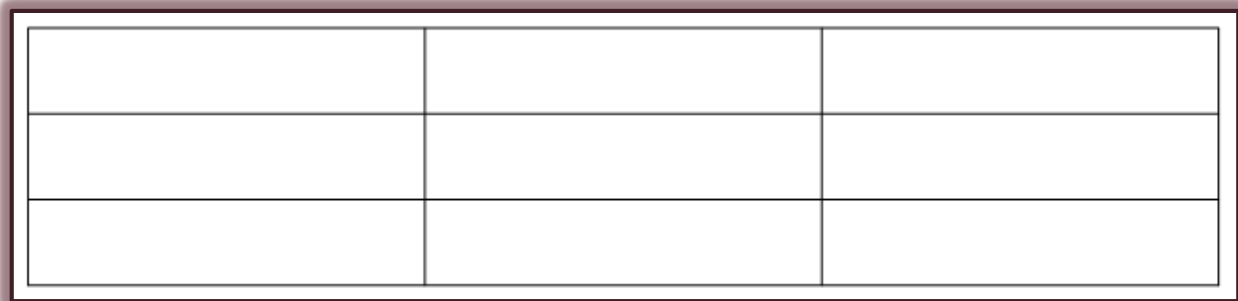
With the SMART Notebook, it is possible to add tables to a page. After the table has been created, it is possible to insert objects into the cells of the table, including freehand objects, geometric shapes, straight lines and arcs, text and graphic files. The table can be customized by selecting the table, a column, row, or cell. Once the area of the table has been selected, the line color, fill color, or size of the area can be modified.

Insert a Table

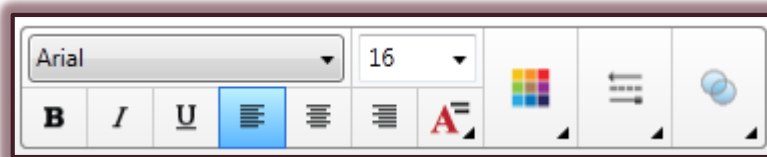
- ✚ Press or click the **Table** button (see illustration below) on the **Notebook** toolbar.
- ✚ A **Table** grid will appear (see illustration below).



- ✚ Move the pointer over the grid to select the number of columns and rows for the table.
- ✚ The cells of the grid correspond to the cells of the table.
- ✚ The table will appear on the page as shown in the illustration below.



- ✚ Press or click in any of the cells to add text to the table.
- ✚ The cell will be highlighted and the **Text Contextual Panel** will display (see illustration below).



- ✚ This panel can be used to make changes to the text in the cell.
- ✚ Select the text and then press or click any of the options on the panel.
- ✚ Start inputting the text.
- ✚ Press the tab key on the keyboard to move to a new cell.

Select a Table

- ✚ Press or click the **Select** button on the **Notebook** toolbar (see illustration at right). This is the blue button in the illustration.
- ✚ Press or click **outside**, but near to the corner of the table.
- ✚ Drag a rectangle around the table.
- ✚ Release the pressure to select the table.
 - ✧ Don't start dragging from inside the table.
 - ✧ If this happens, the table's cells will be selected instead of the table.

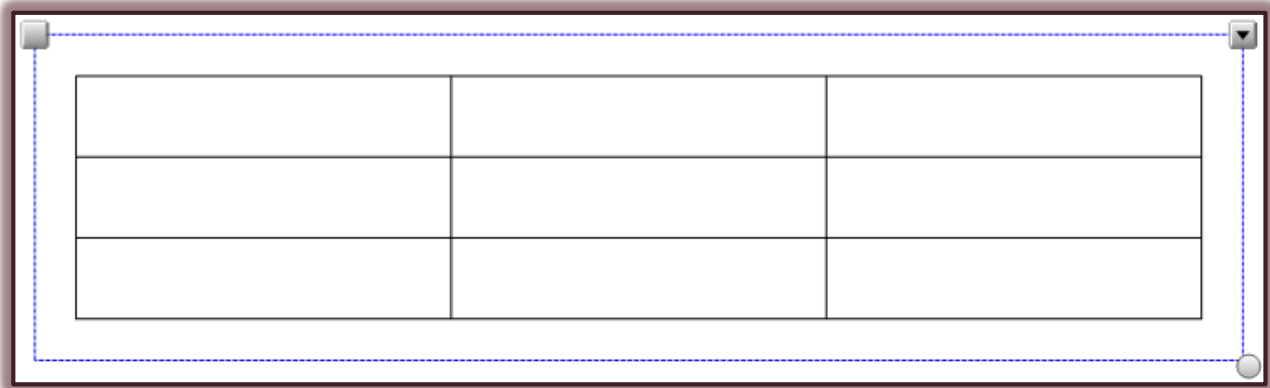


or

- ✚ Press or click the **Edit** button on the **Menu Bar**.
- ✚ Press or click **Select All** from the list of options.
 - ✧ This option will work if the table is the only object on the page.
 - ✧ If there are other objects on the page, those objects will be selected as well.

Move the Table

- ✚ Press or click the **Edit** tab on the **Menu Bar**.
- ✚ Press or click **Select All** to place the blue border around the table.
- ✚ The table will appear as shown in the illustration below.



- ✚ Press or click the **square** in the upper left corner of the table image to move the table to a different location on the page.
- ✚ To resize the table, press or click the **circle** in the bottom right corner of the table image.
- ✚ Other options for working with the table may be selected by clicking the **Menu Arrow** in the upper right corner of the table image.

Select a Column

- ✚ Press or click the **Select** button on the **Notebook** toolbar.
- ✚ Press or click inside the column's **top** cell.
- ✚ Drag to the **bottom** cell.

Select a Row

- ✚ Press or click the **Select** button on the **Notebook** toolbar.
- ✚ Press or click inside the row's leftmost cell.
- ✚ Drag to the rightmost cell.

Select a Cell

- ✚ Press or click the **Select** button on the **Notebook** toolbar.
- ✚ Press or click inside the cell.

Select Multiple Cells

- ✚ Press or click the **Select** button on the **Notebook** toolbar.
- ✚ Press or click inside the top and leftmost cell.
- ✚ Drag to the bottom and rightmost cell.

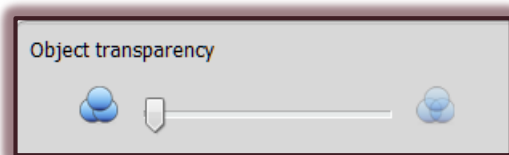
NOTE: If multiple cells are selected and then moved to a different position on the page, the contents of the selected cells will be removed in the original table. A new table will be created containing the contents of the selected cells.

Change Table Properties

When a table is added to a page, objects can be inserted into the cells of the table. The **Properties** tab can be used to change the properties of the table including its transparency, cell color, line color, and more. The table, column, or row can be resized, columns or rows can be inserted, columns or rows can be removed, cells can be split or merged, and cell shades can be added or removed.

Change Transparency

- ✚ Select the table, column, row, or cell(s) that are to be changed.
- ✚ Press or click the **Properties** button (see illustration at right) on the **Notebook** toolbar.
- ✚ Press or click **Fill Effects**.
- ✚ Press or click the **Object Transparency** slider button (see illustration below).



- ✚ Drag the slider to the left or right to change the transparency.

Change Background

- ✚ Make sure the mouse pointer is somewhere in the table.
- ✚ Click or press the **Properties** button (see illustration at right).
- ✚ The **Properties** window will display with the **Fill Effects** tab selected.
- ✚ Select one of the effects for the table. The options are:
 - ✧ **No Fill** - The background of the table will always be white, the same as the background of the page.
 - ✧ **Solid Fill** - The background of the table will be a solid color.
 - ✧ **Gradient Fill** - When this type of fill is used, the background color will appear in different shades of the color(s) that was selected.
 - ✧ **Pattern Fill** - To insert a pattern into the cells of the table, select this type of fill.
 - ✧ **Image Fill** - This fill type inserts an image into each cell of the table.
- ✚ Change the transparency for the **Fill Effect**, if desired.



Change Line Style

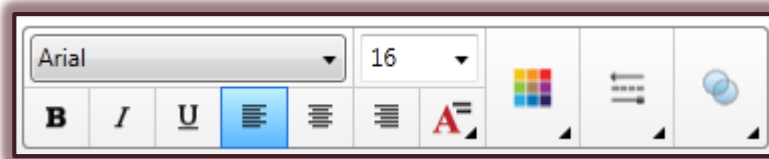
- ✚ Select the table, column, row, or cell(s) that are to be changed.
- ✚ Press or click the **Properties** button (see illustration at right) on the **Notebook** toolbar.
- ✚ Press or click **Line Style**.
- ✚ Use this area to change the:
 - ✧ **Color** - This area displays a gallery of different colors. To view additional colors, click the **More** link.



- ✧ **Thickness** – A gallery of seven (7) different line thicknesses appears in this area. Click on any of them to change the thickness of the line.
- ✧ **Style** – Click the list arrow to select from five (5) different line styles. Click one of the styles to select it.
- ✧ **Start** – When the list arrow for this option is clicked, a list of five (5) different start styles for the line will appear. Click any of the styles to select it.

Change Text Style

- ✧ Select the table, column, row, or cell(s) that are to be changed.
 - ✧ Press or click the **Properties** button (see illustration at right) on the **Notebook** toolbar.
 - ✧ Press or click **Text Style**.
 - ✧ Select the **Font Type**, **Font Style**, or **Font Size**.
- or
- ✧ Select the text that is to be changed.
 - ✧ Click any of the options on the **Text Contextual Panel** (see illustration below).



- ✧ This panel will appear when the table is selected.
- ✧ With this panel, different textual formats may be applied to the text in the table.

Resize Table, Column, or Row

When working with a table on a Notebook page, it is possible to change the size of the table, column, or row.

Resize a Table

- ✧ Select the table.
- ✧ Press or click the resize handle. This is the white circle in the lower right corner of the table.
- ✧ Drag to increase or decrease the size of the table.

Resize a Column

- ✧ Press or click the **Select** button on the **Notebook** toolbar.
- ✧ Press or click the vertical border to the right of the column.
- ✧ A white arrow should appear.
- ✧ Drag the vertical border to resize the column.

Resize a Row

- ✧ Press the **Select** button on the **Notebook** toolbar.
- ✧ Press or click the horizontal border below the row.
- ✧ A white arrow should appear.
- ✧ Drag the horizontal border to resize the row.

Add or Remove Columns, Rows, or Cells-Split or Merge Cells

After a table has been created, it is possible to add columns, rows, or cells to a table. It is also possible to Split a cell into two or three new cells and to merge two or more cells into one cell.

Add a Column

- ✚ Select a column to the left of where the new column is to be added.
- ✚ Right-click in the column.
or
- ✚ Press or click the arrow in the upper right corner of the top cell in the column.
- ✚ Select **Insert Column**.
- ✚ A new column will appear to the right of the selected column.

Remove a Column

- ✚ Select the column that is to be removed.
- ✚ Right-click in the column.
or
- ✚ Press or click the arrow in the upper right corner of the top cell in the column.
- ✚ Select **Delete Column**.
- ✚ The column will be removed from the table.

Add a Row

- ✚ Select the row above where the new row is to be inserted.
- ✚ Right-click in the row.
or
- ✚ Press or click the arrow in the upper right corner of the last cell in the row.
- ✚ Select **Insert Row**.
- ✚ The new row will be added below the selected row.

Remove a Row

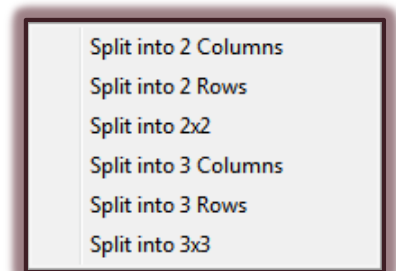
- ✚ Select the row that is to be removed.
- ✚ Right-click in the row.
or
- ✚ Press or click the arrow in the upper right corner of the last cell in the row.
- ✚ Select **Delete Row**.

Remove a Cell

- ✚ Select the cell that is to be removed.
- ✚ Right-click in the cell.
or
- ✚ Press or click the arrow in the upper right corner of the cell.
- ✚ Select **Delete Cells**.
- ✚ The cell will be removed from the table.

Split a Cell

- ✚ Select the cell that is to be split.
- ✚ Right-click the cell.
or
- ✚ Press or click the arrow in the upper right corner of the cell.
- ✚ Select **Split**.
- ✚ Select one of the options to split the cell (see illustration at right).



NOTE: If a cell is split that contains content, the content will appear in the top-left cell after the split.

Merge Cells

- † Select the cells that are to be merged.
- † Right-click the cells.
or
- † Press or click the arrow in the upper right corner of the cell.
- † Select **Merge Cells**.
- † The selected cells will be merged into one cell.

Add-Remove Cell Shades

This feature enables the presenter to reveal information in the cells slowly during a presentation. The Cell Shade must be removed before changes to table properties can be made or before any other changes can be made to the table.

Add a Table Shade

- † Select the table.
- † Press or click the **Menu Arrow** for the table.
- † Select **Add Table Shade**.
- † A gray shade will appear over all the cells in the table.

Remove a Shade

- † Select the table.
- † Press or click the **Menu Arrow** for the table.
- † Select **Remove Table Shade**.

Add Shade to Cell or Cells

- † Select the cell or cells to which the shade is to be added.
- † Right-click the cell(s).
or
- † Press or click the arrow in the upper right corner of the cell or cells.
- † Select **Add Cell Shade**.
- † A gray shade will appear over the selected cell(s).

Remove Shade from Cell

- † Right-click the cell or cells.
or
- † Press or click the arrow in the upper right corner of the cell or cells.
- † Click **Remove Cell Shade**.
- † The shade will be removed from the cell.

Display Contents of Cell

- † Click or press the cell shade.
- † A gray triangle will appear in the upper left corner of the cell.
- † Click the triangle to cover the cell with the shade.