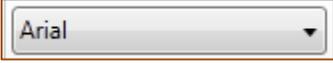# CREATE TYPED TEXT

Text can be typed into any area of a Notebook page. Once the text is input, it will appear in a text box. To input typed text into the Notebook software, complete the steps below.

✤ Click in the workspace where the text is to appear.
✤ Begin typing the text.
✤ The **Text Contextual Panel** will appear next to the **Notebook** toolbar.
   ✦ The panel on the left will appear when the Text button is selected on the **Notebook Toolbar** (see illustration above right).
   ✦ The panel on the right will appear when the Text button is not selected.

✤ See the table below for an explanation of each button on these panels.

Button		Description
Font Type and Size		The six different buttons that appear in the top and bottom row on the Contextual Panel are used to change the size and type of font of the selected text. These buttons will appear on the **Contextual Panel** if the **Text** button is selected on the **Notebook** toolbar.
Font Type	Arial	This toolbar button is used to change the type of font for the typed text. The types of fonts that are available are determined by the type of printer that is installed on the computer.
Font Size	16	To change the size of the font for the typed text, press or click the list arrow for this button. Several different sizes of fonts will display.
Bold	B	To apply Bold formatting to the typed text, press or click this button.
Italics	I	Press or click this button to change the typed text to italics.
Underline	U	To underline the typed text, press or click this button.
Align Left	≣	This button is used to align the typed text on the left side of the text box.
Align Center	≣	To center the typed text in the text box, press or click this button.
Align Right	≣	When typed text needs to be aligned to the right in the text box, press or click this button.
More Text Options	A	Select this button to display the buttons for the options listed in the next ten rows.
Strikeout	S	This button is used to insert a line through a character, word, or phrase to indicate the material needs to be deleted.

Button		Description
Subscript	X_2	To format selected text that displays smaller and lower than the other text, click or press this button.
Superscript	X^2	Press or click this button to display selected text smaller and higher than other text.
Insert Symbol	$\sqrt{x}$	Select this option to insert different mathematical symbols into the text box.
Check Spelling	abc	Press this button to turn the spell checker on and off. When the checker is on, all misspelled words will have a red wavy line through them.
Vertical Text		This button is used to change the direction of the text from horizontal to vertical.
Bullets		Press or click this button to add a bullet to each typed text item.
Numbering		To add numbers to a list of text items, press or click this button.
Decrease Indent		This button is used to decrease the amount of spacing between the left margin and the text. Each time you press or click the button the margin is reduced by 0.5-inches.
Increase Indent		Press or click this button to increase the spacing between the left margin and the text. Each time you press or click the button the margin is increased by 0.5-inches.
Color		Press or click this button to change the color of the typed text. A gallery of available colors will display. Click the More button to see additional colors.
Transparency		This button is used to change the transparency of the selected text. To access this feature, click the arrow for the box on the left. To change the transparency, just click or press the slide bar that appears.

✝ The text will appear in a text box as shown by the illustration below.

Word, Excel, PowerPoint
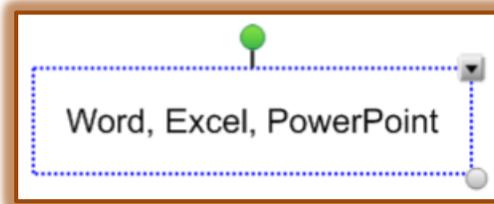
✝ Once the text has been input, it is possible to press and drag one of the sizing handles (white circles) to resize the text box.

✝ Resizing the text box changes the way text wraps within a box.

✝ When the text has been input, do one of the following:
  ✦ Press anywhere outside the text box.
  ✦ Press the **Font** toolbar's close button.
  ✦ Press the **Escape (ESC)** key on the keyboard.

✝ The text will become a separate object that can be selected, edited, resized, and moved.

- ✟ To edit the text, select the options on the **Text Contextual Panel** or complete the steps below.
  - ✦ Click or press the **Selection** button on the **Toolbar**. This is the button highlighted in blue in the illustration below.

  - ✦ Move the mouse pointer over the object until it becomes a four-headed arrow.
  - ✦ Click the left mouse button to select the object.
  - ✦ Click **Format** on the **Menu Bar**.
  - ✦ Click or press **Properties**.
  - ✦ The **Properties Task Pane** will display on the left side of the window.
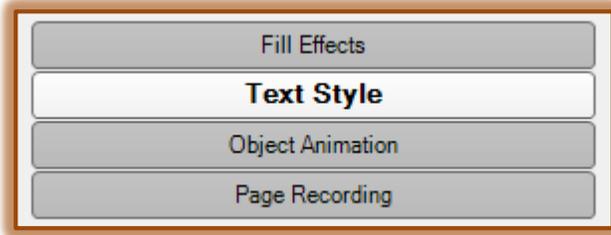
    - ▣ Click or press the **Fill Effects** tab to change the transparency of the font.
    - ▣ Click or press the **Text Style** tab to change the font type, font size, and/or font style.
- ✟ Typed text can only be removed from the SMART Board by using the **Delete** option.
- ✟ To delete an item, do one of the following:
  - ✦ Select the box and then press the **Delete** key on the keyboard.
  - ✦ Press the **Menu Arrow** for the text box and then select **Delete**.
  - ✦ Click **Edit** on the **Menu Bar** and then click or press **Delete**.