

## SMART NOTEBOOK TOOLBAR

This toolbar enables you to select and use a variety of commands and tools within the SMART Notebook window. The buttons on the toolbar are organized in panels. The toolbar can be moved to either the top or bottom of the interactive screen. It is also possible to customize the toolbar so that it includes the tools that are used most frequently.

### Default SMART Notebook Toolbar

The following table provides an image and description of the functions of each tool in the default SMART Notebook toolbar.

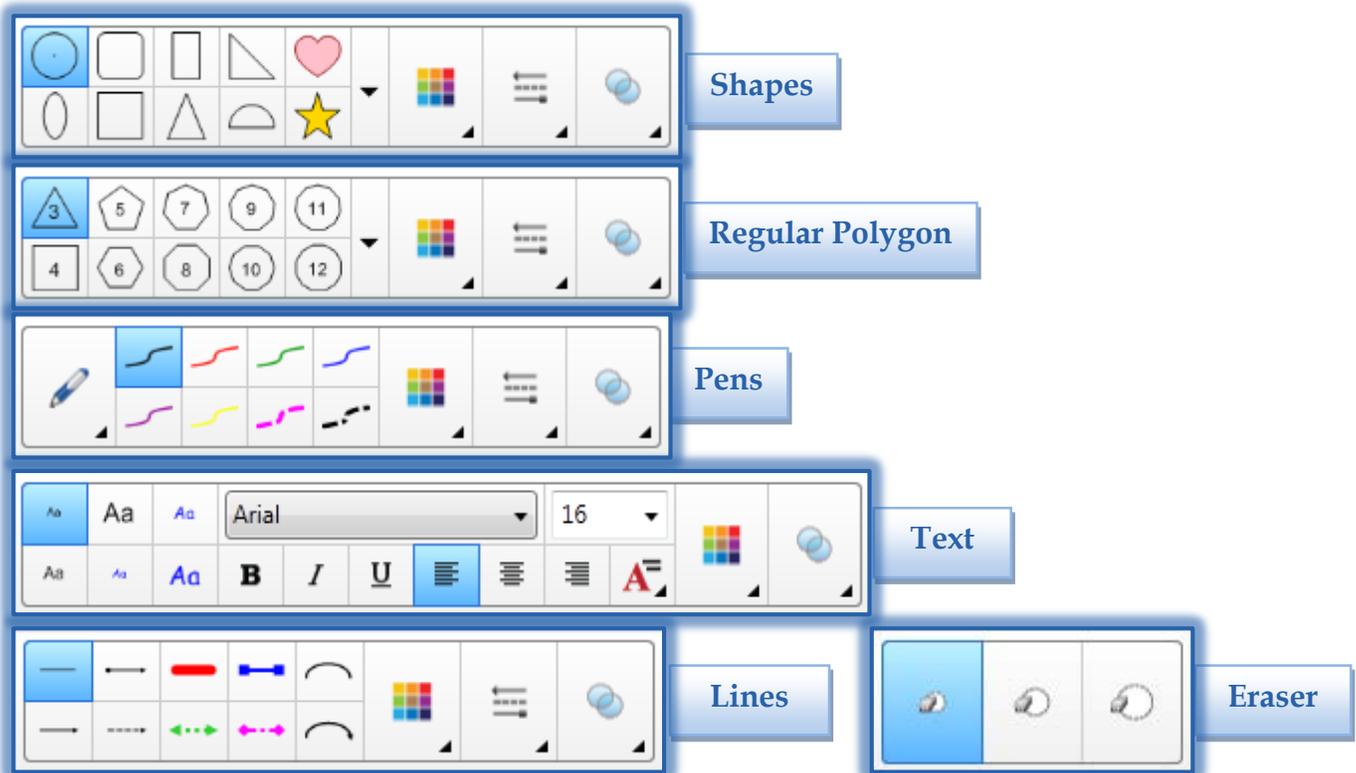
Command/Button		Action
<b>Actions Panel</b>		This panel includes buttons that enable the user to browse and make changes to notebook files.
<b>Previous Page</b>		This tool is used to display the previous page within the current file of the notebook.
<b>Next Page</b>		Use this tool to display the next page within the current file of the notebook.
<b>Undo</b>		This tool is used to reverse the effect of a previous action or command.
<b>Redo</b>		To reverse the Undo command, use this tool.
<b>Open File</b>		This tool is used to open a previously created notebook file.
<b>Add/Blank Page</b>		To insert a new blank page into the notebook, use this tool. The page will be inserted after the active page; the one where the insertion point is located.
<b>Delete Page</b>		Use this button to delete a page from the notebook file. Once a page is deleted, it cannot be restored.
<b>Save</b>		To save the current notebook file, use this tool.
<b>View Screens</b>		This tool is used to change the display options for the pages in the notebook file.
<b>Paste</b>		Use this tool to paste images, text, or other objects that have been stored on the clipboard into the notebook page.
<b>Screen Capture</b>		Click this tool to open the Screen Capture toolbar. This toolbar will appear in the current notebook window. The buttons on the toolbar are used to take screen captures of an image, the computer screen or a program window.
<b>SMART Document Camera</b>		To insert an image from a SMART Document Camera, choose this tool.
<b>Measurement Tools</b>		To insert a ruler, protractor, geodreieck, or compass into the Notebook window, use this tool.

Command/Button	Action
<b>Delete</b> 	This tool is used to delete objects such as images and textboxes that have been inserted into the notebook page.
<b>Show/Hide Screen Shade</b> 	A Screen Shade can be used to cover the information on your screen and reveal it slowly. This will help to focus your audience's attention on what is being presented.
<b>Table</b> 	Tables can be added to a page in the notebook file. They can help to align text and other objects on the page.
<b>SMART Exchange</b> 	This feature allows teachers to share notebook files with teachers around the world. When the button is clicked the SMART Exchange Web site will display. This site not only provides access to SMART Exchange it also provides SMART Board lessons from other areas outside the school district.
<b>Add-ons</b> 	Add-ons are extensions to SMART Notebook software. These add-ons are created by SMART Technologies and by third-party software developers. Two add-ons included for the SMART Notebook are the Activity Builder and the Alignment Tools. Other add-ons can be installed from the SMART Exchange.
<b>Tools Panel</b>	
<b>Select</b> 	This tool is used to select objects within a notebook page.
<b>Shapes</b> 	This tool is used to draw different shapes in the SMART Notebook window. The Shapes Contextual Panel will display when this button is clicked. This panel allows the user to insert different shapes and then to format those shapes using the available tools.
<b>Regular Polygons</b> 	This tool is used to insert regular polygons with between 3 and 15 sides into a notebook page. When the button is clicked, the Regular Polygons Contextual Panel will display. This panel can be used to select a polygon and to apply formatting to the polygon.
<b>Fill</b> 	Use this tool to change or apply a fill color for an object, such as a rectangle, square or circle. When the button is clicked, a palette of different colors will display.
<b>Pen</b> 	Click this tool to write on the notebook page with the digital pen. The Pen Contextual Panel will display. This panel allows the user to choose different pen and line types and to change the properties of the pens.

Command/Button		Action
Text		Click this tool to insert a Text box within the notebook page. The Text Contextual Panel will display. This panel allows the user to make changes to the format of the text and some of the properties for the text.
Lines		This tool can be used to draw a straight line or an arc on the notebook page. When this button is clicked, the Lines Contextual Panel will display. This panel can be used to select different line types and line colors.
Eraser		Use this tool to activate the digital eraser. This eraser is used to remove digital ink marks, such as pen and highlighter, from the SMART Notebook window.
Customize		Click this button to open the Customize Window. This window is used to add additional buttons to the SMART Notebook Toolbar and to remove buttons from the toolbar.
Move Toolbar		Select this tool to move the SMART Notebook toolbar to the top or bottom of the interactive screen.

### Contextual Panel

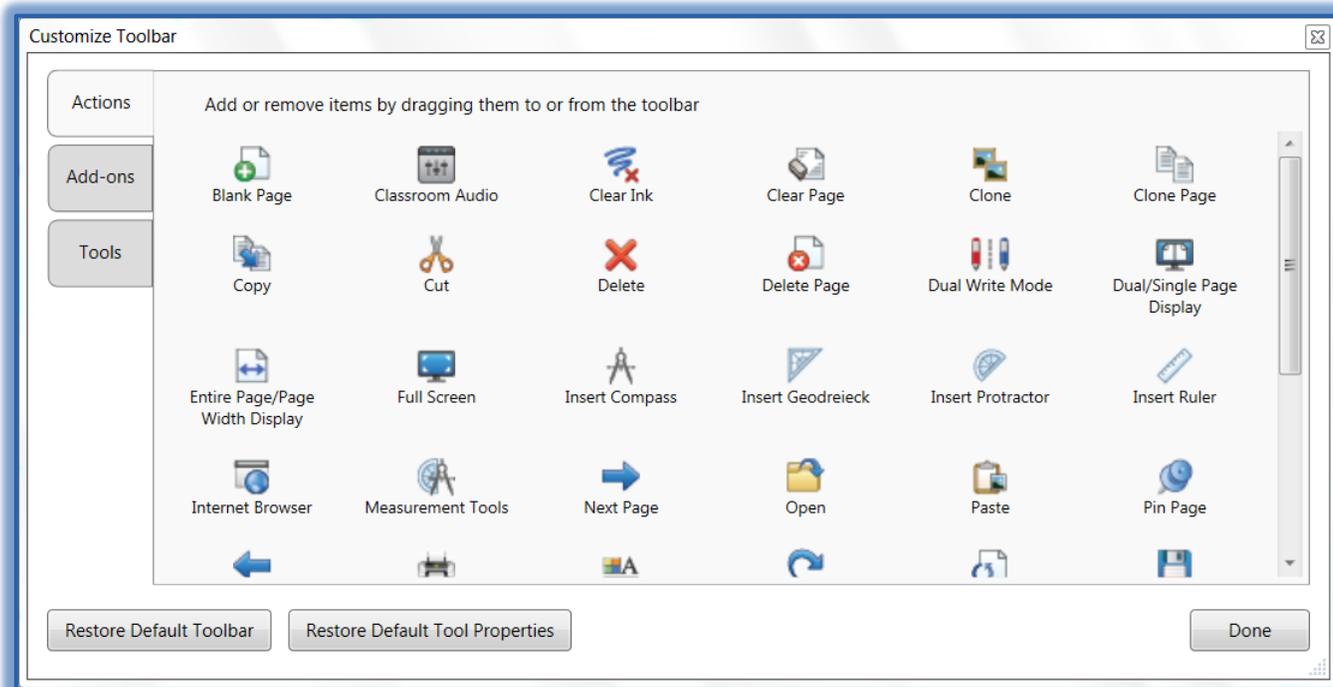
When one of the buttons in the Tools Panel is selected, additional buttons will appear. The illustrations below show the different types of Contextual Panels that are available when working with the Notebook Toolbar.



## Additional SMART Notebook Toolbar Tools

There are several tools that may be added to the SMART Notebook Toolbar. To add tools to this toolbar:

- ✦ Right-click in any area of the toolbar.
- OR
- ✦ Click the **Customize Toolbar** button in the upper-right corner of the toolbar (see illustration at right).
- ✦ The **Customize Toolbar** window will appear (see illustration below).



- ✦ To add a button to the toolbar, drag it to the toolbar.
- ✦ To remove a toolbar button drag it away from the toolbar.
- ✦ The available tools and there functions are described in the table below.

Command/Button	Action
<b>Actions Panel</b>	The tools on this panel include buttons that enable the user to browse and make changes to notebook files.
<b>Clear Ink</b>	 To clear all the ink marks on the notebook page, select this button.
<b>Clear Page</b>	 This tool is used to erase all digital ink and delete all objects from the interactive screen.
<b>Clone</b>	 Use this button to clone objects in a document.
<b>Clone Page</b>	 This tool is used to make a copy of an existing notebook page. The page will appear in the notebook as a new page.
<b>Copy</b>	 To copy an object in a document and place it on the clipboard, select this option. The clipboard item can then be placed in another document or in the same document.

Command/Button	Action
<b>Cut</b> 	This button is used to remove an object from a document and place it on the clipboard. The item can then be placed in another document or in a different location in the same document.
<b>Dual/Single Page Display</b> 	This tool is used to toggle between a two page view or a single page view. When two pages are displayed, it is possible to draw, make notes, import files and add links on either page in the same way as you would on a single page. The active page is indicated by a red border.
<b>Dual Write Mode</b> 	When Dual Page Display is selected, this mode allows two people to write on a SMART Board at the same time. Dual Page Display can be selected by clicking the View Screens button and selecting Dual Page Display.
<b>Entire Page/Page Width Display</b> 	To toggle between full page and page width view, select this button. This will work when a page has been zoomed to less than full page or page width.
<b>Full Screen</b> 	This tool is used to display the current page in Full Screen view.
<b>Insert Compass</b> 	This tool is used to insert a compass into the notebook page.
<b>Insert Geodreieck</b> 	To add a geodreieck to the notebook page, select this tool.
<b>Insert Protractor</b> 	This tool can be used to insert a protractor into the notebook page.
<b>Insert Ruler</b> 	A ruler can be inserted into the notebook page by using this tool.
<b>Internet Browser</b> 	This feature allows the user to browse to any Web page within the SMART Notebook. To see the same Web page every time a document file is opened, press the Pin the Page option. To return to the pinned page, press the Go Back to Pinned Page option.
<b>Pin Page</b> 	When a notebook is displaying dual pages, a page can be pinned so that it will continue to display in the whiteboard area while other pages in the Page Sorter are being viewed.
<b>Print</b> 	This tool is used to print the current window to the default printer. When this tool is clicked a printer dialog box will appear.

Command/Button	Action
<b>Properties</b> 	<p>This tool is used to change the properties of an object. The properties that can be changed depend on the object that has been selected. It is possible to select several objects and change their properties at the same time.</p>
<b>Reset Page</b> 	<p>To use this tool to reset a page back to the latest saved version, add it to the toolbar.</p>
<b>Show All Links</b> 	<p>When this tool is used, each time a notebook page is opened, an animated indicator will appear around each object that has a link. Depending on how the links are defined, each indicator surrounds either the entire object or an icon in the object's bottom left corner. The indicators will disappear automatically after several seconds.</p>
<b>Show/Hide Alignment</b> 	<p>When working with a notebook page, guidelines can be set to assist in aligning objects with other objects. It is also possible to set objects to align automatically with these guidelines when moving objects on a page.</p>
<b>SMART Keyboard</b> 	<p>To display the on-screen keyboard, click this button.</p>
<b>SMART Recorder</b> 	<p>Use this tool to record a presentation while you are using SMART products. Everything that is written within the SMART product will be recorded as well as the audio portion of the presentation.</p>
<b>SMART Video Player</b> 	<p>This tool makes it possible to play a video on the interactive screen and to write notes over it in digital ink. It is possible to play standard videos from a connected video hardware device such as a VCR or DVD player.</p>
<b>Transparent Background</b> 	<p>To display the current file in Transparent Background mode, choose this tool. Using this mode, you can view the desktop and windows behind the <i>SMART Notebook</i> window and continue to interact with the open, transparent file.</p>
<b>Volume Control</b> 	<p>This tool is used to adjust the volume of the computer.</p>
<b>Tools Panel</b>	<p>The tools for this panel include buttons that enable the user to create and work with basic objects on pages.</p>
<b>Calligraphic Pen</b> 	<p>This type of pen allows users to write or draw digital ink like is done with the standard pen, but with lines of varying thickness. The pen is useful for teaching students writing. It is only available when the SMART Board is activated.</p>

Command/Button	Action
<b>Crayon</b> 	This pen can be used to draw or write crayon-like digital ink in the notebook page. This pen is intended for artistic work such as painting, coloring pictures, and so on rather than writing.
<b>Creative Pen</b> 	This tool can be used to add colorful elements when you write or draw freehand objects. It enables you to draw a line of rainbow colors, smiley faces, stars, and more.
<b>Highlighter</b> 	This pen can be used to highlight portions of the notebook page.
<b>Magic Pen</b> 	This pen can be used to create freehand objects that slowly fade, open a magnification window or open a spotlight window.
<b>Paintbrush</b> 	The paint brush pen is used to write or draw paint-like digital ink images. It is intended for artistic work, such as painting and coloring pictures rather than for writing.
<b>Pen</b> 	Click this tool to write on the notebook page with the digital pen. The color of the pen determines what color will be used for writing.
<b>Shape Recognition Pen</b> 	Use this tool to draw circles, ovals, squares, triangles, rectangles, and arcs. Click this tool and then draw a shape using a pen or other tool. If the program recognizes the shape, it will draw it in the SMART Notebook window.
<b>Text Pen</b> 	This feature is used to write notes that are automatically converted to editable text. This allows the use to edit text while working without touching a keyboard.