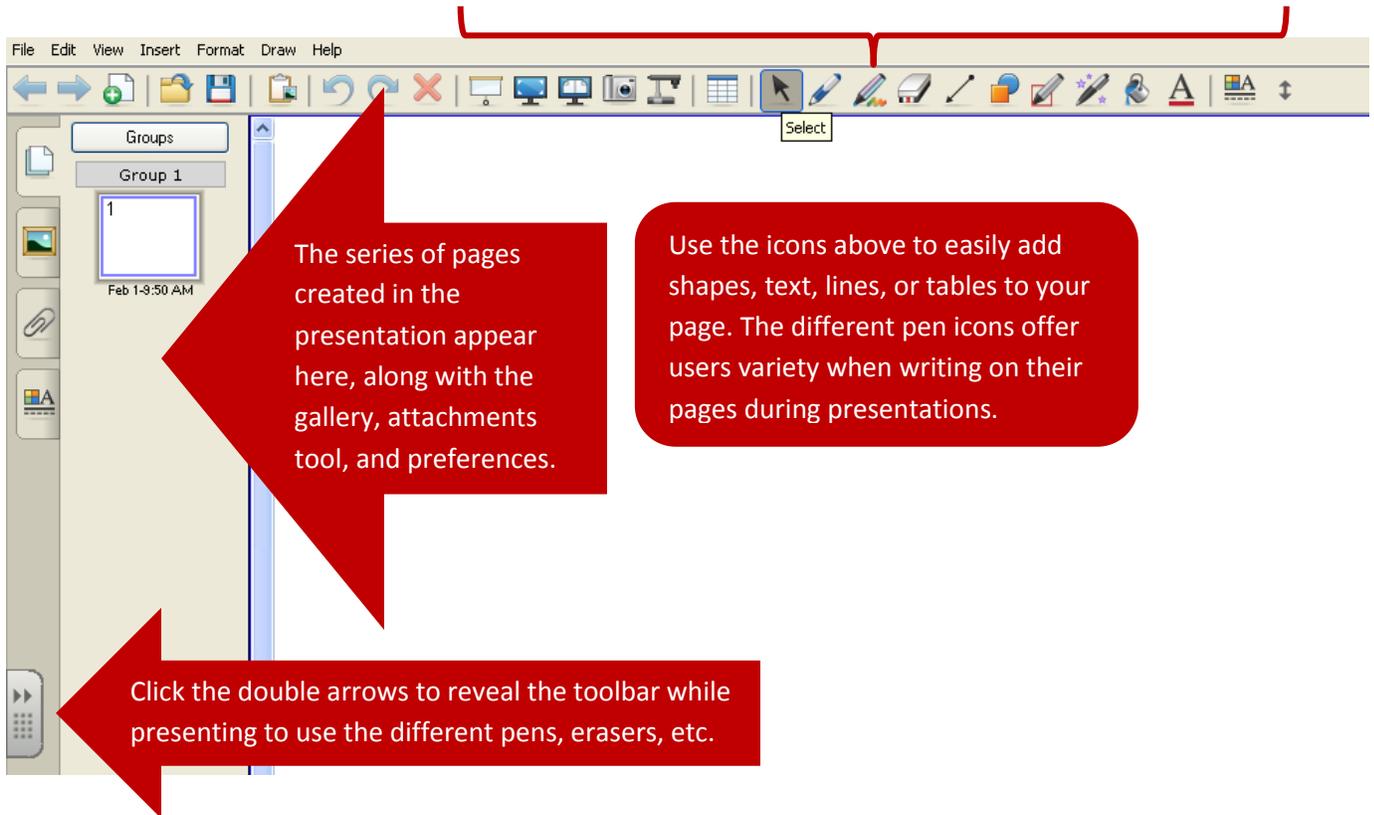# Using SMART Notebook

SMART Notebook is software meant to supplement use with the SMART Board. The software helps users create interactive presentations, and offers a variety of ways to enhance presenting interactive lessons. SMART Notebook is available at no cost to UIS faculty through the webstore, which can be found at http://webstore.illinois.edu/.

Getting Started

After opening the SMART Notebook software, users will be guided to the screen below:

The series of pages created in the presentation appear here, along with the gallery, attachments tool, and preferences.

Use the icons above to easily add shapes, text, lines, or tables to your page. The different pen icons offer users variety when writing on their pages during presentations.

Click the double arrows to reveal the toolbar while presenting to use the different pens, erasers, etc.

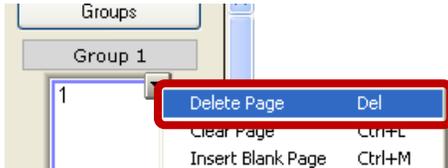*Adding Pages*

To add pages to your presentation,

1. Click the **Add Page** icon on the toolbar along the top of the screen.

2. Users can also add a page using the icon at the bottom left of the screen.

3. To **delete** a page, **click** the page you wish to delete to highlight it, and click the **Delete** key, or click the **arrow** in the right corner of the page, and select **Delete Page**.

Editing Pages

1. Users have the option to change the background of the page by selecting the page they wish to edit and then clicking the **Preferences** icon along the side of the screen.
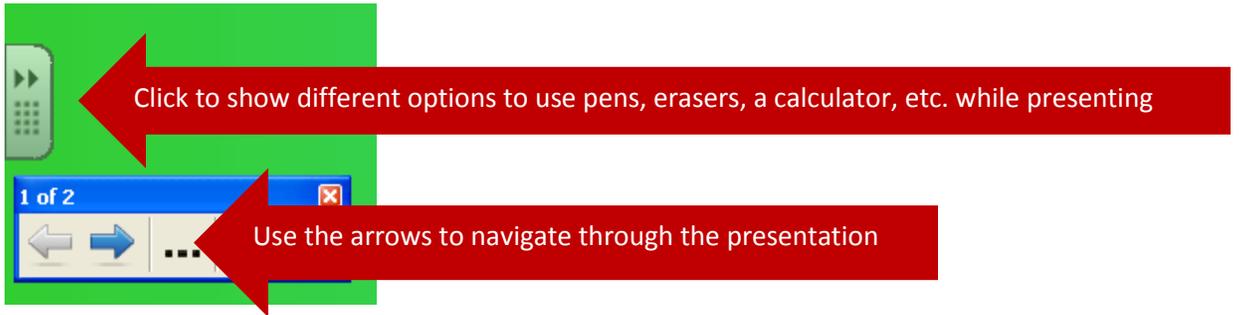
Choose between adding a solid, gradient, or patterned background, or uploading an image
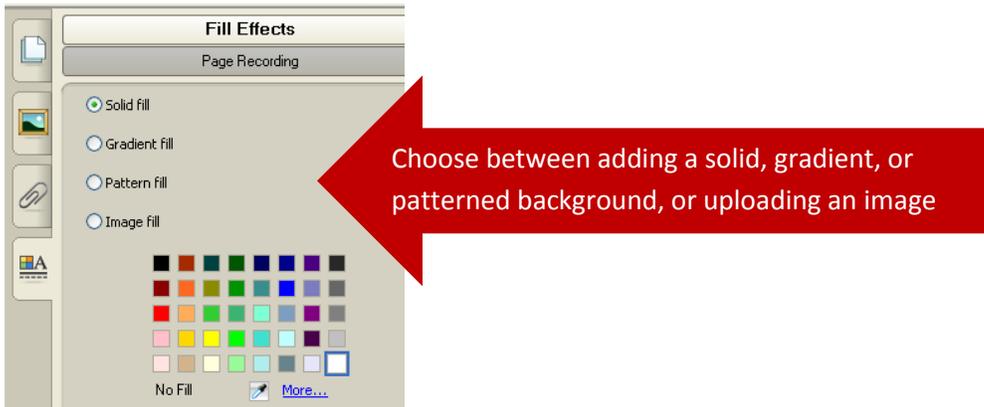
Full Screen Mode (Presenting)

1. To switch into **presenting mode,** click the **Full Screen** icon on the top toolbar.

2. When presenting in full screen mode, two icons/toolbars will appear on the screen to use.

Click to show different options to use pens, erasers, a calculator, etc. while presenting

1 of 2

Use the arrows to navigate through the presentation

Adding Objects

While SMART Notebook is a tool that is used to be interactive while presenting, it also allows users to customize pages to create an interactive presentation to be used in class. A variety of objects can be added to customize your presentation.
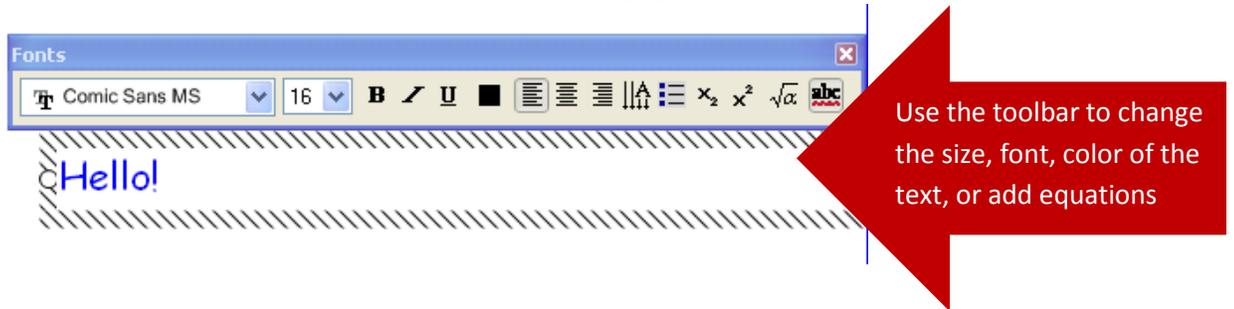
Text

To add text to a page,

1. Click the **Text** icon along the top toolbar.

2. Select the **font** you want, and click the area on the page where you want to add text.

Fonts

Comic Sans MS   16   B *I* U ■

Hello!

Use the toolbar to change the size, font, color of the text, or add equations

Shapes

To add shapes,

1. Click the **Shapes** icon on the top toolbar, and select a shape to add.
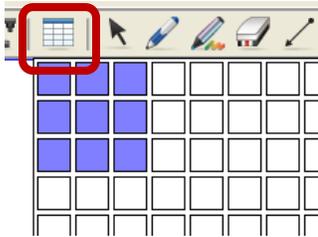
Shapes

Tables

In SMART Notebook, users can add tables to their pages to serve as an interactive guide for students during class. For example, they can organize information, series of pictures, etc.

To add a table,

1. Click the **Insert Table** icon along the top toolbar. Select the dimensions of the table.
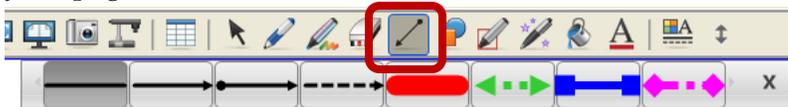

Lines

Similar to tables, lines can be used to create outlines for sorting information.

To add a line,

1. Click the **line** icon along the top toolbar, and select the type of line you wish to add to your page.

2. Click and drag on the page to draw the line.

Highlights of Objects

Screen Shade

The screen shade allows users to cover and then show information on the pages during a presentation. To add a screen shade to a slide,

1. Click the **Screen Shade** icon. If you have added the screen shade and would like to remove it, click the icon again and it will be removed.

2. While presenting, the screen shade will appear as a grey cover. Click the edge to move the shade up or down to hide or reveal information.
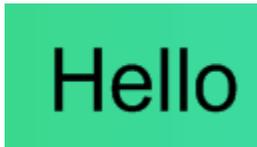

Text Recognition

Another feature of SMART Notebook is text recognition. When writing with a pen on the board, users can convert your writing from handwritten text to typed text.

1. Using a **pen**, write your text, and then click in the corner to select the recognized word.
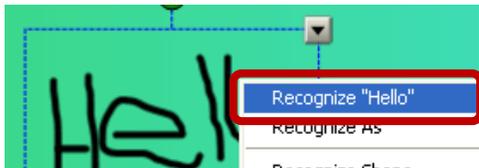
2. The text will converted from handwritten to type.

Magic Pen

The Magic Pen is a tool that can be used multiple ways in presenting.

1. While using the Magic Pen as a **writing utensil**, the text will disappear 10 seconds after it was written.

2. Use the Magic Pen to draw a **rectangle** around the selected area to instantly magnify it.

3. Use the Magic Pen to draw a **circle** around a selected area to spotlight it.

Shape Recognition

Use the shape recognition tool to convert drawn shapes into clear and concise shapes.

1. Click the **Shape Recognition Pen** on the top toolbar.

2. Draw your shape, and as soon as you are finished, it will convert into a perfect square, rectangle, triangle, oval or circle.

Gallery

The gallery is one of the highlights of SMART Notebook. From the gallery, users can search through hundreds of pictures, pages, interactive activities, games, graphics, and more. To access the **Gallery**,

1. Click the **Gallery** icon along the side of the screen.

2. Use the **Search Bar** to look for specific items. For example, if you have a unit on Martin Luther King Jr. search his name to find pictures, videos, and more. Browse through other areas of the gallery and find different items to add to lessons.

Importing PowerPoint Presentations

To import a PowerPoint presentation,

1. Click **File**, and then **Import**.
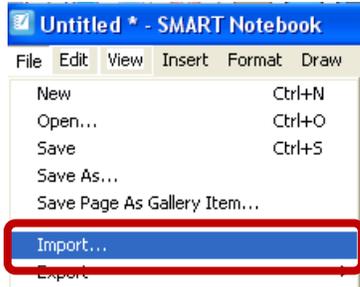
2. Browse for the desired file. Each slide of the PowerPoint presentation will import as a separate page in the Notebook.

Capturing

Screen Capture

The Screen Capture feature can be used when users wish to capture the screen as it appears. To take a screen capture,

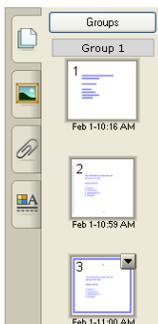1. Click the **Screen Capture** icon along the top toolbar.

2. Select how you would like to capture the screen, and if you would like the capture to create a new page.

Click and select a box, the entire screen, a page, or free form to customize the capture

3. The screen captures will appear along the left of the screen as new pages.

Page Recording

A page can be recorded and replayed to view at a later time. If a microphone is available, audio can also be recorded. To record a page,

1. On the **Preferences** tab along the side of the screen, click **Page Recording**.

2. When the page is recording, the **REC** button will appear in the upper left corner.

3. When finished recording, click **Stop Recording** under **Page Recording** in **Preferences**.

4. A **toolbar** will then appear at the bottom of the page, so the recording can be played during a presentation. **Click the X** to delete the recording.


SmartTech Website & SMART Exchange

The SMARTTech Website is a great resource. It offers support, training, and other resources. It also offers **SMART Exchange**, a place where users can go to find new interactive lessons contributed by others. Simply download these resources and they will appear in your **Gallery**.

To access SMART Exchange,

1. Go to http://smarttech.com. Under **Resources**, click **SMART Exchange**.
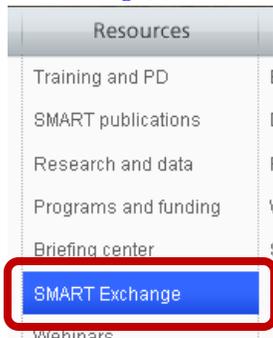
2. Use the **Search Box** to find a specific topic, or **Browse** by subject, grade, or the type of file you are looking for.

3. Various lessons will appear, and users are able to **Preview** by clicking **Click to Preview**. Click **Download** to download the lesson to your gallery. You will notice 2 numbers next to each lesson. The number to the **left** represents the number of downloads the lesson has had, and the number to the **right** represents the number of users who would recommend it.