

# Toolbars and Tabs in SMART Notebook™ Software



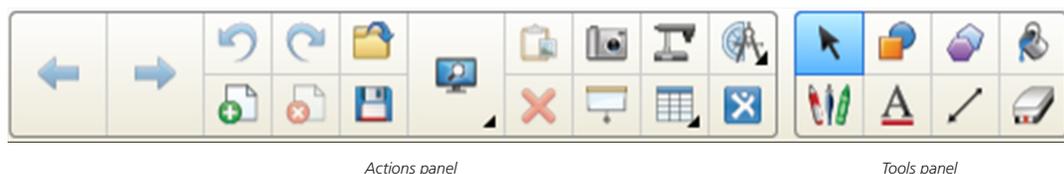
This quick reference introduces you to the toolbar, full screen toolbar and side tabs in SMART Notebook collaborative learning software.

## Toolbar

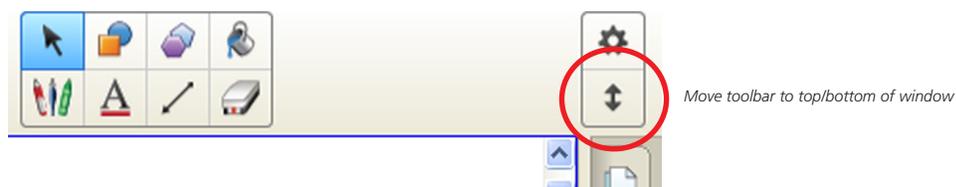
The SMART Notebook toolbar gives you access to a number of tools to help you work with your SMART Notebook file. The toolbar organizes buttons into sections and makes popular features more visible.

The SMART Notebook toolbar consists of the Actions panel, which enables you to browse and make changes to your SMART Notebook file, and the Tools panel, which enables you to create and work with basic objects on the page.

When you select a button in the Tools panel, additional buttons appear. You can use these buttons to set the properties of the objects you want to create or modify.



By default, the toolbar appears at the top of the SMART Notebook software page. If you're working at the SMART Board® interactive whiteboard and prefer to sit, or if you're working with young students, it may be convenient to move the toolbar to the bottom of the page. To do this, press the double-ended vertical arrow on the far right of the toolbar.



## Toolbars and Tabs in SMART Notebook Software

SMART Notebook toolbar buttons			
	Display the previous SMART Notebook page	Display the next SMART Notebook page	
	Insert a blank page directly after the active SMART Notebook page	Open an existing SMART Notebook file	
		Delete the active SMART Notebook page	
	Save your SMART Notebook file	Paste	
	Undo the last action you performed	Redo the action you last performed	
	Delete any selected object	Show or hide the Screen Shade on the current SMART Notebook page	
	Open Full Screen view	Toggle between Dual and Single Page Display	
	Launch the Screen Capture toolbar	Activate the SMART Document Camera™	
	Create a table	Select any object on the page with your mouse	
	Write or draw with the Pen tool	Write or draw with the Creative Pen tool	
	Erase digital ink	Create a line	
	Create a shape	Create a perfect shape (for example a circle, square or rectangle)	
	Write or draw with the Magic Pen tool in fading digital ink, and use the Magnifier or Spotlight	Fill an object or shape	
	Create a text box for typing	Launch the Properties side tab	
	Write or draw with calligraphic ink		

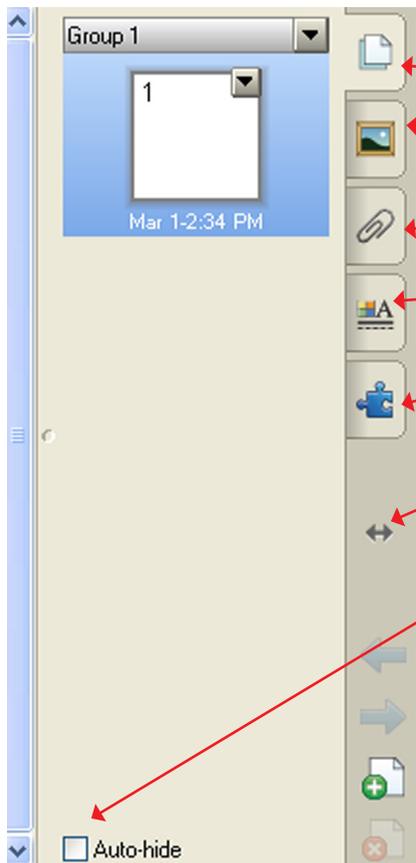
## Full Screen toolbar



Full Screen toolbar buttons			
	Display the previous SMART Notebook page	Display the next SMART Notebook page	
	Display a menu of more options including Screen Shade, shapes and pen options	Exit full screen	

## Side tabs

There are five tabs on the side of the SMART Notebook software interface.



**Page sorter tab**

**Gallery tab**

**Attachments tab**

**Properties tab**

**Add-ons tab**

**Move tabs to the other side of the work area**

**Auto-hide check box**

**TIP:** If you prefer to work from the left-hand side of the work area, click the double-ended horizontal arrow to move the tabs from one side of the work area to the other.

**TIP:** When you no longer need the side tabs to be visible, you can hide them by selecting the Auto-hide check box.

## Toolbars and Tabs in SMART Notebook Software

Side tabs			
	<p>Click the <b>Page Sorter</b> tab to see a thumbnail image of each page in the SMART Notebook file. You can navigate to a different page, create page groups or reorder the pages.</p>	<p>Click the <b>Gallery</b> tab to access collections of SMART's custom pages, clip art, animations, audio clips and video clips. Drag a thumbnail onto the work area to add it to your SMART Notebook file.</p>	
	<p>Click the <b>Attachments</b> tab to add hyperlinks to, or attachments from, other software applications</p>	<p>Click the <b>Properties</b> tab to format shapes, objects and text</p>	
	<p>Click the <b>Add-ons</b> tab to work with SMART Notebook software add-ons like the Activity Builder</p>		

## The Floating Tools Toolbar

Even when SMART Notebook software is closed, the SMART Notebook features you use most are still at your fingertips with the Floating Tools toolbar.

If it's not already on your screen, launch the toolbar. Press the SMART Board icon in the Windows notification area at the far right of the taskbar, and then press **Show Floating Tools**.

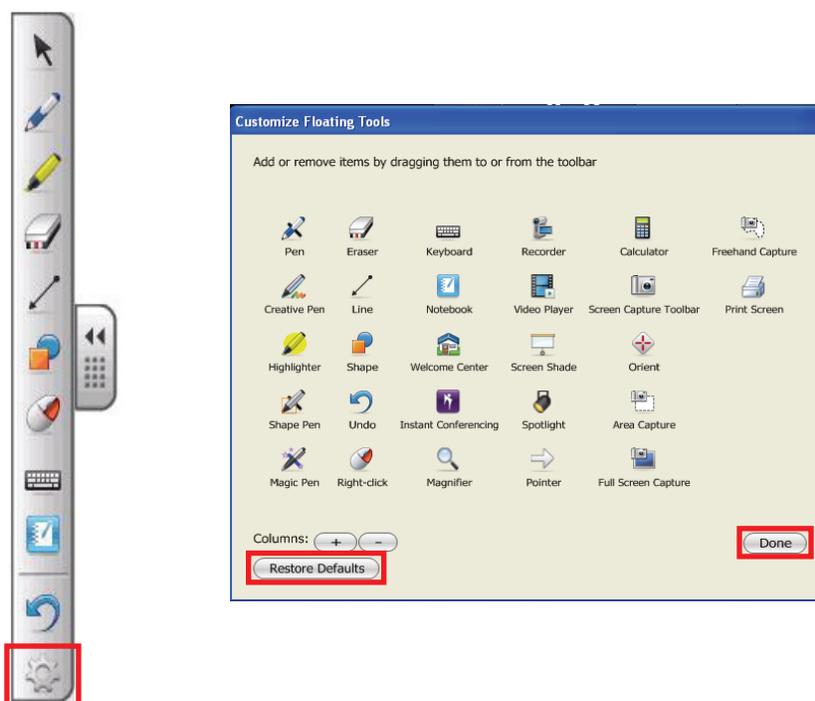


## Toolbars and Tabs in SMART Notebook Software

Button	Action
	Stop using other tools and return the cursor to mouse mode
	Write or draw in digital ink, and select the ink color
	Highlight an area of the screen with translucent ink for emphasis or select the ink color
	Erase digital ink or select the size of the eraser
	Draw a line and select the line format
	Draw and select a pre-formed shape
	Make your next press on the interactive whiteboard a right click
	Launch the On-Screen Keyboard
	Launch SMART Notebook software
	Undo your previous action
	Open the Customize Floating Tools menu to personalize toolbar functions

### Customizing the toolbar

Press the Customize button in the Floating Tools toolbar to view a variety of toolbar buttons. You can choose as many buttons as you like to fully customize the toolbar.



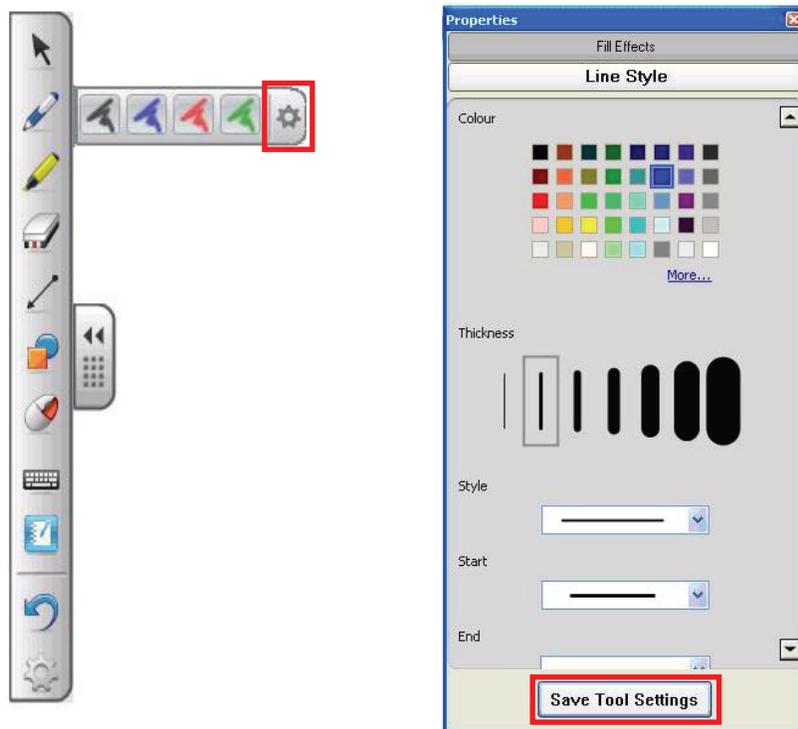
# Toolbars and Tabs in SMART Notebook Software

To add a button to the Floating Tools toolbar, drag the icon onto the toolbar. To remove a button, press the **Customize** button and drag the tool off the toolbar.

To return the toolbar to its original configuration, press the **Restore Defaults** button.

When you finish customizing the toolbar, press the **Done** button.

Buttons that have side menus can be customized further.



## To use the side menus for extra customizations

1. Press the **Customize** button on the side menu. The *Properties* dialog box appears.
2. Change the settings for the tool
3. To make the new settings the default for that tool, click the **Save Tool Settings** button at the bottom of the dialog box