Getting started with SMART Notebook Student Edition

This *Quick Reference* provides the information you need to start using SMART Notebook Student Edition (SMART Notebook SE). For more information about the software, visit *smarttech.com/notebookse*.
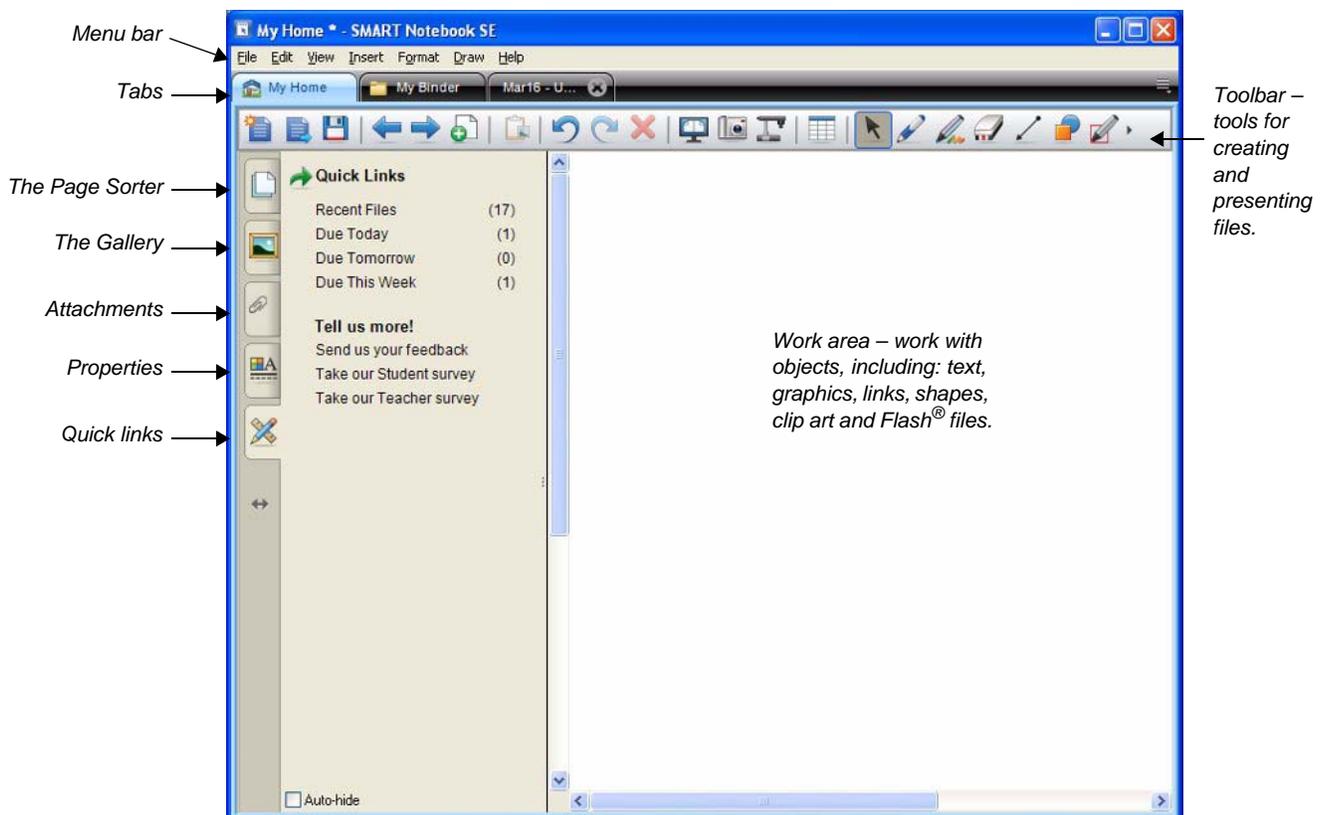
SMART Notebook SE allows students to:

- Take notes

- Complete and submit assignments

- Create and deliver presentations
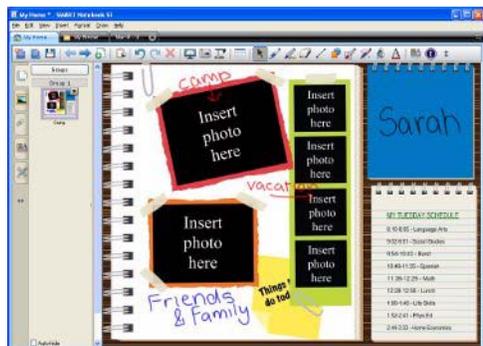
- Organize notes and assignments

Working with SMART Notebook SE

The appearance of SMART Notebook SE is similar to SMART Notebook software. It includes the same toolbar, menu bar and side tabs. SMART Notebook SE allows students and teachers to work with the same .notebook file format, and includes the following additions specifically designed for students:

- The **My Home** tab where you can create a customized home page

- The **My Binder** tab, where you can organize your files and assign due dates

- The **Quick Links** tab, where you can access recently used files, and files with approaching due dates

- The ability to open multiple SMART Notebook files, and move between them by clicking tabs

Menu bar

Tabs

Toolbar – tools for creating and presenting files.

The Page Sorter

The Gallery

Attachments

Properties

Quick links

Work area – work with objects, including: text, graphics, links, shapes, clip art and Flash® files.

Creating a customized My Home page · My Home

When you start SMART Notebook SE, it opens to the **My Home** tab. The **My Home** tab is a space for you to create a personalized home page using your favorite pictures, multimedia files, links and text.

You can use:

• The table feature to add your class schedule

• The **Gallery** and your own picture files to add images

• The links feature to create hyperlinks to important websites

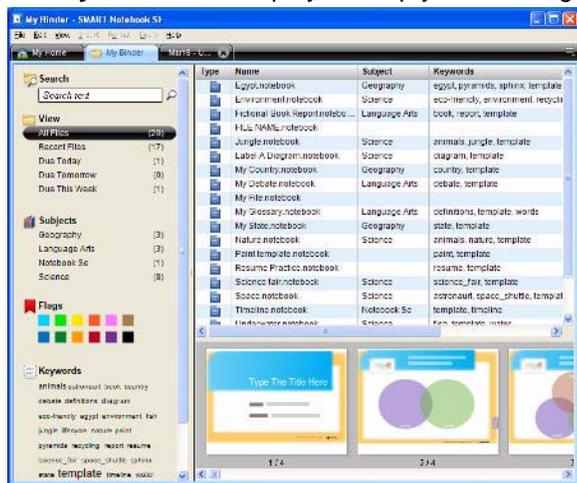## Taking notes and creating a new SMART Notebook file · Mar16 - U...

When you start SMART Notebook SE, a new **ScratchPad** tab appears, named *current date - Untitled*. Click this tab to access a blank SMART Notebook file which you can use to take and save notes.

Opening an existing SMART Notebook file · My Binder

The **My Binder** tab helps you keep your files organized:

• Click the **My Binder** tab to see a list of your files

• Double-click a file name to open the file in a new tab

• Filter the list by keyword, subject and due date by clicking one of the criteria in the side pane

• Use the **Search** box to find files containing a specific word

• See thumbnail images of the selected file

• Add due dates, flags and keywords to files. For more information see the Quick Reference *Organizing school work with SMART Notebook Student Edition*.

Adding files to My Binder

To add existing files to **My Binder**:

1 Select **File > Add to My Binder**

2 Browse through your folders and select the file you want to add to **My Binder**. You can add SMART Notebook files and other types of files.

3 Click **Open**
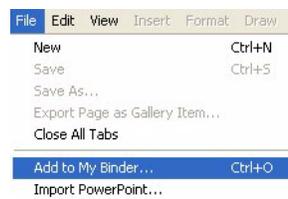
TIP: The easiest way to add a file to **My Binder** from your desktop or an open folder is to drag and drop it directly into **My Binder**.

Saving a SMART Notebook SE file

If you close SMART Notebook SE without saving one or more files, it prompts you to save them. It is good practice to save your work regularly. Click the **Save** button in the toolbar to save a file.