



Organizing school work with SMART Notebook Student Edition

This *Quick Reference* provides the information you need to organize your school work using SMART Notebook Student Edition (SMART Notebook SE). Before you begin, make sure that you have SMART Notebook SE installed on your computer. For more information about the software refer to the *Getting Started with SMART Notebook Student Edition Quick Reference* or visit smarttech.com/notebookse.

SMART Notebook SE helps students take notes, complete assignments and organize school files. You can add keywords, subjects and due dates to files, and then categorize and sort files to quickly find what you need.

Adding a due date, subject and keywords to a file My Binder

The **My Binder** tab lists all your files, which you can filter using the links in the side panel. Add the following details to each file to take advantage of the available links and filters:

- The subject
- A due date
- Keywords

To add details to a file, complete the following steps:

1. Click the **My Binder** tab
2. Press and hold CTRL and click the file name
3. Select **Edit Properties**. The *Edit Properties* dialog box appears.
4. Complete the fields on both tabs. The images below explain the available options.
5. Click **OK**

General Tab Annotations:

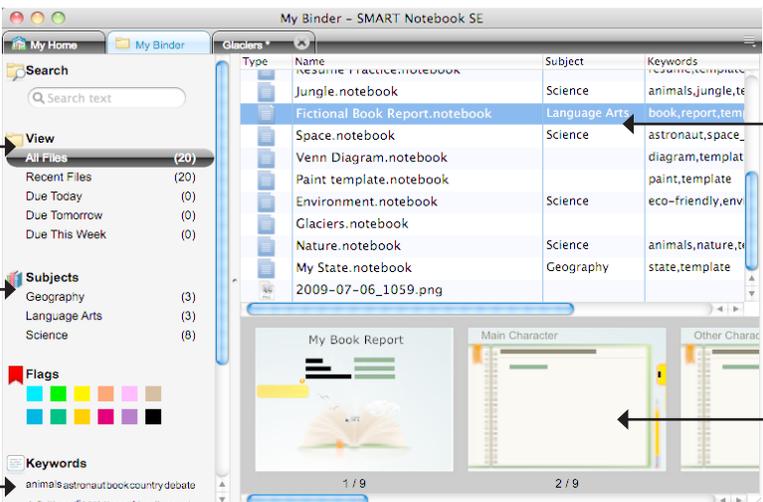
- Subject:** Type the subject or select it from the drop-down list.
- Due Date:** To change the month, click the arrows. Click the due date.
- Mark as Complete:** Mark as Complete

Keywords Tab Annotations:

- Keywords List:** Select a keyword from the list. Click the > button to assign it to this file.
- New keyword:** Type a keyword in the New keyword field. Click the + button to add it to the list.
- OK Button:** When you're finished, click OK.

View a filtered list of your files

Click a link in the side panel to see a complete or filtered list of your files. This feature helps you find what you need for each class, or to study for a test.



The screenshot shows the SMART Notebook SE interface. On the left is a side panel with sections: Search, View, Subjects, and Flags. The View section is expanded to show 'All Files (20)', 'Recent Files (20)', 'Due Today (0)', 'Due Tomorrow (0)', and 'Due This Week (0)'. The Subjects section shows 'Geography (3)', 'Language Arts (3)', and 'Science (8)'. The Flags section shows a grid of colored squares. Below these is a 'Keywords' section with a list of words. The main area displays a table of files with columns for Name, Subject, and Keywords. The 'Fictional Book Report.notebook' is selected. Below the table is a preview pane showing three thumbnails: 'My Book Report', 'Main Character', and 'Other Charac'. Arrows point from text labels to these elements.

Click a quick link to see a filtered list of files.

Click a subject to see all files for that subject.

Click a keyword to see a list of files tagged with that word. Popular keywords are larger.

A list of your files appears here.

The Preview pane displays thumbnail images of the currently selected file.

Highlighting important information with Flags

You can highlight important objects using Object Flags. This is similar to highlighting text in a notebook with a highlighter, or adding a sticky-note to a page.

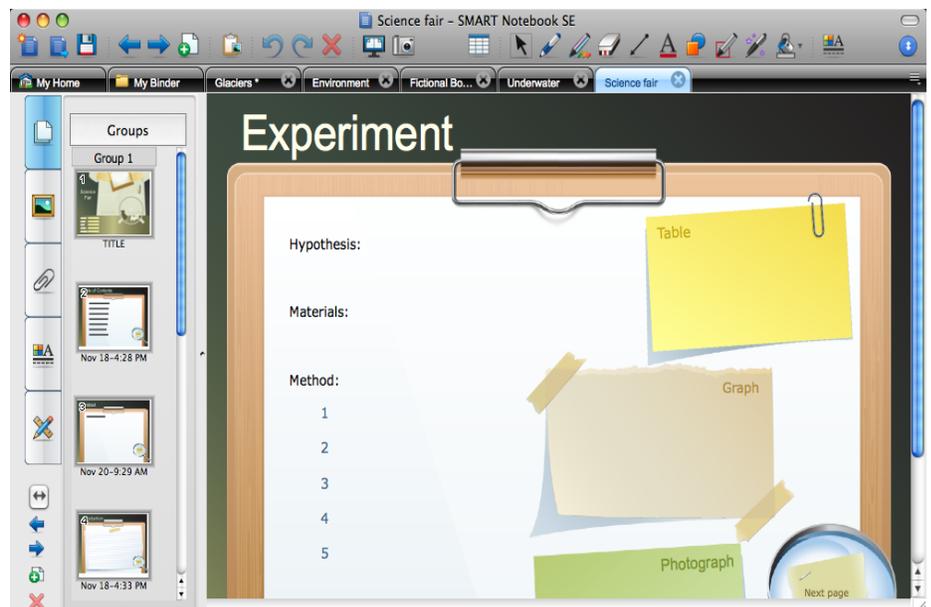
To add an Object Flag to an object, complete the following steps:

1. Select an object
2. Click the **Properties** side tab
3. Click the **Object Flags** button
4. Click the color of the flag you would like to assign. A colored flag appears next to the object.

Working with multiple files

You can open more than one SMART Notebook file at once. This is useful if you are referring to past lessons when completing a new assignment.

- There is a tab for each open file
- Click the tabs to move between the files
- Click the **X** on the file's tab to close it



The screenshot shows the SMART Notebook SE interface with multiple files open. The top bar shows tabs for 'My Home', 'My Binder', 'Glaciers', 'Environment', 'Fictional Bo...', 'Underwater', and 'Science fair'. The 'Science fair' tab is active, showing a page titled 'Experiment'. The page contains sections for 'Hypothesis:', 'Materials:', and 'Method:'. The 'Method:' section has a numbered list from 1 to 5. There are also several sticky notes: a yellow one labeled 'Table', a brown one labeled 'Graph', and a green one labeled 'Photograph'. A magnifying glass is over the 'Next page' button at the bottom right.