SMART Notebook SE
User's Guide

Extraordinary made simple™ | **SMART**™

Product Registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at www.smarttech.com/registration.

Keep the following information available in case you need to contact SMART Technical Support.

Serial Number: _____

Date of Purchase: _____

Contents

Chapter 1

Introducing
SMART Notebook SE

SMART Notebook SE for Windows® operating systems enables you to complete assignments, take notes, manage due dates and organize digital material. Each file contains a series of pages and each page has its own objects, properties and settings. You can add freehand objects, geometric shapes, straight lines, text, graphics, Adobe® Flash® content and tables to a page. You can manipulate and edit these objects at any time. You can save files in a format that you can open in SMART Notebook SE or SMART Notebook.

All of your files appear in the binder (an electronic filing system that enables you to sort, arrange and open files).

You can also export files in a variety of formats and send files to others as an e-mail attachment.

The Page Sorter displays all of the pages in the current file in thumbnail format. SMART Notebook SE automatically updates these thumbnails when you change the contents of the pages.

You can copy clip art, backgrounds and multimedia content to the page from the Gallery. The Gallery also provides access to online resources.

The SMART Notebook SE Bracelet
The SMART Notebook SE bracelet enables you to take SMART Notebook SE software anywhere and use it on different computers. The USB bracelet includes the software and space for you to save your files and multimedia content.

Starting SMART Notebook SE

When you start SMART Notebook SE, the *SMART Notebook SE* window appears. This window provides a number of ways to view and interact with files.

> **NOTE**
> You can work with more than one .notebook file in the same *SMART Notebook SE* window. However, you can only open one *SMART Notebook SE* window.

To start SMART Notebook SE

Click **Start > All Programs > SMART Technologies > SMART Notebook SE > SMART Notebook SE**.

The *SMART Notebook SE* window appears.

To start SMART Notebook SE using the bracelet

1. Connect the SMART Notebook SE bracelet to an available USB connector on the computer.

    A *Removable Disk* window appears.

2. Select **SMART Notebook SE**, and then click **OK**.

    The *SMART Notebook SE* window appears.

    > **NOTE**
    > – When you finish using SMART Notebook SE, save all of the open files before disconnecting the bracelet from the computer.
    >
    > – When you connect the bracelet to your computer, the computer's operating system assigns it two removable drives. The first drive contains SMART Notebook SE software; you're unable to save files to or delete them from this drive. The second drive contains the .notebook files you created with SMART Notebook SE software. You can save any files to this second drive. Both drives must be assigned for the software to run. If you connect the SMART Notebook SE bracelet to your computer and the two partitions aren't assigned, please see document 133805 on the SMART Support site. If both partitions are assigned, but SMART Notebook SE doesn't start automatically, please see document 133959.

The SMART Notebook SE Window

When you start SMART Notebook SE, it displays the My Home tab, the My Binder tab and a tab for a new file.

My Home Tab

The My Home tab is a customizable home page that enables you to personalize the appearance of the *SMART Notebook SE* window. You can add freehand objects, geometric shapes, straight lines, text, graphics, Adobe Flash content and tables to your home page, in the same way that you can in an open file.

To view the My Home tab   Click **My Home**.

My Binder Tab

The My Binder tab is a list of all the files you include in the binder (an electronic filing system that enables you to sort, arrange and open files). The binder displays each file's properties, including its subject, due date and keywords, as column headings. You can also view or edit the file's properties.

If the currently selected file is a .notebook file, the bottom of the tab displays a preview of the file's pages as thumbnails.

The left side of the tab displays a series of categories, including due dates, subjects and keywords, that enable you to filter the list of files and display only those within the selected category.

Subjects

This is a list of the subjects you've added to the properties of one or more of the files in the binder.

Flags

The flags each represent different words, and you can associate these flags with objects in .notebook files. You can filter the binder to display only .notebook files that contain a particular flag.

NOTE

If you hover over a flag in the binder, the words the flag represents appear as a tool tip. SMART Notebook SE includes 12 default flag labels.

Keywords

This is the list of the keywords you've added to the properties of one or more of the files in the binder. SMART Notebook SE displays the more frequently used keywords in a larger font.

To view the My Binder tab　　Click **My Binder**.

Open File Tabs

Beside the My Home and My Binder tabs is a tab for each open file. The tab's name matches the file it represents. You can select one of these tabs at any time to display the open file.

Each file consists of a series of pages, each with its own objects, properties and settings. You can add freehand objects, geometric shapes, straight lines, text, graphics, Adobe Flash content and tables to a page.

When you display an open file, the interface includes the following features.

- The toolbar enables you to select and use a variety of commands and tools.

- The whiteboard area displays the current page and enables you to create, edit and manipulate objects on the page.

- The Page Sorter displays thumbnails of the pages in the current file. It allows you to organize pages and move objects from page to page. You can view any page by clicking its thumbnail in the Page Sorter.

- The Gallery contains clip art, backgrounds and .notebook files and pages that you can add to the file. Gallery thumbnails provide previews of content images. The Gallery also provides access to the SMART Learning Marketplace and other online resources.

- The Attachments tab enables you to attach a copy of a file, a shortcut to a file or a Web page link to the file.

- The Properties tab enables you to change the options for the selected object. For example, if you select a shape, the Properties tab displays options for changing fill effects, line style and object animation.

- The Quick Links tab provides links to files with upcoming due dates.

If you close all of the open files, SMART Notebook SE automatically creates a new file.

To view an open file　　Click the file's tab.

The SMART Notebook SE Toolbar

The SMART Notebook SE toolbar enables you to select and use a variety of commands and tools.

NOTE
The toolbar isn't available on the My Binder tab.

The following table describes the functions of each toolbar button.

Button	Command	Action
	New Document	Create a new file.
	Export Document	Export a file.
	Save Document	Save the current file.
	Previous Page	Display the previous page in the current file.
	Next Page	Display the next page in the current file.
	Add Page	Insert a new, blank page in the current file.
	Paste	Paste clipboard contents on the page.
	Undo	Reverse the effect of the last action.
	Redo	Reinstate the last action reversed with the Undo command.
	Delete	Delete all selected objects.
	Dual Page Display	Display two pages side by side.
	Screen Capture	Open the *Screen Capture* toolbar.
	Insert Table	Insert a table.
	Select	Select objects.

Button	Command	Action
	Pens	Draw a freehand object.
	Creative Pens	Draw a freehand object using the Creative Pen.
	Eraser	Erase objects.
	Lines	Draw a straight line.
	Shapes	Draw a shape.
	Shape Recognition Pen	Draw a freehand object that the software recognizes and converts into a rectangle, ellipse, triangle or arc.
	Magic Pen	Create freehand objects that slowly fade, open a magnification window or open a spotlight window.
	Fill	Define a fill effect and apply it to objects.
	Text	Select a font for the next text object.
	Properties	Display the Properties tab and change an object's properties.
	Tutoring Services	Open a Web browser and display www.tutor.com.
	Move Toolbar	Move the SMART Notebook SE toolbar to the top or bottom of the screen.

To customize the SMART Notebook SE toolbar

1. Right-click the SMART Notebook SE toolbar.

   The *Customize Toolbar* dialog box appears.

   The following table describes the functions of each toolbar button that you can add to a customized SMART Notebook SE toolbar.

Button	Command	Action
	Show/Hide Screen Shade	Add a Screen Shade to the current page.
	Print	Print the current file.
	Zoom	Select a different page magnification.
	Show Hyperlinks	Display an animated indicator around each object that has a link.
	Adjust Volume	Adjust the volume of the computer.
	SMART Recorder	Start SMART Recorder.
	SMART Video Player	Start SMART Video Player.
	Pin Page	Pin a page to continue displaying it in the whiteboard area when you select other pages in Dual Page mode.
	Customize	Customize the toolbar so that it includes the tools you use most frequently.

2. To add a button to the toolbar, select an icon in the *Customize Toolbar* dialog box, and then drag it to the SMART Notebook SE toolbar.

3. To remove a button from the toolbar, select an icon in the toolbar, and then drag it to the *Customize Toolba*r dialog box.

4. To rearrange the buttons, select an icon in the toolbar, and then drag it to a new position in the toolbar.

5. Click **Done**.

To restore the default SMART Notebook SE toolbar

1. Right-click the SMART Notebook SE toolbar.

   The *Customize Toolbar* dialog box appears.

2. Click **Restore Defaults**.

3. Click **Done**.

To move the SMART Notebook SE toolbar

To move the toolbar to the bottom of the screen, click **Move Toolbar** ↕.

To move the toolbar to the top of the screen, click **Move Toolbar** again.

Menu Arrows

When you select an object, a menu arrow appears in the object's top right corner. You can click the arrow to display a menu of commands.
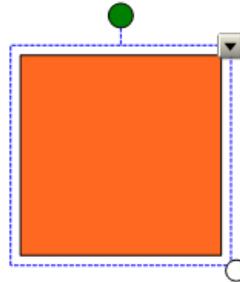
NOTE
Clicking an object's menu arrow opens the same menu as right-clicking the object.

Similarly, when you select pages in Page Sorter or items in the Gallery, a menu arrow appears in the top right corner of the page's or item's thumbnail. You can access commands by clicking this menu arrow.

Fonts Toolbar

When you type new text or edit existing text, the *Fonts* toolbar appears.
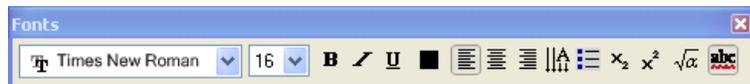
You can use this toolbar to change the formatting of an entire text object or specific words or characters within a text object.

Selecting a Page Magnification

You can zoom in to, or zoom out of, a page's whiteboard area. You can also set the page to fit the display or set the page's width to the same width as the display.

To select a page magnification

1. Select **View > Zoom**.

2. Select a magnification level between 50% and 300%.

   OR

   Select **Entire Page** to make the entire page fit the display.

   OR

   Select **Page Width** to set the page's width to the same width as the display.

   NOTE
   SMART Notebook SE saves this magnification setting. The next time you start the software, the page appears at this magnification level.

Changing Languages

You can switch the language of the SMART Notebook SE interface.

If the language you want doesn't appear in the list and the computer has an Internet connection, you may be able to install additional language files, and then switch SMART Notebook SE to this language.

To change languages

1. Select **View > Language Setup**.

   The *Language Setup* dialog box appears.

2. Select **All Listed Applications** to change the language for all the programs in the list.

   OR

   Select **SMART Notebook SE** to change the language for SMART Notebook SE only.

3. Select a language in the list.

4. Click **OK**.

To download and install languages from the Internet

1. Select **View > Language Setup**.

    The *Language Setup* dialog box appears.

2. Click **Update Languages**.

3. Select the language or languages you want to update, and then click **Check for updates**.

    Your computer downloads the files. SMART Notebook automatically installs the files, and then a "Language changes are complete" message appears.

4. Click **OK** to close the *Language Setup* dialog box.

Chapter 2

Working with Files and the Binder

When you start SMART Notebook SE, a new file opens. However, you can create a new file at any time.

You can open, save and print files from an open file or from the binder. You can also export files in a variety of formats, including HTML and PDF, and attach files to e-mail messages.

You can also use the binder to filter and sort the files, and to view file properties such as the subject, due date and key words.

Creating a New File

To create a new file

Click **New Document** .

> **i** **NOTE**
> The **New Document** button isn't available on the My Binder tab.

OR

Select **File > New**.

Adding Files to the Binder

If you create a file on another computer, you can add the file to the binder.

ℹ NOTE

- When you add a file to the binder, you create a copy of the file within SMART Notebook SE. When you make changes to the file, you make these changes to the SMART Notebook SE copy of the file and not to the original.

- You can add files other than .notebook files to the binder. However, if you open these files from within SMART Notebook SE, the file opens in a suitable application. If the computer can't identify a suitable application, you're prompted to select one.

To add a file to the binder using SMART Notebook SE

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

   The *Open* dialog box appears.

2. Browse to, and select, the file you want to add.

3. Click **Open**.

   SMART Notebook SE creates a copy of the file, and then adds this copy to the binder.

To add a file to the binder by opening a .notebook file

1. Browse to, and select, the file you want to add to the binder using Windows Explorer.

   OR

   If the file appears on the desktop, display the desktop.

2. Double-click the file.

   SMART Notebook SE creates a copy of the file, and then adds this copy to the binder.

To add a file to the binder using drag and drop

1. Browse to, and select, the file you want to add to the binder using Windows Explorer.

2. Drag the file and drop it in the binder.

   SMART Notebook SE creates a copy of the file, and then adds this copy to the binder.

Filtering Files in The Binder

The My Binder tab displays each file's properties, including the subject, due date and keywords, as column headings. You can filter the My Binder tab to display only recently accessed files, files due at a certain time, files that have specific subjects, keywords or flags, or a combination of these filter settings.

> **NOTE**
>
> To filter using a combination of filter settings, complete more than one of the following procedures.

To display recently accessed files only

1. If the binder isn't visible, click **My Binder**.

2. Select **Recent Files**.

   The My Binder tab displays only recently accessed files.

To display files due at a certain time only

1. If the binder isn't visible, click **My Binder**.

2. Select **Due Today**, **Due Tomorrow** or **Due This Week**.

   The My Binder tab displays only files with these due dates.

   > **NOTE**
   >
   > If you select **Due This Week**, the binder displays the files that are due in the next seven days, not the current calendar week.

To filter the binder by subject

1. If the binder isn't visible, click **My Binder**.

2. Select a category in the **Subjects** list.

   The My Binder tab displays only files for that subject.

To filter the binder by flag

1. If the binder isn't visible, click **My Binder**.

2. Select a color from the **Flags** list.

   The My Binder tab displays only .notebook files that include these flags.

To filter the binder by keyword

1. If the binder isn't visible, click **My Binder**.

2. Select a word from the **Keywords** list.

   The My Binder tab displays only files that include that keyword in their file properties.

   > **NOTE**
   >
   > SMART Notebook SE displays the more frequently used keywords in a larger font.

To remove the filter

Select **All Files** to remove any filters and display all of the files in the binder.

Searching the Files in the Binder

You can filter the My Binder tab to display only .notebook files that contain a specific word. You can also search using multiple words and conditional statements.

ℹ NOTE
- If you filter the binder and then search, SMART Notebook SE searches only the filtered list of files and not every file in the binder.

- Although you can add other file types to the binder, SMART Notebook SE searches .notebook files only.

To search for files containing a specific word

1. If the binder isn't visible, click **My Binder**.

2. Type a word in the **Search** box, and then click the magnifying glass 🔍.

   The My Binder tab displays only the .notebook files that include this word.

To search for files containing multiple specific words

1. If the binder isn't visible, click **My Binder**.

2. Type the first word in the **Search** box, type AND, and then type the second word. For example, type *Important AND Information*.

3. Click the magnifying glass 🔍.

   The My Binder tab displays only the .notebook files that include both of these words. For example, the binder displays all the files that include both *Important* and *Information*.

To search for files containing either specific word

1. If the binder isn't visible, click **My Binder**.

2. Type the first word in the **Search** box, type OR, and then type the second word. For example, type *Important OR Information*.

3. Click the magnifying glass 🔍.

   The My Binder tab displays only the .notebook files that include either of these words. For example, the binder displays all the files that include either *Important* or *Information*.

To search for files that contain one specific word but not another

1. If the binder isn't visible, click **My Binder**.

2. Type the first word in the **Search** box, type NOT, and then type the second word. For example, type *Important NOT Information*.

3. Click the magnifying glass .

   The My Binder tab displays only files that include the first word but not the second. For example, the binder displays all the files that include *Important* but don't include *Information*.

To display all files

Click the X symbol beside **All Files - Search Results**.

The My Binder tab displays all the files in the binder.

Sorting Files in the Binder

My Binder is a list of all the files you include in the binder. The binder displays each file's properties as column headings, including the file type, subject, due date and keywords. You can sort My Binder by these column headings.

To sort the binder

1. If the binder isn't visible, click **My Binder**.

2. Select the **Type** column heading to sort the list of files by file type.

   OR

   Select the **Name**, **Subject** or **Keywords** column heading to sort the list of files alphabetically in this column.

   OR

   Select the **Due Date** or **Last Opened** column heading to sort the list of files by date.

   NOTE
   To sort the list of files in reverse order, click the column heading again.

Opening a File

You can open a file using the My Binder tab.

> **NOTE**
>
> • If you want to open a file that isn't in the binder, you must add it to the binder.
>
> • You can add files other than .notebook files to the binder. However, if you try to open these files from within SMART Notebook SE, the file opens in a suitable application. If the computer can't identify a suitable application, you're prompted to select one.

To open a file

1. If the binder isn't visible, click **My Binder**.

2. Double-click the file you want to open.

   OR

   Right-click the file you want to open, and then select **Open**.

   OR

   Select the file you want to open, view the preview at the bottom of the screen, and then double-click a preview page to open the file and display that page.

Saving a File

SMART Notebook SE saves the files to the binder.

> **NOTE**
>
> SMART Notebook SE saves the files in .notebook format. Anyone with SMART Notebook SE or SMART Notebook versions 9.5, 9.7 and 10 installed on their computer can open a .notebook file.

To save a new file

1. Click **Save** .

   OR

   Select **File > Save**.

   The *Save As* dialog box appears.

2. Type a name for the file in the **File name** box.

3. Click **Save**.

To save an existing file

Click **Save** .

OR

Select **File > Save**.

To save a copy of an existing file

1. Select **File > Save As**.

   The *Save As* dialog box appears.

2. Type a name for the file in the **File name** box.

3. Click **Save**.

Closing a File

You can close a file and its tab at any time.

> **NOTE**
> - You can't close the My Home or My Binder tabs.
>
> - If you close all the open files, SMART Notebook SE automatically creates a new file.

To close a file

1. Click the X symbol ⊗ beside the file name in the file's tab.

2. If there are unsaved changes in the file, a message asks if you want to save the changes. Click **Yes** to save the changes or **No** to close the file without saving.

To close all files

1. Select **File > Close All Tabs**.

2. If there are unsaved changes in a file, a message asks if you want to save the changes. Click **Yes** to save the changes or **No** to close the file without saving. Repeat this step for all files with unsaved changes.

Marking a File as Complete

When you've finished your work on a particular file, you can mark it as complete.

To mark a file as complete

1. If the binder isn't visible, click **My Binder**.

2. Right-click the file, and then select **Mark as Complete**.

   (Completed) appears after the file's due date in the binder.

To mark a file as incomplete

1. If the binder isn't visible, click **My Binder**.

2. Right-click the file, and then select **Mark as Incomplete**.

   (Completed) disappears from the file's due date.

Removing Files from the Binder

You can remove files from the binder.

> **ℹ NOTE**
>
> When you remove files, you delete them from the binder and move them to the Recycle Bin. If you remove a file by mistake, you can recover the file from the Recycle Bin. However, you're unable to recover the file's properties.

To remove a file from the binder

1. If the binder isn't visible, click **My Binder**.

2. Right-click the file, and then select **Delete**.

   A message appears asking if you want to send the file to the recycle bin.

3. Click **Yes**.

Renaming a File

The tab for each open file matches the file's name. You can rename a file by renaming its tab.

To rename a file using the file's tab

1. If you haven't done so already, open the file.

   OR

   If the file is open but you're viewing the My Home tab, the My Binder tab or a different file, click the tab of the file you want to rename.

2. Click the file's tab.

3. Type the new name.

To rename a file using the My Binder tab

1. If the binder isn't visible, click **My Binder**.

2. Click the **Name** of the file you want to rename.

3. Type the new name for the file.

Editing a File's Properties

The My Binder tab displays each file's properties, including the subject, due date and keywords, as column headings. You can edit a file's properties at any time.

To edit a subject or keyword

1. If the binder isn't visible, click **My Binder**.

2. Click the cell you want to edit.

3. Type the new subject or keyword.

To edit a due date

1. If the binder isn't visible, click **My Binder**.

2. Click the cell you want to edit.

3. Select a new due date.

To edit multiple file properties

1. If the binder isn't visible, click **My Binder**.

2. Right-click the file you want to edit, and then select **Edit Properties**.

   💡 **TIP**

   If you want to change the properties of more than one file, press the CTRL key, select the files you want to edit, right-click the selection, and then select **Edit Properties**.

   The *Edit Properties* dialog box appears.

3. Click the **General** tab.

4. Type a new subject in the **Subject** field

   OR

   Select an existing subject from the list.

5. Select a **Due Date** from the calendar. If you want to select a date from a different month, click the left or right arrows to change the month.

6. Click the **Keywords** tab.

7. To add an existing keyword, select the word from the **All My Keywords** list, and then click the right arrow.

   OR

   To add a new keyword, type the word in the **New Keywords** field, and then click the plus button.

8. To add more keywords, repeat step 7.

9. To remove a keyword, select the word from the **Keywords for this file** list, and then click the left arrow.

10. To remove more keywords, repeat step 9.

11. Click **OK**.

Editing Flag Labels

SMART Notebook SE includes 12 default labels, each one set up with a flag of a different color. You can associate one or more of these colored flags with an object in a .notebook file. You can then filter the binder to display only files that include a particular flag, enabling you to find important items quickly. You can also edit the words each flag represents.

NOTE

If you share the file with another person, the objects in the .notebook file retain their flags. However, the file itself adopts the flag labels of the other person's binder.

To edit the flag labels

1. Select **View > Edit Flag Labels**.

   The *Edit Flag Labels* dialog box appears.

2. Select the label you want to edit.

3. Type the new label.

4. Click **OK**.

   NOTE

   For more information on adding flags to objects, see page 48.

Exporting a File

You can export a .notebook file in a variety of formats, including HTML and PDF, as well as PowerPoint® files or image files. If you export a .notebook file, you also export its properties, such as its subject, due date and keywords.

NOTE

- SMART Notebook SE doesn't export attachments when you export files as images. To include attachments, you must export the file as either HTML or PDF (Adobe Acrobat® Reader® 6.0 or later).

- SMART Notebook SE doesn't export files that you attach to the file as a shortcut. If you want to include a file attachment, you must attach a copy of the file.

- SMART Notebook SE doesn't export some gradient, pattern and image effects. These effects may appear as a solid fill or appear incorrectly in the exported file.

You can also export other file types in their original format. However, SMART Notebook SE isn't able to export other file types as HTML, PDF, PowerPoint or image files

To export a file as a .notebook file

1. Open the .notebook file you want to export.

2. Click **Export Document** .

   OR

   Select **File > Export Files from My Binder > To Another Location**.

   The *Notebook file (*.notebook)* dialog box appears.

3. Browse to the folder where you want to export the file.

4. Type a name for the file in the **File name** box.

5. Click **Save**.

To export a file as HTML

1. Open the .notebook file you want to export.

2. Select **File > Export Files from My Binder > Web Pages**.

   The *Save As* dialog box appears.

3. Browse to the folder where you want to export the file.

4. Type a name for the file in the **File name** box.

5. Click **Save**.

To export a file as image files

1. Open the .notebook file you want to export.

2. Select **File > Export Files from My Binder > Image Files**.

   The *Export Image Files* dialog box appears.

3. Browse to the folder where you want to export the image files.

   NOTE
   SMART Notebook SE exports each page as a separate image file with a file name based upon the file name and page number.

4. Select an **Image Type**.

5. Select an image **Size**.

6. Click **OK**.

To export a file as a PDF

1. Open the .notebook file you want to export.

2. Select **File > Export Files from My Binder > PDF Files**.

   The *Export PDF* dialog box appears.

3. If you want to print thumbnails, select **Thumbnails** in the **Print What** column.

   OR

   If you want to print handouts, select **Handouts** in the **Print What** column.

   OR

   If you want to print full pages, select **Full Pages** in the **Print What** column.

4. To add a header, footer or date to each page, type information in the **Header**, **Footer** and **Date** boxes.

5. To add a page number to each page, select the **Show page numbers** check box.

6. If you're printing thumbnails, select a **Layout**:

   a. Select **Full Page** (one thumbnail per page), **Large** (two thumbnails per page), **Medium** (four thumbnails per page) or **Small** (six thumbnails per page).

   b. To include borders around each thumbnail, select the **Page Borders** check box.

   c. To include the page name, select the **Thumbnail Titles** check box.

7. If you're printing handouts, select a **Layout**:

   a. Select a size of **Large** (one page from the file per page), **Medium** (two pages from the file per page) or **Small** (three pages from the file per page).

   > **NOTE**
   > Handouts also include space on the page for notes

   b. To include borders around each page, select the **Page Borders** check box.

   c. To include the page name, select the **Thumbnail Titles** check box.

8. To print the file, select **Print all**.

   OR

   To print selected pages, select **Pages**, and then type the page numbers you want to print. Separate individual page numbers with commas and separate page ranges with a hyphen (for example, 1,2,4-7).

9. Click **Save**.

   The *Print as PDF* dialog box appears.

10. Browse to the folder where you want to export the file.

11. Type a name for the file in the **File name** box.

12. Click **Save**.

To export a file as PowerPoint slides

1. Open the .notebook file you want to export.

2. Select **File > Export Files from My Binder > PowerPoint Slides**.

   The *Save As* dialog box appears.

3. Browse to the folder where you want to save the new file.

4. Type a name for the file in the **File name** box.

5. Click **Save**.

To export other file types

1. If the binder isn't visible, click **My Binder**.

2. Select the file you want to export.

3. Select **File > Export Files from My Binder > To Another Location**.

   The *Browse for Folder* dialog box appears.

4. Browse to the folder where you want to export the file.

5. Click **OK**.

Attaching a File to an E-mail Message

You can send a file to others by attaching the file, or a PDF version of it, to an e-mail message.

To attach a file to an e-mail message

1. If you want to e-mail the file you're currently viewing, proceed to step 2.

   OR

   If you want to export a different open file, click the file's tab to display it.

2. Select **File > Send Files by E-mail > as Original Files**.

   The default e-mail program starts, creates a new message and attaches the file to the message.

To attach a PDF of a file to an e-mail message

1. If you want to e-mail the file you're currently viewing, proceed to step 2.

   OR

   If you want to export a different open file, click the file's tab to display it.

2. Select **File > Send Files by E-mail > as PDF files**.

   The default e-mail program starts, creates a new message and attaches a PDF of the file to the message.

Printing Files or Pages

You can print files or individual pages. You can print the pages as thumbnails, handouts or full pages.

To print files or pages

1. If you want to print the file you're currently viewing, proceed to step 2.

   OR

   If you want to print a different open file, click the file's tab to display it.

2. Select **File > Print**.

   The *Print* dialog box appears.

3. If you want to print thumbnails, select **Thumbnails** in the **Print What** column.

   OR

   If you want to print handouts, select **Handouts** in the **Print What** column.

   OR

   If you want to print full pages, select **Full Page** in the **Print What** column.

4. To add a header, footer or date to each page, type it in the **Header**, **Footer** and **Date** boxes.

5. To add a page number to each page, select the **Show page numbers** check box.

6. If you're printing thumbnails, select a **Layout**:

   a. Select **Full Page** (one thumbnail per page), **Large** (two thumbnails per page), **Medium** (four thumbnails per page) or **Small** (six thumbnails per page).

   b. To include borders around each thumbnail, select the **Page Borders** check box.

   c. To include the page name, select the **Thumbnail Titles** check box.

7. If you're printing handouts, select a **Layout**:

   a. Select **Large** (one page from the file per page), **Medium** (two pages from the file per page) or **Small** (three pages from the file per page).

   > **NOTE**
   > Handouts include space on the page for handwritten notes.

   b. To include borders around each page, select the **Page Borders** check box.

   c. To include the page name, select the **Thumbnail Titles** check box.

8. To print the file, select **All**.

   OR

   To print selected pages, select **Pages**, and then type the page numbers you want to print. Separate individual page numbers with commas, and separate page ranges with a hyphen (for example, 1,2,4-7).

9. Click the **Printer Setup** tab.

10. Select other print settings, including the printer name and the number of copies.

11. Click **Print**.

Backing Up the Binder

You can back up all the files in the binder. In addition to the contents of the file, you also save all of each file's properties, including its keywords, subject and due date.

You can also schedule reminders to prompt you to back up the binder at regular intervals.

> **i** **NOTE**
>
> • When you back up the binder, you create a copy of all the files in the binder but you don't overwrite the original files. If you change the file location of the backup, you don't change the file location of the original files.
>
> • If you're using SMART Notebook SE on a bracelet, it prompts you to back up the binder if there is less than 2 MB of space on the bracelet's USB storage device.

To back up the binder

1. Select **File > Back Up My Binder**.

   The *Back Up My Binder* dialog box appears.

2. If you want to change the location of the backup, click **Browse**, navigate to and select a location, and then click **OK**.

3. Click **Back Up Now**.

   After the backup is complete, a message appears.

4. Click **OK** to close the message.

5. Click **OK** to close the *Back Up My Binder* dialog box.

To schedule reminders

1. Select **File > Back Up Binder**.

   The *Back Up My Binder* dialog box appears.

2. If you want to change the location of the backup, click **Browse**, navigate to and select a location, and then click **OK**.

3. Select **Schedule automatic backups on shutdown**.

4. Type the number of days you want between backups in the **Days between backups**.

5. Click **OK** to close the *Backup My Binder* dialog box.

   After these days have elapsed, a message appears when you close SMART Notebook SE. It reminds you that the time you specified has elapsed since the last backup and asks you if you want to back up the binder.

6. Click **Back Up Now** to back up the files, and then click **OK** when the backup is complete.

   OR

   Click **Skip** to close SMART Notebook SE without backing up the binder. The reminder will appear every time you close SMART Notebook SE until you back up the binder.

   OR

   Click **Configure** to change the location of the backup or the frequency of the reminders.

To cancel the reminders

1. Select **File > Back Up My Binder**.

   The *Back Up My Binder* dialog box appears.

2. Clear the **Schedule automatic backups on shutdown** check box.

3. Click **OK** to close the **Back Up My Binder** dialog box.

Changing the Location of the Binder

You can change the location of the binder. After you've selected a folder, SMART Notebook SE saves new files to this new location.

NOTE
- The files in the existing binder aren't transferred to the new location.

- If you're using a SMART Notebook SE bracelet, the location for the binder is always the bracelet's USB storage device. You're unable to change the location of the binder.

To change the location of the binder

1. Select **File > Change My Binder Folder**.

   The *Browse for Folder* dialog box appears.

2. Browse to, and select, the folder where you want to save the files, and then click **OK**.

   A message appears asking if you want to change the binder folder.

3. Click **Yes**.

Chapter 3
Working with Pages

Files consist of a series of pages, each with its own objects, properties and settings. You can add freehand objects, geometric shapes, straight lines, text, graphics, Adobe Flash content and tables to a page.

A thumbnail of each page appears in the Page Sorter. Using either the Page Sorter or menu commands, you can display a page, insert a blank page, add a clone of an existing page or delete a page.

You can also change a page's background, rename a page, rearrange the page order within a file and add a Screen Shade to a page.

Displaying a Page

You can display a file's page using the Page Sorter. You can display the next or previous page in the current file using the toolbar or the View menu.

To display a page

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. Click the thumbnail of the page you want to display.

To display the next page

Click **Next Page** .

OR

Select **View > Next Page**.

To display the previous page

Click **Previous Page** .

OR

Select **View > Previous Page**.

Inserting a Page

You can insert a blank page using the toolbar, the Insert menu or the Page Sorter.

To insert a page using the toolbar

Click **Add Page** .

The new page appears after the current page.

To insert a page using the Insert menu

Select **Insert > Blank Page**.

The new page appears after the current page.

To insert a page using the Page Sorter

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. Select the thumbnail of the page you want the new page to appear after.

3. Click the thumbnail's menu arrow, and then select **Insert Blank Page**.

    The new page appears after the selected page.

Cloning a Page

As an alternative to inserting a blank page, you can insert a copy (or "clone") of an existing page.

To clone a page

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. Select the thumbnail of the page you want to clone.

3. Click the thumbnail's menu arrow, and then select **Clone Page**.

    The cloned page appears immediately after the current page.

    NOTE
    You can repeat this process as many times as you want.

Deleting a Page

You can delete a page from the file.

> 💡 **TIP**
> As an alternative to deleting the page, you can clear all of its objects.

To delete a page using the Edit menu

1. Display the page you want to delete.

   > ℹ️ **NOTE**
   > Make sure you display the page you want to delete before you complete the next step. SMART Notebook SE doesn't confirm that you want to delete the page.

2. Select **Edit > Delete Page**.

To delete a page using the Page Sorter

1. If the Page Sorter isn't visible, click **Page Sorter**.

2. Select the thumbnail of the page you want to delete.

   > ℹ️ **NOTE**
   > Make sure you select the thumbnail of the page you want to delete before you complete the next step. SMART Notebook SE doesn't confirm that you want to delete the page.

3. Click the thumbnail's menu arrow, and then select **Delete Page**.

Changing the Background of a Page

You can change the background color of a page to another color, a gradient of two colors, a pattern or an image.

> ℹ️ **NOTE**
> You can also customize a page, all the pages in a group or all the pages in a file by applying a theme.

To change a background to a solid color

1. Select **Format > Background**.

   The Properties tab displays **Fill Effects** options.

2. Select **Solid Fill**.

3. Click a color in the palette.

To change a background to a gradient of two colors

1. Select **Format > Background**.

   The Properties tab displays **Fill Effects** options.

2. Select **Gradient Fill**.

3. Click a color in each of the color palettes.

4. Select an option in the **Style** list.

To change a background to a pattern

1. Select **Format > Background**.

   The Properties tab displays **Fill Effects** options.

2. Select **Pattern Fill**.

3. Click a pattern.

4. Click **Foreground Color**, click a color in the palette, and then click **OK**.

5. Click **Background Color**, click a color in the palette, and then click **OK**.

To change a background to an image

1. Select **Format > Background**.

   The Properties tab displays **Fill Effects** options.

2. Select **Image Fill**.

3. Click **Browse**.

   The *Insert Image File* dialog box appears.

4. Browse to, and select, the image you want to use as a background, and then click **Open**.

To remove a background

1. Select **Format > Background**.

   The Properties tab displays **Fill Effects** options.

2. Select **Solid Fill**.

3. Click **No Fill** in the color palette.

Applying a Theme to Files, Groups or Pages

You can customize a page, all the pages in a group or all the pages in a file using a theme. A theme is a collection of colors and images that enable you to control the appearance of pages.

NOTE

The Gallery includes a selection of themes, but you can also create your own custom themes.

To apply a theme

1. If the Gallery isn't visible, click **Gallery** .

2. Select **Themes** in the Gallery's category list.

   The Gallery displays thumbnails of the available themes.

3. Click the thumbnail of the theme you want to apply.

4. Click the thumbnail's menu arrow, and then select **Insert in Notebook**.

   The *Insert Theme* dialog box appears.

5. To apply the theme to all pages in a file, select **Insert theme on all pages**, and then click **OK**.

   OR

   To apply the theme to all pages in the current group, select **Insert theme on all pages of current group**, and then click **OK**.

   OR

   To apply the theme to the current page, select **Insert theme on current page only**, and then click **OK**.

To remove a theme

1. Right-click the whiteboard area.

2. Select **Delete Theme**.

   NOTE

   You remove the theme from all the pages to which you applied it.

Renaming a Page

When you insert a page, SMART Notebook SE names this page with the date and time of its creation. You can change this name.

To rename a page

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. Click the thumbnail of the page you want to rename.

3. Click the thumbnail's menu arrow, and then select **Rename Page**.

4. Type a new name for the page.

5. Click elsewhere on the screen.

Rearranging Pages

You can rearrange the order of the pages in a file.

To rearrange pages

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. Click the thumbnail of the page you want to move.

    A blue border appears around the thumbnail.

3. Drag the thumbnail to its new position in the Page Sorter.

    A blue line indicates the page's new position.

4. Release the thumbnail.

Displaying Dual Pages

You can display two pages side by side. You can draw, make notes, import files and add links on either page in the same way as you would on a single page.

To display dual pages

Click **Dual Page Display** .

OR

Select **View > Zoom > Dual Page Display**.

A second page appears in the whiteboard area. A red border indicates the active page.

To display a single page

Click **Single Page Display** .

OR

Select **View > Zoom > Single Page Display**.

Pinning a Page

When you're displaying dual pages, you can pin a page to continue displaying it in the whiteboard area when you select other pages in the Page Sorter.

To pin a page

1. If you haven't done so already, display dual pages.

2. Select the page immediately after the page you want to continue displaying.

   The page you select appears on the right side of the dual display. The page you want to continue displaying appears on the left side of the dual display.

3. Select **View > Zoom > Pin Page**.

   Pin icons appear in the top corners of the pinned page.

To unpin a page

Clear the selection of **View > Zoom > Pin Page**.

Displaying Links on a Page

You can attach a copy of a file, a shortcut to a file, a link to a Web page or a sound file to any object on a page. You can display an animated indicator around each object with a link.

To display links when a page opens

Select **View > Show All Links When Page Opens**.

Each time you open a page, an animated indicator appears around each object with a link. Depending on how you define the links, the indicator surrounds either the entire object or an icon in the object's bottom left corner. The indicators disappear after several seconds.

> **NOTE**
> Select **View > Show All Links When Page Opens** again to stop displaying links when you open a page.

To display links on the page

Select **View > Show Hyperlinks**.

An animated indicator appears around each object that has a link. Depending on how you define the links, the indicator surrounds either the entire object or an icon in the object's bottom left corner. The indicators disappear after several seconds.

Creating Objects

You can add objects to a page, including freehand objects, shapes, lines, text, graphics and Adobe Flash content. You can:

- Write or draw freehand objects using the Pen and Creative Pen tools.

- Add shapes using the Shape tool or draw shapes using the Shape Recognition tool.

- Draw lines using the Straight Lines tool.

- Add text using the Text tool or convert handwritten notes to text.

- Insert graphics files or scanned images.

- Insert Adobe Flash files or Adobe Flash video files.

- Add a link to an object.

- Add a sound file to an object.

- Animate objects.

Writing or Drawing Objects

You can write or draw objects using the Pens tool.

You can also customize the appearance of digital ink, including its thickness, color, line style and more.

TIP
- If you draw or write multiple objects, SMART Notebook SE groups the objects, enabling you to interact with them as a single object. For example, if you write the letters of a word, the software groups the individual letters, allowing you to interact with the whole word. If you want to write words on the same line but don't want to group them, leave a large gap between them.

- If you want to write diagonally, write in a straight line, and then rotate it.

- If you want to write in small letters, write large characters, and then reduce their size.

To create freehand objects with the Pen tool

1. Click **Pens** , and then select an available line type.

   OR

   Select **Draw > Pen**, and then select an available line type.

2. Write or draw on the screen using the mouse.

   TIP

   If the available line types cover the area you want to write or draw on,

   click **Pens** again to hide the line types.

To customize the appearance of digital ink

1. Click **Pens** , and then select an available line type.

   OR

   Select **Draw > Pen**, and then select an available line type.

   TIP

   Select the line style you use least frequently because the customized line style will replace it in the list of available styles.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Line Style**.

4. Select the properties of the line style, including its color and thickness.

5. Click **Fill Effects**.

6. Select the transparency of the line style.

   NOTE

   If you want to save the line style and fill effects for future use, click **Save Tool Settings**.

7. Write or draw on the screen using the mouse.

Writing or Drawing Objects with Creative Pens

If you want to add colorful elements to files, you can draw freehand objects using the Creative Pens tool. The Creative Pens tool enables you to draw a line of rainbow colors, smiley faces, stars and more.
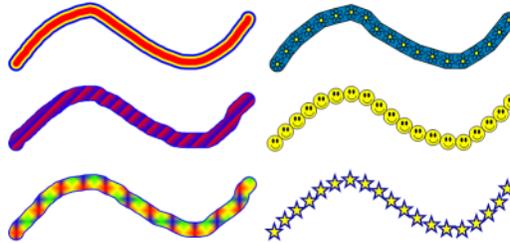
Some Examples of Creative Pens

To create freehand objects with the Creative Pen tool

1. Click **Creative Pens** 🖉, and then select a line type.

   OR

   Select **Draw > Creative Pen**, and then select a line type.

2. Write or draw on the screen using the mouse.

   ℹ️ **NOTE**
   Although you can use the Creative Pens tool to write words, SMART Notebook SE isn't able to convert these words into typed text using the handwriting recognition feature.

   💡 **TIP**
   If the available line types cover the area you want to write or draw on,

   click **Creative Pens** 🖉 again to hide the line types.

Creating Shapes

You can use the Shape tool to create a variety of shapes, including geometric shapes, check marks, an X shape and more.

You can add a shape to the page, and then edit its properties. As an alternative, you can customize a shape's outline color, fill color, line thickness, line style and transparency, and then add it to the page.

> **NOTE**
> To remove a shape from a page, you must delete it. The Eraser tool doesn't remove shapes.

To add a shape to a page

1. Click **Shapes** , and then select a shape.

   OR

   Select **Draw > Shapes**, and then select a shape.

2. Create a shape by clicking and dragging until the shape is the size you want.

   > **TIP**
   > • You can create perfect circles, squares, triangles and other shapes by holding SHIFT as you draw the shape.
   >
   > • If the available shapes cover the area you want to place the object,
   >
   >   click **Shapes** again to hide the available shapes.

To customize a shape and then add it to a page

1. Click **Shapes** , and then select a shape.

   OR

   Select **Draw > Shapes**, and then select a shape.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Line Style**.

4. Select the color, thickness and style for the shape's outline.

5. Click **Fill Effects**.

6. Select the transparency and fill effects for the shape.

> **ℹ NOTE**
>
> If you want to save this shape for future use, click **Save Tool Settings**.

7. Create a shape by clicking and dragging until the shape is the size you want.

> **💡 TIP**
>
> You can create perfect circles, squares, triangles and other shapes by holding SHIFT as you draw the shape.

Drawing Shapes

You can use the Shape Recognition tool to draw circles, ovals, squares, rectangles, triangles and arcs.

> **ℹ NOTE**
>
> To remove a shape from a page, you must delete it. The Eraser tool doesn't remove shapes.

To draw a shape with the Shape Recognition tool

1. Click **Shape Recognition** .

2. Draw a shape using the mouse.

   If SMART Notebook SE recognizes the drawing as a circle, oval, square, rectangle, triangle or arc, it adds this shape to the page.
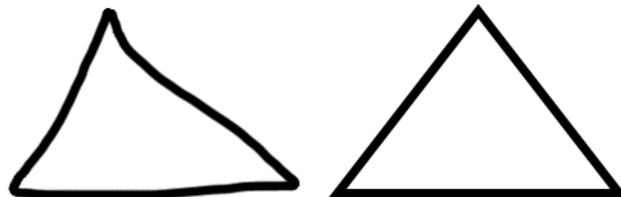
SMART Notebook SE recognizes the drawing as a triangle and replaces the drawing on the page with a triangle.

Drawing Straight Lines

You can use the Lines tool to draw straight lines.

You can add a line to the page, and then edit its properties. As an alternative, you can customize the line, including its style, color and endings, and then add it to the page.

> **ℹ NOTE**
>
> To remove a straight line from a page, you must delete it. The Eraser tool doesn't remove straight lines.

To draw a line

1. Click **Lines** ✎ , and then select a line style.

    OR

    Select **Draw > Line**, and then select a line style.

2. Create a straight line by clicking and dragging until the line is as long as you want it.

    > **💡 TIP**
    >
    > If the available line styles cover the area you want to create the line in,
    >
    > click **Lines** ✎ again to hide the line types.

To customize a line and then add it to the page

1. Click **Lines** ✎ , and then select a line style.

    OR

    Select **Draw > Line**, and then select a line style.

2. If the Properties tab isn't visible, click **Properties** ▦ .

3. Click **Line Style**.

4. Select the color, thickness and style for the line.

    > **ℹ NOTE**
    >
    > If you want to save this line style for future use, click **Save Tool Settings**.

5. Create a straight line by clicking and dragging until the line is as long as you want it.

Typing Text

You can type text in a page. You can customize the text, including its font style, size and color.

> ℹ **NOTE**
> To remove text from a page, you must delete it. The Eraser tool doesn't remove text.

To type text on a page

1. Click **Text** ![A icon], and then select a font style.

   OR

   Select **Draw > Text**, and then select a font style.

   > 💡 **TIP**
   > If the available font styles cover the area you want to write in, click
   >
   > **Text** ![A icon] again to hide the font styles.

2. Click where you want the text to start.

   The *Fonts* toolbar and a text object appear.

3. Change the properties of the text, including its font style, size and color, using the *Fonts* toolbar.

   > ℹ **NOTE**
   > You can also use the *Fonts* toolbar to control alignment, create subscripts and superscripts, create bulleted lists and add mathematical symbols.

4. Type the text.

5. After you finish typing, click outside of the text object.

Converting Handwriting to Typed Text

You can write on a page using the mouse and convert the writing to typed text. SMART Notebook SE converts handwriting in English, French, German, Spanish, Italian, Portuguese, Dutch, Chinese, Japanese and Korean.

> ℹ **NOTE**
> - If you're using the Windows 2000, Windows XP or Windows Vista® Home operating system, you must download Microsoft Tablet PC Recognizer to convert handwriting in Simplified Chinese, Traditional Chinese, Korean or Japanese.
>
> - Although you can use the Creative Pens tool to write words, SMART Notebook SE isn't able to convert these words into typed text.

To convert handwriting to typed text

1. Click **Pens** , and then select a line type.

   OR

   Select **Draw > Pen**, and then select a line type.

2. Write the text using the mouse.

   TIP

   Write neat, printed characters on a horizontal line. Although SMART Notebook SE can convert slanted or cursive writing, it doesn't always do so consistently.

3. Select the text.

   The handwriting recognition feature compares the written word with its dictionary and identifies words that most resemble what you've written.

4. Click the text object's menu arrow.

   A menu appears and displays the list of matching words, each preceded by **Recognize**.

5. If you want to identify words in a different language, select **Recognize As**, and then select another language in the list. SMART Notebook SE updates the list of matching words to include words in the selected language.

   NOTE

   If you change the handwriting recognition language, you don't change the default language of the SMART Notebook SE interface or the operating system.

6. Select a word in the list of matching words.

   The selected word appears on the page.

Inserting Mathematical Symbols

Using the *Fonts* toolbar, you can insert a variety of mathematical and scientific symbols.

ℹ️ NOTE

The mathematical symbols are characters only. They don't perform mathematical operations.

To insert a mathematical symbol

1. Type text on a page.

    The *Fonts* toolbar appears.
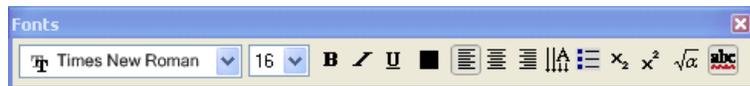
2. Click the **Mathematical Symbol** icon $\sqrt{\alpha}$ in the *Fonts* toolbar.

3. The toolbar expands to display 23 symbols. Each group of two or three symbols represents a symbol category.
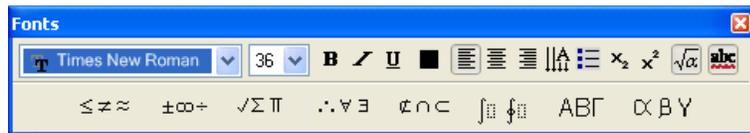
4. Click a category.

    A list of symbols appears.

5. Click the symbol you want to add to the text.

    The symbol appears in the text object.

Inserting Graphics Files

You can insert a graphics file into a page. SMART Notebook SE supports BMP, JPG, PNG, TIFF and WMF formats.

ℹ️ NOTE

The Gallery contains a selection of graphics files, and many sources of content are available online.

To insert a graphics file

1. Select **Insert > Picture File**.

    The *Insert Picture File* dialog box appears.

2. Browse to, and select, the picture you want to insert, and then click **Open**.

> 💡 **TIP**
>
> To select more than one picture, press and hold CTRL, and then click each file name.

The picture appears in the upper left corner of the page. If you insert more than one picture, the pictures cascade on a single page.

> 💡 **TIP**
>
> If you want to use the picture in other pages, add it to the Gallery. You can insert a graphics file from the Gallery on any page.

Inserting Scanned Pictures

If you have a scanner connected to the computer, you can scan pictures onto a page.

> ℹ️ **NOTE**
>
> You must install the scanner's driver and software on the computer before scanning pictures into SMART Notebook SE.

To insert a picture from a scanner

1. Select **Insert > Picture from Scanner**.

   The *Insert Scanned Picture* dialog box appears.

2. Select a scanner from the list.

3. Click **Scan**.

4. Scan the picture. Follow the instructions included with the scanner.

   > 💡 **TIP**
   >
   > If you want to use the picture in other pages, add it to the Gallery. You can insert a graphics file from the Gallery on any page.

Inserting Adobe Flash Files

You can insert Adobe Flash content on a page.

> ℹ️ **NOTE**
>
> The Gallery contains a selection of Adobe Flash SWF files, and many sources of content are available online.

After you insert an Adobe Flash file on the page, you can interact with it in the same way that you would in a Web browser.

NOTE

- Adobe Flash files on a page must be self-extracting. Adobe Flash files that load or rely on other SWF files don't work.

- You're unable to drag Adobe Flash content from a Web browser and drop it on a page.

- If the Adobe Flash player isn't installed on the computer, SMART Notebook SE notifies you when you add an Adobe Flash item to a page.

- If you install the Adobe Flash player by visiting www.adobe.com, you must use the Internet Explorer® browser to install it. If you use another browser, Adobe Flash content doesn't work in SMART Notebook SE.

To insert an Adobe Flash file on a page

1. Select **Insert > Flash File**.

    The *Insert Flash File* dialog box appears.

2. Browse to, and select, the SWF file you want to insert on the page.

3. Click **Open**.

    The Adobe Flash content appears in the upper left corner of the page.

    NOTE
    As an alternative, you can insert an Adobe Flash file from the Gallery.

Inserting Adobe Flash Video Files

You can attach Adobe Flash video files to any object on the page.

To attach an Adobe Flash video file to an object

1. Select an object.

2. Click **Insert > Flash Video File**.

    The *Insert Video File* dialog box appears.

3. Browse to, and select, the video file you want to insert on the page.

4. Click **Open**.

    NOTE
    As an alternative, you can insert a video file from the Gallery.

Adding a Flag to an Object

You can associate one or more colored flags with an object. You can then filter the binder to display only files that include a particular flag, enabling you to find important items quickly. These flags appear in the top left corner as a colored square and each flag represents a word or words.

> **NOTE**
> • If you cut or copy an object, and then paste it on another page or in another file, the new object has the same flags as the original object.
>
> • If you hover over a flag in the Properties tab, the words the flag represents appear as a tool tip. For information on editing the flag labels, see page 20.

To add a flag to an object

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Object Flags**.

   The object's current flags appear with a black border in the Properties tab.

4. Select the colored flag you want to add to the object.

5. If you want to add more flags to the object, repeat step 4.

To remove a flag from an object

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Object Flags**.

   The object's current flags appear with a black border in the Properties tab.

4. Select the colored flag you want to remove from the object.

5. If you want to remove more flags from the object, repeat step 4.

Adding a Link to an Object

You can link any object on a page to a Web page, another page in the file, a file on the computer or an attachment. An attachment is a copy of a file, a shortcut to a file or a link to a Web page that you add to the Attachments tab.

To add a link to an object

1. Select the object.

2. Select **Insert > Link**.

   ### NOTE

   You can also select this option by clicking the object's menu arrow, and then selecting **Link**.

   The *Insert Link* dialog box appears.

3. To add a Web page link, click **Web Page**, and then type the Web address in the **Address** box.

   OR

   To add a link to another page in the file, click **Page in this File**, and then select an option in the **Select a page** area.

   OR

   To add a link to a file on the computer, click **File on this Computer**, and then type the file's location and name in the **File** box. Select **Copy of file** to attach a copy to the file or select **Shortcut to file** to insert a shortcut on the page.

   OR

   To add a link to an attachment, click **Current Attachments**, and then select the attachment in the list.

4. If you want to be able to open the link by clicking an icon, select **Corner Icon**.

   OR

   If you want to be able to open the link by clicking anywhere in the object, select **Object**.

5. Click **OK**.

   If you selected Corner Icon, one of the following icons appears in the lower left corner of the object:

   – a link to a Web page

   – a link to another page in the file

   – a link to a file on the computer

**To remove a link
from an object**

1. Select the object.

2. Select **Insert > Link**.

   ### ℹ NOTE

   You can also select this option by clicking the object's menu arrow, and then selecting **Link**.

   The *Insert Link* dialog box appears.

3. Click **Remove Link**.

Adding a Sound File to a Page

You can attach a sound file to any object on the page. You can play the sound file by clicking an icon in the corner of the object or by clicking the object itself.

**To add a sound file
to an object**

1. Select the object.

2. Select **Insert > Sound**.

   ### ℹ NOTE

   You can also select this option by clicking the object's menu arrow, and then selecting **Sound**.

   The *Insert Sound* dialog box appears.

3. Click **Browse**.

   The *Insert File* dialog box appears.

4. Browse to, and select, the sound file, and then click **Open**.

5. Select **Corner Icon** if you want to play the sound file when you click an icon in the object's lower left corner.

   OR

   Select **Object** if you want to play the sound file when you click anywhere on the object.

6. Click **OK**.

To remove a sound file from an object

1. Select the object.

2. Select **Insert > Sound**.

   > ℹ️ **NOTE**
   > You can also select this option by clicking the object's menu arrow, and then selecting **Sound**.

   The *Insert Sound* dialog box appears.

3. Click **Remove Sound**.

Animating Objects

You can animate an object to fly onto a page from the side, spin, fade in, shrink and more. You can set the animation to start when you open a page or when you click the object.

To animate an object

1. Select the object.

2. If the Properties tab isn't visible, click **Properties**.

3. Click **Object Animation**.

4. Select options in the **Type**, **Direction**, **Speed**, **Occurs** and **Repeats** lists.

Undoing and Redoing Changes

When you create, edit or manipulate objects on a page, you can reverse the effects of the previous actions and commands.

To reverse the last action

Click **Undo**.

OR

Select **Edit > Undo**.

> ℹ️ **NOTE**
> • You can undo an unlimited number of actions.
> • You can undo actions on the current page only.

To reinstate the last reversed action

Click **Redo** .

OR

Select **Edit > Redo**.

> **NOTE**
> You can redo actions on the current page only.

Chapter 5
Selecting Objects

Before you can manipulate or edit an object, you must select it. You can select an individual object, multiple objects or all objects on a page. When you select an object, a selection rectangle appears around it.
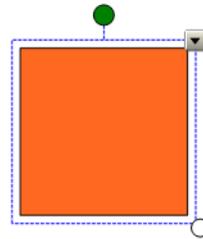
The white circle in the object's lower right corner is a resize handle.

The green circle above the object is a rotation handle.

The downward arrow in the object's top right corner is a menu arrow.

To select an object

1. Click **Select** .

   OR

   Select **Draw > Select**.

2. Click the object you want to select.

   A selection rectangle appears around the object.

   i NOTE
   If you click an object and a lock symbol appears instead of the menu arrow, the object is locked. Depending on the type of lock, you may have to unlock the object before you can manipulate it.

To select multiple objects

1. Click **Select** .

   OR

   Select **Draw > Select**.

2. Click and drag until a rectangle surrounds the objects you want to select.

   OR

   Press and hold CTRL, and then click the objects you want to select.

   A selection rectangle appears around the selected objects.

   NOTE

   If you draw a rectangle around multiple objects and some of the objects are locked, you select only the unlocked objects.

To select all objects on a page

Select **Edit > Select All**.

OR

Press CTRL+A.

A selection rectangle appears around all objects on the page.

NOTE

If some of the objects are locked, you select only the unlocked objects.

To select all locked objects on the page

Select **Edit > Select All Locked Notes**.

A selection rectangle appears around all locked objects on the page.

Chapter 6
Manipulating Objects

You can select objects on a page, and then manipulate them in a variety of ways. You can:

- Group or ungroup objects.

- Move objects on the same page.

- Move objects to another page.

- Align objects.

- Resize objects.

- Rotate objects.

- Flip objects.

- Lock an object in place.

- Rearrange stacked objects.

NOTE
When you're manipulating objects, you can undo an unlimited number of actions.

Grouping Objects

You can create a group of objects, which lets you interact with all grouped items at the same time. After you create a group, you can select, move, rotate, resize or flip the group as if it were an individual object. However, if you want to interact with an individual object in a group, you must ungroup the object first.

To group objects

1. Select the objects.

2. Select **Draw > Group**.

   NOTE
   You can also select this command by clicking the menu arrow of any one of the selected objects, and then selecting **Grouping > Group**.

To ungroup objects

1. Select the group.

2. Select **Draw > Ungroup**.

   > **NOTE**
   > You can also select this command by clicking the group's menu arrow, and then selecting **Grouping > Ungroup**.

Automatic Grouping

When you draw or write on a screen, SMART Notebook SE automatically groups the objects you create in close proximity, enabling you to interact with these objects as a single object. For example, if you write the letters of a word, SMART Notebook SE groups the individual letters into a single object, allowing you to interact with the whole word.

If SMART Notebook SE groups objects that you want to manipulate individually, ungroup the objects, as described above.

Locking an Object in Place

You can lock an object to prevent its modification, movement or rotation. As an alternative, you can lock an object to prevent its modification and still allow its movement or movement and rotation. You can remove this lock at any time.

To lock an object in place

1. Select the object or objects.

2. Select **Format > Locking > Lock in Place**.

   > **NOTE**
   > You can also select this command by clicking the object's menu arrow, and then selecting **Locking > Lock in Place**.

   You're unable to move, rotate or modify the object until you unlock it.

   > **NOTE**
   > If you click a locked object, a lock icon 🔒 appears instead of the object's menu arrow.

To lock an object but allow its movement

1. Select the object or objects.

2. Select **Format > Locking > Allow Move**.

   > **NOTE**
   > You can also select this command by clicking the object's menu arrow, and then selecting **Locking > Allow Move**.

You can move the object but you're unable to rotate or modify it until you unlock it.

ℹ NOTE

If you click a locked object, a lock icon 🔒 appears instead of the object's menu arrow.

To lock an object but allow its movement and rotation

1. Select the object or objects.

2. Select **Format > Locking > Allow Move and Rotate**.

   ℹ NOTE

   You can also select this command by clicking the object's menu arrow, and then selecting **Locking > Allow Move and Rotate**.

You can move and rotate the object but you're unable to modify it until you unlock it.

ℹ NOTE

If you click the locked object, a rotation handle appears, but a lock icon 🔒 appears instead of the object's menu arrow.

To unlock an object

1. Select the object.

2. Select **Format > Locking > Unlock**.

   ℹ NOTE

   You can also select this command by clicking the object's lock icon 🔒, and then selecting **Unlock**.

Moving Objects

You can move objects to another position on the page, move objects to another page and move objects to another open file.

To move an object on the page

1. Select the object or objects.

2. Drag the object or objects to a new position on the page.

   ℹ NOTE
   You're unable to move an object if it's locked in place.

   💡 TIP
   – You can manipulate multiple objects by selecting them, and then creating a group.

   – You can also move an object in small increments by pressing the arrow keys on the keyboard.

To move an Adobe Flash object on the page

1. Click the colored bar at the top of the object.

2. Drag the object to its new position.

To move objects to another page

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. If you don't see the page you want to move the object to, scroll within the Page Sorter until you see the page's thumbnail.

3. Select the object or objects you want to move.

4. Drag the object or objects into the Page Sorter, and then drop them onto the thumbnail of the page you want to move them to.

To move an Adobe Flash object to another page

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. If you don't see the page you want to move the object to, scroll within the Page Sorter until you see the page's thumbnail.

3. Click the colored bar at the top of the object.

4. Drag the object into the Page Sorter, and then drop them onto the thumbnail of the page you want to move them to.

To move objects to another open file

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. If you don't see the page you want to move the object from, scroll within the Page Sorter until you see the page's thumbnail.

3. Select the object or objects you want to move.

4. Drag the object or objects over the tab of the open file you want to move them to.

   SMART Notebook SE displays the file you want to move the objects to.

5. Drag the object or objects into the Page Sorter, and then drop them onto the thumbnail of the page you want to move them to.

To move an Adobe Flash object to another open file

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. If you don't see the page you want to move the object from, scroll within the Page Sorter until you see the page's thumbnail.

3. Click the colored bar at the top of the object.

4. Drag the object or objects over the tab of the open file you want to move them to.

   SMART Notebook SE displays the file you want to move the objects to.

5. Drag the object into the Page Sorter, and then drop it onto the thumbnail of the page you want to move the object to.

Aligning Objects

You can display guidelines on a page to assist you in aligning objects with other objects, as well as the page's vertical and horizontal centers. You can also set objects to align automatically with these guidelines when you move the objects on a page.

To display guidelines

1. Select **Format > Alignment**.

    The *Alignment Guides* dialog box appears.

2. To display a guideline when you move an object into alignment with another object, select **Show guides for active objects**.

    i NOTE

    To hide this guideline, clear the **Show guides for active objects** check box.

3. To display a guideline when you move an object into alignment with the page's vertical center, select **Show vertical page center guide**.

    i NOTE

    To hide this guideline, clear the **Show vertical page center guide** check box.

4. To display a guideline when you move an object into alignment with the page's horizontal center, select **Show horizontal page center guide**.

    i NOTE

    To hide this guideline, clear the **Show horizontal page center guide** check box.

5. To automatically align objects to guidelines when you move the objects on a page, select **Snap objects to guides**.

    i NOTE

    To disable this option, clear the **Snap objects to guides** check box.

6. If you want to change the color of the guidelines, click the colored bar to the left of **Guide Color**, and then select a color.

7. Click **OK**.

Resizing Objects

You can resize objects on a page.

ℹ NOTE

- If you want to resize multiple objects at the same time, you must group them first.

- You're unable to resize an object if it's locked in place.

To resize an object　1.　Select the object.

A selection rectangle appears around the object.
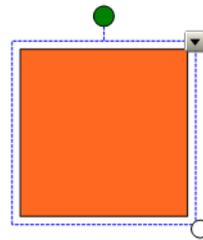
2. Click the object's resize handle (the white circle), and then drag it to increase or decrease the size of the object.

💡 TIP

To keep the shape's original height-to-width ratio, press and hold SHIFT while you drag the resize handle.

To resize multiple objects　1.　Group the objects together, and then select the group.

A selection rectangle appears around the group.
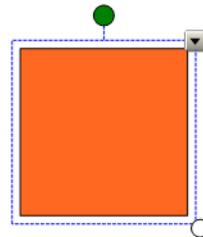
2. Click the object's resize handle (the white circle), and then drag it to increase or reduce the size of the objects.

Rotating Objects

You can rotate objects on a page.

NOTE
- You're unable to rotate an object if it's locked in place.

- You're unable to rotate tables.

TIP
You don't need to rotate vertical and angled text objects before you edit them. When you double-click a text object, it rotates to a horizontal position. When you finish editing the text and you click outside of the text object, the text reverts to its original angle.

To rotate an object
1. Select the object.

   A selection rectangle appears around the object.
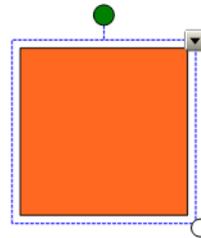
2. Click the object's rotation handle (the green circle), and then drag it in the direction you want to rotate the object.

To rotate multiple objects
1. Select the objects.

   A selection rectangle appears around the objects.

2. Click the rotation handle (the green circle) on any one of the selected objects, and then drag it in the direction you want to rotate the object. When you rotate one object, all other selected objects rotate.

Flipping Objects

You can flip an object on a page.

> **ℹ NOTE**
>
> You're unable to flip an object if it's locked in place.

To flip an object

1. Select the object.

   A selection rectangle appears around the object.
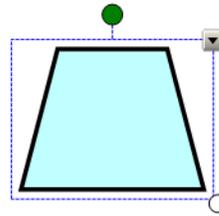
2. Select **Draw > Flip > Up/Down** or **Draw > Flip > Left/Right**.

> **ℹ NOTE**
>
> You can also select these commands by clicking the object's menu arrow, and then selecting **Flip > Up/Down** or **Flip > Left/Right**.

To flip multiple objects

1. Select the objects.

   A selection rectangle appears around the objects.

2. Select **Draw > Flip > Up/Down** or **Draw > Flip > Left/Right**.

Rearranging Stacked Objects

If objects overlap on a page, you can rearrange the order of the stack and control which objects appear in front of others.

> **💡 TIP**
>
> You can send an object to the back and lock it in place to create a fixed background for a page.

To move an object to the front of the stack

1. Select the object.

2. Select **Draw > Order > Bring to Front**.

   > **ℹ NOTE**
   >
   > You can also select this command by clicking the object's menu arrow, and then selecting **Order > Bring to Front**.

To move an object to the back of the stack

1. Select the object.

2. Select **Draw > Order > Send to Back**.

   ℹ NOTE

   You can also select this command by clicking the object's menu arrow, and then selecting **Order > Send to Back**.

To move an object one place forward in the stack

1. Select the object.

2. Select **Draw > Order > Bring Forward**.

   ℹ NOTE

   You can also select this command by clicking the object's menu arrow, and then selecting **Order > Bring Forward**.

To move an object one place backward in the stack

1. Select the object.

2. Select **Draw > Order > Send Backward**.

   ℹ NOTE

   You can also select this command by clicking the object's menu arrow, and then selecting **Order > Send Backward**.

Chapter 7
Editing and Erasing Objects

You can select objects on a page and then edit them in a variety of ways. You can:

• Cut and paste objects.

• Copy and paste objects.

• Clone objects.

• Change an object's properties.

• Apply properties to an object.

If the object is an imported or scanned image, you can also create transparent areas in the image.

If the object is text, you can also edit the text and check the spelling.

If you want to remove an object from the page, you can:

• Erase an object.

• Delete an object.

• Clear all objects.

Cutting and Pasting Objects

You can cut and paste objects, including text, images, lines and shapes within a file.

To cut and paste objects

1. Select the object you want to cut.

2. Select **Edit > Cut**.

    > **NOTE**
    > You can also cut an object by clicking the object's menu arrow, and then selecting **Cut**.

3. If you want to paste the object onto a different page, display that page.

    OR

    If you want to paste the object in a different file, open the file, and then display the page you want to paste the object on.

4. Click **Paste** .

    OR

    Select **Edit > Paste**.

Copying and Pasting Objects

You can copy and paste objects, including text, images, lines and shapes within a file.

To copy and paste objects

1. Select the object you want to copy.

2. Select **Edit > Copy**.

    > **NOTE**
    > You can also copy an object by clicking the object's menu arrow and selecting **Copy**.

3. If you want to paste the item onto a different page, display that page.

    OR

    If you want to paste the object in a different file, open the file, and then display the page you want to paste the object on.

4. Click **Paste** .

    OR

    Select **Edit > Paste**.

Cloning Objects

You can create a duplicate of an existing object using the Clone command, or you can create multiple copies of an object using the Infinite Cloner command.

To clone an object

1. Select the object you want to clone.

2. Select **Edit > Clone**.

   ℹ NOTE
   You can also clone an object by clicking the object's menu arrow, and then selecting **Clone**.

   A duplicate object appears.

   ℹ NOTE
   There's no limit to the number of times you can clone an object.

To clone an object using the Infinite Cloner

1. Select the object you want to clone.

2. Select **Format > Infinite Cloner**.

   ℹ NOTE
   You can also select this command by clicking the object's menu arrow, and then selecting **Infinite Cloner**.

3. Select the object.

   An infinity symbol appears instead of the object's menu arrow.

4. Drag the object to another position on the page.

5. Repeat step 4 as many times as you want.

6. When you finish cloning the object, select the original object.

7. Click the infinity symbol and select **Infinite Cloner**.

   OR

   Select **Format > Infinite Cloner**.

Changing Object Properties

You can select an object on the page and change its properties. The properties you can change depend on the selected object. You can also select several objects and change their properties at the same time.

> **NOTE**
> • The Properties tab displays options for the selected object only.
>
> • Some fill effects aren't available for some object types.

To change an object's transparency

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Move the slider.

To change an object's fill to a solid color

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Select **Solid Fill**.

5. Select a color in the palette.

To change an object's fill to a gradient of two colors

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Select **Gradient Fill**.

5. Select a color in each color palette.

6. Select an option in the **Style** list.

To change an object's fill to a pattern

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Select **Pattern Fill**.

5. Select a pattern.

6. Click **Foreground Color**, select a color in the palette, and then click **OK**.

7. Click **Background Color**, select a color in the palette, and then click **OK**.

To change an object's fill to an image

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Select **Image Fill**.

5. Click **Browse**.

   The *Insert Image File* dialog box appears.

6. Browse to, and select, the image you want to use, and then click **Open**.

To change an object's line style

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Click **Line Style**.

5. Select a color, thickness and style for the line.

To change an object's animation

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Click **Object Animation**.

5. Select options in the **Type**, **Direction**, **Speed**, **Occurs** and **Repeats** lists.

Applying Object Properties

As an alternative to selecting an object and changing its properties, you can define a fill effect, and then apply it to the object.

To apply a solid color fill to an object

1. If the Properties tab isn't visible, click **Properties** .

2. Click **Fill Effects**.

3. Click **Fill** .

4. Select **Solid Fill**.

5. Select a color in the palette.

6. To apply the fill to an object, click the object.

7. Repeat step 6 as many times as you want.

To apply a two-color gradient fill to an object

1. If the Properties tab isn't visible, click **Properties** .

2. Click **Fill Effects**.

3. Click **Fill** .

4. Select **Gradient Fill**.

5. Select a color in each palette.

6. Select an option in the **Style** list.

7. To apply the fill to an object, click the object.

8. Repeat step 7 as many times as you want.

To apply a pattern fill to an object

1. If the Properties tab isn't visible, click **Properties** .

2. Click **Fill Effects**.

3. Click **Fill** .

4. Select **Pattern Fill**.

5. Select a pattern.

6. Click **Foreground Color**, select a color in the palette, and then click **OK**.

7. Click **Background Color**, select a color in the palette, and then click **OK**.

8. To apply the fill to an object, click the object.

9. Repeat step 8 as many times as you want.

To apply an image as a fill to an object

1. If the Properties tab isn't visible, click **Properties** .

2. Click **Fill Effects**.

3. Click **Fill** .

4. Select **Image Fill**.

5. Click **Browse**.

   The *Insert Image File* dialog box appears.

6. Browse to, and select, the image you want to use, and then click **Open**.

7. To apply the fill to an object, click the object.

8. Repeat step 7 as many times as you want.

Editing Object Flags

You can associate one or more colored flags with an object. You can then filter the binder to display only .notebook files that include a particular flag, enabling you to find important items quickly. These flags appear in the top left corner as a colored square and each flag represents a word or words.

You can add flags to objects or remove them at any time.

> **NOTE**
> • If you cut or copy an object, and then paste it on another page or in another file, the new object has the same flags as the original object.
>
> • If you hover over a flag in the Properties tab, the words the flag represents appear as a tool tip. For information on editing flag labels, see page 20.

To edit object flags

1. Select the object.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Object Flags**.

   The object's current flags appear with a black border in the Properties tab.

4. If you want to add a flag to an object, select the colored flag.

5. If you want to add more flags to the object, repeat step 4.

6. If you want to remove a flag, select the colored flag again.

7. If you want to remove more flags from the object, repeat step 6.

Creating Transparent Areas in a Graphic

If you insert a graphics file on a page, you can create transparent areas within the graphic. This is useful for removing an image's background, but you can make any color in a graphic transparent.

To create a transparent area in a graphic

1. Select the graphic.

2. Select **Format > Set Picture Transparency**.

   > **NOTE**
   > You can also select this option by clicking the object's menu arrow, and then selecting **Set Picture Transparency**.

   The *Picture Transparency* dialog box appears.

3. Click an area in the graphic to make that area transparent.

   > **NOTE**
   > Clicking an area makes only that area transparent, even if the graphic includes the same color in other areas.

4. Click **OK**.

Editing Text

You can edit or change the formatting of text objects.

> **TIP**
> You don't need to rotate vertical and angled text objects before you edit them. When you double-click a text object, it rotates to a horizontal position. When you finish editing the text and click outside of the text object, the text reverts to its original angle.

To edit text

1. Double-click the text object you want to edit.

   The *Fonts* toolbar appears.

2. If you want to change the text, type the new text.

   > **TIP**
   > You can drag over text to select it, just as you would in a word processing program.

3. If you want to change the formatting, including font style, size and color, use the options in the *Fonts* toolbar.

> ℹ️ **NOTE**
> You can also use the *Fonts* toolbar to control alignment, create subscripts and superscripts, create bulleted lists and add mathematical symbols.

4. After you finish typing, click outside of the text object.

Checking the Spelling of Text Objects

If you type text on a page, you can check its spelling.

To check spelling

1. Select the object.

2. Click the object's menu arrow, and then select **Check Spelling**.

3. If SMART Notebook SE finds a misspelled word, the *Spelling Check* dialog box appears. This dialog box displays the misspelled word and suggests alternatives.

   – To keep the word's current spelling, click **Ignore Once**.

   – To replace the word with an alternative in the **Suggestions** list, select an alternative word, and then click **Change**.

   A dialog box appears asking if you want to check the spelling in the remainder of the file.

4. To check the remainder of the file, click **Yes**.

   OR

   To close the *Spelling Check* dialog box without checking the remainder of the file, click **No**.

Pasting Text on a Page

You can paste text from other programs onto a page.

To cut text from another program and paste it onto a page

1. In the other program, select the text you want to cut, and then select **Cut**.

2. In SMART Notebook SE, click **Paste** .

   OR

   Select **Edit > Paste**.

To copy text from another program and paste it onto a page

1. In the other program, select the text you want to copy, and then select **Copy**.

2. In SMART Notebook SE, click **Paste** .

    OR

    Select **Edit > Paste**.

Cutting or Copying Text from a Page

You can cut or copy text from a page and paste it into other programs.

To cut and paste text from a page to another program

1. In SMART Notebook SE, select the text you want to cut, and then select **Edit > Cut**.

    > **NOTE**
    > You can also cut text by clicking the object's menu arrow, and then selecting **Cut**.

2. In the other program, select **Edit > Paste**.

To copy and paste text from a page to another program

1. In SMART Notebook SE, select the text you want to copy, and then select **Edit > Copy**.

    > **NOTE**
    > You can also copy text by clicking the object's menu arrow, and then selecting **Copy**.

2. In the other program, select **Edit > Paste**.

Erasing

You can erase digital ink using the Eraser tool.

> **NOTE**
> You're not able to erase some types of objects, including typed text, shapes, straight lines and imported graphics. To remove these types of objects, you must delete them.

To erase digital ink

1. Click **Eraser** , and then select an eraser type.

    OR

    Select **Draw > Eraser**, and then select an eraser type.

2. Click and drag over the digital ink you want to erase.

> 💡 **TIP**
>
> If the available eraser types cover the digital ink you want to erase,
>
> click **Eraser** 🩹 again to hide the eraser types.

Deleting Objects

You're unable to erase some types of objects, including typed text, shapes, straight lines and imported graphics. To remove these types of objects from a page, you must delete them.

> 🛈 **NOTE**
>
> You're unable to delete locked objects. To delete a locked object from a page, you must first unlock it.

To delete an object from a page

1. Select the object.

   > 🛈 **NOTE**
   >
   > Make sure you select the object you want to delete before you complete the next step. SMART Notebook SE deletes the object without confirmation.

2. Select **Edit > Delete**.

   > 🛈 **NOTE**
   >
   > You can also select this option by clicking the object's menu arrow, and then selecting **Delete**.

Clearing a Page

You can remove all objects from a page simultaneously.

> 🛈 **NOTE**
>
> You're not able to clear locked objects. To clear all objects from a page, you must first unlock all locked objects.

To clear a page using the Edit menu

1. Display the page you want to clear.

   > 🛈 **NOTE**
   >
   > Make sure you display the page you want to clear before you complete the next step. The software clears the page without confirmation.

2. Select **Edit > Clear Page**.

To clear a page using the Page Sorter

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. Select the thumbnail of the page you want to clear.

    NOTE

    Make sure you select the thumbnail of the page you want to clear before you complete the next step. The software clears the page without confirmation.

3. Click the thumbnail's menu arrow, and then select **Clear Page**.

Chapter 8

Creating and Using Tables

You can add tables to the page. After you create a table, you can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphics files.

If you want to customize a table, you can:

- Move the table.

- Change line type, fill and text properties.

- Resize the table, a column or a row.

- Insert or remove columns, rows or cells.

- Split or merge cells.

- Add or remove a cell shade.

You can also delete tables you don't want.

To insert a table

1. Click **Table** ▦ .

   OR

   Select **Insert > Table**.

   An eight by eight grid appears.

2. Move the pointer over the grid to select the number of columns and rows you want in the table. The cells of the grid correspond to the cells of the table.

   The table appears on the page.

Adding Objects to Tables

You can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphic files.

ℹ NOTE
You can add only one object to each cell. If you want to add multiple objects to a cell, you must group the objects before inserting them into the table.

To add an object to a table

1. Select the object.

2. Drag and drop the object onto the table cell.

   The object appears in the table cell.

   ℹ NOTE

   – You're unable to move an object if it's locked in place.

   – If you add a text object to a table, the cell resizes to fit to the text object. If you add other object types to the table, the object resizes to fit the cell.

   – If you add an Adobe Flash object to a table, you can right-click the object, and then select **Flash > Play and Flash > Rewind**.

To remove an object from a table

1. Select the object.

2. Drag the object out of the table.

Pasting Tables from Other Programs

You can cut or copy a table from Microsoft Word software, and then paste it in SMART Notebook SE. If you want to cut or copy more than one table from Microsoft Word software, you must cut or copy each table individually.

ℹ NOTE
You can also cut or copy a table from a page, and then paste it into Microsoft Word software. However, the formatting and layout of the table may vary when it appears in the Word document.

You can cut or copy a table from Microsoft PowerPoint software, and then paste it on a page as an image. You're unable to paste it as a table object or to edit the contents of the cells after the table appears on the page.

i NOTE
You can also cut or copy a table from a page, and then paste it into Microsoft PowerPoint software. However, if the contents of the cells aren't text objects, these objects appear in Microsoft PowerPoint software as objects separate from the table. You're unable to include non-text objects in table cells in Microsoft PowerPoint software.

Selecting Tables, Columns, Rows or Cells

You can select a table, column, row, cell or selection of cells. After you select a table or part of a table, you can:

- Change line type, fill and text properties.

- Resize the table, a column or a row.

- Insert or remove columns, rows or cells.

- Split or merge cells.

- Add or remove a cell shade.

To select a table 1. Click **Select** .

   OR

   Select **Draw > Select**.

  2. Click outside, but near to, a corner of the table, and then drag a rectangle to the opposite corner.

   i NOTE
   Don't start dragging from inside the table. If you do, you select the table's cells instead of the table.

To select a column 1. Click **Select** .

   OR

   Select **Draw > Select**.

  2. Click inside the column's top cell, and then drag to the bottom cell.

To select a row 1. Click **Select** .

   OR

   Select **Draw > Select**.

  2. Click inside the row's left-most cell, and then drag to the right-most cell.

To select a cell

1. Click **Select** .

   OR

   Select **Draw > Select**.

2. Click inside, but near to, a corner of the cell, and then drag to the cell's opposite corner.

To select multiple cells

1. Click **Select** .

   OR

   Select **Draw > Select**.

2. Click inside the upper left cell, and then drag to the lower right cell.

   i NOTE

   If you select multiple cells and drag them to a different position on the page, you remove the selected cells and their contents from the original table and create a new table.

Moving Tables

After you create a table, you can move it on the page.

To move a table

Select the table, click the square in the table's upper left corner, and then drag the table to a different position on the page.

OR

Select all the table's cells, and then drag the cells to a different position on the page.

Changing a Table's Properties

You can use the Properties tab to change the properties of a table, column, row, cell or multiple cells, including its transparency, cell color, line color and more.

To change the transparency

1. Select a table, column, row, cell or multiple cells.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Click and drag the slider.

**To change the fill
to a solid color**

1. Select a table, column, row, cell or multiple cells.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Select **Solid Fill**.

5. Select a color in the palette.

**To change the fill to a
gradient of two colors**

1. Select a table, column, row, cell or multiple cells.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Select **Gradient Fill**.

5. Select a color in each palette.

6. Select an option in the **Style** list.

**To change the
fill to a pattern**

1. Select a table, column, row, cell or multiple cells.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Select **Pattern Fill**.

5. Select a pattern.

6. Click **Foreground Color**, select a color in the palette, and then click **OK**.

7. Click **Background Color**, select a color in the palette, and then click **OK**.

**To change the
fill to an image**

1. Select a table, column, row, cell or multiple cells.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Select **Image Fill**.

5. Click **Browse**.

   The *Insert Image File* dialog box appears.

6. Browse to, and select, the image you want to use, and then click **Open**.

To change the line style

1. Select a table, column, row, cell or multiple cells.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Click **Line Style**.

5. Select the color, thickness and style for the line.

To change the text style

1. Select a table, column, row, cell or multiple cells.

2. If the Properties tab isn't visible, click **Properties** .

3. Click **Fill Effects**.

4. Click **Text Style**.

5. Select the font type, style and size.

Resizing Tables, Columns or Rows

If you want to customize a table, you can resize the table, a column or a row.

To resize a table

1. Select the table.

2. Click and drag the table's resize handle (the white circle) to increase or decrease the size of the table.

To resize a column

1. Click **Select** .

   OR

   Select **Draw > Select**.

2. Click the vertical border to the right of the column.

   A resize pointer appears.

3. Drag the vertical border to resize the column.

To resize a row

1. Click **Select** .

   OR

   Select **Draw > Select**.

2. Click the horizontal border below the row.

   A resize pointer appears.

3. Drag the horizontal border to resize the row.

Adding or Removing Columns, Rows or Cells

If you want to customize a table, you can add columns or rows.

To add a column
1. Select a column.
2. Right-click in the column, and then select **Insert Column**.

    A new column appears to the right of the current column.

To remove a column
1. Select the column.
2. Right-click in the column, and then select **Delete Column**.

To add a row
1. Select a row.
2. Right-click in the row, and then select **Insert Row**.

    A new row appears below the current row.

To remove a row
1. Select the row.
2. Right-click in the row, and then select **Delete Row**.

To remove a cell
1. Select the cell.
2. Right-click in the cell, and then select **Delete Cells**.

    ℹ NOTE
    You're unable to remove a cell if it is the only connection between two halves of a table.

Splitting or Merging Table Cells

If you want to customize a table, you can split or merge cells.

To split a cell
1. Select the cell.
2. Right-click the cell, and then select **Split**.
3. Select an option to split the cell into multiple rows or columns.

    ℹ NOTE
    If you split a cell that contains content, the content appears in the top-left cell after the split.

To merge cells

1. Select the cells.

2. Right-click the cells, and then select **Merge Cells**.

Adding or Removing Cell Shades

You can add a cell shade to a table cell. This enables you to reveal the information in the cells slowly during a presentation.

> **NOTE**
> If you want to change the table's properties, resize the table, a column or a row, insert columns or rows, remove columns, rows or cells and split or merge cells, you must remove the cell shade first.

To add a shade to a table

1. Select the table.

2. Click the table's menu arrow, and then select **Add Table Shade**.

To remove a shade from a table

1. Select the table.

2. Click the table's menu arrow, and then select **Remove Table Shade**.

To add a shade to a cell or cells

1. Select the cell or cells.

2. Right-click the cell or cells, and then select **Add Cell Shade**.

To remove a shade from a cell

Click the cell shade.

Removing Tables

You can remove tables from a page.

To remove a table

1. Select the table.

2. Select **Edit > Delete**.

> **NOTE**
> You can also select this option by clicking the table's menu arrow, and then selecting **Delete**.

Chapter 9
Using the Page Sorter

The Page Sorter provides an overview of the current file. The Page Sorter displays all of the pages as thumbnails and automatically updates these thumbnails as you change the contents of the pages.

You can use the Page Sorter to:

- Display an existing page.

- Add a new page.

- Clone an existing page.

- Clear a page.

- Delete a page.

- Rename a page.

- Rearrange the page order.

- Move objects to another page.

- Create a group of pages.

- Display a group of pages.

Opening and Moving the Page Sorter

You can move the Page Sorter to either side of the screen and resize it. You can also hide the Page Sorter automatically when you use the whiteboard area.

NOTE
If you move, widen or hide the Page Sorter, SMART Notebook SE saves these settings.

To open the Page Sorter

Click **Page Sorter** .

OR

Select **View > Page Sorter**.

To move the Page Sorter

Click the **Move** icon ⬌ under the tabs to move the Page Sorter to the other side of the whiteboard area.

Click the **Move** icon ⬌ again to move it back.

To widen the Page Sorter

To widen the Page Sorter area, drag its border into the whiteboard area.

To hide the Page Sorter

To hide the Page Sorter automatically, select the **Auto-hide** check-box. The Page Sorter appears minimized the next time you select an object in the whiteboard area.

To open the Page Sorter again, click **Page Sorter** .

To disable the Auto-hide option, clear the **Auto-hide** check-box.

Grouping Pages

You can group together pages within the current file. This enables you to find a particular group quickly within the Page Sorter and display its pages. This is useful when there are a large number of pages within a file.

> 💡 **TIP**
> You can apply a theme to all pages within a group.

To create or edit a group

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. Click the **Groups** button in the Page Sorter, and then select **Edit Groups**.

   The whiteboard area displays all groups and pages in the current file. Groups appear as blue bars and pages appear as thumbnails. If you've created and edited the groups in this file, the pages appear under the blue bars you created and renamed. If you haven't edited the groups, a default group entitled **Group 1** appears and includes all of the pages and their thumbnails below its blue bar.

   > ℹ️ **NOTE**
   > Thumbnails below each blue bar include the same menu arrow options as thumbnails in the Page Sorter.

3. Click the **Add New Group** button in the upper left corner.

   A new blue bar appears and a new page appears below it.

4. Click the blue bar's menu arrow, and then select **Rename Group**.

5. Type a new name for the group.

6. To move a page into a group, click the page's thumbnail, and then drag it below the group's blue bar and to the right of the thumbnail you want it to follow.

To rearrange the order of pages within a group, click a page's thumbnail, and then drag it to the right of the thumbnail you want it to follow.

To rearrange the order of groups, click a group's blue bar, and then drag it below the blue bar of the group you want it to follow.

NOTE

You can also change the order of the groups by selecting a blue bar's menu arrow, and then selecting **Move Up** or **Move Down**.

To delete a group and keep its pages, move all of its pages to different groups. When a group contains no pages, SMART Notebook SE deletes it.

To delete a group and all pages in the group, click the blue bar's menu arrow, and then select **Delete Group**.

7. When you finish creating and editing groups, double-click a thumbnail to display this page.

To move to a group within the Page Sorter

1. If the Page Sorter isn't visible, click **Page Sorter** .

2. Click **Groups**, and then select the group's name.

The Page Sorter displays the thumbnail for the first page in this group.

Chapter 10

Using the Gallery

The Gallery contains clip art, backgrounds, multimedia content and .notebook files and pages. The Gallery also provides access to the SMART Learning Marketplace and other online resources.

SMART Learning Marketplace
The SMART Learning Marketplace enables you to log in or subscribe to the Global Grid for Learning (GGfL). After you log in, you can search the Global Grid for Learning and access a variety of images, audio files, video files, lesson activities and other content from the Learning Marketplace. You can add this content to files.

My Content
You can add your own pictures, backgrounds, multimedia content, lesson activities and .notebook files and pages to the My Content category.

Online Essentials for Educators
The Online Essentials for Educators category enables you to access online resources, including lesson activities, educational software, advice for using your SMART product and more.

Themes
Themes enable you to customize a page, all the pages in a group or all the pages in a file using a predefined theme.

Essentials for Educators
When you install SMART Notebook SE, you can also install Essentials for Educators content. This is a collection of thousands of images, multimedia content and more, organized into subject-specific categories.

Opening and Moving the Gallery

You can move the Gallery to either side of the screen and widen it.

> ℹ️ **NOTE**
> If you move, widen or hide the Gallery, SMART Notebook SE saves these settings.

To open the Gallery   Click **Gallery** ![icon] .

OR

Select **View > Gallery**.

To move the Gallery   Click the **Move** icon ↔ under the tabs to move the Gallery to the other side of the whiteboard area.

Click the **Move** icon ↔ again to move it back.

To widen the Gallery   To widen the Gallery, drag its border into the whiteboard area.

To hide the Gallery   To hide the Gallery automatically, select the **Auto-hide** check-box. The Gallery appears minimized the next time you select an object in the whiteboard area.

To open the Gallery again, click **Gallery** ![icon] .

To disable the Auto-hide option, clear the **Auto-hide** check-box.

Browsing and Searching the Gallery

The Gallery is divided into two sections, the category list and the content list. The top section of the Gallery, the category list, displays categories and subcategories. When you select a category or subcategory in the list, its contents appear in the bottom section of the Gallery, the content list.

> ℹ️ **NOTE**
> You can change the size of the category list and content list by clicking the boundary between them, and then dragging it up or down.

You can browse the category list to view the contents of each category. Thumbnails within the categories provide preview images of the content.

In the **Pictures and Backgrounds** category, clip art items appear as thumbnails of the graphic, and backgrounds appear as pages with a folded bottom right corner.

In the **Interactive and Multimedia** category, a video object appears as a movie frame, a sound object appears with a speaker icon in the lower left corner, and an Adobe Flash file appears as an Adobe Flash icon or thumbnail of the content with a small Adobe Flash icon in the upper left corner.

In the **Notebook Files and Pages** category, files appear as binders, and pages appear with a folded top right corner.

You can search for a Gallery item using the keyword search.

To browse the Gallery

1. If the Gallery isn't visible, click **Gallery** .

2. Click a category's plus sign ⊞ to view its subcategories.

   ℹ️ NOTE
   You can close a category by clicking the category's minus sign ⊟.

3. Select a category or subcategory to display its contents.

To search the Gallery

1. If the Gallery isn't visible, click **Gallery** .

2. Type a keyword into the **Type search terms here** box, and then click **Search** 🔍.

   The Gallery displays all content containing the keyword.

Adding a Gallery Item to a Page

You can add any Gallery item to a page.

To add a Gallery item to a page

1. If the Gallery isn't visible, click **Gallery** .

2. Browse to the category that contains the Gallery item you want to add.

   The category's contents appear as thumbnails.

3. Double-click the thumbnail.

   OR

   Drag the thumbnail to the page.

   ℹ️ NOTE
   You can also select a thumbnail, click its menu arrow, and then select **Insert in Notebook**.

If you add a picture, Adobe Flash file, Adobe Flash video file or sound file, it appears on the current page.

If you add a background, it replaces the page's existing background.

If you add a page, SMART Notebook SE inserts the page before the current page.

If you add a file, SMART Notebook SE inserts the file's pages before the current page.

Adding an Object to the Gallery

You can add an object from the current page to the Gallery's **My Content** category.

To add an object to the Gallery

1. If the Gallery isn't visible, click **Gallery** .

2. Select the object you want to add to the Gallery.

3. Drag the object from the page to the Gallery's My Content category or one of its subcategories.

   NOTE

   – You're not able to drag an object if it's locked in place.

   – If you want to change a Gallery item's name, select the item, click its menu arrow, select **Rename**, and then type the item's new name.

Adding a Page to the Gallery

If you want to reuse a page, you can add it to the Gallery's My Content category so that it's available in a convenient location.

To add a page to the Gallery

1. Create, edit and manipulate objects on the page until they appear exactly as you want them.

2. Select **File > Save Page as Gallery Item**.

   The *Save Page as Gallery Item* dialog box appears.

3. Browse to the folder where you want to save the page.

4. Type a name for the page in the **File name** box.

5. Click **Save**.

6. Select **My Content** (or one of its subcategories) in the Gallery's category list, click its menu arrow, and then select **Add to My Content**.

   The *Add to My Content* dialog box appears.

7. Browse to, and select, the item you saved in step 5.

8. Click **Open**.

Adding a Supported File to the Gallery

You can add a file to the Gallery's My Content category so that it's available in a convenient location, if SMART Notebook SE supports its file type.

To add supported files to My Content

1. If the Gallery isn't visible, click **Gallery** .

2. Select **My Content** (or one of its subcategories) in the Gallery's category list, click its menu arrow, and then select **Add to My Content**.

   The *Add to My Content* dialog box appears.

3. Browse to, and select, the item you want to add to the Gallery.

4. Click **Open**.

   ℹ NOTE
   By default, SMART Notebook SE names the new Gallery item based on the original file name. If you want to change the item's name, select the Gallery item's thumbnail, click its menu arrow, select **Rename**, and then type the item's new name.

Adding Themes to the Gallery

You can create a theme and add it to the Gallery so that it's available in a convenient location. You can apply this theme to a page, all pages in a group or all pages in a file.

The Gallery also includes some predefined themes.

To create a theme

1. If the Gallery isn't visible, click **Gallery** .

2. Select **Themes** in the Gallery's category list, click its menu arrow, and then select **Create New Theme**.

3. Type a name in the **Theme name** box.

4. Set the background for the theme the same way you would for a page.

5. Add, manipulate and edit objects on the theme the same way you would on a page.

6. Click **Save**.

   The theme appears in the Gallery's **Themes** category list.

Organizing the Gallery's Contents

As you add objects, pages and supported files to the Gallery's My Content category, you may want to reorganize the category's structure. You can create subcategories and move Gallery items between subcategories.

To add a new subcategory to the Gallery

1. If the Gallery isn't visible, click **Gallery** .

2. Select **My Content** (or one of its subcategories) in the Gallery's category list, click its menu arrow, and then select **New Folder**.

   A new folder appears. By default, the new folder's name is **Untitled**.

3. Type a new name for the subcategory.

To rename a subcategory

1. If the Gallery isn't visible, click **Gallery** .

2. Select **My Content** in the Gallery's category list, and then browse to the subcategory you want to rename.

3. Select the subcategory, click its menu arrow, and then select **Rename**.

4. Type a new name for the subcategory.

To move a Gallery item to a different subcategory

1. If the Gallery isn't visible, click **Gallery** .

2. Browse to the category that contains the Gallery item you want to move.

   The Gallery displays the contents of the category.

3. Drag the item to another subcategory.

Importing and Exporting Gallery Collections

Importing and exporting collection files enables you to share custom categories with others and to use categories others create.

After you import a collection file, all of its items appear in the Gallery as a new subcategory.

When you export a collection file, SMART Notebook SE saves the contents of the selected category to a single file with a .gallery extension. You can move a collection file to another computer or send it to other SMART Notebook SE users.

**To import a
Gallery collection**

1. If the Gallery isn't visible, click **Gallery** .

2. Select **My Content** (or one of its subcategories) in the Gallery's category list, click
   its menu arrow, and then select **Add to My Content**.

   The *Add to My Content* dialog box appears.

3. Browse to the folder that contains the collection file you want to import.

   > ℹ **NOTE**
   > A gallery collection file has a .gallery extension.

4. Select the collection file, and then click **Open**.

   The collection appears as a new subcategory. By default, SMART Notebook SE
   names the new subcategory **Untitled**.

5. To rename the subcategory, select its thumbnail, click its menu arrow, select
   Rename, and then type the item's new name.

**To export a
Gallery collection**

1. Select the category that contains the items you want to export.

   > ℹ **NOTE**
   > SMART Notebook SE exports the selected category but doesn't export any of
   > its subcategories.

2. Click the category's menu arrow, and then select **Export as Collection File**.

   The *Save As* dialog box appears.

3. Browse to the folder where you want to save the collection file.

4. Type a name in the **File name** box.

5. Click **Save**.

Importing Online Content into the Gallery

SMART Technologies offers Online Essentials for Educators. This online resource
includes lesson activities, educational software, advice for using your SMART product
and more. You can download the content as collection files, and then import it into the
Gallery.

**To import content
from Online Essentials
for Educators**

1. If the Gallery isn't visible, click **Gallery** .

2. Select **Online Essentials for Educators** in the Gallery's category list.

3. Select **Lesson activities**, **Curriculum standards** or **Online classroom
   resources**.

4. Select your country.

Your default Web browser starts and displays the Essentials for Educators website.

5. Follow the on-screen instructions to select and download the collections you want.

6. After you download the collections, import them into the Gallery.

Connecting to Team Content

The Team Content feature enables you to connect to Gallery content on a shared network drive. Multiple users can connect to the same folder. SMART Notebook SE automatically updates your changes for all users.

> **ℹ NOTE**
>
> Your access permissions for Team Content folders are the same as your folder access permissions on a network. If you have full access to a network drive, you can add or remove items from a Team Content folder. However, if you have read-only access to the folder, you can copy Team Content files, but you're not able to add, edit or remove items.

To connect to Team Content

1. If the Gallery isn't visible, click **Gallery** .

2. Click **Show additional Gallery actions** , and then select **Connect to Team Content**.

   The *Browse For Folder* dialog box opens.

3. Browse to, and select, the folder containing the content you want to use, and then click **OK**.

   > **ℹ NOTE**
   >
   > If you don't have access permission to a Team Content location, the folder containing Team Content is unavailable.

   The content appears in the Gallery.

Chapter 11
Using the Attachments Tab

You can use the Attachments tab to attach a copy of a file, shortcut to a file or link to a Web page to files. This enables you to easily find and open files and Web pages.

The Attachments tab lists all attachments in the current file.

- If you attach a copy of a file, its size appears in the **Size** column.

- If you attach a shortcut to a file, **Shortcut** appears in the **Size** column.

- If you attach a link to a Web page, **URL** appears in the **Size** column.

Opening and Moving the Attachments Tab

You can move the Attachments tab to either side of the screen and widen it.

NOTE
If you move, widen or hide the Attachments tab, SMART Notebook SE saves these settings.

To open the Attachments tab
Click **Attachments** .

OR

Select **View > Attachments**.

To move the Attachments tab
Click the **Move** icon under the tabs to move the Attachments tab to the other side of the whiteboard area.

Click the **Move** icon again to move it back.

To widen the Attachments tab
To widen the Attachments tab, drag its border into the whiteboard area.

To hide the Attachments tab

To hide the Attachments tab automatically, select the **Auto-hide** check-box. The Attachments tab appears minimized the next time you select an object in the whiteboard area.

To open the Attachments tab again, click **Attachments** .

To disable the Auto-hide option, clear the **Auto-hide** check-box.

Opening Items in the Attachments Tab

You can open an attached file or Web page in the Attachments tab.

To open an item in the Attachments tab

1. If the Attachments tab isn't visible, click **Attachments** .

   OR

   Select **View > Attachments**.

   The Attachments tab lists all attachments in the file.

2. To open a file, double-click the file name or shortcut.

   OR

   To open a Web page, double-click the link.

Attaching Copies of Files

You can attach copies of files to the Attachments tab.

> **NOTE**
> When you attach a file, the .notebook file's size increases. Although SMART Notebook SE compresses files to conserve space, it compresses some file types more than others.

To attach a copy of a file

1. If the Attachments tab isn't visible, click **Attachments** .

   OR

   Select **View > Attachments**.

2. Click the **Insert** button at the bottom of the Attachments tab, and then select **Insert Copy of File**.

   The *Insert Copy of File* dialog box appears.

3. Browse to, and select, the file you want to attach.

4. Click **Open**.

    The file name and size appear in the Attachments tab.

Attaching File Shortcuts

You can attach file shortcuts to the Attachments tab.

> ℹ️ **NOTE**
>
> SMART Notebook SE doesn't export shortcuts. If you want to export file attachments, attach a copy of the file, not a file shortcut.

To attach a file shortcut

1. If the Attachments tab isn't visible, click **Attachments** 📎.

    OR

    Select **View > Attachments**.

2. Click the **Insert** button at the bottom of the Attachments tab, and then select **Insert Shortcut to File**.

    The *Insert File Shortcut* dialog box appears.

3. Browse to, and select, the file you want to attach.

4. Click **Open**.

    The file name and **Shortcut** appear in the Attachments tab.

Attaching Links to Web Pages

You can attach links to Web pages to the Attachments tab.

To attach a link to a Web page

1. If the Attachments tab isn't visible, click **Attachments** 📎.

    OR

    Select **View > Attachments**.

2. Click the **Insert** button at the bottom of the Attachments tab, and then select **Insert Hyperlink**.

    The *Insert Hyperlink* dialog box appears.

3. Type the Web page's address in the **Hyperlink** box.

4. Type a name for the link in the **Display Name** box.

5. Click **OK**.

    The display name and **URL** appear in the Attachments tab.

Chapter 12
Using the Properties Tab

The Properties tab enables you to change the formatting of objects on a page, including freehand objects, shapes, lines, text, tables and more. Depending on the object, you can change:

• the color, thickness and style of lines

• the transparency and fill effects of objects

• the font type, size and style of text

• the object flags

• the animation of objects

ℹ️ **NOTE**
The Properties tab displays only the options that are available for the currently selected object.

The Properties tab also includes a Page Recording button that allows you to record your actions on the current page.

Opening and Moving the Properties Tab
You can move the Properties tab to either side of the screen and widen it.

ℹ️ **NOTE**
If you move, widen or hide the Properties tab, SMART Notebook SE saves these settings.

To open the Properties tab   Click **Properties** .

OR

Select **View > Properties**.

To move the   Click the **Move** icon ↔ under the tabs to move the Properties tab to the other side of
Properties tab   the whiteboard area.

Click the **Move** icon ↔ again to move it back.

To widen the   To widen the Properties tab, drag its border into the whiteboard area.
Properties tab

To hide the Properties tab   To hide the Properties tab automatically, select the **Auto-hide** check-box. The
Properties tab appears minimized the next time you select an object in the
whiteboard area.

To open the Properties tab again, click **Properties** .

To disable the Auto-hide option, clear the **Auto-hide** check-box.

Recording a Page

The Page Recording options enable you to record your actions on the current page.

To record a page   1.   If the Properties tab isn't visible, click **Properties** .

2.   Click **Page Recording**.

3.   Click **Start Recording**.

A red circle appears in the upper left corner of the whiteboard area.

4.   Perform the actions you want to record on the current page.

5.   When you finish performing these actions, click **Stop Recording**.

6.   Click **Play** to view the recording.

7.   Control the playback of the recording using the **Page Recording** toolbar.

Chapter 13

Using the Quick Links Tab

You can use the Quick Links tab to display a filtered list of the files in the binder.

> **NOTE**
> If you move, widen or hide the Quick Links tab, SMART Notebook SE saves these settings.

To open the Quick Links tab

Click **Quick Links** .

OR

Select **View > Quick Links**.

To display a filtered list of files

Select **Recent Files** to display only recently accessed files.

OR

Select **Due Today**, **Due Tomorrow** or **Due This Week** to display only files with these due dates.

The binder appears and displays the filtered list of files.

> **NOTE**
> If you select **Due This Week**, the binder displays the files that are due in the next seven days, not the current calendar week.

To move the Quick Links tab

Click the **Move** icon under the tabs to move the Quick Links tab to the other side of the whiteboard area.

Click the **Move** icon again to move it back.

To widen the Quick Links tab

To widen the Quick Links tab, drag its border into the whiteboard area.

**To hide the
Quick Links tab**
To hide the Quick Links tab automatically, select the **Auto-hide** check-box. The Quick Links tab appears minimized the next time you select an object in the whiteboard area.

To open the Quick Links tab again, click **Quick Links** .

To disable the Auto-hide option, clear the **Auto-hide** check-box.

Chapter 14
Presenting a File

If you have the opportunity to present your SMART Notebook SE file, consider the following tips.

TIP

- Save your completed file on a disk or USB storage device. This enables you to access and display your file by inserting the disk, CD or USB storage device into any computer. As an alternative, save your file on your local area network, and then browse to it.

- To avoid losing your momentum and focus during the presentation, attach the files, shortcuts, and links to Web pages that you'll use during your presentation to the Attachments tab of your file so that you don't have to search for them.

- If a file contains a large number of pages, separate the pages into groups. This enables you to find a particular page more easily during a presentation.

- Add a Screen Shade to a page. During the presentation, you can gradually remove the shade to reveal the underlying text and graphics when you're ready to discuss them. You can also add a Screen Shade that covers programs other than SMART Notebook SE.

- Display the file in Full Screen view during the presentation. This view maximizes the available workspace.

- Use the Spotlight, Magnifier and Pointer to highlight areas of interest during your presentation.

- Use the Magic Pen to create freehand objects that slowly fade, open a magnification window or open a spotlight window.

Displaying a File in Full Screen View

In Full Screen view, SMART Notebook SE expands the whiteboard area by hiding the title bar, toolbar, taskbar and tabs. You can access commonly used commands using the *Full Screen* toolbar.

To display a file in Full Screen view

Select **View > Full Screen**.

The title bar, toolbar, taskbar and tabs disappear and the *Full Screen* toolbar appears.

To use the Full Screen toolbar

Click **Previous Page** to display the previous page.

Click **Next Page** to display the next page.

Click **Options** to open a menu of options.

Click **Exit Full Screen** to return to the standard view and display the title bar, toolbar, taskbar and tabs.

Adding a Screen Shade to a Page

If you want to cover information and reveal it slowly during a presentation, you can add a Screen Shade to a page.

If you add a Screen Shade to a page and save the file, the Screen Shade appears over the page the next time you open the file.

> **NOTE**
> If you add a Screen Shade to a page, the Screen Shade appears over the current page only and doesn't appear over other pages or other programs.

To add a Screen Shade to a page

Select **View > Screen Shade**.

A Screen Shade appears over the entire page.

To reveal part of the page

The small circles at the edges of the Screen Shade are resize handles. Click and drag a resize handle to reveal part of a page.

**To remove the
Screen Shade**

Select **View > Screen Shade**.

OR

Click the **Exit** button ❌ in the upper right corner of the Screen Shade.

Creating a Fading Object Using the Magic Pen

You can create freehand objects that slowly fade after approximately ten seconds using the Magic Pen.

To create a fading object

1. Click **Magic Pen** ✒️ .

2. Write or draw objects.
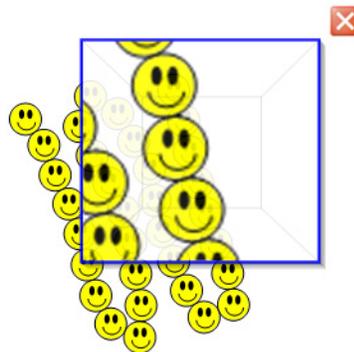
   The objects slowly fade after approximately ten seconds.

Creating a Magnification Window Using the Magic Pen

You can create a magnification window using the Magic Pen.

**To create a
magnification window**

1. Click **Magic Pen** ✒️ .

2. Draw a square using the mouse.

   A magnification window appears.

3. To reduce its size, click in the middle of the magnification window, and then drag it to the left.

   OR

   To increase its size, click in the middle of the magnification window, and then drag it to the right.

4. To move it, click near the edge of the magnification window, and then drag it.

5. To close the magnification window, click .

Creating a Spotlight Window Using the Magic Pen

You can create a spotlight window using the Magic Pen.

To create a spotlight window

1. Click **Magic Pen** .

2. Draw a circle using the mouse.

   A spotlight window appears.
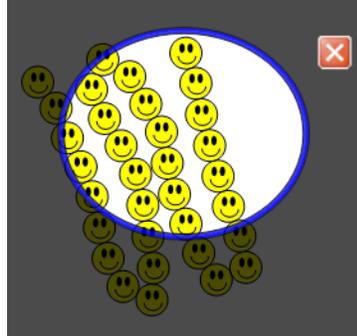
3. To reduce its size, click in the middle of the spotlight window, and then drag it to the left.

   OR

   To increase its, click in the middle of the spotlight window, and then drag it to the right.

4. To move it, click near the edge of the spotlight window, and then drag it.

5. To close the spotlight window, click .

Controlling Adobe Flash Objects

When you add an Adobe Flash object to a page or display a page that already contains an Adobe Flash object, the object plays immediately. You can control the playback of the object. If the object has buttons, you can click them. If an object doesn't have buttons, you can use the options in the object's menu.

To control an Adobe Flash object's menu

1. Select the Adobe Flash object.

    A selection rectangle appears around the object.

2. To play the object, click the object's menu arrow, and then select **Flash > Play**.

3. To play the object from the beginning, click the object's menu arrow, and then select **Flash > Rewind**.

4. To advance the object slightly and pause playback, click the object's menu arrow, and then select **Flash > Step Forward**.

5. To rewind the object slightly and pause playback, click the object's menu arrow, and then select **Flash > Step Back**.

6. To play the object continuously, select **Flash > Loop**. To stop playing the object continuously, select **Flash > Loop** again.

Chapter 15
Using SMART Tools

SMART Notebook SE features the following tools:

- SMART Recorder enables you to record your actions on the screen.

- SMART Video Player enables you to play a video on your screen and write notes over it.

- Magnifier enables you to magnify a particular area of the screen.

- Pointer places a large pointer arrow on the screen.

- The *Screen Capture* toolbar enables you to take screen captures.

- Screen Shade enables you to cover the screen, and then slowly reveal it.

- Spotlight enables you to draw attention to an area of the screen.

SMART Recorder

Using SMART Recorder, you can record the actions you take on the screen. If you connect a microphone to your computer, you can narrate your actions. After you create a recording, you can play the recording on any computer using SMART Video Player or Windows Media® player, or you can share the recording with others.

NOTE
- Windows Media player is available from www.windowsmedia.com/download.

- If your computer meets SMART Notebook SE's minimum computer requirements, you can use SMART Recorder. However, for best performance, install SMART Notebook SE on a computer with a Pentium® 4 processor or greater and a sound card and microphone compatible with the Windows operating system.

To start SMART Recorder Select **Start > All Programs > SMART Technologies > SMART Notebook SE > SMART Recorder**.

The *SMART Recorder* window appears. A **SMART Recorder** icon appears in the notification area.

Hiding the SMART Recorder Window

Using SMART Recorder, you can record your actions on the screen. If you want to, you can hide the *SMART Recorder* window but continue to access its menu options using the **SMART Recorder** icon .

To hide the SMART Recorder window

In the *SMART Recorder* window, select **Menu > Hide to System Tray**.

The *SMART Recorder* window disappears.

To show the SMART Recorder window

Click the **SMART Recorder** icon in the notification area, and then select **Show**.

The *SMART Recorder* window appears.

Changing SMART Recorder's Video and Audio Quality

You can change SMART Recorder settings to control a recording's audio and video quality.

To change SMART Recorder's video and audio quality

1. Select **Menu > Options** in SMART Recorder.

   NOTE

   If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon in the notification area, and then select **Configure Options**.

   The *Options* dialog box appears.

2. Select a sound quality in the **Sound Quality** list.

   NOTE

   Although higher sound quality produces better audio playback, it also increases the file size.

3. Select a video quality in the **Video Quality** list.

   OR

   Select **Custom**, and then type the required frame rate.

   NOTE

   Recording quality is measured in frames per second. Higher frame rates produce higher quality recordings. However, a higher frame rate also increases the file size.

   TIP

   If you select **Automatic Selection (Recommended)**, SMART Recorder automatically evaluates your computer and selects the optimal frame rate.

4. Click **OK**.

To restore SMART Recorder's default video and audio quality

1. Select **Menu > Options** in SMART Recorder.

   ⓘ NOTE

   If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon

   in the notification area, and then select **Configure Options**.

   The *Options* dialog box appears.

2. Click **Restore Defaults**.

3. Click **OK**.

Changing SMART Recorder's Video Format

You can change SMART Recorder settings to select a recording's video format.

To change SMART Recorder's video format

1. Select **Menu > Options** in SMART Recorder.

   ⓘ NOTE

   If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon

   in the notification area, and then select **Configure Options**.

   The *Options* dialog box appears.

2. Click the **Video Format** tab.

3. Select **Windows Media Video (*.wmv)** or **SMART Recorder Video (*.avi)**.

   ⓘ NOTE
   - Any version of Windows Media player can play a Windows Media video file. Windows Media player can also play a SMART Recorder video file if SMART Notebook or SMART Notebook SE is installed on the computer playing the file.

   - You can convert a SMART Recorder video file to a Windows Media video file by sharing the recording.

4. Click **OK**.

To restore SMART Recorder's default video format

1. Select **Menu > Options** in SMART Recorder.

   ℹ NOTE

   If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon

   🖼 in the notification area, and then select **Configure Options**.

   The *Options* dialog box appears.

2. Click the **Video Format** tab.

3. Click **Restore Defaults**.

4. Click **OK**.

Changing a Recording's File Location

You can change SMART Recorder settings to select a recording's file location.

To change a recording's file location

1. Select **Menu > Options** in SMART Recorder.

   ℹ NOTE

   If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon

   🖼 in the notification area, and then select **Configure Options**.

   The *Options* dialog box appears.

2. Click the **Target Files** tab.

3. To change the folder in which SMART Recorder saves files:

   a. Click the **Browse** button next to the **Default Save Directory** box.

   b. Browse to, and select, the folder you want to save the files in.

   c. Click **OK**.

   💡 TIP

   For best performance, save the files on your computer's hard disk rather than a network drive.

4. To change the folder in which SMART Recorder saves temporary files:

   a. Click the **Browse** button next to the **Temporary Files Directory** box.

   b. Browse to, and select, the folder you want to save the temporary files in.

   c. Click **OK**.

   💡 TIP

   For best performance, save files and temporary files on the same drive to reduce the time needed to save a recording.

5. To configure SMART Notebook SE to display a message when available disk space is low:

    a. Select the **Warn me if free disk space is below** check box.

    b. Type a disk space limit that indicates to SMART Notebook SE that available disk space is low.

6. Type a disk space limit that indicates to SMART Notebook SE to pause recording if the available disk space is low.

7. Click **OK**.

To restore the default file location of recordings

1. Select **Menu > Options** in SMART Recorder.

    ℹ **NOTE**

    If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon

    🔲 in the notification area, and then select **Configure Options**.

    The *Options* dialog box appears.

2. Click the **Target Files** tab.

3. Click **Restore Defaults**.

4. Click **OK**.

Adding a Watermark to Recordings

You can change SMART Recorder settings to add a watermark to a recording's background.

To add an image watermark to recordings

1. Select **Menu > Options** in SMART Recorder.

    ℹ **NOTE**

    If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon

    🔲 in the notification area, and then select **Configure Options**.

    The *Options* dialog box appears.

2. Click the **Watermark** tab.

3. Select **Image**.

4. Click **Browse**.

5. Browse to, and select, the image you want to use, and then click **Open**.

6. Click **Properties**.

    The *Watermark Properties* dialog box appears. A preview of the selected image appears in the **Preview** pane.

7. To change the watermark's position, drag the preview image to another area in the **Preview** pane.

8. To change the watermark's size, drag the white circle in the preview image's bottom-right corner.

9. Select **Transparency** and **Effect** settings.

10. Click **OK** to close the *Watermark Properties* dialog box.

11. If you want to revert to using no watermark after SMART Recorder closes, select **Turn off the watermark when recorder closes**.

12. Click **OK** to close the *Options* dialog box.

To add a text watermark to recordings

1. Select **Menu > Options** in SMART Recorder.

    ℹ️ NOTE

    If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon 📱 in the notification area, and then select **Configure Options**.

    The *Options* dialog box appears.

2. Click the **Watermark** tab.

3. Select **Text**.

4. Type text for the watermark.

5. Click **Properties**.

    The *Watermark Properties* dialog box appears. A preview image appears in the **Preview** pane.

6. Select **Color**, **Font** and **Transparency** settings.

7. To change the watermark's position, drag the preview image to another area in the **Preview** pane.

8. To change the watermark's size, drag the white circle in the preview image's bottom-right corner.

9. To add additional information to the watermark, select **Add Current Date**, **Add Current Time** and/or **Add Frame Number**.

10. Click **OK** to close the *Watermark Properties* dialog box.

11. If you want to revert to using no watermark after SMART Recorder closes, select **Turn off the watermark when recorder closes**.

12. Click **OK** to close the *Options* dialog box.

To remove a watermark from recordings

1. Select **Menu > Options** in SMART Recorder.

   ℹ NOTE

   If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon

   🖼 in the notification area, and then select **Configure Options**.

   The *Options* dialog box appears.

2. Click the **Watermark** tab.

3. Select **No Watermark**.

4. Click **OK**.

Recording Your Actions

Using SMART Recorder, you can record the full screen, a specific window or a rectangular portion of the screen. If you connect a microphone to your computer, you can record your narration.

You can create the recording as a SMART Recorder video file that you can view using SMART Video Player, or you can create the recording as a Windows Media video file that you can view using Windows Media Player. If you create the recording as a SMART Recorder video file, you can also convert it to a Windows Media video file or a self-extracting file to share with those who don't have SMART Notebook or SMART Notebook SE.

ℹ NOTE

• You can also create a Windows Media video file or a self-extracting file of previously created recordings to share with others.

• If you're using multiple displays, you must select the display that you want to record from.

• You can hide the *SMART Recorder* window and continue to access its menu options by clicking the **SMART Recorder** icon 🖼 in the notification area.

💡 TIP

• If you need to reduce the file size of the recording, limit the recording to a rectangular area of the screen or to a window.

• Animations and other special effects greatly increase the file size of the recording.

To create a recording

1. Change SMART Recorder settings to configure the recording's quality, video format, file location and watermark.

2. To record the entire screen, click **Record** ⬤ in SMART Recorder.

   OR

   To record a screen area, click the down arrow next to the **Record** button ⬤ in SMART Recorder, select **Record Area**, and then draw a rectangle around the area you want to record.

   OR

   To record a window, click the down arrow next to the **Record** button ⬤ in SMART Recorder, select **Record Window**, and then select the window you want to record.

3. Perform the on-screen actions you want to record. If you've connected a microphone to your computer, speak into your microphone.

   The *SMART Recorder* window displays the time elapsed during the recording and a colored dot indicates the expected quality of your recording, based on the current settings.

4. If you want to pause your recording, click **Pause** ⏸ in SMART Recorder. To resume recording, click **Record** ⬤ in SMART Recorder.

5. After you complete the actions you want to record, click **Stop** ⬛ in SMART Recorder.

   The *Save As* dialog box appears.

   > **NOTE**
   > If you want to exit without saving your recording, click **Cancel**, click **Yes** to confirm deletion, and then ignore the remaining steps of this procedure.

6. Type a file name.

7. If you want to save the recording in a different location, browse to the new location.

8. Click **Save**.

   The *Completing Capture* dialog box appears while SMART Recorder creates the video file.

After SMART Recorder creates the video file, the *Recording Complete* dialog box appears. The information in this dialog box includes the file location of the recording, file size and duration of the recording.

9. If you want to view the recording after you close this dialog box, select **Play Recording**.

10. If you want to share the recording with viewers who don't have SMART Video Player but you created the recording in the SMART Recorder video format, select **Share Recording**.

11. Click **OK**.

If you selected **Play Recording**, the file plays in your default media player.

If you selected **Share Recording**, the *Share Recording* dialog box appears. Create a Windows Media video file or a self-extracting file as described in the next procedure.

To create a Windows Media video file or a self-extracting file

1. Create the recording as described in the previous procedure. Ensure you select the **Share Recording** option.

The *Share Recording* dialog box appears.

2. Select **WMV** to create a Windows Media video file, and then click **Next**.

OR

Select **Self extracting** to create a self extracting file, and then click **Next**.

3. Click **Next**.

4. Click **Browse**, browse to the location where you want to save the file, type a file name, and then click **Save**.

5. Click **Next**.

6. Click **Finish**.

Enhancing System Performance for Recording

If your system performance slows down when you use SMART Recorder, or the recording quality isn't the standard you want, the following may improve performance:

- Save your files to a local hard disk. Network drives are slower and reduce performance.

- Select a lower video quality setting. You need to balance your expectations for video quality with your computer's performance. Higher video quality produces larger the files and places higher demands on your computer.

Sharing a Recording

If you want to share the recording with viewers who have SMART Notebook or
SMART Notebook SE, you can create a recording as a SMART Recorder video file
that they can play using SMART Video Player. If you want to share the recording with
viewers who don't have SMART Notebook or SMART Notebook SE, you can create a
Windows Media video file that they can play using Windows Media Player, or you can
create a self-extracting file that they can play on any computer.

**To convert a SMART
Recorder video file**

1. In the *SMART Recorder* window, select **Menu > Share Recording**.

   ⓘ NOTE

   If the *SMART Recorder* window is hidden, click the **SMART Recorder** icon

   in the notification area, select **Show**, and then select **Menu > Share
   Recording** in SMART Recorder.

   The *Share Recording* dialog box appears.

2. Select **WMV** to create a Windows Media video file.

   OR

   Select **Self extracting** to create a self-extracting file, and then click **Next**.

3. Click **Browse**.

4. Browse to, and select, the SMART Recorder video file you want to convert, and
   then click **Open**.

5. Click **Next**.

6. If you want to change the converted file's location or name, click **Browse**, browse
   to the location where you want to save the file, type a file name, and then
   click **Save**.

7. Click **Next**.

8. Click **Finish**.

SMART Video Player

SMART Video Player enables you to play a video on your screen and write notes over it in digital ink. You can use it to play standard video files, or you can use it to play videos from a connected video hardware device, such as a VCR or DVD player.

> ℹ️ **NOTE**
> To use SMART Video Player, your computer must be running DirectX® application interface version 8.1 or later. You can download DirectX from www.microsoft.com/downloads. If you're using a video hardware device, it must comply with DirectX and your video capture card must have DirectX support.

To start SMART Video Player

Select **Start > All Programs > SMART Technologies > SMART Notebook SE > SMART Video Player**.

The *SMART Video Player* window appears.

Playing a Video File Using SMART Video Player

You can play video files using SMART Video Player. You can play files stored on your computer or you can access files on a website or network.

To play a video file

1. Click **File > Open** in SMART Video Player, browse to and select the video file you want to play, and then click **Open**.

   OR

   Click **File > Open URL** in SMART Video Player, type the address of the website or the network path in the **Open** box, and then click **OK**.

   The video file opens and plays in the *SMART Video Player* window.

2. To pause the video, click **Pause**.

   OR

   Select **File > Play/Pause**.

3. To start the video, click **Play**.

   OR

   Select **File > Play/Pause**.

4. To stop the video, click **Stop**.

   OR

   Select **File > Stop**.

5. To change the playback speed, select **Settings > Playback Speed**, and then
    select a playback speed from the list.

    > **ℹ NOTE**
    >
    > To play the video continuously, click **Repeat** [icon]. To stop the video playing
    >
    > the video continuously, click **Repeat** [icon] again.

To write notes over the
video frame in digital ink

1. Click **Pen Tool** [icon], and then write on the screen using the mouse.

    > **💡 TIP**
    > You can configure SMART Video Player to pause the video when you select
    > **Pen Tool**.

2. To change the color of the digital ink, click **Pen Color** [icon], and then select a
    color from the palette.

3. To change the width of the digital ink, click **Pen Width** [icon], and then select a
    width in the list.

4. After you finish writing, click **Select** [icon].

To clear your notes

Click **Clear the Notes** [icon].

To take a screen capture
of the current video frame

Click **Capture to Notebook** [icon].

To expand the
video display

Select **Full Screen View** [icon].

The video display expands to the largest possible area and the *Video Player* toolbar
appears. This toolbar enables you to play and pause videos, take screen captures of
the current video frame, write notes over the video frame in digital ink and clear
your notes.

To exit Full Screen view, click **Normal View** [icon].

> **ℹ NOTE**
> If your computer's video card doesn't support hardware acceleration, you're not
> able to change the view to 200% or Full Screen.

To change the volume   To change the volume, move the slider —●.

To mute the volume, click **Mute Video** .

To restore the volume, click **Mute Video** again.

To close   Click the **Close** button in SMART Video Player.
SMART Video Player
OR

Select **File > Exit** in SMART Video Player.

Playing a Video from a Connected VCR or DVD Player Using SMART Video Player

If you connect your computer to a video hardware source, such as a VCR or DVD player, you can play video files from the video hardware source on the screen using SMART Video Player.

To play a video file   1. Select **Hardware** in SMART Video Player, and then select the video hardware source in the list.

   The output of the selected video hardware source appears in the *SMART Video Player* window.

   i NOTE
   If the list doesn't include the hardware source, check your computer's and hardware source's connections.

   TIP
   You can change SMART Video Player settings to save the last video hardware source.

   2. To pause the video, click **Pause** .

   OR

   Select **File > Play/Pause**.

   3. To start the video, click **Play** .

   OR

   Select **File > Play/Pause**.

4. To stop the video, click **Stop** .

   OR

   Select **File > Stop**.

   > **NOTE**
   > You're not able to change the video playback speed using SMART Video Player if you're playing a video from a connected VCR or DVD Player.

To write notes over the video frame in digital ink

1. Click **Pen Tool** , and then write on the screen using the mouse.

   > **TIP**
   > You can configure SMART Video Player to pause the video when you select Pen Tool.

2. To change the color of the digital ink, click **Pen Color** , and then select a color from the palette.

3. To change the width of the digital ink, click **Pen Width** and then select a width in the list.

4. After you finish writing, click **Select** .

To clear your notes

Click **Clear the Notes** .

To take a screen capture of the current video frame

Click **Capture to Notebook** .

To expand the video display

Select **Full Screen View** .

The video display expands to the largest possible area and the *Video Player* toolbar appears. This toolbar enables you to play and pause videos, take screen captures of the current video frame, write notes over the video frame in digital ink and clear your notes.

To exit Full Screen view, click **Normal View** .

> **NOTE**
> If your computer's video card doesn't support hardware acceleration, you're not able to change the view to 200% or Full Screen.

To change the volume

To change the volume, move the slider ⎯⎯●.

To mute the volume, click **Mute Video** .

To restore the volume, click **Mute Video** again.

**To close
SMART Video Player**

Click the **Close** button ✕ in SMART Video Player.

OR

Select **File > Exit** in SMART Video Player.

Changing SMART Video Player Settings

You can change SMART Video Player settings to control its behavior.

**To change SMART Video
Player settings**

1. Select **Settings > Video Player Settings** in SMART Video Player.

    The *Video Player Settings* dialog box appears.

2. To display the *SMART Video Player* window on top of other windows at all times, select **Always on top**.

3. To pause the video automatically when you pick up a pen tray pen (on interactive whiteboards) or select a pen tool button (on interactive pen displays), select **Pause when tool(s) lifted**.

4. To apply a fade effect to the digital notes you write over the *SMART Video Player* window, select **Fade out notes**. To set when and for how long SMART Notebook SE applies the effect, select times in the **Begin after** and **Continue for** lists.

5. To hide the *Video Player* toolbar in Full Screen view after a defined number of seconds, select **Remove toolbar in full screen mode**. To set when the toolbar disappears, select a time in the **After** list.

6. To use the most recently selected video hardware source in future sessions, select **Remember last hardware source**.

7. Click **OK**.

Creating and Playing a SMART Video Player Playlist

You can create a playlist of video files within SMART Video Player. This enables you to locate and play a video file more easily.

To create a playlist

1. If the playlist is hidden, select **View > Show Playlist**.

   ℹ NOTE

   You can hide the playlist by clicking the **Close** button ☒ in the playlist's upper right corner.

2. To add a video file to the playlist, select **Play List > Add**, browse to and select the file, and then click **Open**.

3. To add a previously created playlist, select **Play List > Add**, browse to and select the playlist, and then click **Open**.

4. To remove a video file, select the video file, and then select **Play List > Remove**.

5. To remove all the video files, select **Play List > Remove All**.

6. To reorganize the playlist, select a video file, and then click **Up** ⬆ or **Down** ⬇.

7. To save the playlist, select **Play List > Save Play List**.

To open a previously created playlist

1. If the playlist is hidden, select **View > Show Playlist**.

2. Select **Play List > Add**, browse to and select the playlist, and then click **Open**.

To play a video file from a playlist

Double-click the video file in the playlist.

SMART Video Player plays the video file and then automatically plays the next video file in the playlist.

Using the Magnifier

You can use the Magnifier during a presentation to draw attention to an area of the screen.

ℹ NOTE

You can also magnify an area of a page using the Magic Pen.

To use the Magnifier

1. Select **Start > All Programs > SMART Technologies > SMART Notebook SE > Other Notebook Tools > Magnifier**.

    The *Magnifier* dialog box appears and displays a magnified image of a portion of the screen.

2. To display a red border around the area displayed in the *Magnifier* dialog box, click 🗗.

    To shade everything outside of this area, click ⬛.

3. To magnify a different area of the screen:

    – Click ✋, and then drag the hand ✋ in the *Magnifier* dialog box to another area of the screen. Use this option if you want to magnify one area of the screen while continuing to work in other parts of the screen.

        OR

    – Click 🔳, and then click the area of the screen you want to magnify. Use this option if you want to magnify the area of the screen you're working in.

4. To move the *Magnifier* dialog box, click its title bar, and then drag it to another area of the screen.

To close the Magnifier

Click **Close** ❌ in the *Magnifier* dialog box.

Using the Large Pointer

You can place a large pointer on the screen to draw attention to a screen element or area.

To display the large pointer

1. Select **Start > All Programs > SMART Technologies > SMART Notebook SE > Other Notebook Tools > Pointer**.

2. To move the pointer, click it, and then drag it to another location on the screen. It points in the direction that you drag it.

To remove the large pointer

Double-click the pointer.

Taking Screen Captures Using the Screen Capture Toolbar

The *Screen Capture* toolbar appears on top of active programs and Web browsers. It enables you to take a screen capture of an image in any window and automatically insert it on a page.

To take a screen capture

1. Click **Screen Capture** in the SMART Notebook SE toolbar.

2. By default, each screen capture you take appears on a new page in the file. If you want to save the screen capture to the current page, clear the **Capture to new page** check box.

3. To take a screen capture of an area:

    a. Click **Area Capture** in the *Screen Capture* toolbar.

        The pointer changes to cross hairs.

    b. Click and drag the cross hairs on the screen to define the area you want to capture.

        An image of this area appears on a page.

4. To take a screen capture of a single window:

    a. Click **Window Capture** in the *Screen Capture* toolbar.

    b. Select the window you want to take a screen capture of.

        An image of this window appears on a page.

5. To take a screen capture of the entire screen, click **Full Screen Capture** in the *Screen Capture* toolbar.

   An image of this screen appears on a page.

6. To capture a freehand area:

   a. Click **Freehand Capture** in the *Screen Capture* toolbar.

      The pointer changes to cross hairs.

   b. Click and drag the cross hairs on the screen to define the area you want to capture.

      An image of this area appears on a page.

To close the Screen Capture toolbar

Click **Close** in the *Screen Capture* toolbar.

Using the Screen Shade

You can use a Screen Shade to cover the information on the screen and reveal it slowly. A Screen Shade helps you focus the audience's attention.

> **i NOTE**
> You can also add a Screen Shade to a page.

To use the Screen Shade

1. Click **Start > All Programs > SMART Technologies > SMART Notebook SE > Other Notebook Tools > Screen Shade**.

   A Screen Shade appears.

2. Click one side of the Screen Shade and drag it to cover and uncover the whiteboard area.

   > **TIP**
   > If you want to quickly cover the entire screen, double-click the Screen Shade.

To remove the Screen Shade

Click **Close** in the Screen Shade's upper right corner.

Using the Spotlight

You can use the Spotlight during a presentation to draw attention to an area of the screen. You can move the Spotlight to different areas of the screen and change its shape.

> **ℹ NOTE**
> • When the Spotlight is active, you can write on and interact with screen elements in the Spotlight area only.
>
> • You can also highlight an area of a page using the Magic Pen.

To use the Spotlight

1. Select **Start > All Programs > SMART Technologies > SMART Notebook SE > Other Notebook Tools > Spotlight**.

   A highlighted area and the **Spotlight** icon appear.

2. To move the highlighted area, click the **Spotlight** icon, and then drag it to another location on the screen.

3. To make the Spotlight larger or smaller, click the edge of the highlighted area, and then drag it outward or inward.

4. To change the highlighted area's shape, click the **Spotlight** icon's menu arrow, select **Shape**, and then select **Ellipse**, **Rectangle** or **Star**.

5. To change the transparency of everything outside of the highlighted area, click the **Spotlight** icon's menu arrow, select **Transparency**, and then select a percentage of transparency or **Not Transparent**.

To close the spotlight

Click the **Spotlight** icon's menu arrow, and then select **Exit**.

Chapter 16

Activating and Updating SMART Notebook SE

Activating SMART Notebook SE

If you download an evaluation version of SMART Notebook SE and you want to use the software after the evaluation period expires, you can purchase a license from your local reseller or SMART Technologies. After you receive a product key, you can activate the software.

> **NOTE**
>
> To locate an authorized SMART reseller, visit www2.smarttech.com/st/en-US/Where+to+Buy.

To activate SMART Notebook SE

1. Start SMART Notebook SE software.

   The *Evaluation Version* dialog box appears.

2. Click **Activate Product**.

   The *SMART Software Activation* dialog box appears.

3. Type the **Product Key**, and then click **Next**.

4. Follow the on-screen instructions.

Updating SMART Notebook SE

SMART Notebook SE automatically checks for available updates from www.smarttech.com once a month. You can set SMART Notebook SE to check for updates more or less frequently.

You can also manually update SMART Notebook SE.

> **NOTE**
>
> Your computer must have access to the Internet for these procedures.

To change the automatic
update settings

1. Select **Help > Check for Updates**.

   The *SMART Product Update* dialog box appears.

2. Type the frequency with which you want your computer to check for updates in the **Check for updates automatically every** box.

3. Click **Close**.

To manually update
SMART Notebook SE

1. Select **Help > Check for Updates**.

   The *SMART Product Update* dialog box appears.

2. Select **SMART Notebook SE**, and then click **Update**.

3. Click **Close**.

Appendix A

Customer Support

Online Information and Support

Visit www.smarttech.com/support to view and download user's guides, how-to and troubleshooting articles, software and more.

Training

Visit www.smarttech.com/trainingcenter for training materials and information about our training services.

Technical Support

If you experience difficulty with your SMART product, please contact your local reseller before contacting SMART Technical Support. Your local reseller can resolve most issues without delay.

NOTE
To locate your local reseller, visit www2.smarttech.com/st/en-US/Where+to+Buy.

All SMART products include online, telephone, fax and e-mail support:

Online	www.smarttech.com/contactsupport
Telephone	+1.403.228.5940 or
	Toll Free 1.866.518.6791 (U.S./Canada)
	(Monday to Friday, 5 a.m. – 6 p.m. Mountain Time)
Fax	+1.403.806.1256
E-mail	support@smarttech.com

General Inquiries

Address	SMART Technologies
	3636 Research Road NW
	Calgary, AB T2L 1Y1
	CANADA
Switchboard	+1.403.245.0333 or
	Toll Free 1.888.42.SMART (U.S./Canada)
Fax	+1.403.228.2500
E-mail	info@smarttech.com

Warranty

Product warranty is governed by the terms and conditions of SMART's "Limited Equipment Warranty" that shipped with the SMART product at the time of purchase.

Registration

To help us serve you, register online at www.smarttech.com/registration.

Index

M

magic pen
  creating a fading object, *107*
  using a magnification window, *107*
  using a spotlight window, *108*
magnification, *9*
magnification window, *107*
Magnifier
  closing, *127*
  using, *127*
mathematical symbols, *45*
menu arrows, *8*
My Binder tab
  introduction, *3*
  viewing, *4*
My Home tab
  introduction, *3*
  viewing, *3*

O

objects
  adding a link, *49*
  adding to tables, *78*
  adding to the Gallery, *92*
  aligning, *59*
  animating, *51*
  applying properties, *70*
  changing properties, *68*
  cloning, *67*
  copying, *66*
  cutting, *66*
  deleting, *75*
  drawing, *37*
  drawing with creative objects, *39*
  erasing, *74*
  flipping, *62*
  grouping, *55*
  locking, *56*
  moving, *57*
  pasting, *66*
  rearranging, *62*
  resizing, *60*
  rotating, *61*
  selecting, *53*
  writing, *37*
  writing with creative pens, *39*
online support, *133*
open file tabs
  introduction, *4*
  viewing, *4*

P

Page Sorter
  moving, *85*
  opening, *85*
  using, *85*

Extraordinary made simple™ | SMART™