**Smart Notebook 11**

**Tips and Tricks**

**Saving files automatically**

You can manually save your file at any time. You can also set

SMART Notebook software to save your file automatically when you display a different page or after

a specified period of time.

*N O T E*

*You can also set SMART Notebook software to export a file automatically in a variety of formats,*

*including HTML and PDF.*

**To save files automatically**

1. Select File > Timed Saves. The Timed Save Wizard appears.
2. Select Every time I move to a different page to save your file automatically every time you

select a different page.

OR

1. Select 1 minute, 5 minutes, 15 minutes or 30 minutes to save your file automatically after a specified period of time.
2. Press Next.
3. Select Notebook Document.
4. Press Next. The Save As dialog box appears.
5. Browse to where you want to save the new file.
6. Type a name for the file in the File name box. SMART Notebook software automatically saves

the file with the .notebook file extension.

1. Press Save.

**To cancel automatic file saving**

1. Select File > Timed Saves. The Timed Save Wizard appears.
2. Select “Do not save the document automatically.”
3. Press Next

**Quick Gestures**

By sliding your finger to the left on a slide, you can go back to the previous slide.

By sliding your finger to the right on a slide, you can advance to a new slide.

**Displaying pages in Transparent Background view**

Using Transparent Background view, you can see the desktop and windows behind the

SMART Notebook software window and continue to interact with the open, transparent page. You

can draw in digital ink on a transparent page and save your notes in the file. You can also display

measurement tools, take screen captures and more. If an area of the screen doesn’t include any

SMART Notebook software objects, you can select and interact with the desktop and applications

behind the SMART Notebook software window.

**To display a page in Transparent Background view**

1. Press **View Screens** , and then select **Transparent Background**. The background of the

SMART Notebook software window becomes transparent, enabling you to see the desktop and program behind SMART Notebook software, but any objects on the .notebook file page remain visible. The Transparent Background toolbar appears.



**Resetting Pages**

**To clear all digital ink objects from the page**

1. If you haven’t done so already, display the page you want to clear.
2. Select Edit > Clear Ink from Page.

OR

1. Click the Clear Ink icon on the toolbar.
2. If it isn’t there you can add it to the toolbar.

**To Add Icons to the Toolbar**

1. Right click in the toolbar area.
2. Select the tool you want to add and click and drag it to the toolbar space.

*N O T E S*

*This option is disabled if there is no digital ink on the page or if the digital ink is locked*

*or infinitely cloned.*

If you make changes to a page (without saving those changes), you can reset the page to the state it

was in before you made the changes.

*N O T E*

*Resetting a page doesn’t reset any Adobe Flash Player compatible files running on the page.*

**To reset a page**

1. If you haven’t done so already, display the page you want to reset.
2. Select Edit > Reset Page. A dialog box appears, prompting you to confirm the reset.
* You can also select this option by doing one of the following:: Right-clicking the page, pressing the page’s menu arrow in the Page Sorter, pressing Reset Page if it’s included on the toolbar
* You can reset multiple pages at the same time. Select the pages’ thumbnails in the Page Sorter, press the menu arrow, and then select Reset Page. Click Reset Page.

**Inserting mathematical symbols**

You can insert a variety of mathematical and scientific symbols into a page.

*N O T E*

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

**To insert a mathematical symbol**

1. Type text on a page.
2. Press **More Text Options** and then select **Insert Symbol**.

The Insert Symbols dialog box appears.

1. Press a category.

A list of symbols appears.

1. Press the symbol you want to add to the text.
2. Press Insert.

The symbol appears in the text object.

**Importing content using SMART Notebook Document Writer**

When you install SMART Notebook software on a computer with Windows Vista or Windows 7

operating system, you also install SMART Notebook Document Writer. SMART Notebook

Document Writer works like any other printer driver, except it captures output in a .notebook file,

instead of printing it on paper.

**To use SMART Notebook Document Writer**

1. In the source file you want to export to a .notebook file, select File > Print. The Print dialog box appears.
2. Select SMART Notebook Document Writer in the list of printers.
3. Optionally, change the page orientation (see To change the page orientation on the next page). Specify a page range, and then press OK or Print.
4. A dialog box appears.
5. Select SMART Notebook pages with images to import the content of the file as pictures.

OR Select SMART Notebook page with editable objects to import the content of the file as

editable objects.

*N O T E*

*If you choose to import the content as editable objects, some objects may not display*

*correctly. You can import the content as pictures.*

6. Press OK.

A new .notebook file opens. Each page of the source file appears on a separate page.

**To change the page orientation**

1. Press Properties or Preferences.

The Printing Preferences dialog box appears.

2. Select Landscape or Portrait in the Orientation drop-down list.

3. Press OK.

**Importing PowerPoint files**

You can import content into a .notebook file from a variety of sources, including PowerPoint files.

*N O T E*

*SMART Notebook software doesn’t import some gradient, pattern and picture effects. These*

*effects may appear incorrectly in .notebook files as a result.*

1. Select File > Import. The Open dialog box appears.
2. Select All PowerPoint Files (\*.ppt;\*.pptx) in the Files of type drop-down list.
3. Browse to and select the PowerPoint file you want to import.
4. Press Open.

SMART Notebook software adds the contents of the PowerPoint file to a .notebook file.

**Creating matching lesson activities (Activity Builder)**

The Activity Builder enables you to create matching activities, sorting activities, labeling activities,

games and more using your own content. Using the Activity Builder, you define one object on the page as an activity object. You then define which objects on the page will be accepted and which will be rejected when you drag the objects over the activity object.

**To create a matching lesson activity**

1. Create the object you want to use as the activity object and the objects you want to accept or reject when dragged to the activity object.
2. Press Add-ons, and then press Activity Builder.
3. Select the object you want to use as the activity object, and then press Edit.
4. Drag the objects you want to accept to the Accept these objects list.
5. A green check mark appears beside objects you select to accept.
6. Drag the objects you want to reject to the Reject these objects list.
7. A red X appears beside objects you select to reject.
8. Press Done.

*N O T E S*

*To quickly select any remaining objects on the page to accept or reject, press* ***Add All Remaining*** *in the appropriate list.**To remove an object from a list, drag it to the trash can icon.*

**To change a matching lesson activity’s settings**

1. Press Add-ons , and then press Activity Builder.
2. Select the activity object, and then press Edit.

*T I P*

*If you don’t know which object on the page is the activity object, click Identify. Blue diagonal*

*lines appear over any activity objects on the page for three seconds.*

1. Press Settings.
2. Select the desired animation for accepted objects in the first Animation drop-down list.
3. Optionally, select the Also play the object’s sound check box to play sounds attached to accepted objects when they’re dragged over the activity object
4. Select the desired animation for rejected objects in the first Animation drop-down list.
5. Optionally, select the Also play the object’s sound check box to play sounds attached to rejected objects when they’re dragged over the activity object
6. Press Done.