

Using Notebook Software in the School Office

Before you start

Before you begin your lesson, ensure that your computer is turned on and the SMART Board™ interactive whiteboard is connected and oriented. The SMART Board Tools icon should be visible in the Dock at the bottom of your screen, indicating that your SMART Board software is running.



The SMART Board Tools and Notebook software icons in the Dock

If the SMART Board icon is not visible, select **Finder > Applications > SMART Board Drivers > SMART Board Tools**. The SMART Board icon appears in the Dock.

For more information on how to get started with your interactive whiteboard, refer to the *Quick Reference Guides* available at www.smarttech.com/trainingcenter/macintosh/trainingmaterials.asp.

This *Hands-on Practice* assumes you have a basic understanding of the Macintosh® computer. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your computer, for example, you use clicks, double-clicks or control-clicks, depending on the function you want to perform. Use the SMART Board interactive whiteboard in the same way. If you get confused, simply think about what you would do at your computer, and then replicate these actions on the interactive whiteboard.

What is Notebook Software?

Notebook™ software is SMART's whiteboarding software. It acts as an electronic notebook to immediately capture and save notes and drawings written on the SMART Board interactive whiteboard or at your desktop computer. You can import graphics, text and multimedia elements into your Notebook file, or export your Notebook file to HTML or PDF format or as a series of images.

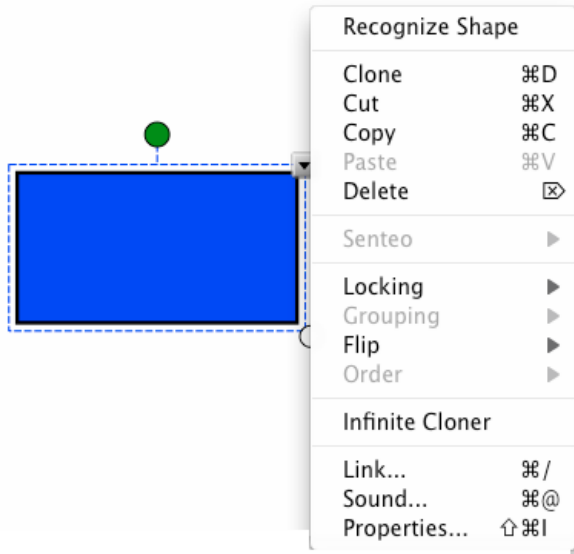
Preparing your meeting template

As an education professional, you want to use the SMART Board interactive whiteboard during staff and stakeholder meetings to show that you are technically savvy – not to mention that it's a great way to collaborate about issues and brainstorm new ideas. All meetings take place in the rooms where your SMART Board interactive whiteboards are located – perhaps classrooms, the library or school computer labs. In this *Hands-on Practice*, you will create a standard template on your desktop computer to prepare for an upcoming meeting discussing an organizational issue.

- 1 Open Notebook software
- 2 Select the square from the **Shapes** drop-down menu on the Notebook software toolbar. Position your cursor at the bottom of the Notebook page and drag it diagonally to draw a rectangular shape.



- 3 Select the **Pointer** tool from the Notebook software toolbar. Click on your rectangle, and select the object's drop-down menu in the upper right-hand corner of the shape. Choose **Properties** and change the Fill Color to blue.

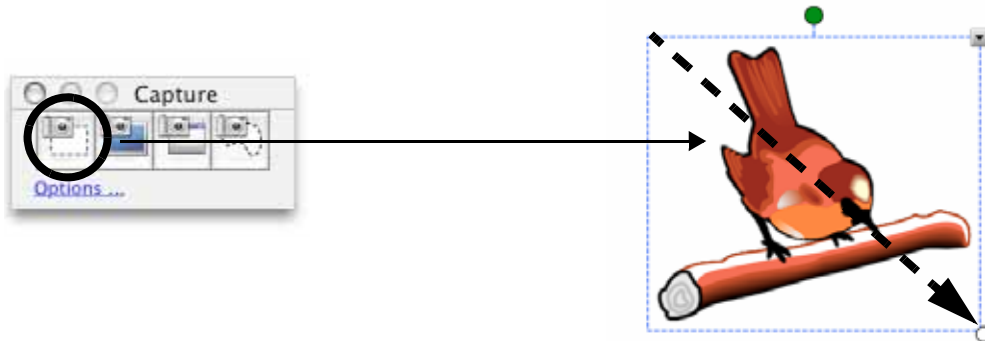


- 4 Click the **Capture** button on the Notebook software toolbar to launch the Capture toolbar. Open your school Internet or intranet site. The Capture toolbar floats over your Internet browser.

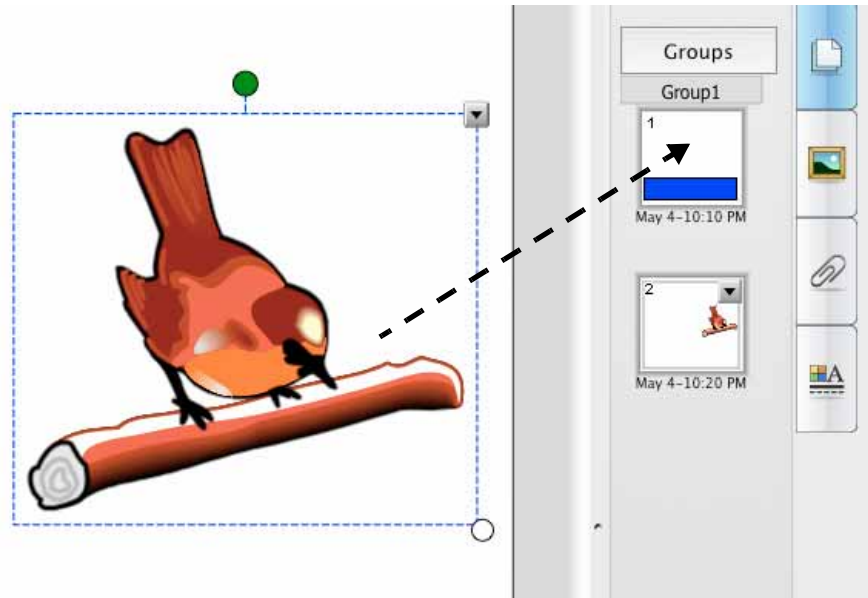


NOTE: For this exercise, a fictional school logo is used.

- 5 Select the **Area Capture** button. Click and drag your cursor to outline your school's logo. Release pressure once the area is selected. Your selection appears as a graphic in a new page in your Notebook file.



6 Return to your Notebook file and drag your logo to the Notebook page on which you drew the rectangle



7 Select the Notebook page containing the blue rectangle and logo. Drag the logo to the bottom-left corner of the page so that it is positioned over the rectangle.

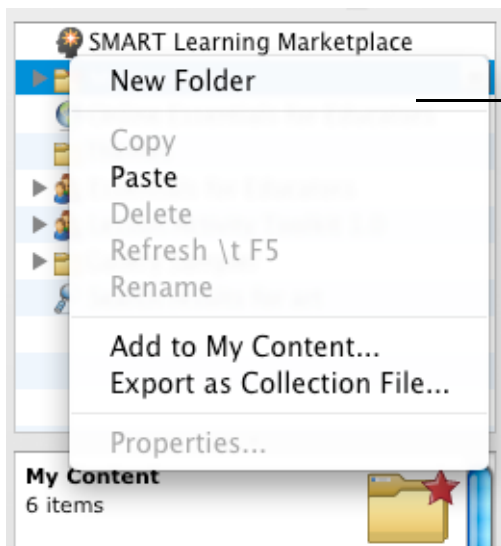
8 Set your font color to white, and type the name of the school. Place the name over the blue background. Select both objects, and group them by choosing **Grouping > Group** from one of the object drop-down menus.

9 Click on the blue rectangle and select the object's drop-down menu. Choose **Locking > Lock In Place**.

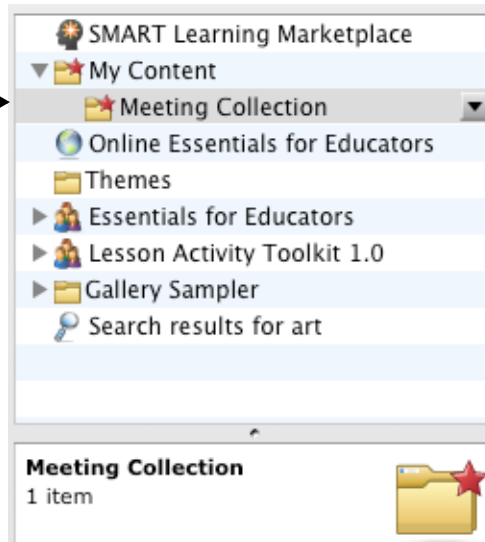


10 Click on the logo and select **Locking > Lock In Place** from the objects drop-down menu. This action keeps the graphics consistent and in the same position at the bottom of the Notebook page.

- 11 You know the majority of presentations will be more than one page, and you want to use this template on every page. Click the **Gallery** tab. By default, the My Content folder is selected.
- 12 Select the My Content drop-down menu, choose **New Folder** and name it *Meeting Collection*

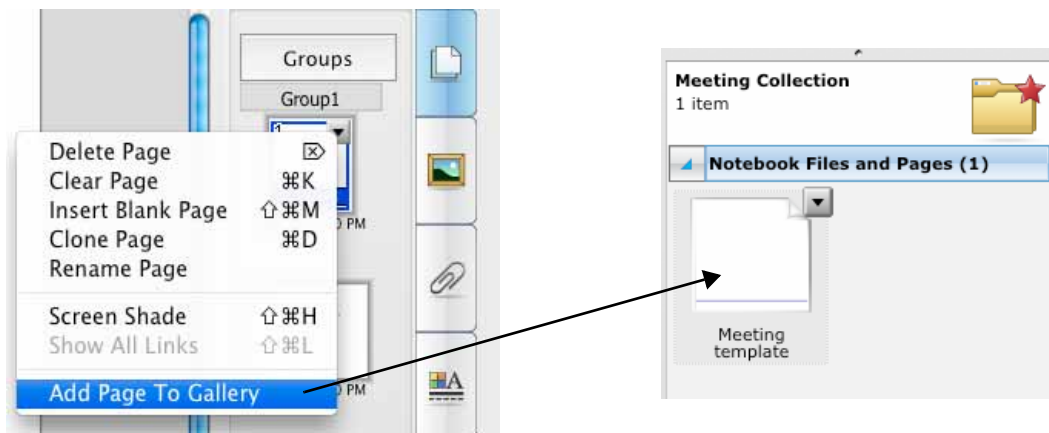


Create a new folder.



Your new folder called Meeting Collection appears under My Content.

- 13 Click on the **Page Sorter** tab, then click on the page's drop-down menu. Select **Add Page to Gallery**. Your meeting template appears in the My Content area of the Gallery Collections. Any items you collect in the My Content area of the Gallery will remain on the computer you are using – in this case, your desktop computer.

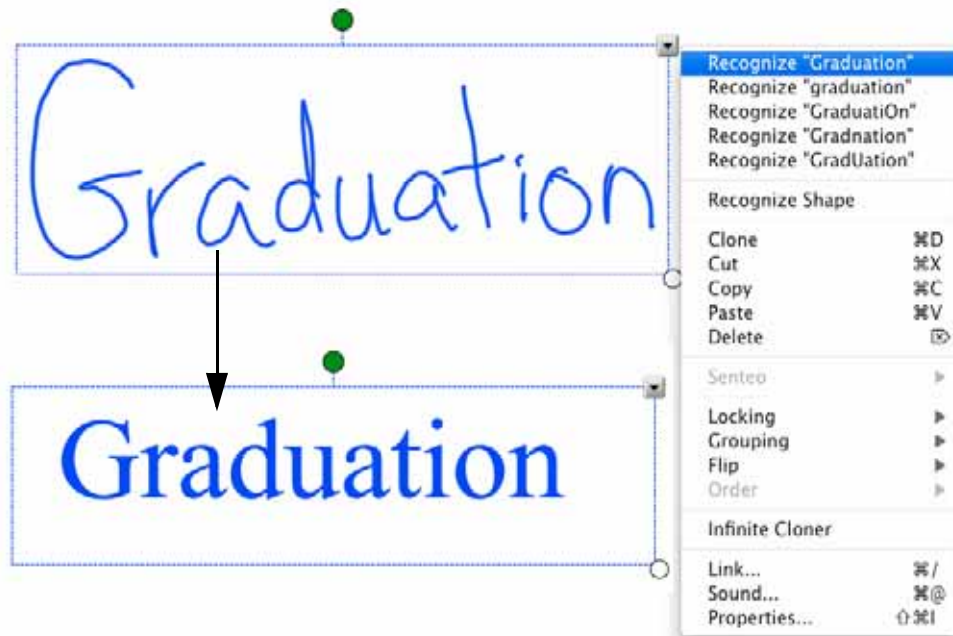


- 14 Select **File > Save** on the Notebook software menu to save your Notebook file. Name your file, and choose the location where you want to save it.
- 15 Select **File > Save Page As Gallery Item** on the Notebook software menu, and save the template on the company's computer network. Name the file *Meeting Template*. Your colleagues can now access the template from the main computer, for future meetings and impromptu presentations, for example.

How would you use your template?

Now that you have created the template, you and your colleagues can use it every time you create a presentation or lead a brainstorming session on the interactive whiteboard. These next steps show you how to use the drawing tools and your template together by creating a timeline to address the organizational issues associated with the school's graduation ceremonies. You will be delivering this session to parents and staff on a SMART Board interactive whiteboard.

- 1 Double-press the Meeting Template file you saved on the school's computer network to launch Notebook software on the SMART Board interactive whiteboard. Your blue rectangle and logo appears on the first Notebook page in the Page Sorter tab.
- 2 Select **Clone Page** from the Notebook page's drop-down menu to create extra Notebook pages in your presentation
- 3 Use a pen tool from the pen tray to write *Graduation* on the work area. Select the written text and choose the appropriate typed text from the object's drop-down menu. Resize and center the words so the page can act as your title page.



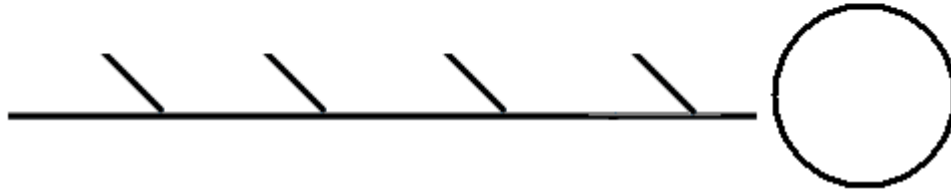
- 4 Use the **Line** tool in the Notebook software toolbar to draw a horizontal line and four connecting lines



TIP: Hold down the Shift key while pivoting a line to make the line snap in place every 45 degrees.

- 5 Use the **Shape** tool to draw a circle at the head of your diagram, and write *June 27*. This shows the date of the graduation ceremonies.

Graduation



- 6 Continue brainstorming around the graduation plans and write down all the different tasks that must be completed and the order in which they must be completed. Press **File > Save** to save your Notebook file.