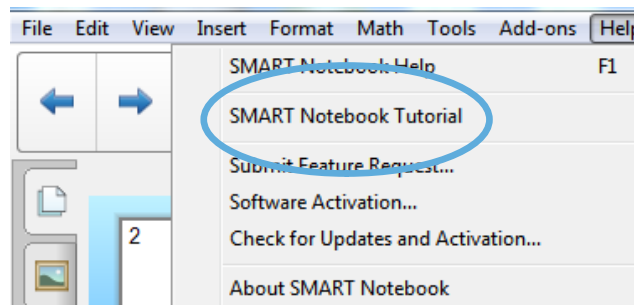# Welcome to the SMART Notebook™ 11.4 collaborative learning software tutorial

Review features and get started quickly.

To access this tutorial later, go to

Introducing SMART Notebook 11.4

SMART Notebook software is now faster and better than ever, with an intuitive ink experience and support for more operating systems.
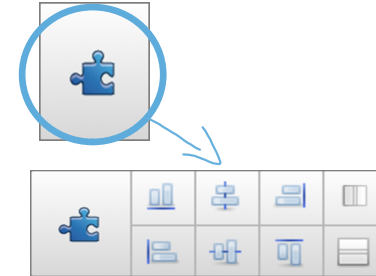
New features in SMART Notebook 11.4

Alignment Tools add-on

Use the new Alignment Tools add-on to align and distribute objects on the SMART Notebook page. You can align objects on the bottom, left, right or top, as well as vertically or horizontally. You can also align stacked objects vertically or horizontally.
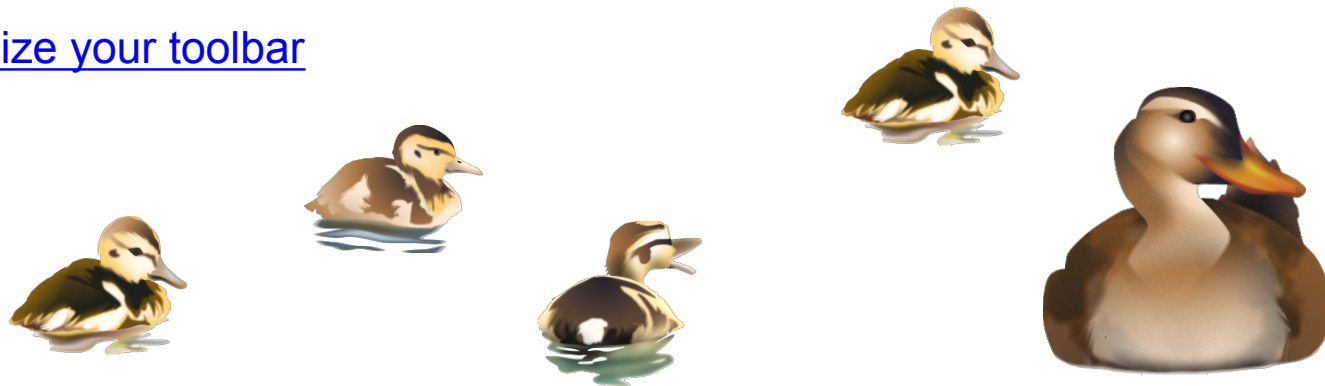
To start, select multiple objects on the page, press the **Add-ons** button in the toolbar and then press an alignment option.

Alignment options available on your toolbar can be customized.

How to customize your toolbar

Try it

New features in SMART Notebook 11.3

Drop Cap support

Add decorative initials to the beginning of any paragraph.

This button is available in the Properties tab, under Text Style.

Once upon a time there was a dear little girl who was

loved by everyone who looked at her, but most of all by her grandmother, and there was nothing that she would not have given to the child. Once she gave her a little cap of red velvet, which suited her so well that she would never wear anything else; so she was always called 'Little Red-Cap.'
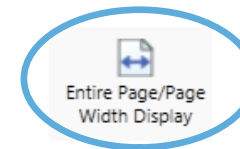
- introduction to "Little Red Cap" by The Brothers Grimm
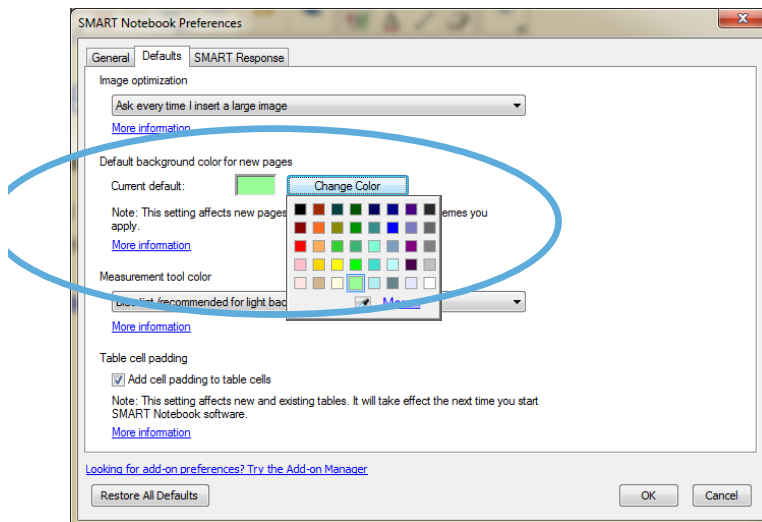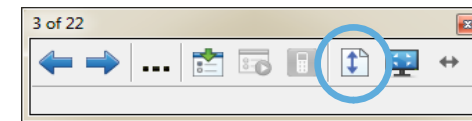
New features in SMART Notebook 11.2

Toggle the zoom level

Switch quickly between the two most common zoom levels, Entire Page and Page Width, by adding this button to your toolbar.

This button is also available on the Full Screen toolbar.
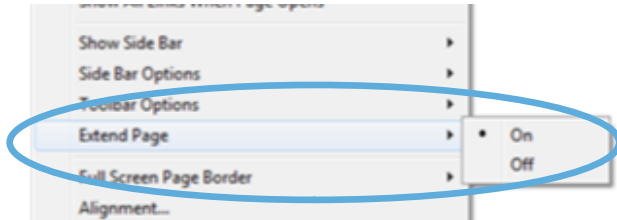
How to customize your toolbar

Change the default page background color

You can change the default page background color in SMART Notebook Preferences.

How to edit your Preferences

New features in SMART Notebook 11.2
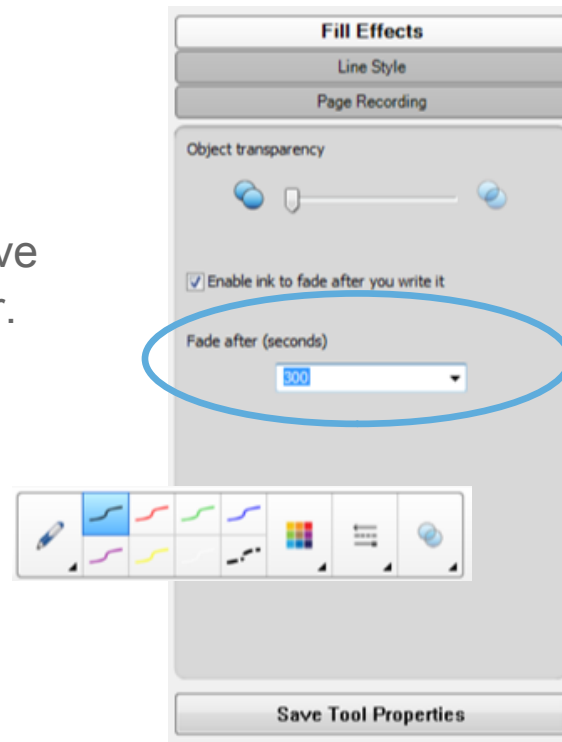
Turn off Extend Page

Prevent your pages from becoming longer by turning off Extend Page.

Access this option from **View > Extend Page**.

Customize ink fade times

You can type in a custom value for ink fade time.

Remember to press **Save Tool Properties** to save your changes as a default ink style on the toolbar.

Write and draw

Pick up a pen and write
Press a pen color button on the pen tray to change the pen color.

Writing on your SMART Board® interactive whiteboard

On-screen keyboard
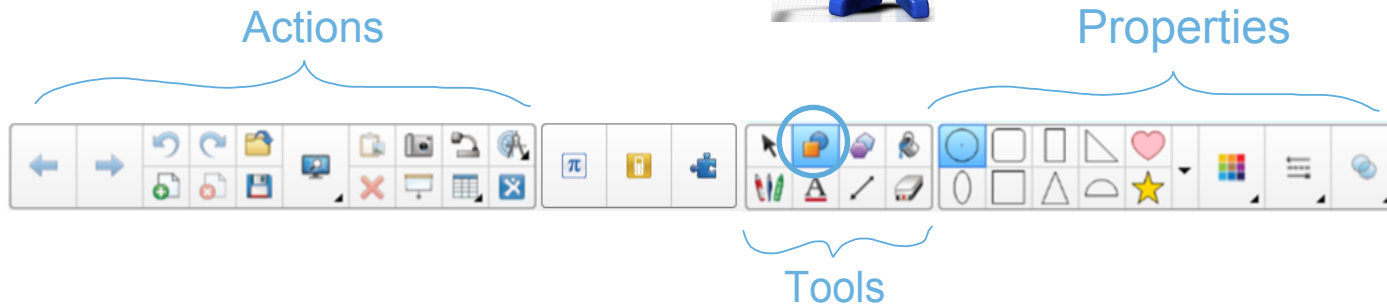Press the **Keyboard** button to launch the on-screen keyboard.

Right-click
To make your next touch a right click, press the **Right-Click** button on the pen tray.
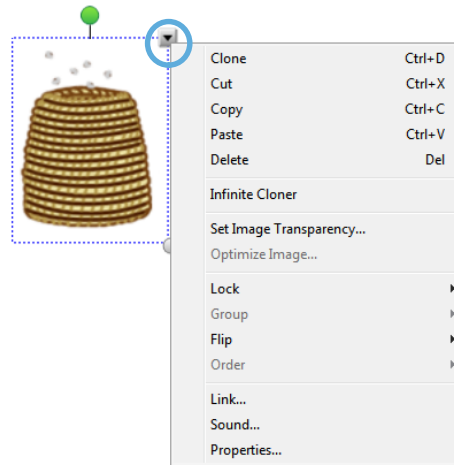
Adaptive toolbar

Press to reveal

The toolbar provides shortcuts to commonly used actions, tools and properties. When you use the Select tool to select an object in the work area, its properties appear to the right of the tools group.
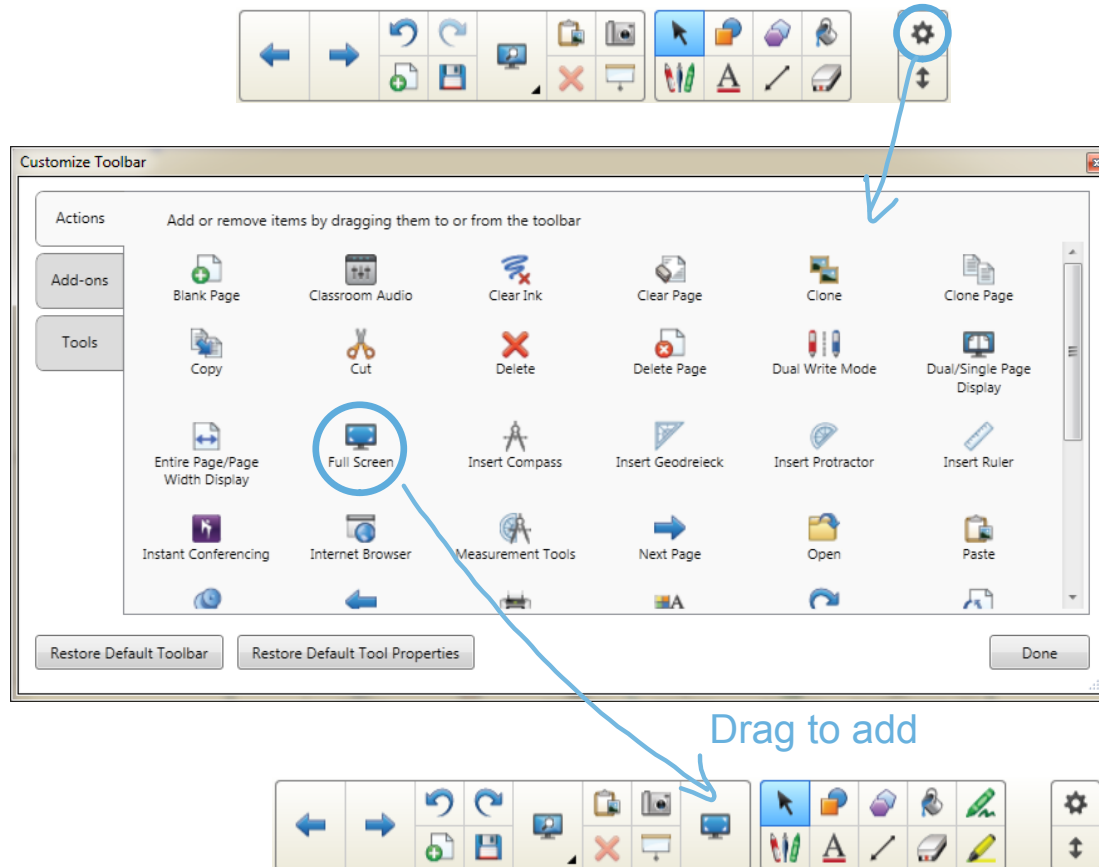
Actions

Properties

Tools

Remember

You can still find additional properties in the Properties tab and in the object's drop-down menu.

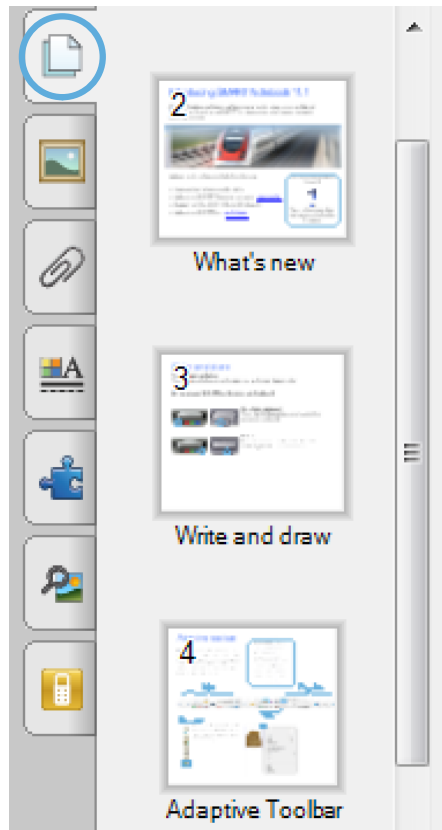|	
Clone	Ctrl+D
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Infinite Cloner	
Set Image Transparency...	
Optimize Image...	
Lock	▸
Group	▸
Flip	▸
Order	▸
Link...	
Sound...	
Properties...	

Improved toolbar customization

Customize the toolbar so that the buttons you use frequently are only one click away.
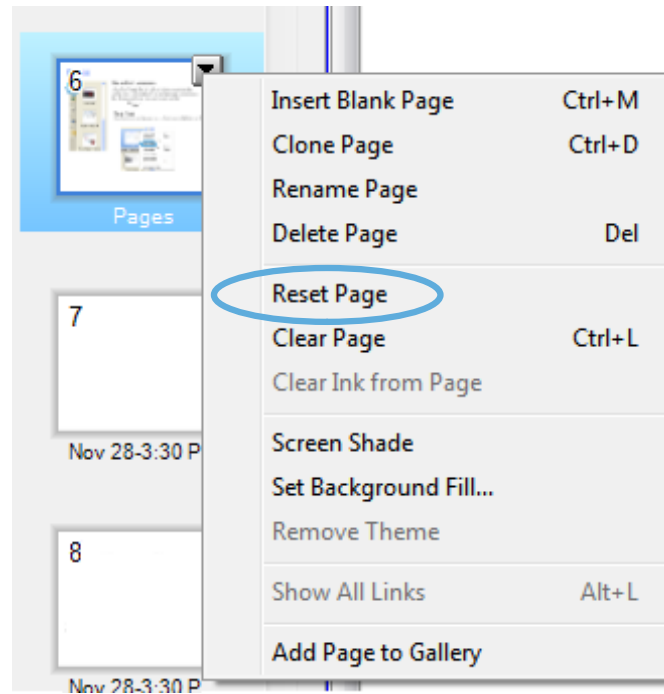

Drag to add

Pages

See and sort your pages

Use the **Page Sorter** tab to jump to a page by selecting its thumbnail, or reorganize your pages by dragging them into a different order.

Reset Page

Easily reset your page to its **last saved state**, without reopening your lesson file.

Objects

Resize and rotate

Press the leaf to select.
To rotate, use the green handle.
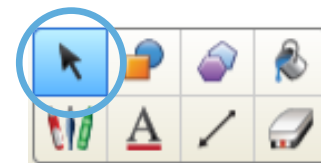To resize, use the white handle.

Move objects

Press the leaf and drag it to
move it around the page.

Remember

To select an object, switch back to Select mode by
putting down the pen and then pressing the **Select** icon.

Text objects

Add text

Click the **Text** button on the toolbar, and then click the work area to create a text box. Start typing.

You can format text using the buttons in the toolbar or the options in the Properties tab or the Format menu.

Edit text

Double-click the text box to edit text.

Resizing the text box

Drag the white handle to adjust the length of the text box and reflow the text inside.

Press to reveal

Try it here! Double-click the text to the left and use the white handle to adjust the text box.
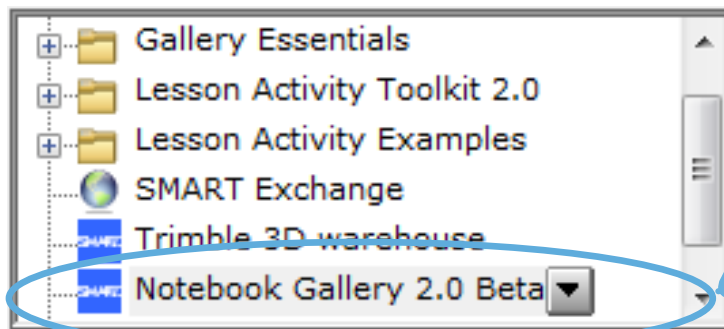
Gallery content

Find content in the Gallery

Find images, videos, sound files, interactive activities, backgrounds and SMART Notebook pages in the Gallery. Just drag and drop to add them to your page.

Add interactivity with the Lesson Activity Toolkit

The Gallery tab also contains templates to help you create your own activities and engage your students with interaction.
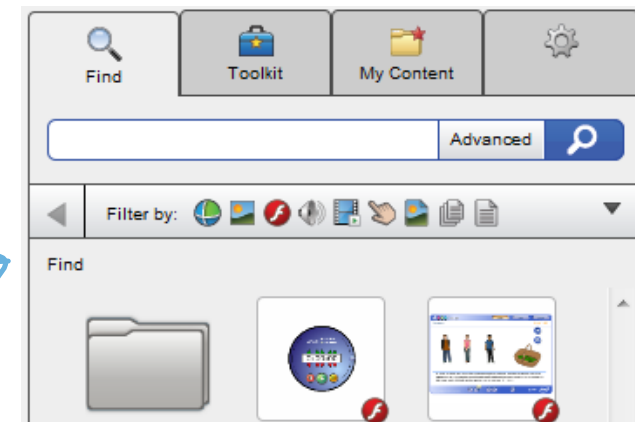
Notebook Gallery 2.0 Beta

Test-drive the Notebook Gallery 2.0 Beta and search both online and offline Gallery resources with ease.
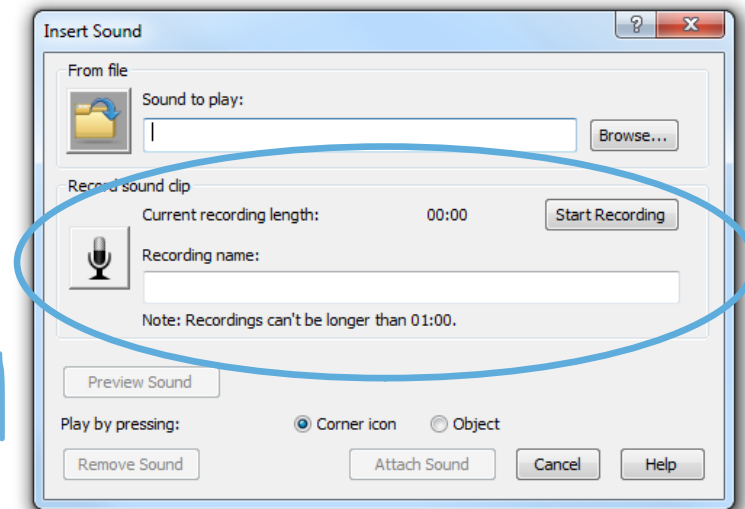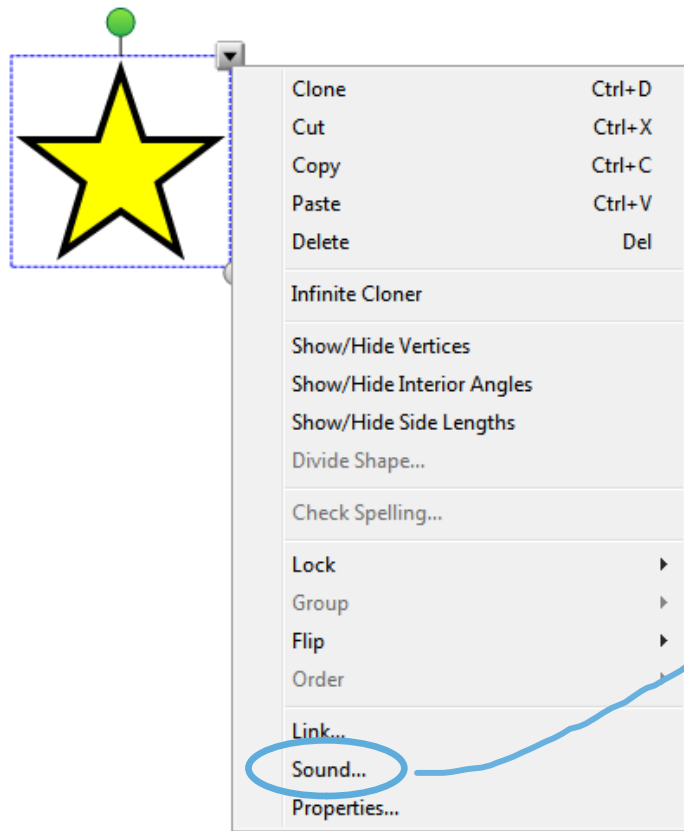

Click here
to download

Click the link in the Gallery to visit the **Notebook Gallery 2.0 Beta** channel, where you can learn more about the beta program and how to participate.

Preview

Sound recorder

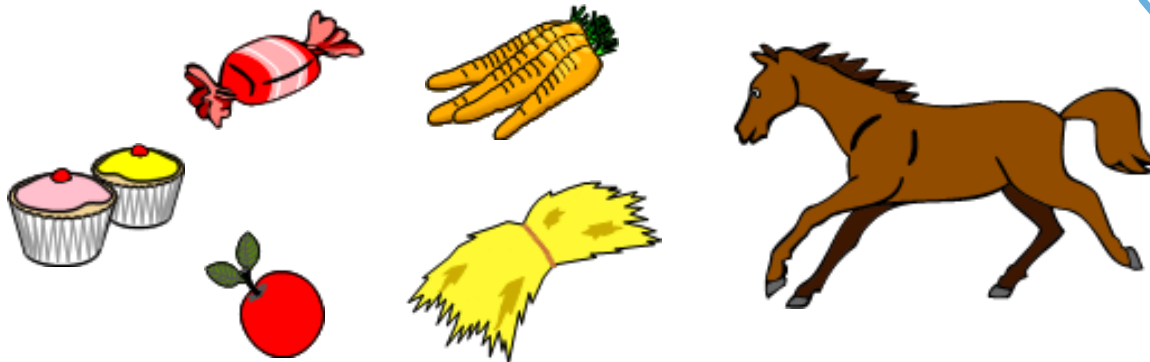Record a short sound clip to attach to an object on the page.

Activity Builder

Create interactive lesson activities easily by using the Activity Builder. To start, click the **Add-ons** tab, and then click the **Activity Builder** thumbnail.
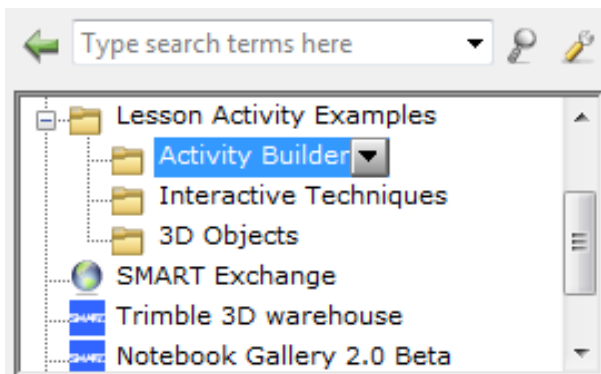
Try it

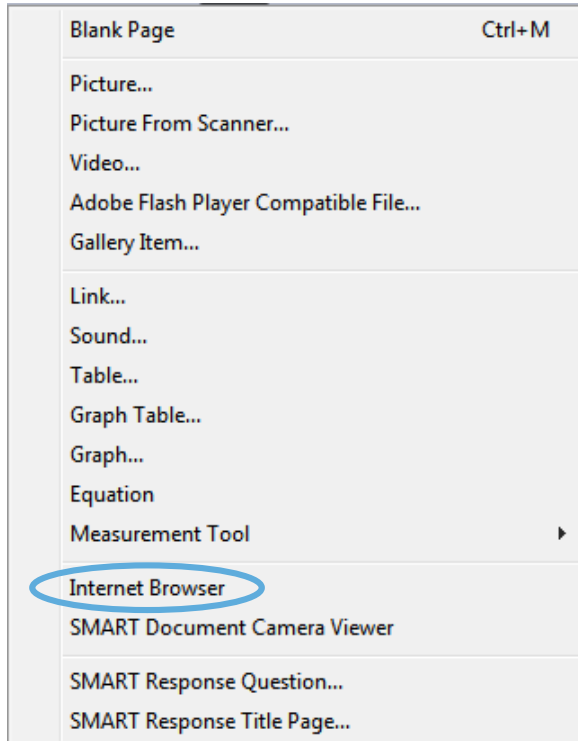### What do horses eat?
Drag and drop foods over the horse to feed it.

Use it in your class today

Type search terms here

Lesson Activity Examples
Activity Builder
Interactive Techniques
3D Objects
SMART Exchange
Trimble 3D warehouse
Notebook Gallery 2.0 Beta

Need some inspiration? There are many more activity examples in the **Gallery.**

Browser

Browse the Internet without leaving your SMART Notebook file.

Blank Page	Ctrl+M
Picture...	
Picture From Scanner...	
Video...	
Adobe Flash Player Compatible File...	
Gallery Item...	
Link...	
Sound...	
Table...	
Graph Table...	
Graph...	
Equation	
Measurement Tool	▶
Internet Browser	
SMART Document Camera Viewer	
SMART Response Question...	
SMART Response Title Page...	

Preferences
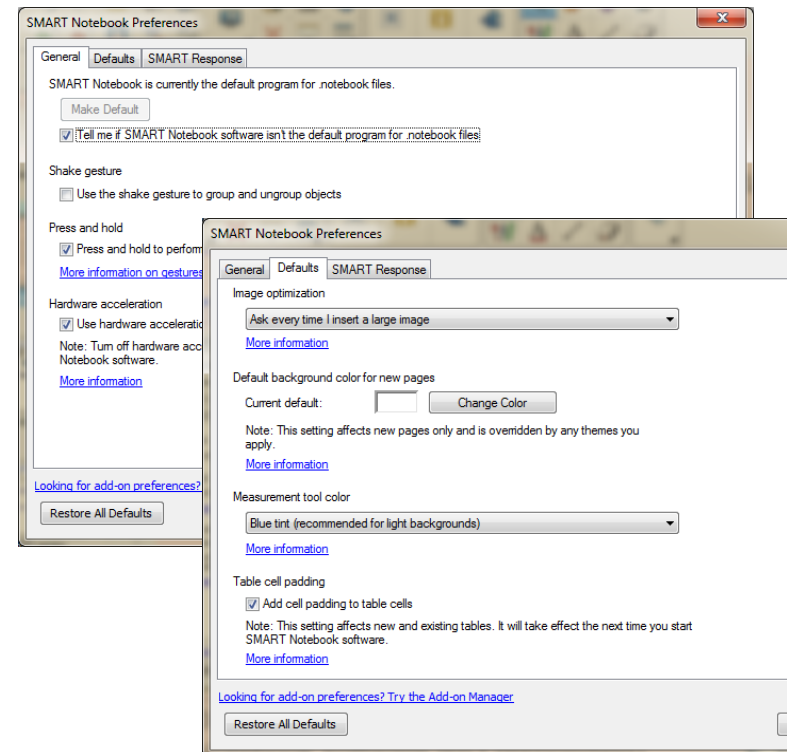
SMART Notebook Preferences gives you detailed control over your user experience.

The customizable settings include the following:

- Changing the default page background color.

- Enabling or disabling the shake gesture and the press-and-hold gesture.

- Enabling or disabling hardware acceleration (disable it if your content doesn't display correctly and SMART Notebook software isn't responding).

- Changing the measurement tools' color.

- Adding or removing cell padding in tables.

Press to reveal

Access SMART Notebook Preferences from **Edit > Preferences (Windows)** or **Notebook > Preferences (Mac)**.

Download lessons

Download teacher-created lessons from the SMART Exchange™ website

Search by subject and grade. See what other teachers are trying and loving. Download and modify lessons to suit your teaching style.

exchange.smarttech.com

Open the SMART Exchange website in your web browser or click the toolbar icon to go there directly.

SMART Board interactive whiteboard

On the following pages, features with this ✳ symbol are available only on SMART Board 800 series interactive whiteboards or certain other SMART hardware products.

Refer to your interactive product's specifications (available from smarttech.com/support) to determine which features it supports.

For additional resources related to your SMART hardware product, visit smarttech.com/training.

Gestures

Click the buttons to view the gestures.

Using object awareness ❋

Work more naturally

The interactive whiteboard's cameras detect the size of your touch and assign different tools accordingly. This enables you to use your finger or pen to write or select, and your palm or fist to erase.

Click the box below to view object awareness in action.

Use the pen to write, your finger to drag and your palm to erase.

Try it here

A video has been created to further explain the concept of object awareness and touch recognition here: http://youtu.be/IBMdi1XM9mc

Lockable pen option ✻

Play the video file to view the gesture.

If you want to use your SMART Board interactive whiteboard with a rolled up sock, Koosh® ball, tennis ball or pointer, enable the Lockable pen option.

Press and hold a pen color button until it flashes. This locks the interactive whiteboard so you can use any tool, not just your finger or pen, with the interactive whiteboard. Use your tool of choice to write, or press any toolbar tool to change the tool's function.

Press another pen color button to disable the Lockable pen option and go back to using your pen, finger and palm.

Explore other SMART products

Click the products below to learn what's new and more!

SMART Ink

[Introducing SMART Ink!](#)

SMART Document Camera™

SMART Notebook Math Tools

SMART Table® collaborative learning center

SMART Response interactive response software

[What's new in SMART Response 2013](#)
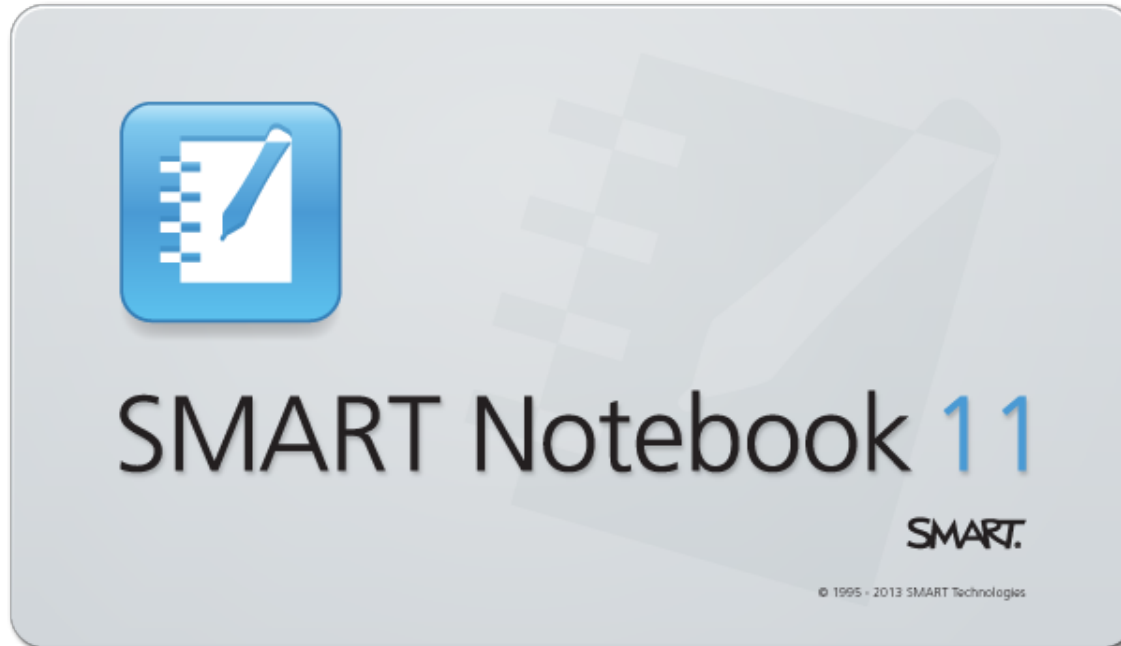
SMART Sync™ classroom management software

Now try it yourself

Start exploring and creating.

For additional help, tutorials or information on training sessions, use the Help menu or go to smarttech.com/training.

Attachments

Tutorial for SMART Response 2013.notebook