

SMART Notebook 17[®] Tutorial

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SMART Notebook 17[®] Tutorial

Introduction: What Every Newbie Needs to Know

To fully use the capabilities of your Smartboard[®] from your computer, you'll need to use the collaborative software Notebook 17[®]. In this introductory tutorial for Window users new to Notebook, we'll take you through the basics of using files and pages. Then, we will learn how to use the most common functions of your Smartboard[®]: To write and draw on it as if it were a whiteboard.

By the end of this tutorial, you should be able to:

- Work with files (create, open, save, print)
- Work with pages (display, create, delete)
- Write, draw, and erase

Note: If you need help to install SMART Notebook 17[®], refer to the SMART Notebook 17[®] Installation Guide. Although many of the procedures are common among different platforms, this tutorial is specific for Windows users.

Tutorial Overview

In this introductory tutorial, you'll go through some of the basic controls involving files and pages. After, you will learn to create basic objects, including shapes and lines, which will familiarize you with using the SmartBoard[®] as a whiteboard. In each of the three lessons, there will be an overview, procedures, summary, and finally some exercises that will help you reinforce each lesson. Each lesson will take about 10 minutes to complete.

1. Working with Files

In order to work with various files, you will learn to (a) create a file, (b) open a file, (c) save a file, and (d) print

Note: If you open SMART Notebook 17® for the first time, the Welcome screen opens automatically. Subsequent, a new *.notebook* file opens automatically. New files however can be created anytime as below.

(a) To create a file

1. Select **File**
2. Select **New**

(b) To open a file

1. Press **Open File**

The Open dialog box will appear.

2. Browse and select the file you want to open.
3. Press **Open**

Tip: You can open a recently used file by selecting File menu and then selecting the file name from the list.

(c) To save a file

1. Press **Save**.

The Save As dialog box opens.

2. Browse to the folder you want to save the new file.
3. Type a name for the file in the File name box.
4. Press **Save**.

Note: To save an existing file, just press **Save**.

(d) To print a file

1. Select **File**.
2. Select **Print**.

The Print dialog box opens.

3. Select **All** to print all pages in the file.

OR

Select **Pages** and then type in the page numbers in the box. Use commas to select individual pages or hyphen to select range of pages (for example, 1,3,6, 8-10).

4. Press the **Printer Setup** tab.
5. Specify printer settings, including the printer, number of copies, and duplex.
6. Press **Print**.

1. Working with Files: Summary

Summary of key learning points:

You now have basic understanding of working with files, including creating, opening, closing and printing notebook files.

1. Working with Files: Exercise

Try it: Create a file named *myfirstnotebookfile.notebook*, close it and the application and then try to open it again.

2. Working with Pages

Now that you know how to work with files, you must now learn to work with pages, where all your instructional information will be displayed to your students. In this section, you will learn to (a) display pages in a file, (b) create pages, (c) clone pages, and (d) deleting pages, and (e) renaming pages

(a) To display a page

1. Press **Page Sorter**.
2. Press the thumbnail you want to display.
3. To display the next page, press **Next Page** OR Swipe your finger across the screen from right to left.
4. To display the previous page, Press **Previous Page** OR Swipe your finger from left to right.

(b) To create a page

1. Press **Add Page** OR Press **Page Sorter** and select the thumbnail you want the new page to appear after. Press the menu arrow of the thumbnail, and then select **Insert Blank Page** to have a new page appear after the selected page.

Note: The software will automatically name newly created pages with the date and time it was created.

(c) To clone pages

1. Press **Page Sorter**.
2. Select the thumbnail of the page you want to clone.
3. Press the thumbnail's menu arrow and then select **Clone Page**.

Note: You can clone a page only if it contains content. You can clone as many times as you want and useful if you want to adapt material to different levels or classes without having to create new content from scratch.

(d) To delete pages

1. Display the page (see above) you want to delete.
2. Select **Delete Page** OR Press **Page Sorter** and select the page you want to delete. Press the thumbnail's menu arrow and then select **Delete Page**.

(e) To rename pages

1. Press **Page Sorter**.
2. Double-click the name of the page.
3. Type a new name for the page and press anywhere outside.

2. Working with Pages: Summary

Summary of key learning points:

You can now have basic understanding of working with pages, including displaying, creating, cloning, deleting, and renaming notebook pages.

2. Working with Files: Exercise

Try it: Open your file *myfirstnotebookfile.notebook* and add three new pages. Rename them as "Lesson One," "Lesson Two," and "Lesson Three." Clone "Lesson One" and rename it as "Lesson One Version B." Finally, delete the page "Lesson One."

3. Writing and Drawing

Now that you know how to add pages into files, it's time to produce content on the pages. In this section, you will learn how to use the most basic of features with the digital pens: (a) drawing and writing and (b) erasing.

(a) To draw and write

1. Press **Pens**.

The Pens tool buttons appear.

2. Press **Pen Types** and select a pen type (standard, calligraphic, crayon, highlighter, paint brush, etc.).

3. Select a line type and colour within property selectors.

4. Write or draw on the page.

Tip: Don't rest your elbow, hand, or paper on the screen while you write or draw.

(b) To erase ink

1. Press **Eraser** and select an eraser type.

2. Erase the ink.

3. Writing and Drawing: Summary

Summary of key learning points:

You can now use the most commonly used feature on your Smartboard: to draw, write, and erase as if it were a whiteboard, but with much more choice of pens and properties.

3. Writing and Drawing: Exercise

Try it: Open your file *myfirstnotebookfile.notebook* and open "Lesson Two." Write or draw anything using the many types of pens and properties. Save the page.

Tutorial Overview

With the completion of this introductory tutorial, you are now familiar with the various commands of using the files and pages in Notebook 17, including working with files (create, open, save, and print) and pages (display, create, and delete). Also, you are now ready to start producing material for your students by writing and drawing on the pages.

Appendix

More information about Notebook 17® can be found at Smart Tech's website:

Installation Guide (Windows)

<http://downloads.smarttech.com/media/sitecore/en/support/product/sls/sls17/guides/guideinstalls2017win07sept17.pdf>

User's Guide

<http://downloads.smarttech.com/media/sitecore/en/support/product/smartnotebook/notebook17/guides/guidenb17rev07sept17.pdf>