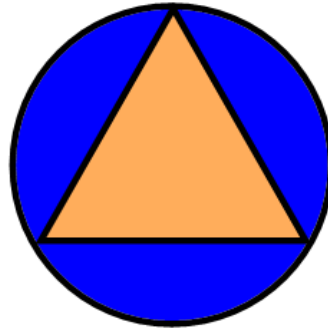# SMART Notebook
Quick Reference Guide

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Grouping

To group objects, you must have all of the objects you want to group together already on the SMART Notebook page. Grouping can be used to label objects or simply to create new objects. View the two samples below.


The first sample is an image of a frog with its label directly beneath it. These two items (the frog and the word) have been grouped together so that they move as one object.

The second sample is a combination of two shapes (circle and triangle). These two shapes have been grouped to move as one object.

To group objects, you can highlight all the objects you want to group with the mouse (drag from the top-left corner to the bottom right corner (see sample below). The objects will automatically become selected. If that does not work, you can also hold down the Ctrl key while you click on the objects you want to group.
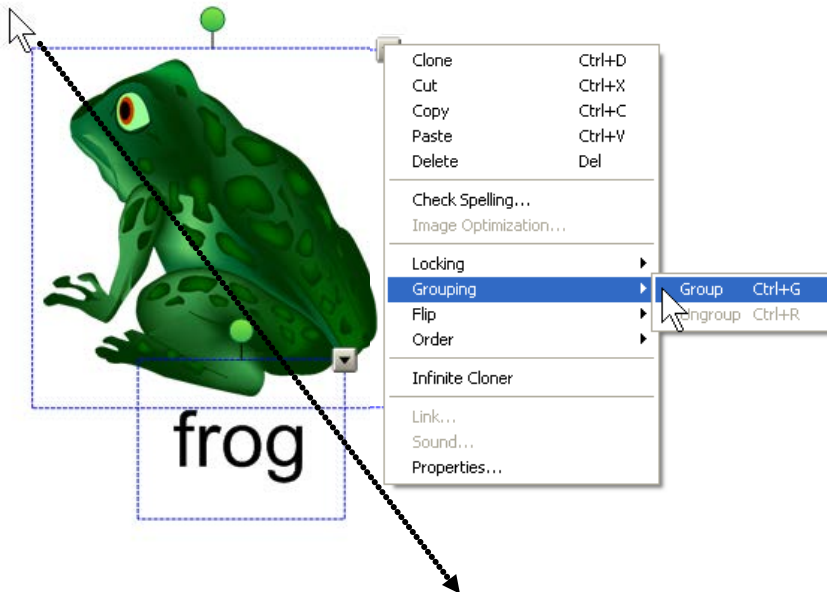
Once the images are selected, you can click on the drop-down arrow on the top right corner of either of those images, and a menu will appear.
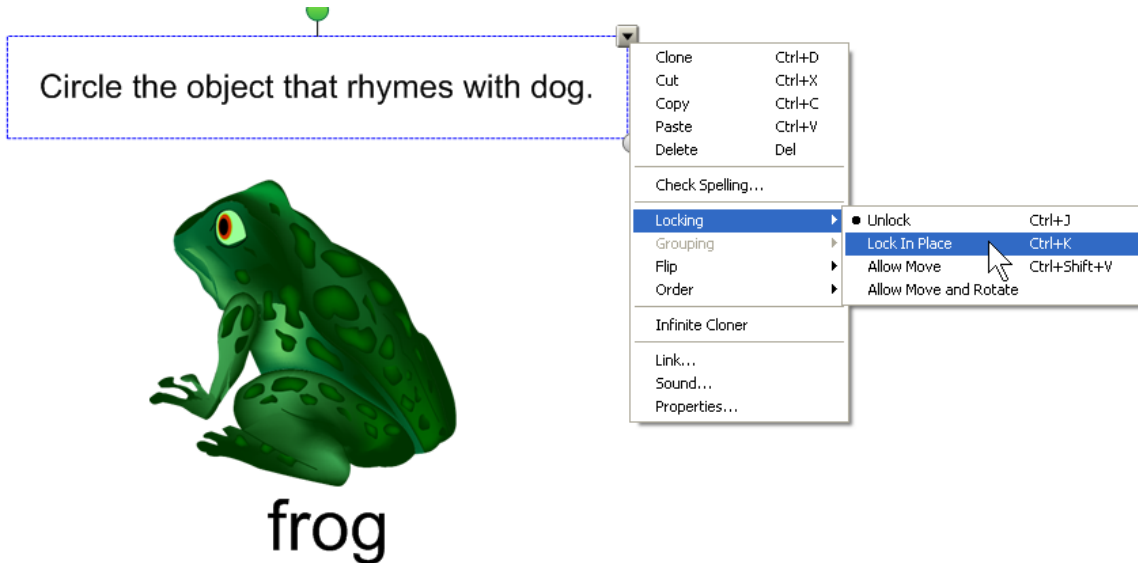
Select Grouping, and Group.

Locking Objects

It is handy to lock objects, so that students do not accidentally move an object that isn't meant to be moved.

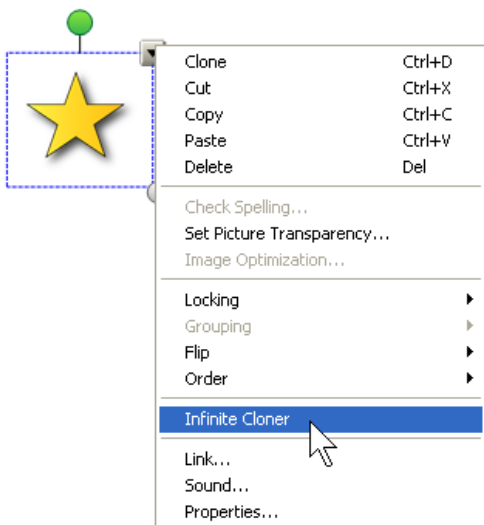For example, the instructions on a page should be locked.

To lock an object, select it, click on the drop-down arrow on the top right corner of the object, and select **Locking**, and **Lock in Place**.

Circle the object that rhymes with dog.

Clone	Ctrl+D
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del

Check Spelling…

Locking	▶	● Unlock	Ctrl+J
Grouping	▶	Lock In Place	Ctrl+K
Flip	▶	Allow Move	
Order	▶	Allow Move and Rotate	Ctrl+Shift+V

Infinite Cloner

Link…
Sound…
Properties…

frog

Infinite Cloner

The infinite cloner is useful when you need multiple copies of objects for student answers (such as multiple copies of coins and bills in money problems).

To use the infinite cloner, place the object where you want it (once you enable the infinite cloner, it cannot be moved). Then select the object, and click on the drop-down arrow in the top right corner of the object. Select **Infinite Cloner**.

Clone	Ctrl+D
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del

Check Spelling…
Set Picture Transparency…
Image Optimization…

Locking	▶
Grouping	▶
Flip	▶
Order	▶

Infinite Cloner

Link…
Sound…
Properties…

Once you create an infinite cloned object, the student simply clicks and drags on the object to make multiple copies.

Show 5 stars.
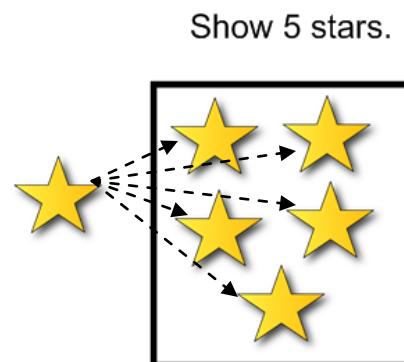
Ordering

Objects are added in layers. What that means is that the last object added on the page is on the top layer and the first object that was added on the page is on the bottom layer.

In the sample below, the student is expected to place the smallest card in the back to reorder the cards from least to greatest.

To do this, right-click on the card you want to send to the back (the 3), and click on the drop-down arrow on the top right corner of the card. Select **Order** and then **Send to Back**.

Put the cards in order from least to greatest. The smallest card should be in the back and largest card should be in the front.
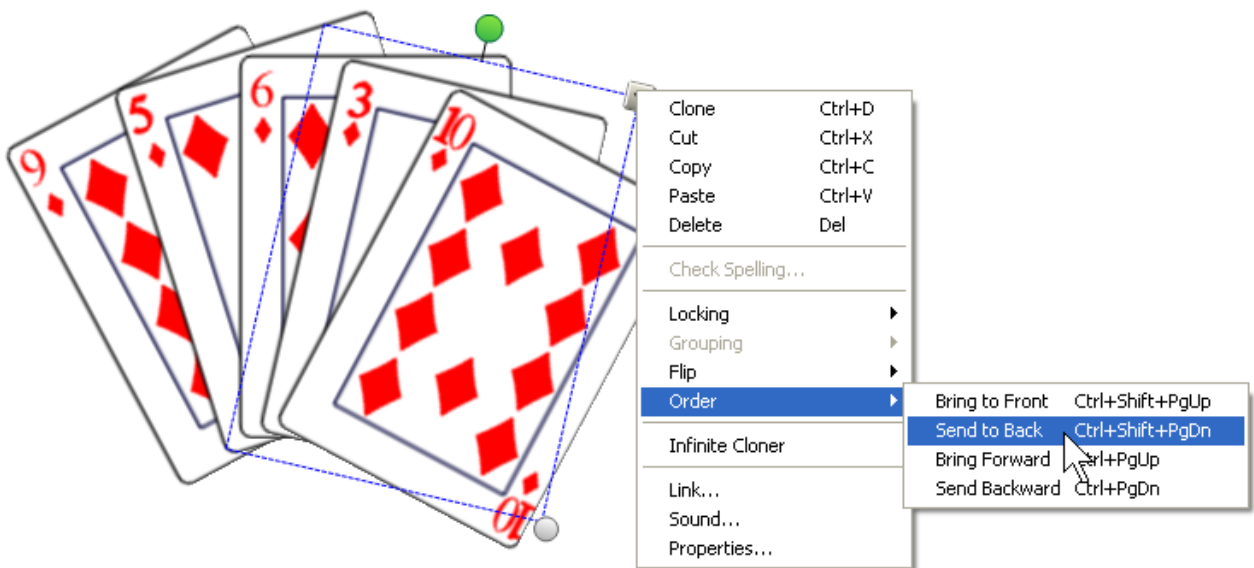
If you want to bring a card up <u>one</u> layer at a time, then you would select **Bring Forward**.

If you want to bring a card all the way to the front, then you would select **Bring to Front**.

Other ways to use ordering:
- Hide objects behind other objects (answers behind a rectangle) – students would have to move rectangle to see the answer
- Have students drag the correct answers onto a shape and the incorrect answers disappear behind the shape

Hyperlinking

You can add hyperlinks to objects or text to:
- Open a webpage
- Launch a video from Discovery Education (must be downloaded to your computer or attached to SMART Notebook file)
- Open a document such as a Word document, Adobe PDF file, or PowerPoint presentation
- Go to another page in the SMART Notebook file

To create a hyperlink, first decide whether the link will be launched from an image or text.

1) Right-click the image or text to see the menu.
2) Select **Link**.
3) A dialog box appears with the different options.
   a. The default is always Web Page Address (see sample below).
   b. You can link to any of the options listed on the left column (Web Page, Page in this File, File on this Computer, Current Attachments).
   c. You then have the option launch by clicking on a corner icon (globe) or the object itself.
   d. Click OK when you are done.
4) You can test your link by clicking on the image or text.
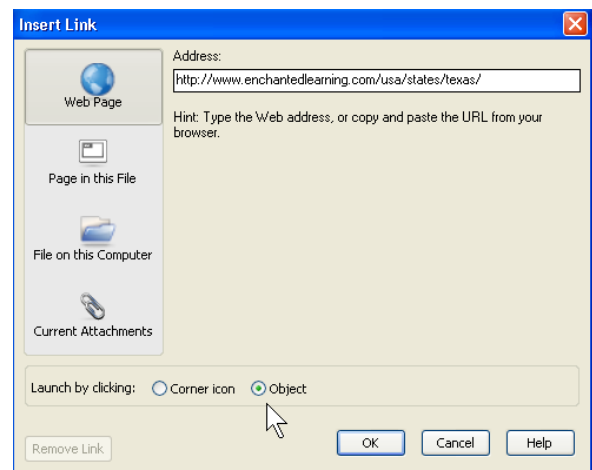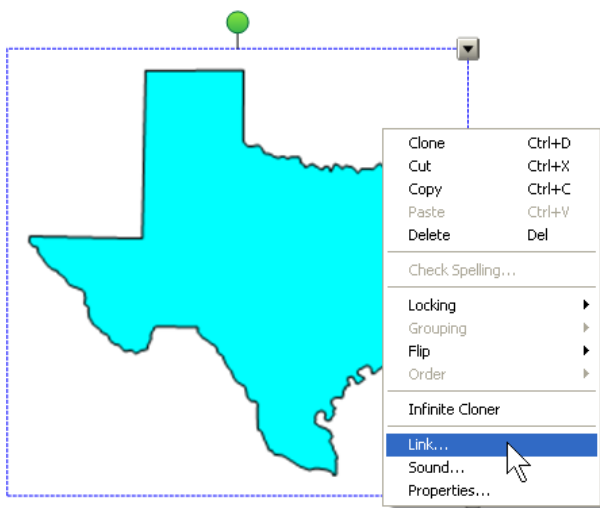
NOTE: If you select File on this Computer and you open the SMART Notebook file from a different computer, you will get an error. It is always best to attach the file, and then use the Current Attachments option.

Using the Gallery

The Gallery Tab is the one that looks like a painting. To search for an item in the gallery, you can enter a keyword in the search box at the top, or you can browse through the folders.
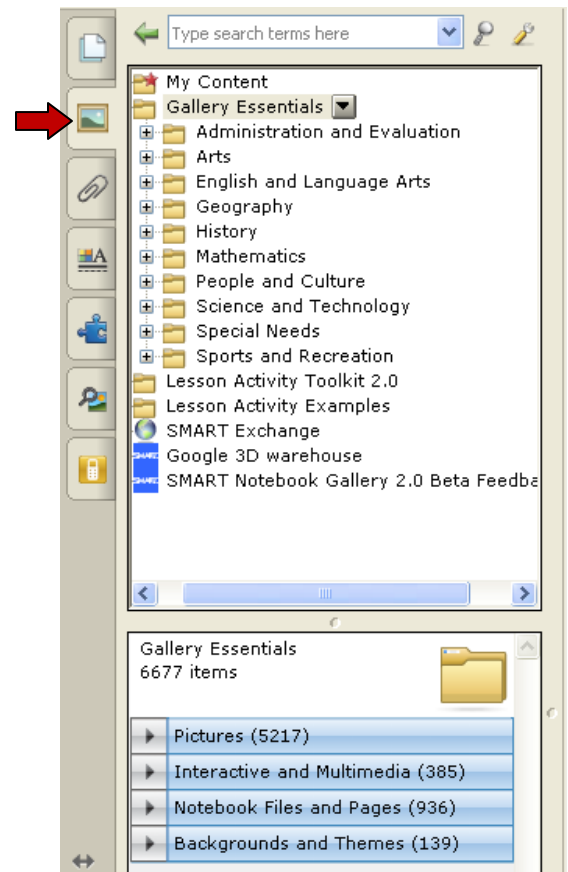
Once you enter a keyword or select a folder (e.g. Geography), you have different folders in the bottom window.

- Pictures (just images)
- Interactive and Multimedia (flash/audio files)
- Notebook Files and Pages
- Backgrounds and Templates
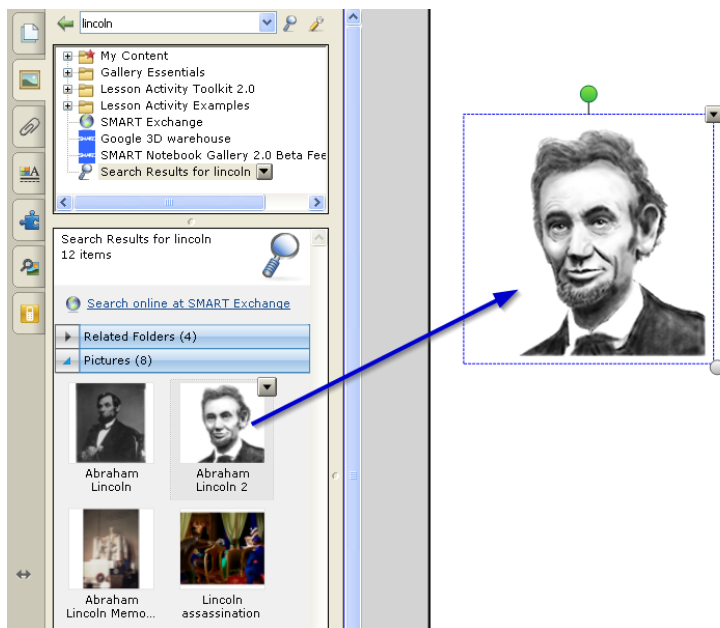
To add the image to your page, just drag and drop the image from the gallery onto the page.

Once it is on the page, you can resize the image, rotate it, lock it, etc.

Adding Items to My Content

In the Gallery, there is a folder called, "My Content". You can add pictures or clip art that you have created or downloaded from the Internet (make sure you are downloading images from copyright-friendly sites).
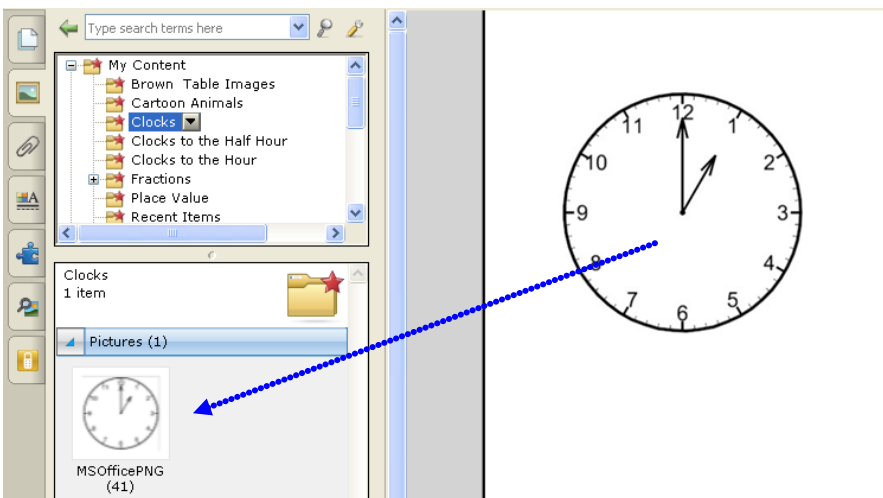
1) Copy the image from the website (right-click, Copy).

NOTE: If copying doesn't work, you can Save Picture As and save the image into a folder. Then open the folder and drag it into SMART Notebook.

2) Paste the image onto a page in the SMART Notebook.
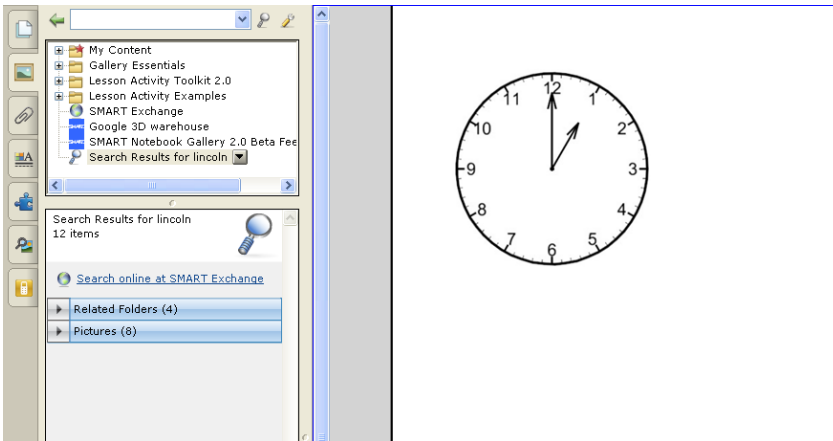
3) Open the My Content folder, and drag and drop the image from the page into the folder.

Activity Builder (Version 11)

A new add-in called the Activity Builder allows the user to create a "game" where objects become activated to accept or reject other objects.

For example, an activity can be created to have students drag objects that begin with the letter "C" into a box. The box becomes the active object, and the other objects on the page (which could consist of a cat, a cow, a dog, a butterfly) are either accepted (cat, cow) or rejected (dog, butterfly) by the box.

To use the Activity Builder:
1) Place all of the objects you want to use on the SMART Notebook page.
2) Choose an object which will serve as the activity object.
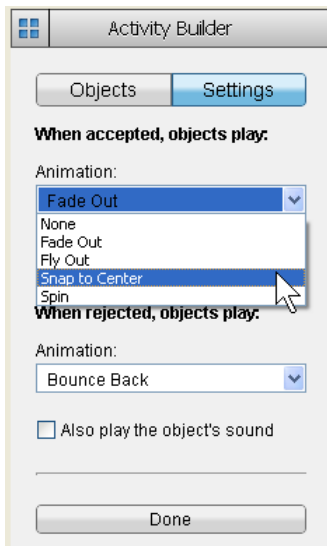3) Click on the tab with the puzzle icon (Add-ons).
4) Click on Activity Builder.
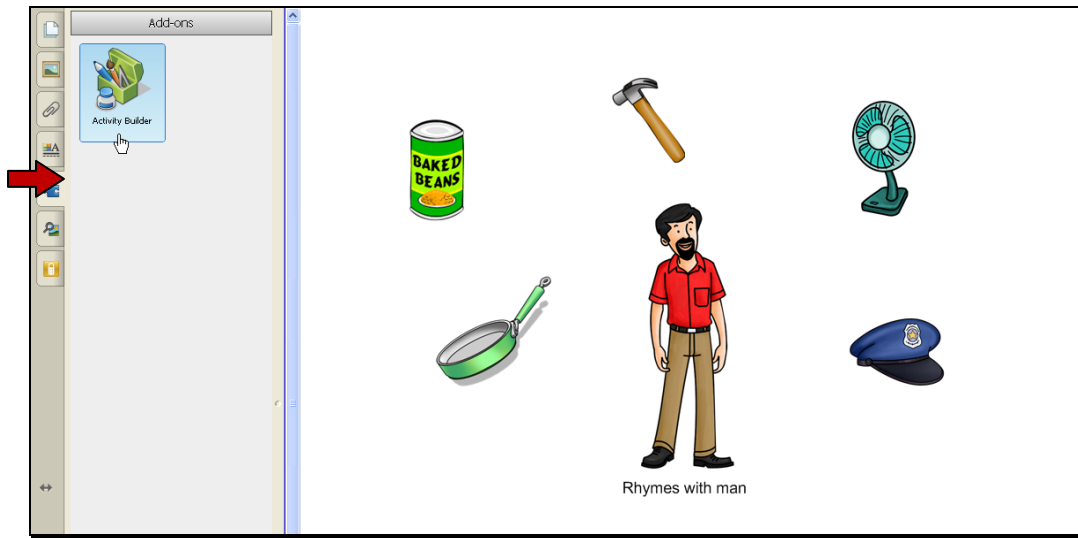
5) Click on the object that will be the activity object (the man in this example). Click **Edit**.
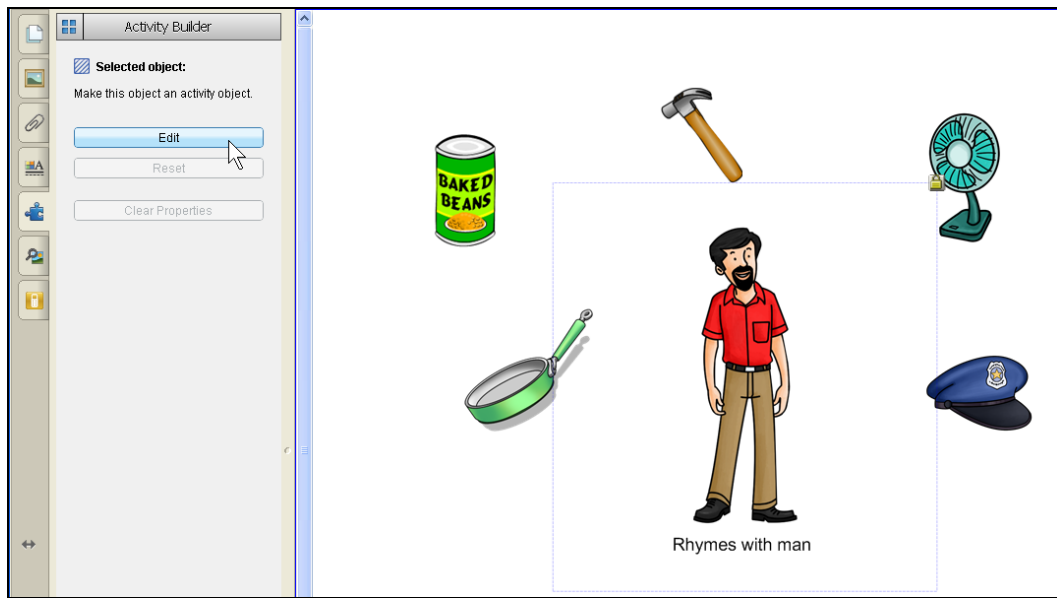
6) The object will appear with striped lines across it. Now drag the objects that it should accept into the "Accept these objects" box. And drag the rejected objects into the "Reject these objects" box.
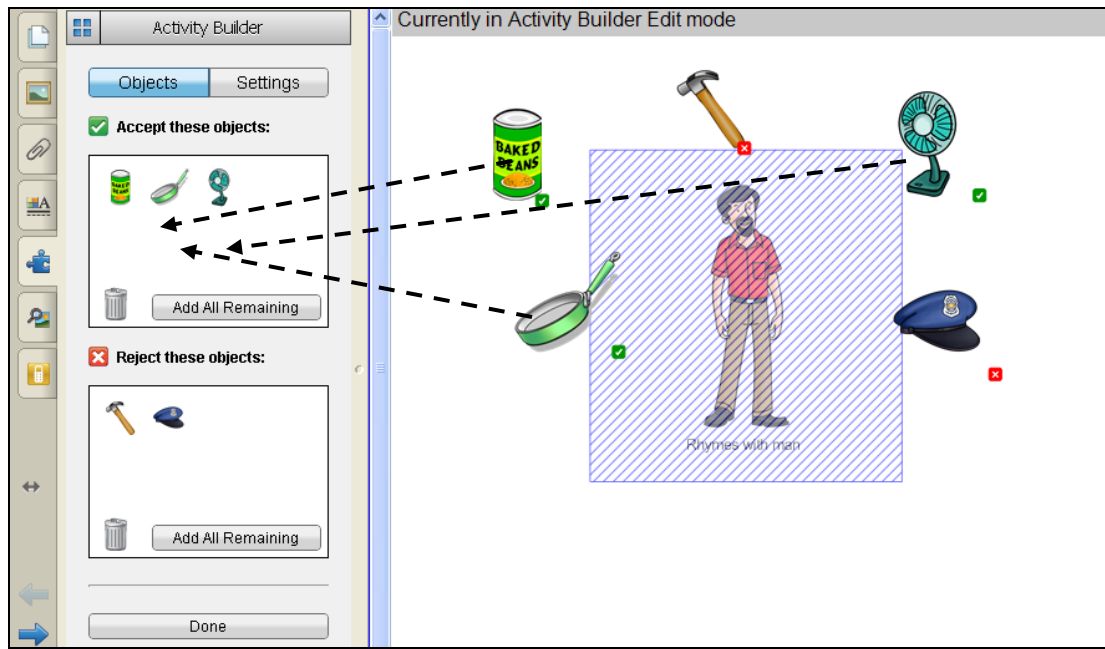
7) For additional options, click on Settings. You can select the type of animation for accepted and rejected objects.

8) Click Done.