


This guide will address the following tasks in Notebook:


1. Adding pages.
2. Adding themes to a page.
3. Changing page properties.
4. Using the Page Sorter.
5. Grouping Pages.
6. Find Assistance.

## Detailed Instructions

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### 1 Adding pages.

To insert a page using the SMART Notebook toolbar press **Insert Blank Page** . The new page appears after the current page.

To insert a page using the **Page Sorter** 

1. If the Page Sorter isn't visible, press **Page Sorter**.
2. Select the thumbnail of the page you want the new page to appear after.
3. Press the thumbnail's **menu arrow**, and then select **Insert Blank Page**.

The new page appears after the selected page.

As an alternative to inserting a blank page, you can insert a duplicate (or "**clone**") of an existing page.

#### To clone a page

1. If the Page Sorter isn't visible, 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**.

The cloned page appears immediately after the current page.

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### 2 Adding themes to a page.

You can use **Themes** to customize pages. You can create a theme and add it to the Gallery so that it's available in a convenient location. You can apply this theme to a page, all pages in a group or all pages in a file. The Gallery also includes some predefined themes.

#### To create a theme:

1. Select **Format > Themes > Create Theme**.
2. Type a name for the theme in the **Theme name** box.
3. Set the background for the page.
4. Set the default font and color for text on the page.
5. Add, manipulate and edit objects on the theme.
6. Press **Save**.

The theme appears in the Gallery's **My Content > Backgrounds and Themes** category list.

### 3 Changing page properties.

The Properties tab enables you to format objects on a page or the properties of the page itself. A page's properties tab has two options: **Fill Effects**, and **Page Recording**.

The **Fill Effects** button allows you to change a page's **Background** color to another color, a gradient of two colors, a pattern or an image.

#### To set a background:

1. Select **Format > Background**. The Properties tab displays **Fill Effects** options.
2. Select **Solid Fill**, **Gradient Fill**, **Pattern Fill**, or **Image Fill**.
3. Press a color in each of the color palettes as required or Press **Browse** and select, the image you want to use as a background, and then press **Open**.

The **Page Recording** options enable you to record your actions on the current page.

#### To record a page:

1. If the Properties tab isn't visible, press the **Properties** button on the **Side Tab** or **Toolbar**.
2. Press **Page Recording**.
3. Press **Start Recording**. A red circle appears in the upper left corner of the whiteboard area.
4. Perform the actions that you want to record on the current page.
5. When you finish performing these actions, press **Stop Recording**. A playback toolbar appears on the page.



### 4 Using the Page Sorter.

The **Page Sorter** provides an overview of the current file. The Page Sorter displays all of the pages as thumbnails and automatically updates these thumbnails as you change the contents of the pages. You can use the page sorter to **rearrange**, **rename**, **delete**, and **group** pages.

To **rearrange** the pages of your notebook click the thumbnail of the page you want to move in the file. Drag the thumbnail to its new position in the Page Sorter. Release the thumbnail to drop the page in the new location indicated by a blue line.

SMART Notebook automatically names pages with the date and time of its creation. You can **rename** your pages by double-clicking the page's thumbnail and typing a new name.

You can **delete** pages by clicking the page's thumbnail and pressing the **delete** button on your keyboard.

### 5 Grouping Pages.

You can **group** together pages within the current file. This enables you to find a particular group quickly within the Page Sorter and display its pages. This is useful when there are a large number of pages within a file.

To create or edit a group press the **Groups** button in the **Page Sorter**, and then select **Edit Groups**. The whiteboard area displays all groups and pages for the current file. Groups appear as blue bars and pages appear as thumbnails. A default group entitled **Group 1** appears and includes all of the pages and their thumbnails below its blue bar.

1. Press the **Add New Group** button in the upper left corner. A new blue bar appears and a new page appears below the blue bar.
2. Press the blue bar's menu arrow, and then select **Rename Group**.
3. Type a new name for the group.
4. To move a page into a group, press the page's thumbnail, and then drag it below the group's blue bar and to the right of the thumbnail you want it to follow.
5. To rearrange the order of pages within a group, press a page's thumbnail, and then drag it to the right of the thumbnail you want it to follow.
6. To rearrange the order of groups, press a group's blue bar, and then drag it below the blue bar of the group you want it to follow.
7. When you finish creating and editing groups, double-press a thumbnail to display this page

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**6****Find Assistance.**

Smarttech includes excellent training resources on their website from simple handouts to video tutorials at <http://smarttech.com/trainingcenter/material.asp>

For technical assistance with the Smart boards call the helpdesk at (817) 531-4428 ext. 2.

For additional Smart board training contact Meghan Foster at 817-531-6584 or [mfoster@txwes.edu](mailto:mfoster@txwes.edu).