

Notebook Software - An Introductory Workshop

Agenda

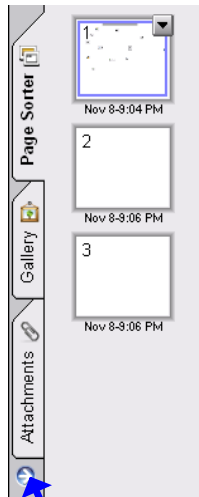
- Usefulness of Software
- Layout of Page
- Basic Tools
- Facilitated Play (Practice)
- Manipulating Objects
- Facilitated Play (Practice)
- Using the Gallery
- Facilitated Play (Practice)
- Using the Online Resources
- Group/Individual Activity
- Sharing What You Create
- Wrap Up

Why use it? What makes it worthwhile?

- huge gallery of media clips, graphics, backgrounds, interactive educational tools
- you can print your current files into it (existing presentations, notes, etc)
- has tools that are user friendly
- you can link or embed sound, videos, websites directly on the page (smooth transition)
- you can capture screen shots of pictures, windows, or full screens
- you can record an area, window, or screen with sound (ex. notes for sub day)
- you can watch a video through the video player and annotate it as you go
- you can publish your slides to a pdf file to share (ex. on web for students to view at home)
- provides online resources that have lesson ideas
- provides online help and tutorials to try

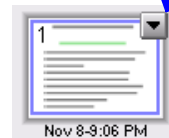
Page Layout

Page Sorter



- shows pages as column of thumbnails
- can drag and drop them to change order
- select a page and use drop down menu (triangle) to:

delete a page
clear a page
insert a page
clone a page (duplicate)
rename a page
add a screen shade
add the page to your gallery (if you'll reuse it alot)



arrow moves the page sorter menu to the other side of the main screen

The Basic Tools



to move between slides



to add a new slide



to open a file



to save a file



to paste from clipboard



to undo the last step



to delete whatever is selected



to add a screen to the slide



to make the slide fill the monitor



to capture an area, window, full screen, or odd shaped region by lasso



default tool - to move or select



pen - to write with mouse



fun pen - to write with mouse



to erase what is written



to draw various types of lines



to draw various shapes



to add text

Play Time

Take five minutes to play with some of the basic tools. In that time:

- 1) Add a couple of text boxes
 - play with the font color, type, bullets, etc.
- 2) Draw a couple of lines
 - play with the ends, types of lines, color, etc.
- 3) Add a couple of shapes
 - play with the outline and fill colors, the transparency
- 4) Use the pens and eraser a bit
 - try adjusting the properties of them (colors, shapes)

We need you to generate these objects for the next step! Be creative!

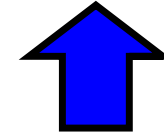
Manipulating Objects

Every graphic, line, text box, and icon you add is treated as an object in this software.

So, what can we do with them?

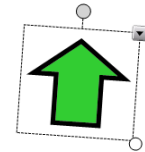
Click on an object to select it.

- to **rotate** it, drag the green ball
- to **resize** it, drag the white ball
- to **delete** it, press the delete key
- to **edit text**, double click on the text box



For more options, right click on the object or click on it and use the drop down menu (triangle).

- **-Clone** - duplicates object
- **-Cut, Copy, Paste, or Delete**
- **-Check Spelling**
- **-Locking** - locks object in place, locks so can still move but not be edited or deleted, etc.
- **-Grouping** - groups several objects to treat them as one (ungroup - makes them single again)
- **-Flip** - flips object left/right or up/down
- **-Order** - brings object in front or puts it to back of other objects
- **-Infinite Cloner** - allows you to clone just by dragging the object to the new location (quick)
- **-Link** - links websites, files of any type (ex. WordPerfect) and other slides within the show (go between)
- **-Sound** - links sound directly to object
- **-Properties** - allows you to adjust the object's color, transparency, etc.



Locking, Grouping, and Order - What are these???

Locking - prevents from editing or deleting

- lock in place
- allow move
- allow move and rotate

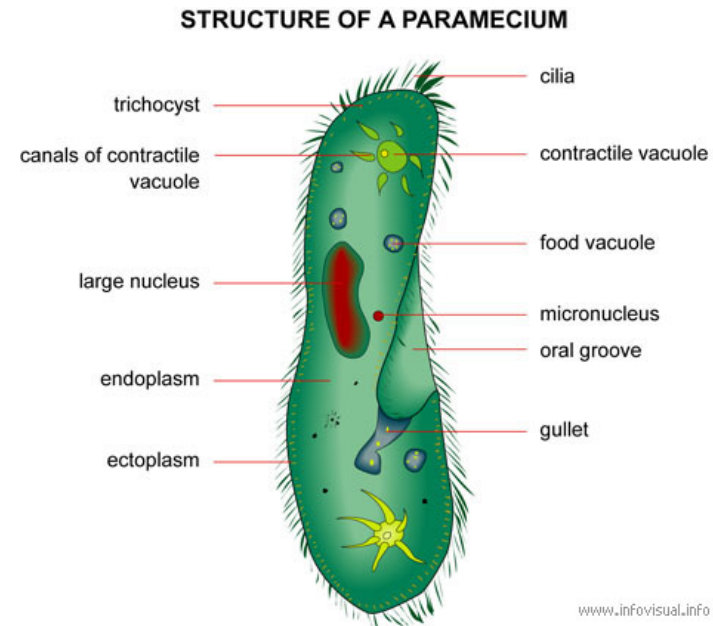
Grouping

- Select items by dragging over them
- Find drop down menu
- Select Grouping, then Group
- Lets you treat as one picture

*Note: ungroup to edit within each object

Order

- tells what layer of the screen the object is in
- objects are added on top of each other
- sometimes you need to move one behind or in front of another for it to be seen



Play Time

Take five minutes to manipulate some of your objects. In that time, try:

1) Rotating an object

- click on it and drag the green ball

2) Resizing an object

- click on it and drag the white ball

3) Flipping an object upside down

- right click on it (or left click and use triangle) to access drop down menu
- select flip, then up/down

4) Grouping a number of objects to move them together (treat as one picture)

- find the drop down menu (as above)
- select grouping, then group

5) Linking an object to a website

- find the drop down menu
- select link, then type in or copy and paste a URL (website address)
- select whether to launch by clicking on corner icon/object or the whole object below
- click OK

A Test? Oh no!

Click on File, then Open.

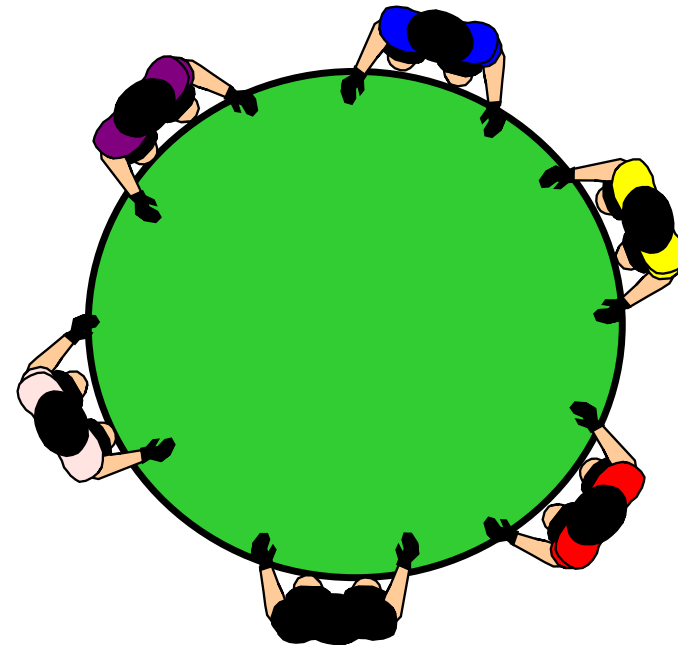
Go into the m: drive

teacher folder
technology committee
notebook workshop
and open "table"

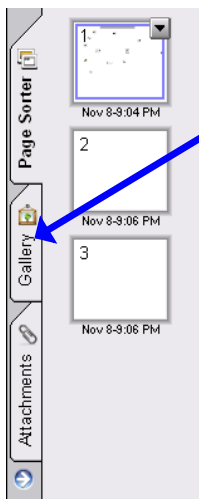
Manipulate the objects to create the following image.
Try: clone, adjust the properties, move and rotate

Make sure the hands show on top of the table!

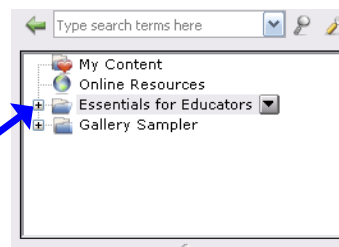
Group them in the end and move the whole thing.



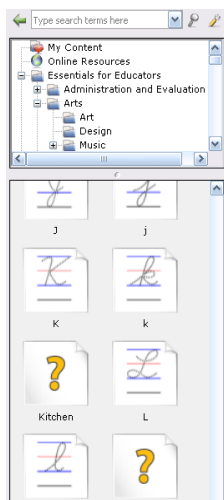
Using the Gallery



Click on the Gallery tab.



- Then click on the + beside Essentials for Educators in the upper box.
- Explore by clicking the + beside each folder and then selecting topics.
- Use the scroll bar on the side of the lower panel to view the contents.
- If you find something to use / view, drag and drop it onto the page.
- Now it can be manipulated like the other objects.



Adding to the Gallery

(An Extra for Those Interested)

To add a **page** to the gallery

- select the page
- click on the triangle for the drop down menu
- select add page to gallery

To add an **object** (picture, text, animation) to the gallery

- with the page open that has the object on it, click on the gallery tab
- select the object
- drag and drop it into my content (this can be organized into folders)

Where can you get more?

From the web or from other programs

- any graphics, gif animations, some flash or shockwave files
- right click, select copy, go to page and select paste
- keep in mind Copyright issues

Use the Screen Capture (or Video Recorder)

- click on the camera in the top tool bar
- open the program, website, or file you wish to capture
- select area, window, full screen or lasso from camera options
- drag the area you wish to capture (or click desired window for window option)
- image is automatically put on page in notebook

From the Lessons Available Online

Using Online Resources

Lesson Activities Online

- click on Gallery tab
- click on Online Resources in upper panel
- click on Lesson Activities
- Select a region (ex. Canada)
- Click on Subject and Grade Level
- Use drop down menus to select your preferences
- Click on a lesson that interests you
- Click on Download Notebook to download the notebook file with the lesson in it
- Save the file to your computer (remember where)
- Open it and see if there is anything you would like to use from it.
- Drag what you like into the Gallery (My Content) or clone and copy into a new notebook file

If nothing else, these give you some ideas of what others are doing!

Your Task

Work on your own or in a small group to explore the gallery and play with the software.

Create 3 - 5 pages to share with the rest.

Gauge it for a particular class, or simply create pages to share "neat gadgets" from the gallery.

Include sounds or links or other features that you learned earlier to spruce it up!

Sharing Session

- 1) Your Findings
- 2) Sample Lessons
- 3) Sample Games or Interactive Activities?
- 4) Examples of Other Uses of Software
 - pdf files
 - recordings (for sub)
 - showing plays (coaching)

Some Final How To Tips

How to Convert it to PDF

- save the notebook file
- click File, then Export, then pdf
- as simple as that!
- the links are active too!

How to Bring Your Current Notes or Presentations into Notebook

- open the file with your presentation or notes in it (in whatever program it was made in - ex. WordPerfect)
- click File, then Print as though you were printing it out
- select print to Notebook instead of a printer
- Print
- each page of your document or presentation will appear as a page in notebook

Note: these pages will be like pictures so text within them can no longer be edited

Alternative: copy and paste text and graphics from the original file into the notebook page

Wrap Up

