

# Notebook Software - A Start on Creating Lessons

## Agenda

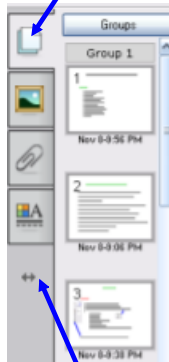
- Usefulness of Software
- Basic Overview - Layout, Gallery, Tools
- Manipulating Objects
- Create a Labeling Activity
- 10 Quick Steps 4 Manipulating Objects (quick reference guide)
- New Features of Notebook 10
- Getting your Notes/Presentations From Other Programs
- Where Can You Get More?
- Time to Work on Lessons
- 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:

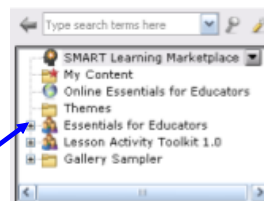
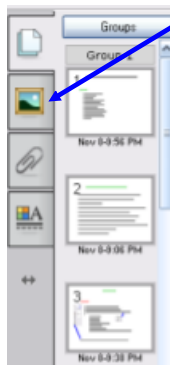
delete a page  
clear a page  
insert a page  
clone a page (duplicate)  
rename a page  
add a screen shade  
add the page to your gallery (if you'll reuse it alot)



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

## The Gallery

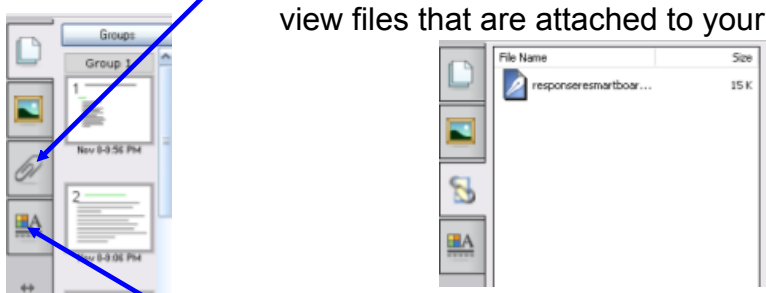
Click on the Gallery tab.




- 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.





























**Attachments Tab**  
view files that are attached to your notebook file



**Properties Tab**  
change options for the currently selected object  
(select graphic or text, then this tab to adjust properties)



## The Basic Tools

 to move between slides	 default tool - to move or select
 to add a new slide	 pen - to write / draw with mouse
 to open a file	 creative pen - to write with mouse
 to save a file	 to erase what is written
 to paste from clipboard	 to draw various types of lines
 to undo  redo the last step	 to draw various shapes (fixed shape)
 to delete whatever is selected	 Shape recognition pen - digitizes shape
 to add a screen to the slide	 Magic pen - to magnify, spotlight...
 to make the slide fill the monitor	 Fill properties
 to display 2 pages at a time (dual display)	 to add text
 SMART Document Camera (accessory)	 Object properties (text or graphic)
 to insert a table	 to move the tool bar from top to bottom
 to capture an area, window, full screen, or odd shaped region by lasso	

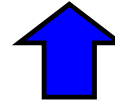
# Manipulating Objects

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 or click once and select the properties tab
- to **adjust properties**, select properties tab or icon at top and change fill, line type, animation, etc



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

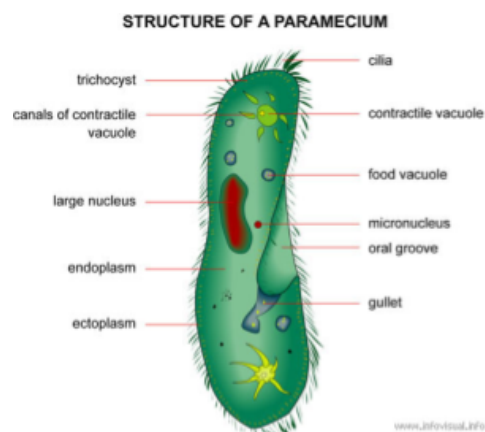
**Grouping**

- 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

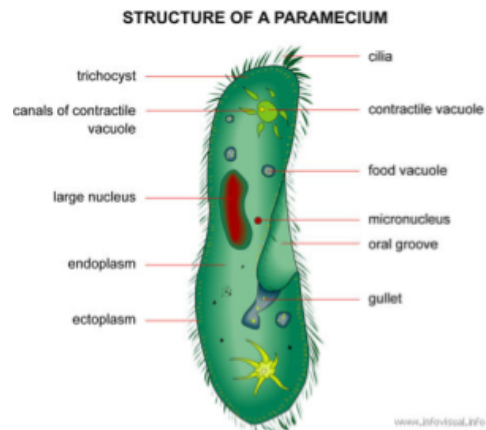
**Order**

- 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



**Practice:** Make the following diagram into a label activity.

- 1) Select Drawing Tool
- 2) Draw box to cover labels on left.
- 3) Choose Select Tool (arrow)
- 4) Select box
- 5) Change fill to white
- 6) Change line style to white
- 7) Repeat steps on right side
- 8) Drag mouse to select all 3 objects
- 9) Select Grouping from drop down menu
- 10) Select Group (makes it one object)

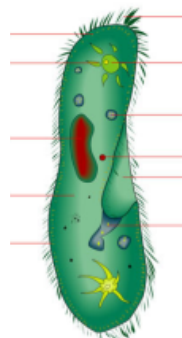


**Suggestions:**

- Have students come up and label using digital pen or text boxes
- Create text boxes with labels and place them elsewhere (drag + drop)

**Note** - you could also set properties before you draw the boxes

STRUCTURE OF A PARAMECIUM



- macronucleus
- contractile vacuole
- ectoplasm
- gullet
- trichocyst
- micronucleus
- cilia
- endoplasm
- oral groove

**To create the labels:**

- 1) Select text tool
- 2) Type a label
- 3) Adjust text properties (or before typing)
- 4) Select text box
- 5) Select Locking from drop down menu
- 6) Choose Allow Move or Move + Rotate  
This prevents others from editing/deleting.
- 7) Move labels somewhere else on page

**Suggestions:**

- Have students drag and drop labels with mouse/finger
- Ask them to tell you which goes where and you can move them

## 10 Quick Steps 4 Manipulating Objects

### 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 (similar for left/right)

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

### 4) Changing Order - ex. Moving an object to back (similar for moving to front)

- select object to be moved
- select the drop down menu (as above)
- select order, then to back (backward means to move it behind one object at a time if >1)

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

- select all of the objects by holding your left mouse button and dragging over them
- select the drop down menu
- select grouping, then group

### 6) Ungrouping objects to edit them or make them separate objects again

- select the object
- select the drop down menu
- select grouping, then ungroup

### 7) Locking an object so its properties can't be adjusted (ex. prevents text from being deleted)

- select object
- select the drop down menu (click on triangle or right click object)
- select locking, then choose to lock in place, allow move or allow move and rotate

### 8) Infinite Cloner (allows you to drag and drop multiple copies of an object to save time)

- select object
- select drop down menu
- select infinite cloner (you cannot move this object now, but can clone it many times)

#### To turn infinite cloner off:

- select object, click on infinity tab, then click infinite cloner to deselect it (uncheck it)

### 9) Embedding a Sound File to play directly (without opening a media player)

- select object to attach sound file to
- select drop down menu
- select sound
- browse to find sound file
- select whether to play it when you click on speaker icon in corner OR on object itself

### 10) Linking an object to a website, a file on your computer or another page in notebook file

- select object to be linked
- select the drop down menu
- select link, then select website / page in notebook / file on your computer
- type or copy + paste URL (website address) / select page in notebook / find file on computer
- select whether to launch by clicking on corner icon/object or the whole object below
- click OK

## Some of the New Features in Notebook 10

- **Create Tables**

click on table icon, drag to select # columns + rows  
drag to resize columns, rows, cells  
join or split cells  
add shades to individual cells!



- **Shape Recognition Pen**

draw a shape freehand using this tool and it will digitize the shape  
tries to pick the closest shape geometrically



- **Magic Pen**

draw or write freehand and object disappears shortly afterwards  
draw a circle to create a spotlight that can be moved around page  
draw a rectangle to create a magnified region that can be moved



- **Property Tab**

adjust fill, line style, text style, animation of objects or background easily



- **Lesson Activity Toolkit (in Gallery)**

templates to create your own interactive review activities + games  
Tools subfolder has number and letter generators, Q&A flip cards, etc  
ex. crosswords, drag and drop, hotspots,, timelines, sudoku, etc

- **Themes (in Gallery)**

Many theme pages already there  
Create your own by selecting it from the drop down menu beside "Themes"

- **Record Activity on Page (in Properties)**

## How to Bring Your Notes or Presentations into Notebook

- open the file with your presentation/notes in it (in whatever program it was made)
- click File, then Print as though you were printing it out
- select print to Notebook instead of a printer
- Print it!
- 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

---

### Alternate Method - To be able to edit the text:

- open the file with your presentation or notes in it (in whatever program it was made)
- double click on the text box if a presentation or simply select text box if wordperfect etc.
- highlight the text you wish to copy
- select the copy icon (papers) or Edit, then Copy
- open the notebook file you wish to put the text in (or a new file if new!)
- click on the page you wish to put the text
- select the paste icon (clipboard) or Edit, then Paste
- format your text as you wish

## Where can you get more for your presentation?

### 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 Essentials for Educators in upper panel
- click on Lesson Activities
- Click on Subject and Grade Level
- Click on Canada
- 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!

## Other Useful How To Tips

### How to Convert your Notebook file to PDF (or Powerpoint)

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

### How to Print Handouts

- save the notebook file
- click File, then Print
- select Thumbnails, Handouts or Full Page (from icons to the left)
- type Header, Footer, or Date if you wish them to appear on printed version
- adjust settings until the preview appears as you wish
- select Print Range (what pages you'd like printed)
- select Printer Setup tab at top, then choose printer + number of copies
- click on Print

### How to add your own content to the Gallery



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)

## SMARTBoard Tidbits

- SMARTBoard draws power from the computer through USB cable  
green light along side indicates on
  - Orient your board when it seems "off"  
press both buttons at the same time  
orientation screen should appear  
drag your finger along board from outside square to inside x (ea time)  
this tells the computer where the edges of your screen are
  - The last thing you move out of the tray is what the board uses  
ex. if you remove the blue pen and then the eraser, it erases  
don't forget to return pens to tray after use and only use these pens!
  - Adjust your toolbar and menu tabs  
use the  to move the toolbar between top and bottom of board  
use the  to move the tabs between left and right of board
  - When you open another program with the SMARTBoard  
some programs have more interactive features than others  
touching screen is like clicking mouse (ex. makes presentation go fwd)  
pick up pen, board automatically puts "overhead" on to mark on (can save it!)
- \*Drag and Drops, Move to Reveals, Fill in the Blanks are often effective

## Attachments

---

responseresmartboardtrial.wpd