

## Using Notebook Software in the Office

### Before You Start

Before you begin your meeting, ensure that your computer is turned on and the SMART Board™ interactive whiteboard is connected and oriented. The SMART Board icon should be visible in the Windows Notification Area at the bottom right of your screen, indicating that your SMART Board software is running.



Windows Notification Area

If the SMART Board icon is not visible, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board icon will appear in the Windows Notification Area.

For more information on how to get started with your interactive whiteboard, refer to the *Quick Reference Guides* available at [www.smarttech.com/trainingcenter/windows/trainingmaterials.asp](http://www.smarttech.com/trainingcenter/windows/trainingmaterials.asp).

This *Hands-On Practice* assumes you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your computer, for example, you use left-, right- or double-clicks, depending on the function you want to perform. Use the SMART Board interactive whiteboard in the same way. If you get confused, simply think about what you would do at your computer, and then replicate these actions on the interactive whiteboard.

### What Is Notebook Software?

Notebook™ software is SMART's whiteboarding software. It acts as an electronic notebook to immediately capture and save notes and drawings written on the SMART Board interactive whiteboard or at your desktop computer. You can import graphics, text and multimedia elements into your Notebook file or export your Notebook file to HTML, PDF, PowerPoint or as a series of image files.

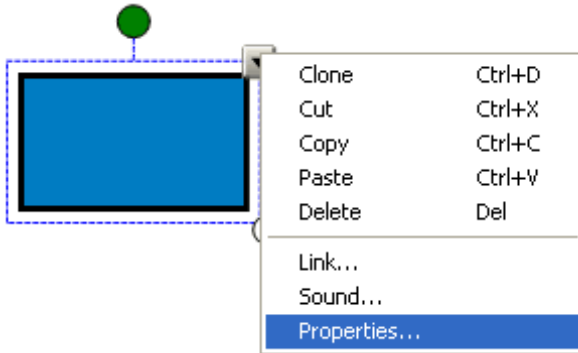
### Preparing Your Meeting Template

As a corporate professional, you want to use the SMART Board interactive whiteboard during in-house and client meetings to show that you are technically savvy – not to mention that it's a great way to collaborate on issues and brainstorm new ideas. All meetings take place in the main boardroom where your SMART Board interactive whiteboard is located. In this *Hands-On Practice*, you will create a standard template on your desktop computer to prepare for an upcoming meeting discussing a workflow issue.

- 1 Open Notebook software
- 2 Select the square from the **Shapes** drop-down menu on the Notebook software toolbar. Position your cursor at the bottom of the Notebook page and drag it across to draw a rectangular shape..



- 3 Select the **Pointer** tool from the Notebook software toolbar. Click on your rectangle and select the object's drop-down menu in the upper-right-hand corner of the shape. Choose **Properties** and change the Fill Color to blue, then click **OK**.



- 4 Click the **Capture** button on the Notebook software toolbar to launch the Capture toolbar. Open your corporate Internet or Intranet site. The Capture toolbar will float over your Internet browser.

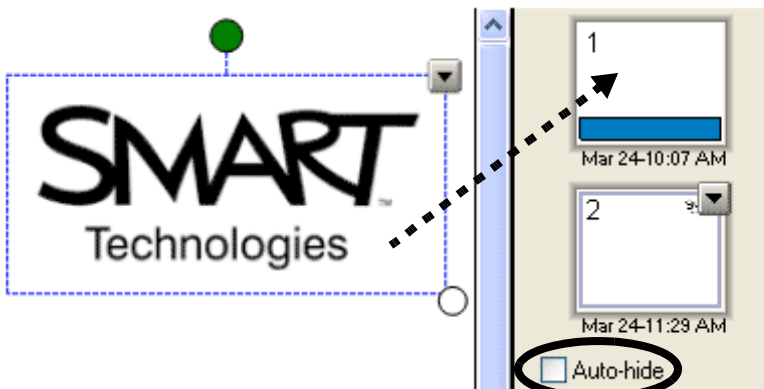


**NOTE:** For this exercise, SMART's corporate logo will be used.

- 5 Select the **Area Capture** button. Click and drag your cursor to outline your company's logo. Release pressure once the area has been selected. Your selection will be captured as a graphic and placed directly into your Notebook file. It will appear on a new Notebook page.



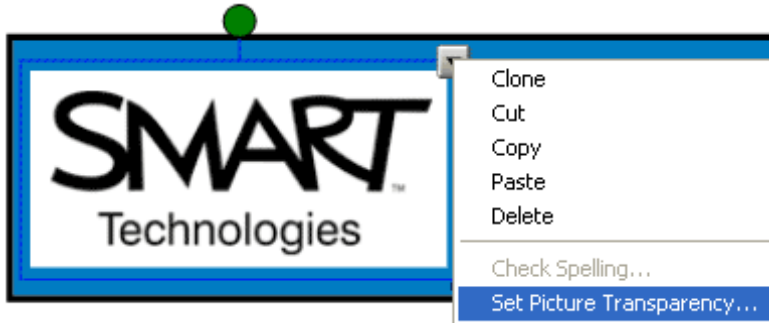
- 6 Return to your Notebook file and drag your logo to the Notebook page on which you drew the rectangle



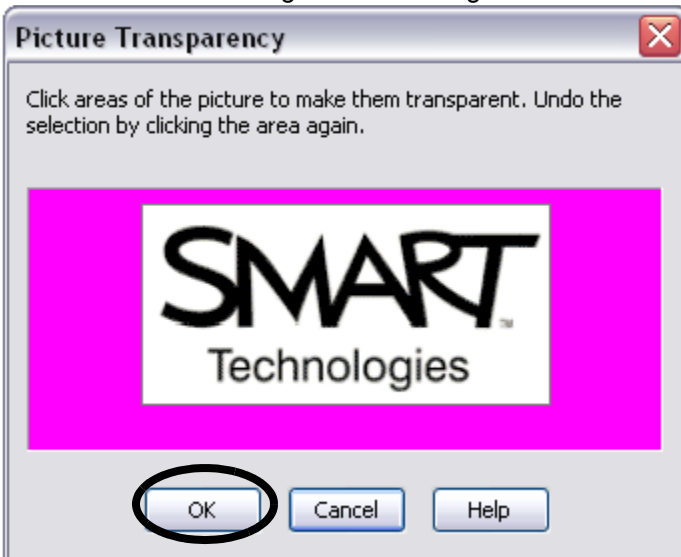
**NOTE:** If the Page Sorter tab closes before you can drag the logo to the first Notebook page, deselect the **Auto-hide** check box to keep it visible.

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- 7 Select the Notebook page containing the blue rectangle and logo. Drag the logo to the bottom left corner of the page so that it is positioned over the rectangle.
- 8 Click on the logo and select the drop-down menu. Choose **Set Picture Transparency**. The Picture Transparency dialog box will appear.

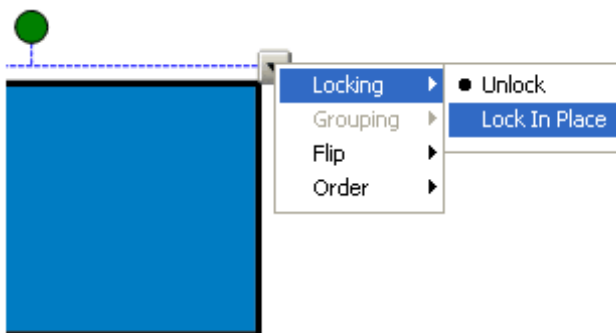


- 9 Select the white background of the logo to make it transparent against the blue rectangle. Click **OK**.



*Logo with transparent background*

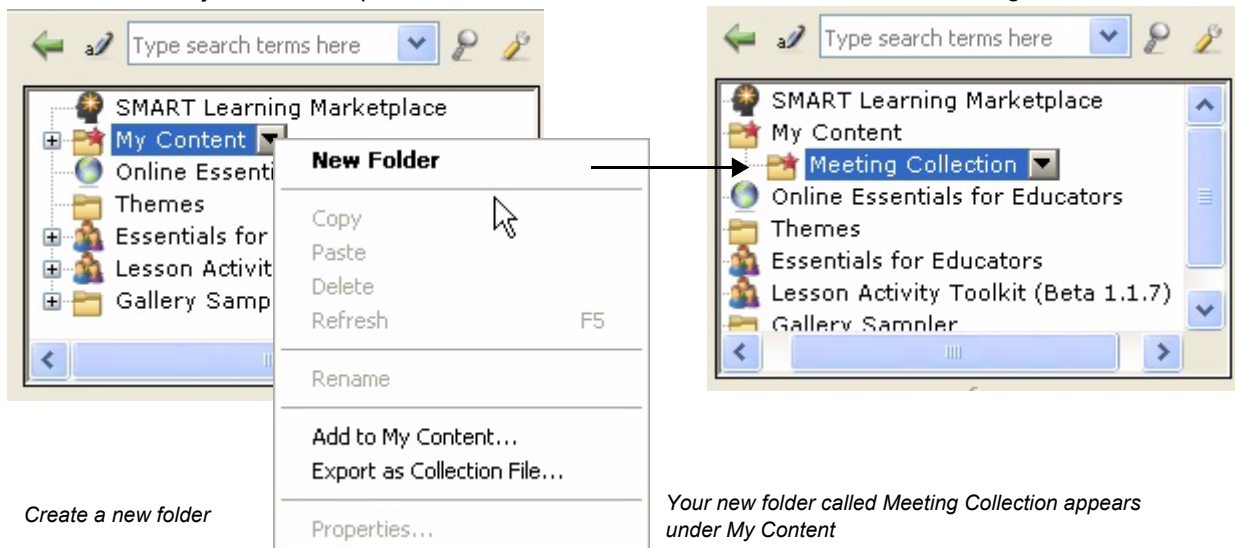
- 10 Click on the blue rectangle and select the object's drop-down menu. Choose **Locking > Lock in Place**.



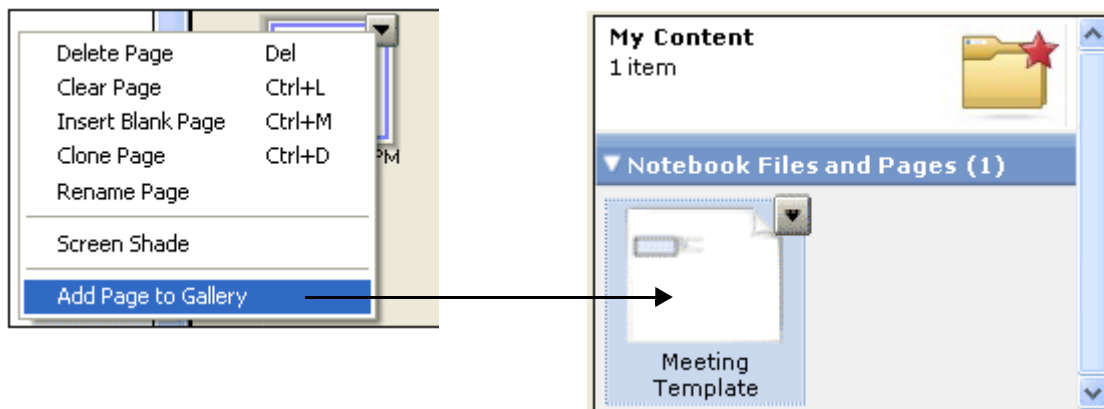
- 11 Click on the logo and select **Locking > Lock in Place**. This will keep the graphics consistent and in the same position at the bottom of the Notebook page.

12 You know the majority of presentations will be more than one page, and you want to use this template on every page created. Select the **Gallery** tab. By default, the My Content folder is selected.

13 Select the My Content drop-down menu, choose **New Folder** and name it *Meeting Collection*



14 Click on the **Page Sorter** tab, then click on the page's drop-down menu. Select **Add Page to Gallery**. Your meeting template is now stored in the My Content area of the Gallery Collections. Any items you collect in the My Content area of the Gallery will remain on the computer you are using – in this case, your desktop computer.



15 Click **File > Save** on the Notebook software menu to save your Notebook file. Name your file, and choose the location where you want to save it.

16 Click **File > Save Page As Gallery Item** on the Notebook software menu and save the template on the company's computer network. Name the file *Meeting Template*. Your colleagues can now access the template from the main boardroom's computer, for example, for future meetings and impromptu presentations.

## How Would I Use My Template?

Now that you have created the template, you and your colleagues can use it every time you create a presentation or lead a brainstorming session on the interactive whiteboard in the main boardroom. These next steps will show you an example of how to use the drawing tools and your template together by creating

a cause-and-effect diagram to address a workflow issue mentioned earlier. You will be delivering this session on a SMART Board interactive whiteboard.

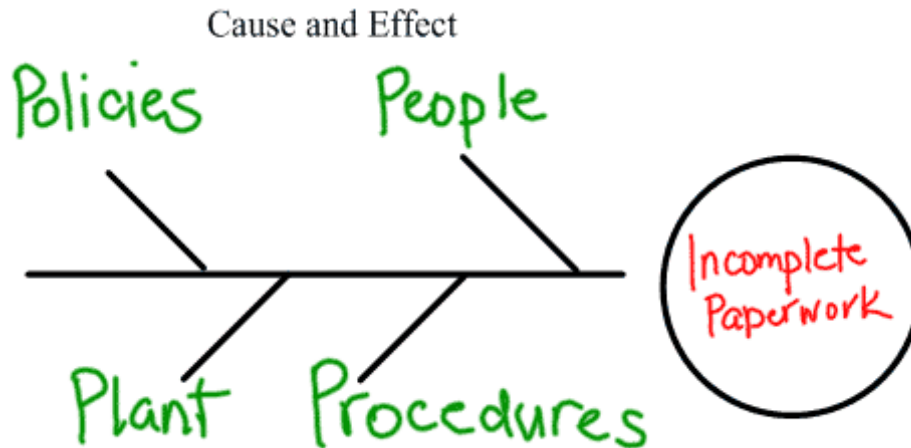
- 1 Double-press the Meeting Template file you saved on the company's computer network to launch Notebook software. Your blue rectangle and logo will appear on the first Notebook page in the Page Sorter tab.
- 2 Select **Clone Page** from the Notebook page's drop-down menu to create extra Notebook pages in your presentation.
- 3 Use a pen from the pen tray to write *Cause and Effect* on the work area. Select the written text and choose the appropriate typed text from the object's drop-down menu. Resize and center the words so the page can act as your title page.



- 4 Use the **Line** tool in the Notebook software toolbar to draw a horizontal line and four connecting lines.

**TIP:** Hold down the Shift key while pivoting a line to make the line snap in place every 45 degrees.

- 5 Use the **Shape** tool to draw a circle at the head of your diagram, and write *Incomplete Paperwork*. This is the effect of the workflow issue that needs resolution.



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- 6 Continue brainstorming around the workflow issue and write down all the possible causes of the incomplete paperwork.
- 7 Press **File > Save** to save your Notebook file.

### **Congratulations!**

You have completed the *Using Notebook Software in the Office Hands-On Practice*.