
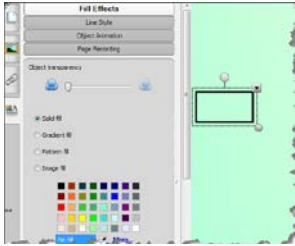
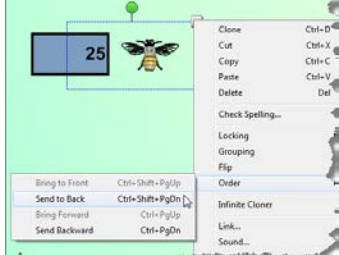
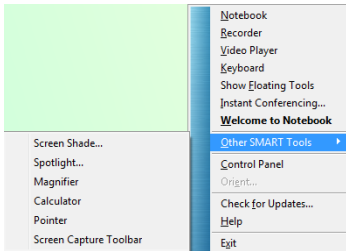
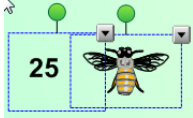
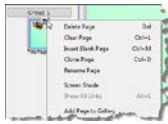


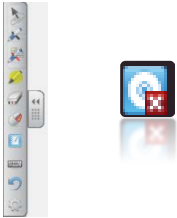




SMART Level I Reference Guide

Toolbar			
Selection Arrow		Inserting Text	Editing Text
<p>“My Friend”</p>		<ol style="list-style-type: none"> 1. Click on the A Button on the toolbar. 2. Click the mouse on the page. 3. Enter Text. 	<ol style="list-style-type: none"> 1. Click on the Arrow Button on the toolbar. 2. Double click on the text to be edited.
Setting Background Color		Formatting Background	Screen Capture Toolbar
<ol style="list-style-type: none"> 1. Click on Format. 2. Select Background. 		<ol style="list-style-type: none"> 1. Select Solid, Gradient, Pattern, or Image 2. Select desired colors. 	<ul style="list-style-type: none"> • Button One captures a selected region. • Button Two captures the active window. • Button Three captures entire desktop. • Button Four captures customized shape.
Inserting Gallery Item		Resizing a Picture or Object	Saving a Notebook File
<ol style="list-style-type: none"> 1. Click on the Gallery Tab. 2. Click on Gallery Essentials. 3. Select topic folder. 4. Find your image under the picture gallery category. 5. Drag image to page. 		<ol style="list-style-type: none"> 1. Click on the circle in the bottom right hand corner. 2. Drag to desired size. <ul style="list-style-type: none"> • Green circle at top is used to rotate objects. • Use drop arrow to clone, lock, flip or set properties. 	<ol style="list-style-type: none"> 1. Click on File. 2. Select Save As... 3. Save file to desired location. 4. Enter file name. 5. Click OK.
		Grouping Objects	Locking an Object
		<ol style="list-style-type: none"> 1. Highlight both objects by dragging a click mouse over each. 2. Click on the drop down arrow. 3. Select Grouping. 4. Click on Group. <ul style="list-style-type: none"> • Images are now grouped and will move as one image. 	<ol style="list-style-type: none"> 1. Select the object. 2. Click on the drop arrow. 3. Click on Locking. 4. Select Lock in Place. <ul style="list-style-type: none"> • Use Control K to lock a selected object. • To modify an object it must be unlocked and ungrouped.

Creating a Pull Tab	Filling a Shape	Layering Objects	SMART Tools
			
<ol style="list-style-type: none"> 1. Enter text on the page. 2. Insert a picture. 			
 <ol style="list-style-type: none"> 3. Highlight both objects. 4. Select group from the drop down arrow. 	<ol style="list-style-type: none"> 1. Click on the Shape Tool. 2. Select your shape. 3. Click on the page and drag mouse to desired size. 4. Click the Arrow Button. 5. Click the drop arrow. 6. Select the Properties of the shape. 7. On Fill Effects, select a color. 	<ol style="list-style-type: none"> 1. Select the object. 2. Click on the drop down arrow. 3. Select Order. 4. Click on Send to Back. 	<ol style="list-style-type: none"> 8. Click on the SMART Tools Icon in the systray. <ol style="list-style-type: none"> 1. Select Other SMART Tools. 2. Select from the list: Lock all SMART devices, Screen Shade, Spotlight, Magnifier, Calculator, Pointer, Screen Capture Toolbar.
Page Sorter Option	Adding Tables	Inserting a Link on an Object or Picture	
 <ol style="list-style-type: none"> 1. Click on Page Sorter Tab. 2. Click on a slide. 3. Click on drop down arrow to view options. <ul style="list-style-type: none"> • Cloning, Renaming, and Add Page to Gallery are some of the options available. 	 <ol style="list-style-type: none"> 1. Click on the Table Button on the Toolbar. 2. Select the number of rows and columns. <ul style="list-style-type: none"> • Text, pictures and cell shades can be added. 	 <ol style="list-style-type: none"> 1. Select the picture. 2. Click on the drop down arrow. 3. Select Link from the list. 4. Click on Web Page. 5. Enter the URL in the address bar. 6. Select Corner Icon or Object. 7. Click OK. 	
Orienting the Board Tips	Hiding Floating Tools	Printing a Presentation	
<ul style="list-style-type: none"> • Change point settings to "Fine" 20 points. <ol style="list-style-type: none"> 1. Click on the SMART Tools Icon in the systray. 2. Select Control Panel. 3. Click on SMART Hardware Settings. 4. From the drop down box, select Orientation/Alignment Settings. 5. Select Fine (20 Points). • Press the two buttons on the tray to orient the board. 	 <ol style="list-style-type: none"> 9. Click on the SMART Tools Icon in the systray. <ol style="list-style-type: none"> 1. Select Hide Floating Tools. 	 <ol style="list-style-type: none"> 1. Click on File. 2. Select Print. 3. Choose Print options. <ol style="list-style-type: none"> a. Thumbnails b. Handouts c. Full Page 4. Set Layout options. 5. Click Print. 	
<p>Download SMART Notebook for Home from http://www.smarttech.com.</p>		 <p>Find pre-made activities @ SMART Exchange in the Gallery.</p>	