

SMART NOTEBOOK

How to....

- **Make buttons:**
 - First create the button – draw a shape, insert an image, etc.
 - Right click on the object that is going to be the button and select “link” from the drop-down menu.
 - Select “page in this file”; click “object” (this makes the whole object a button) and select the page you want to link to. On my meta mat I select the exact page for each activity; to make cards “flip” I select “next page”; and to take you back to the meta mat I select “first page”
 - Buttons can be copied and pasted so if you make a button to take you back to the meta mat you can copy it and paste it throughout the slideshow

- **Make cards “flip”:**
 - Make the first side of your card – I used the auto shapes and drew a curved corner rectangle, chose a colour for the shape and typed in the relevant letters. I recommend locking the card background in place (see below) so that you don’t accidentally move it which would spoil the illusion of the flip! Insert a button saying “flip” as above (we will set an instruction for it when the other side of the card has been made)
 - On your page viewer select the slide and clone it (either copy + paste, or select “clone page” from the right click menu; or CTRL+D)
 - Edit the second slide to look like the reverse of the card. I inserted images from “the noun project” website and phonetic alphabet symbols from an online phonetic keyboard (ipa.typeit.org)
 - On the first slide, set the “flip” button to go to the next page (see instructions above); do the same on the second slide but set it to go to the previous page. When the button is clicked it will go between the two slides giving the appearance of a flipping card.
 - You can then copy and paste this pair of slides for the whole routine, changing the writing and images as necessary. Because the buttons are set to go “next” and “previous” the instruction won’t need to be reset for each new pair of cards.

- **Insert dice (and other interactives):**
 - On the left side of the page are 5 tabs – page viewer, gallery, attachments (useful for inserting links to other webpages or documents on your device – e.g., games), etc
 - Click the second tab “gallery” – there is a search bar as well as some given folders.
 - Search “dice” and click the “search” button
 - Select “interactive and multimedia” and drag the dice onto your page. Then simply click it and it rolls!

- **Change background colour:**
 - To set the colour for one document or page (this won’t be permanent): Format -> page -> set background fill: this will bring up the page background options so you can select a colour.
 - To set a default colour: Edit -> preferences -> defaults -> default background colour for new pages -> change colour

- **Lock and unlock features:**
 - This is really useful for making sure your items don’t go wandering off around the page by mistake! Lock in place anything that the learner or you don’t need to move (e.g., images on cards, backgrounds such as circles in Venn diagrams, alphabet arc etc.
 - Select anything that needs locking – if you have designed a whole meta card for example, and want all items on it locked, you can click and drag the cursor to select the whole card and everything on it. Then either right click on one of the highlighted objects and select “lock” -> lock in place. Or use CTRL+K.

-To unlock you can either right click each item and select “unlock”; or use CTRL+J; or from the “edit” menu you can “select all locked objects” and then CTRL+J

- **Make covers:**

-If you want to cover your whole screen there is an icon on the toolbar which looks like a projector screen – this screens the whole page and can be dragged from top, bottom, left or right to reveal what is behind it (I use this on my spelling cards) – the screen colour can be change by clicking on it

-To cover individual items (e.g., a letter in the “next one” alphabet activity or to create a “self-check”) draw a shape from the auto shapes toolbar – select the shape, then click on the colour button and select a border and fill colour, then draw your shape. You can also set the line thickness and transparency of the shape from the other buttons on the toolbar.

-If you forget and accidentally draw just an outline, you can click on the shape you have drawn and then make the changes using the same buttons mentioned above. You can also resize the shape once it is drawn by selecting the shape then dragging the edges of it using the little dot that appears in the bottom right corner

-To write in the shape (e.g., to title it “self-check”) just double click on the shape and it becomes a text box.

-If the shape doesn't hide anything right click on it, select “order” -> bring to the front.

-Often for self-checks I use my computer's “snipping tool” (SHIFT+S+windows key) to take a picture of the completed task (e.g., my alphabet arc), then insert it back into SMART as an image (you can simply copy and paste it from the “snip” – no need to save the image). This is useful because then it looks exactly like the task on screen