



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA



2017

Digital Literacy

Participant's Manual

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Part 1

INTRODUCTION TO SMART NOTEBOOK.

At the end of this part you should be able to:

- Download SMART Notebook Software Trial
- Understand the basic components of the Smart Notebook.
- Understand the Basic Features and Icons of the Smart Notebook 15 Software
- Be able to write , erase and save text
- To be able to enter objects and manipulate them on the work screen

Introduction

You already have SMART Board installed at your school and now you must learn how to use SMART Board. In this part of the self-study guide you will learn how to download SMART Notebook software and understand the basic features of the software.

1.2 What is the SMART notebook Software?

It is an interface that is used to have an interactive lesson in a windows, or Apple mac PC or Interactive board.

- The software may be purchased from an authorized supplier.
- It may also be downloaded from the SMART site (go to <http://www.smarttech.com>)
- You may download a trial version that may run for 90 days only

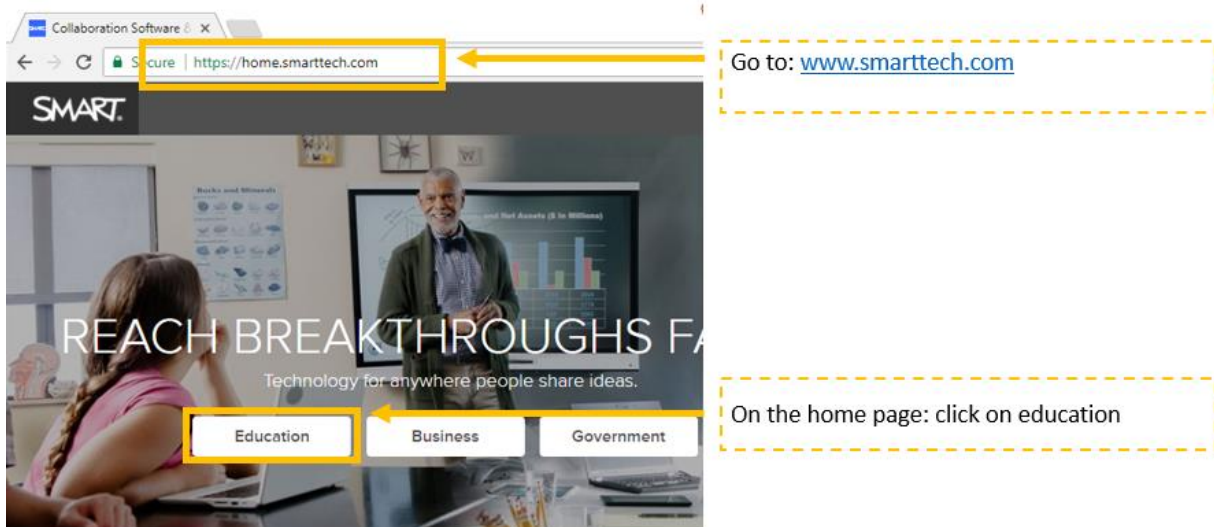
1.3 Easy steps to down load a SMART notebook trial

Use any internet browser

1. Go to <http://www.smarttech.com>
2. Click on the Support link
3. Click on the Software Downloads link
4. Click “choose a version” in the SMART Notebook collaborative learning software” section
5. Click on the version desired (usually 15 or 15.1 for Windows)
6. Click the Download button
7. Fill in the form (you can use your school information on the form)

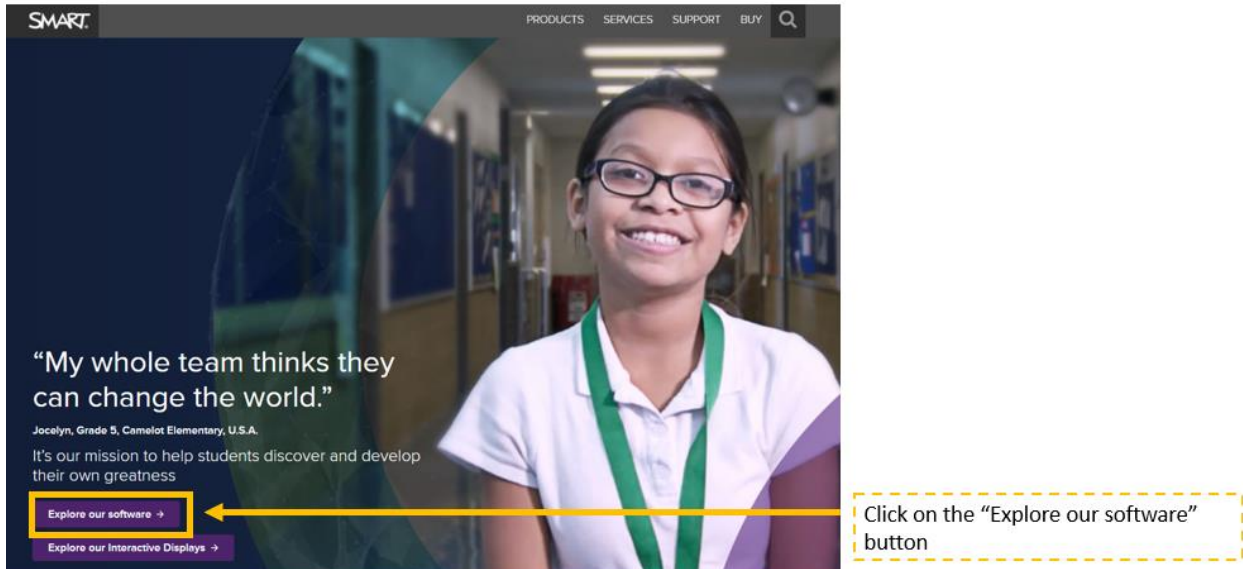
8. Click Start Download
9. Save the file to your computer in a location you will be able to easily locate!!!

Step 1



A screenshot of a web browser showing the SMART website. The address bar contains <https://home.smarttech.com>. The page features a large banner with the text "REACH BREAKTHROUGHS FA" and "Technology for anywhere people share ideas." Below the banner are three buttons: "Education", "Business", and "Government". The "Education" button is highlighted with a yellow box and an arrow pointing to it from a callout box on the right that says "On the home page: click on education". Another callout box on the right points to the address bar with the text "Go to: www.smarttech.com".

Step 2



A screenshot of the SMART website's "Education" page. The page features a large image of a young girl, Jocelyn, with the quote "My whole team thinks they can change the world." and the text "Jocelyn, Grade 5, Camelot Elementary, U.S.A. It's our mission to help students discover and develop their own greatness." Below the text are two buttons: "Explore our software →" and "Explore our Interactive Displays →". The "Explore our software →" button is highlighted with a yellow box and an arrow pointing to it from a callout box on the right that says "Click on the 'Explore our software' button".

Step 3



Click on the "Notebook" tab

Step 4



Click on the "Download" button

Step 5

The screenshot shows the SMART Learning Suite website's 'Notebook Download' page. The 'Download Type' section has two radio buttons: 'I'd like a free 45-day trial' (which is selected) and 'I've already purchased a license'. Below this is a 'More Information' section with links to system requirements, resellers, license entities, and older versions. A list of included items is shown: SMART Notebook 171, SMART Product Drivers 12.9, SMART Ink 5.2, SMART lab activities, SMART response 2 assessments, and SMART Learning Suite Online. A note mentions a 45-day free trial without a subscription, reverting to Limited Mode after 45 days.

Click on the option that says “I’d like a free 45 day trial”. Once you click on this option you will be asked to fill in your biographical information

Step 6

The screenshot shows the registration form on the SMART Notebook download page. The 'Download Type' section remains the same. The registration form includes fields for 'First Name', 'Last Name', 'Job Title', 'Email', and 'Country'. Below the form is a checkbox for agreeing to contact information and a note that this information is required. At the bottom, there is a purple 'DOWNLOAD - WINDOWS 27 MB' button and a 'Change operating system' section with radio buttons for 'Windows' and 'Mac' (which is selected).

Fill in your biographical information

Click on the purple “Download” button.

If you have a MAC software instead of Windows, you can select the MAC option below the purple button.

Choose “Run” then follow the prompts.

On completion of Download, there will be Notebook tools that will float on the edge of your computer

There is an option to hide or to unhide the **floating tools**

1.4 Overview of the SMART notebook

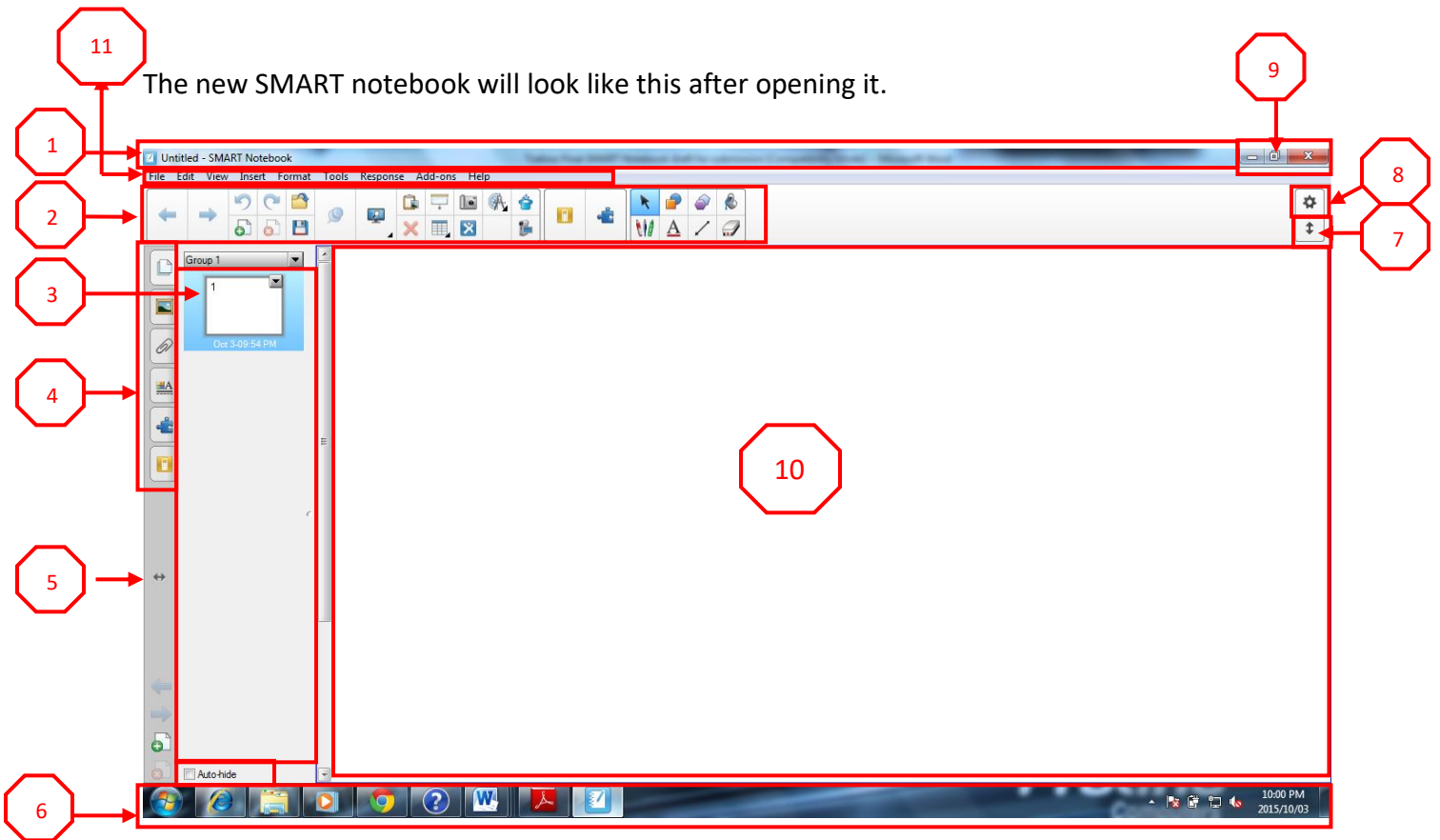
SMART Interface four components:

- **Menu:** Contains all the commands you can use to manipulate files and objects
- **Toolbar:** Allows you to select and use variety of commands are organized in panels
- **Tabs:** [here you can find **Page Sorter tab, Gallery tab, Attachment tab, Properties tab, Add-ons** and **SMART Response**]
- **Page area:** used to create page groups or reorder the pages

From the Welcome Center click to open a “New Notebook File”

- You can fill this work space with objects like text, images, video and interactive buttons.
- You can add as many pages as you need and organize them in groups
- You can access the Page Sorter, Gallery, Attachments and Object Properties as well as manage information using the toolbar.

The new SMART notebook will look like this after opening it.

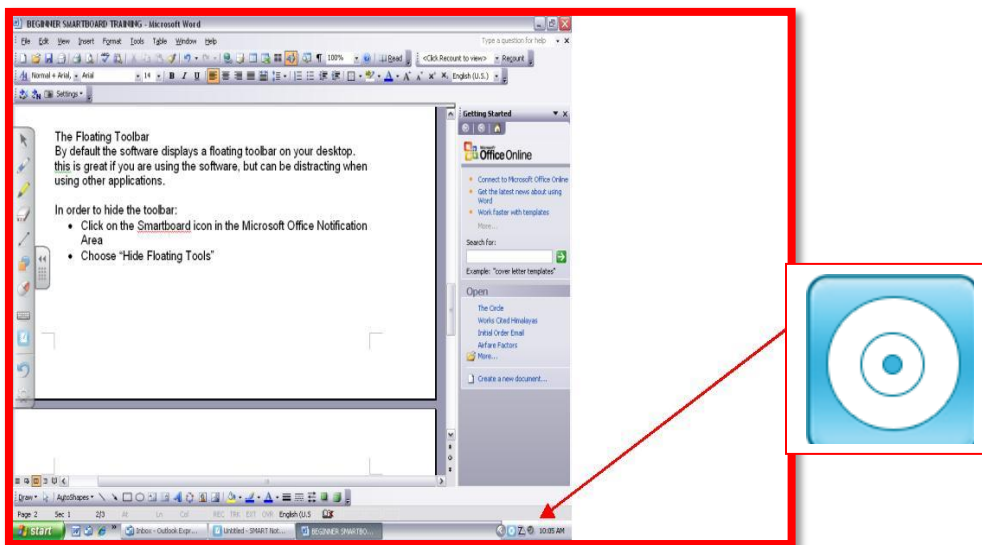


- 1 Title Bar
- 2 Tool bar
- 3 Thumb nails
- 4 Side tabs
- 5 Move side tabs from left to right
- 6 Task bar
- 7 Move toolbar from top to bottom
- 8 Customized toolbar
- 9 Minimize, restore, close
- 10 Page viewer
- 11 Menu Bar

1.5 The Floating Toolbar

By default, the software displays a floating toolbar on your desktop. This is great if you are using the software, but can be distracting when using other applications.

The purpose of the Floating tool bar is to give you access to the SMART tools without having to open the SMART Notebook software. It contains the most commonly used tools for SMART Board.

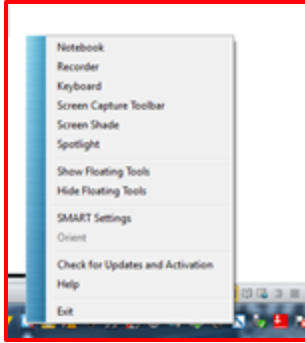


↑ In order to hide/ reveal the floating toolbar:

Click on the **SMART board menu system icon in the Taskbar as indicated in the diagram**

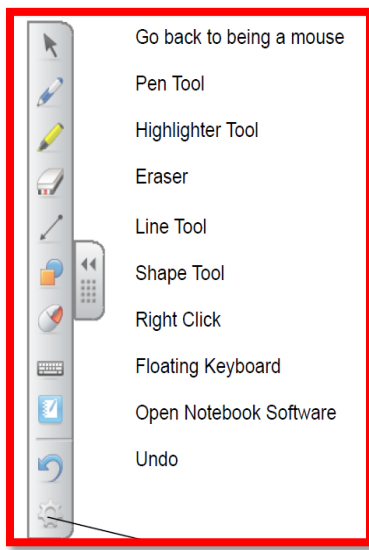
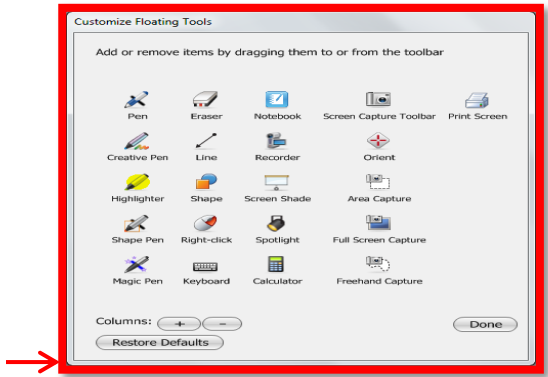
Choose **"Hide Floating Tools**

To show them, click on the same icon and click show Floating tools



1.5.1 Floating Tools

You can add more tools on the floating toolbar by clicking on the customise toolbar setting. New tools will be shown in a new window. Then choose the tool you want to use.



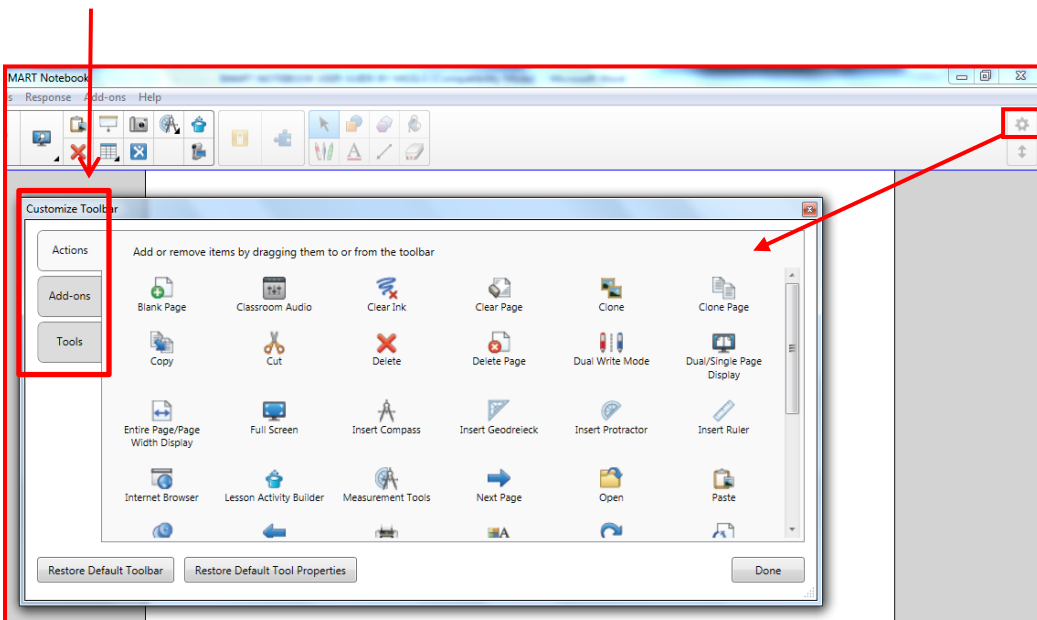
1.6 The SMART Notebook Default toolbar

Action Panel: Edit and insert	Button drop-down: more options	Tools panel: create objects	Contextual tools: additional tools to the selected tool
-----------------------------------------	------------------------------------------	---------------------------------------	-------------------------------------------------------------------

The SMART Notebook toolbar can be customized to fit your needs as a user. Tools that you do not use can be removed and you can also add additional tools for quick access. To customize and move the Floating Tools tool bar you can follow these simple steps:

Click the **Customise the toolbar** to display the customize Tool Bar box OR Right-click the toolbar The customized Toolbar looks dialog box appears looking like this below:
Take note:

- The new dialog box has three types of icons as it would be displayed in the SMART NOTEBOOK
 - Actions icons
 - Add-ons
 - Tools
 - The tools have contextual tools



You can **Do** the following to **remove** or **add** tools

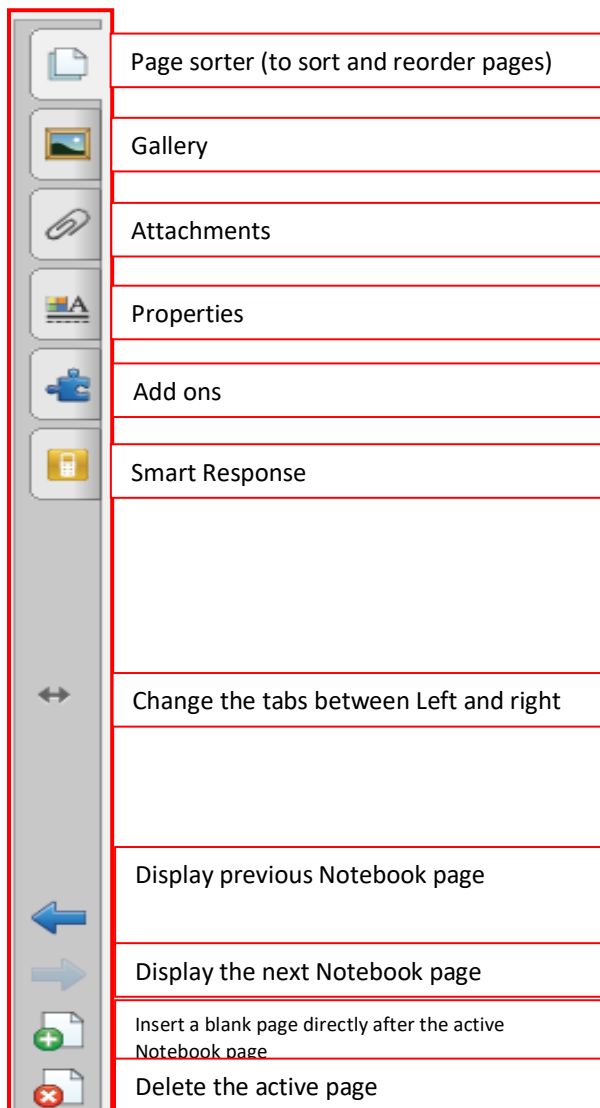
1.6.1 Removing Tools:

- a. Click and hold on the tool to be removed the tool from the toolbar
- b. Drag the tool off the toolbar
- c. Release the mouse to remove the tool
- d. Repeat as many times as it is necessary






























1.6.2 Adding Tools:

- Click and hold on the tool to be added from the Customise Toolbar box
- Drag the tool to the desired location on the tool bar
- Release mouse to add the tool
- Repeat as needed

1.7 Side tabs and side bar shortcuts toolbar

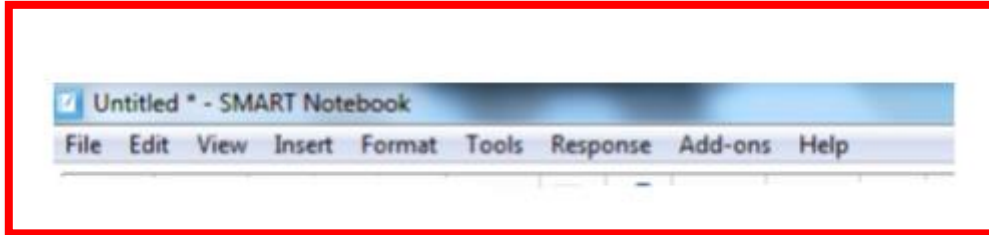


1.8 Details on the SMART notebook icons

SMART Notebook toolbar buttons			
	Display the previous SMART Notebook page	Display the next SMART Notebook page	
	Insert a blank page directly after the active SMART Notebook page	Open an existing SMART Notebook 	
		Delete the active SMART Notebook page	
	Save your SMART Notebook 	Paste	
	Undo the last action you performed	Redo the action you last performed	
	Delete any selected object	Show or hide the Screen Shade on the current SMART Notebook page	
	Open Full Screen view	Toggle between Dual and Single Page Display	
	Launch the Screen Capture toolbar	Activate the SMART Document Camera™	
	Create a table	Select any object on the page with your mouse	
	Write or draw with the Pen tool	Write or draw with the Creative Pen tool	
	Erase digital ink	Create a line	
	Create a shape	Create a perfect shape (for example a circle, square or rectangle)	
	Write or draw with the Magic Pen tool in fading digital ink, and use the <u>Magnifier</u> or <u>Spotlight</u>	Fill an object or shape	
	Create a text box for typing	Launch the Properties side tab	
	Write or draw with calligraphic ink		

1.9 SMART Notebook software menu bar

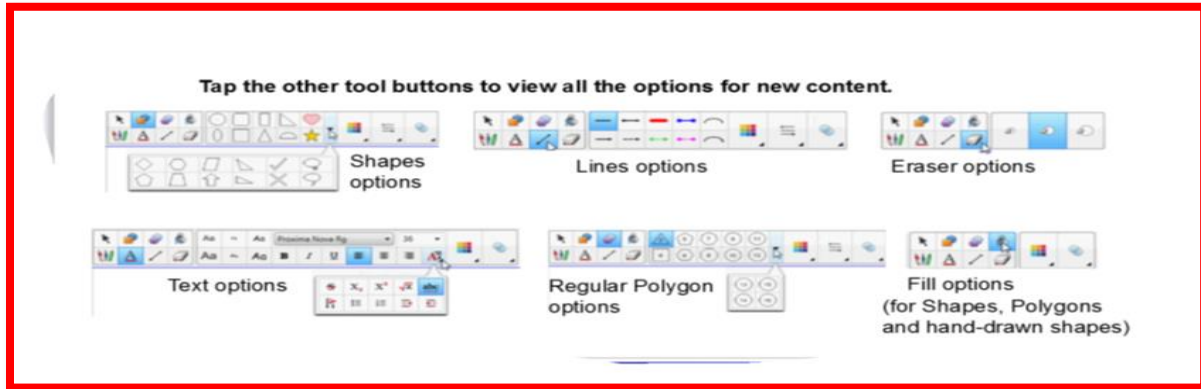
The SMART Notebook menu bar contains all the commands that you can use to manipulate files and objects in the SMART Notebook software.



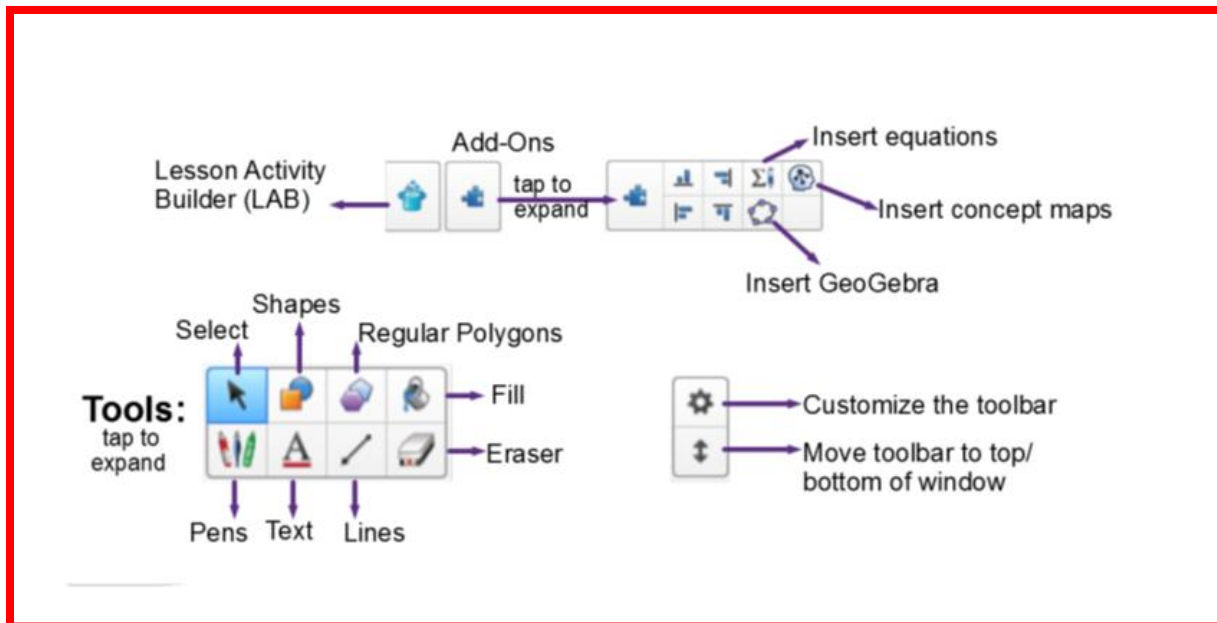
Menu item	Functions
File	Open new or existing file, Save a file, Save as, Save to Gallery, Import file formats, Print file, Send a file to mail recipient, see the list of recent opened files.
Edit	Undo or redo previous actions, Clone, Cut, Copy, Paste delete selected objects, Edit a text object, Select all unlocked and locked objects, Clear or delete the current page
View	Move to the next or previous page, Launch the screen capture or screen shade tool, Hide the side scrollbar, Customize the toolbar, Change the view to full screen, Zoom to magnify or reduce your view of page contents, Show All links, Select the language SMART Notebook software displays.
Insert	Add a blank page, a picture, a graphic file, a flash file, a flash video file or a Gallery item. Add a link, a sound file or a table.
Format	Change font styles, Set objects properties and position, Lock objects, Infinite clone, Change the background colour, Create or set page themes, Set alignment guide defaults
Tools	Group, ungroup, flip or order objects, Select objects, Access Pen and eraser, Create shapes and line text, Select the fill tool
Response	Insert Questions and Title page, Create Answers, Open Teacher tool, Start and stop assessment, Import question and results.
Add-ons	Manage Add-ons
Help	Access the SMART Notebook software Help file, Check for software updates, Participate in the customer Experience Program, Access information about the SMART Notebook software.

1.9.1 The SMART Notebook software toolbar in details

(You may access this section from the Smart notebook tutorial in the help menu)



The SMART Notebook software toolbar provides access to a number of tools to help you work with your Notebook file.

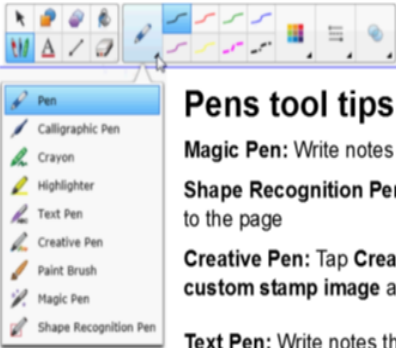


1.10 Pens Tool

You can use the toolbar's pen buttons to change the type of line you use for writing or drawing.

Create and manage content: Pens tool

Tools (continued)



Pens tool tips

- Magic Pen:** Write notes that fade after a few seconds
- Shape Recognition Pen:** Draw a shape which the software recognizes and adds to the page
- Creative Pen:** Tap **Creative Pen** and then the **Properties** tab. Select **Use a custom stamp image** and then **Browse** to locate the custom image.
- Text Pen:** Write notes that convert to text automatically and edit the

1.11 How to operate objects in the working space/ area

