Tools glossary

Notebook tools
Hints and tips

● Move the toolbar to the bottom of the screen to make it more accessible for children.

● Gradually reveal information to your class with the Screen Shade.

● Press the Full screen button to view everything on an extended Notebook page.

● Use the Capture tool to take a screenshot of work in progress, or completed work, to another page and print this out.

● Type directly into a shape created with the Shapes tool by double-pressing it and using the On-screen Keyboard.

	Pen tray		Lines tool
	Next page		Shapes tool
	Previous page		Text tool
	Blank Page button		Fill Colour tool
	Open		Transparency tool
	Save		Line properties
	Paste		Move toolbar to the top
	Undo button		
	Redo button		Capture tool
	Delete button		Area Capture tool
	Screen Shade		Area Capture 2
	Full screen		Area Capture 3
	Select tool		Area Capture (freehand) tool
	Pen tool		
	Highlighter pen		Page Sorter
	Creative pen		Gallery
	Eraser tool		Attachments

SMART Board tools
Hints and tips

● Use the SMART recorder to capture workings and methods, and play them back to the class for discussion in the Plenary.
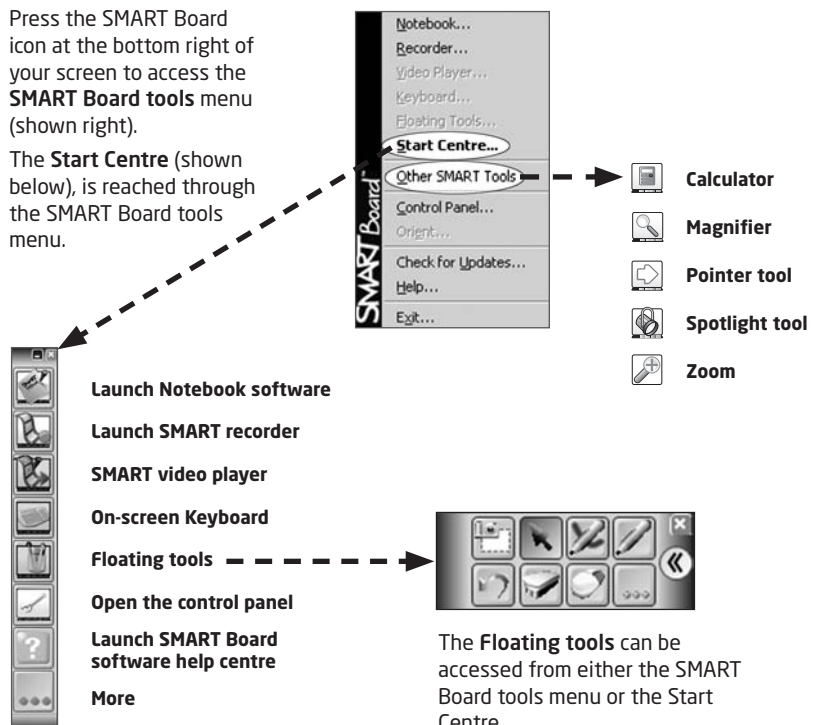
● Adjust the shape and transparency of the Spotlight tool when focusing on elements of an image.

● Customise the Floating tools to incorporate any tools that you regularly use. Press the More button at the bottom right of the toolbar and select Customise Floating Tools from the menu.

Press the SMART Board icon at the bottom right of your screen to access the **SMART Board tools** menu (shown right).

The **Start Centre** (shown below), is reached through the SMART Board tools menu.

Notebook...
Recorder...
Video Player...
Keyboard...
Floating Tools...
Start Centre...
Other SMART Tools
Control Panel...
Orient...
Check for Updates...
Help...
Exit...

Calculator

Magnifier

Pointer tool

Spotlight tool

Zoom

Launch Notebook software

Launch SMART recorder

SMART video player

On-screen Keyboard

Floating tools

Open the control panel

Launch SMART Board software help centre

More

The **Floating tools** can be accessed from either the SMART Board tools menu or the Start Centre.