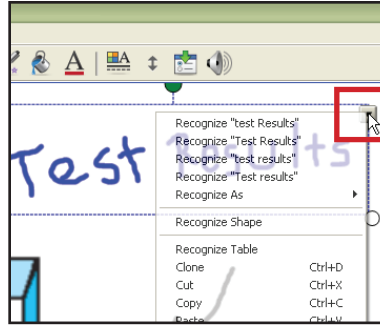# TeqSmart Usability 102a: Key Points to Review
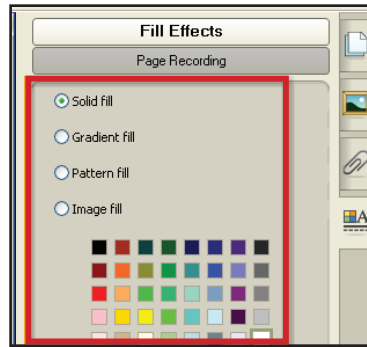
Adding Notes and Text to a Page

There are many ways to add content to your Notebook page. The easiest way is to simply pick up a pen and start writing. After you have written on the page, you have the ability to *resize*, *rotate*, and *recognize* your handwritting. Once your handwriting is selected you have access to a number of different tools that can be seen by touching/clicking on the drop-down menu. The most commonly used tool is **Hand-writing Recognition**. After touching/clicking on the drop-down menu, choose the recognition choice that best fits what you are writing.

Another way of adding text to a Notebook page is to use a technique we called **Tap 'n Type**©. Simply *tap* on the board where you would like your text to begin and *type* on your keyboard. When text is added in this way, you have the ability to edit *font*, *color*, *size*, as well as the *alignment* of the text.

Setting Page Backgrounds

The background color of the page can be set by touching/clicking on any blank space on the page and opening the **Properties Tab**—choose **Fill Effects**. You will notice that you have a few different options related to the background:

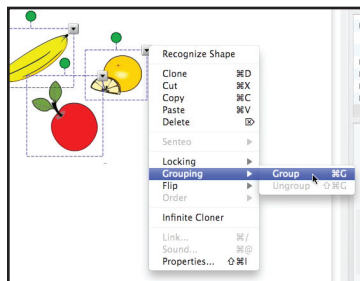**Solid Fill** - Sets your background to one solid color.

Gradient Fill - Two selected colors blend across the screen or shape. You may create a horizontal, vertical, and diagonal gradients.

Pattern Fill - Sets a pattern that may be customized with a background and foreground color.

Image Fill - Use a picture from your computer and set it as a background or to fill a shape.

Grouping

Separate objects on a page can be grouped together. To utilize this feature, select the items by clicking and dragging across the desired objects. Click on one of the drop-down menus and choose the **Grouping** option.
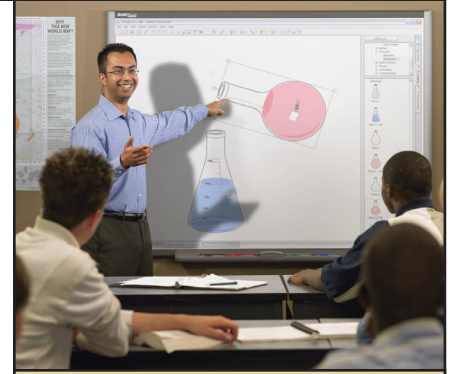
Using the Gallery

The **Essentials for Educators Gallery** has over 6,000 objects that are available for your use. To access the Essentials for Educators, click on the **Gallery Tab**. You can then search for a desired object or browse the subfolders by clicking on the small plus signs to expand. If something is not found in the Gallery, you can copy and paste images from just about anywhere: the Internet, your computer, a USB flash drive, etc.

My Content

If you create or import something into the Notebook, you can add it to the Gallery in the section called **My Content**. For images, click and drag the object to the **Gallery Tab** and

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Usability 101-103 is a sequenced professional development program.

Usability 101 (Hands-on, 2-hour session) Learn the basic operations of the SMART Board for immediate classroom implementation. You will have the opportunity to physically setup all necessary equipment, navigate the web, and employ applications, such as Microsoft Word, PowerPoint, and Excel, along with implementing SMART tools in real life scenarios. After this professional development course, you will have the confidence and foundation needed to start using your SMART Board on a daily basis.

Usability 102a: (Hands-on, 2-hour session) Explore in more depth SMART Notebook software's interactive capabilities to make learning come alive.

Usability 102b: (Hands-on, 2-hour session) Learn how to create interactive activities designed to enhance lessons and further accelerate student learning. Create activities, taking advantage of the latest design tools within the new Notebook 10 software—learn how to integrate tables, animate objects, use the magic pen, make page recordings, create links and more. After this professional development experience, you will be able to create dynamic and interactive activities that are designed to increase student engagement and learning.

Usability 103: (Hands-on, 2-hour session) Fully integrate Notebook software's resources into your teaching repertoire. Learn sophisticated techniques that will help you realize the full potential of the Notebook software and further increase your students' engagement. Explore advanced software tools like the SMART Recorder and Video Player—customize all settings within the software to fit your personal teaching styles. After attending this professional development experience, you will understand all aspects of the SMART Board software and be able to realize the full potential of its use in your classroom.
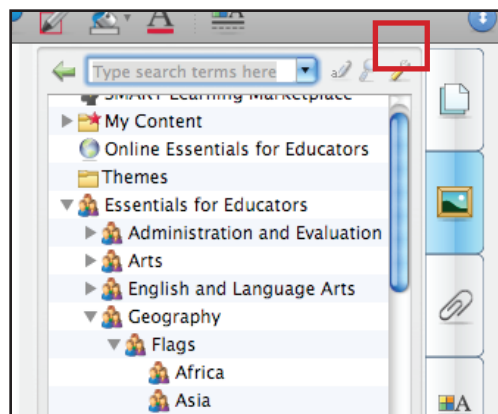
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then drop it in **My Content**.

Adding a page to **My Content**:

1. Select the page you wish to save.
2. Click on the **Gallery Tab**.
3. Click on the **yellow wrench icon** to the right of the search bar.
4. Choose **Add Current Page to My Content**.

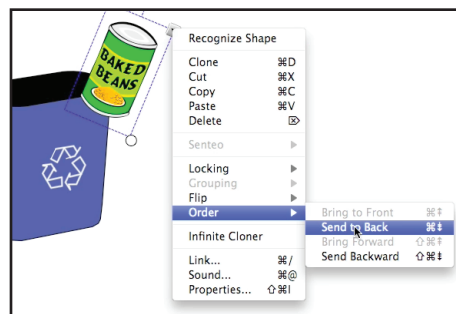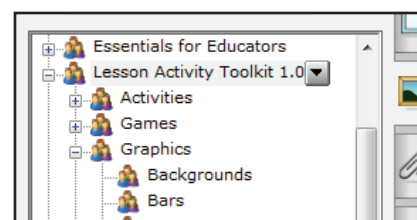Adding a Notebook lesson to **My Content**:

1. Click on the **Gallery Tab**.
2. Click on the **yellow wrench icon** to the right of the search bar.
3. Choose **Add Current File to My Content**.

You can also use the yellow wrench to add files not in the current Notebook file to My Content. You can organize My Content by selecting the drop down menu and creating folders.

Lesson Activity Toolkit

The **Lesson Activity Toolkit (LAT)** is a library full of interactive objects ranging from buttons, pull tabs, text boxes and more. There are many interactive and multimedia tools for you to customize. We recommend spending a few minutes a week exploring and playing with the **LAT** content.

Ordering of Objects and Locking

Like a collage, all objects are either in front or behind other objects. All new objects are placed in front of older objects. This order can be changed by first, selecting the object and then touching/clicking the drop-down menu and using the **Order** option. Here, you will have to ability to send objects to the back or front. You can also send objects one step backward or forward. Once you have objects where you would like them, you can lock them in place. Again, access your drop-down menu and choose the **Locking** option.

Linking

You can make your lessons more interactive by using **Linking**. Everything you place on a page is an object and all objects can be linked. There are four types of links that you can create:

Web pages - This option will allow you to launch a web page from any object. Type in the URL of the page you would like to visit and then your students can access the site by touching the linked object.

Pages in your file - This option allows you and your students for move seamlessly from one page to another by touching a linked object. Select another named page in your file that you will link to.

Files on your computer - This option will allow you and your students to launch or open an application, document, picture, etc. by touching/clicking a linked object.

Current attachments - This option allows you to attach files directly to notebook lessons for quick access to the files and portability.