











SMART Notebook™ Software Toolbars

The Simple Toolbar is SMART Notebook software's default toolbar. It appears along the left side of the page when you open Notebook software. This toolbar contains all the basic functions you'll need to operate Notebook software.

Using the SMART Notebook Simple Toolbar

The touch-sensitivity of your SMART Board™ interactive whiteboard allows you to operate each of these tools with your finger.

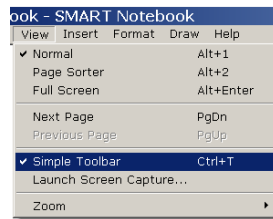
Toolbar Button	Use this tool to...
	Save your Notebook file. When pressed for the first time in a new Notebook file, the Save dialog will appear and you'll be prompted to provide a name and directory location for your file.
	Send your Notebook file to the default printer
	Undo the last action you performed. SMART Notebook software allows you to undo an unlimited number of previous actions.
	Display the next whiteboard page
	Display the previous whiteboard page
	Insert a blank page immediately after the active page
	Select any object on the page. Press this tool to make your next touch on the interactive whiteboard a left-mouse click.
	Write or draw in your Notebook file. This tool allows you to use your finger as a pen.
	Delete any selected object(s)
	Launch the SMART Notebook Screen Capture tool

Using the SMART Notebook Standard Windows Toolbar

Although the Simple Toolbar is the default toolbar for SMART Notebook software, you may prefer to work with the Standard Windows Toolbars in certain cases. These toolbars are useful if you are copying and pasting a lot of information into your Notebook file or using the drawing tools.

Accessing the Standard Windows Toolbar

- 1 Select **View** and deselect the **Simple Toolbar** menu item. Notebook software will automatically switch to the Standard Windows Toolbar.



Toolbar Button	Use this tool to...	Toolbar Button	Use this tool to...
	Create a new blank Notebook file		Launch the SMART Notebook Screen Capture tool
	Open a Notebook file		Open context-sensitive help for any selected object(s)
	Save your file		Select any object on the page
	Send your file to the default printer		Write or draw in SMART Notebook software
	Open a Print Preview window		Highlight with translucent ink over top of any object
	Delete any selected object(s)		Create a rectangle of any dimension
	Cut any selected object(s)		Create an ellipse of any dimension
	Copy any selected object(s)		Draw a line
	Paste clipboard object(s) into SMART Notebook software		Create a text-entry box
	Undo the last action you performed		Set the current color of a tool or object
	Redo the last action you performed		Select one of six line widths for any selected object(s)
	Display the previous whiteboard page		Fill a selected rectangle or ellipse with the current color
	Display the next whiteboard page		Change the font of selected text
	Delete the current page		Change the font size of selected text
	Insert a blank page immediately after the active page		Format selected text as italic
	Insert a SMART Notebook template		Format selected text as bold