

# Smart Notebook Tutorial

(Beginners)

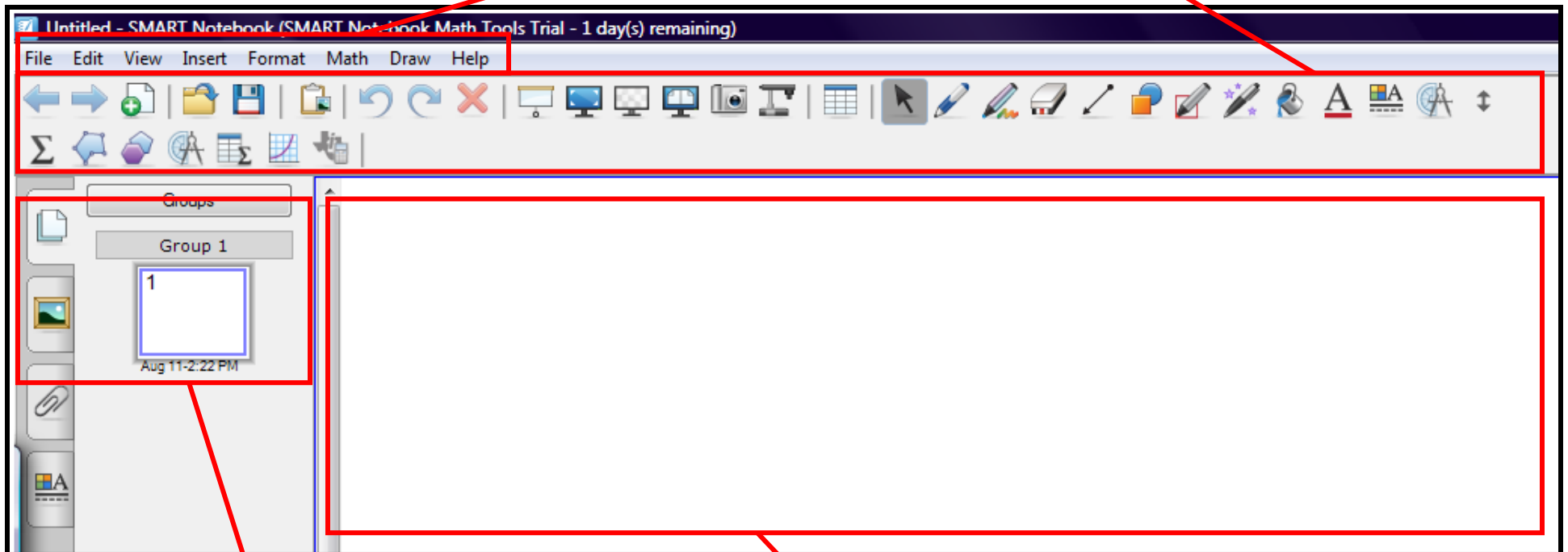
By MaryAnn Toledo



- Basic parts of Smart Notebook you should know.

Menu Bar

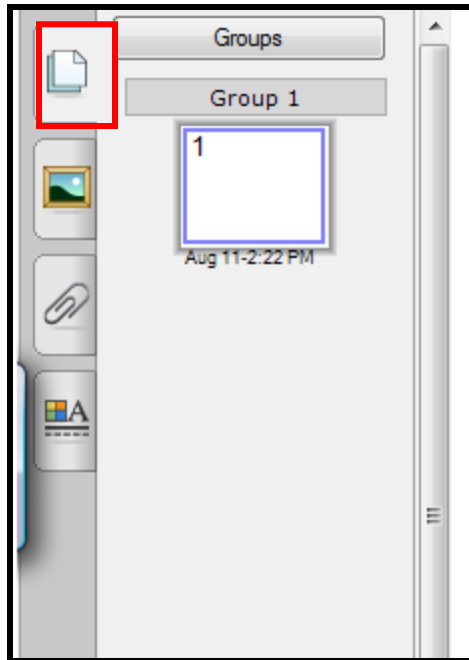
Toolbar



Page Sorter

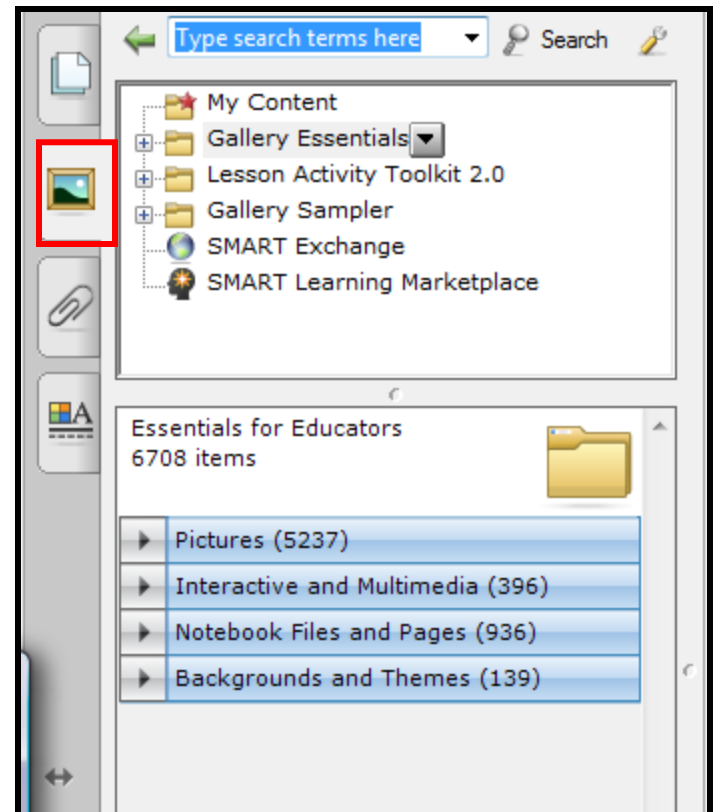
Page

- Description of basic functions on Smart Notebook.



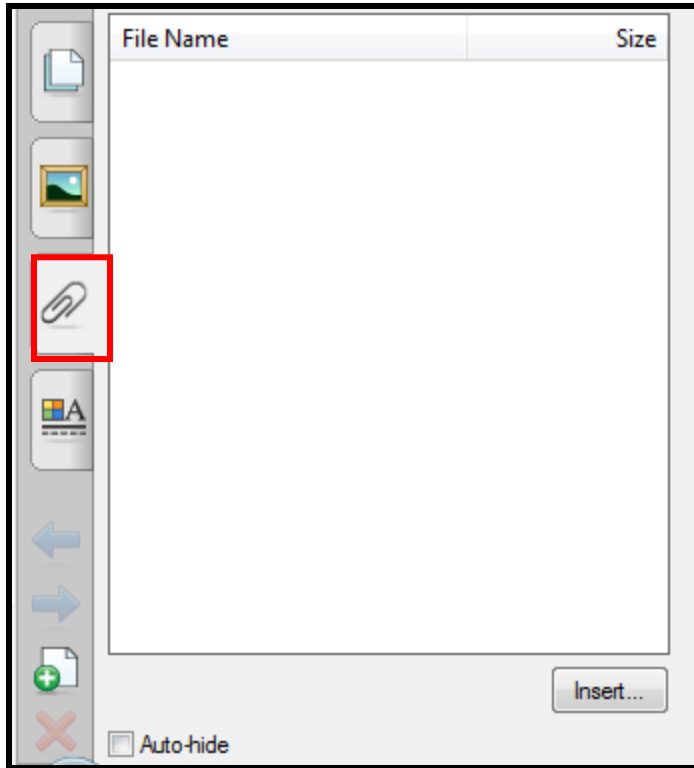
Page Sorter Tab

Here you can view thumbnail version of the pages you created.



Gallery Tab

Here you can find a variety of graphics, multimedia, files, pages, background and themes to include in your page.

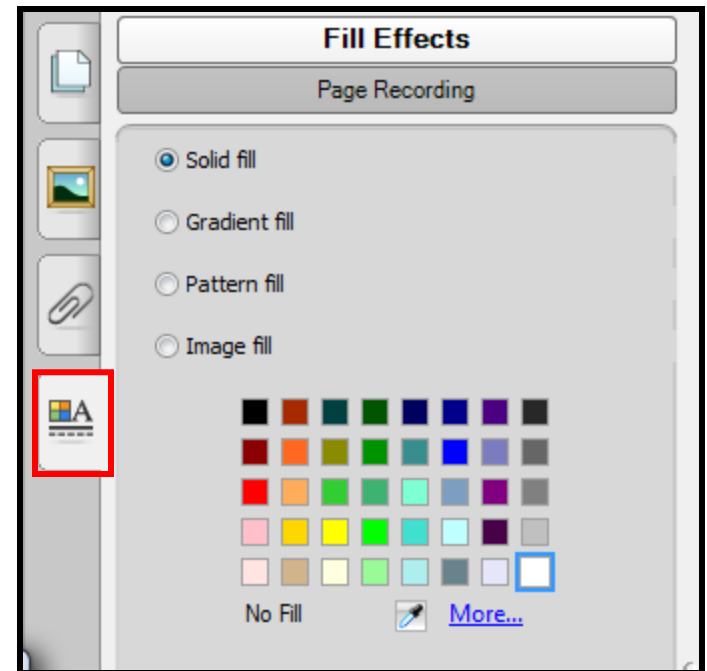


### Attachment Tab

Here you can insert attachments to your page.  
Click on insert, select your file and attach your file.

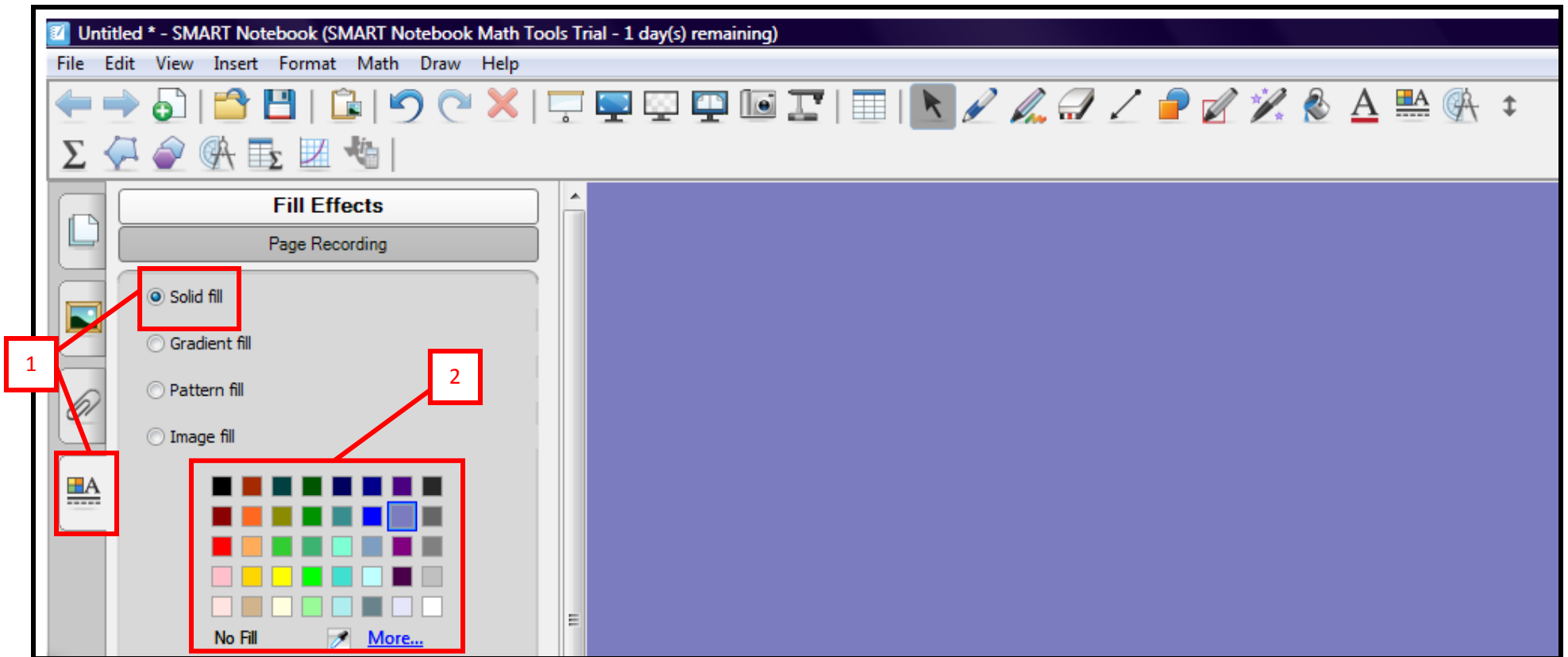
### Properties Tab

Here you can edit the appearance of your page.  
You can use solid colors, patterns, and an image to the background.

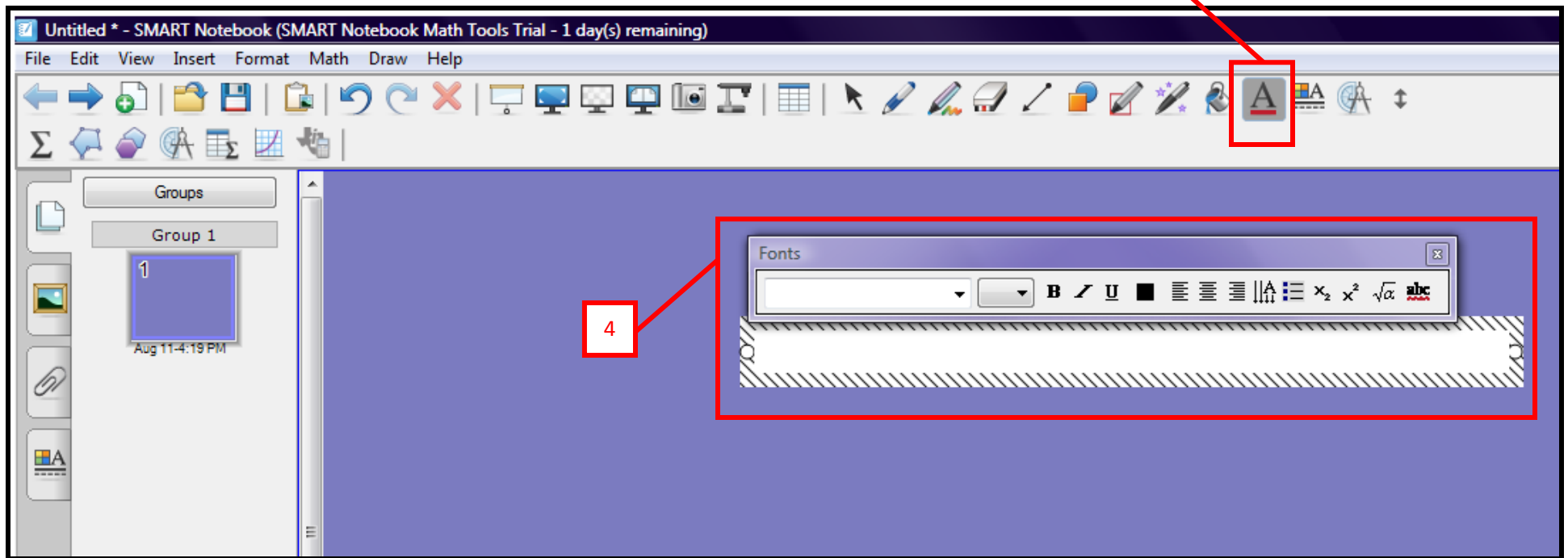


- How to change background colors and add text.

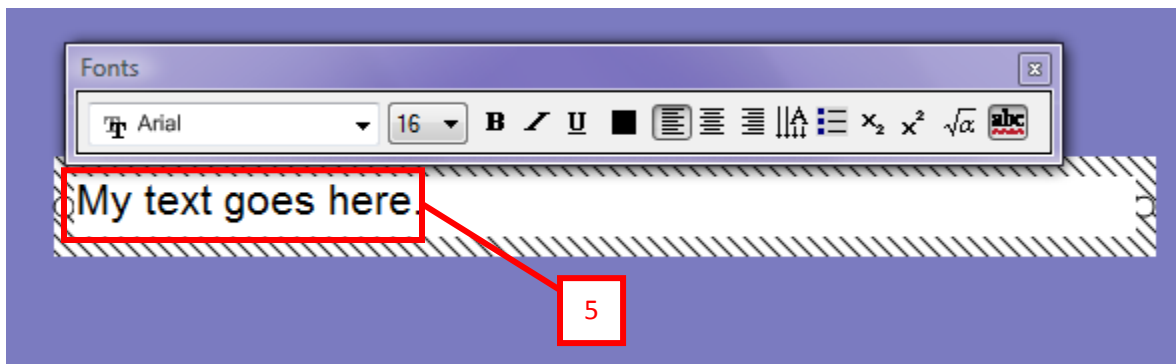
1. Click on the Properties Tab and select solid fill.
2. Choose a color of your choice.



3. To add text click on the Text icon in the toolbar.
4. Click anywhere on the page and a textbox will open.

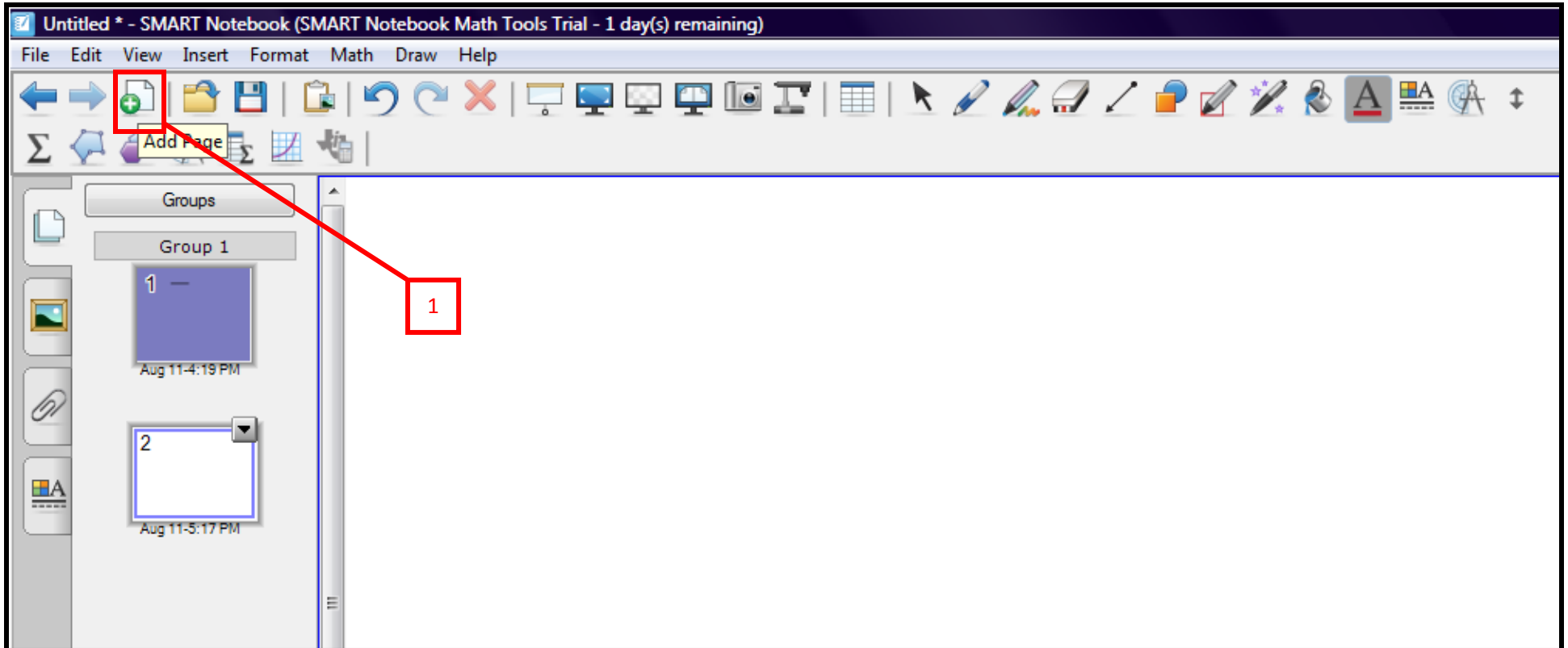


5. Type in your text.

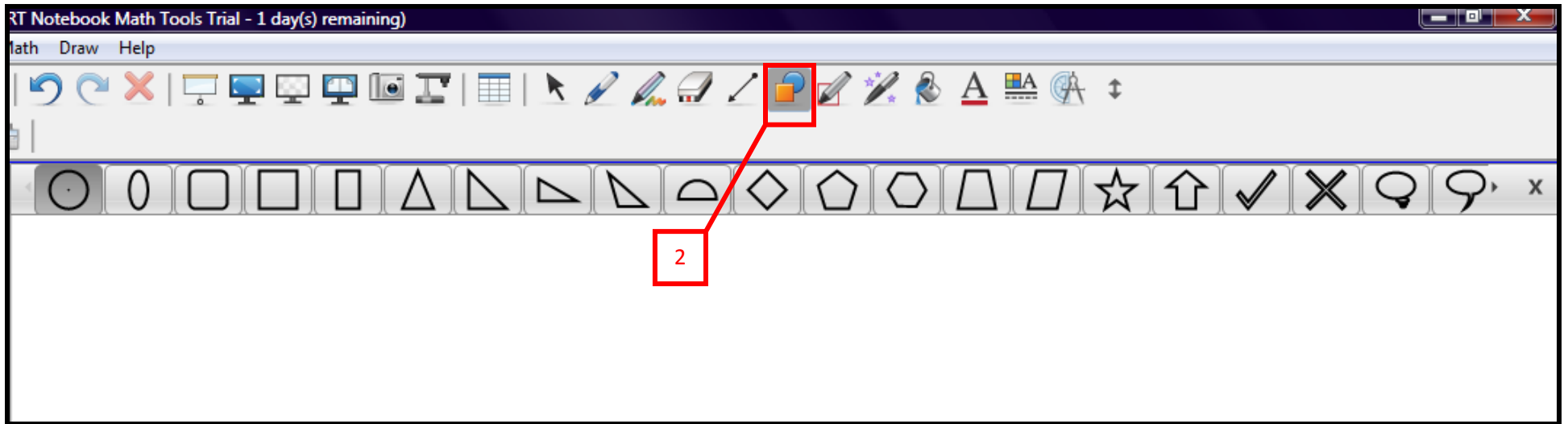


- How to add a new page and add shapes/graphics.

1. Click on the Add Page icon in the toolbar. A new blank page will open.

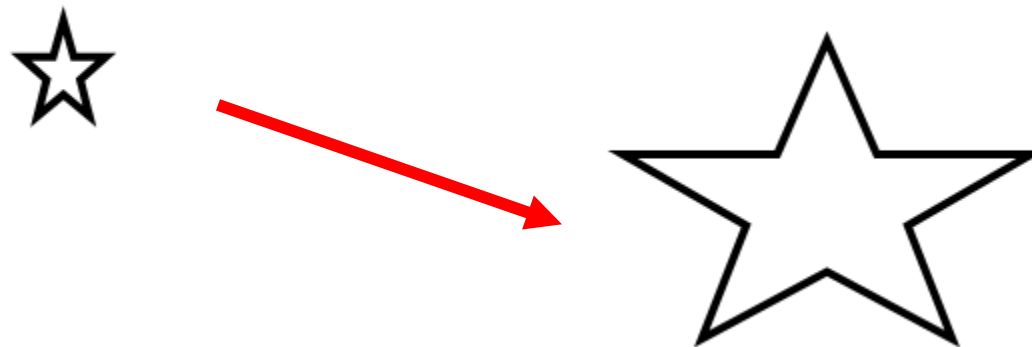


2. To add shapes to your page click on the Shapes icon on the toolbar.



3. Choose a shape you would like to use. In this example a star is chosen.

4. Once you have chosen your shape click and hold the mouse. Drag the mouse to as big or small you want your shape to be.



Note: The red arrow shows the direction you should move the mouse to make the shape bigger.

5. To add a graphic to your page click on Insert in the Menu bar.
6. Click on Picture File. An Insert Picture File window will open.
7. Select your file and click open. The picture will appear in the page.

