

## Welcome to SMART Board Basics!

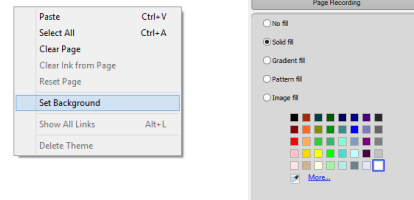
A workshop provided by  
Catherine Azzara and Joe Polley



Grand Avenue Middle School  
Technology Mentors

Let's change the background color of a page  
(aka slide):

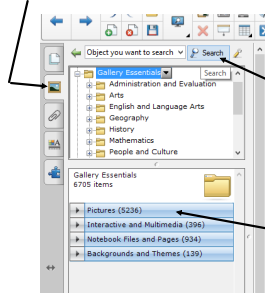
- ★ Right click the page
- ★ Click **"Set Background"**
- ★ Choose the type of fill you want and the color



## Let's add some images!

We can get images from SMART notebook.

1. Click on the Gallery tab to search for basic images on SMART notebook.

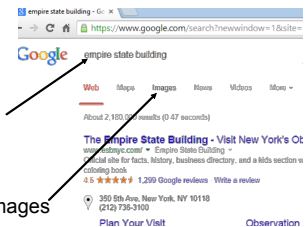


2. After typing the object you want to search, click **"Search."**

3. Then, click **"Pictures"** and then double click the object you want in your page.

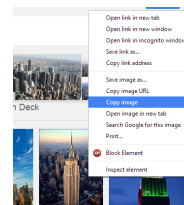
## Let's add some images!

We can go online for images.  
(Typically this can be done by copying and pasting pictures from an image search online).



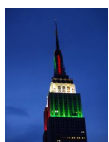
Type what you want an image of.

Click on images

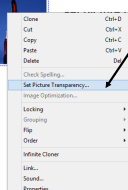


Right click the image you want and select **"copy image."**

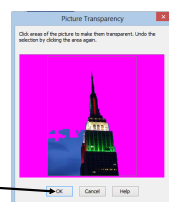
Then, paste the image in SMART notebook by right clicking a page and selecting **"paste."**



If an image has a background that you would like to make transparent, you can right click on it and select **"Set Picture Transparency."**

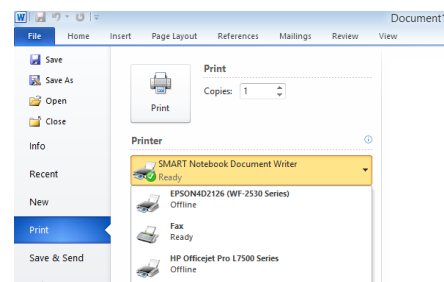


Then, you can use the eye dropper to remove color you do not want in the image.



Then click **"OK."**

We can also import documents from other programs, such as Word.



When in Word, choose **"SMART Notebook Document Writer"** as your printer. Then, click **"print."**

## The arrow and the "A"

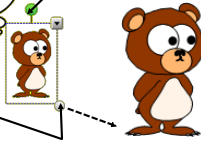
★ Let's **move** and **resize** an object with the arrow.



The green circle rotates objects and text.

I'd really like to be larger.

The circle on the bottom right of objects and text can be used to resize them.



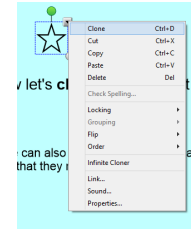
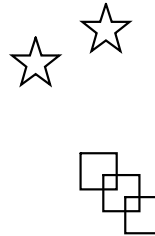
★ Let's type some **text** with the "A."



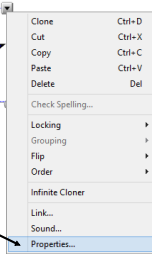
## Let's create some shapes!



Now let's **clone** them by right clicking.



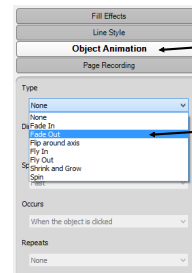
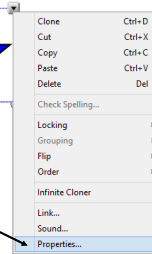
Shapes have **properties** you can customize by right clicking them and selecting **"Properties."**



When **Properties** is clicked you can change an object's color in **"Fill Effects."**



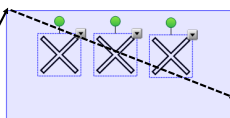
Shapes have **properties** you can customize by right clicking them and selecting **"Properties."**



When **Properties** is clicked you can animate an object by selecting **"Object Animation"** (here you can enable it to do things like **"Fly In"** or **"Fade Out"**).



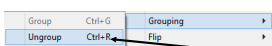
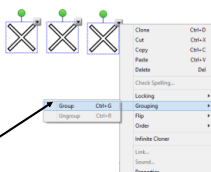
We can also right click to **group** images and text, so that they move as one object.



Click outside of the objects you want to group.

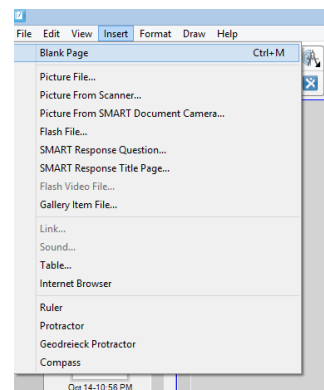
Then, highlight them so that dotted boxes appear around each.

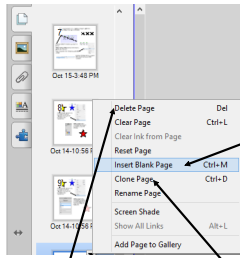
Right click and select **"Grouping"** and then **"Group."**



Ungroup items by right clicking and selecting **"Grouping"** and then **"Ungroup."**

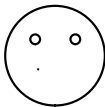
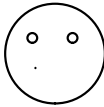
Insert a blank page by clicking **"Insert"** and then **"Blank Page"** at the top left of your screen.





You can also right click on a page in the page tab and select **"Insert Blank Page"** to insert a blank page after it.

Right clicking a page also gives you the option to **"Delete"** it and **"Clone"** it.



Thank you for attending the workshop!

We hope it was helpful!

-Catherine and Joe