

The Appearing Notes – A SMART Notebook How-to

This how-to is a guide for creating a SMART Notebook file (version 10 or higher) that has notes or objects that appear when they are touched (or clicked on if there is no SMART device). This is a great way to bring up bulleted information one line at a time or to create guided notes that reveal parts of a sentence when activated.

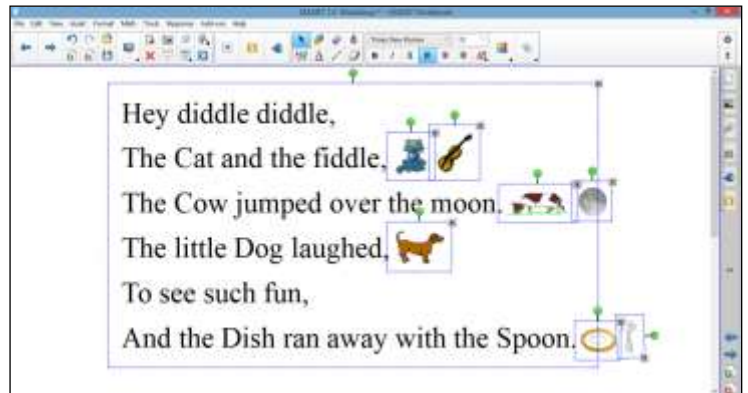
10 Steps (a quick overview):

1. Create the SMART Notebook page exactly the way you want it to appear when everything is displayed.
2. Lock everything in place. (Ctrl + A is the shortcut to select all. Ctrl + K is the short cut to lock.)
3. Click on the shapes tool and select the rectangle button.
4. Adjust the properties to make both the line and fill color the same color as your page.
5. Draw the rectangle shapes over anything you wish to hide.
6. Change to the select tool and select all of the shapes that you just drew.
7. Using the properties tab go to the object animation section and choose the effect **Fade Out**.
8. Lock all the shapes while you have them selected.
9. Test them and save.

10 Steps (an in depth review)

1. Add content to page by typing it in or copy/pasting it from another file.
 - If you are using a keyboard simply click on the page with the mouse and start typing. A textbox will appear where you can adjust you font settings. No need to use the font button on the toolbar.

- If you have text from another source simply copy it and then paste it on your page. Double-click on the pasted text to get into the editing mode.
- Is the font the right size, color and type? Is it in the order you want it to appear? Adjust everything on the page to how you want it to appear.
- If you are sure it is ready then select it all (Ctrl + A is a shortcut for select all) and lock it in place. You can use the shortcut Ctrl + K or click on one of the menu drop-down arrows > locking > lock in place. Once done you shouldn't be able to move them.

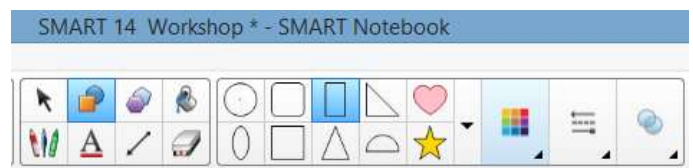


2. Click on the shapes tool and select the rectangle button.

- Form the toolbar it looks like a colored circle and square. The rectangle button is the second from the left.

3. Make both the line and fill color the same color as your page (if you want it to appear invisible).

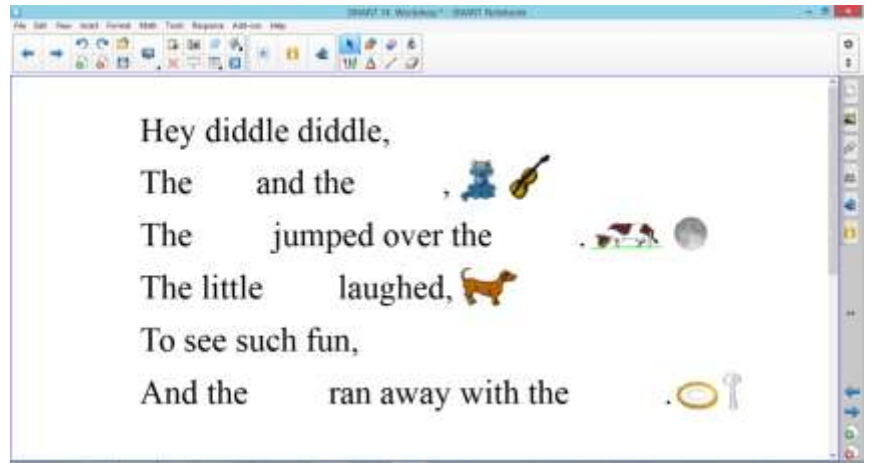
- You should be automatically opened to the fill section of the properties tab. Choose the solid color option them pick the color of your page by clicking on the appropriate color swatch.
- Switch to the line section of the properties tab and choose a line color that matches the color of your page by clicking on the appropriate color swatch.



Note: save tool properties button at the bottom of the properties tab will make this change the default. You will not have to do this step again next time you create in the SMART notebook.

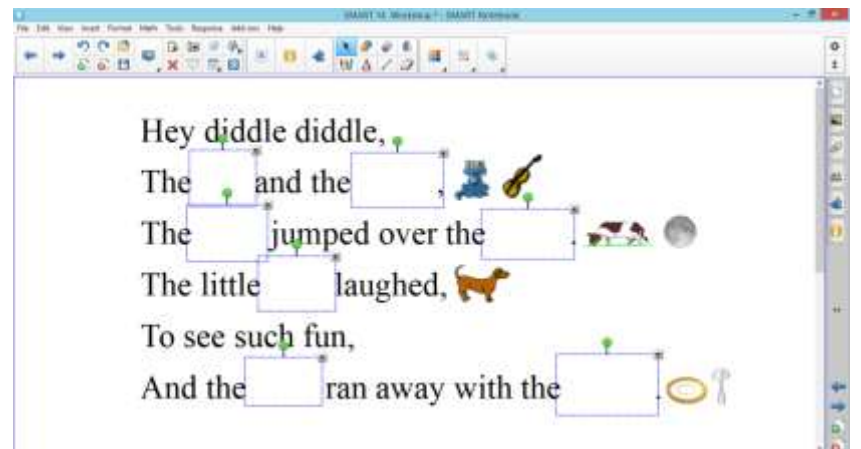
4. Draw the rectangle shapes over anything you wish to hide.

- Make sure you start in the corner, out far enough so that when you left-click (hold the button down) and drag to the opposite corner, you cover the whole object. If you mess up just use the undo button (left facing curved blue arrow) to erase what you just did.
- Remember you have the shapes tool on. Anytime you click on the page you will be drawing a shape.



5. Select all of the shapes that you just drew.

- Switch back to your select tool (arrow like pointer button).
- You can Ctrl+A to select all or you could drag the mouse arrow over everything.



6. Using the properties tab (located on the side, 4th one down) go to the object animation section and choose the effect **Fade Out**.

- Having selected all of the box shapes, you can assign the object animation to them all at the same time.
- While you are in the object animation section you can also adjust the speed at which the animation occurs.



7. Lock all the shapes while you have them selected.

- While they are still selected, lock them. You can use the shortcut Ctrl + K or click on one of the menu drop-down arrows > locking > lock in place. There is nothing worse than trying to find an invisible shape that you accidentally moved!

8. Test them and save.

- Click on the boxes to make sure they disappear.
Note: To reset the page so things are hidden again, just go to another page then back. The page will then reset.

Option: You could at this point draw lines under your hidden content to indicate where the information belongs. Don't forget to lock the lines!

- Save your notebook file.

9. Create a new page and repeat steps 1-10 if you want to add more content.