

## Notebook™ Software in the Office


### Before You Start

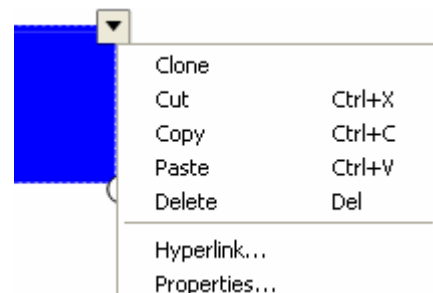
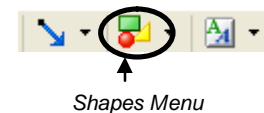
This module assumes that your computer is running, that the SMART Board™ interactive whiteboard is connected and that you have already oriented the whiteboard. A Quick Reference Guide to help you orient the whiteboard is available at [www.smarttech.com/trainingcenter/windows/quickreferences.asp](http://www.smarttech.com/trainingcenter/windows/quickreferences.asp).


This module also assumes that you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your desktop, you use left-, right- or double-clicks, depending on the function you want to perform. You use the SMART Board interactive whiteboard in the same way. If you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

### Getting Started

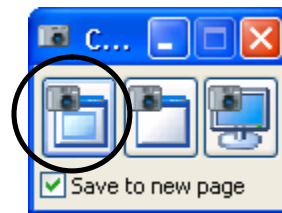
For this activity you will be creating both a meeting template and a cause-and-effect diagram (aka, a fishbone chart).

- 1 Open Notebook software.
- 2 You would like to use a standard template for this meeting and for all the meetings you have in the future. From the Shapes menu select the square and draw a rectangle along the bottom of your page.
- 3 Select the Pointer tool  from the Notebook toolbar. Press on the outline of the rectangle you created. From the drop-down menu in the upper right corner of the selection box surrounding your rectangle, select **Properties**. Change the **Fill Color** to blue.



- 4 Press the **Capture** button  on the Notebook toolbar to launch the Capture toolbar. Open your company's Internet or Intranet site – for this exercise you can use [www.smarttech.com](http://www.smarttech.com).

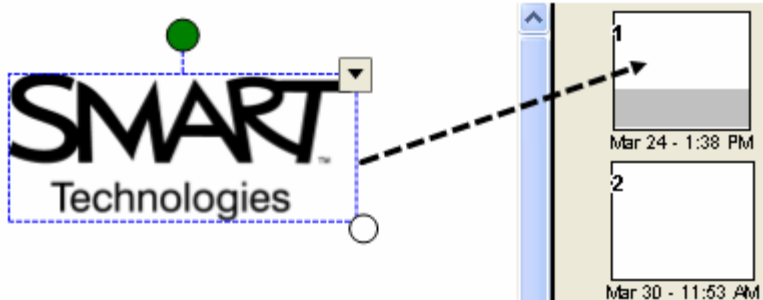
**NOTE:** The Capture toolbar will float over your Internet browser.



- 5 Press the Area Capture button, then press and drag to outline your company's logo. Release pressure once the area is selected.

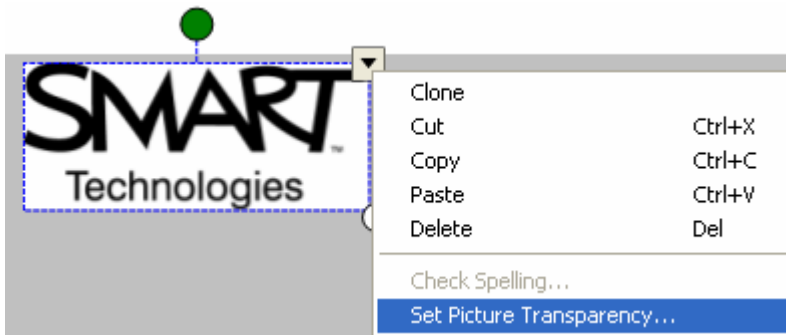


- 6 Return to your Notebook file and you will see that your logo is on a new Notebook page. Drag the logo to the page in the Page Sorter where you created the rectangle.



**NOTE:** If the Page Sorter closes before you can drag the logo to the proper page, ensure the  **Auto-hide** selection box located at the bottom of the Page Sorter is not checked.

- 7 Select the Notebook page with both the rectangle and the logo. Move the logo to the bottom left corner of the page so that it is over the rectangle.
- 8 With the logo still selected, press the drop-down menu and select **Set Picture Transparency**. A dialog window will appear. Press **OK** to change the picture's transparency.



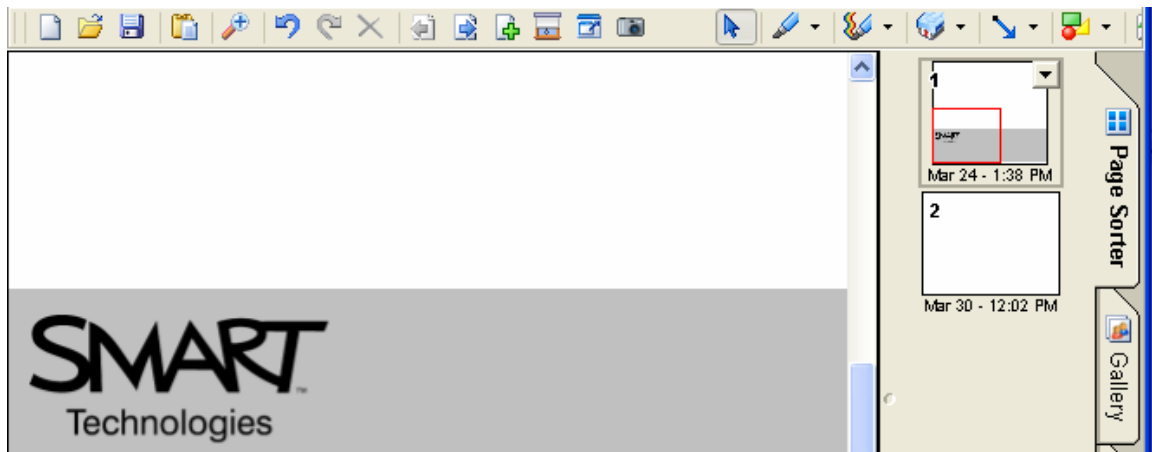
*Before*




*After*

- 9 Select the rectangle. From the drop-down menu select **Lock in Place**.

- 10 Select the logo. From the drop-down menu select **Lock in Place**.




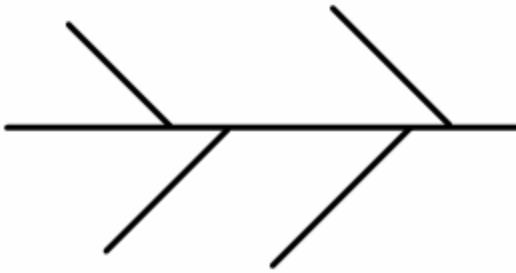
- 11 You know your presentation will be more than one page and you will be using this template on every page. Select the Gallery tab and navigate to **My Content**.
- 12 Select the drop-down menu and choose **Add New Subcategory**.
- 13 Select the new category that has been added to the Gallery. From the drop-down menu select **Rename**. Using a keyboard, type "Meeting Collection."
- 14 Press the  button and choose **Add Current Page to Gallery**. This will make future steps in this activity very easy. You have now created your presentation template.
- 15 Press the save icon  in the Notebook toolbar. If you have not previously saved your presentation file, name it and choose the location where you will easily find it in the future.


## How would I use this?


You can use this file each time you create a presentation. The next steps will show you an example of how to use the drawing tools and your template to create a cause-and-effect diagram. Samples of other ways a professional could use Notebook software will also be displayed.

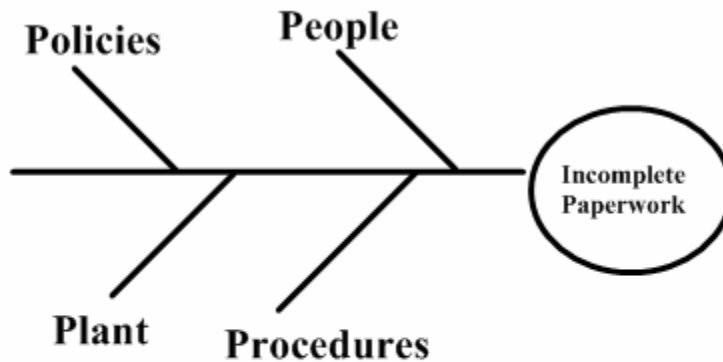
- 1 Type *Cause and Effect* on the first page of your Notebook file. Resize and center the words so the page can act as your title page.
- 2 From your new Gallery collection, drag the template you just created to the whiteboard area of your Notebook file. This will automatically create a new page.

- 3 Using the Line tool  in the Notebook toolbar, draw a horizontal line and four connecting lines as shown below.



**NOTE:** To select a line after it has been created, press the Pointer tool  in the Notebook toolbar, then select the line.

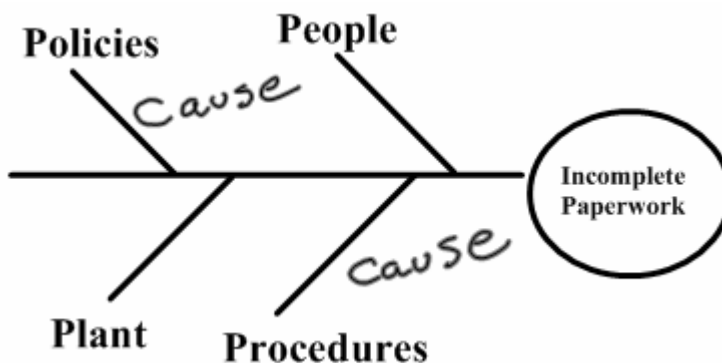
- 4 Using the Shape tool  draw a circle at the head of the fishbone. Type the effect you are trying to determine the cause of. For example, paperwork is not being completed on time. Type possible causes and place them at the end of each line.



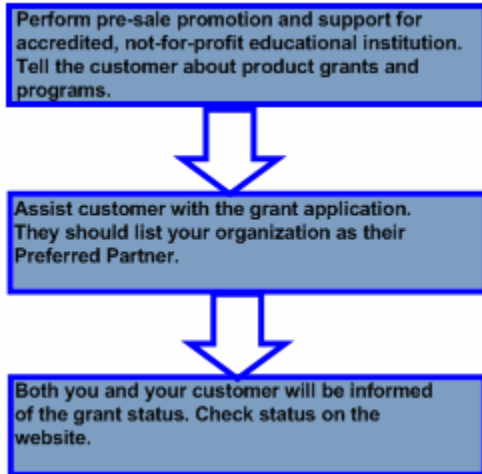
- 5 Press the Save icon  in the Notebook toolbar.

### How would I use this?

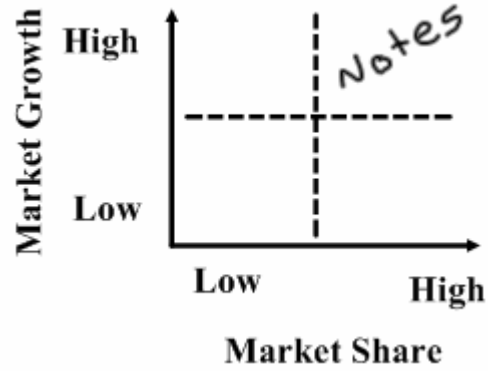
When you begin your meeting to discuss why paperwork remains incomplete, you will be able to begin brainstorming around the possible causes of your problem. Write ideas from your meeting using a pen from the pen tray



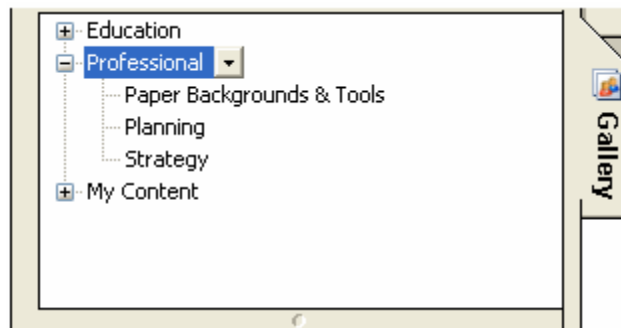
## Other ways to use Notebook software in the office:



Flowcharts



Strategic Management



Notebook Gallery Templates