

Toolbar

- The notebook software toolbar gives you access to a number of tools to help you work with your file.
- The toolbar automatically appears at the top of each of your Notebook pages when the software is opened, but by selecting the toggle button on the toolbar you can move the toolbar to the bottom of the page and back again at your convenience.



Figure 1. Top tool bar found in *SMART Notebook* software.

- The toolbar can be customized to fit each instructor's need.
- If you want more or less tools you can easily add or remove tools using the customize button.
- Once selected, drag and drop tools to and from your toolbar to make it uniquely yours.
- Many of these same tools are available on the Notebook floating toolbar.
- The main difference is that this toolbar gives you access to your Notebook tools outside of the Notebook software.

Floating Toolbar

- You can customize your floating toolbar using the customize button found on the floating toolbar.
- You can hide and unhide your floating toolbar by clicking on the double arrow button found on the floating toolbar.
- By clicking and holding the mouse down on the area of dots beneath the double arrows, you can drag and drop your floating toolbar anywhere on your screen for ease of use.



Figure 2. *SMART Notebook* floating toolbar

Main Tools

Below you will find a picture and description of the main tools available on the Notebook toolbar and floating toolbar.

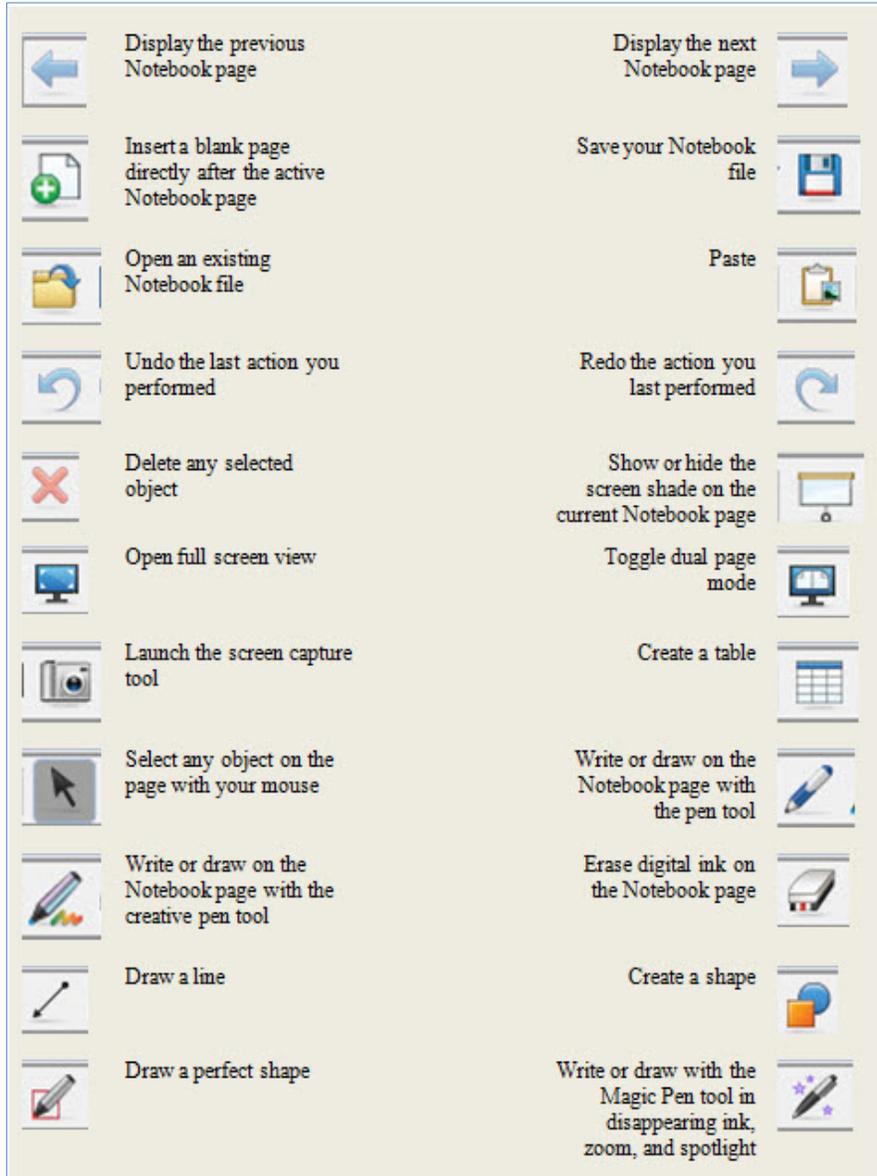


Figure 3. Main tools and descriptions found in *SMART Notebook* software

***For further assistance, contact the Innovation in Learning Center at (251) 461 - 1888.**