

## HOW TO USE THE SIDE TABS AND GALLERY COLLECTION ON A SMART BOARD

### SMART Side Tabs and Gallery Collection

There are four tabs on the side of the Notebook interface. Click the double ended horizontal arrow to move the tabs from one side of the work area to the other. You can also hide the side tabs from view when you have finished working with them by checking the Auto-hide box.

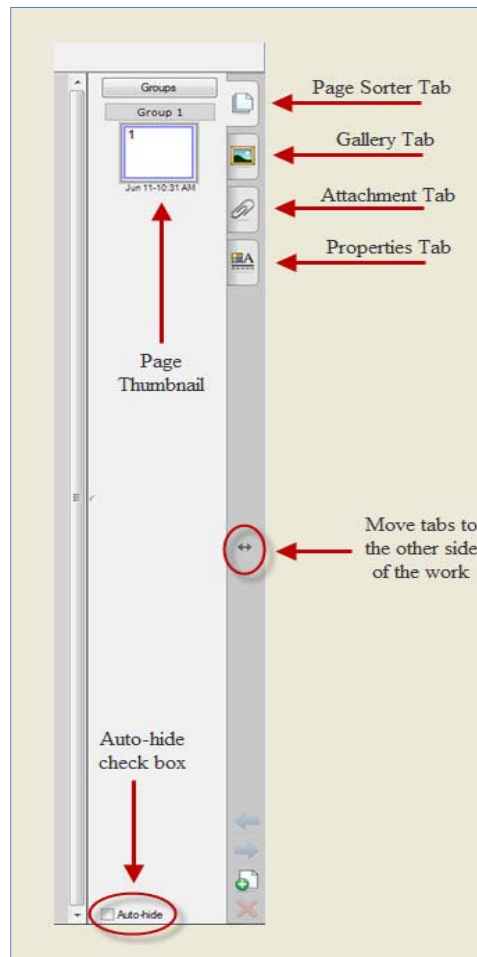


Figure 1. Side tab toolbar in *SMART Notebook* software

The Notebook software Gallery helps you develop and deliver lessons, activities, and presentations.

Thousands of high-resolution images, audio, video, Micromedia Flash, and entire Notebook files are organized into searchable categories that allow you to create content.

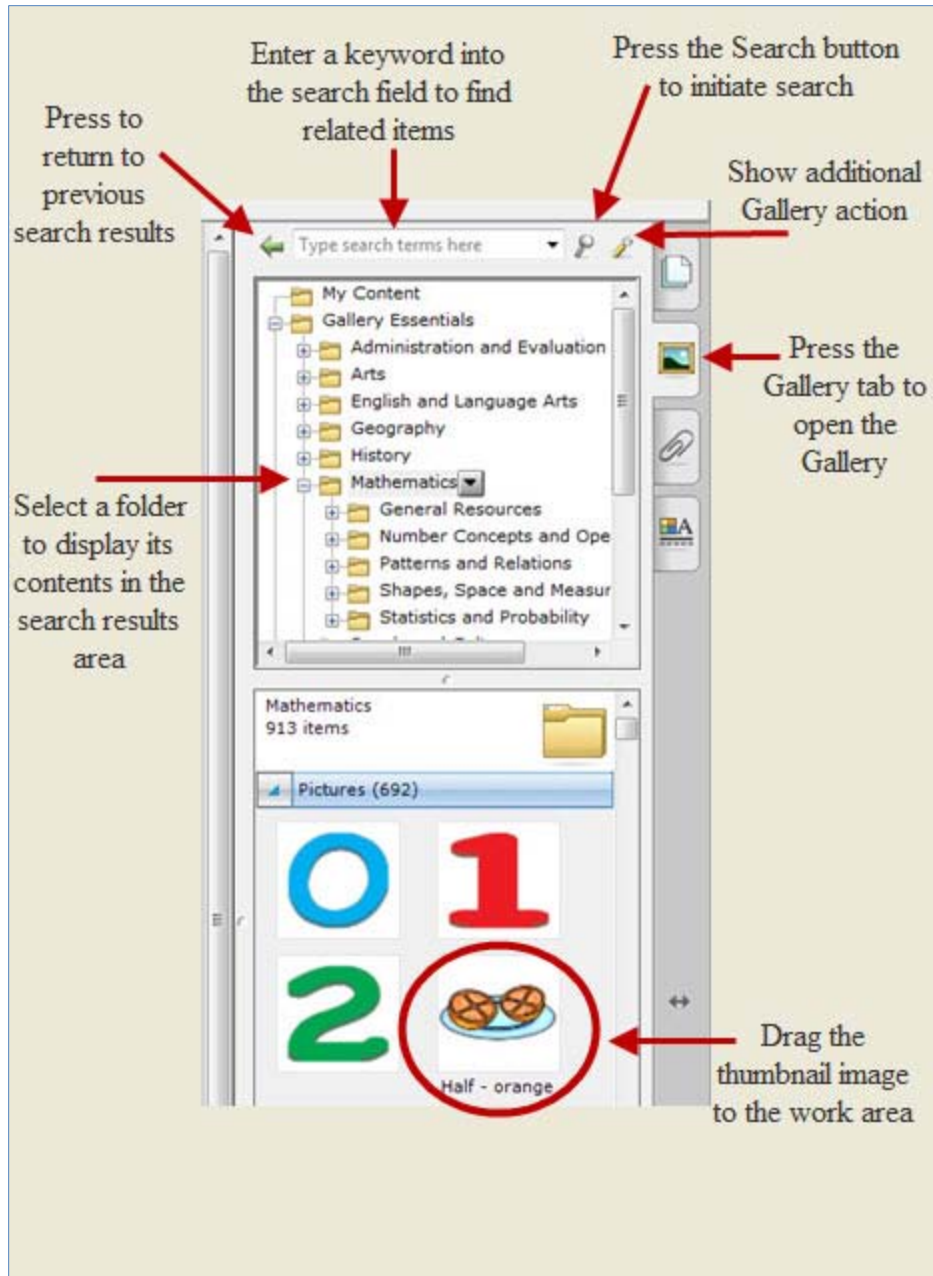


Figure 2. Notebook software Gallery

There are two ways to find Gallery content.

You can browse through the Gallery categories or collections and select a folder, or you can enter a keyword into the search field.

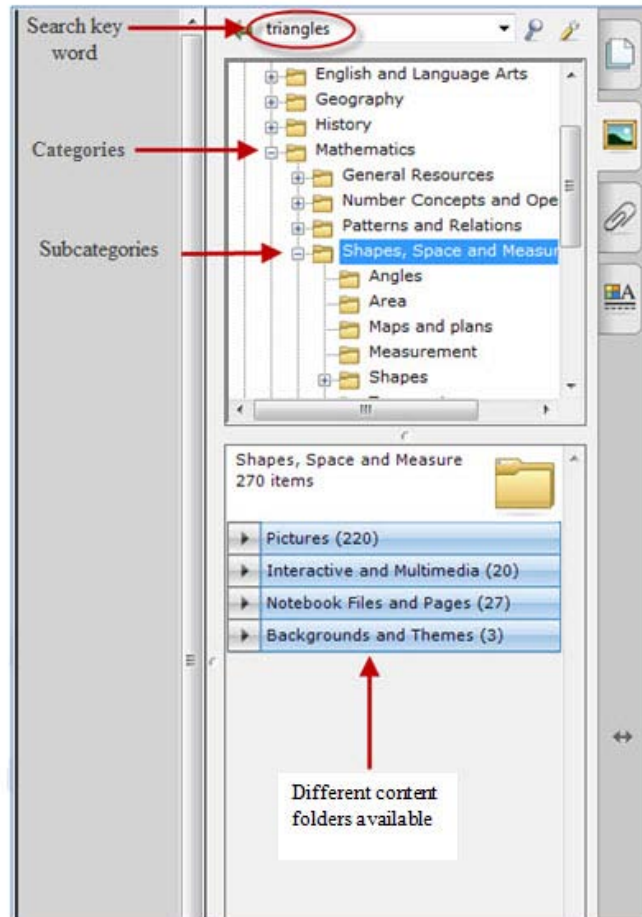


Figure 3. Searching for content in the *SMART Gallery*

### SMART Recorder

The SMART Recorder can be used within the Notebook software or outside of the software. The button can be added to with toolbar using the customize option.



Figure 4. *Record* button

The SMART recorder allows the user to record all actions that take place on the interactive whiteboard, such as training or workflow processes. Later, users can add audio with a microphone, control recording quality and video format. Videos can then be shared with colleagues or posted as podcasts.



Figure 5. *SMART Recorder* interface

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