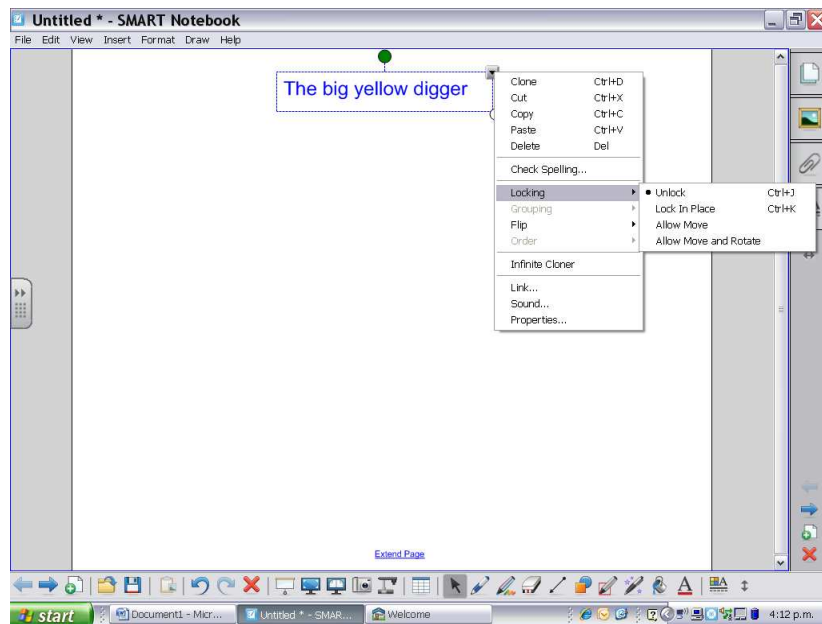


Extra Notes

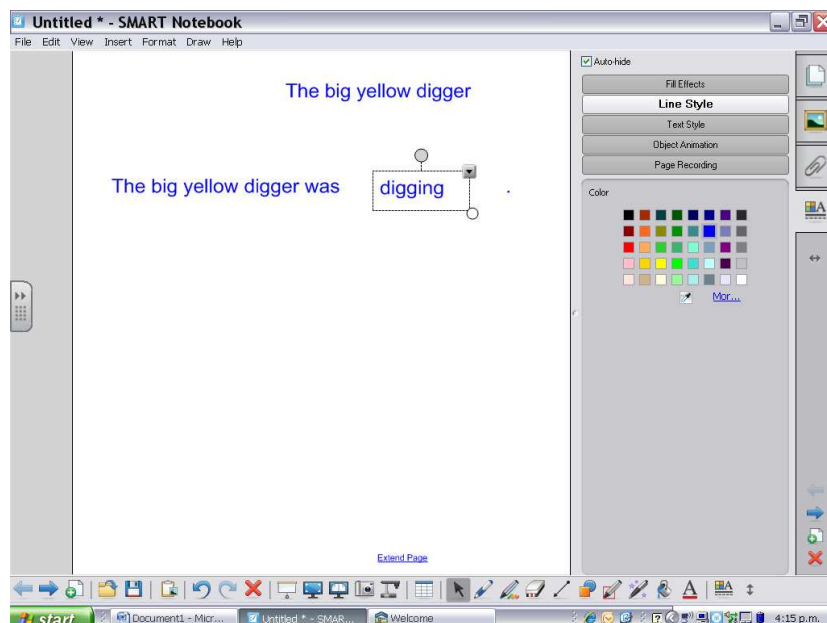
How to make up smartboard activities

1. Click and drag

Type your text onto the page and then click on it once to select it. A black triangle will appear at the top right of the box. Click on it for the dropdown menu. Then you can click lock or the shortcut is hold down the 'control' key on the keyboard and press the letter 'k'. Locking items stops them being moved accidentally while the children are working on the smartboard.



To make letters of words which can be dragged they need to be separate pieces of text. So create a new piece of text for each one so they can be dragged independently of each other. To change the font, colour, size etc click on it once to select and when the triangle appears go to properties at the bottom of the menu and use the line style and text style options.



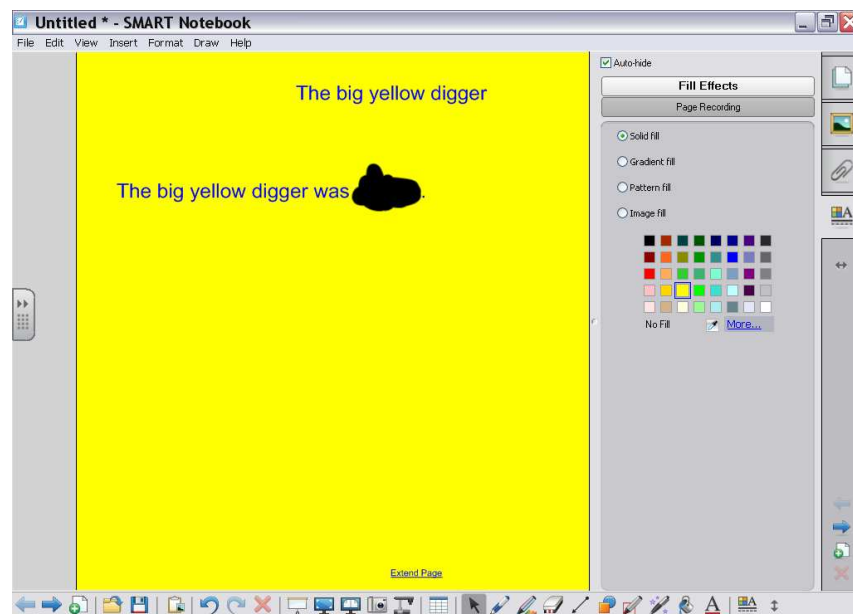
2. Rub and reveal

Type in all the text and lock it in place.

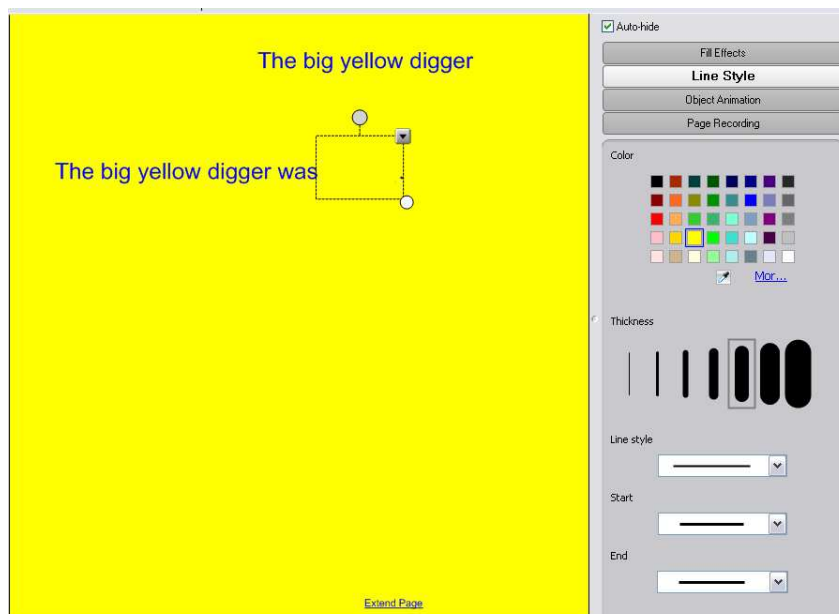
Then choose the pen tool and draw over the word you would like to be hidden/revealed with the eraser. Don't lock this!



Make sure the ink is the same colour as your background. To do this choose the background colour, go to Format on the main toolbar and then click on background.

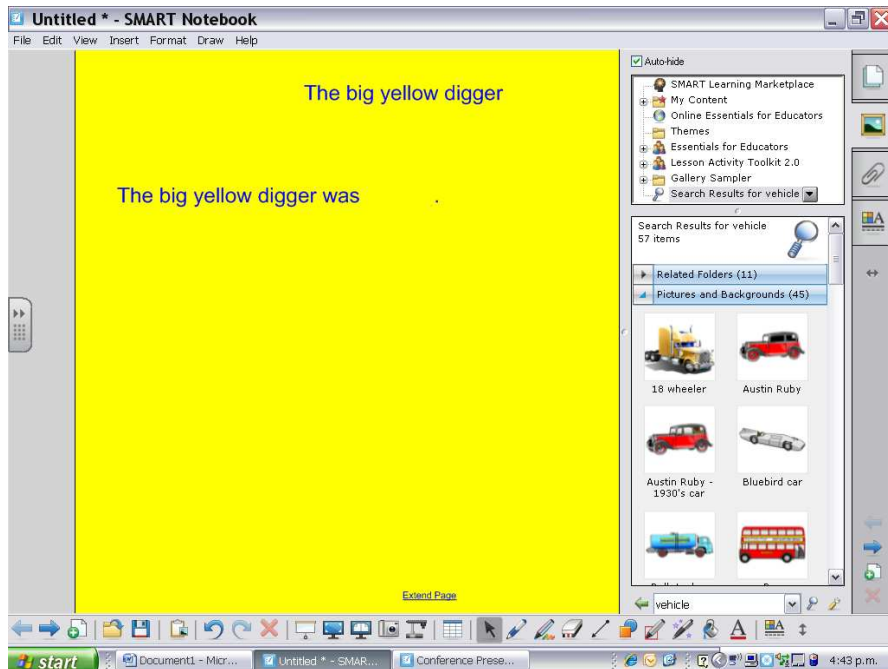


Once you have coloured over the text click on it and access properties using the dropdown menu and go to line style then choose the same colour as the background and the ink will appear to disappear. Now when you rub over the word with the eraser the word will be revealed.



3. Scanning or inserting pictures.

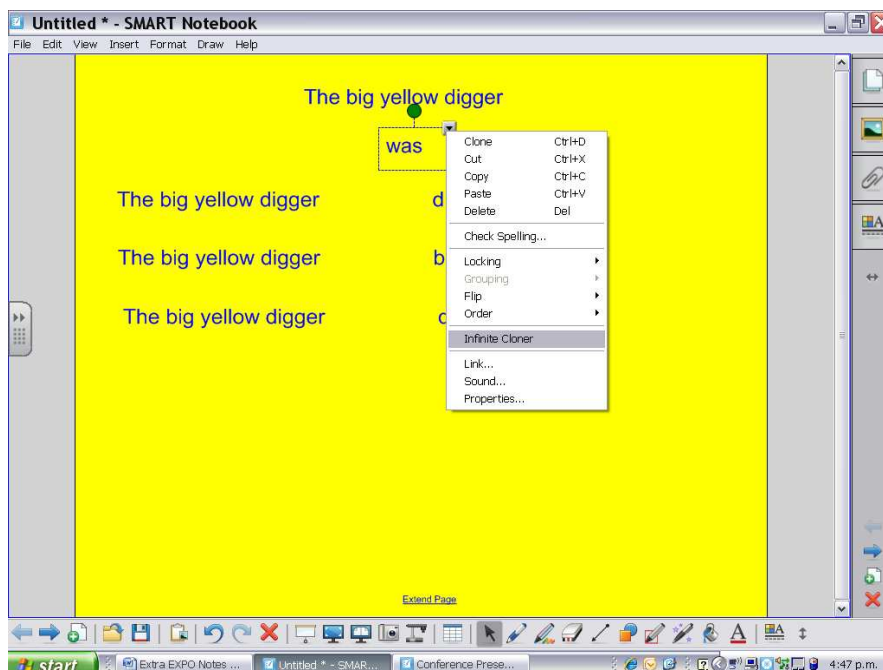
Scan pictures from a reader and insert into the Notebook file by clicking on Insert then picture file. Insert pictures from the Notebook Gallery by clicking on the picture frame on the side menu and then searching.



You can also add clipart from Word by copying and pasting.

4. Infinite cloner function

To do infinite cloner choose the word you want and type it as a separate piece of text then click on it once to access the dropdown triangle menu and choose infinite cloner.



5. Adapting resources created by other people

Remember a good place to start is adapting someone else's notebook file! You can download these through the Online Essentials for Educators and also www.primaryresources.co.uk/ allows you to download notebook files as well as powerpoints. You may find when you open these that some of the text or graphics might be locked. If this happens click on the padlock which will appear where the arrow usually does and click unlock or the shortcut is to hold down the 'control' button on your keyboard and then click the letter 'j'. Then you can alter the file to suit your class/group.

