

BRILLIANT MINDS 4-2-4

Technical Writing and Training

Using the SMART Notebook

SMARTBOARD TUTORIAL

Project template and style sheet

© Brilliant Minds
Heavilon Hall 227
Phone 123.456.7890 • Fax 123.456.7890

Table of Contents

Introduction	i
CHAPTER 1	
Blah, Blah, Blah	1
CHAPTER 2	
Blah, Blah, Blah	1
CHAPTER 3	
Blah, Blah, Blah	1
CHAPTER 4	
Blah, Blah, Blah	1

Using the SMART Notebook

The SMART Notebook combines word processing with free-hand drawing in a program that acts as a slide show creator. Combining type with hand drawn diagrams makes any meeting or class easy to follow. When the meeting is over, SMART Notebook makes it easy to publish notes to the Internet, send notes as email attachments, or save copies for personal records.

To use the SMART Notebook, only a few simple skills are necessary:

- Creating a New File
- Opening a Saved File
- Emailing Notes
- Publishing to the Internet
- Printing

How to Create a Document in SMART Notebook

Creating documents in the SMART Notebook is easy. SMART Notebook operates much the same as any word processor or slide show program. With just a few clicks of the mouse, anyone can create and save a new file.

Creating a SMART Notebook file

When creating a new file in SMART Notebook, treat it like any familiar word processor. It closely resembles the programs in Microsoft Office.

Open a New Document:

1. Use the mouse on the keyboard tray to click on the File menu.

This opens the File menu and reveals all of the options the menu contains.

2. Move the arrow to “New” on the file menu and click.

This will result in a new, blank document appearing on the screen.



You’ve completed this procedure if a new document appears on the screen. Congratulations.

Troubleshooting

Include a stem sentence and list of troubleshooting tips to aid with error recovery.

- Tip 1
- Tip 2
- Tip 3

Wrap-up heading goes here

Include a summarizing statement here and forecast the next module in the lesson. Make connections between what has been learned and what they’re ready to learn next.

Special cases

If you have a step that requires your user to choose from one of two or more options:, use this format for your action step:

1. Do one of the following:

➡ Action step

➡ Action step

You may need to include notes, cautions, or warnings.

☞ **Note:** Clarifies a point, emphasizes vital information, or describes options or alternatives.

! **Caution:** Prevents possible mistakes that could cause data loss, system failure, result in injury, or equipment damage.

☠ **Warning:** Alerts users to potential hazards of life or limb.

Components the tutorial must have

- Title
- Overview that orients user to task and outlines objectives
- Step-by-step procedures
- Images (drawings, screen captures photos) as needed
- Feedback and support for error correction.

Other elements you may need to incorporate

- Preliminary material (at the chapter level or module level)
- Naming the intended learner.
- Stating expected prior knowledge and skills of learner.
- Stressing importance and benefits.
- Defining key terms.
- List of materials/supplies to be collected or other activities to be performed before beginning the new task.

SMART BOARD TUTORIAL

Index

A

Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2
Index 3, 3
Index 1, 1
Index 1, 1

B

Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2

C

Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2
Index 1, 1
Index 1, 1
Index 1, 1

D

Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1

E

Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2
Index 1, 1
Index 1, 1
Index 1, 1

G

Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1

H

Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2
Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1

K

Index 1, 1

L

Index 1, 1
Index 2, 2
Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2
Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1

M

Index 1, 1
Index 1, 1
Index 1, 1

Index 2, 2

N

Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2
Index 1, 1
Index 1, 1
Index 1, 1

R

Index 1, 1
Index 1, 1

S

Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2
Index 1, 1
Index 1, 1
Index 1, 1

T

Index 1, 1
Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2

W

Index 1, 1
Index 1, 1
Index 1, 1
Index 2, 2
Index 1, 1
Index 1, 1
Index 1, 1

