

Tech Tip from SOITA

Customizing Toolbars in the SMART Notebook Software

Don't waste the space on your toolbar with icons you never use. For example, why have an icon for a SMART Document Camera if you don't have one?

You can easily customize the toolbar to suit your needs in Version 10 of the SMART Notebook Software.

Simply right-click on the toolbar by either pressing the right-click button on the pen tray and tapping on the toolbar, or tap and hold the toolbar until it becomes a right-click.

A dialog box appears with all of the available icons that can be placed on your toolbar. Click on items you no longer want on your toolbar and drag them off of it. Click on items in the dialog box you want to include on your toolbar and drag them to the location on the toolbar you want them to be. It's that easy! If you get carried away, there is a button in the bottom left corner that will Restore Defaults.

Another great feature you can customize is whether or not the Contextual Toolbars are hidden. Doesn't make sense?

Try this – tap on the pen tool in the toolbar. The contextual toolbar appears so that you can choose a specific pen to use. Once you start using the pen, the contextual toolbar goes away. Perhaps you would like it to stay visible so that you can more quickly change pens. The same thing happens with the contextual toolbars for the shape tool, line tool, etc. If you'd like the contextual toolbars to remain visible, go back to the dialog box to customize the toolbar. Click in the box at the bottom next to “Auto-Hide Contextual Toolbar” so that the checkmark goes away. Now your contextual toolbars will always be visible when you're using those tools.

If you would like to learn more about using a SMART Board, checkout some of the many classes we offer.

