SMART Ideas®

Concept-Mapping Software

Registration Benefits

At SMART, we're always working to improve our customers' experience by offering software upgrades, patches and product news. Register your copy of SMART Ideas software to receive announcements of upgrades and patches in the future.

Keep the following information available in case you need to contact Technical support.

Serial Number _____

Date of Purchase _____

Register online at: www.smarttech.com/products/registration

Acknowledgements
We gratefully acknowledge Special Collections, Cleveland State University Library for permission to reproduce the photograph of Richard Burton as Hamlet.

Some clip art supplied by CorelDRAW, a registered trademark of Corel Corporation.

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Contents

Welcome to SMART Ideas® Software

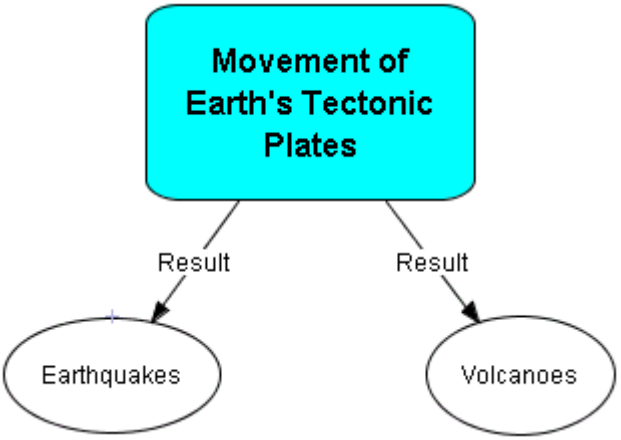
Congratulations on purchasing SMART Ideas software – the most versatile and powerful concept-mapping software available.

About Concept Maps

A concept map lets you capture and display ideas and their relationships in a clear, graphical way, with an immediacy that's just not possible with formal, linear text.

For example, a geology teacher in front of a class might say: "The movement of the earth's tectonic plates results in earthquakes and volcanic activity." To help get her point across, she could write this sentence on a whiteboard. However, the sentence might have little impact on a group of restless students.

Instead, she could use SMART Ideas software to create this simple cause-and-effect concept map:



The notion of tectonic plate movement is prominently displayed in a large, distinctly colored and centrally positioned symbol. Two labeled arrows lead the eye to its two major consequences: earthquakes and volcanoes. Their shared relationship is visually apparent because the symbols are the same color and size, and the arrows reinforce the cause-and-effect nature of their relationship with the symbol above.

The effectiveness of this concept map visually reinforces her spoken words, but its effectiveness goes well beyond that of a simple visual aid. By liberating ideas from the limitations of syntax, concept maps can deepen students' understanding and provoke genuine

interest. With SMART Ideas software, it's up to you: You can make your concept maps simple and austere to show the basic connections between ideas or you can make them as elaborate and eye-catching as you like.

About This Guide

In SMART Ideas software, we use the term "diagram" for concept map. Throughout this guide, we'll refer to the concept maps you create with SMART Ideas software as diagrams.

First, you'll learn how to create and edit simple diagrams with SMART Ideas software. Then you'll go beyond the basics to learn about the many advanced features, like importing clip art and other graphics, adding hyperlinks, and creating diagrams with multiple levels.

Features

Get the most from SMART Ideas software by taking a moment to review the following list of features.

Export into Microsoft® Word (Page 89)

To facilitate information sharing, you can export your diagram as a Microsoft Word document. Both the concept maps of the Diagram view (exported as a single graphical object) and the text-based Outline view (exported as fully editable bulleted lists) are exported together in the single Word document.

Link to URLs and Files (Page 76)

Enrich your diagram with links to Internet sites and files (including spreadsheets, text documents and multimedia clips).

File integration not only enhances a diagram with a wealth of supporting material, but puts a superb single-source file management tool at your fingertips. All the information you need from multiple sources will be in a single location, just a mouse-click from view.

Rapidly Create a Connected Diagram (Page 7)

Create large, fully connected and formatted diagrams in a flash with the Quick Connect feature. Pre-select your diagram layout and then create a concept map that branches just as you want.

Word Processing Capability (Page 67)

With SMART Ideas software, you have full text-editing capabilities, including a search-and-replace tool and a spell checker.

Integrated Notes (Page 38)

You can easily add a note to a symbol to expand on an idea, add extra information or reference a source. The note text then appears whenever you float your mouse over the Note icon.

Multilevel Diagrams (Page 54)

Create diagrams with real depth. Select a symbol, click a button to open a sub-level, and then create another symbol, a related diagram, a link to the Web or write a few lines of illustrative text. You can then continue to create more sub-levels or return to the symbol on the first level.

Web Publishing (Page 90)

You don't need any special Web publishing software or programming skills to create diagrams that you publish online. Just use the **Export Diagram View to Web** and **Export Outline View to Web (Text)** commands to create Web-ready versions of your diagrams. You can then post each diagram on a Web server so anyone can view them with a browser.

Outline and Diagram Views (Page 55)

The Outline view is the text-based counterpart of the Diagram view (the graphical concept-map view). As you modify the diagram, the changes are instantly reflected in the outline. While the Outline view is the textual counterpart of the diagram, you can also create, edit and arrange your ideas just as easily as you can in Diagram view.

This feature is especially handy if you want to develop your diagram into a written document, because the Outline view makes organizing, rearranging and writing a document easy. By automatically generating an outline for you, SMART Ideas software helps you to move from rough ideas to a finished document.

Customize Your Symbols and Connectors (Page 34)

SMART Ideas software offers a large palette of symbol shapes and colors. You can also create your own symbols, making them any shape or color you like. In addition, you can import any graphic to use as a symbol, or you can choose from the extensive clip art gallery, which is organized by subject to make finding the right image easy.

Interactive Cliplets (Page 51)

Cliplets are a new, animated form of clip art that you can insert into the workspace and interact with to accomplish many teaching objectives. The cliplets provided with SMART Ideas software will help you teach geometry, clock reading and basic arithmetic principles.

The cliplets include timers, a pair of dice, teaching clocks, actual clocks and a fully functioning calculator. The dice, for example, can be used just like regular dice. Instead of rolling the dice, however, you just click on the image of the dice, and the number of dots changes in a random

way. Similarly, you can drag the arms of the protractor cliplet to measure an angle or press the buttons in the calculator cliplet to solve a math problem.

SMART Board™ Interactive Whiteboard Integration (Page 94)

If you use SMART Ideas software on a SMART Board interactive whiteboard, you can write your ideas on the screen with a Pen Tray stylus, and use the software's built-in handwriting recognition feature to convert your handwritten idea into a typed symbol. You can then connect symbols with a stylus and the software converts the hand-drawn link into a straight or curved connector. Use your finger to select and manipulate symbols, and navigate to sub-levels and links.

Templates (Page 91)

SMART Ideas software comes with a variety of templates to help you create diagrams for language arts and science, as well as a lesson plan template. You can also create your own templates for diagram formats that you use frequently.

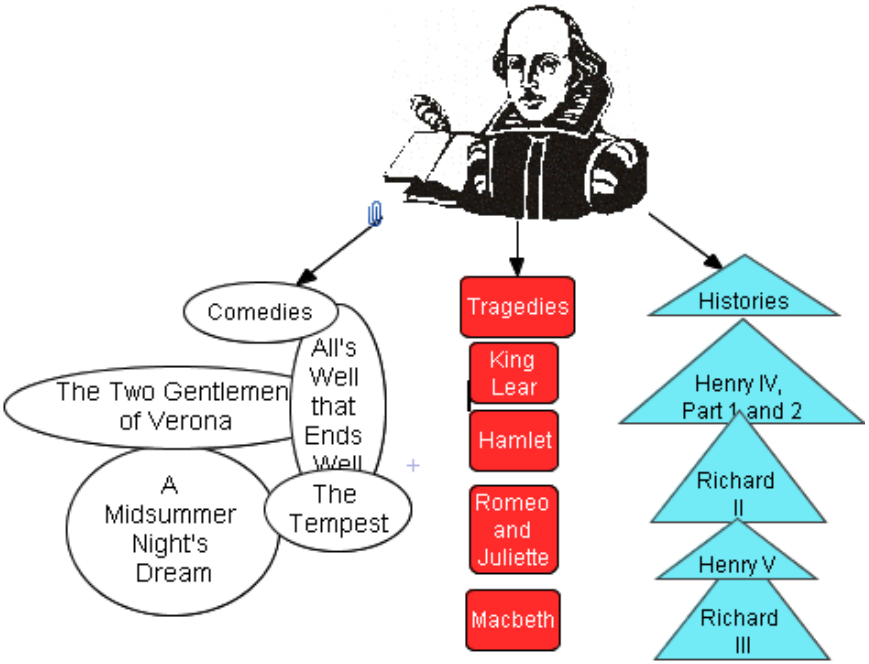
Creating a Diagram

The SMART Ideas workspace is designed for quick, easy and flexible diagram creation. A diagram is made up of two components: symbols and connectors.

Symbols

In SMART Ideas software a symbol is a graphical object, such as a circle, a square or a picture, that encloses a text message. This message can be just a few words or a phrase. However, the more concise the message, the better.

You can make your symbols more distinctive and meaningful by using different colors and shapes. For example, if you create a diagram showing the titles of Shakespeare's major plays categorized by genre, you could represent comedies as transparent circles, tragedies as dark squares and history plays as shaded triangles. This would allow your students to easily identify the genre of each play at a glance.



To enhance a symbol even further, you can integrate an image. While SMART Ideas software comes with a handy clip art collection, you can use any collection of graphics or clip art as your image source.

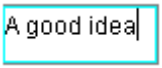
For example, the image of Shakespeare in the previous diagram adds an interesting historical context – and a point of departure for teaching. You could inform the class that this image is based on a portrait that appears on the cover of the first-folio edition of Shakespeare's collected plays, printed in 1623, not long after his death. You could then talk about the significance of this publication, and even add an Internet link to a site that's devoted to an electronic version of the first folio edition. Just by adding one image, you've transformed your diagram into an effective learning resource.

Clearly, you can make a symbol as simple or as elaborate as you like. In this section, we'll focus on how to create diagrams using simple symbols. In a later section, you'll learn how to create diagrams using much more elaborate symbols.

Creating Symbols

After you start SMART Ideas software, click the Open button and a new, untitled workspace appears, ready for your input.

Now type a few words. Your text appears inside a text box.



Press the ENTER key on your keyboard when you finish typing. The text now appears inside a circle.

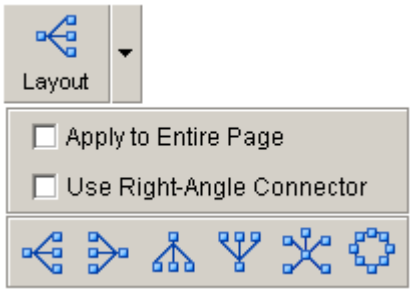
You've just created a symbol. Now type another text message. Press the ENTER key again and your second message appears inside another circle. If you continue to type and press the ENTER key, you'll find you've created a diagram of overlapping, *disconnected* symbols that you can arrange and connect later.

Rapidly Creating a Connected Diagram

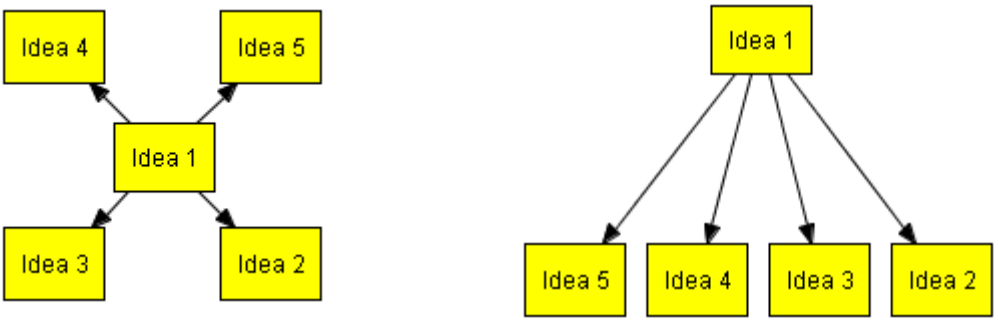
If you prefer, you can rapidly create a diagram of *arranged and connected* symbols using the Quick Connect feature. This method is ideal for brainstorming sessions. Click the **Quick Connect** button, ask your students for their ideas on a topic, and use your keyboard to immediately capture those ideas in a fully connected, well-organized diagram. With Quick Connect, any selected symbol in your diagram becomes the primary symbol. When you create another symbol, it will automatically connect to the primary symbol.

With Quick Connect, your symbols must contain text. Blank symbols cannot be part of a diagram created with the Quick Connect feature. The shape and color of the symbols you create is determined by the selected symbol style. For more information about symbol styles, see page 25.

You can also choose the layout of your diagram – *before* you begin. Click the **Layout** drop-down arrow and select from one of six available patterns before you start creating the diagram.



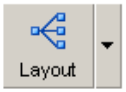
As you construct your diagram at your keyboard, it will develop on the screen in the layout you chose. If you're not satisfied with the pattern after the diagram has been created, you can choose a different pattern.



Two Possible Layouts for Your Diagram

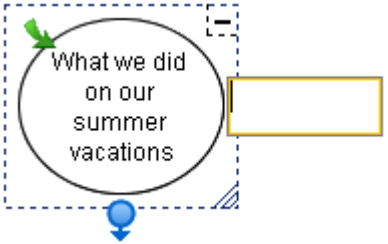
To rapidly create a diagram of connected symbols (Quick Connect)

1. Click the **Quick Connect** button on the toolbar.
2. Click the **Layout** arrow and select a layout pattern.



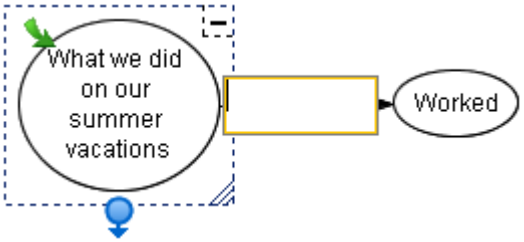
3. Type a text message and press the ENTER key on your keyboard.

   The message appears as a selected symbol with an adjacent text box.



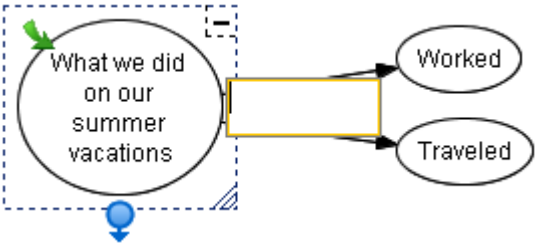
4. Type another message and press the ENTER key.

   This message appears as a symbol connected to the first symbol.

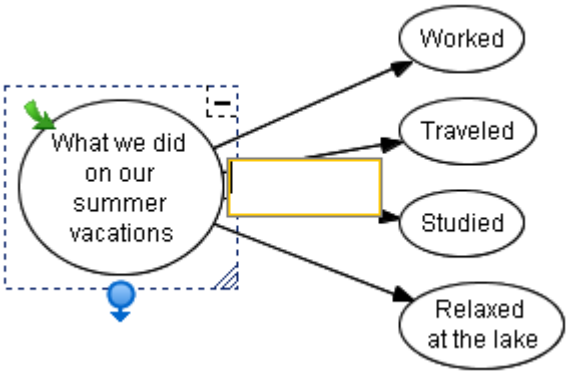


5. Type another message and press ENTER.

   This message appears as a symbol connected to the first symbol.

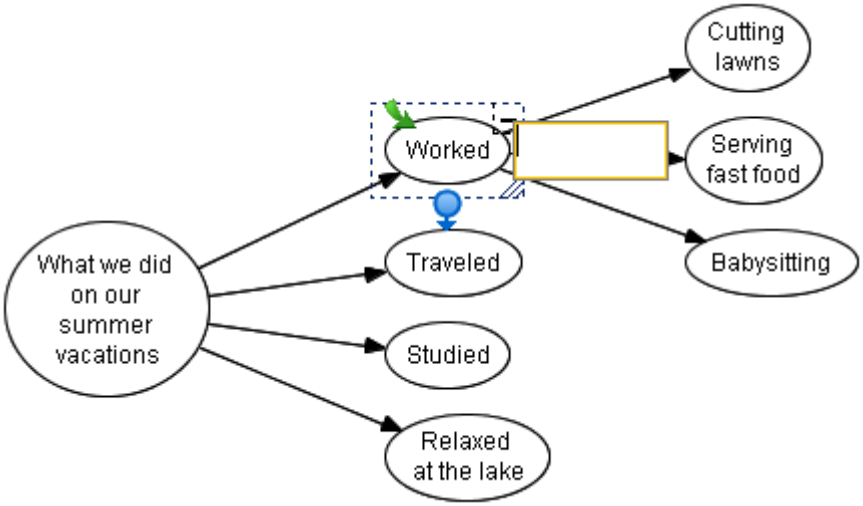


6. Continue to enter text (pressing ENTER to create each symbol) to create a diagram that develops in your selected layout pattern.



   OR

   Select any symbol in the diagram to make new symbols branch from it. For example, select the symbol labeled "**Worked**" to make it a root symbol for a subsequent tree of symbols (see the following figure).



TIP: Use the TAB key or UP ARROW and DOWN ARROW keys to select a symbol on a different level of the diagram.

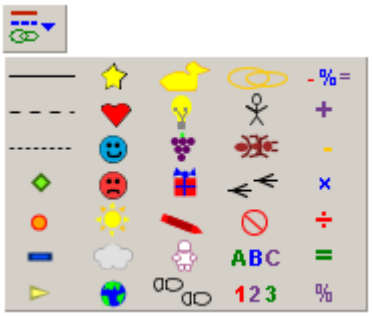
7. Click the **Quick Connect** button again when you finish the brainstorming session to deactivate this feature.
8. To rearrange the diagram in a different pattern, select the primary symbol, click the **Layout** arrow, and select another pattern.

Linking Symbols with Connectors

To show a relationship between symbols, use a connector. A connector line in a diagram that links two symbols. A connector can be labeled or unlabeled; thin or thick; solid or dashed; straight, angled or curved. A connector can also include arrowheads.

Connectors are dynamic components of your SMART Ideas diagram: When you move a symbol that's connected to another symbol, the connector moves with it. However, if the relationships between symbols change, you can move the connectors independently of their associated symbols.

Along with a full range of standard line-based connectors, SMART Ideas software comes with a more whimsical set that's designed to stimulate the interest of your students, called Deluxe Connectors. You'll find all the available connector styles in the Connector Style palette or by clicking the Connector Style button on the Format toolbar.



The connector type that you select remains in effect until you select another style. For example, if you select the Rubber Duck connector style, all new connectors will include rubber ducks until you change the style again. For more information on changing connector appearance, turn to page 35.

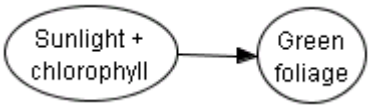
To create a new, connected symbol

1. Select an existing symbol.
2. Click the **Connector** button and drag the connector to the spot where you want the new, connected symbol to appear.

An empty text box appears, connected to the original symbol by a selected connector.

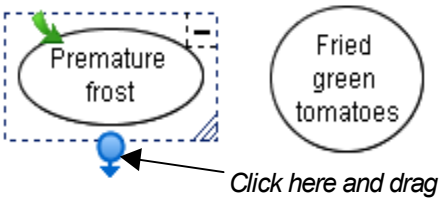
3. Enter text and then press the ENTER key on your keyboard.

   A new symbol appears. This symbol is connected to the original symbol with a connector.



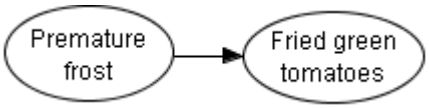
To connect two symbols

1. Select either symbol.



2. Click the **Connector** button and drag the connector to the second symbol.

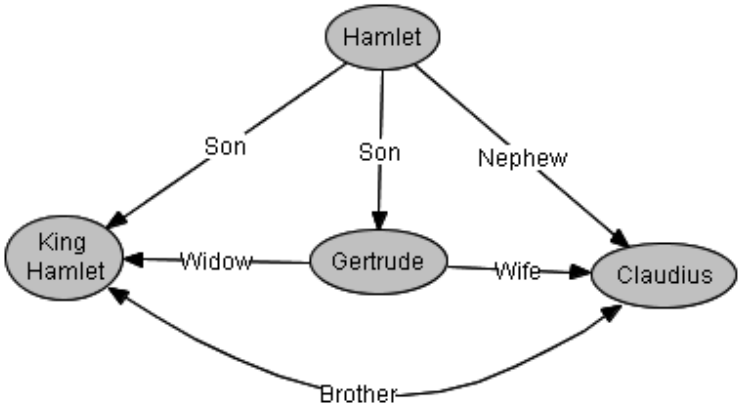
   A connector now links both symbols.



Labeling Connectors

Connectors graphically depict the link between two ideas. However, you may also want to label connectors with text to further clarify and explain the relationship between two symbols.

For example, students often have difficulty understanding the complex interrelationships among the characters in *Hamlet*. Creating a diagram, such as the one that follows, with labeled connectors would help a class grasp these sometimes confusing relationships more easily.

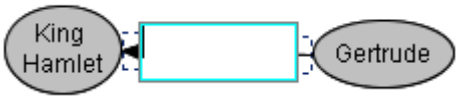


To label a connector

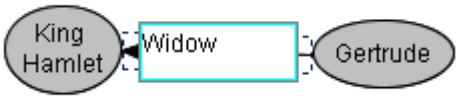
1. Select the connector.

2. Click once on the selected connector.

   A text box appears.

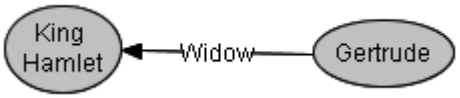


3. Type the label.



4. Press the ENTER key on your keyboard.

   The label appears in the center of the connector.



Editing a Diagram

This section will focus on how to:

- select objects for editing (page 14)
- move objects (page 15)
- rearrange diagrams (page 17)
- align objects (page 19)
- resize objects (page 20)
- delete objects (page 22)
- cut, copy and paste objects (page 23)
- protect objects from editing (page 23)
- undo changes (page 24)

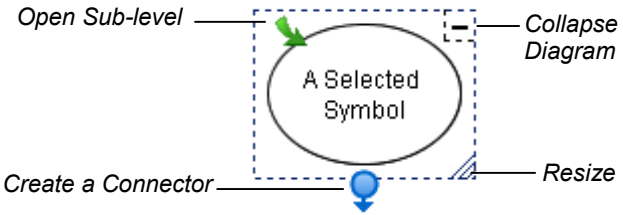
Selecting Symbols and Connectors

To work with a symbol or connector, you must first select it. If you like, you can change several symbols or connectors simultaneously by selecting them at the same time. To select all objects in the current workspace, click **Select All** on the **Edit** menu.

To select a symbol or connector

1. Move the cursor over the object you want to select.
2. Click once.

   If the object is a symbol, a selection rectangle with four icons encloses it. Click these icons to perform a variety of operations, from resizing the symbol to creating connectors to opening sub-levels.



Icon Functions in a Selection Rectangle

If the object is a connector, it is enclosed by a blue outline, with blue spheres located at either end. Click and drag these spheres to move the connector.

To select multiple symbols and/or connectors

Press and hold the mouse button while dragging the pointer to draw a rectangle around the objects that you want to select.

OR

Use the CTRL or SHIFT key to make multiple selections, as follows:

a. Click the first object to select it.

   A selection rectangle encloses the object.

b. Hold down the CTRL key or the SHIFT key and click any other objects you want to select.

To select all objects

Click **Select All** on the **Edit** menu.

OR

Press CTRL + A.

Selection rectangles enclose all objects on the page.

Moving Diagram Objects

It's easy to rearrange your diagram to suit a developing train of thought.

When you select a symbol, only that symbol will move; any connected symbols will remain in place, and any associated connector will automatically lengthen, contract or rotate as required. You can also move a connector separately from the symbol that it connects to.

To move an entire diagram of symbols and connectors, first select all the objects, and then press and hold the mouse button and drag.

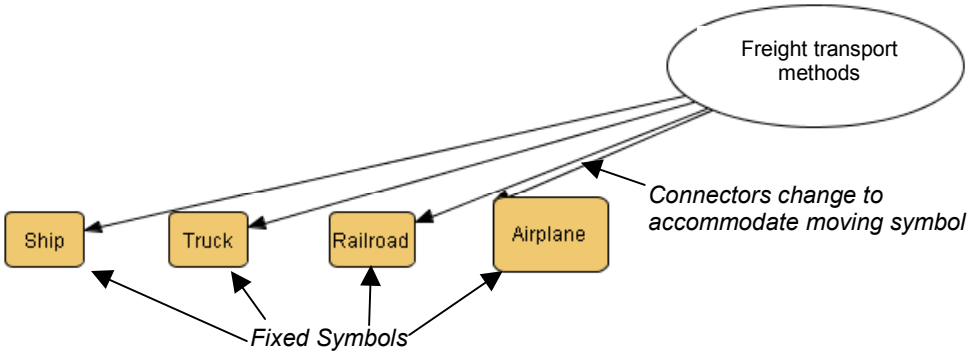
If you have any curved connectors in your diagram, not only can you move them – you can reshape them to accommodate altered symbol configurations.

TIP

You may want to stack symbols by moving them on top of one another. If you do this, first make sure that the **View > Show Sublevels** command is unchecked. If you try to stack symbols while **Show Sublevels** function is active, they will be dropped into symbol sub-levels rather than being stacked on top of one another in the current level. See page 64 for more information on using the **Show Sublevels** command.

To move a symbol

1. Click on the symbol.
2. Keep the mouse button depressed, drag the symbol elsewhere, and release.



NOTE: If the symbol is linked to other symbols by connectors, they will rotate and change length (as required by the move) while the associated symbols remain fixed in place.

To move multiple symbols and connectors (diagram move)

1. Drag the pointer while holding the mouse button down to draw a rectangle around the symbols you want to select.

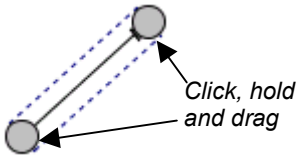
   NOTE: When you do this, the connectors are automatically selected.
2. Click any of the selected symbols.
3. Hold down the mouse button and drag the objects to their new position.

To connect to another symbol

1. Select the connector.

   A blue outline with blue spheres at both ends encloses the connector.

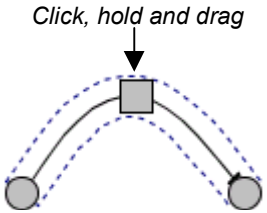
2. Click, hold and drag either sphere to another symbol.



3. Release the mouse button.

To reshape a curved connector

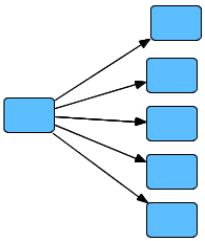
1. Select the curved connector.
2. Click, hold and drag the blue square to change the angle of the connector curve.



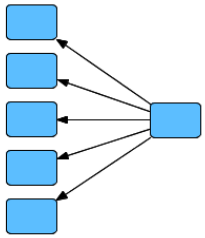
3. Release the mouse button when the curve is the desired shape.

Changing Diagram Layout

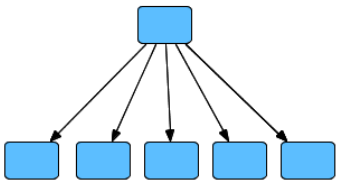
The Layout feature of SMART Ideas software allows you to instantly arrange individual diagrams (or all the diagrams on the page) in any of the following six layout patterns.



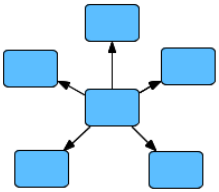
Right Tree



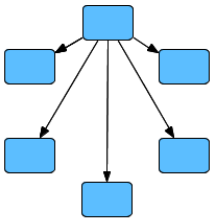
Left Tree



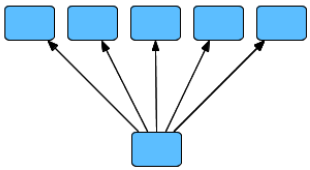
Bottom Tree



Radial



Ring



Top Tree

When paired with the Quick Connect feature (page 7), the Layout feature lets you specify the arrangement of a diagram *before* you create it. However, you can also use it to change the layout of a diagram (or a full page of diagrams) *after* you've created it.

If you like, you can also use the Layout feature to change the connector shapes from straight to right-angled.

NOTE: If you apply a layout to an entire page, all your diagrams are moved from their current position to a centrally aligned position on the page.

To change the layout of an existing diagram(s)

1. Select one or more diagrams.
2. Click the **Layout** arrow.
3. If you want to use right-angle connectors in your diagram, select the **Use Right-Angle Connector** check box.
4. Click one of the six layout buttons to select a layout.

   SMART Ideas software modifies the layout of all selected diagrams.

To change the layout of all diagrams on the current page

1. Click the **Layout** arrow.
2. If you want to use right-angle connectors in your diagram, select the **Use Right-Angle Connector** check box.
3. Make sure the **Apply to Entire Page** check box is filled.
4. Click one of the six layout button to select a layout.

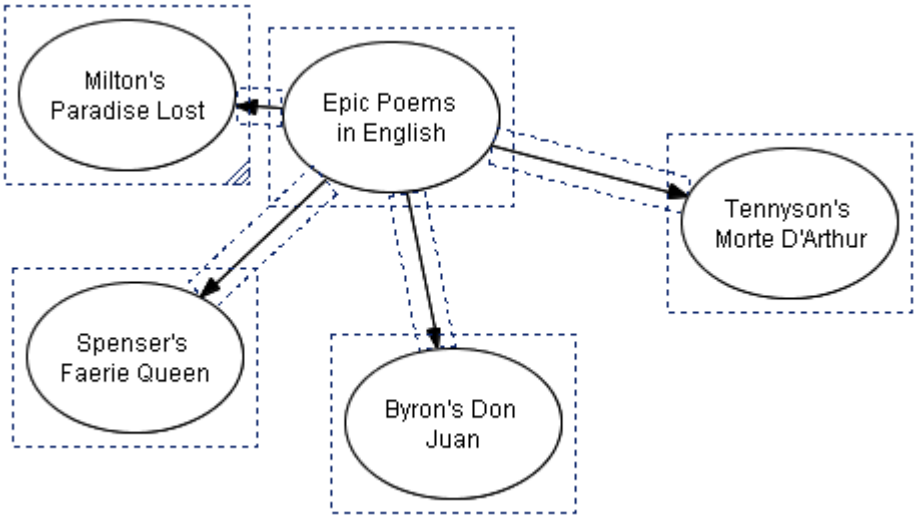
   All diagrams on the current page will be rearranged and lined up on the page along a central axis.

Aligning Objects

Use the **Align** command to horizontally or vertically align any number of selected objects. The relative placement of the majority of the objects determines the axis and location of the resulting alignment.

To align symbols automatically

1. Select the symbols that you want to align.

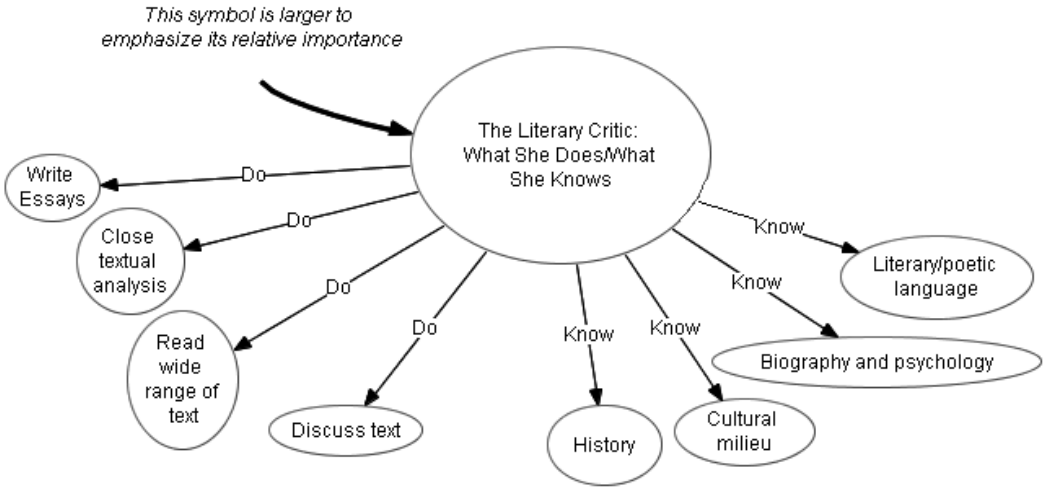


2. Select **Align** from the **Format** menu.

   The symbols align along the predominant axis of the original grouping (in this case, the horizontal axis).

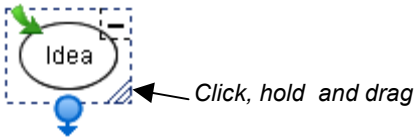
Resizing Symbols

In addition to creating symbols of different colors and shapes, you also create symbols of different sizes to graphically demonstrate idea hierarchy. For example, you can tell at a glance that a symbol represents the central idea if it is larger than the other symbols in the diagram.



To resize a symbol

1. Select one or more symbols.
2. Click, hold and drag the **Resize** icon (in the lower-right corner of the selected symbol) to enlarge or contract the symbol.

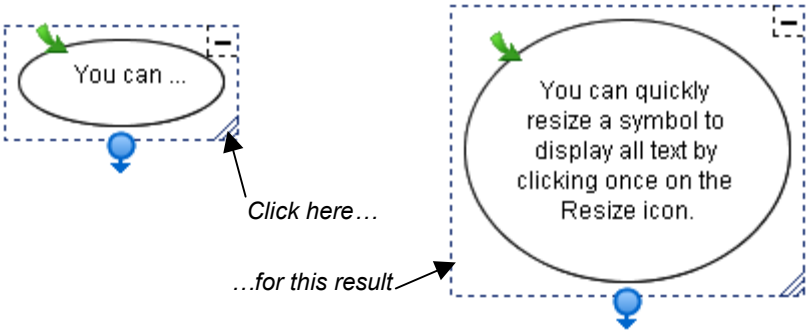


NOTE: To resize multiple, selected symbols at the same time, drag on the **Resize** icon that will appear in a single symbol of the group.

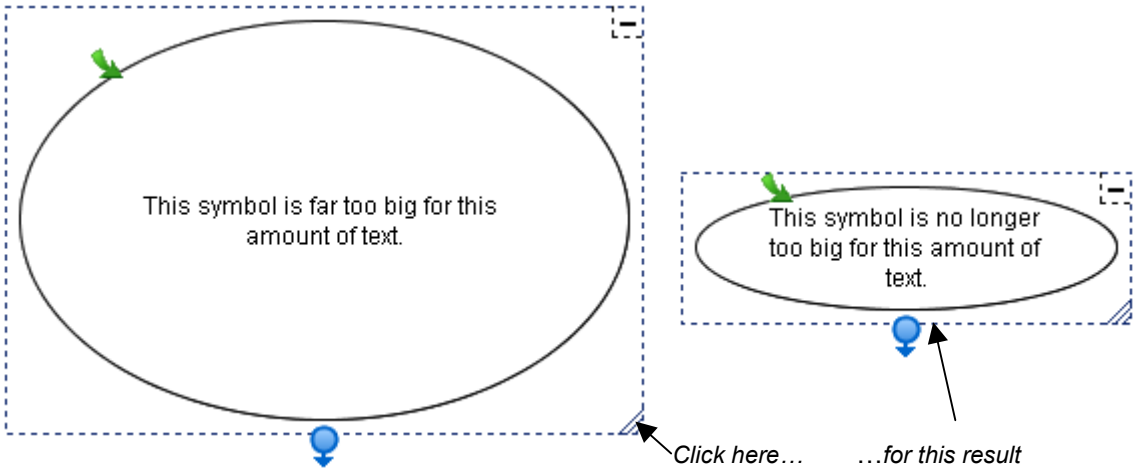
3. Release the mouse button.

Resizing Symbols to Show All Text

You can type a lot of text into a symbol. However, when the symbol is small and can't accommodate all the text you've entered, ellipsis points (…) indicate the text that isn't shown. To enlarge the symbol so all text is displayed, just click the Resize icon in the lower-right corner of the selected symbol. Alternatively, you can resize the symbol manually (see the previous section).



If a symbol is much larger than the text requires, you can also click the Resize icon to shrink the symbol to neatly fit around the text.

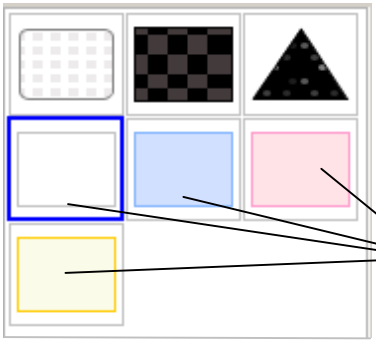


TIPS

For lengthier text entries, attach a note to the symbol instead. When you move your mouse pointer over the Note icon, the note appears in an editable text box. See page 38 for more information.

If you want to display left-justified text inside a symbol that shows all your text without resizing, consider using one of the four Text symbol styles available at the end of the Symbol Style palette. (**HINT:** Use the forward arrow button at the top of the Symbol Style palette to page forward to the end of the palette.)

With a Text symbol, all the text you enter will be displayed without any need for resizing. Unlike other symbol styles, this style allows you to initiate new paragraphs by pressing the ENTER key on your keyboard. Also, when you're finished, all your text – no matter how lengthy – will be displayed. You can move, edit, reformat or link this symbol style just as you would any other symbol.



Deleting Objects

When you delete a symbol, be aware that this action may have an impact beyond the simple disappearance of the object. For instance:

- If a symbol has a hyperlink associated with it – for example, if it links to a file or Web site – that link is lost when you delete the symbol.

- If a symbol has one or more sub-levels, those sub-levels (and all the objects on them) are also deleted.

Deleting a connector, however, affects only that connector. The symbols on either side will remain intact.

To delete an object

1. Select one or more objects.
2. Click the **Delete** button on the toolbar.

   The selected object(s) disappears.

Cutting, Copying and Pasting Objects

Use the **Cut**, **Copy** and **Paste** functions to duplicate or move any object in your current workspace to another diagram, sub-level or application through the Microsoft® Windows® Clipboard.

To cut/copy and paste an object

1. Select one or more objects.
2. Click the **Cut** or **Copy** button on the toolbar.

   OR

   Select **Cut** or **Copy** from the **Edit** menu.

   NOTE: If you're copying a symbol with an associated sub-level, you'll be asked if you want to copy the sub-level in addition to the symbol itself. Click the Yes button to copy the sub-level.
3. Click the **Paste** button in the toolbar.

   OR

   Select **Paste** from the **Edit** menu.

   The object appears at the cursor insertion point.

Protecting Objects from Editing

You can protect an object or an entire group of objects from subsequent editing with the **Make Background** command. This command moves selected objects into the virtual background, out of reach of the selection tool.

NOTE: To restore all protected objects to the foreground for further revision, select **Retrieve Background** from the **Tools** menu.

To protect an object from editing

1. Select the objects that you want to send to the background.
2. Select **Make Background** from the **Tools** menu.

   The object or objects that you selected are now part of the background (and are no longer selectable).

Undoing Changes

If you make a mistake (or simply change your mind), click the **Undo** button to reverse the previous command or action that you committed.

You can undo many previous actions by selecting **Undo** repeatedly. Once you've undone a previously issued command or object, you can also change your mind again and reinstate the original object (or edit) by selecting **Redo** from the **Edit** menu.

To undo the effect of the last command or action

Click the **Undo** button in the toolbar.

OR

Select **Undo** from the **Edit** menu.

To redo the previous command revoked with Undo

Select **Redo** from the **Edit** menu.

Using Styles

This section tells you about:

Styles: An Overview

Suppose you've spent a few minutes changing the appearance of a symbol (or a connector) to look exactly the way you want. You've changed the fill color of the symbol to just the right shade of turquoise, added a unique color outline, chosen a distinctive shape, and made it 50% transparent.

Now you want several other symbols to look exactly the same. You could select those symbols and apply the same formatting to each one, but that takes time, and it can be difficult to duplicate subtle shades of color with precision. Also, if you decide to change a small aspect of the symbols, you must repeat the work for each of them.

Instead, you can save the original formatting as a style, which is just a collection of characteristics that you can then apply to any symbol. If you change the appearance of a style directly in the Style palette, those changes are automatically transferred to the symbols (or connectors) that are based on that style.

SMART Ideas software comes with a number of ready-to-use symbol and connector styles. You can find them in the Style palette on the left side of the interface. While you may find these styles are sufficient, you can also use them as starting points for creating your own unique styles (see *Creating New Styles* on page 30).

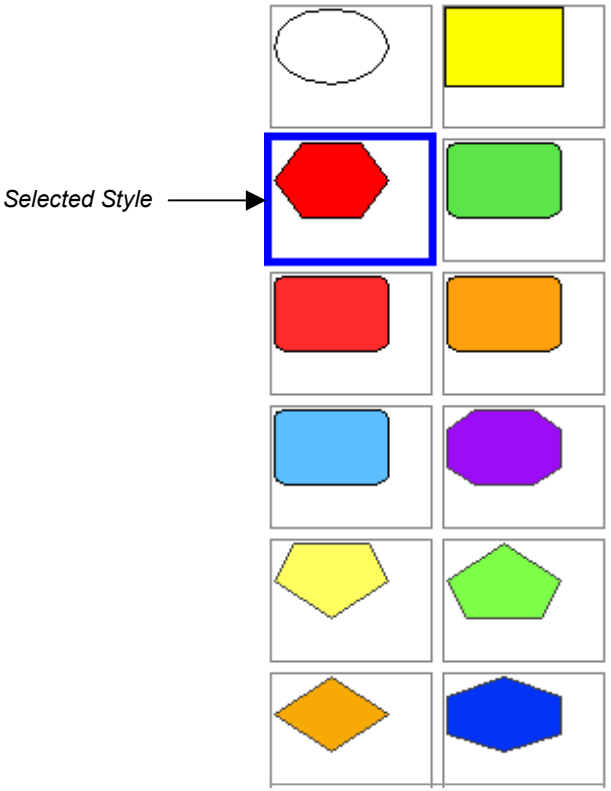
Formatting Symbols with Styles

Use the Style palette to predetermine the shape and color of a symbol before you create it. After you select a style, every symbol that you subsequently create has the characteristics of that style, until you select another style. If necessary, you can always change the appearance of a symbol by using the formatting buttons in the toolbar (or the commands in the **Format** menu). However, if you want to use that symbol's formatting when you create other symbols, you should create a new in the Style palette (see page 30).

While you can select any style to predetermine what your symbols will look like, you can also select a symbol and then select a different style to change the selected symbol in a flash.

To create a new symbol with a predetermined style

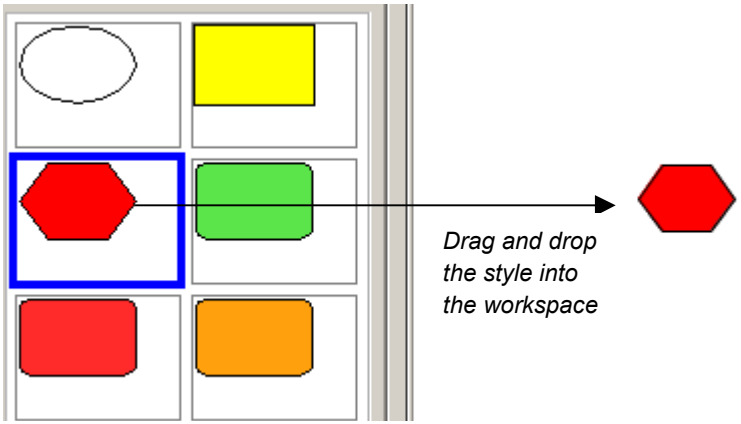
1. Click the **Symbols** button above the Style palette.
2. Click the style that you want to use in the Style palette.



3. Click in the workspace, type a message, and press ENTER.

OR

If you prefer to create a symbol without text, drag the selected style onto the workspace.



OR

Click again.

OR

Click the **Insert** button at the bottom of the Style palette.

A symbol appears in the selected style. If you click the **Insert** button repeatedly, the symbols appear in a ring pattern. This is the fastest way to create multiple blank symbols.

To apply a style to change an existing symbol

1. Select a symbol in the workspace.
2. Click the **Symbols** button above the Style palette.

3. Select a style.

   The selected symbol changes to match the selected style.

Formatting Connectors with Styles

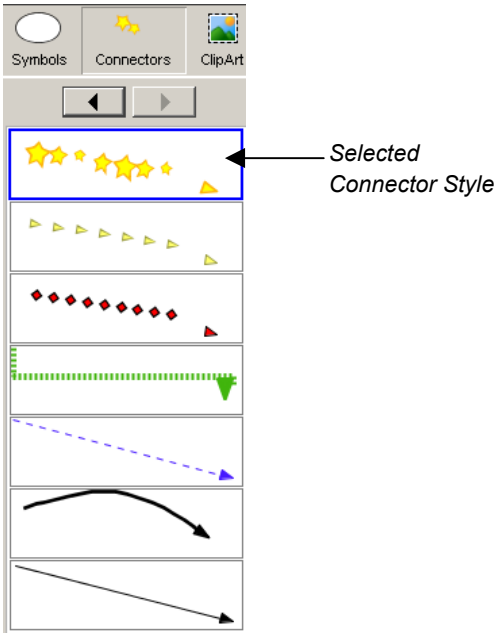
You can predetermine the style of the connectors you'll create in a diagram using the Style palette, just as you can for symbols. When you select a connector style, it remains in effect until you select another one.

Alternatively, you can use the connector toolbar buttons that are just above the workspace to format a connector. However, if you change the connector appearance with the toolbar buttons, you will only change that single connector. The next connector you create will revert to the

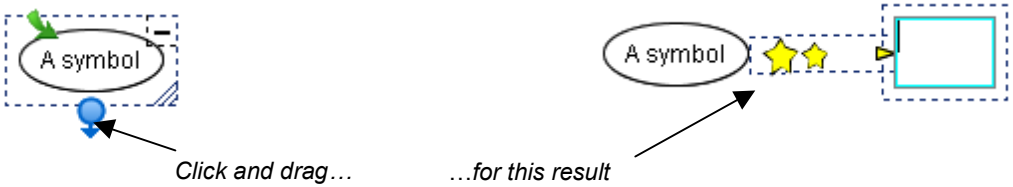
current connector style. To apply the format of a connector to other connectors, you should transform the connector into a style by loading it into the Style palette (see page 30).

To create a new connector based on a style

1. Click the **Connectors** button above the Style palette.
2. Select a connector style.



3. Select any symbol, and then drag that symbol's **Connector** icon to the spot where you want the connected symbol to appear.



The resulting connector is identical to the previously selected style.

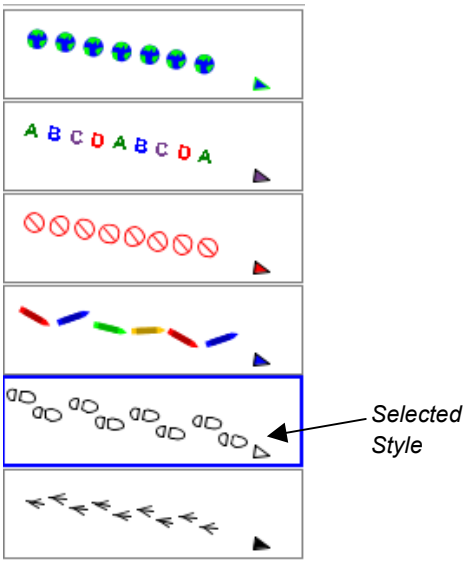
NOTE: You can also drag a connector style onto the workspace (or click the **Insert** button at the bottom of the Style palette) to create an independent connector for connecting solitary symbols. To connect two solitary symbols with an independent connector, just select a connector, drag one blue sphere to the first symbol and then drag the other blue sphere to the other symbol.

Drag each sphere onto a symbol

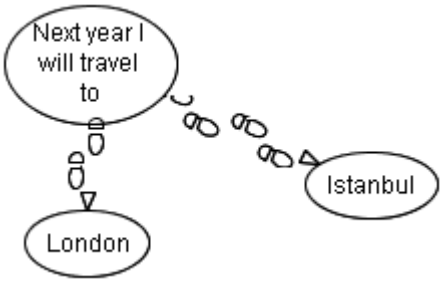
To apply a style to an existing connector

1. Select one or more connectors in the workspace.
2. Click the **Connectors** button above the Style palette.

3. Select a style from the Style palette.



The color and shape of the selected connector(s) will change to correspond to the selected style.



Modifying Existing Styles and Creating New Styles

While many ready-to-use symbol and connector styles are provided with SMART Ideas software, it's easy to create your own unique styles. You can alter an existing style in the Style palette or create a brand new style in the workspace and then import it into the Style palette.

If you modify an existing style in the Style palette, the formatting of all the symbols associated with that style immediately changes.

Any changed or new styles you add to the Style palette are saved with the document. This means that you only need to create a new style once because you can load the styles associated with this document into any other SMART Ideas file, and use them again and again in other diagrams. See page 31 for more information.

Rather than just changing the Style palette for a single file, you can make the altered Style palette the new default so it appears whenever you create a new SMART Ideas file. See page 31 for more information on changing the default Style palette.

To customize an existing style in the Style palette

1. Select a style from the Symbols or Connectors sections of the Style palette.
2. Click the **Customize** button.
3. Select **Font**, **Fill Color**, **Line Color**, **Shape** or **Transparency** as required to alter the characteristics of the selected style. For more information, see *Changing Symbol Appearance* on page 34.

   Any symbols that you created using the original style will immediately change to reflect the new characteristics of the changed style.

To create a new style and import it into the Style palette

1. Select a symbol.

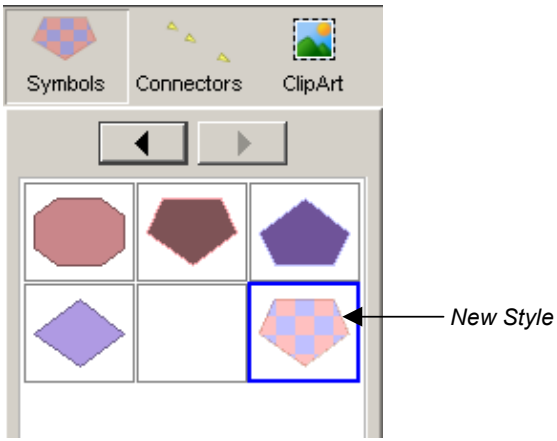
2. Format the symbol to reflect the style that you want to create. For more information, see *Changing Symbol Appearance* on page 34.

3. Select **Add Style to Palette** from the **Tools** menu.

   The *Add Style to Palette* dialog box appears.

4. Enter a name for your newly created style in **New Style Name** text box. This text will appear when you float your mouse over the style in the palette.

   The new style appears at the end of the Symbol or Connector section of the Style palette.



Modifying the Default Style Palette

When you first open a new SMART Ideas file, you'll see the default Style palette to the left of the workspace. You can easily change this default palette so you can continue to use modified styles or newly created styles on an ongoing basis. By replacing the original default palette, you're making those modified styles available not just for the current file but for every new file you create. You can also easily restore the original default Style palette.

If you prefer, you can simply load styles from other SMART Ideas (.ipr) files, making them available in the current file only (see page 32).

To change the default Style palette

1. Modify the styles in the Style palette (page 30) or create new styles in the workspace and import them into the Style palette (page 30).
2. Select **Apply Styles to Default** from the **Tools** menu.
3. Save the file.
4. Select **New** from the **File** menu.

   A new file opens with the modified Style palette as the default.

To restore the original default Style palette

Select **Restore Default Styles** from the **Tools** menu.

Loading Styles from Other IPR Files into the Current File

After you change the Style palette for one file, you can reuse the styles in that customized palette in any other SMART Ideas file.

Using the **Import Styles** command, just select a SMART Ideas file to import. When you do this, only the styles are imported – not the diagrams that are associated with that file. SMART Ideas software adds the imported styles at the end of the current Style palette. Those symbols in the imported palette that have an exact match in the current Style palette are not imported.

NOTE: If you want to use a customized Style palette in all new files, you may prefer to replace the original default Style palette with the customized palette (page 31).

To load customized styles into the current style palette

1. Select **Import Styles** from the **Tools** menu.

   The *Open* dialog box appears.
2. Browse to the SMART Ideas (.ipr) file that contains the styles you want to import.

   OR

   Enter the name of the .ipr file in the **File name** field.
3. Click the **Open** button.

   The new (unique) styles (both symbol and connector) appear in the Style palette.

Deleting Styles

Two arrow buttons at the top of the Style palette allow you to navigate to other pages of styles. However, if you've added a lot of new styles, or you find that you only use a few of the many ready-made styles in the style palette, you may want to delete a few styles so as to avoid using these buttons.

To delete a style

1. Select a style from the **Symbols** or **Connectors** section of the Style palette.
2. Click the **Customize** button at the bottom of the Style palette.
3. Select **Delete** from the menu.

   The style will disappear from the Style palette.

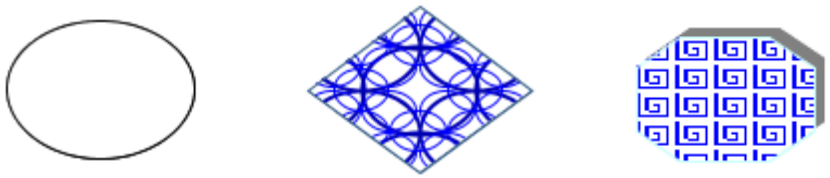
Customizing Your Diagram

In this section, you'll learn how to make your diagrams more distinctive by:

- customizing the color, line weight, transparency, shape, etc. of a symbol (page 34)
- changing the appearance of connectors by selecting different line weights, colors, shapes and arrowheads (page 35)
- adding a note to a symbol (page 38)
- importing an image to use as a symbol (page 42)
- using clip art as a symbol (page 44)
- importing your own collections of clip art (page 47)

Changing Symbol Appearance

You can make your symbols as plain and simple, or as colorful and ornate, as you like. It's easy to change the fill, text or outline color of any symbol, as well as its shape and transparency. You can even give a symbol a three-dimensional appearance by adding a shadow behind it.



Plain and Fancy Symbols

TIP

To create a symbol style that you can use again and again, select the symbol and then select **Add Style to Palette** from the **Tools** menu. Your unique symbol will be added to the Style palette for future use. For more information on creating and using styles, see *Formatting Symbols with Styles* on page 25.

To customize the fill, shape and outline of a symbol using the Formatting toolbar

1. Select one or more symbols.
2. To change the fill color, click the **Fill Color** arrow on the Formatting toolbar, select a color from the palette, or click the **More Colors** button to access a larger color selection.

   To change the outline color, click the **Outline Color** arrow on the Formatting toolbar, select a color from the palette, or click the **More Colors** button.

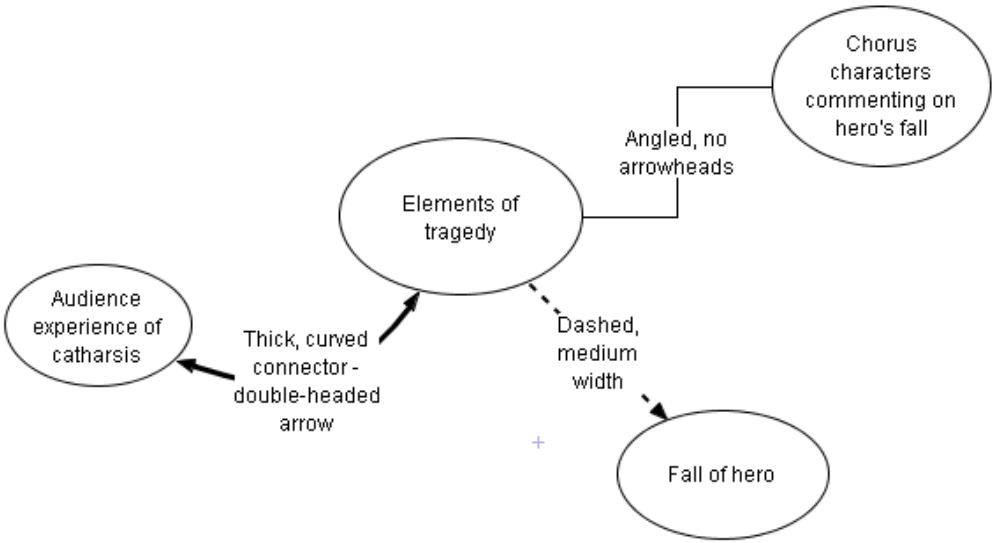
   To change the shape, select **Shape** from the **Format** menu (or right-click and select **Shape**), and then select a shape from the list.

   NOTE: To change a symbol's text attributes, see *Formatting Text* on page 69.

Changing Connector Appearance

You can modify a connector as easily, and in almost as many ways, as a symbol. In previous sections, we discussed labeling connectors (page 12), linking symbols with connectors (page 10), and using styles to format connectors (page 27). Here, we'll focus on changing the appearance of a connector using the formatting toolbar.

SMART Ideas software offers a wide range of connector shapes, types, colors, weights and ends from which to choose. A connector can be straightforward, angled or even amusing (see the Deluxe Connectors on page 10). For example, the following diagram uses three different connector styles.



TIP

To create a connector style that can be used again and again, select the connector, and then select **Add Style to Palette** from the **Tools** menu. Your unique connector will be imported into the Style palette for future use. For more information on creating and using styles, see *Formatting Symbols with Styles* on page 25.

To customize a connector using the Formatting toolbar

1. Select one or more connectors.
2. To change the connector shape to angled, curved or straight, click the **Connector Type** button.

   To change the connector line thickness, click the **Line Thickness** button.

   To change the connector line color, click the **Line Color** button.

   To change the connector ends to single, double, filled, transparent or no arrowheads, click the **Arrow Style** button.

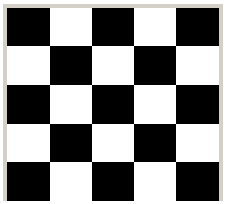
   To use an image-based connector, click the **Deluxe Connector** button.

   To change the color of an image-based connector, click the **Fill Color** button.

   NOTE: To customize connector labels, see *Formatting Text* on page 69.

Adding Two-Color Patterns and Gradients to Symbol Fills

Your symbols can have a uniform, single-color fill, a two-color patterned fill or a two-color gradient fill. The patterned fills are regularly recurring symmetrical objects that create a tiled appearance, similar to wallpaper. The gradient fills display a progression between two colors along either a vertical, diagonal or horizontal path.

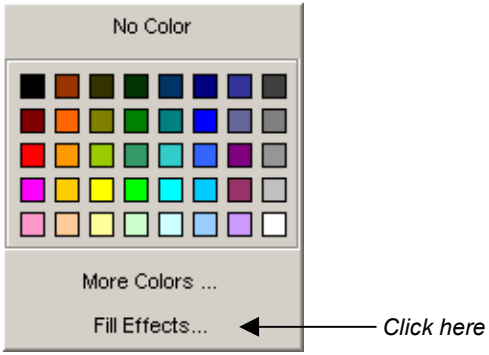


A Two-Color Pattern

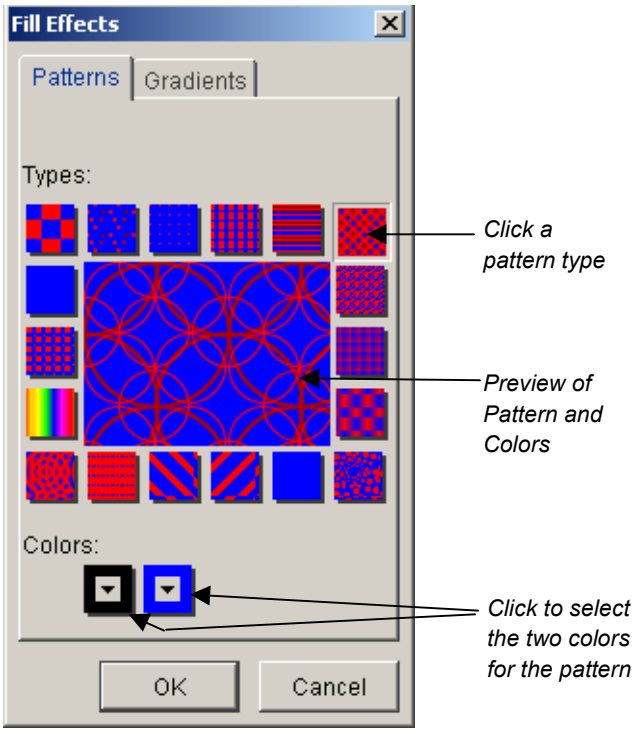
A Vertical Gradient Fill

To add a two-color pattern or gradient to the symbol fill

1. Select a symbol(s).
2. Click the **Fill Color** arrow on the Formatting toolbar and click the **Fill Effects** button.



The *Fill Effects* dialog box appears.



3. To add a pattern to the symbol fill, click one of the pattern types.

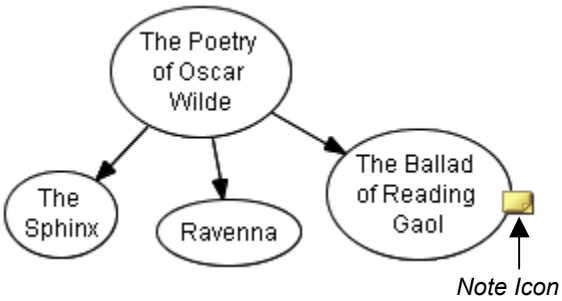
   OR

   To add a gradient fill, click the **Gradients** tab and click a gradient type.

4. Click the two color buttons at the bottom of the window to select the two colors that will make up the pattern or the gradient.

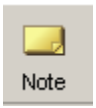
Adding a Note to a Symbol

If you want to add a few lines of explanation, reference a source or just add a few lines of commentary to a symbol, add a note. When you do this, a Note icon appears on the symbol (even when it's not selected).



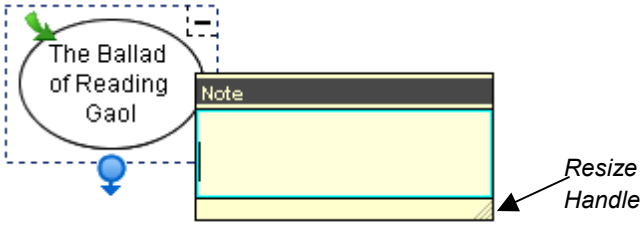
When you hover your mouse over the Note icon, you'll see the entire contents of the note. And it's easy to change or add more text to a note: Just move your mouse pointer over the Note icon and click to access a fully editable text box.

To add a note to a symbol



1. Select the symbol.
2. Click the **Note** button on the Formatting toolbar.

   A text box appears next to the selected symbol.

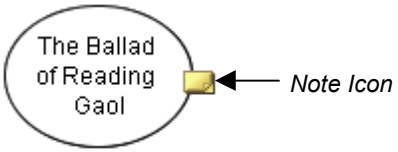


3. Type a note.

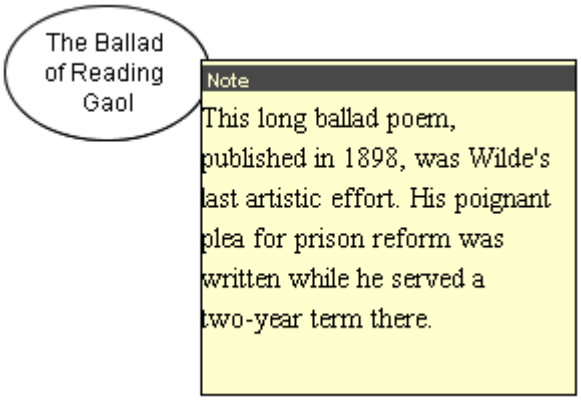
> **TIP**
>
> If you're writing a long note, you may need to resize the text box for optimal visibility. Just drag the Resize handle in the bottom right corner of the text box after you've entered the note text.

4. Click once outside of the text box.

   A **Note** icon appears on the symbol.



5. Move your mouse pointer over the **Note** icon to view the note text.



To edit a note

1. Click the **Note** icon.

   The note contents appear inside a text box.

2. Add or change the text as you prefer.
3. Click once outside of the text box to commit the text.

Making a Symbol Transparent

In SMART Ideas software, you can make a filled symbol 25%, 50%, 75% or 90% transparent – a range of transparency that lets you make a symbol only a little more transparent than other diagram objects, or so faint it's nearly invisible.

TIPS

- Use the degree of transparency to reflect the relative importance of the ideas or facts your symbols may represent. Or use it to show temporal relationships, giving older events in a timeline a more faded appearance than recent events.
- You can make overlapping objects transparent so they don't obscure the underlying objects in your diagram.

To make a symbol transparent

1. Select a filled symbol.

2. Select **Format > Transparency** and select a degree of transparency.

   OR

   Right-mouse click and select **Transparency** and a degree of transparency.

   The transparency for selected symbol changes accordingly.

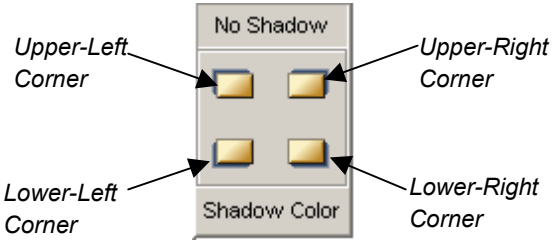
Adding a Shadow to a Symbol

Give your diagram the appearance of depth by adding shadows to your symbols. You can use the default gray color or select any other color. Note that you must also specify the corner of the symbol in which you want the shadow placed.

To add a shadow to a symbol

1. Select a symbol.

2. Select **Shadow** from the **Format** menu.
3. Click a **Shadow Direction** button to select the corner that the shadow will occupy.



The selected symbol appears with a gray shadow in the specified corner (in the example below, the upper-right corner).

To add a colored shadow to a symbol

1. Select a symbol.
2. Select **Shadow** from the **Format** menu.
3. Click the **Shadow Color** button and select a color.

   The selected symbol appears with a colored shadow in the last corner specified.

   NOTE: The next time you create a shadow, the default shadow color (gray) is restored.

Using an Imported Image as a Symbol

You can add visual appeal to any diagram you're developing by importing a .bmp, .jpg, .jpeg, .gif, .png, .svg, .ico or .wmf image file and using it as a symbol. You can then connect that symbol to other symbols in a diagram and customize it just as you would any other symbol.

For example, in the diagram on *Hamlet* shown on page 13, you could use public-domain photographs – like the photograph in the symbol below of Richard Burton playing Hamlet – to represent each character. Such an image makes a much more memorable symbol than simply enclosing the word "Hamlet" in a shape (although you can integrate that word into the symbol as well).

TIP

If you intend to use an image symbol on a regular basis, consider importing the image into the clip art gallery as described on page 47.

To use an imported image as a symbol

1. Select one or more symbols.
2. Select **Image from File** from the **Insert** menu.

   An *Open* dialog box appears.
3. Browse to the image file you want to import into the diagram.

   NOTE: You can import BMP, JPG, JPEG, GIF, PNG, SVG, ICO and WMF files.
4. Click the **Open** button.

TIP

Many fine works of art and other educational images (excluding most mid-to late-20th century material) are now in the public domain. Thousands of Internet sites (including national art gallery sites) allow reproductions of their materials for the purposes of scholarship and teaching.

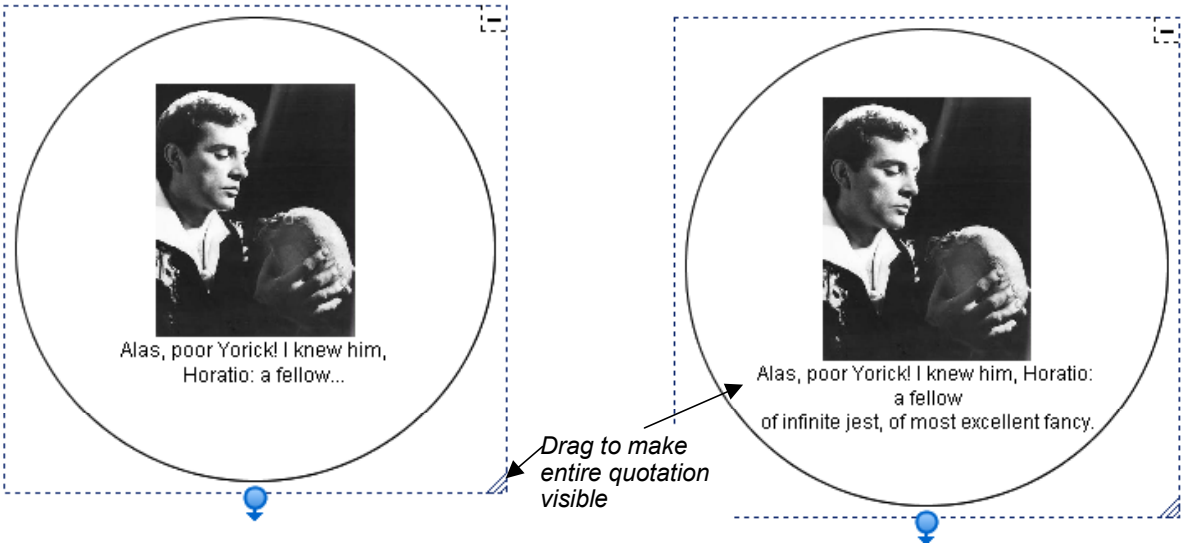
You can use a screen capture tool (such as the Screen Capture tool in Notebook™ software) and your Web browser to surf the Internet and capture images from fine art, literary, historical or scientific sites to integrate into your diagrams. You'll do more than arouse your students' interest: They'll be delighted – and maybe even a little inspired.

To add a text label to the image symbol

1. Double-click the image symbol.

   A text box appears.
2. Type the text label.
3. Press the ENTER key on your keyboard.

   NOTE: If an ellipsis (…) appears at the end of the partial label, you may need to click and drag the **Resize** icon so the entire label appears.



TIPS

You can make your image symbols as colorful and fancy (or as plain and simple) as you like:

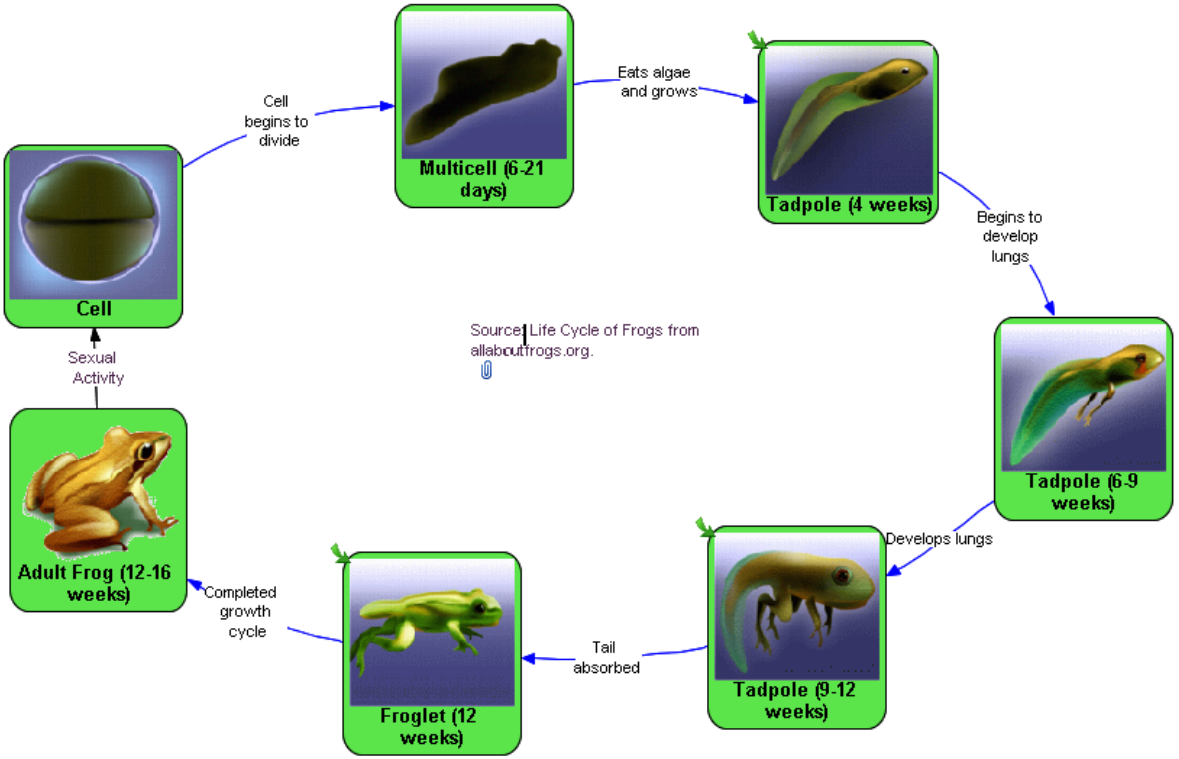
- Change the "frame" around the image by changing the symbol shape. For example, you may prefer a diamond rather than an oval frame around the Hamlet image. Right-click the image symbol and select **Shape > Diamond**.
- Create a colorful matte effect around your symbol. Right-click the image symbol and select **Fill Color**. Now select a color or a fill effect.
- If you like, dispense with the frame altogether by selecting a shape that's identical to the image shape. For example, with the rectangular Hamlet image, right-click the symbol and select **Shape > Rectangle**. The frame inside the symbol effectively disappears.

Using Clip Art as a Symbol

You can effortlessly add visual appeal and interest to your diagrams using clip art images. Clip art images are stored in the Style palette, and, just like the styles in that palette, you can insert these images into the workspace as often as you want.

While you can easily import and use your own image collections, SMART Ideas software comes with an extensive collection of images that you can easily add to the symbols in your

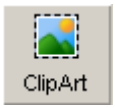
diagrams. For example, the following diagram showing the life cycle of the frog was created entirely from clip art that's available in the gallery.

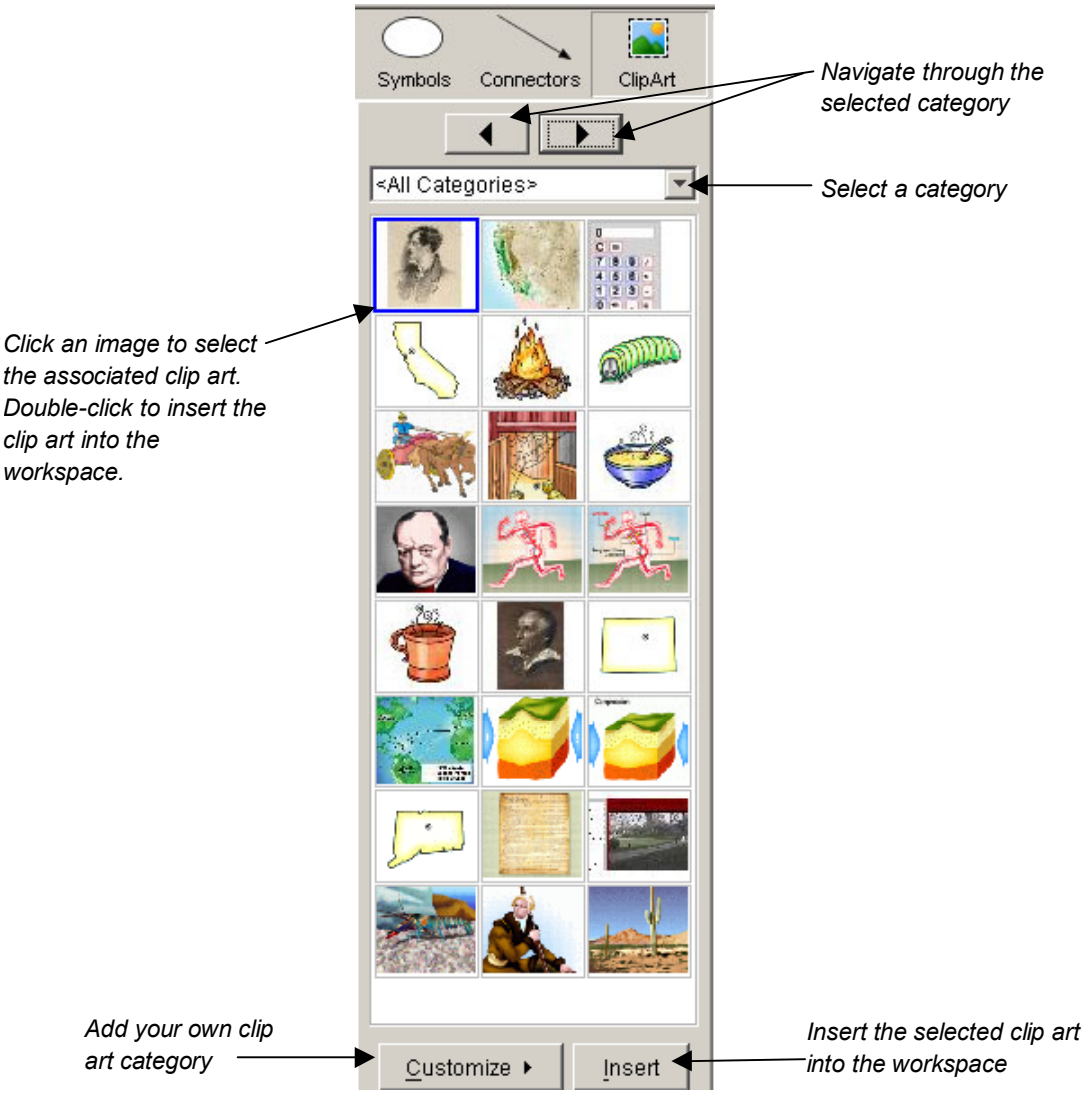


When you add a clip art image to a diagram, it becomes a symbol you can treat like any other symbol. You can surround the image with symbol shapes, resize it, connect it to other symbols, and add text to it.

To use an image from the clip art gallery as a symbol

1. Click the **Clip Art** button at the top of the Style palette.





2. Click the arrow above the images to select a category from the list.

   NOTE: Click **All Categories** to see all the available images.

3. Drag the image you want into the workspace.

   OR

Click the image you want and then click the **Insert** button at the bottom of the Style palette.

OR

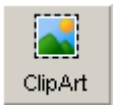
Click again on the image in the Style palette.

4. To frame the clip art image with a shape, select a symbol from the Style palette.

Importing Images into the Clip Art Gallery

You can integrate your favorite images into your diagrams by importing your own image collections into the clip art gallery. With SMART Ideas software, you can import any .jpg, .gif, .png, .bmp, .ico, .wmp or .svg file into the gallery. Keep your images organized and easy to find by importing them directly into an existing category or create an entirely new category.

You can also import a clip art collection that's associated with another SMART Ideas file using the **Import Styles** command on the **Tools** menu (see page 32).



To add images to the clip art gallery

1. Click the **Clip Art** button at the top of the Style palette.
2. Click the **Customize** button (at the bottom of the Style palette) and then select **Add Clip Art**.

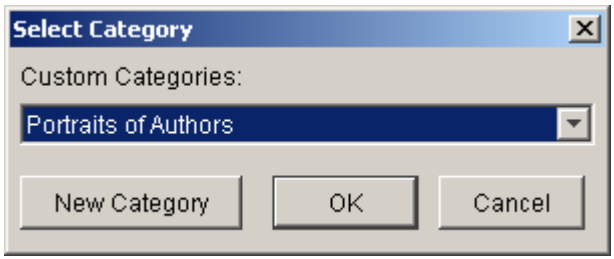
   The *Open* dialog box appears.
3. Browse to the image file(s) that you want to add to the clip art gallery.

   NOTE: You can select multiple files to add using the CRTL key or the SHIFT key on your keyboard.

   OR

   Enter the path and file name of a single image file in the **File name** field.
4. Click the **Open** button.

   The *Select Category* dialog box appears.



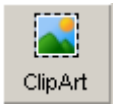
5. Click the **Custom Categories** arrow and select a category for the image(s).

   OR

   Click the **New Category** button to create a new category for the image(s).

6. Click **OK**.

   The Clip Art Style palette displays the selected image(s).



To create a new category (prior to importing images)

1. Click the **Clip Art** button at the top of the Style palette.
2. Click the **Customize** button and then select **Create New Category**.
3. Type a category name in the **Custom Category Name** text entry box.
4. Click **OK**.
5. Click the **Customize** button and then select **Add Clip Art**.

   The *Open* dialog box appears.

6. Browse to the image files you want to import.
7. Click **OK**.

   The *Select Category* dialog box appears.
8. Click the **Custom Categories** drop-down arrow and select the category name entered previously (in step 3).
9. Click **OK**.

To delete an image from the clip art gallery

1. Select an image from the clip art gallery.
2. Select **Delete Clip Art** from the **Customize** menu.

To delete a category from the clip art gallery

1. Click the **Customize** button and then select **Delete Category**.

   The *Select Category* dialog box appears.
2. Click the **Custom Categories** drop-down arrow and select the category you want to delete.
3. Click **OK**.

   The category and all its associated images will be deleted from the clip art gallery.

Searching for Clip Art

The clip art gallery provided with SMART Ideas software contains scores of images organized into such subject categories as social studies, language arts, math and science. To these, you can import as many of your own images as you like, resulting in a potentially vast collection of images. A search engine provided in the *Clip Art Gallery* dialog box (not in the Style palette) makes it easy to find just the right image. Just enter a keyword to search either the entire gallery of images or single categories.

NOTE: Any image files you import will be searched by the first part of their filenames (the file extension isn't necessary). For example, if you import a file called Byron.jpg, enter the keyword "Byron" to find the associated image in the clip art gallery.

To search the clip art gallery by keyword

1. Select **Clip Art** from the **Insert** menu.

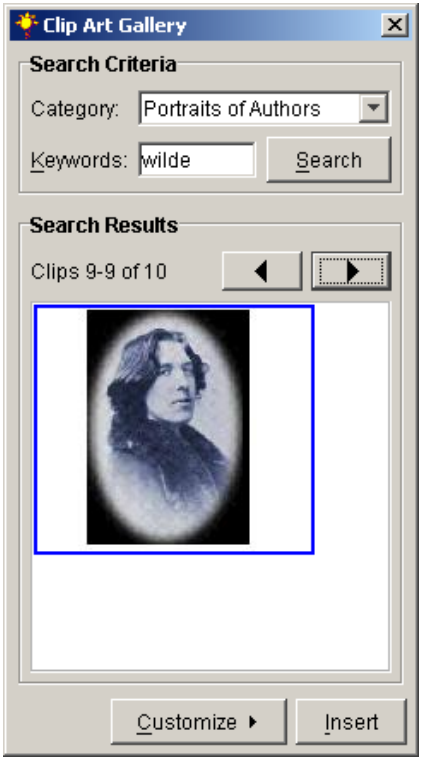
   The *Clip Art Gallery* dialog opens.
2. In the **Category** list, select a category to search.

   OR

Select **All Categories**.

3. Enter a keyword in the **Keyword** box.
4. Click the **Search** button.

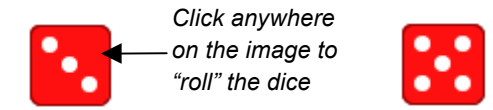
   Any image with the keyword in its filename is displayed in the **Search Results** area.



Using Interactive Cliplets

Cliplets are an animated form of clip art that you can insert into the workspace and interact with to accomplish many teaching objectives. The cliplets provided with SMART Ideas software will help you teach geometry, clock reading, metric/imperial measurements and basic arithmetic principles.

The cliplets include timers, a pair of dice, teaching clocks, actual working clocks, and a fully functioning calculator. The dice, for example, can be used just like regular dice. Instead of rolling the dice, however, you just click on the image of the dice, and the number of dots changes randomly. Similarly, you can drag the arms of the protractor cliplet to measure an angle or press the buttons in the calculator cliplet to solve a math problem.



Before Click *After Click*

Inserting Cliplets

Once you insert a cliplet, you can click, drag or otherwise manipulate components of the image to fulfill the purpose of the cliplet. For example, you can drag the arms of the protractor cliplet to measure an angle or press the buttons in the calculator cliplet to solve a math problem.

Most cliplets are easier to use if you lock them into place first. Otherwise, you may move the entire cliplet rather than the functional part of the cliplet, such as the protractor arm. To lock cliplets in place, click the Tack button in the upper-left corner of the selected cliplet. Also, you can access Help for those cliplets with complicated functionality by clicking the Help button in the lower-right corner of the selection rectangle.

Some cliplets, such as the timers and clocks, also feature a Maximize button in the upper-right corner of the selection rectangle. The Maximize button enlarges the cliplet so that it takes up the entire screen. You can then use a clock cliplet with a much larger face for teaching time-telling, or set the timer for in-class tests and then maximize it so it can be viewed more easily by the entire class.

To insert a cliplet

1. From the **Insert** menu, select **Cliplet**.

   The *Cliplet Gallery* dialog box opens.

2. Click the **Category** scroll-down button and select a category of cliplets.
3. Select a cliplet from the displayed images.
4. Click the **Insert** button.

   The cliplet is inserted in your diagram.

5. Drag the clip to the position that you want.
6. To tack the cliplet in place, click the **Tack** button in the upper-left corner of the selection rectangle.

To search for a cliplet

1. From the **Insert** menu, select **Cliplet**.

   The *Cliplet Gallery* dialog box opens.

2. In the **Category** list, select **All Categories**.

3. In the **Keywords** field, enter a keyword.
4. Click **Search**.

   Any file in the Cliplet folder with the keyword in its file name is displayed in the **Search Results** area.

To maximize a time-related cliplet (and then restore it to normal size)

1. Select a time-related cliplet.
2. Click the **Maximize** button in the upper-right corner of the selection rectangle. 

   The cliplet enlarges to take up the entire screen.
3. To return normal size, press the **Back** button in the upper-left corner of the screen. 

   OR

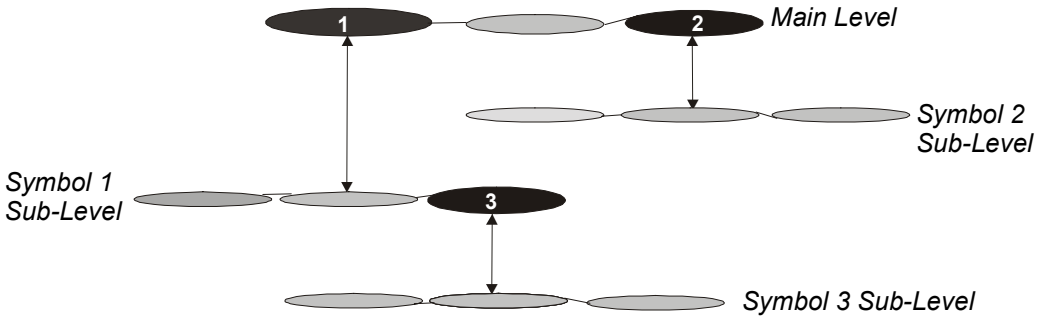
   Press any key on the keyboard.

Getting to Know the Workspace

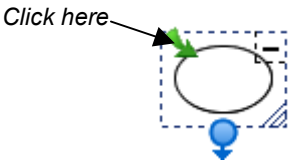
Workspace Sub-Levels

With SMART Ideas software, diagrams can have the added dimension of depth. Every symbol in a diagram is a potential gateway to another symbol or a fully connected diagram that's located on a deeper level. Use a symbol's sub-level to illustrate or expand on the idea that symbol represents. You can create as many sub-level layers as you want, because any symbol on a sub-level can have its own sub-level, and so on.

The following figure depicts three symbols and their accompanying sub-levels in cross section: symbols on the main level (symbols 1 and 2) have associated sub-levels, and one symbol on a sub-level (symbol 3) has its own sub-level.



To access a symbol's sub-level, select the symbol and then click the **Sub-level** (arrow) icon in the upper-left corner.



You'll immediately see a new workspace, in which you can create another diagram, a supporting set of exercises, a related image, etc. Click the **Back** button on the toolbar (or click the text link in the upper-left corner of the workspace) to return to the original level.

If your diagram has multiple sub-levels, you may want to use the Global view feature described on page 55. In this view, you can see your main level and all associated sub-levels spread out

in the form of an interconnected map. The Global view also allows you to instantly access any level by clicking on its link.

For more information about creating and working with sub-levels, see page 72.

Workspace Views

SMART Ideas software provides three distinct views of your work – Diagram, Outline and Global view. You can switch between these views using the tabs at the bottom of the workspace.

Diagram and Outline View

The Diagram view is the view you'll use most of the time. It's the default view that gives you the workspace and tools you need for making your diagrams.

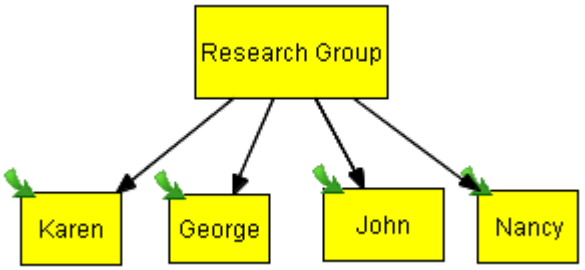
However, to view a text-based, linear counterpart to your diagram, access the Outline view. This view is a ready-made outline that your students can use for organizing a writing project. They can brainstorm and develop connections between ideas in the Diagram view, and then toggle to the Outline view when they're ready to move from rough ideas to a finished document.

The Outline view isn't just for viewing a text version of your diagram. You can also write (creating new symbols, connectors and even sub-levels), rearrange and revise ideas, and any changes you make are immediately reflected in the Diagram view.

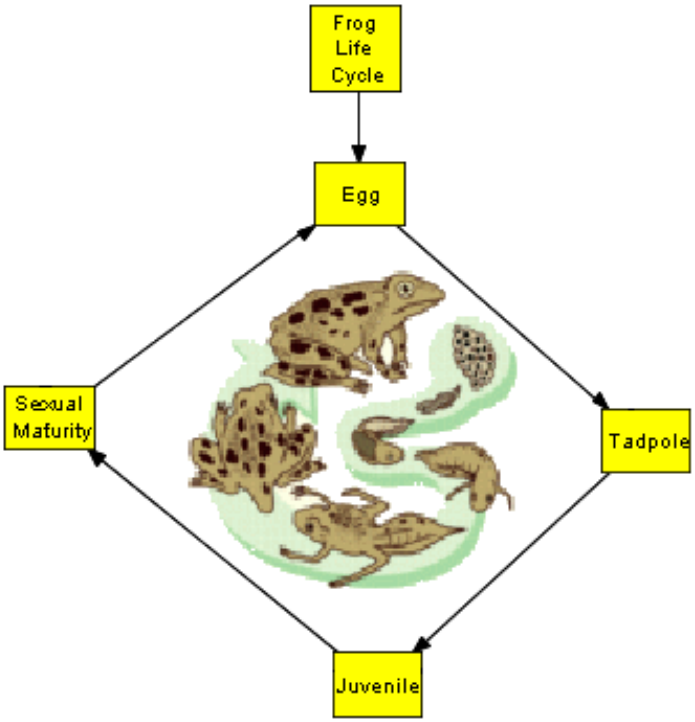
Global View

If you frequently use sub-levels to create a complex, interconnected web of diagrams, the Global view provides a very useful overview of all your work. This view is a two-dimensional depiction in miniature of every diagram at every level, so you can conveniently see everything at once and instantly access any diagram with a mouse click. In addition, the link between the sub-level diagram and its associated upper-level symbol is clearly shown, so it provides a useful roadmap to your multi-dimensional workspace.

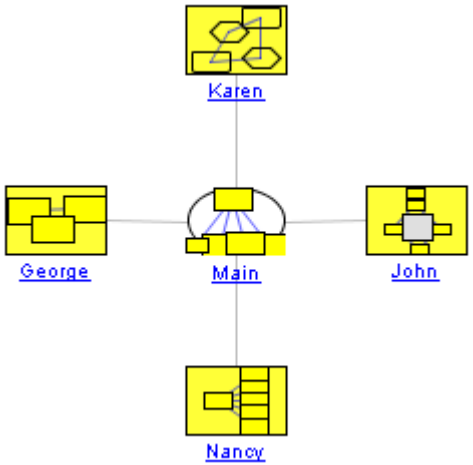
For example, if you created a diagram on the main level, in which each symbol represented a student in a science research group, you might capture the outline of each student's project in a sub-level diagram that's associated with their name.



If you clicked the **Sub-level** (arrow) icon on the symbol for **John**, you'd find a sub-level occupied with a diagram outline of John's research project:

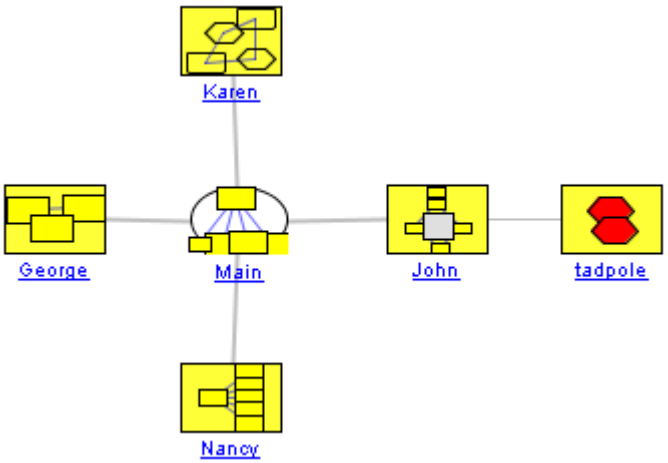


If each of the four name symbols on the main level also have sub-levels, the Global view would look like this:



Note that in the Global view, the **John** sub-level is a reproduction in miniature of the actual diagram that occupies that sub-level. Click on any of the links to access the Diagram view of that level.

Any changes that you make in the Diagram view on any level are immediately reflected in the Global view. For example, if you add a sub-level beneath the **Tadpole** symbol in the **John** sub-level, the Global view changers accordingly:

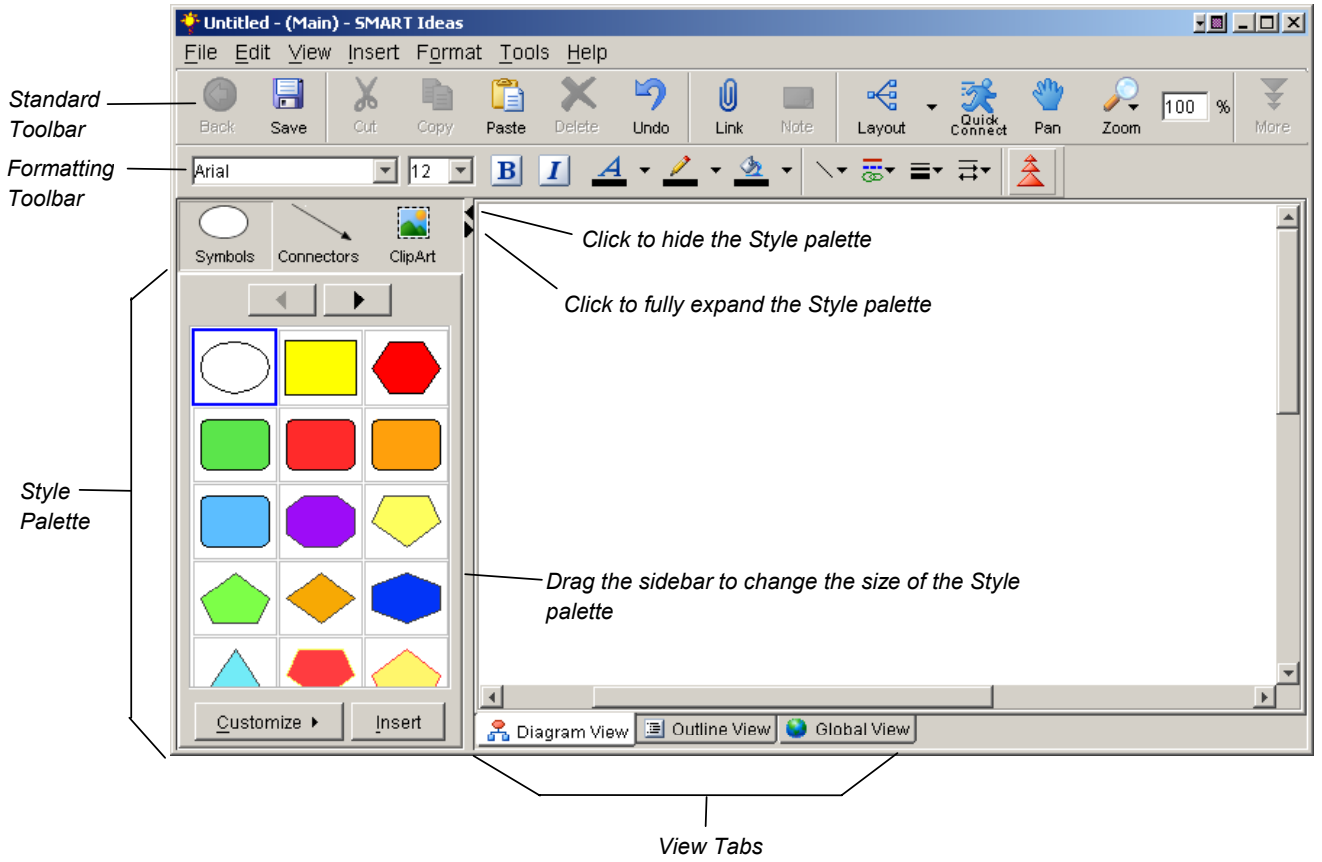


Maximizing the Workspace

You can enlarge the SMART Ideas workspace by selectively hiding:

- the Standard toolbar
- the Formatting toolbar
- the Style palette

You can enlarge the Style palette to take up the entire workspace, allowing you to focus on customizing styles to the exclusion of other activities, or you can drag the Style palette sidebar to selectively enlarge or contract the palette.



To hide either toolbar or the Style palette

Select **View > Toolbars** and uncheck the toolbar or palette that you want to hide.

The Workspace will enlarge accordingly.

To shrink or expand the Style palette

Click the **Expand** arrow at the upper-right corner of the Style palette to enlarge it.

OR

Click the **Contract** arrow to hide it.

NOTE: Drag the inner sidebar to selectively expand or contract the palette.

To hide/show the Formatting toolbar

Click the **Hide Formatting** button in the Formatting toolbar to make that toolbar disappear from view.

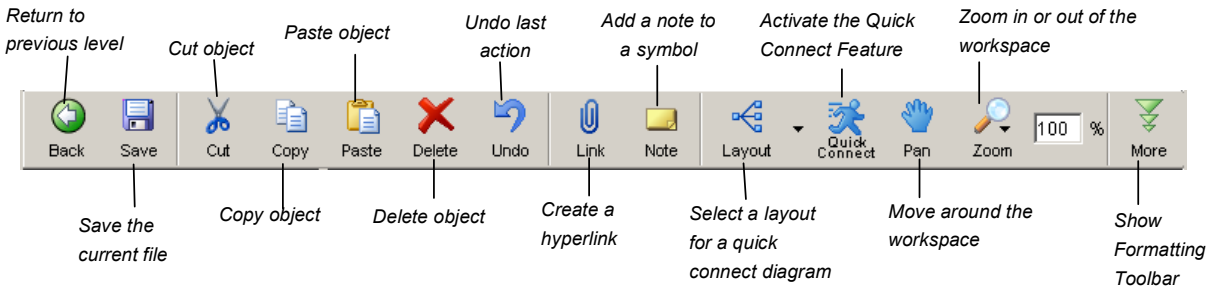
Click the **Show Formatting** button in the Standard toolbar to make the Formatting toolbar reappear.

Using the Toolbars

You can activate many of the most frequently used functions on the two toolbars that are situated just above the workspace.

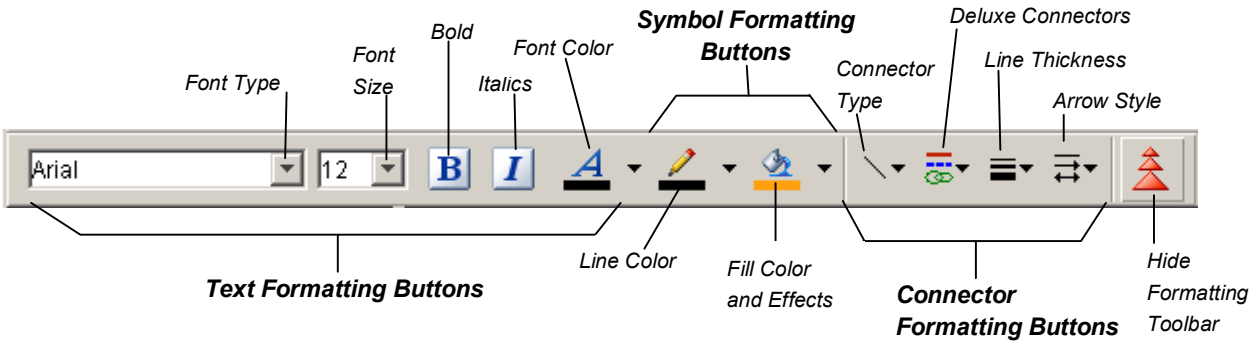
The Standard Toolbar

The upper toolbar is the Standard toolbar, which contains conventional file management and editing tools, as well as diagram creation and viewing tools.



The Formatting Toolbar

The Formatting toolbar is situated just above the workspace and contains tools for changing the appearance of symbols and connectors. You can choose to hide or show this toolbar, depending on whether you need more display space or easy access to formatting tools.



Outline View Tools

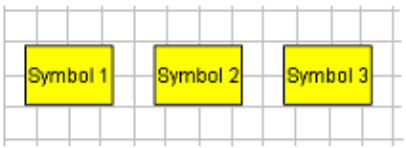
The formatting toolbar is grayed out (inactive) in the Outline view. However, in this view, the following Outline tool buttons will appear at the end of the Standard toolbar:

Use the Outline view tools to:

- create a new main-level symbol
- promote a selected symbol (overriding the previous connection)
- demote a selected symbol (that's connected to higher-level symbol)

Using the Workspace Grid

Use the grid to precisely align the objects in your diagrams. When you activate the grid, a series of faint, intersecting vertical and horizontal lines, similar to graph paper, appears. Use this unobtrusive grid to assist in aligning symbols.



You may have noticed that the three preceding symbols are perfectly aligned. When the grid is on, the built-in “snap-to” functionality makes it easy to arrange objects: SMART Ideas software automatically nudges the center of every object you move to the center of a grid box.

When the grid is off, the “snap-to” functionality is deactivated, and you again have free-moving control over object placement.

To activate the grid

Select **Grid** from the **View** menu.

Changing the Background Color

The default background color for the Diagram view is plain white, with or without a grid. If you prefer, you can use almost any color to make the background of your SMART Ideas workspace colorful and eye-catching.

NOTE: The background color also appears when you print the diagram on a color printer.

TIP

Change the background color frequently so the workspace never becomes boring for your students.

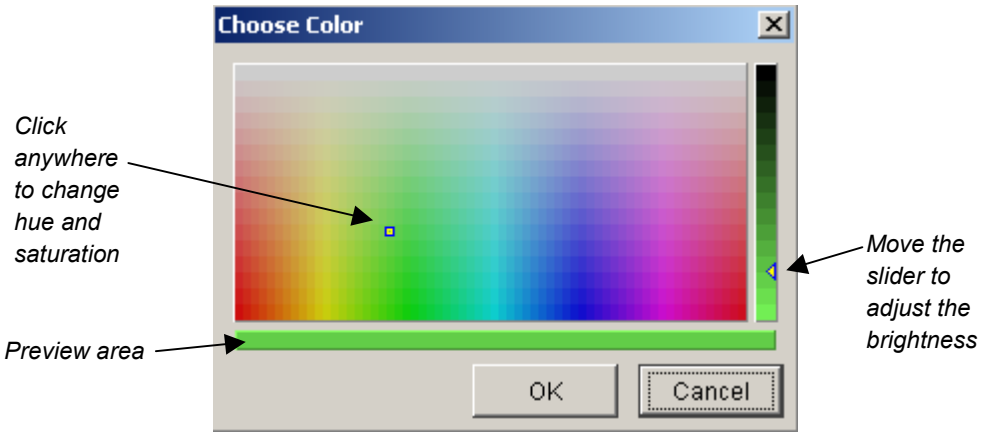
To change the background color

1. Select **View > Background Color** and then click on a color in the 40-color palette.

   OR

   To create a custom color, click **More Colors**.

   The *Choose Color* dialog box appears.



2. Click anywhere on the color swatch to change the hue and saturation, and then move the slider in the color gradient to change the luminescence (brightness).
3. Click **OK**.

Using the Zoom Feature

Use the Zoom feature to magnify or reduce the size of the workspace, zooming in or out so you can see a more detailed or general view of your diagrams. SMART Ideas software provides continuous zoom options between 25% and 300% via a zoom slider on the toolbar. A non-continuous zoom feature is available in increments that range from 25% to 100% from the **View > Zoom** menu.

The Scale to Fit setting adjusts your view automatically so you can see all the objects in the workspace (at optimal zoom) without scrolling.

The diagram prints at the same perspective as the current zoom level.

NOTE: As long as you save it, SMART Ideas software remembers the magnification you specified for a file when you next open it, so you can maintain different magnification levels for different files.

To change the magnification of a workspace

1. Click the **Zoom** button on the toolbar.

   A Zoom slider appears.

2. Drag the slider to the zoom level that you want.

   OR

   Click the **Scale to Fit** button to view all the objects in the workspace at an optimal zoom level.

Moving Around the Workspace

If you click the **Pan** button, you can drag the workspace in any direction, changing your view easily and accurately without resorting to the scroll bars.

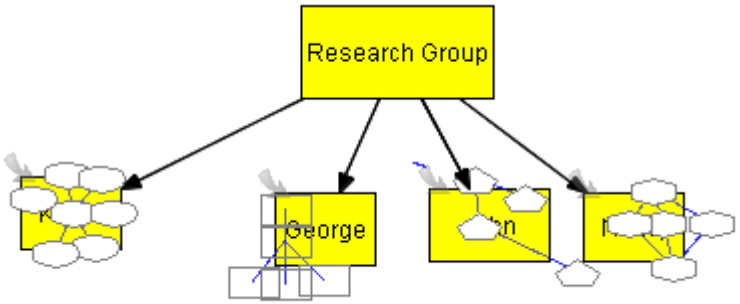
With the **Pan** button depressed, you can still click on individual objects to select them, and, if you click the CTRL or SHIFT key, you can select multiple objects in this way too. Once objects are selected, click and hold again on the object (or one of several) and drag the cursor to move them.

To move the workspace with the Pan feature

1. Click the **Pan** button on the toolbar.
2. Click, hold and drag in any direction on the workspace.
3. Click the **Pan** button to restore normal click-and-drag selection behavior.

Viewing Sub-Levels

If you like, you can view small, ghost-like images of any diagrams that are associated with the sub-level of a symbol. In other words, you can see at a glance which symbols have sub-level diagrams, as well as the relative complexity of those diagrams.



The Show Sub-levels function also allows you to drag a selected symbol into any symbol's sub-level. For more information on dragging symbols directly into sub-levels, turn to page 74.

To activate the Show Sublevels command

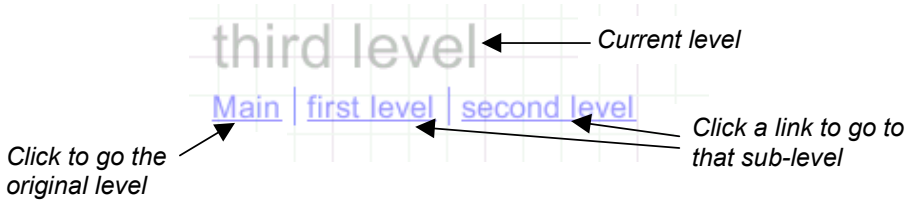
Check **Show Sublevels** on the **View** menu.

A small, faint image of the sub-level diagram appears inside each originating symbol.

Viewing (and Using) Sub-Level Watermarks

If you create a lot of sub-levels, you'll want to use the sub-level watermarks to stay oriented. You'll notice a watermark of faint blue text links in the top-left corner of each level. This watermark appears by default and is derived from the originating symbol text for the current level, as well as the originating symbol text from all other related sub-levels.

Click on the different links in the watermark to return to the original (Main) level or to the other sub-levels.



To reduce workspace clutter, you can easily hide the watermarks.

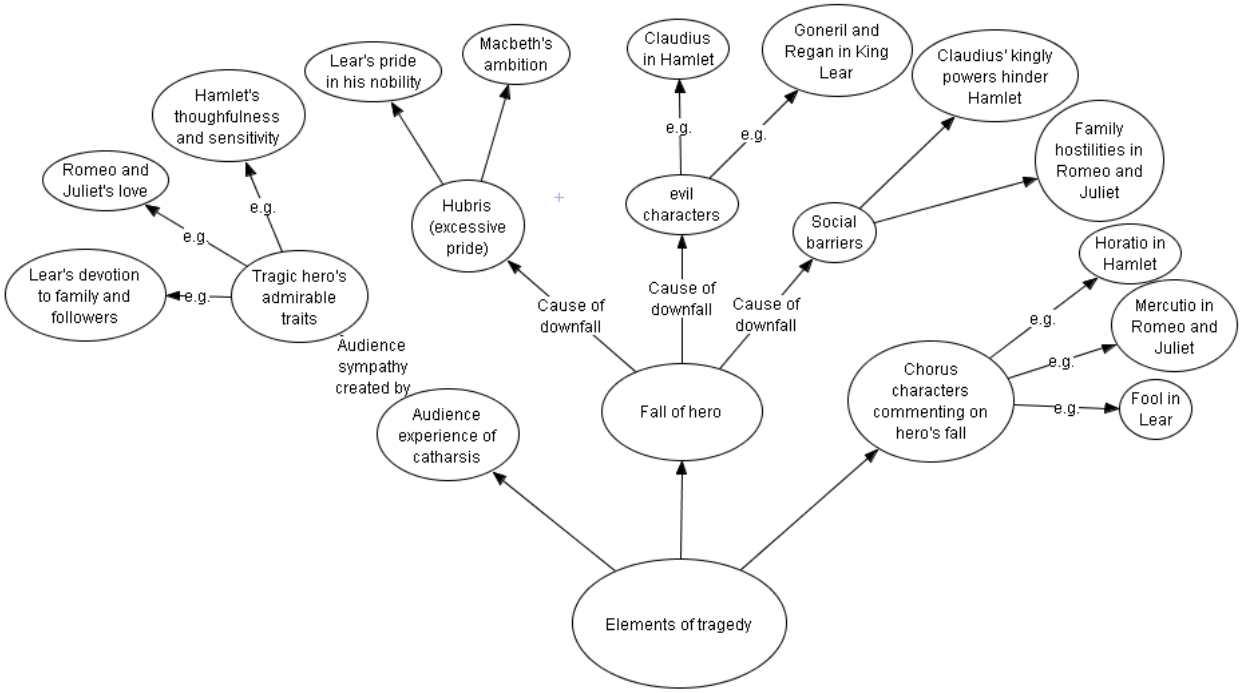
To hide the sub-level watermarks

Uncheck **Show Watermark** on the **View** menu.

Contracting and Expanding Diagram Trees

Concept maps are almost always hierarchical, beginning with broad, general concepts and then branching out into specific details. This hierarchical organization gives your diagrams a tree-like appearance. Think of the main idea or topic symbol as the trunk of a tree that branches into related subsidiary ideas, which can sprout many smaller branches of supporting details.

Note the tree-like structure of the following diagram. This diagram explores the characteristics of literary tragedy, starting with the generic elements common to all tragedies and ending with specific Shakespearean tragedies that illustrate those elements.



A Complex Diagram Tree

Such an elaborate diagram tends to be visually intimidating and difficult to grasp all at once. For the sake of clarity, you may want to hide the symbols that reside on the branch ends until you're ready to discuss them. This way, your students can focus on general concepts first, and then you can selectively reveal supporting details – but only when you're ready to discuss them.

SMART Ideas software includes a set of commands and icons that let you expand or collapse either all trees on the current level or selected branches of a diagram tree, one hierarchical level at a time.

NOTE: If you save the file with collapsed or expanded trees, the file will re-open in the identical state.

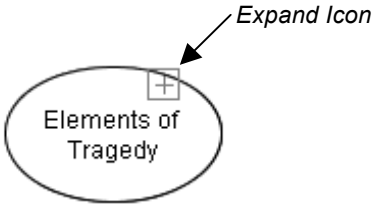
To shrink a diagram tree by one level

1. Click the symbol from which you want to collapse the tree.

2. Click the **Collapse** icon.

   All the branches that emerged from the selected symbol disappear from view, so only the selected symbol is displayed.

   You'll notice the appearance of a new icon in the symbol's selection rectangle. This is the **Expand** icon. Click this icon to expand the tree by a single level.



To shrink all trees on the current level

Select **Collapse All Trees** from the **View** menu.

All diagrams on the current level collapse down to their single, originating symbols.

To expand a tree by one level

Click the **Expand** icon in the upper-right corner of the symbol at the top of the level you want to expand.

To expand all tress on the current level

Select **Expand All Trees** from the **View** menu.

All diagrams on the current level will expand fully, displaying all branches at once.

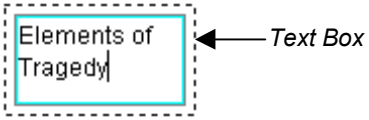
Working with Text

SMART Ideas software has many features for working with text, including the ability to:

- perform full text editing and formatting (page 67 to 69)
- spell check your text (page 69)
- find and replace text (page 70)

Editing Text

It's easy to edit the text labels for symbols and connectors. Simply select the object and then click once (or right-click the object and select **Edit Label**).



Then just select the text as you would in any other word processing program. When you're finished, press the ENTER key on your keyboard. If you want to add a blank line within the symbol to separate text, press ALT + ENTER on your keyboard.

To insert a blank line (a.k.a. carriage or hard return)

1. Type some text on the SMART Ideas workspace or in a selected symbol's text box.

   NOTE: Do ***not*** press the ENTER key on the keyboard.

2. Press the ALT + ENTER keys on the keyboard twice.

   A blank line (hard return) will appear.

To edit object labels

1. Select a symbol or connector.
2. Click the selected object again and edit the text in the text box that appears.

   OR

   Right-click on the selected object, select **Edit Label**, and edit the text in the text box that appears.

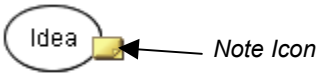
3. Press the ENTER key on your keyboard.

   OR

   Click once outside the text box.

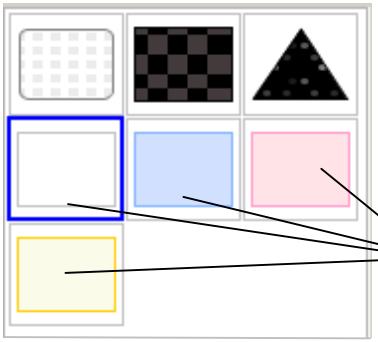
TIPS

For lengthier text entries, attach a note to the symbol instead. When you move your mouse pointer over the **Note** icon, the note appears in an editable text box. See page 38 for more information.



If you want to display left-justified text inside a symbol that shows all your text without resizing, consider using one of the four Text symbol styles available at the end of the Symbol Style palette. (**HINT:** Use the forward arrow button at the top of the Symbol Style palette to page forward to the end of the palette.)

With a Text symbol, all the text you enter will be displayed without any need for resizing. Unlike other symbol styles, this style allows you to initiate new paragraphs by pressing the ENTER key on your keyboard. Also, when you're finished, all your text – no matter how lengthy – will be fully displayed. You can move, edit, reformat or link this symbol style just as you would any other symbol.



Formatting Text

The easiest way to change the font, size and weight of text is with the buttons on the Formatting toolbar.

To change the font type, size and weight of a label

1. Select the symbol(s) or connector(s) that you want to modify.
2. To change the font type, click the **Font** button and select an alternative from the list.

   To change the font size, click the **Font Size** button and select a point size from 8 to 72.

   To change the font to bold or italic, click the **Bold** or **Italic** button.

   NOTE: Because some fonts do not support bold and italic properties, these buttons are not always available.

   To change the font color, click the **Font Color** button and select a color from the palette (or click the **More Colors** button to customize the color).

Checking Your Spelling

When you create a diagram, use the spell check feature to check your symbol and connector text. This feature alerts you to any words that are repeated or misspelled and offers suggestions for change.

NOTE: The spell check feature only checks the label text within the current diagram. If your diagram has sub-levels, you must check each level separately.

To check your spelling

1. Select **Spell Check** from the **Tools** menu.

   When a misspelled or repeated word is encountered, the *Check Spelling* dialog box appears.

   A misspelled or repeated word appears in the **Not in dictionary** box and a suggestion for change appears in the **Change to** box.

   If no errors are found, a message appears telling you that the spell check is complete.

2. Accept or reject the results of the spell check as follows:

   a. To accept the suggested word, click the **Change** button.

      OR

      Select a word from the **Suggestions** list and click the **Change** or **Change All** buttons.

      OR

Type a correction of your own in the **Change to** field and click the **Change** or **Change All** buttons.

b. To retain the original word (ignoring the spell check feature's advice), click the **Ignore** button, or click the **Ignore All** button to retain every occurrence of the original spelling.

c. To add the word to the Spell Check dictionary, click the **Add** button.

When the spell check is complete, the *Check Spelling* dialog box disappears.

Finding and Replacing Text

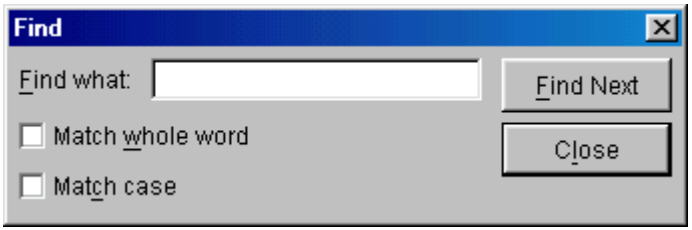
When you need to review or change text in either the Diagram view or the Outline view, use the **Find Text** and **Replace Text** commands. **Find Text** helps you locate occurrences of any text you specify. **Replace Text** lets you change a word or phrase throughout the diagram.

NOTE: This feature only works on the current diagram level. It won't locate and replace text that resides in a sub-level diagram.

To find text

1. Select **Find Text** from the **Edit** menu.

   The *Find* dialog box appears.



2. Enter the text that you want to find in the **Find what** box.

   You can type up to 255 characters in this box. The text scrolls horizontally as you type.

3. To find only separate words (not characters embedded in other words), select **Match whole word**. For example, select this option to find "run" but not "running".

4. To find only words that have a specific pattern of uppercase and lowercase characters, select **Match case**.

5. Click the **Find Next** button.

   SMART Ideas software selects the first occurrence of the text in either a symbol or connector label.

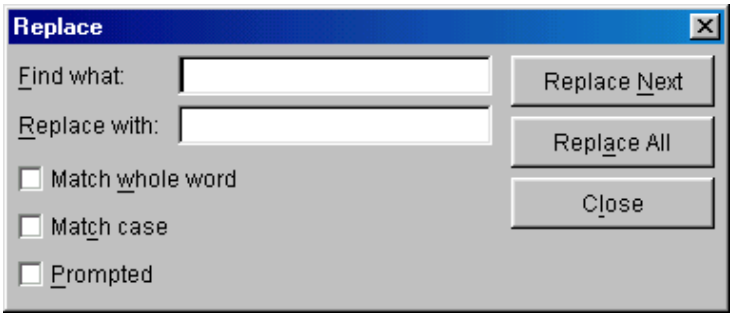
If the word or phrase isn't found, a **No Matches Found** message appears.

6. Click the **Find Next** button again to find subsequent occurrences of the text.
7. Click the **Close** button.

To replace text

1. Select **Replace Text** from the **Edit** menu.

   The *Replace* dialog box appears.



2. Enter the text that you want to replace in the **Find what** box.

   You can type up to 255 characters in the **Find what** box. The text scrolls horizontally as you type.

3. Enter the replacement text in the **Replace with** box.
4. To replace only separate words (not characters embedded in other words), select **Match whole word**. For example, select this option to replace “run” but not “running”.
5. To replace only words that have a specific pattern of uppercase and lowercase characters, select **Match case**.
6. To confirm each change, select **Prompted**.
7. Click the **Replace Next** button.

   OR

   Click the **Replace All** button to replace every occurrence of the text in the diagram

Adding Layers and Links to Diagrams

You can add depth to your diagrams by adding sub-level; you can also extend the reach of your diagram by adding links to local files and Web sites.

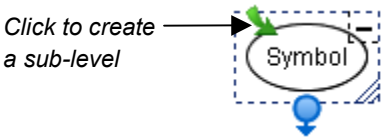
In this section, you'll learn how to:

- create sub-levels in diagrams (page 72)
- navigate within layered diagrams (page 75)
- link any file, program, e-mail address or Web site to a symbol (page 76)

Creating Layered Diagrams

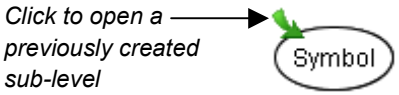
Every symbol in a diagram is a potential gateway to another diagram that you can create on a sub-level of that symbol. You can use these sub-levels to illustrate or expand on information. You can also use them to hide information, so you can reveal details or examples when you want to – or when your class is sufficiently prepared to fully understand them.

It's easy to create a new or open an existing sub-level: Select a symbol and then click the **Open Sub-Level** icon (the arrow in the upper-left corner of the symbol). The sub-level then opens as a new, blank workspace in which you can create a diagram, write a few lines of illustrative text, insert a picture, etc.

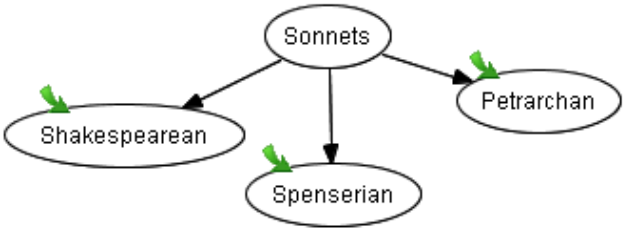


You can continue creating more sub-levels, or click the **Back** button (located on the left edge of the Standard toolbar) to return to the previous level. You can create an unlimited number of sub-level layers to contain related symbols, diagrams, text or graphics.

Any symbol with sub-level content displays the **Open Sub-level** icon – even when you haven't selected the symbol. To open a sub-level, just click this icon.

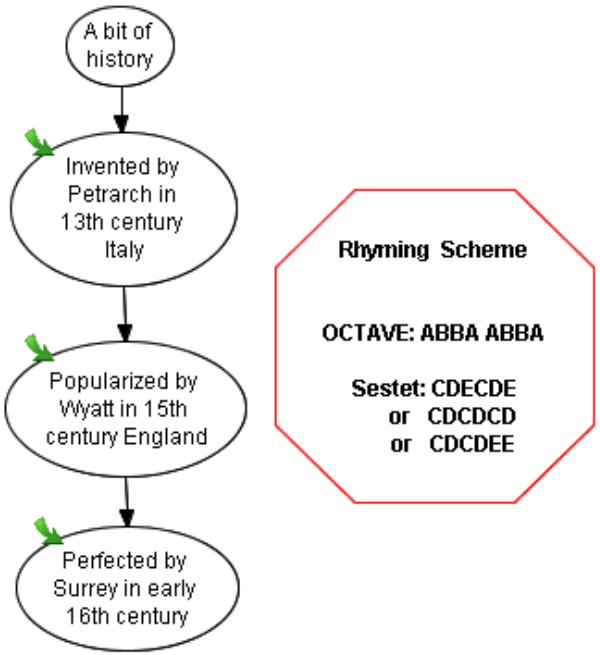


For example, for a lesson on the history of the sonnet, you could create a diagram that shows the three major types of the sonnet form.



To keep your diagram simple and clear, relegate the illustrative information – i.e., the properties of each sonnet type – to each symbol's sub-level. Then, when your class is ready for more detailed information, just click the **Open Sub-level** icon to view it.

For example, if you click the **Open Sub-level** icon on the "Petrarchan" symbol, the following diagram appears:



The "Petrarchan" Symbol Sub-Level

Each symbol that cites a poet also has an associated sub-level (indicated by the **Sub-level** icon). These sub-levels are occupied with representative sonnets from each poet.

To create a symbol sub-level

1 Select the symbol.

2 Click the **Open Sub-level** icon (the green, curved arrow in the top-left corner of the selection rectangle).

A new, blank workspace will open.

To return to the originating symbol (in previous layer)

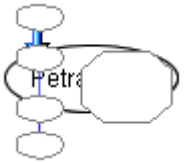
Click the **Back** button in the Standard toolbar.

OR

Click the watermark in the upper-left corner of the workspace (if it's displayed).

Making Originating Symbols Transparent

To view the complexity of underlying diagrams at a glance, activate the **Show Sublevels** command. This command displays a miniature, ghostly image of the sub-level diagram inside the originating symbol.



When **Show Sublevels** is active, symbols also become *functionally* transparent. To move a symbol to the sub-level of another symbol, drag the symbol (or multiple connected symbols) onto the target symbol and watch the dragged symbol(s) recede and then disappear into the destination symbol's sub-level. Open the sub-level (by clicking the **Open Sub-level** icon) to view the symbol you just dropped into it.

To view small outlines of a symbol's sub-level diagrams

Check **Show Sublevels** on the **View** menu.

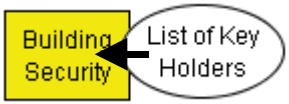
A small, faint image of the sub-level diagram appears inside each originating symbol.

To drop a symbol or diagram into a sub-level

1. Check **Show Sublevels** on the **View** menu and select a symbol.

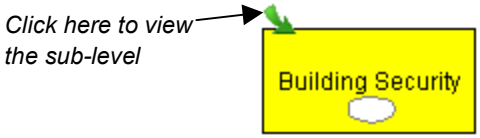
   NOTE: You can't drop a selected symbol onto a sub-level if it's connected to another symbol.

2. Move the symbol or a selected group of symbols over top of another symbol.



When the moving symbol reaches the middle of the receiving symbol, it gradually disappears from view as it sinks into the receiving symbol's sub-level. A small, ghost-like version of the moved symbol appears inside the receiving symbol, and an **Open Sub-level** icon appears next in the upper-left corner.

3. Click the **Open Sub-level** icon to view the symbol you just moved.

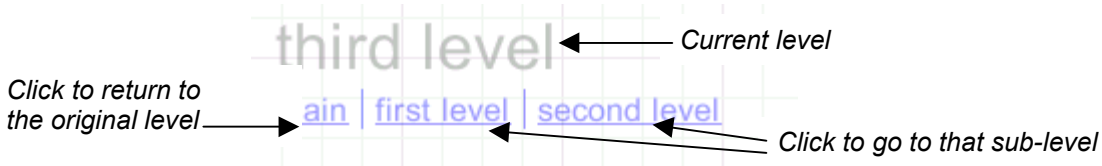


4. Click the **Back** button on the toolbar to return to the original symbol level.

Navigating through Symbol Layers

Because any symbol can have a sub-level, and any sub-level can have further sub-levels, you may lose track of where you are in a multi-layer diagram. There are a number of ways to stay oriented:

- Click the **Back** button on the Standard toolbar to return to a higher level, or click a symbol's **Open Sub-level** icon to see the level below.
- Click the watermark level links. You'll notice a watermark of faint blue text links on the top-left corner of each level. Click on the different links in the watermark to return to the original (Main) level or to the other sub-levels.

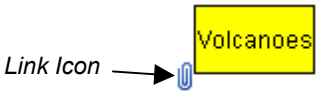


- Open the Global view (by clicking the **Global** tab at the bottom of the workspace) to view a map of all levels and sub-levels, and instantly access them. For a detailed discussion of the Global view, see page 55.
- Select **View > Go To > Go Home** (CTRL + HOME) to return to the originating symbol level.

Creating Links to Web Sites, Files or Other Diagram Levels

Enrich your diagram with links to any Web site or file – or just to another level in the current diagram. A hyperlink lets you quickly access any external sources of information to clarify, illustrate or expand on an idea that a particular symbol represents.

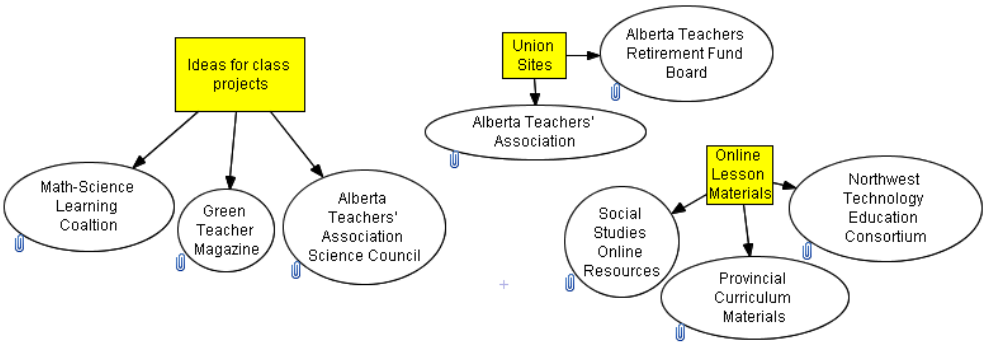
While you can add as many links to your diagram as you have symbols, you can create only one link per symbol. After you add a hyperlink to a symbol, a **Link** icon appears in the lower-left corner of that symbol. Click the icon to go directly to the associated Web site, file or diagram level for that link.



TIP

Web sites are great sources for lesson materials, ideas for class projects and even news from your local teachers' association. Organize your favorite Web sites in a more meaningful way than a simple list of favorite sites; think about using SMART Ideas software as a single-source file management tool: You can associate your Web site links with descriptive symbols in one SMART Ideas file, where they're just a mouse click from view.

Here's an example:



You can create a well-organized, connected diagram exclusively made up of Web site links (like the one above), and even add a link to a favorite file on your hard drive or network. Either way, each time you click the **Link** icon, your Web browser (or Windows Explorer) opens and the associated Web site (or file) appears.

To link a symbol to a Web site

1. Select a symbol.

2. Click the **Link** button on the Standard toolbar.

   The *Insert Hyperlink* dialog box appears.

3. Click **Web page**.

4. Enter the full Web address in the box.

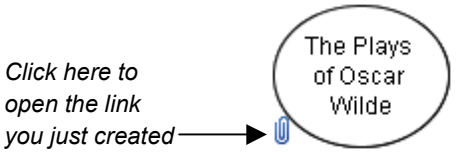
   OR

   Click the arrow and select a Web address from the list of links previously used. (This list is empty if this is the first time you've created a hyperlink.)

> **TIP** Instead of manually typing a Web address into the *Insert Hyperlink* dialog box, it's easier and more accurate to just open your Web browser and navigate to the Web site you want to link to. Now, copy the address that's in the **Address** box of your browser and paste it into the *Insert Hyperlink* dialog box.

5. Click **OK**.

The symbol appears with a **Link** icon in its lower-left corner. To open the Web page that you just created a link to, click this icon.



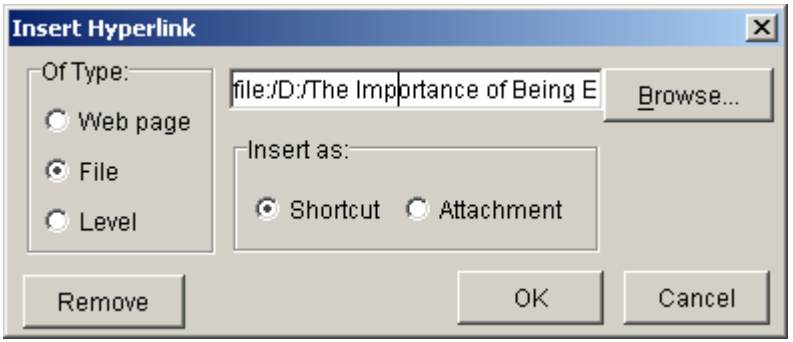
To link a symbol to a file

1. Select a symbol.

2. Click the **Link** button on the Standard toolbar.

   The *Insert Hyperlink* dialog box appears.

3. Click **File**.



4. Click the **Browse** button.

   The *Open* dialog box appears.

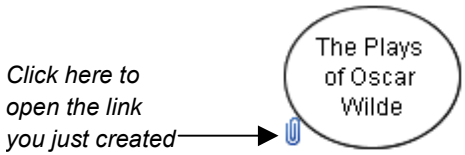
5. Navigate to the file that you want to link to.
6. Click the **Open** button.

The file path and name appear in the box.

NOTE: If the size of your file is a consideration, make sure **Shortcut** is selected. With Shortcut selected, the file remains on your hard drive or network, and is opened from that location. If you select **Attachment**, the file is actually attached to the SMART Ideas project file and file size enlarges accordingly.

7. Click **OK**.

   The symbol appears with a **Link** icon in its lower-left corner. To open the file that you just created a link to, click this icon.

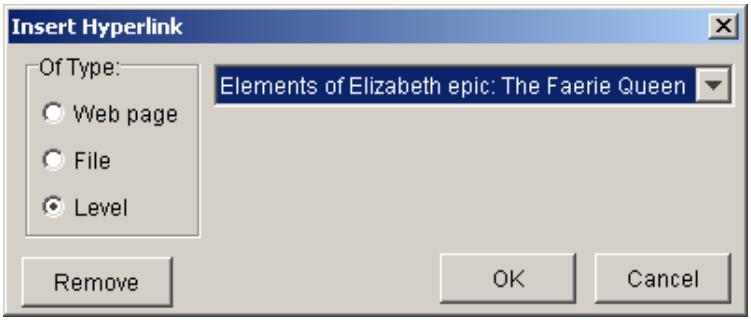


To link a symbol to another level in the same diagram

1. Select a symbol.
2. Click the **Link** button on the Standard toolbar.

   The *Insert Hyperlink* dialog box appears.
3. Click **Level**.
4. Click the arrow and select a level from the list of all levels in the current SMART Ideas file.



5. Click **OK**.

   The symbol appears with a **Link** icon in its lower-left corner. To open the level you created a link to, click the icon.

Removing and Replacing Links

Since you can associate a symbol with only one link, you may need to alter a link so that it opens a different file or Web page, or you may need to remove the link altogether.

To remove or replace a link

1. Select the symbol with the link that you want to remove or replace.
2. Click the **Link** button on the Standard toolbar.

   The *Insert Hyperlink* dialog box appears.
3. To delete the link, click the **Remove** button.

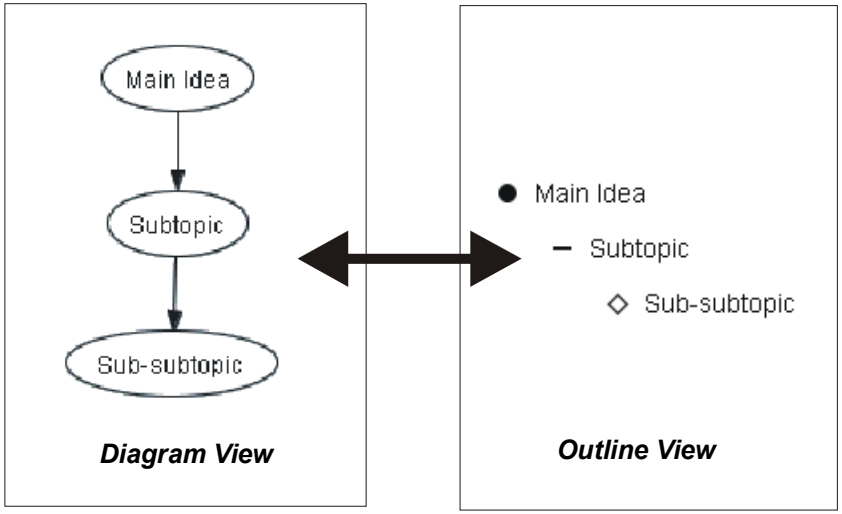
   OR

   To replace the link, click a new link type (**Web page**, **File**, or **Level**). Then enter a new Web address, or browse to a new file or diagram level.
4. Click **OK**.

Working in Outline View

Normally, you'll work in the graphically based Diagram view, creating linked diagrams of colorful symbols. As you work in this view, SMART Ideas software automatically generates a text-based, hierarchically organized Outline view of the same information. This text-based view helps you move easily from rough ideas to a finished document.

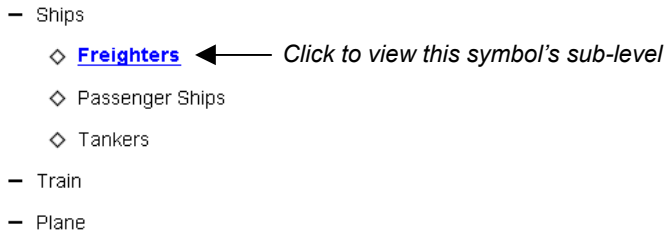
In the figure below, note how the Diagram and Outline views show the same information in different ways. Only the text and idea hierarchy appear in the Outline view; none of the graphical aspects – symbol color and shape – are apparent.



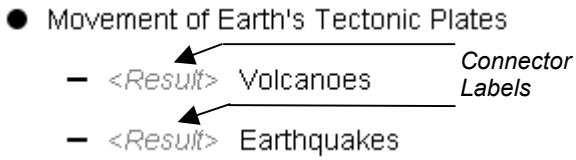
Understanding Outline View

In the Outline view, diagram hierarchy is conveyed by indentation and accompanying markers (a hyphen for the first subtopic level and a diamond for the second subtopic level). The result is a conventional outline of the kind typically created prior to writing any complex document.

If a symbol has an associated sub-level in the Diagram view, it appears in underlined, bold text in the Outline view. This text is a hyperlink, and, if you click it, an Outline (text-based) of that sub-level appears.



If a labeled connector links a symbol, the text of the connector label appears in italics inside angle brackets.



TIP

Use the Outline view to demonstrate how:

- an outline makes it easier to organize a writing project
- an outline is as simple as putting a few good ideas into logical order

In the Diagram view, create a few symbols, using connectors to show how the ideas are related. Then switch to the Outline view to show students the outline result. Instruct the class to write a short essay by fleshing out each topic in the outline.

To switch to Outline view

Click the **Outline View** tab at the bottom of the workspace.

OR

Select **Outline View** from the **View** menu.

A linear, text-based view of the diagram appears.

Using the Outline View to Create Objects

The Outline view isn't just for viewing a text version of your diagram. You can also create new objects (including symbols, connectors and notes), and edit them as well. As you might expect, any changes that you make in the Outline view are immediately reflected in the Diagram view.

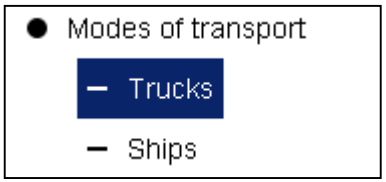
When you create a new symbol in the Outline view, it appears indented immediately below the selected symbol (on the next lower level of the outline hierarchy). If you don't select a symbol, the new symbol appears at the top of the diagram hierarchy.

When you create a new connector for a symbol, that symbol automatically links to the symbol immediately above it.

NOTE: You can create a connector only for an indented (secondary or tertiary) symbol.

To create a new symbol in Outline view

1. Select the symbol that's directly above the point where you want the new symbol to appear.



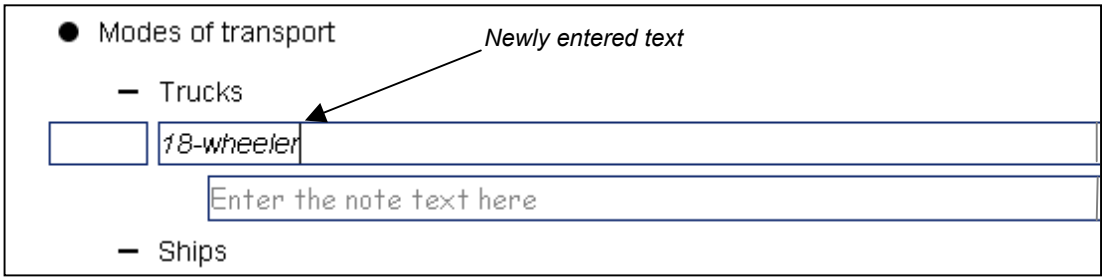
   OR

   Select the main symbol if you want the symbol to appear at the top of the symbol list.

2. Click the **Create New** button.

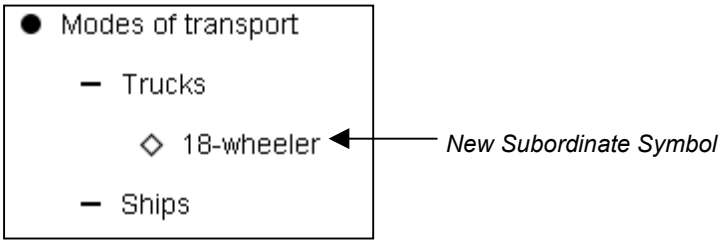
   Several text boxes appear.

3. Type a symbol label where you see "**Enter the Symbol Text Here**".



4. Press the ENTER key on your keyboard.

   A new line of text appears indented below the originally selected symbol.



To add a note to a symbol

1. Double-click a symbol.

   Text boxes will appear. (In the example below, the symbol is entitled “Tankers”.)

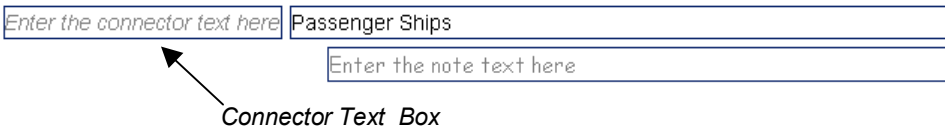
2. Enter text where you see “Enter the note text here”.
3. Press the ENTER key on your keyboard.

   NOTE: To view the note, make sure a check mark appears beside **Show Notes** in the **View** menu.

To create a connector

1. Double-click a symbol.

   A text box appears to the left of the symbol text box. (In the example below, the symbol is entitled “Passenger Ships”.)



2. Enter text where you see “Enter the connector text here”.

In the Diagram view, SMART Ideas software links the selected symbol with the symbol above it by a connector with this text label.

To edit symbol, connector or Note text

1. Double-click in the line of text you want to change.

   The text appears within a blue text box.

2. Revise the text as required.

3. Press the ENTER key on your keyboard.

   OR

   Click outside of the text box.

Reorganizing the Diagram

You can change the organization of a diagram just as easily in Outline view as you can in Diagram view. Drag a symbol to move it up or down in the hierarchy. If you drag a selected symbol onto another symbol that's on a higher or lower level, the symbol that you moved appears on the same level as the destination symbol. Alternatively, you can use the Promote and Demote buttons to change a selected symbol's hierarchical level.

To alter the hierarchy of a diagram

1. Select a symbol.

2. Click the **Promote** button to move the symbol up one level.

   OR

   Click the **Demote** button to move the symbol down one level.

   OR

   Drag the symbol over another symbol to place it on the same level as the destination symbol.

To cut, copy and paste symbols (and associated connectors) in Outline view

1. Select a symbol.

2. Click the **Cut** or **Copy** buttons in the Standard toolbar.

   OR

   Select **Cut** or **Copy** from the **Edit** menu.

3. Click the **Paste** button.

OR

Select **Paste** from the **Edit** menu.

The pasted symbol appears at the top of the outline. If you like, you can drag it anywhere in the Outline view.

To delete a symbol (and associated connector)

1. Select a symbol.
2. Click the **Delete** button in the Standard toolbar.

   OR

   Select **Delete** from the **Edit** or right-mouse menus.

   OR

   Press the DELETE key on your keyboard.

File Management

Managing SMART Ideas software project files (IPR files) is very much like managing files in any other Windows application. For example, you can create a new file, save it for later viewing and revision, or print it.

In addition to these standard file management capabilities, there are a number of ways to export your files so that people without SMART Ideas software can see your work. For example, the **Export Diagram View to Web** and **Export Outline View to Web (Text)** commands let you save the graphically based Diagram view or the text-based Outline view of your file in HTML format. You can then transfer the file to a Web server so anyone with a Web browser can access your work.

An **Export to Word Document** command is also available so you can save your work as a Microsoft Word (.doc) file. Both the concept maps of the Diagram view (exported as a single graphical object) and the text-based Outline view (exported as fully editable bulleted lists) are exported together in the single DOC file.

SMART Ideas software also comes with numerous templates to make your work easier. You can also create your own custom templates for those diagrams that you find yourself using often.

Creating a New SMART Ideas File

When you create a new SMART Ideas file, you have the option of using a template or starting from a blank workspace.

To create a file

1. Select **New** from the **File** menu.

   The *New SMART Ideas Diagram* dialog box appears with <Blank Document> highlighted on the **Templates** tab.

2. If you prefer to base your new diagram on a template, select one of the templates from the list.

3. Click the **Open** button.

   An untitled, blank workspace appears.

   OR

   If you selected a template, the template appears.

Opening a SMART Ideas File

When you start SMART Ideas software, the *New SMART Ideas Diagram* dialog box opens. You can click the **Recent Files** tab to access a list of all recent files. Alternatively, use the **Open** command to open an .ipr file located anywhere on your hard drive or network.

If you're working in SMART Ideas software and want to open a recently used file, click the **File** menu. You'll see the last four SMART Ideas software project files that you worked on at the bottom of the menu. Click any one of those files to instantly load it into the workspace.

To open a file

1. Select **Open** from the **File** menu.

   The *Open* dialog box appears.

2. Under **Look in**, select a directory.

3. Browse to the file and select it.

   OR

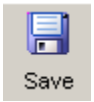
   Type the file name in the **File name** box.

4. Click the **Open** button.

   The selected file opens.

Saving a SMART Ideas File

You can save your file to your hard drive or a network location, as you would normally.



To save a file

1. For a previously saved file, select **Save** from the **File** menu to save the file in the same format and with the same name, or click the **Save** button.

   OR

   Select **Save As** from the **File** menu to save the file with a different name or in a different location.

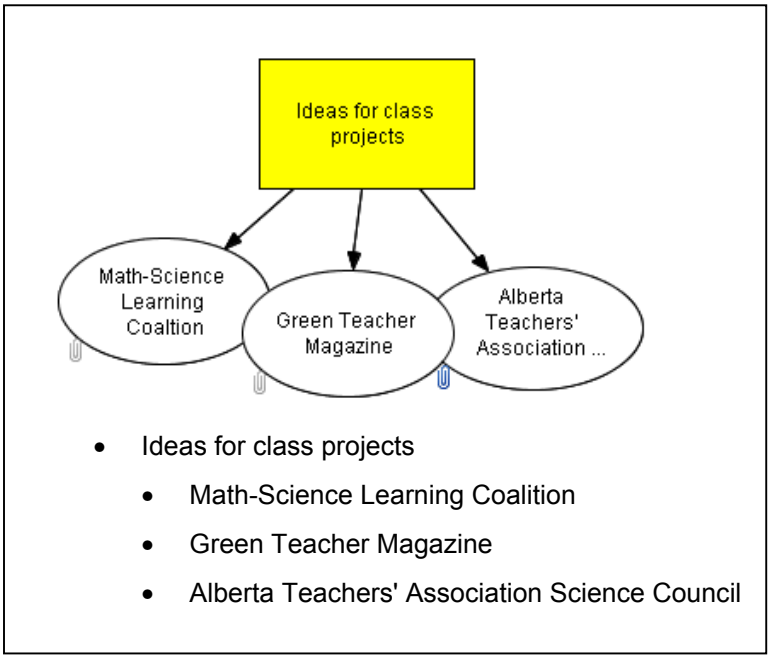
2. If you're saving the file for the first time, enter a file name in the *Save As* dialog box and then click the **Save** button.

Exporting Your SMART Ideas Files to Microsoft Word

If you need to send your SMART Ideas file to someone who doesn't have SMART Ideas software, just convert your file to a Microsoft Word file. When you do this, you're not just making the information in your diagrams accessible to more people; you're also transforming the text-based Outline view into a fully editable, working outline that can serve as the basis for a longer writing project in Word.

The two working views of SMART Ideas software – the graphically based Diagram view and the text-based Outline view – are both displayed in the Word file. The Diagram view appears as a single, uneditable graphic at the top of the page, while each text line in the Outline view appears as a separate, fully editable bulleted point, indented according to the original symbol's place in the diagram hierarchy.

A simple, two-level diagram would convert into a Word document as follows:



You can edit each bulleted point, adding text to make them the lead sentence of several connected paragraphs, or use them as separate headings for more extended discussions.

NOTE: If the diagram has sub-levels, those sub-levels are also converted on individual pages of the resulting Word file. For example, if eight different sub-levels have been created from the original, single Main page, the resulting Word file will contain nine pages. Also, the symbols from which the sub-levels originate will appear as linked text that will take you to the sub-level when clicked.

To convert a SMART Ideas file to a Word file

Select **Export to Word Document** from the **File** menu.

A *Publishing Project* message appears.

The new Microsoft Word file appears with the same file name as the SMART Ideas file and a .doc extension.

Exporting Workspace Views to the Web

It's easy to create diagrams that you publish on the Internet or send to people who don't have SMART Ideas software installed on their computers. You can save your diagrams in either a graphical (Diagram view) or text-only form (Outline view) that's ready for Web publication.

To save your diagrams in graphical form for the Internet, use the **Export Diagram View to Web** command. This command saves your current diagram as a high-quality, Web-ready graphic and retains all hyperlinks in the document after conversion.

To save your diagrams to the Internet in text-only form, use the **Export Outline View to Web (Text)** command: This command converts the Outline view of your diagram into HTML format, ready for online publication.

To export the Diagram view for Web publication

1. Select **Export Diagram View to Web** from the **File** menu.

   A *Saving* message appears as your diagram is converted.

2. Wait a few moments.

   The converted diagram opens in your Web browser.

To export the Outline view for Web publication

1. Select **Export Outline to Web (Text)** from the **File** menu.

   NOTE: You can be in Diagram view when you select this command. An HTML file of the Outline view only will still be created.

2. Wait a few moments.

   The converted text-only outline opens in your Web browser.

Printing a Diagram

You can print the current level of your diagram or the current level plus all associated sub-levels. If you choose to print a large diagram on one page, SMART Ideas software shrinks the diagram to fit the page.

To print a SMART Ideas file

1. From the **File** menu, select:
   - **Print Preview** to see how your diagram will look on the printed page
   - **Print Current Level** to print only the current level of your diagram
   - **Print All Levels** to print every level of your diagram

   The *Print* dialog box appears.
2. Specify the printer you want to use in the **Name** box.
3. Specify what you want printed in the **Print range** box.
4. Specify the number of copies you want printed in the **Number of copies** box.
5. Click **OK**.

Using Templates in SMART Ideas Software

A template is a document you can use as a pattern to create other documents of the same type. The idea behind templates is that while you may create many documents, you generally create only a few *types* of documents. Templates provide a place to store boilerplate symbols, notes and connectors, reducing the amount of work necessary to set up new diagrams.

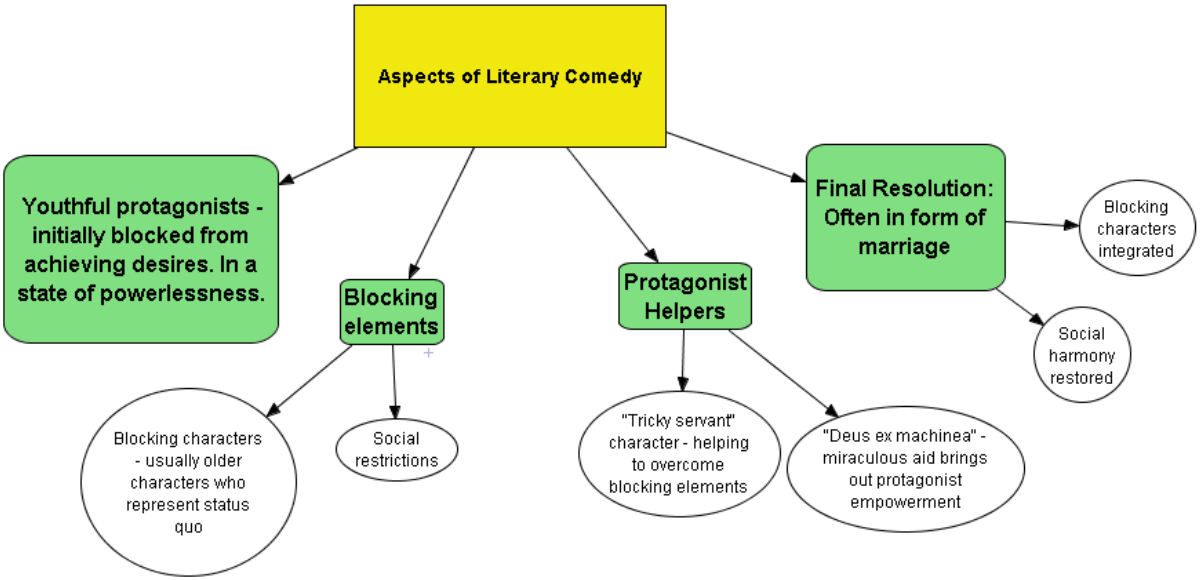
When you start SMART Ideas software, you'll see a long list of templates from which to choose. There are templates that have been specifically developed for social studies, science, language arts and lesson planning.

You can also create your own templates for diagram formats that you use frequently.

To create your own template, create a diagram as usual and save it with the .ipt extension rather than the default .ipr (Ideas project file) extension. Selecting the .ipt extension automatically converts the SMART Ideas project file into a template.

For example, if you're a language arts teacher, you might want to develop four individual templates that are devoted to each of the major literary archetypes – tragedy, comedy, romance and irony – with symbols that capture the generic elements of each archetypal plot. When you want to show how a particular literary work fits within the framework of a literary archetype, you can adapt the template using specific examples from that work.

The following example is a template developed to show recurring elements in the genre of literary comedy.



To use a template

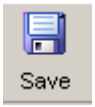
1. Select **Open Template** from the **File** menu.

   The *New SMART Ideas Diagram* dialog box appears with <Blank Document> highlighted on the **Templates** tab.

2. Select a template from the list.

3. Click the **Open** button.

   The template opens.



4. Customize the diagram.

5. Click the **Save** button.

   OR

   Select **Save** or **Save As** from the **File** menu.

   The *Save As* dialog box opens.

6. Give your diagram a name, navigate to a folder and click the **Save** button. By default, SMART Ideas software gives the file an .ipr (Ideas project) extension.

To create your own template

1. Create a new diagram.

   OR

   Open an existing diagram that you want to develop into a template.

2. Select **Save As** from the **File** menu.

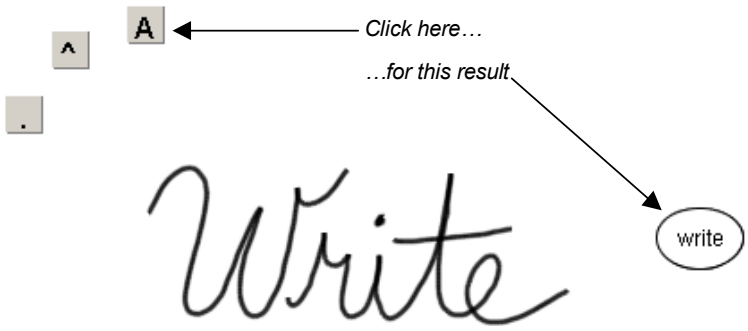
   The *Save As* dialog box opens.

3. Type a name for the diagram and include an .ipt extension.

4. Click the **Save** button.

Using SMART Ideas Software on a SMART Board Interactive Whiteboard

Working on the SMART Board interactive whiteboard in your classroom is the best way to use SMART Ideas software. Pick up a pen tray stylus and write in the SMART Ideas workspace. Then press a button to transform your handwritten annotation into typed text inside a symbol. This makes it easy to quickly create symbols that contain clear, typed text – without having to dash over to a keyboard.



Handwriting Recognition

NOTE: The handwriting Recognition feature is dependent on the SMART Board driver for its functionality: it only works on an interactive whiteboard with an active SMART Board driver.

The interactive whiteboard (when used with a data projector) also provides an enlarged, bright image that's ideal for presenting diagrams to your class. With the touch-sensitive interactive whiteboard, you can create and manipulate diagram objects right at the screen. Use your finger to move symbols, add links, open sub-levels and activate toolbar buttons. Use a pen tray stylus to create symbols and connectors faster than you can with a keyboard or mouse. Then save everything that you do at the interactive whiteboard into the current .ipr file.

To summarize, after creating a hand-drawn annotation on the SMART Board interactive whiteboard with a pen tray stylus, you can:

- transform it into a symbol with a typewritten label
- preserve it as a graphical symbol (if it's a drawing)
- inject it (as converted typed text) into the next symbol or connector that you touch

- move it (by itself or with a group of symbols)
- edit object labels in Outline view
- delete it

Creating Symbols with a Pen Tray Stylus

For speed and ease of diagram creation, nothing beats working on a SMART Board interactive whiteboard. Keep your keyboard and mouse out of the way: Use the Pen Tray stylus to create symbols (as described below), and then use your finger to change their appearance by activating the buttons and menus of SMART Ideas software right at the screen.

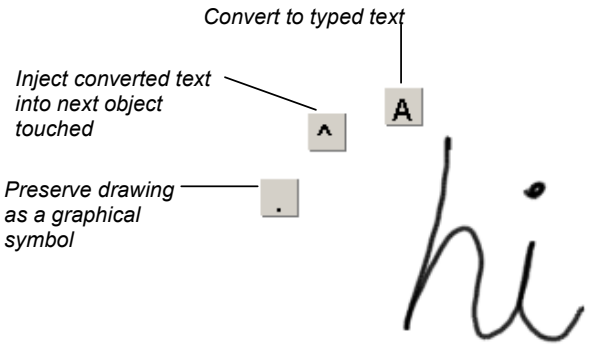
You can convert your handwriting into conventional typewritten symbols or use it as is – a handwritten graphical symbol.

NOTE: If your computer isn't connected to an interactive whiteboard, but you are running SMART Board software, select **Pen** from the **Tools** menu, and you can then use your mouse to create handwritten annotations.

To create a typed symbol with a stylus

1. Pick up a pen tray stylus.
2. Write on the interactive whiteboard.

   Three buttons appear to the left of your annotation.



3. Without replacing the stylus in the pen tray, press the **Convert to Typed Text** button. 

   The text appears inside a symbol in the currently selected style.

To create a freehand symbol with a Pen Tray stylus

1. Pick up a stylus and write on the interactive whiteboard.
2. Without replacing the stylus in the pen tray, press the **Drawing as Symbol** button.

   NOTE: You can change the line color of the resulting symbol, resize it and connect it to other symbols with connectors. You can also change it to typed text at any time by selecting it and pressing the **Convert to Typed Text** button.

Connecting Symbols with a Pen Tray Stylus

The easiest and fastest way to connect two symbols is by picking up a pen tray stylus and drawing a line from one symbol to the other. As long as the lines originate and end inside a symbol, SMART Ideas software will instantly transform that roughly drawn line into a smoothly rendered line in the current connector style, even copying the curvature of the line you drew.

For example, pick up a stylus and draw a rough line that starts inside one symbol and ends inside another.

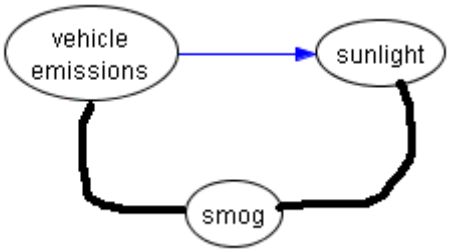
If the last connector style chosen was the “rubber duck” connector (from the selection of Deluxe Connectors”), SMART Ideas software replaces your rough line with a row of rubber ducks as soon as you lift the stylus from the screen.

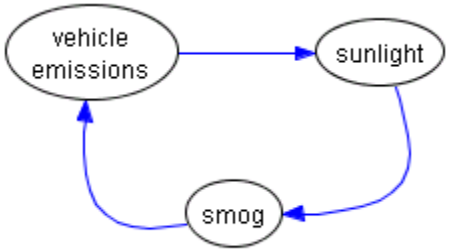
To create and label a connector with a pen tray stylus

1. Pick up a stylus.
2. Draw a rough line from one symbol to another.

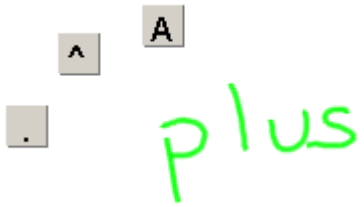
   The line is converted into a straight line terminating in an arrowhead (unless you previously chose another connector style).

NOTE: If you prefer to draw a curved line, SMART Ideas software duplicates the curve you've drawn.





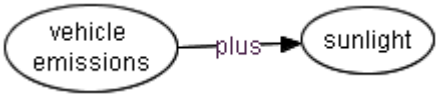
3. Write some connector label text anywhere in the workspace.



4. Press the **Inject into Object** button. 

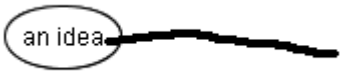
5. With the stylus, touch the connector that you want to label.

   The connector displays the text label you just wrote.



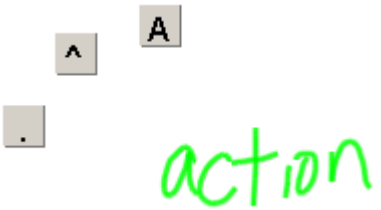
To create a quickly connected (and labeled) diagram with a pen tray stylus

1. Draw a line emerging from any symbol.



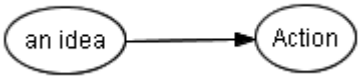
A connected, blank symbol (in the current symbol style) appears at the end of the line.

2. Write a label for the blank symbol anywhere in the workspace.



3. Press the **Inject into Object** button.
4. Touch the symbol with your stylus.

   The symbol displays the text label that you just wrote.



Editing with a Pen Tray Stylus

Use a pen tray stylus to edit the label for any symbol or connector in your diagram. While you can't selectively edit the letters or numbers inside a symbol or connector label, you can easily replace the entire label using the **Inject into Object** function.

You also don't need a keyboard to enter or edit text in the Outline view, and you can edit more selectively than you can in the Diagram view. Just pick up a stylus, position the cursor where you want to add or edit object text and then write in the text box.

To edit an object label with a pen tray stylus (in the Diagram view)

1. Pick up a stylus and write the replacement text anywhere in the SMART Ideas workspace.

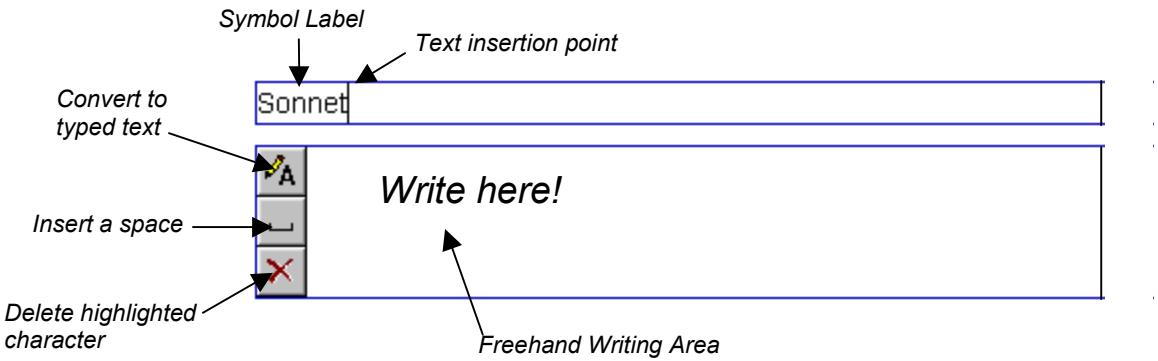
2. Without replacing the stylus, press the **Inject into Object** button.
3. Press the object (either a symbol or a connector) that contains the text that you want replaced.

   Your handwritten text becomes the new typed text label for the selected object.

To edit an object label with a pen tray stylus (in Outline view)

1. Pick up a stylus and double-press on a symbol or connector label.

   A freehand writing area appears, with three buttons on the left side.

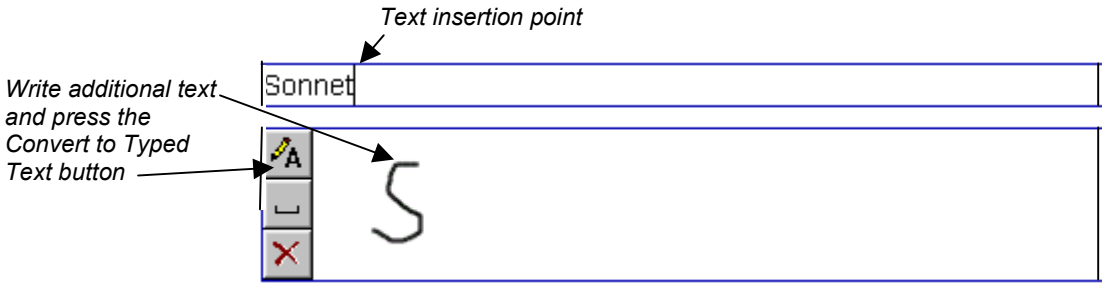


2. Select the text that you want to change or delete.

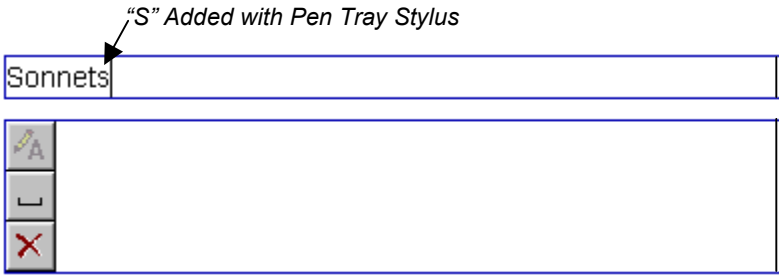
   OR

   Position the cursor at the insertion point where you want to add text.

3. To add new text or change the selected text, write in the freehand writing area.



4. Press the **Convert to Typed Text** button. 



NOTES

- To write more text than the writing area will accommodate, press the **Convert to Typed Text** button to convert (and commit) what you've written so far, clearing the writing area so you can continue writing.

- To delete selected text, press the **Delete** button.

- To add a space at the insertion point, press the **Space** button.

Customer Support

SMART's Technical Support team welcomes your call. However, you may first want to contact your local reseller if you experience any difficulty with SMART Ideas software, as they may be able to solve the problem without delay.

All SMART products include free telephone, fax and e-mail support.

Telephone: 1.866.518.6791 (toll-free in Canada/U.S) or +1.403.228.5940 (all other countries)

(Available 7 a.m. – 6 p.m. Mountain time from Monday to Friday)

Fax: +1.403.806.1256

E-mail: support@smarttech.com

Web Site: www.smarttech.com/support

The support representative may ask you for the version of the software that's causing the problem and the version of your computer's operating system.

General Inquiries

Main Switchboard: 1.888.42.SMART (toll-free in Canada/U.S.) or +1.403.245.0333 (all other countries)

Fax: +1.403.228.2500

E-mail: info@smarttech.com

Address: SMART Technologies Inc.

Suite 600, 1177 – 11th Avenue SW

Calgary, AB CANADA T2R 1K9

Registration

A User Registration card was included with SMART Ideas software. To help us serve you, fill in and mail this card to SMART Technologies Inc. or register online at www.smarttech.com/registration.

Appendix A: Using SMART Ideas Server Software

If you're working with SMART Ideas server software, you'll have the option of sharing your SMART Ideas file online and collaborating in real time with other users. And, since SMART Ideas server software works in conjunction with a Web server, your team can be located in the same office or all over the world. You can not only create and manipulate objects collaboratively, you can use the **Chat** feature to write text messages at the same time.

When you're working online, your file is simply known as a *project*. Although a project is accessible to other server users, many security features are available to protect sensitive information. You can specify who is allowed access to your project, and even which symbols you want other team members to view or edit.

Users can work in the same or different areas (or levels) of a project without interrupting the work of others. However, if you're conferencing with other users, you may want the group to follow along as you navigate to different project areas and sub-levels. SMART Ideas software has an easy-to-use **Follow Me** feature that's ideal for this purpose. Of course, if you prefer to work on a diagram privately, you can work from your hard drive, and then upload the project to the server when you're ready to share it.

As changes are made, projects are updated instantly on the SMART Ideas software server, so changes are immediately visible to all users. But you aren't restricted to viewing what other users are doing in real time: You can also view changes to the project that occurred after you logged off.

With SMART Ideas server software, you can:

- Receive e-mail notification of newly joined project members and project changes (page 110)
- Delete a project (page 112)
- Disconnect from the server (page 112)

Server Security Overview

SMART Ideas server software offers a secure online environment for even the most sensitive project material. All security is based on your network login name and password. When your user identification has been established, SMART Ideas server software determines if your level of access is appropriate for the task you want to perform.

There are four user categories for SMART Ideas server software:

Administrators

Administrators maintain and have full access to all SMART Ideas server software files. Administrators can create guest accounts and limit which users can be designated as project owners.

Owners

If you create a project, you are the owner of that project. You can add and delete users, grant co-owner status to selected users and delete the project from the server.

Users

A user is anyone who is logged on to the SMART Ideas server software. Users can open only those projects to which they've been granted access, but they have both read and write privileges to these projects. Those users without access will not see that project title listed in the Project Manager.

Guests

Guests have neither an individual login name nor a password. An administrator must set up a general guest account for temporary use. Once logged in, guests have the same read and write privileges as any other user.

Connecting to the Server

To share your diagrams with other users, you must first connect to SMART Ideas server software.

To connect to SMART Ideas server software

1. Select **Tools > Online > Go Online**.

   The *Connect to Server* dialog box appears.

2. Enter the server URL address in **Location (URL)**. If unknown, contact your SMART Ideas Software Administrator for the correct address.

3. Enter the same **User name** and **Password** that you use to sign on to your network.

4. Click the **Connect** button.

   The *Project Manager* dialog box appears, with a list of all the SMART Ideas software that projects you can access on this server.

Opening a Project

The Project Manager displays a list of all those projects that you either own or have permission to access. If the project you want to open is located on a different server, you'll need to disconnect from the current server and then connect to the other server.

To open a project

1. Connect to the server (see the previous procedure).

   OR

   If you're already connected the server, select **Tools > Online > Open Project**.

   The *Project Manager* dialog box appears.

2. Select a project from the project list.

3. Click the **Open** button.

Creating a Project

When you're connected to SMART Ideas server software, you can create a project on the server or by uploading an existing SMART Ideas file from your hard drive.

To create a project

1. Open the Project Manager, either by connecting to the server (see page 103) or by selecting **Tools > Online > Open Project**.

   The *Project Manager* dialog box appears.

2. Click the **New** button.

   A *Create New Project* dialog appears.

3. Enter a name for the new project.
4. Click **OK**.

   A new, blank SMART Ideas workspace appears. The project name will also appear in the project list of your Project Manager.
5. Select the users with whom you want to share the new project (see page 106).

To upload a SMART Ideas diagram as a new project

1. Select **Tools > Online > Upload New Project**.

   The *Open* dialog box appears.
2. Browse to the .ipr file that you want to upload and select it.
3. Click the **Open** button.

   An *Uploading Project* message appears. This process may take a few moments. Another message informs you when the project is available online.
4. Click the **Close** button.

   The uploaded project appears.
5. Select the users with whom you want to share the new project (see page 106).

Downloading a Project to Your Hard Drive/Uploading Back to the Server

After working on a project on a server, you may want to continue developing your ideas from a local hard drive. Or you may be on the road with your laptop and want to work on a project while you're away.

It's easy to download a project, work on it as an offline .ipr file and then upload it to the server, merging the original project with your revision. Any changes you made to the offline file will appear in the project after the merge.

To download a project to your hard drive

1. When online, select **Save As** from the **File** menu.

   The *Save As* dialog box appears.
2. Select your hard drive in the **Save in** box.
3. Enter a name in the **File name** box.
4. Click the **Save** button.

   The newly created .ipr file is now available to use offline.

To merge a previously downloaded project

1. Connect to the server and open the project into which you want to merge your SMART Ideas file (see page 94).
2. Upload the .ipr file to the server (see page 105).
3. Select **Tools > Online > Upload New Project**.

   The *Open* dialog box appears.
4. Browse to the project that you want to merge with the current project and select it.
5. Click the **Open** button.

   Your changes are added to the server-resident project.

Controlling Project Access

If you create a project, you are the project owner, and ,as such, you control access to the project. When you create a new project in SMART Ideas server software, or at any time in the life of a project you own, you may want to restrict or expand access to it. You also have the option of allowing unlimited user access to your project.

To expand access to your project

1. Select **Tools > Online > Project Administration**.

   The *Project Administration* dialog box opens with a list of all projects on the server.
2. Scroll to the project, select it, and click the **Properties** button.

   NOTE: If you aren't the owner of the selected project, the Properties button is grayed out (inactive).

   The *Project* dialog box opens with a list of all available SMART Ideas software server users.
3. To add a user, click the **Users** tab, select a user's ID from the list, and click the **Add** button.

   OR

   To add all available users, select **Make this project visible to all users.**

   OR

   To add an owner, click the **Owners** tab, select a user's ID from the list, and click the **Add** button.

   NOTE: If you make a user a co-owner, that individual can add and remove users from the Users tab, and delete the project from the server.

4. Click **OK**.

To remove access to your project

1. Select **Tools > Online > Project Administration**.

   The *Project Administration* dialog box opens.

2. Scroll to the project, select it, and click the **Properties** button.

   The *Project* dialog box opens.

3. To remove access for a project owner, select the **Owners** tab.
4. Select a user's ID from the list.
5. Click the **Remove** button.
6. Click **OK**.

Sharing Your View with Other Project Members

Keep up with your collaboration partners working on online projects by ensuring you're always sharing the same view. Use the **Follow Me** command to keep everyone focused in the same area of the project.

With this feature activated, the user with mouse control is the temporary project leader, and the view for all other project members will change to correspond to the leader's view. If the leader opens a symbol sub-level, for example, this same sub-level becomes the current view for all other project members.

To share your view with others

1. Go online and open the same project as the rest of your group.
2. Select **Tools > Online > Follow Me**.
3. Ensure other group members also select **Tools > Online > Follow Me**.

   Any group member who assumes mouse control determines the current view of the entire group.

Chatting with Other Project Members

True collaboration means actively communicating with others while you're working on a project. The **Chat** command lets you collaborate fully: When you're online you can send and receive messages privately with individual project members or with the entire group.

You can keep the lines of communication open throughout your group session. The *Chat* dialog box can stay on top, even when you move to symbol sub-levels.

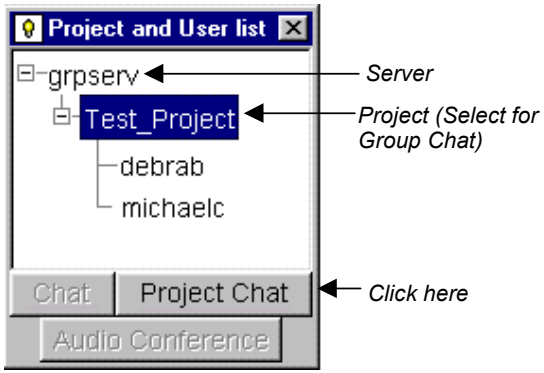
To chat with all project members

1. Select **Tools > Online > Chat**.

   OR

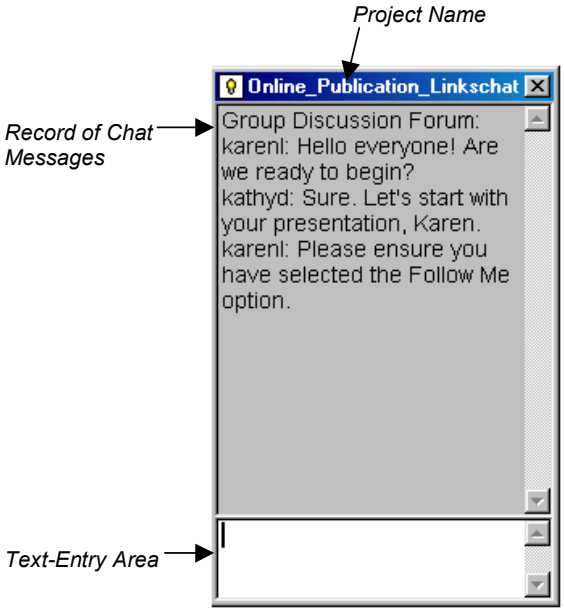
   Select **Tools > Online > List Projects and Users**.

   The *Project and User List* dialog box appears.



2. Select a project listed under the server and click the **Project Chat** button.

   The *Chat* dialog box appears.



3. Enter your message in the white text-entry area at the bottom of the dialog box.
4. Press the ENTER key on your keyboard to send the text to other project members.

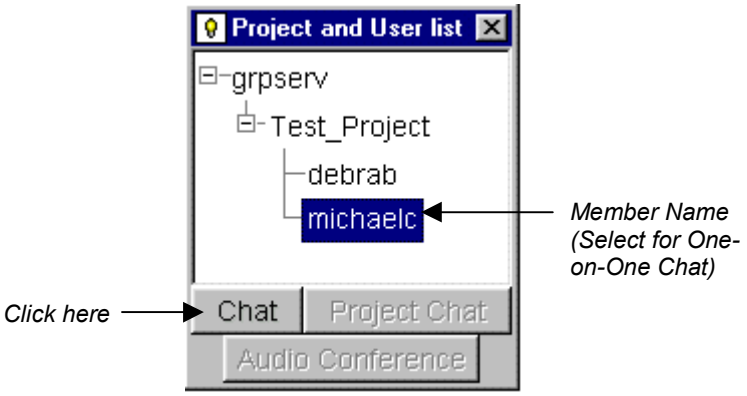
   SMART Ideas server software adds your message to the chat message record at the top of the dialog.

   NOTE: Other project members must have the *Chat* dialog box open to see your message. If a member opens the Chat dialog box after you've sent a message, they won't see that message.
5. To terminate the chat session, click the **Close** button in the upper-right corner of the dialog box.

To chat one-on-one with another project member

1. Select **Tools > Online > List Projects and Users**.

   The *Project and User List* dialog box appears.
2. Select a user's name.



3. Click the **Chat** button.

   The selected user receives a message asking if they want to participate in a Chat session with you.

   If the user clicks the **Yes** button, a *Chat* dialog box opens at both sites.

4. Enter your message in the text-entry area.
5. Press the ENTER key on your keyboard to send the text to the other user.

6. To terminate the chat session, click the **Close** button in the upper-right corner of the dialog.

Receiving Notification of New Visitors and Project Changes

SMART Ideas server software offers two powerful security and tracking features to help you keep track of new project visitors, and to changes made to the project while you're offline.

Click the **Notify of New Visitors** command to have a message flash in the SMART Ideas software title bar whenever a new member joins the project. You can then check to see who's joined by opening the *Project and User List* dialog box. At this point, you can initiate a chat with them to get him up to speed on the latest project developments.

If you're offline for a while, you may want to be notified via e-mail when changes to the project have been made by other group members. You can even arrange to be e-mailed with news of exactly which symbols have been changed.

To receive notification of newly joined project members

1. Check **Notify of New Visitors** on the **Tools > Online** menu.

   When a new member joins the project, the title bar flashes with the following message:

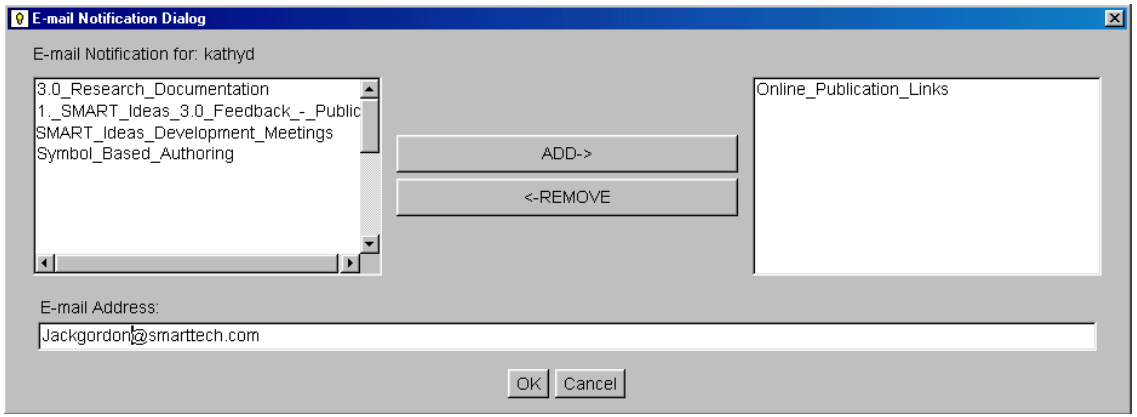
   

2. To see who's joined, select **Tools > Online > List Projects and Users**.
3. To initiate a chat, select the new user's name and click the **Chat** button.

To receive e-mail notifications of project changes

1. Select **Tools > Online > E-Mail Notification**.

   The *E-Mail Notification* dialog box appears.



2. Select the project from the list on the left side of the dialog box.
3. Click the **Add** button.

   The project name appears in the list on the right side of the dialog box.

4. Enter your e-mail address in the **E-mail Address** box.
5. Click **OK**.

You'll receive an e-mail from SMART Ideas server software whenever project changes are saved on the server. You'll be informed of which symbols were altered and the exact time the changes were made.

Deleting a Project

Only a project owner can delete a project, and only during the login process.

1. Select **Tools > Online > Go Online**.

   The *Connect to Server* dialog box appears.

2. Enter the server address in **Location (URL)**.

   OR

   Select the server from the list.

3. Enter the same **User name** and **Password** that you use to sign on to the network.
4. Click the **Connect** button.

   The *Project Manager* dialog box appears.

5. Select the project you want to delete.
6. Click the **Delete** button.

   A confirmation box appears.

7. Click **Yes**.

Disconnecting from the Server

When online, select **Tools > Online > Go Offline** to disconnect from the server.

SMART Ideas software remains open in stand-alone mode.

To reconnect to the server, select **Tools > Online > Go Online**. If you reconnect during the current SMART Ideas software session, the server remembers your user name and password, so you only need to click the **Connect** button in the *Connect to Server* dialog box.

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SMART Technologies Inc. 600, 1177-11th Avenue SW, Calgary, AB Canada T2R 1K9.

Java(tm) Runtime Environment

Version 1.1.6

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Index

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Z

SMART Ideas

Concept-Mapping Software

- **Encourage creative thinking in your classroom**
- **Enhance lessons using interactive concept maps and multimedia**
- **Engage students with visual learning techniques**

Ideas are exciting! Energize your classroom and captivate students with this creative, visual learning tool from the makers of the SMART Board™ interactive whiteboard.

SMART Ideas concept-mapping software gives students the power to brainstorm, turn abstract ideas into easily understood visual maps and organize thoughts and images into roadmaps for learning.

Use colorful shapes, cool connectors and a collection of curriculum-specific clip art to enhance your lessons and engage students. Create multilevel concept maps and delve into the details. Then add multimedia to your maps by making documents, videos and Web sites accessible with a single mouse click.

Whether the topic is simple or complex, SMART Ideas software helps you *show* students what you mean.

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