











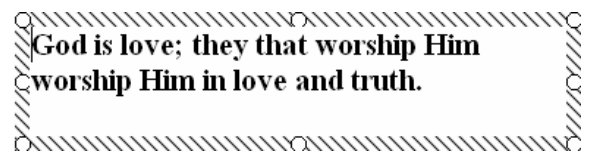
## CREATING TYPED TEXT

Text can be typed into any area of a Notebook page. Once the text is input, it will appear in a text box. To input typed text into the Notebook software, complete the steps below.

- ✦ Click in the workspace where the text is to appear.
- ✦ Begin typing the text.
- ✦ The **Fonts Toolbar** will appear above the text box. See the table below for an explanation and illustration of each button on the **Fonts** toolbar.

Button	Illustration	Description
Font Type		This toolbar button is used to change the type of font for the typed text. The types of fonts that are available may be determined by the type of printer that is installed on the computer.
Font Size		To change the size of the font for the typed text, click the list arrow for this button. Several different sizes of fonts will display.
Bold		To apply Bold formatting to the typed text, press this button.
Italics		To change the typed text to italics, press this button.
Underline		To underline the typed text, press this button.
Font Color		Press this button to change the color of the typed text.
Align Left		This button is used to align the typed text on the left in the text box.
Align Center		To center the typed text in the text box, press this button.
Align Right		When typed text needs to be aligned to the right in the text box, press this button.
Bullets		Press this button to add a bullet to each typed text item.

- ✦ The text will appear in a text box as shown by the illustration at the right.
- ✦ Once the text has been input, it is possible to press and drag one of the sizing (white circles) handles to resize the text box.



- ✦ Resizing the text box changes the way text wraps within a box.
- ✦ When the text has been input, do one of the following:
  - ✦ Press anywhere outside the text box.
  - ✦ Press the **Font** toolbar's close button.
  - ✦ Press the **Escape (ESC)** key on the keyboard.
- ✦ The text will become a separate object that can be selected, edited, resized, and moved.
- ✦ Typed text can only be removed from the SMART Board by using the **Delete** option.
- ✦ To delete an item, do one of the following:
  - ✦ Select the text and then press the **Delete** key on the keyboard.
  - ✦ Press the **Menu Arrow** for the text box and then select **Delete**.