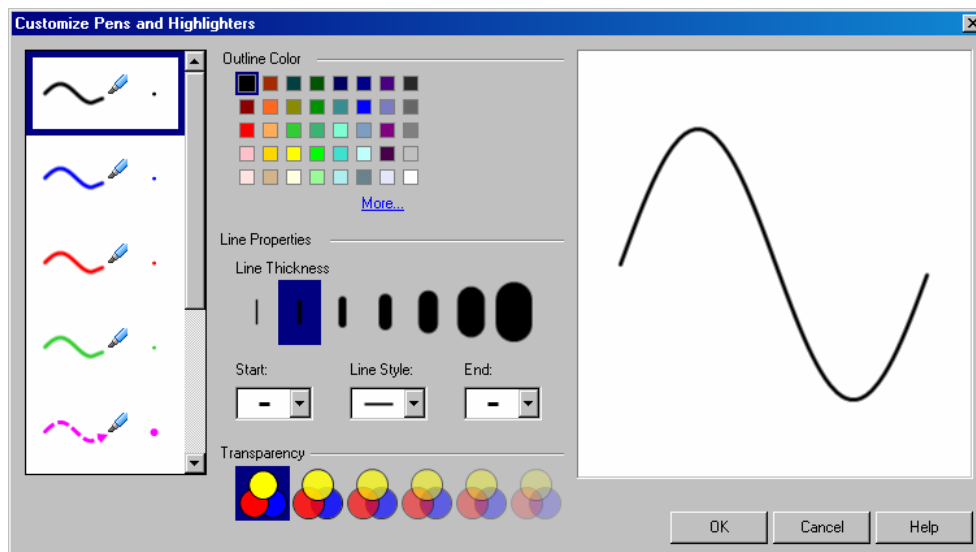
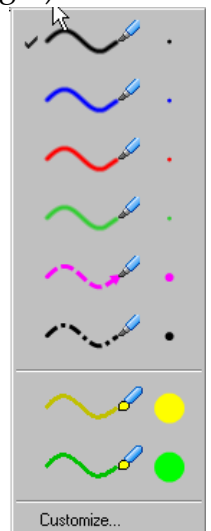


## USING PENS AND HIGHLIGHTERS

This feature is used to draw lines in a Notebook page. There are different styles and colors of lines that can be drawn. Each of these lines can be changed to meet individual needs.

- ✚ To draw a line, do one of the following:
  - ✦ Press the **Pens and Highlighters** button (see illustration top right) on the toolbar. When this option is selected, the line style will default to the last one used.
  - ✦ Press **Draw** on the **Menu Bar**, select **Line** and then select a line style.
  - ✦ Press the **Pens and Highlighters** button's menu arrow (see illustration at right) to select a line style.
- ✚ Press the area on the Notebook where the line is to begin.
- ✚ Do one of the following:
  - ✦ Press lightly with your finger and drag to create the line on the SMART Board.
  - ✦ Click the left mouse button and drag it to create the line. This option can be done if the work is being done on the computer workstation rather than on the SMART Board.
- ✚ Once the line has been drawn, click the **Select** button on the toolbar.
- ✚ Make any desired changes to the line by doing one of the following:
  - ✦ Press the handles at the end of the line to resize the line and to change the line orientation.
  - ✦ Press the list arrow in the middle of the line to make other changes to the line.
  - ✦ Move the line to another location on the page by clicking and dragging with the mouse.
- ✚ To customize one of the lines, click the **Customize** option in the **Line** menu arrow.
  - ✦ Press the **Pen** menu arrow.
  - ✦ Choose **Customize** from the bottom of the list.
  - ✦ The **Customize Pens and Highlighters** dialog box will appear (see illustration below).



- ✦ Select any of the pen shapes in the column at the left.
- ✦ Make any desired changes to the shape.
- ✦ Once all the changes have been made, press the **OK** button.

- ✦ The pen will maintain the changes that are made until other changes are applied to the pen. It will not revert back to its original settings, even when the computer is turned off.
- ✦ The pen that is selected becomes the default Pen until another one is selected.