

## Digital Notebooks

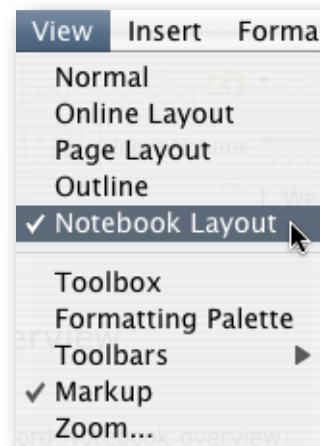
### *Aquaminds' NoteTaker and Microsoft Word Notebook*

#### I. Why Use a Digital Notebook?

With access to technology no longer an issue, students and teachers now face an unprecedented amount of technology at their fingertips. Truly the world is just a network connection away. The question then revolves not around access, but rather how to manage all of the information. This is where tools like digital notebooks fulfill a need. They are designed to store all kinds of digital assets and make it easy to find and share it with others. Teachers have used them in all sorts of creative ways, from paper notebook replacements to portfolios.

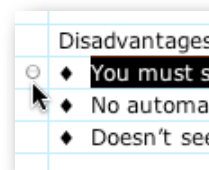
#### II. Microsoft Word Notebook

A. Launch a Word notebook by opening a new blank document and either choosing Notebook Layout from the View menu or by clicking the Notebook view button at the bottom left of the document window.

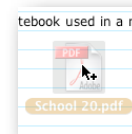


#### B. Basics

1. You don't have to create a notebook from scratch. You can convert any Word document to a notebook, but you may lose some of the formatting.
2. Notice the header for a title and the renamable tabs along the right edge of the notebook.
3. Just start typing on the lines. Hit Return to make a new bulleted entry. Hit Tab to indent (demote) an entry and Shift + Tab to unindent (promote) it. Note the little "bubble" that appears when you move your mouse next to the left margin. Grab that bubble to move text up and down the page.



4. Drag and drop images from your computer or a browser into the page. In fact, you can drag several kinds of files directly into the notebook. Internet links can also be inserted.



5. Create new pages or sections by clicking on the + tab on the right edge of the document—the bottom-most tab.
6. One advantage of using Word notebooks is you have the Word toolset at your disposal: shapes, tables, even drawings. This is a feature you don't get with NoteTaker.
7. There is an audio recording tool, but I've found it to be of limited usefulness.

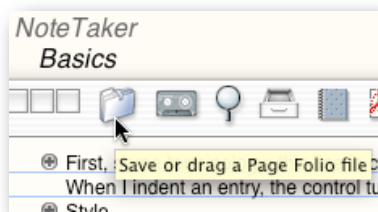
### III. Aquaminds' NoteTaker

A. Similar to Word notebooks in that in it you can store all sorts of digital files. Indeed, NoteTaker “understands” even more file formats than Word. **Importantly**, when you drag a file into NoteTaker and you want it copied there, you must hold down the Option key while you drag the file into the page. Note that the cursor turns into a plus when you are doing it correctly. Otherwise, you will only create a link to that file--if the original file is moved or deleted, you can no longer access it in the notebook.

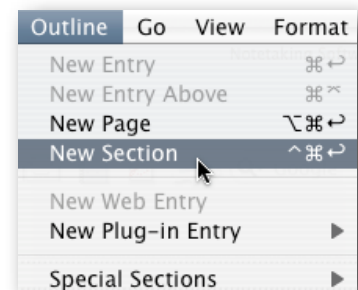
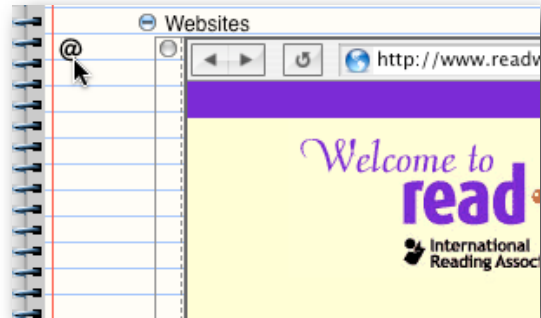
B. To make a new entry, hold down the Apple (Command) key + Return. Demotion and promotion work the same way as in Word: Tab to demote, Shift + Tab to promote.

C. When you drag internet hyperlinks into a notebook, double-click on the @ to open the webpage in the NoteTaker page. Of course, you need to have internet access at the time for it to function properly.

D. The Contents page is where you obtain a global view of your notebook. There you can move pages around by grabbing the little bubble, or control. You can also add new sections (tabs) and pages in the Outline menu.



E. When you want to share one page of your notebook, click on the Page Folio button in the toolbar and designate where you want to save it.



F. Most of the time when you want to print in NoteTaker, you want to print a single page. Instead of File > Print, use File > Print Page.

G. NoteTaker has a terrific Voice Memo tool to record your voice and even voices around you. To use it, click on the Voice Memo button in the toolbar (cassette) or Tools menu > Record Voice Memo. The Automatic Gain Control setting adjusts the recording level based on the loudness of your voice, or your proximity to the laptop's microphone. When you are ready to record, click the Record button and the Stop button to end the recording. The saved recording is then inserted into the active NoteTaker page. You can change its label to whatever you wish.

H. **Important:** If you plan on ever saving your notebook to the server, you must archive, or .zip it first. From the desktop, select the file, hold down the Control key, click on the file and choose “Create Archive of”; or select the notebook file and click on File > Create Archive of. Drag the newly-created .zip file to the server.

