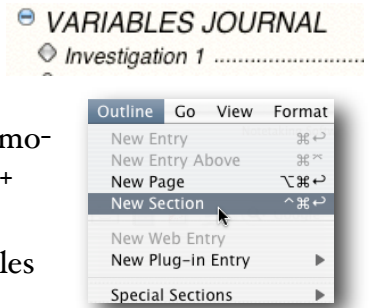


NoteTaker Notebook

1. 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.



2. To make a new entry, hold down the Apple (Command) key + Return. Demonstration and promotion work the same way as in Word: Tab to demote, Shift + Tab to promote. Apple + Option + Return will create a new page.

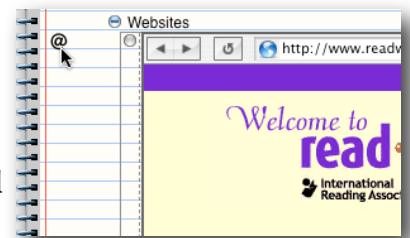
3. Bringing in Files and Data: You can store and import all sorts of digital files by dragging the files to the page you want them placed.

- **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. You will be able to tell that it is embedded when the completed transfer shows a little blue plus sign next to it.

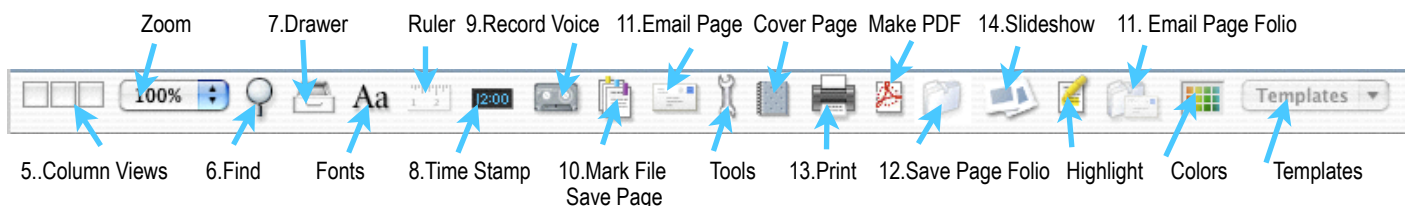


- You can copy data from an original document and then paste it into a Notebook page.
- You can also import text into a Notebook by going to File > Import

4. 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.



TOOL BAR



5. **Column Views:** The Three boxes on the right side show Column Views. You can also access using the View Menu.

Click the leftmost box to cycle among:

- Line numbers: Or choose View > Numbers
- Voice annotation: Or choose View > Voice Memo Links

Click the middle box to cycle among:

- Date Created/ Date Changed: Or choose View > Dates/Change Dates
- Category labels: Or choose View > Categories (outline entries, only)

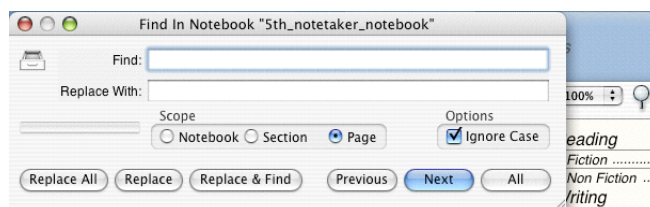
Click the last box to cycle among:

Entry	Created Page	Creator
1	8/28/07	teacher
2	8/28/07	teacher

- **Creator:** Or choose View > Creator. This is the login name of the person who first created the page or section
- **Entries in multi-line mode:** Or choose View > Multi-Line Entries (outline entries, only)
- **Priorities:** Or choose View > Priorities (outline entries, only) Click the rightmost box to cycle among:
- **Changed By:** Or choose View > Changed By. See who last changed a page's outline, or any page in the section (again, this is the person's login name)

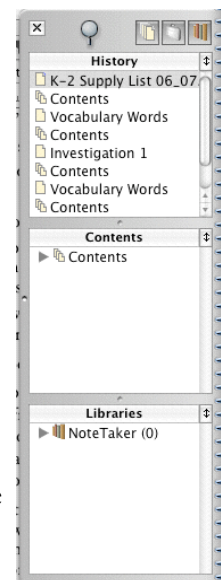
6. Find Panel:

- Click the Find Panel tool in the toolbar or in a notebook's Drawer, or choose Edit > Find > Find Panel.
- Type the text you're looking for, and specify the scope of your search--either within
- the current notebook, within another notebook in a Library, or across all notebooks in the Library.
- To list all results of your search, click All

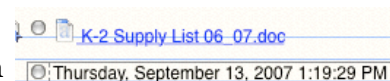


7. **Notebook Drawer:** You can also navigate a notebook in a lot of convenient ways from its Drawer. Browse contents from an expandable outline that's always visible no matter what page you're on. Or trace your way backwards through pages visited recently, to get back quickly to where you just were.

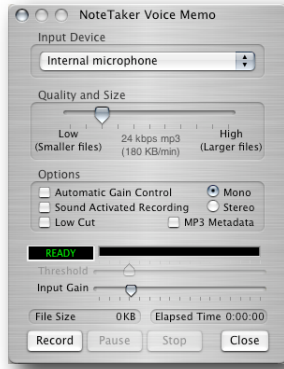
- To open the Drawer, click the Notebook Drawer tool in the toolbar, or choose the Tools > Notebook Drawer > Open Drawer command.
- To browse and open pages from an expandable outline, use the Drawer's Contents view.
- To open a page you've visited recently, click the page in the Drawer's History view.
- To page forward from there, use the Show Next Page tool in the toolbar, or choose the Go > Forward command.
- To go back one page in your history whether or not the Drawer is open, use the Show Previous Page tool, or choose Go > Back.



8. **Time Stamp:** Inserts the current date and optionally the time, either as a new entry after the currently selected entry, or within an entry at the insertion point. You can use the Date/Time stamp settings in NoteTaker's Format preferences to choose whether this tool inserts the date in a short format (e.g., 3/18/04) or a long format (e.g., Thursday, March 18, 2004), and whether it also inserts the time.

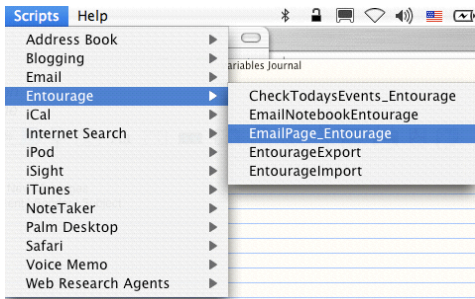


9. **Audio Recorder:** NoteTaker has a terrific Voice Memo tool to record your voice and even voices around you.
- To use it, click on the Voice Memo button in the toolbar (cassette) or Tools menu > Record Voice Memo. The Automatic Gain Control setting adjusts the recording level based on the loudness 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.
- You can record in NoteTaker and then drag that entry from the notebook to the desktop while holding down the option key. It will then make a copy of the sound file and save it to the desktop. You will notice that the cursor turns into a little plus, if you are doing it correctly. Students can rename the file according to the Shoreline naming convention, and drop it into a teacher's class folder.

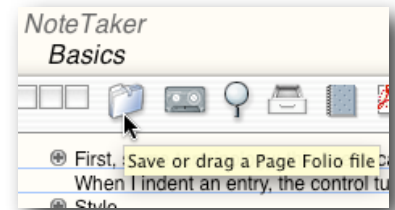
10. **Mark Page:** Quickly get to any page, notebook, or library by placing a Page Mark icon your desktop or in the Dock. Double-clicking the Page Mark goes directly to that page, or opens the notebook or library folder, starting NoteTaker if necessary.



To create a Page Mark, go to the page or section listing you want to mark. Then drag the Page Mark tool from the toolbar to the desktop or Dock. Or drag a page, section, notebook, or entire library from the Drawer.

11. **Email:** Email a notebook, section, or page as a separate file attachment, or insert text directly from an outline into the message body.

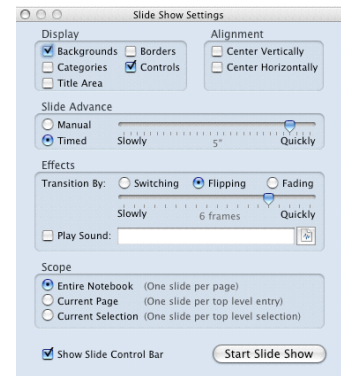
- For Entourage go to Scripts > Entourage then choose to email either the whole notebook or page.
- If you are using Mail then to attach a notebook, open the notebook and choose File > Email > Notebook.
- To attach a section or page as a separate notebook folio, go to the section or page. Then choose File > Email > Page Folio, or click the Email Page Folio tool in your toolbar.
- To insert text directly from an outline, open the page containing the outline. If you don't want to email the whole page, select specific text or outline entries. Then choose File > Email > Page Text, or click the Email Page Text tool in the toolbar.



12. **Page Folio:** When you want to share one page of your notebook, often it is having a student insert one notebook page (or section) from teacher's notebook into student's Notetaker notebook.

- Click on Page Folio. It will prompt you for a file name.
- Save the document to your public folder on the server (or a folder or the desktop, etc). For the purposes of having students get a page from a teacher, you will want to save to your public folder on the server (you will already have to be connected).

- Drag the document into the destination notebook. If it is a page it will appear at the end of the section you place it in. If it is a section, it will appear at the end of the notebook. The pages (or sections) can be rearranged on the contents page.
 - To rearrange the pages or sections on the contents page, click under the bullet next to page name you are moving. Drag the page to its correct place and drop it.
 - The original page will still exist in the original notebook.
13. **Print:** 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.
14. **Slideshow:** Display a slide for each page in the notebook, or for each top-level outline entry on a page or within a selection.
- Build the outline in your notebook, designing the text, background, and page style. Don't worry about text size or position yet.
 - Click the Slide Show tool in the toolbar, or choose Tools > Slide Show > Settings.
 - In the panel that opens, choose options to set the scope of the slide show, show or hide various notebook elements, position text, advance slides manually or at a time interval, and even play sounds. For now, check the Show Slide Control Bar option, too (even if you don't want the control panel to show in the final presentation).
 - Click Start Slide Show in the panel. To enlarge text, click the up arrow in the control bar. To try different settings, click the S button in the control bar, which opens the Settings panel.
 - To stop the show and tweak any other part of the original design, double-click anywhere, or click X in the control bar. When everything looks good, you can close the control bar for the final presentation.
15. **Saving to the Server-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.



Resources:

Paul Witzel, Shoreline Schools

<http://www.aquaminds.com/manual/index.jsp>

<http://edcommunity.apple.com/ali/story.php?itemID=614&version=354&pageID=1548>