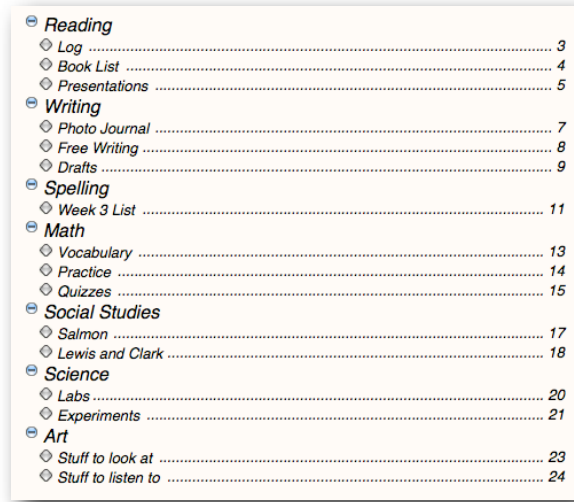


NoteTaker Notebook

Hooray for choosing to start an electronic notebook! It is a great way to store class notes, handouts from your teacher, digital files (audio and video), web links, and more!

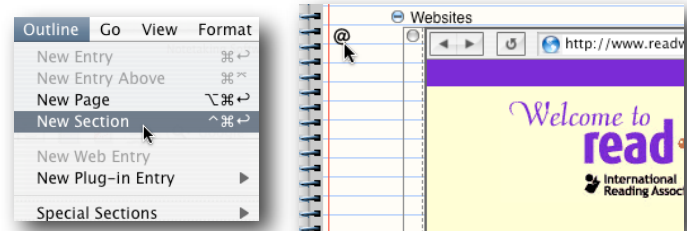
Setting Up Your Notebook:

The **Contents** page is where you organize and see what's in your notebook. There you can move pages around by grabbing the little blue bubble with your cursor and dragging the pages or sections anywhere you want. You add new sections (tabs) and pages in the **Outline** menu.



Reading	
Log	3
Book List	4
Presentations	5
Writing	
Photo Journal	7
Free Writing	8
Drafts	9
Spelling	
Week 3 List	11
Math	
Vocabulary	13
Practice	14
Quizzes	15
Social Studies	
Salmon	17
Lewis and Clark	18
Science	
Labs	20
Experiments	21
Art	
Stuff to look at	23
Stuff to listen to	24

Once you have all your sections and pages, you need to start putting in information and files. Each is called an **Entry**. To make a new entry, hold down the Apple (Command) key and return.



Important: The blue + and -. This button (to the left of sections, pages, and entries) shows whether or not they have more pages or entries in them. If there's a +, you can click on the blue button to show all its pages or entries. If you click on the -, you'll **collapse** that section, entry, or page. Do this if you're running out of space, or if you have so many pages or entries that it's hard to really see what's in an entire section, page, or entry.

1. Adding 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.** This process is called **embedding** your data. 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.

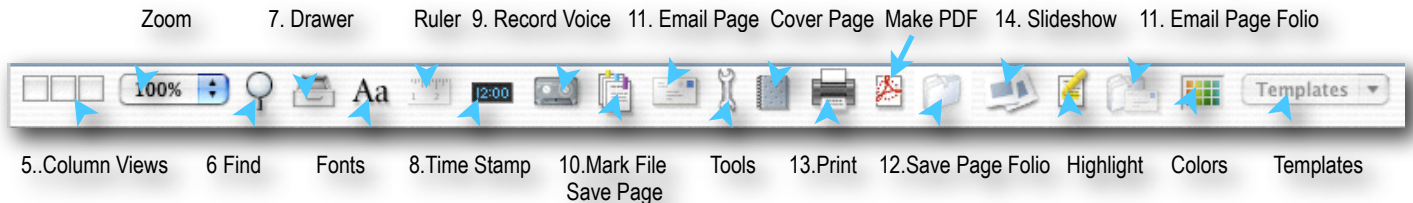


- You can copy data from an original document and then paste it into a Notebook page.

- You can also import text into a Notebook by going to File> Import
- When you drag internet hyperlinks into a notebook, double-click on the @ to open the webpage in the NoteTaker page. Make sure you are online to do this.

2. TOOL BAR

3. **Column Views:** The three boxes on the right side show Column Views. This is to



view your Notebook organized in different ways. You can also get to it by using the View Menu.

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

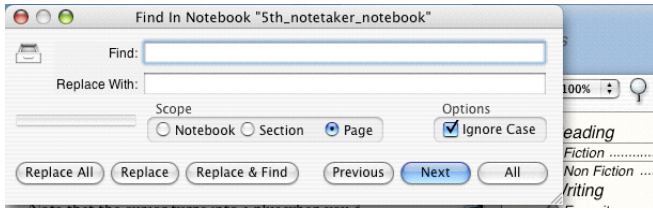
- Click the box on the left to organize and view information according to:

- Line numbers: Or choose View > Numbers

- Voice annotation: Or choose View > Voice Memo Links
- Click the middle box to view your information organized by:
 - Date Created/ Date Changed: Or choose View > Dates/Change Dates
 - Category labels: Or choose View > Categories (outline entries, only)
- Click the right box to view information organized by:
 - 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 right box to organize by priority.
 - 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)

4. **Find Panel:** To search for a document, word, or section, use the Find Panel.

- Click the Find Panel tool in the toolbar or in a notebook's Drawer, or choose Edit > Find > Find Panel.

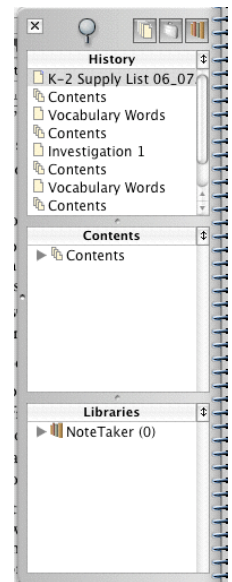


- Type in the name or words that you are looking for, and click on the button where you want the computer to search--either just in

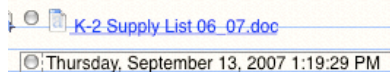
- the notebook you are in, in another notebook in a Library, or in all notebooks in the Library.
- To list all results of your search, click All.

5. **Notebook Drawer:** You can also navigate a notebook in a lot of convenient ways from its Drawer. You can browse your Notebook's contents from an expandable outline that is always visible no matter what page you're on. You can also 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 (the order of the pages you have gone through your Notebook), use the Show Previous Page tool, or choose Go > Back. You can do this if your Drawer is open or not.



6. **Time Stamp:** Inserts the current date and even the time, either as a new entry after the currently selected entry, or within an entry where your cursor is. You can use the Date/Time stamp settings in Note-Taker'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.



7. **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 how close you are 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.



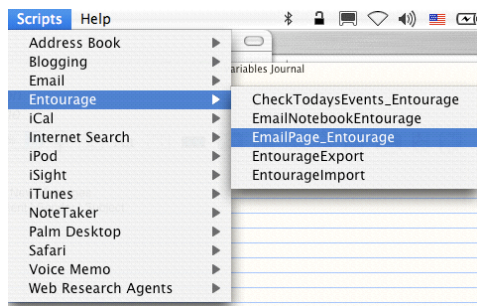
- You can record in NoteTaker and then drag that entry from the notebook to the desktop while holding down the option key. It will then make a copy of the sound file and save it to the desktop. You will notice that the cursor turns into a little plus if you are doing it correctly. You can rename the file according to the Shoreline naming convention and drop it into your teacher's class folder.

8. **Mark Page:** Quickly get to any page, notebook, or library by placing a Page Mark icon on 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.

9. **Email: Check with your parents and teacher to see if it's okay to email.** Email a notebook, section, or page as a separate file attachment, or insert text directly from an outline into the message body.



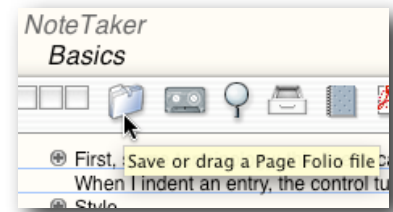
- For *Entourage*, go to Scripts > Entourage then choose to email either the whole notebook or page.

- If you are using *Mail*, 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.

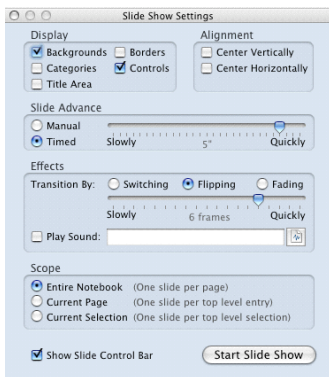
- To insert text directly from an outline, open the page containing the outline. If you don't want to email the whole page, select specific text or outline entries. Then choose File > Email > Page Text, or click the Email Page Text tool in the toolbar.

10. **Page Folio:** When you want to share one page of your notebook, if you need to send just one page or section to your teacher (and NOT the whole Notebook), or if your teacher wants to share a page (or section) from her notebook into student's Notetaker notebook.



- Click on Page Folio. It will ask (prompt) you for a file name.
- Save the document to your public folder on the server (or a folder on the desktop). To get a page from your 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.
- **Print: Always check with your teacher to see if he wants you to print a page or section. Rarely will she want you to print your entire Notebook.** 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**.

11. **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, design 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 what you want in the slide show, show or hide various notebook parts, 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 change or edit 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.

12. **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

Adapted for Elementary: Shana Brown, 2007

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

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