

USING PULL TABS IN SMART NOTEBOOK

TO FIND THE PULL TABS

1. Firstly go to the Gallery Tab (Second tab down). Click on Lesson Activity Toolkit 2.0 and then in the search bar at the top type in **pull tab** and click **search**.
2. Then click on "Interactive and Multimedia" - you will be given the choice of a number of different coloured pull tabs.
3. Click on the colour pull tab you want to insert into your notebook and simply drag it over onto your notebook page.

TO EDIT A PULL TAB

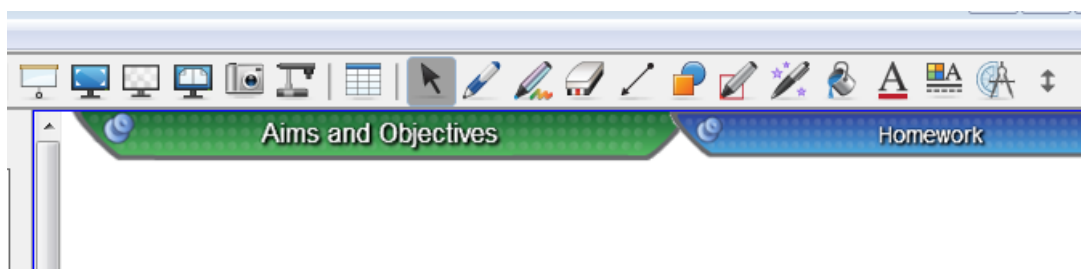


1. Simply click on the text shown on the tab - delete and add your own text as required
2. You can resize the pull tab by clicking on and dragging the bottom right hand corner of the pull tab.
3. If you wish to change the location of the tab (i.e. to bottom, top, right or left), simply click on the double arrow to the top left of the pull tab - this will bring up the edit

function - allow you to change (i) location of tab (ii) add a label to the pull out tab (e.g. "Aims and Objectives"; "Homework", "Notes to Cover Supervisor" etc.). You can also select to insert an image rather than text into the pull tab.

4. Once you have completed your pull tab, drag to the location you want it so only the tab section is showing. Then **click on the drawing pin**. This will pin your tab in position. When you then drag out your pull tab to expose the text there will be an arrow - when you click on this it will automatically reposition your pull tab out of the way.

5. Of course you can add more than one tab - see below!!



Something to remember - so that when you pull the tab down the text beneath it doesn't show through you may need to right click on the tab, select "Order" and then "Bring to Front"