

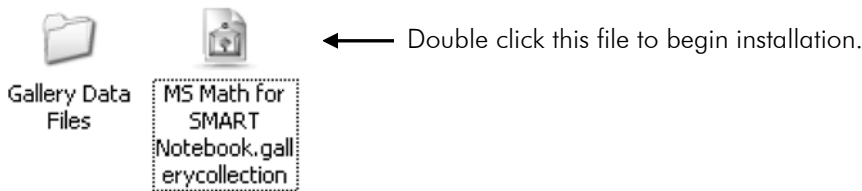
1. Before you Begin

Before installing your **Aegom Notebook Gallery** ensure that you have **Notebook version 10** or later installed on your computer. Some of our Galleries, e.g. *K-6 Math for SMART Notebook*, include **SMART Response** (formerly *Senteo*) question sets which require the **SMART Response** software to be installed on your computer.

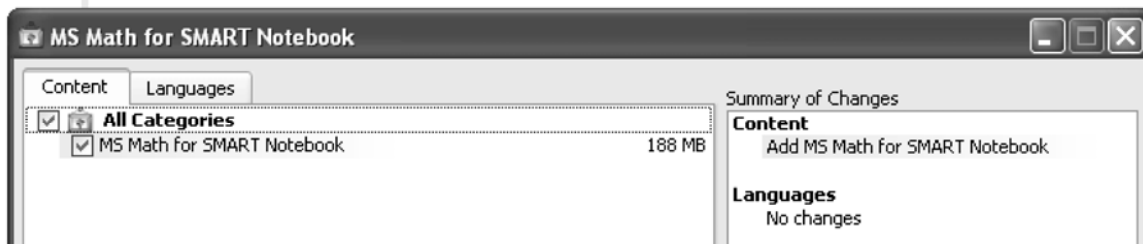
To upgrade your SMART Notebook or SMART Response software, go to www.smarttech.com and click on **Software Downloads**.

2. Installation on a Standalone Computer

2.1. Browse to the CD ROM drive (or your saved download folder) and double click the file with the .gallerycollection file extension, e.g. *MS Math for SMART Notebook.gallerycollection*. Note that on some computers, the .gallerycollection part of the file name may not be visible.



2.2 Put a check mark in the **All Categories** box and click **OK**.

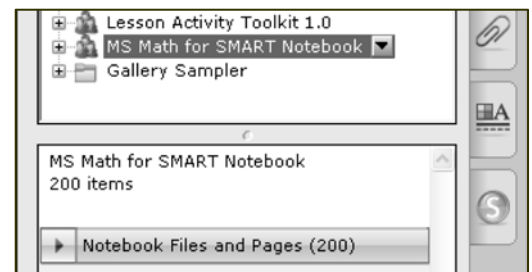


2.3 The installation should take less than two minutes. When the installation completes, click **Finish**.

2.4 Open Notebook and you will see a new folder in the Notebook Gallery, e.g. *MS Math for SMART Notebook*.

Click on the + icon to view the grade level folders. →
Some Aegom Notebook Galleries are also organized by strand or topic.

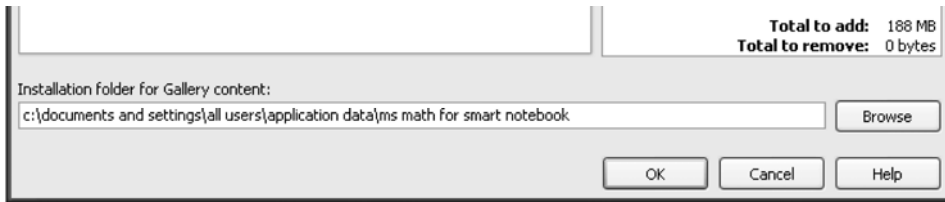
Click into this bar to access the individual Notebook lessons. →



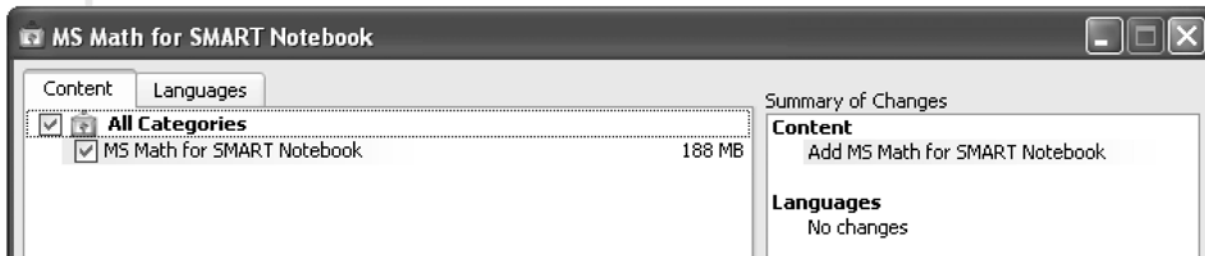
2.5 Note that on a Mac, you may need to restart the computer before the new Gallery is visible in Notebook.

3. Installation on a Network Server

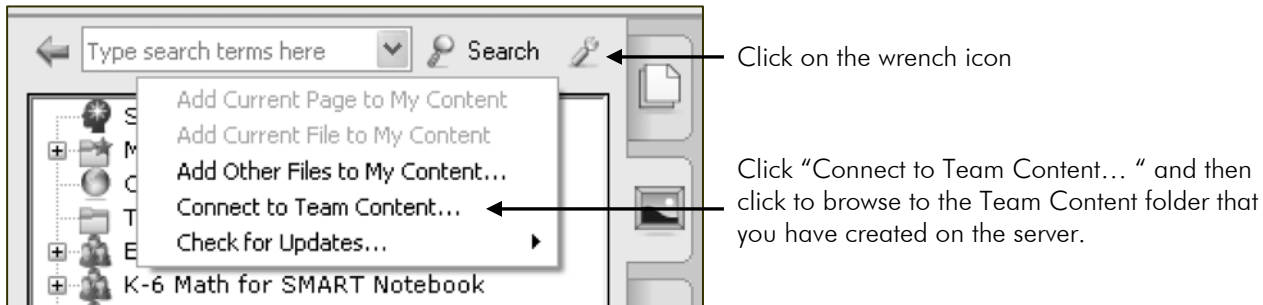
- 3.1 To install your Aegom Notebook Gallery to a shared network location, first of all, create a folder in a location on your network that will be accessible to users of the Gallery and give this folder a meaningful name, e.g. MS Math for SMART Notebook.
- 3.2 Browse to the CD ROM drive and double click the file with the .gallerycollection file extension, e.g. MS Math for SMART Notebook.gallerycollection.



- 3.3 In the dialogue box, click the **Browse** button and browse to select the folder that you created in step 3.1 above.
- 3.4 Put a check mark in the **All Categories** box and click **OK**.



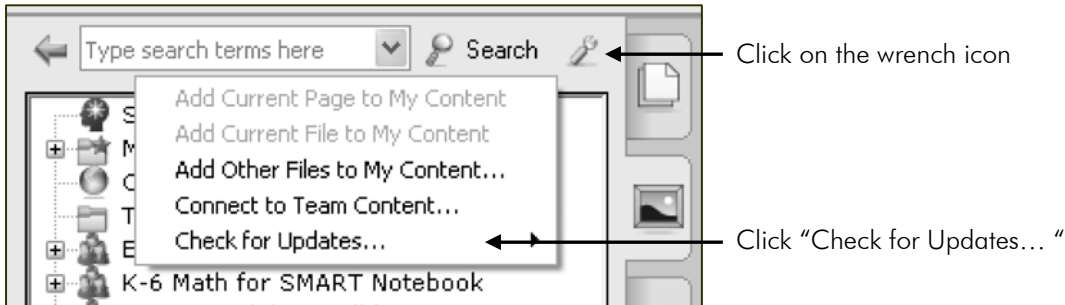
- 3.5 The installation should take less than two minutes. When the installation completes, click **Finish**. You have now created a **Team Content** folder that can be accessed by teachers via their individual Notebook Galleries (see 3.6 below).
- 3.6 At each teacher computer, from within the Notebook Gallery, click on the **Show additional Gallery actions** icon (the wrench icon), and then select **Connect to Team Content**. Click to browse to the Team Content folder that you have just created on the server. This will create a new folder in the Notebook Gallery of the individual teacher computer.



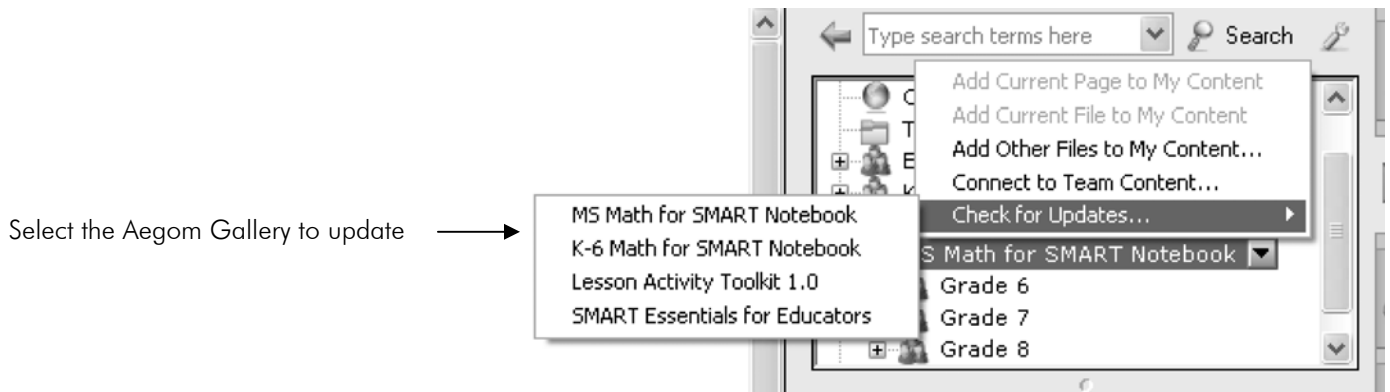
- 3.7 Repeat step 3.6 for all other teacher computers that you wish to access the Team Content Folder.
- 3.8 If required, teachers can create a local version of the content by simply dragging the Team Content folder to their **My Content** folder.

4. Updating your Aegom Gallery

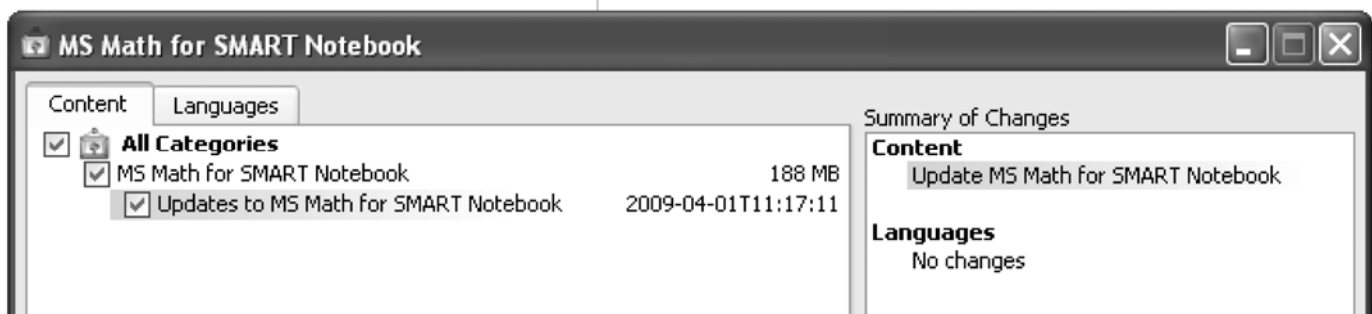
4.1 From time to time, we will email you to let you know that an update is available for your Aegom Notebook Gallery. To update your Aegom Notebook Gallery, click on the **Show additional Gallery actions** icon (the wrench icon at the top of the Notebook Gallery), and then select **Check for Updates...**



4.2 Select the Aegom Notebook Gallery that you wish to update, e.g. MS Math for SMART Notebook.



4.3 When prompted, put a check mark in the **All Categories** box and click **OK**. Note that during the update process, the application may appear to 'hang'. Please be patient as this is just the application checking each folder for changes.



4.4 You will receive a confirmation at the end of the process to let you know that the update is complete.

5. Uninstalling

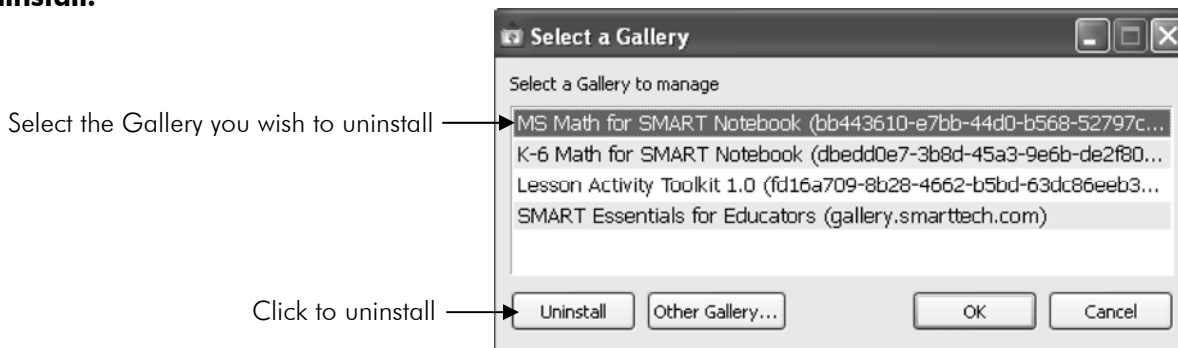
5.1 To uninstall an Aegom Notebook Gallery, open the **Gallery Setup.exe** application.

5.2 To locate the Gallery Setup application, on a PC, click Start/My Computer. Select the C drive, and go to Program Files/Common Files/SMART Technologies/SMART Product Update. Look for the **Gallery Setup.exe** icon (shown right), but note that on some computers, the .exe extension may not be visible.



5.3 On a Mac, search for the **Gallery Setup** application in the Finder.

5.4 Open the Gallery Setup application and then at the prompt, select the Gallery that you wish to uninstall, and click **Uninstall**.

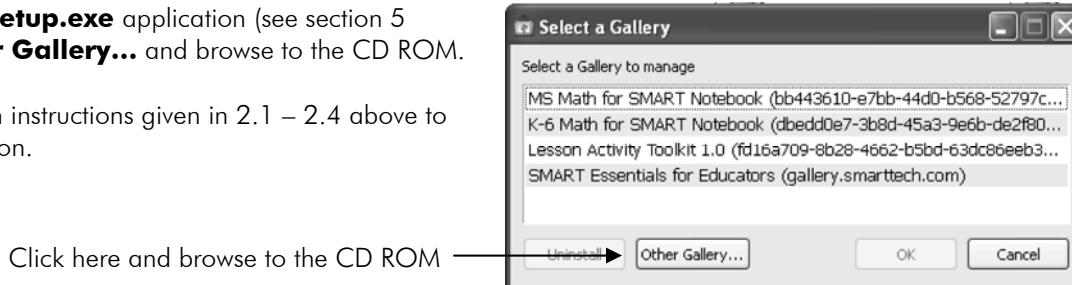


6. Problems Installing

You can also use the Gallery Setup application if you experience any problems installing your Aegom Notebook Gallery.

6.1 Open the **Gallery Setup.exe** application (see section 5 above). Select **Other Gallery...** and browse to the CD ROM.

6.2 Follow the installation instructions given in 2.1 – 2.4 above to continue the installation.



7. Contacting Aegom

If you require any assistance, please do not hesitate to contact our support team as follows:

Email	support@aegom.com
Telephone	1-800-596-3175
Mailing Address	Aegom Interactive, LLC, 1694 Falmouth Road #157, Centerville, MA 02632-2933

Please note this Guide is also available from our web site at: http://www.aegom.com/documents/Installation_Guide.pdf