

## Using templates in Notes (Tutorial A8)

[http://www.atomiclearning.com/k12/en/movie/86394/play\\_window?type=Tutorial&sid=2421](http://www.atomiclearning.com/k12/en/movie/86394/play_window?type=Tutorial&sid=2421)

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You can use Notes templates to format pages in the Notes application. I'm going to create a new Notes page by clicking

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Insert, and then choosing "Notes." Because I'm in the Notes application, I can type anything, including math templates

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and expressions. You can also use the formatting toolbar to change text color, size, bold it, and to quickly superscript

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and subscript. I'll store the value 8 in the variable "a" right here in Notes by using a Math Box. A Math Box in

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Notes allows you to enter and evaluate expressions, just like you can in other applications. I'll type 8, and then

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right-click to bring up a contextual menu. Choose Symbols to bring up the Symbols panel, and double-click the right-

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arrow symbol; this is the "store" symbol. Now I'll type a." Right now, "8 store a" is just text; to evaluate it,

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I need to put this in a Math box. I'll click and drag to select the expression, and then right-click on it and choose

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Convert to Math Box. Now, if I click in that expression, I can see a red dotted line around it, showing the Math

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Box. To evaluate this, I'll select menu, roll over Actions, and choose Evaluate. This value has now been stored in

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the variable “a.” When you evaluate a Math Box, you’ll see another empty Math Box below the evaluated expression,

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so now I can use this empty Math Box to test this. I’ll type “a=8” in that empty Math Box, and this time I’ll evaluate

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it by pressing the Enter or Return key on the keyboard. I can see this expression is true. Let’s check out some

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Notes page templates. I’ll click Insert > Notes to insert a new Notes page. In this case, I’d like to create a page

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that has a Question section and an Answer section, so I’ll click on Document tools in the Document Toolbox. Then click

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on Templates, and choose Q&A to format the page appropriately. I’ll click in the Question area of the page. Now, I’ll

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insert a template here by right clicking and choosing Math Templates. Next, I’ll insert the nth root template by double-

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clicking on it. Now, I’ll enter the cube root of 64 by entering 3 outside the root symbol, clicking on the dashed

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box under the root symbol, and then entering 64. Once I’ve got that filled in, I’ll click and drag to select the cube

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root. Now, I’ll right-click and Choose copy, then right-click in the Answer portion of the page and choose Paste.

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Note that you can also use the Copy and Paste buttons in the Tool bar. Now I’d like to create the answer to this

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cube root by evaluating it. To do this, I'll click and drag to select it. Next, I'll click on Actions, or right-

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click, and choose "Actions" then "Evaluate." Now I can hide the answer by clicking the double arrow on the right

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side of the page. To reveal it again, I'll just click the double arrow again. Another helpful template is the proof

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template. I'll insert a new Notes page by clicking Insert, and then choosing Notes again. Now, I'll click Templates,

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and this time I'll choose "Proof." Here, I can write statements in the left column, and my proof for those statements in

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the right column. I'll enter a statement into the left column here by making the statement that  $a^2 + b^2 = c^2$

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by entering "a", then "Shift- 6," then "2," and then "Now, I'll enter "b", and then "Shift-6," followed by "2.

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I'll enter the not equal symbol by right-clicking in the workspace, and choosing Symbols from the menu. Inside the

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Symbols palette, I'll double- click the not equal symbol. Finally, I'll type "c," then Shift-6, and then "2." Next,

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I'll click in the right column. Now, I'll enter my proof for this statement on the right. I'll just enter some periods

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of ellipsis, and then enter "a/0." Another interesting feature in Notes is the ability to insert comments as a

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reviewer or teacher. If I'm a teacher reviewing this proof, and I see areas that I wish to comment on, I can click

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on Insert and then choose Comment, Teacher. Now, I can enter my comments.

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