

SMART Board Interactive Whiteboard Basics

This *Quick Reference Guide* provides an overview of the information you need to begin using a SMART Board™ interactive whiteboard. Before you begin, make sure the appropriate SMART Board software has been loaded on your computer.

Starting the SMART Board Interactive Whiteboard

- 1 Ensure the interactive whiteboard and projector are connected to the computer.
- 2 Turn on the projector, then the computer. The interactive whiteboard draws power from the computer and will be activated automatically. The Ready Light, indicating the status of your interactive whiteboard, will be red while the SMART Board and the computer are establishing communication.

NOTE: Depending on the model of the SMART Board interactive whiteboard you are using, the Ready Light is either located on the right side of the SMART Pen Tray or the lower-right of the frame bezel.



- 3 Log on, if required, using the computer keyboard. When the Ready Light on the pen tray turns green, the computer and the interactive whiteboard have established communication. The SMART Board is now touch sensitive, and you can open any application available on the connected computer.

Orienting the SMART Board Interactive Whiteboard

You should orient your interactive whiteboard when setting it up, or if either the projector or interactive whiteboard has been moved since you last used it.

- 1 Press and hold the **Keyboard** and the **Right Mouse** button simultaneously until the Orientation screen appears.

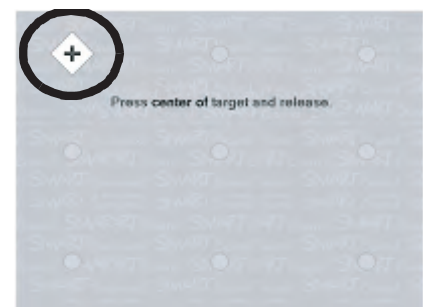


Pen-tray buttons



Pen-tray buttons

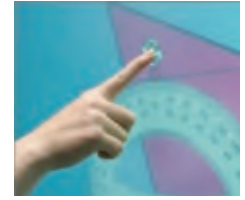
- 2 Begin the orientation process at the upper left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



Orientation screen

Your Finger Is Your Mouse

A press on a SMART Board interactive whiteboard is the same as a left-click with a mouse. To open an application such as an Internet browser, double-press the application icon with your finger.



Writing and Erasing Notes

To write over your desktop image or application, pick up a pen from the pen tray and write on the interactive whiteboard. To write in a different color, pick up a different-colored pen. The color recognition comes from the optical sensors in the pen-tray slots and not from the pens themselves.

Pick up the eraser from the pen tray and move it in a smooth motion over your notes to erase them.

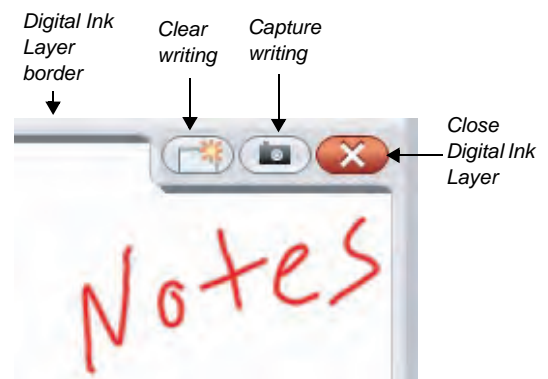
NOTE: The interactive whiteboard only recognizes the last tool removed from the pen tray. For example, if you already have a pen in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase, regardless of whether you touch the board with a pen or an eraser. To avoid confusion, return each tool to its proper slot when you have finished using it.


Saving Your Notes

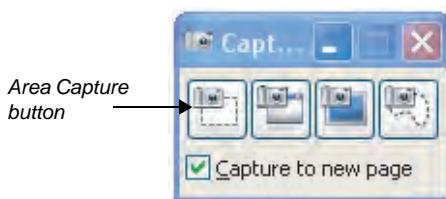
You can easily save the notes you have written on your interactive whiteboard for future reference.

- 1 Pick up a pen from the pen tray. The Digital Ink Layer border will appear on your screen. To save what you write on the board when this layer is in place, press the Capture writing button in the top right hand corner of the border. An image of the screen including your writing will be saved in a new Notebook file..

NOTE: If the Digital Ink Layer border does not appear when you pick up a pen, you may be working in an Ink Aware application (e.g., Microsoft Word). If the application is Ink Aware, buttons will be available in the application's own toolbar for capturing writing.



- 2 If you wish to capture a specific area of your screen, press the SMART Board™ icon  located in the Windows Notification Area at the bottom right of your screen, and choose **Other SMART Tools > Screen Capture Toolbar...** from the menu to launch the Screen Capture toolbar



- 3 To save a selected area of your notes, press the **Area Capture** button on the Screen Capture toolbar. Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the area you want to capture.

NOTE: The Screen Capture button in Ink Aware applications will capture an image of your entire screen.

- 4 Notebook™ software will open automatically, and your capture will be saved to a new Notebook page.
- 5 Select the unsaved Notebook file from the taskbar to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.



SMART Board Tools

The SMART Board™ Tools menu provides quick access to the functions that help you operate the SMART Board interactive whiteboard more effectively. In addition to basic functions such as the On-Screen Keyboard and Floating Tools, you will also find multimedia tools that allow you to create and present dynamic content.

Accessing SMART Board Tools

Press the **SMART Board** icon in the Windows Notification Area at the bottom right of your screen. The SMART Board Tools menu will appear.






If the SMART Board icon is not visible, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board icon will appear in the bottom right of your screen.

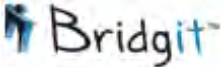
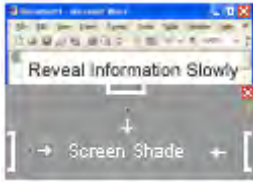





Using SMART Board Tools

The chart below outlines each of the options available on the SMART Board Tools menu. The touch sensitivity of your interactive whiteboard allows you to operate each of these tools with your finger.

Windows Notification Area SMART Board Tools menu



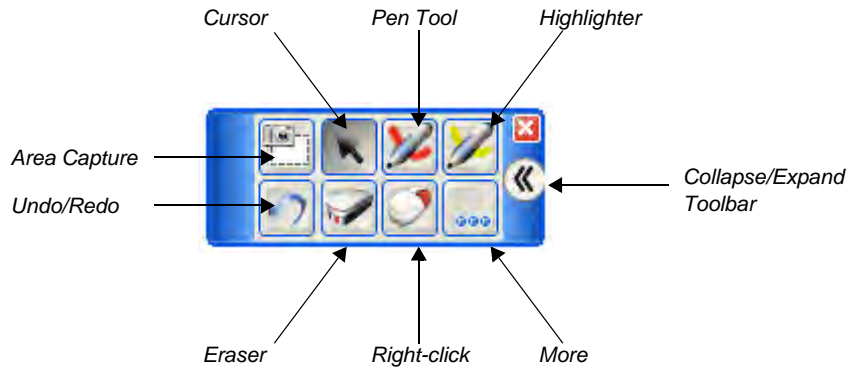
Selecting	Opens	Use this tool to
Notebook™ Software		Save notes written on your interactive whiteboard or at your computer as a series of pages. Search for objects stored in the Gallery, such as images, video and Macromedia® Flash® content. Export your Notebook file to HTML, PDF, PowerPoint (PPT) and image types such as JPEG, GIF, PNG and BMP.
Recorder		Record all actions that take place on your interactive whiteboard, such as training or workflow processes. Add audio with a microphone, control recording quality and video format and share your recording with colleagues.
Video Player		Write or draw over video during a presentation and capture a single video frame into Notebook software. Use SMART Video Player to play video files located on your computer or view content from a camera, VCR, CD-ROM or DVD.
Keyboard		Type or edit text in any application without leaving the interactive whiteboard.
Floating Tools		Quickly access the pen, highlighter, eraser and other frequently used tools. Take screen captures, undo or redo an action on your interactive whiteboard and customize the Floating Tools toolbar.










Selecting	Opens	Use this tool to
Instant Conferencing		Join or create a data conference over the Internet. Detailed information for using Bridgit is available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp .
Other SMART Tools > Screen Shade		Gradually reveal information to create suspense or hide text and graphics by dragging the shade left or right, up or down.
Other SMART Tools > Spotlight		Focus the attention of your audience to a specific part of the screen. Change the shape of your spotlight, set the transparency level of the shaded area or exit the spotlight view.
Other SMART Tools > Magnifier		Enlarge small text or images, such as a cell in a Microsoft Excel® spreadsheet to make them easier to see. Two windows will appear; the smaller window is used to select the area you would like to magnify, and the larger window displays the magnified view.
Other SMART Tools > Pointer		Use the Pointer to direct audience attention to an important piece of information on the screen.
Other SMART Tools > Screen Capture Toolbar		Enhance your lesson activity by capturing a selected area, window or a full screen grab from your desktop. The captured image will automatically appear as a page in your Notebook file.
Control Panel		Configure a variety of software and hardware options: adjust SMART Board Settings; orient your SMART Board; personalize the pen tray; connect to a new SMART Board; check for software upgrades; access the Help Center and manage Ink Aware applications, languages and wireless connections.

The Floating Tools Toolbar

The features you use most are literally at your fingertips with the Floating Tools toolbar.

To launch the Floating Tools, select the SMART Board™ icon located in Windows Notification Area at the bottom right of your screen, and choose **Floating Tools** from the SMART Board Tools menu.



Button	Use this button to
	Capture an area of the screen into Notebook™ software
	Stop using other tools and return the cursor to mouse mode
	Write or draw in digital ink
	Highlight an area of the screen with translucent ink for emphasis
	Undo your previous action. This tool toggles between two states, Undo and Redo.
	Redo an action you cleared in error. This is the second of the two states mentioned above.
	Erase digital ink
	Make your next press on the interactive whiteboard a right-click
	Open the drop-down menu to personalize toolbar functions

Notebook Software

Notebook software acts as an electronic notebook that can be used to edit, save and distribute information written on a SMART Board interactive whiteboard. Open Notebook software by pressing **Start > Programs > SMART Board Software > SMART Notebook**.



Additional training material on how to use Notebook software is available at www.smarttech.com/trainingcenter.

Notebook software Version 10 Toolbars

Notebook software toolbar

The Notebook™ software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. When you are working at the SMART Board™ interactive whiteboard and you prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the double-ended, vertical arrow on the far right of the toolbar.

Toggle
move
toolbar



Display the previous Notebook page

Display the next Notebook page



Insert a blank page directly after the active Notebook page

Open an existing Notebook file



Save your Notebook file

Paste



Undo the last action you performed

Redo the action you last performed



Delete any selected object

Show or Hide the Screen Shade on the current Notebook page



Open Full Screen view

















Toggle dual page mode



Launch the Screen Capture toolbar

Activate SMART Document Camera



(continued)

	Insert Question	Create a table	
	Select any object on the page with your mouse	Write or draw on the Notebook page with the pen tool	
	Write or draw on the Notebook page with the creative pen tool	Erase digital ink on the Notebook page	
	Draw a line	Create a shape	
	Draw a perfect shape (e.g., circle, square, rectangle, etc.)	Write or draw with the Magic Pen tool in disappearing ink, zoom and spotlight	
	Fill an object or shape	Create a text-entry box for typing	
	Launch the Properties side tab	Move the toolbar to the bottom of the Notebook page	
	Adjust volume	Instant conferencing	

Full Screen Toolbar

The Full Screen toolbar allows you to work with your Notebook file while in full screen mode.

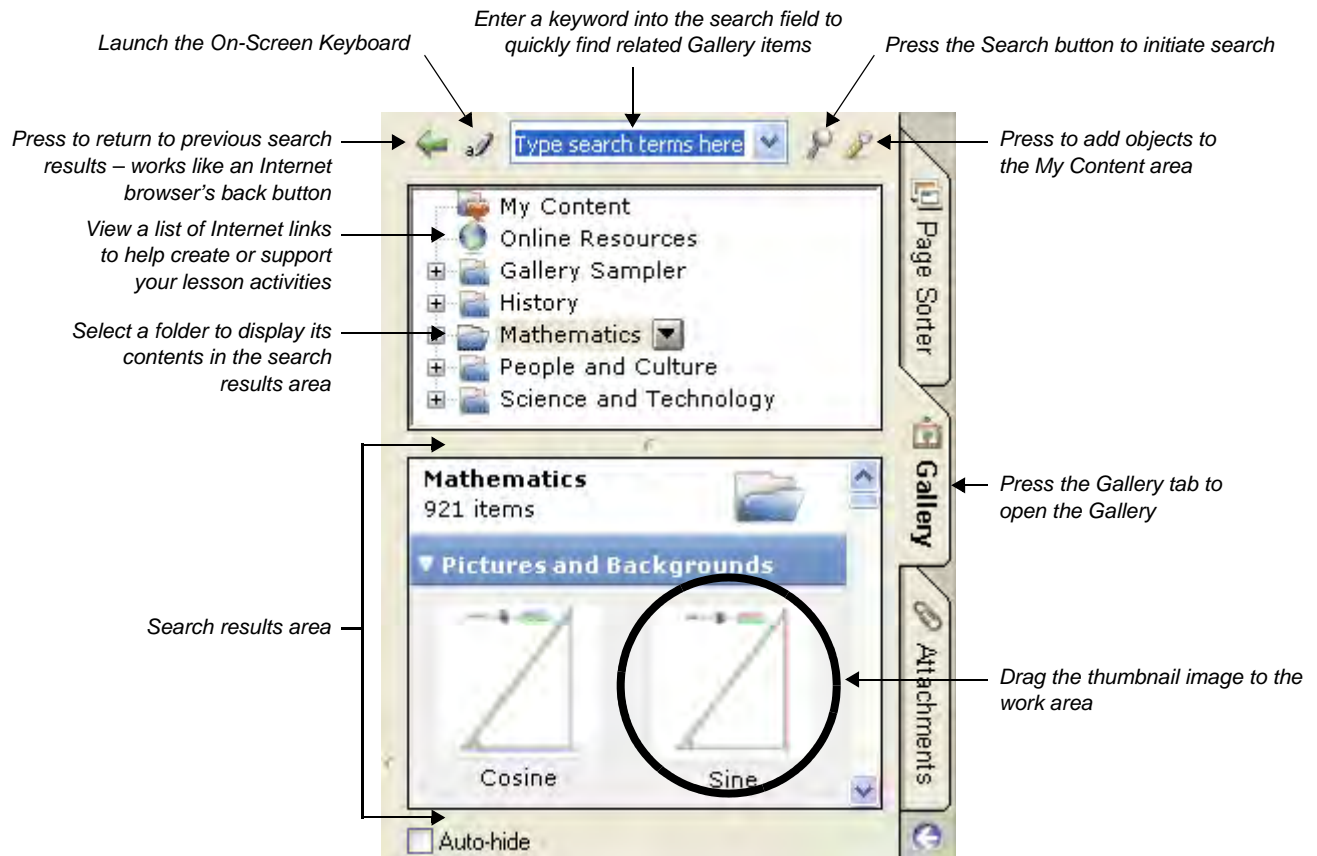


	Display the previous Notebook page		Display a menu of more options, for example the Screen Shade, shapes or pen options
	Display the next Notebook page		Exit full screen

Working with Notebook Software Gallery Collections

What is the Notebook Software Gallery?

The Notebook™ software Gallery helps you quickly develop and deliver lesson activities and presentations in rich graphic detail. Thousands of high-resolution images, audio, video, Macromedia® Flash® and entire Notebook files are organized into searchable collections that allow you to create attractive, reusable content.



Searching for Gallery Content

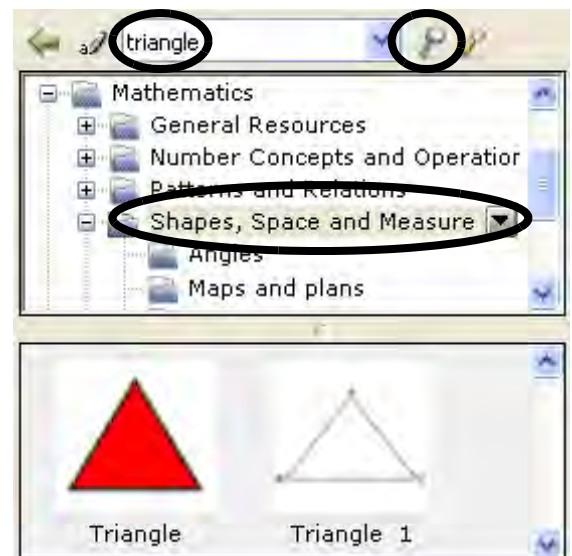
There are two ways to find Gallery content. You can browse through the Gallery collections and select a folder, or you can enter a keyword into the search field, as you would when using an Internet search engine.

If you were building a mathematics lesson activity about shapes, for example, you may decide to browse by topic for all Gallery items relating to *Shapes, Space and Measure*. However, if you were looking for a specific shape in the middle of class, you may want to type the keyword *triangle* into the search field to save time.

To look for Gallery items using the search field

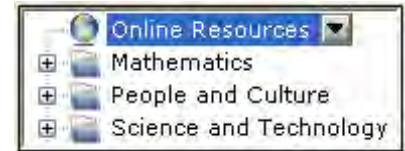
- 1 Press once inside the search field
- 2 Type a keyword related to the type of object(s) you are looking for
- 3 Press the **Search** button to display your results

TIP: Press the icon to the left of the search field to use the On-Screen Keyboard to type your keyword.



Using Online Resources

Select **Online Resources** to access a list of Internet links to lesson activities, curriculum standards, classroom resources or additional Gallery content. Instead of interrupting the flow of your presentation by leaving Notebook software, you can seamlessly launch a Web page with supporting content at the same time you deliver your material.



NOTE: You will require an active Internet connection and a Web browser to use Online Resources.

Viewing Search Results

Search results are graphically displayed as thumbnail images that match your search criteria. These thumbnail images, or Gallery items, are organized into four content types: Related Folders, Pictures and Backgrounds, Interactive and Multimedia, and Notebook Files and Pages.

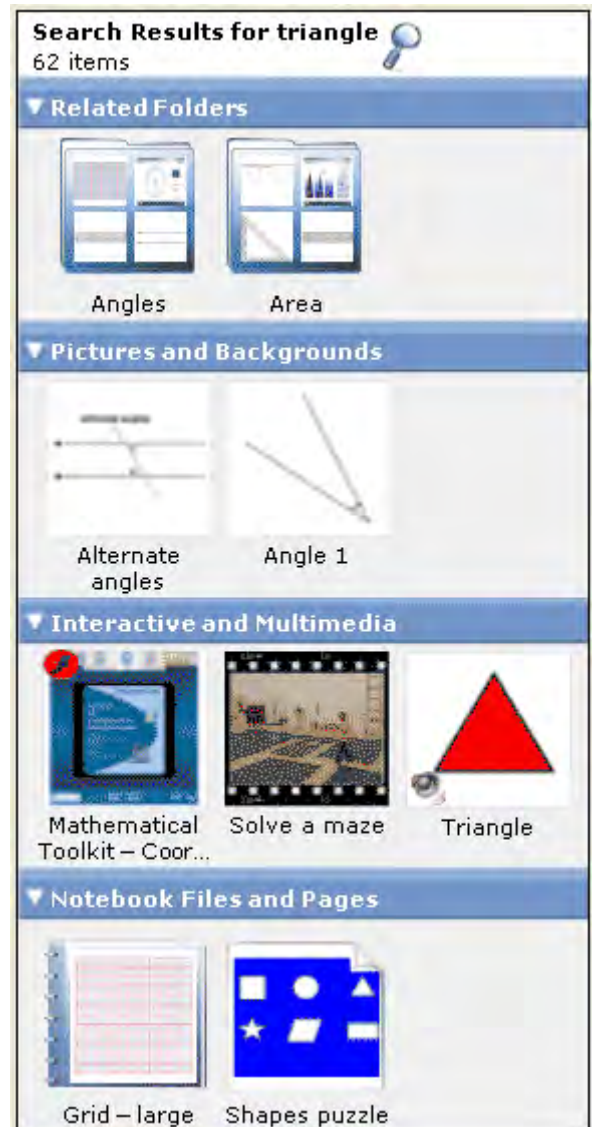
If you search for the keyword *triangle* for example, **Related Folders** will display all Gallery items associated with the keyword, providing you with additional content to help supplement learning activities. Double-press a folder thumbnail to view its contents.

The thumbnails displayed in **Pictures and Backgrounds** include clip art and photographs. Drag an item to the work area to use as part of a lesson or to modify its properties.

Interactive and Multimedia contains three types of content: Flash files, video files and objects with attached sounds. Items from this section of the Gallery are used to add rich media content to a lesson or presentation and engage reluctant learners with multimedia elements.

Additional content can be found in **Notebook Files and Pages**. Notebook file thumbnails are recognized by the coil binding on the left of the thumbnail image. Drag the thumbnail image to the work area to add a page or series of pages, such as a complete lesson activity, to your existing content. Notebook files will be inserted directly after the active Notebook page.

Notebook page thumbnails are identified by the folded edge in the top-right corner. Drag the thumbnail image to the work area to create a new page with a background for students to write over, such as an exercise in identifying shapes.



Collecting and Sharing Content with Notebook Software

Screen captures, images and files from other applications, such as Macromedia® Flash®, can be brought into Notebook™ software to help create engaging lesson activities and presentations. Save your completed file in Notebook file format to share with others in your workplace. You can also share your valuable content by exporting your Notebook file to HTML, PDF, PowerPoint (PPT) or as a series of images (e.g., JPEG, GIF, etc.) in case your colleagues don't have Notebook software installed.

Using the Capture Toolbar





Use the Capture toolbar to capture a selected area of your screen, a window or a full screen of content directly into Notebook software. Your computer does not need to be attached to a SMART Board™ interactive whiteboard to use the Capture toolbar, but SMART Board software must be installed.

To collect content using the Capture toolbar, do the following:

- 1 Open Notebook software
- 2 Select **View > Screen Capture Toolbar** on the Notebook software menu to open the Capture toolbar
- 3 Navigate to the screen you want to capture, such as a Web page. The Capture toolbar will remain open over any active application or Web browser. There are four ways to capture content:



Capture toolbar

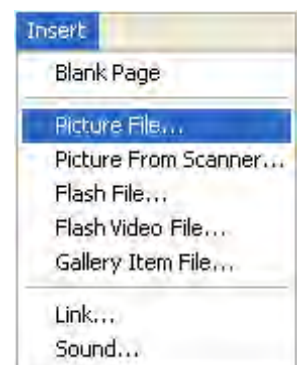
Button	Use this button to	Button	Use this button to
	Capture a rectangular area of the screen		Capture the entire screen
	Capture a particular window on the screen		Capture a freehand area of the screen

- 4 The captured image will appear on a page in your Notebook file

Using the Insert Menu

You have accumulated numerous pieces of content over the last several years of teaching. Now it's time to incorporate some of this material into your Notebook lesson activities. In particular, there's an image you want to use to enhance a specific learning opportunity in the classroom.

- 1 Open Notebook software
- 2 Select **Insert > Picture File** on the Notebook software menu to launch the Insert Picture File dialog box
- 3 Browse to the file's location and select it. Click **Open** to insert the picture into your Notebook file

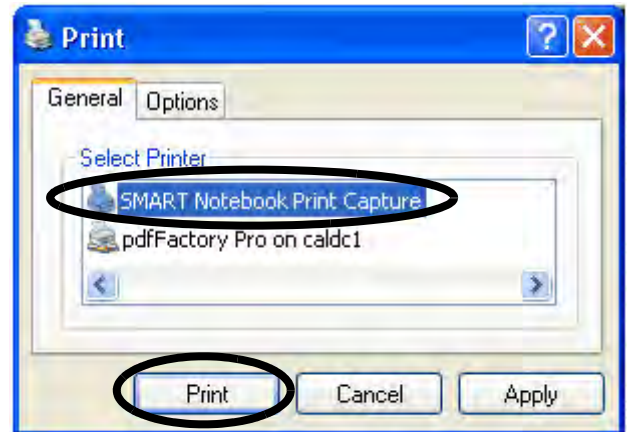


Using Notebook Print Capture

Notebook print capture allows you to add multi-page files from other applications like Microsoft Word and PowerPoint®, or even a long Web page, to a Notebook file. In other words, print capture is similar to printing to paper; one printed page is equal to one Notebook page.

- 1 Open a file you want to capture into Notebook software
- 2 Select **File > Print** from the application's main menu. The Print dialog box will appear. Select **SMART Notebook Print Capture** from your list of available printers
- 3 Press **Print** to capture the page as an image to a Notebook file. Notebook software will launch automatically if it's not open

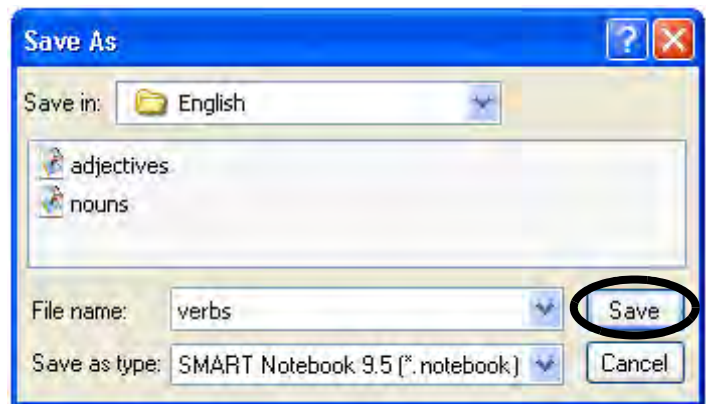
TIP: Occasionally, the image may appear blurry in your Notebook file. Select **View > Zoom > 100%** from the Notebook menu to clearly view the captured image in the Notebook work area.



Saving in SMART Notebook File Format

Save your current Notebook file for future reference or to share the file with others using Notebook software.

- 1 Select **File > Save** from the Notebook menu
- or
- Select **File > Save As** to save revisions as a new Notebook file. Your original Notebook file will not be changed
- 2 The Save As dialog box will appear
 - 3 Browse to the location where you want to save your Notebook file
 - 4 Type a name of your file in the File name text field, then click **Save**



Exporting Your File as Other File Formats

Export files to share with colleagues who may not have Notebook software installed on their computers. You may also want to export your content to HTML for others to view on the Internet.

- 1 Select **File > Export** from the Notebook menu
- 2 Choose the file format to export your Notebook file to: HTML, PDF, PowerPoint (PPT) or as a series of images (e.g., JPEG, GIF, etc.)

