

Quick Reference

SMART Board Interactive Whiteboard Basics

This *Quick Reference* 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. For more information, refer to your SMART Board *User's Guide*.

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 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 side 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 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 On-Screen keyboard and the right mouse buttons simultaneously until the Orientation screen appears



Pen-tray buttons



Pen-tray buttons

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



The 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 tool from the pen tray and write on the interactive whiteboard. To write in a different color, pick up a different-colored pen tool. The color recognition comes from the optical sensors in the pen-tray slots and not from the pen tools 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 tool 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 tool or an eraser. To avoid confusion, return each tool to its proper slot when you have finished using it.

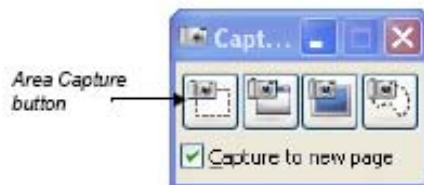
Saving your notes

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

- 1 Pick up a pen tool 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 tool, 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. Choose **Other SMART Tools > Screen Capture Toolbar...** from the menu to launch the Screen Capture toolbar.

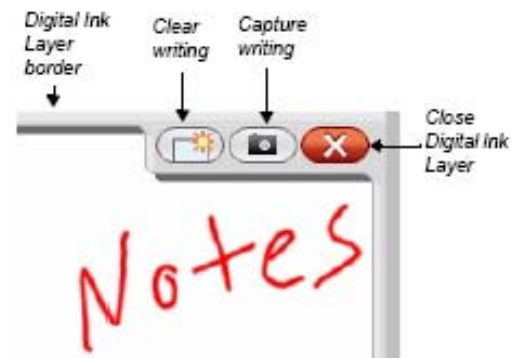


- 3 To save a selected area of your notes, press the Area Capture button on the Screen Capture toolbar. Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the area you want to capture.

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.



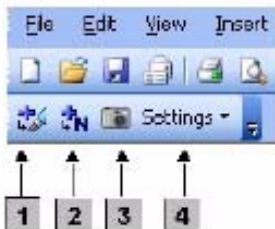
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Using Microsoft Office Applications with SMART software

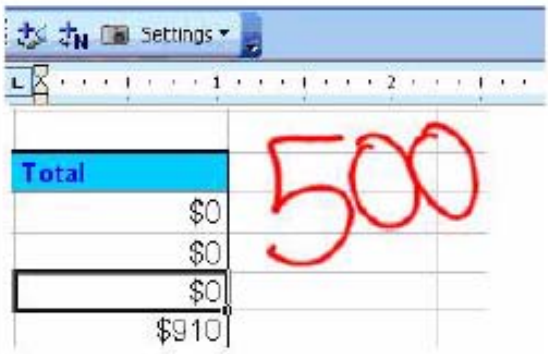
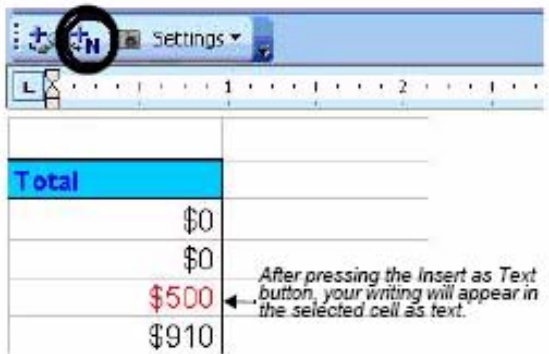
When software is Ink Aware, you can write and draw directly into an active file. When you save an Ink Aware application file, your notes and drawings will be visible the next time you open it. Microsoft® Word, Excel® and PowerPoint® software are the most commonly used Ink Aware applications.

Microsoft Word and Excel software

When using Microsoft Word or Excel software with your interactive whiteboard, you will notice four new buttons. They may be integrated with the current toolbar or separated as a floating toolbar.

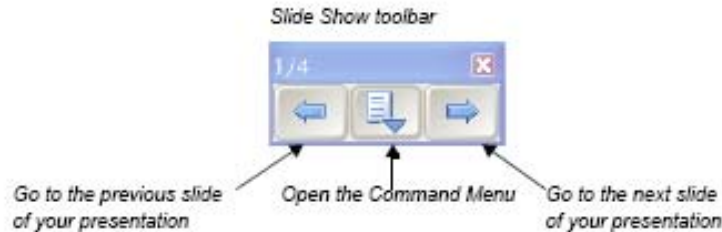


- 1** Press to insert your drawing or writing as an image directly into your document
- 2** Press to convert your writing as typed text directly into your document. Your text will appear at the cursor point and in the color the words were written in.
- 3** Press to save a screen capture in Notebook™ software
- 4** Press to select the option to automatically insert the drawing as an image

Example: Pressing the Insert Drawing as Text button	
Before you press the button, the image is not part of the file.	Press the button and the image becomes part of the Microsoft Excel software file.
	 <p>After pressing the insert as Text button, your writing will appear in the selected cell as text.</p>

PowerPoint software

When you are presenting a slide show with PowerPoint software on a SMART brand product, you can save your notes as images and save screen captures to Notebook software, just as you can when using Microsoft Word or Excel software. Use the Slide Show toolbar to access the Ink Aware features of PowerPoint software. The Slide Show toolbar appears automatically when you run a PowerPoint slide show.



TIP: You can advance to your next PowerPoint slide by pressing twice on your SMART brand product, ensuring your second press is to the right of the first. To go to the previous slide, make the second press to the left of the first.

The Command menu

Press the center button on the Slide Show toolbar to launch the Command menu. The Command menu features the following options.

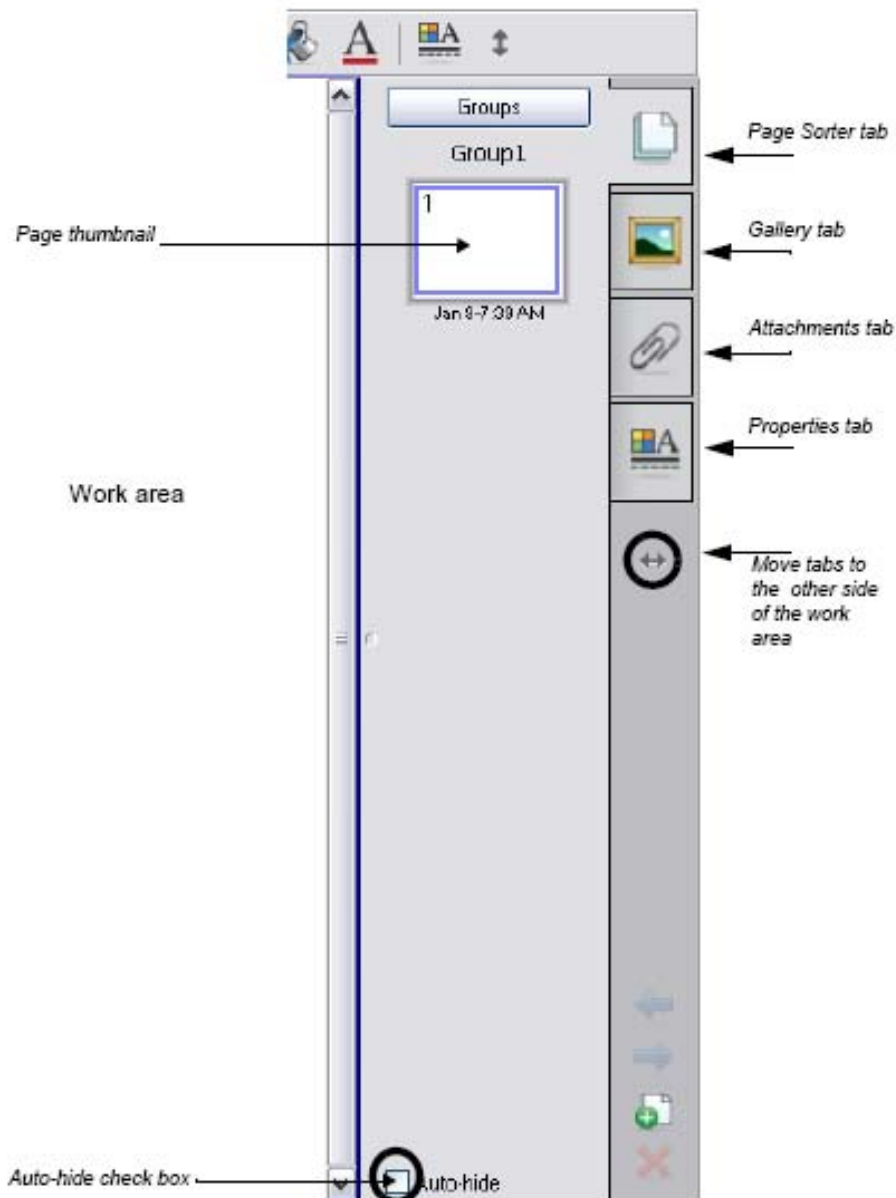


Select	Use this tool to
Capture to Notebook	Capture an image of the current slide to Notebook software
Insert Drawing as Image	Save your notes directly into your PowerPoint software presentation
Clear Drawing	Delete your notes from the page
Add Blank Slide	Add an additional slide to your presentation
PowerPoint Commands	Launch the PowerPoint Commands submenu
Settings	Launch the Settings submenu
SMART Floating Tools	Launch the Floating Tools toolbar
End Show	End the Slide Show

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Side tabs

There are four tabs on the side of the Notebook interface, which are shown below on the right-hand side of the work area. Click the double-ended horizontal arrow to move the tabs from one side of the work area to the other.



You can hide the side tabs from view when you have finished working with them by checking the Auto-hide check box.

Click the double-ended, horizontal arrow to move these four tabs from one side of the page to the other. The following tabs are shown on the left-hand side of the work area.



Click the **Page Sorter** tab to allow you to see a thumbnail image of each page in the Notebook file, navigate to a different page, create page groups or reorder the pages.



Click the **Gallery** tab to access collections of SMART's custom pages, clip art, Adobe® Flash® animations, audio and video you can add to the Notebook file.



Click the **Attachments** tab to add hyperlinks to or attachments from other software applications to the file.



Click the **Properties** tab to format shapes, objects and text.









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Notebook Software 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.



	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	
	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)	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.




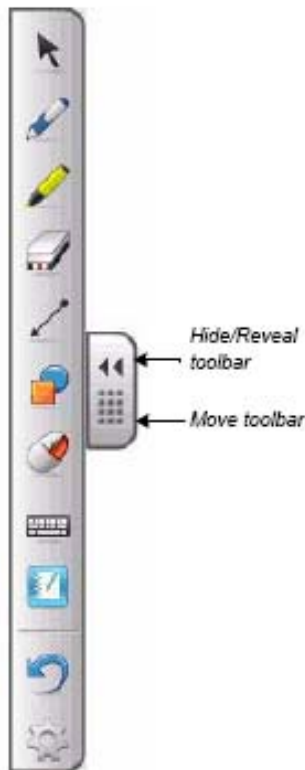
	Display the previous Notebook page		Display a menu of more options, for example, the Screen Shade, shapes or pen options
	Display the next Notebook page		Exit full screen

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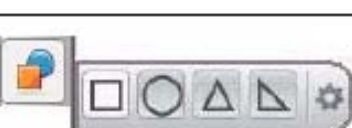





The Floating Tools toolbar

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


If it is not already on your screen, you can launch the Floating Tools by selecting the SMART Board™ icon  located in the Windows Notification Area at the bottom right of your screen. Choose **Show Floating Tools** from the menu.



Floating Tools toolbar
(default settings)

Button	What the button does
	Stop using other tools and return the cursor to mouse mode
	Write or draw in digital ink, and select the ink color
	Highlight an area of the screen with translucent ink for emphasis, and select the ink color
	Erase digital ink, and select the size of the eraser
	Draw a line, and select the format of the line
	Draw a pre-formed shape, and select the shape
	Make your next press on the interactive whiteboard a right-click
	Launch the On-Screen Keyboard
	Launch Notebook software
	Undo your previous action
	Open the Customize Floating Tools menu to personalize toolbar functions

Customizing Floating Tools

Press the **Customize** button  in the Floating Tools toolbar to choose from a variety of toolbar buttons. You can choose as many buttons as you like to fully customize Floating Tools with the buttons you need.



To add a button to the Floating Tools, drag and drop the icon onto the toolbar. To remove a button, press the **Customize** button and drag it off the Floating Tools toolbar.

To return the toolbar to its original configuration, press the **Restore Defaults** button.

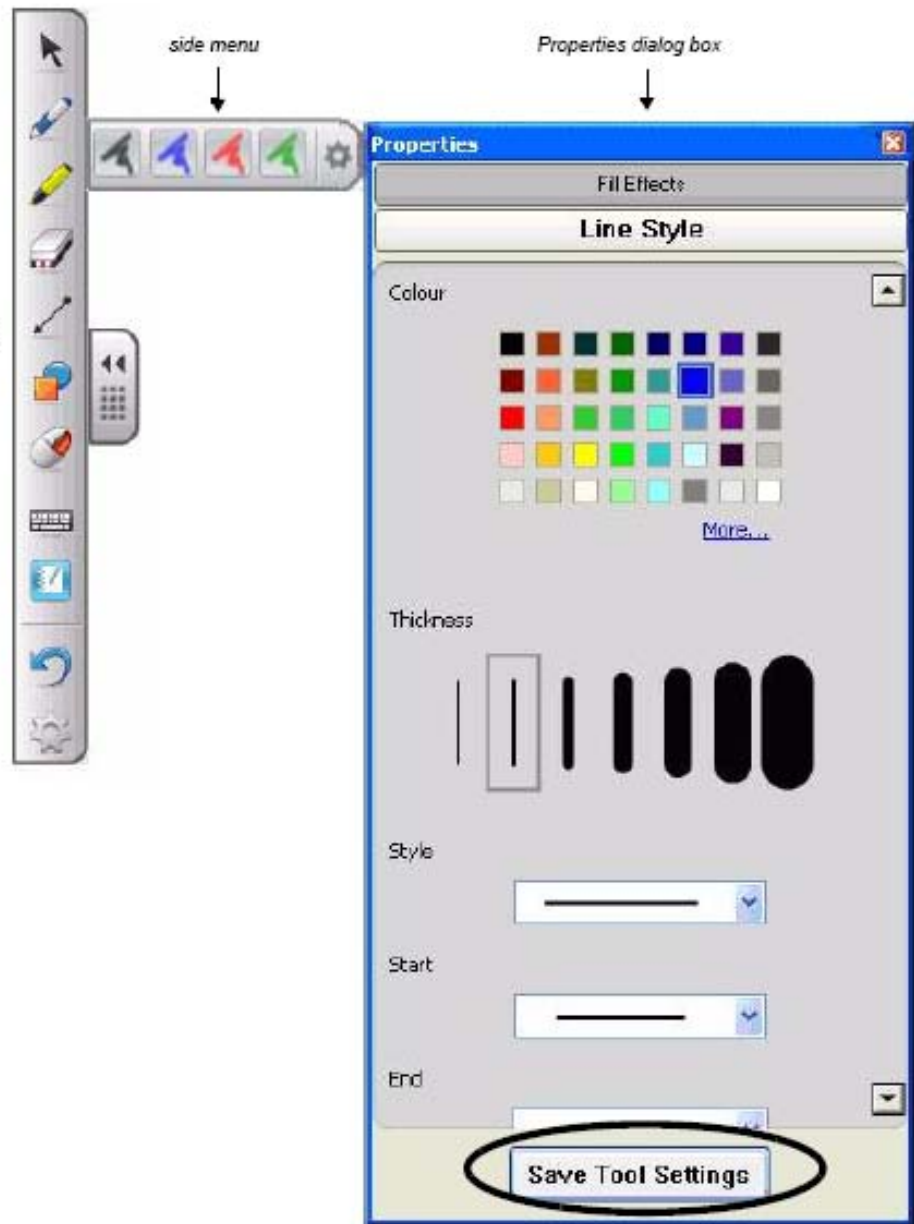
When you are finished customizing the toolbar, press the **Done** button.

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The buttons that have side menus can be further customized.

Right-click on the side menu. The *Properties* dialog box will appear where you can change the settings for the tool.

You can save the new settings so they become the default for that tool by clicking the **Save Tool Settings** button at the bottom of the dialog box after you've set the parameters above.



Example of Pen tool's Properties dialog box