

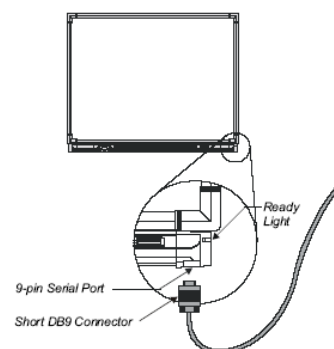
# SMART Board: Part A

## *Introduction to the SMART Board*

(Videos are linked to the Smarttech website: <http://smarttech.com/trainingcenter/tutorials.asp>)

### Setup SMART Board, Projector and Computer:

- 1) For mobile boards, place SMART Board in desired location; pull out the anchor to keep board from moving (*anchors are in front of each castor*).
- 2) Place the projector about 10 feet from the Board and plug into power; projector needs to be perpendicular to the Board.
- 3) Plug in projector to laptop; plug laptop into power and/or network via Ethernet, if desired...as usually done when connecting the laptop to the projector; nothing different.
- 4) Wrap the cable a couple times around the right leg of the Board.
- 5) Plug in the USB end of the Board cable into the USB connection in the back of laptop (*or serial connector, whichever connector is provided*)
- 6) Start up projector and laptop; light on lower right hand corner of Board should glow Green (*if light remains Red, Board is not properly connected to computer*).
- 7) If the computer image does not appear on the Board, hold the **Fn** key while tapping the **F8** key, waiting about 10 seconds to see results. Continue this key combination until the desired results appear as it toggles through the following options: display on Projector only, display on computer monitor only or display on both.



### Orienting Board:

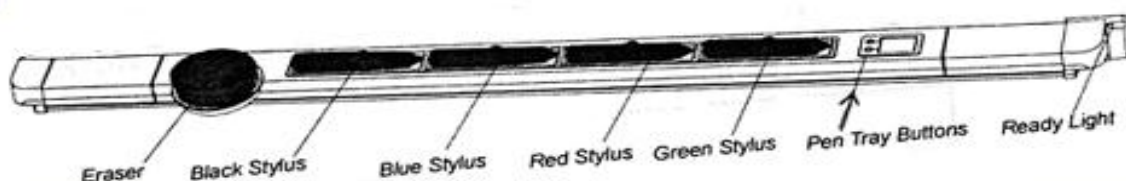
- 1) Hold down both small buttons on **Tools** tray until the screen turns gray.
- 2) Orientation screen will appear with nine orientation points, one point is highlighted at a time.
- 3) Press stylus pen squarely on the yellow center of each red cross in the order indicated, or slide the pen to the center and lift.
- 4) After pressing on the ninth cross, screen will change to the computer screen. Board is now oriented to the computer screen and operates as a touch screen.





### Care of the Board:

- 1) Use the provided SMART Board pens to write, or by touching or drawing with your finger.
- 2) Avoid using permanent or dry erase markers on the Board.
- 3) Clean the SMART Board with regular glass cleaner or white board cleaner using soft paper towels. AVOID sponges, abrasives, or other strong cleansers.
- 4) **To remove permanent pen:** Completely cover the permanent ink with the ink of a dry erase pen; wipe with a soft cloth while the ink is still wet. If necessary, clean further with glass cleaner and soft paper towel.

### SMART Board Tray Tools:




**Notebook Software:** ([Video](#): scroll down & click on “Notebook Software 10 Basics”)

1. **Floating Toolbar:** This appears on desktop, and on top of anything on the computer screen, to provide tools for use at any time, on anything showing on screen
  - a. To minimize the toolbar, click on the double arrows
  - b. To move the toolbar, click/press on the dotted area and drag where desired
  - c. To change the icons available on the toolbar:
    - i. Press on the icon at the bottom of the toolbar; a window with all available tools will appear
    - ii. To add icons to the toolbar, press on desired icon on the **Customize Floating Tools** window and drag it to the desired location on the floating toolbar
    - iii. To remove an icon from floating toolbar, press on desired icon & drag away from the toolbar
    - iv. To relocate icons on the floating toolbar, drag desired icon to different location
  - d. To hide Floating Toolbar, click **Notebook icon** in systray, click on **Hide floating tools**
2. **Launch Notebook Software:**
  - a. Launch *Notebook* software from 
    - i. The SMART Board icon  on the floating toolbar and click on **Notebook**, or in the systray
    - ii. Or press on the desktop shortcut

*TIP: If the SMART icon is not present in the systray, launching SMART software brings it back. Either use a desktop shortcut or drag from START to PROGRAMS to SMART Software*
3. **Welcome Center:**
  - a. Can provide quick access to a menu of possibly desirable tasks such as recently opened Notebook files, **Orient the Board**, or use the **Control Panel**
  - b. To not show **Welcome Center** window every time Notebook is opened, click in box in lower left hand corner of the window to remove checkmark; it will not appear again
  - c. To show the **Welcome Center**, press on **Notebook** icon in systray and select **Welcome Center**



**Writing on the SMART Board Using Notebook Software:** ([Video](#): scroll down & click on “Touch, Write and Save 10” and “Objects in Notebook Software 10”)

- 1) Launch *Notebook* software from the sys tray SMART Board icon,  or desktop shortcut.
- 2) Using a SMART Board pen –
  - a) Pick up a pen from the **Pen Tray**, write a word on the board, and put pen back in the tray.
  - b) Press on the “**ink**” of the word
  - c) Press in the middle of the word and drag to another location on page
  - d) Press and drag/rotate the green button at the top of the highlighted word
  - e) Press and drag diagonally the button on the lower right of the highlighted word to reduce or enlarge the word
  - f) Press down-arrow on the border around the word and select desired action (*for converting to text select the desired item, lock or clone item, etc.*)
- 3) Using the eraser: pick up the eraser and move over the word (*or any electronic ink on page*)
- 4) To enter text, click somewhere on page, press any key on computer keyboard; a textbox will appear
  - a) Enter desired text
  - b) Highlight and use the rich text toolbar to change font, size, style, alignment, add bullets, and use math and science notations
  - c) Spell check is automatic with red squiggly lines
- 5) Using the on-screen **Keyboard**:
  - a) Press keyboard button on the SMART Board Tray; keyboard will appear.
  - b) Click to the right of “**Classic**” to use one of the 6 available keyboards.
- 6) **Right-clicking:** to activate right-click menu:






- a) Press and hold on area where right-click menu is desired; menu will appear
  - b) Press lower button to right on tray, press on area of window & right-click menu will appear
- 7) **Hyperlinks** on *Notebook* page:
- a) Press on **Insert** on the **Menu Bar** and select **Hyperlink**.
  - b) Enter the web address (i.e., <http://www.bsd405.org>) and press **OK**.
  - c) To make an image a hyperlink, press on it first and then follow steps a-c above.

## SMART Board Tools Menu Bar:



This toolbar provides most of the essential tools when using Notebook software.

- 1) To move this toolbar to the bottom of the page, press on the double arrows on the far right end
- 2) **Add pages:** press the +page icon  a new page will appear . ([Video](#))
- 3) **Window Shade:** Press on the **Windowshade** icon  and a gray shade will cover the entire page
  - a) Press on one of the Window shade handles and drag, as desired, to show/hide contents
  - b) Press **X** , or the **Windowshade** icon to remove
- 4) **Full Screen:** Press on the Full Screen icon  and the page appears full screen, with no menu or toolbar
  - a) **Full Screen** toolbar appears for navigation to additional pages
  - b) Press on **Full Screen** icon on toolbar to return to showing the menu and toolbar
- 5) **Duel Page** view: allows viewing two pages side by side
  - a) Press on **Duel Page** icon
  - b) To Pin one of the **Pages**, press in desired page, press on **View**, go to **Zoom** and press on **Pin Page**; this will keep that page showing while other pages are selected
  - c) To remove pinned page, press **View**, go to **Zoom** and press on **Pin Page**
- 6) **Document Camera:** *Currently this does not work with our document cameras*
- 7) **Tables:** *Full functioning tables are available* ([Video: Tables](#))
  - a. Press on the **Tables** icon; the table grid will show
  - b. Move the cursor from the upper left cell to highlight the desired number of columns and rows (i.e., illustration shows 2 columns & 2 rows)
  - c. Highlighted number of columns and rows will appear on the page
  - d. To select the table, press the **Ctrl-A** keys, or drag a “box” around the table
    - i. To move the table, select the table, press on the box in the upper left corner and drag the table to the desired location
    - ii. To delete table, one selected, press the **X** icon
  - a. To merge cells, drag over cells to be merged; right click and press **Merge Cells**
  - b. To split cells, drag over cell(s) to be split, right click and press on desired option
  - c. To delete a cell, right-click on desired cell and press on **Delete Cell**
  - d. To alter length & width of rows & columns put cursor on horizontal or vertical line, drag to desired size
  - e. To place text in a cell, press a cell and begin entering text
  - f. To place writing in cell, drag writing to desired cell and let go, writing will adapt to size of cell
  - g. To insert a shade over:
    - i. The entire table, select table, press down arrow by table, and select **Add Table Shade**
    - ii. A single cell, right click on a cell and select **Add Cell Shade**
    - iii. Press on a shaded cell and the shade will disappear
  - h. To fill cell(s) right click in a cell and select **Properties**; the **Properties** tab will open; make desired choices that will be reflected in the cell



8) **Pen Tool:**

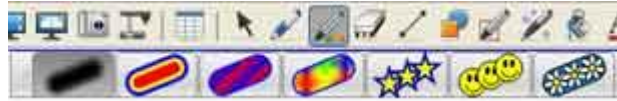
- Press on **Pen** tool and menu appears as a ribbon across top
- Press the desired pen; press on the **Properties** tab
- Fill Effects** is for transparency of the line
- Press **Line Style** to set color, thickness and style
  - Press **Save Tool Properties** button to save settings on ribbon
- Draw/write on page using Properties of the pen

*Tip: Shapes tool, saving tool properties is same as #d above*

9) **Arrow Tool:** press Arrow after using pens, eraser or shapes tools

10) **Creative Pen:**

- Press **Creative Pen** icon
- Press desired pen
- Draw on page



11) **Eraser Tool:**

- Press on **Eraser** tool icon
- Press on desired eraser size
- Drag over any electronic ink on page to erase it



12) **Line Tool:**

- Press on **Line** tool icon
- Press on desired line style
- Drag on page to draw selected line



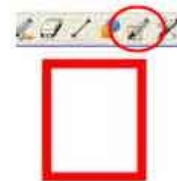
13) **Shapes Tool:**

- Press on **Shapes** tool icon
- Press on desired shape
- Drag diagonally on page to draw selected shape



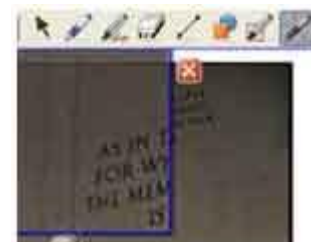
14) **Shape Recognition Pen:** Draw a shape and the program will automatically change to a shape object ([Video](#): Shape Pen)

- Press on **Shape Recognition Pen** icon
- Draw an equilateral triangle, circle or rectangle freehand; shape becomes a shape object



15) **Magic Pen:**

- Press **Magic Pen** icon
- Draw/write on a page; writing will disappear after about ten seconds
- On an object, draw a circle around part of it; a **Spotlight** will appear
  - Press on blue circle; drag/move anywhere on page
  - Press **X** to quit this feature
- On part of an object draw a rectangle around area to be magnified; a rectangle appears with area magnified
  - Press inside magnified image; when double arrows appear, move them around to increase or decrease magnification
- Press somewhere on image (*i.e., on or near rectangle*); when finger cursor appears, drag to move magnified area



## 16) Bucket Fill Tool:

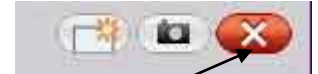
- a) Press on **Bucket Fill** icon; **Fill Effects** tab menu appears
- b) Select desired transparency
- c) Select desired kind-of-fill
- d) Select desired color
- e) For **Image Fill**, press **Browse** (*the bar under the object box*)
  - i) Navigate to desired image
  - ii) Image will fill window; if image is smaller than object space, image will tile to fill space



4. **New Tabs:** The tabs for **Page Sorter**, **Gallery** and **Attachments** has changed to icons
  - a. Press on top icon to show the **Page Sorter** view
  - b. Press on the “picture” tab to show the **Galleries**
  - c. Press on the paperclip to show the **Attachments**
  - d. Press on the **Properties** icon (*the bottom one*) to show the **Fill Effects** for the visible page or for objects; this will be discussed on page 3 (*Bucket Fill*)

## **Ink Layer** (*does not show when writing on Word, PowerPoint, Excel and PDF documents*)

1. When a pen is active on a screen with Notebook software not showing the **Ink Layer** appears with a white border around screen
2. In the upper right corner is a toolbar:
  - a. Press the first tool and all writing will be cleared from the page
  - b. Press the middle tool and a picture of the entire screen will show on a new Notebook page
  - c. Press the red **X** to quit the **Ink Layer**
3. Saving notes written on an non-Ink Aware program
  - a. Click **camera** in upper right of window to save entire page to Notebook
4. To access **Ink Layer Options**
  - a. Right-click on screen with Ink Layer showing
5. Select **Ink Layer Options**; make desired selections; click **OK**



## **Capturing Content from Other Sources into Notebook Software:** ([Video](#))

### **Option 1 – Print Capture** (*non-editable image*)

This works from any document you can print; Internet Explorer, Word, PowerPoint, etc.

- 1) With the document open, drag from **FILE** to **PRINT**.
- 2) Use the dropdown printer choice menu to select **SMART Notebook Print Capture**.
- 3) Press **Print** button; SMART Notebook will launch, if not already open, and the document will appear.



**NOTE:** A new Notebook page will be created for each page in the original document.


### **Option 2 – Scanning** (*non-editable image*)

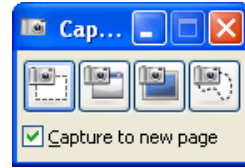
A scanner can be used to place a printed page onto the SMART Board directly on new *Notebook* page.

- 1) Be sure the scanner drivers are installed on your computer and computer is hooked up to the scanner. (*Each scanner comes with its own driver as not all scanners work the same.*)
- 2) Place item to be scanned face down in scanner and open Notebook software.
- 3) Drag from **Insert** to **Picture From Scanner ...**
- 4) On **Insert Scanned Picture** window, press on **Scan**.
- 5) Scanner should automatically scan the file and place it in the Notebook file.
- 6) Use as you would any other *Notebook* file.

**Tip:** Scanner setting should be 100 dpi or less for best performance. See *Tech Assistant* or *TC Coach* for help adjusting this setting.

### **Option 3 – Capturing Camera Tools** (*non-editable image*)

- 1) Open *Notebook* software.
- 2) Launch the **Capture** tools by clicking on the camera icon in the toolbar. 
- 3) Navigate to the screen to capture. (*The capture toolbar will still be available when you open another application*).
- 4) Click on the desired **Capture** (camera) button:
  - a) **Area Capture** – press & drag to select rectangle area to be captured.
  - b) **Window Capture** – press inside the window to be captured.
  - c) **Screen Capture** – automatically captures everything displayed on screen.
  - d) **Freehand Capture** – press and drag around desired area to be captured.



#### **Option 4 – Copy and Paste** (*Editable text*)

This strategy allows for editing and formatting of text once in *Notebook* software.

- 1) Select the text to be copied.
- 2) Drag from **File** to **Copy** (*or right-click and select Copy*).
- 3) Open a *Notebook* file.
- 4) Drag from **Edit** to **Paste** (*or right-click and select Paste*).

**NOTE:** *Copy only the amount of text that will fit on a single Notebook page. The process may need to be repeated for lengthy documents.*

#### **Other SMART Tools:** ([Video](#)) press Notebook icon in systray; choose **Other SMART Tools**

1. Press **Spotlight**
  - a. Press & drag on spotlight to move it
  - b. Press & drag on outline of spotlight to resize it
  - c. Press down-arrow on spotlight icon; menu will appear to change transparency level and shape
2. Press **Magnifier** to magnify portion of window
3. Press **Calculator** to use it



#### **Printing** a *Notebook* page(s):

- d) Drag from **File** to **Print**; identify pages to be printed; press **OK**
- 1) **Deleting** a notebook page:
  - a) In **Page Sorter**, press on down arrow of thumbnail page to be deleted; select **Delete Page**
- 2) **Saving** the *Notebook* file:
  - a) Drag from **File** to **Save**; completing saving process will save all notebook pages as one *Notebook* document with the extension *.notebook*
  - b) Name the document, navigate to desired location and press **Save**.