

SMART Board: Part C

Intermediate SMART Board Uses

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*

- To minimize the toolbar, click on the double arrows
- To move the toolbar, click/press on the dotted area and drag where desired
- To change the icons available on the toolbar:
 - Press on the icon at the bottom of the toolbar; a window with all available tools will appear
 - 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
 - To remove an icon from floating toolbar, press on desired icon & drag away from the toolbar
 - To relocate icons on the floating toolbar, drag desired icon to different location
 - To change the floating toolbar back to its original configuration, press **Restore Defaults** button on the **Customize Floating Tools** window
- To hide Floating Toolbar, click **Notebook icon** in systray, click on **Hide floating tools**



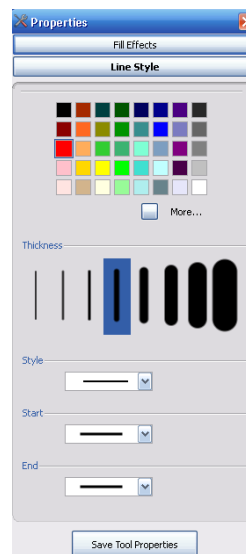
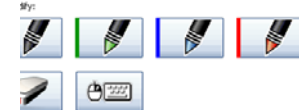
Customizing Toolbar: *tools can be rearranged, removed and added*

- Right-click anywhere on toolbar; tool window will appear
- With this window opens:
 - Drag any tool in window to desired place on toolbar
 - Drag any tool on toolbar below the toolbar and that tool will disappear
 - To reorganize the toolbar, drag any tool on toolbar to any other location on toolbar
 - To restore the toolbar to original configuration, press **Restore Defaults**
 - Press **Done** to quit window



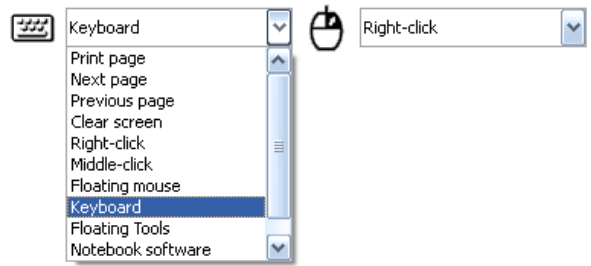
Customize the Pen Tray:

- Press on the **Notebook icon** in the systray, and then select **Control Panel**
- Press **SMART Hardware Settings** (*Unless already showing, press on dropdown menu and choose **Pen and Button Settings***)
- Press on desired pen to customize
- To change pen's transparency move slider to right (*i.e., convert pen to a highlighter by increasing transparency*)
- Press on **Line Style** bar to display these changes:
 - Press on desired pen color
 - Press on desired pen thickness
 - Alter the pen's style, start and ending
 - When customizing pen is completed, press **Save Tool Properties** and now pen will take on those changes



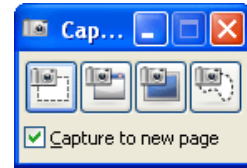
***Note:** these changes will last until they are again changed; these changes will be effective **ONLY** on the computer used to make the changes.*

- To customize the buttons (keyboard and right-click buttons), press



Capturing Camera Tools *(non-editable image)*

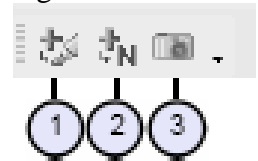
- Launch the **Capture** tools by clicking on the camera icon in the toolbar.
- Navigate to the screen to capture. *(The capture toolbar will still be available when you open another application).*
- Click on the desired Capture button:
 - Area Capture – press & drag to select rectangle area to be captured.
 - Window Capture – press inside the window to be captured.
 - Screen Capture – automatically captures everything displayed on screen.
 - Freehand Capture – press and drag around desired area to be captured.
- Place cursor in upper left corner of desired area to capture, click, hold, and drag diagonally down; when desired area is surrounded, release mouse and this image will be placed on Notebook page



Ink Aware: Using SMART Board with Word: ([Video](#)) *When software is Ink Aware it is possible to write and create drawings directly into the active file.*

When in Word and connected to the SMART Board three buttons will appear on a floating toolbar
With a Word document open:

- Write on the Board and save the writing to the document:
 - Use a pen and write on the Word document *(write on document area, not on the toolbars)*
 - Press on the first icon on SMART toolbar, the **pen+ icon**
 - A message will appear: “Inserting as image to Word”



Tip: *If the graphics are to be saved as part of the Word document, be sure to press **Yes** to save all changes when exiting Word, and the writing and graphics will appear next time document is launched.*

- Write letter(s) or words, convert them to text and insert text into the Word document
 - Press in document where text is to inserted
 - Use pen and write letter(s) or words
 - Press on the second icon on SMART toolbar, the **+N icon**

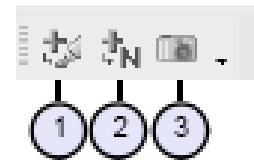
Tip: *If edited text is to be saved as part of the Word document, be sure to press **Yes** to save all changes when exiting Word, and the edited text will appear next time document is launched.*

- Capturing text and writing to a Notebook page: press **camera** icon; the entire page will be captured

Ink Aware: Using SMART Board with Excel:

With an Excel document open:

- Write on the Board and save the writing to the document:
 - Use a pen and write on the Excel document
 - Press on the first icon on SMART toolbar, the **pen+ icon**
 - A message will appear: “Inserting as image to Excel”



Tip: *If the graphics are to be saved as part of the Excel document, be sure to press **Yes** to save all changes when exiting Excel, and the edited text will appear next time document is launched.*

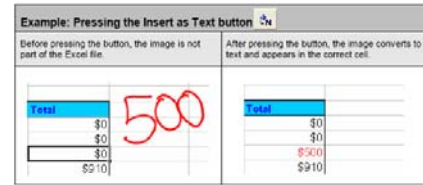
2) Write letter(s) or words, convert them to text and insert text into the Excel document

- a) Press in a cell where text is to be inserted
- b) Use pen and write letter(s) or words

3) Press on the second icon on SMART toolbar, the +N icon

Tip: If edited text/numbers are to be saved as part of the Excel document, be sure to press **Yes** to save all changes when exiting Excel, and the edited text will appear next time document is launched.

4) Capturing text and writing to a Notebook page: press camera icon; the entire page will be captured



Ink Aware: Using SMART Board with PowerPoint: ([Video](#)) While navigating through a presentation, SMART tools are available to help in navigation and embed notes written on the slides.

1) **Slide Show** toolbar appears when connected to the SMART Board and running a PowerPoint presentation

2) Press the arrow keys to navigate through presentation

3) Press the center icon to display the command menu

4) Press on **SMART floating Tools** to access this toolbar and use its capabilities



Tip: To go to the next slide, press twice on the Board, making the second press to the right of the first; to go to the previous slide, make the second press to the left of the first

5) Writing on presentation slides is permitted

a) Writing stays on slides until slideshow is completed (with pen down, a tap will remove writing; avoid a tap and writing remains on slide)

b) Window appears at end of presentation asking if writing is to be saved; press **OK** & writing will become an object on the slide (writing will stay on the slides)

c) When document is closed, press **OK** to saving the changes if writing is to be saved to the document

Tip: PowerPoint files can now be imported into Notebook software maintaining all the interactivity. Notebook files can also be exported to PowerPoint.

Page Sorter Tab: Pages can be grouped

1. Press on the **Groups** button and select **Edit Groups**

2. Press on **Add New Group** button; another grouping banner and page will show

3. Name is highlighted so enter desired group name

4. Drag pages from one group to another; reorder pages within group by dragging pages

5. To rename a group, press down-arrow on right end of blue banner and select **Rename**


6. To delete the group, press down-arrow and select **Delete Group**

7. To reorder the groups, group to be moved press down-arrow and select **Move Down/Up**

8. Press **X** to leave grouping window



Properties Tab:

1. Press on **Properties** tab;  or when object is selected, press the down-arrow and select Properties; the **Properties** tab will become active

2. Depending on what object is highlighted, the **Properties** menu will change:

- a. There may be different option buttons at the top
- b. There may be different **Fill Effects**

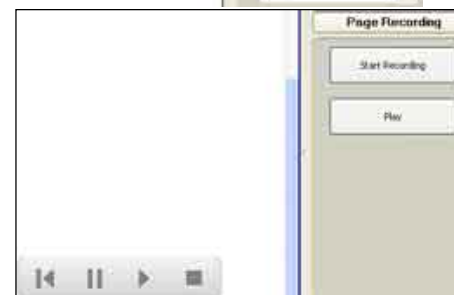
3. **Fill Effects:**



4. **Line Style:** The Line Style option adjusts the line size, style and color for the selected object
5. **Object Animation** ([Video](#): Object Animation)
 - a. Press on the down arrows for each category to set up the animation of the selected object:
 - i. The Type of animation
 - ii. The Direction
 - iii. The Speed
 - iv. When the animation is to occur
 - v. If or how often the animation is to occur



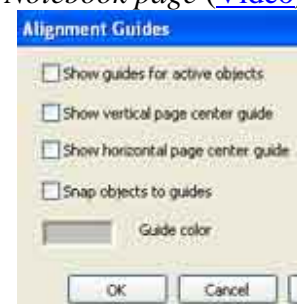
6. **Page Recording:** This allows the recording of what is written or showing on that one page
 - a. Press **Start Recording**; write on page
 - b. Press **Stop** when finished
 - c. Press **Play** to play the recorded actions
 - d. Use the navigation bar at bottom of page to pause, stop, play and repeat



This recording will save with the Notebook document.

Active Alignment: *to align objects vertically, horizontally or to other objects on Notebook page* ([Video](#))

1. Press **View** and select **Alignment**.
2. Select **Show guides for active objects** to display guidelines when object is moved into alignment with another object
3. Select **Show vertical page center guide** to display this line
4. Select **Show horizontal page center guide** to display this line
5. Select **Snap objects to guides** to automatically align objects to guidelines when objects are moved on page
6. Press color box to display available colors for alignment lines; select color;



Show All Links: *an animated box shows on all links on a page*

1. When a page has links (to a website, file, another Notebook page or sound) press **View**, select **Show All Links**; all links will have an animated box around them for a short time
2. To have the animated box show immediately when page opens, press **View**, select **Show All Links when Page Opens**



Languages: *change menus to different languages, and convert handwritten notes to text in ten languages*

1. Press **View** and select **Language Center**
2. Press **All Listed Applications** and select **Notebook Software**
3. To change menus to different language press down-arrow under **Language**; select desired language; press **OK**
4. To enable handwriting recognition in the selected language, click box under **Handwriting Recognition** to activate this feature; press **OK**
5. To show a word in another language without changing the software language:
 - a. Write a word in either English or another language
 - b. Select the word
 - c. Press on the down-arrow and select **Recognize as...**
 - d. Select the desired language
 - e. The word will appear with appropriate diacritics displayed



Other SMART Tools: [\(Video\)](#)

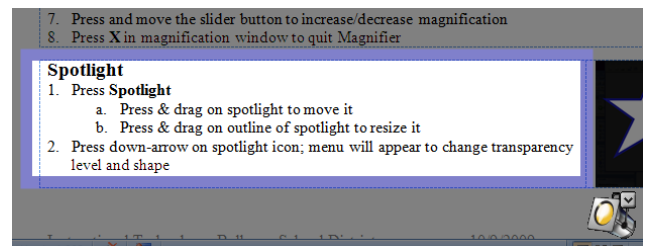
Magnifier:

1. Press on the **Notebook** icon in the systray, go to **Other SMART Tools**, and select **Magnifier**
2. Press **hand** icon; press the hand in the magnifier window and drag to desired area of screen to be magnified; then work can be done on other parts of window keeping the magnified portion in place
3. Press second icon; move the mouse and where the mouse is will be magnified in the Magnifier window
4. Press third icon; press and drag the hand inside of magnified window to desired area of screen
5. Press fourth button to display red border around area to be magnified; click & move red border as desired
6. Press fifth button to dim areas not magnified; click inside rectangle area and drag as desired
7. Press and move the slider button to increase/decrease magnification
8. Press **X** in magnification window to quit Magnifier



Spotlight:

1. Press **Spotlight**
 - a. Press & drag on spotlight to move it
 - b. Press & drag outline of spotlight to resize it
2. Press down-arrow on spotlight icon; menu will appear to change transparency level and shape



Spell Check; *spell check automatically displays as text is entered*

1. In Textbox:
 - a. Create a textbox and enter text
 - b. As text is entered, spell check will place red line below misspelled words
 - c. Right-click on the misspelled word to see a list of suggested corrections
 - d. Select the desired correction and word will change
 - e. Press outside of text box and red line will disappear
2. Entire Page: (*will only spell check text*)
 - a. Press **Edit**, select **Check Spelling**; spell check window appears (*or press F7*)
 - b. Spell check for all textboxes will be done
 - c. If a World Language, press down arrow under Dictionary Language and select desired language



Locking SMART Board: *this prevents moving the pointer or writing on the SMART Board*

1. Open the Welcome Center window
 - a. Press SMART Board icon in systray and select **Welcome Center**
 - b. Open **Notebook**, and **Welcome Center** window may open,
 - c. Press **Start**, to **Programs**, to **SMART Tech**, to **Notebook Software**, to **Welcome Center**
2. Press on **Tools** tab; press on **Lock All SMART Devices**
3. A **Devices Locked** window will appear, Click on lock on the **Devices Locked** window to unlock the Board; use **ONLY** a connected mouse (*or track pad*) to unlock Board

