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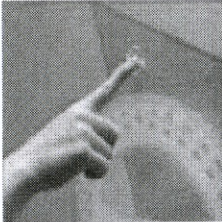
SMART Board Interactive Whiteboard Basics

Your Finger Is Your Mouse

Pressing the SMART Board interactive whiteboard is the same as a left-click with a mouse. To right click, press the "right-mouse" button on the SMART Board tray.

To double-click using the SMART Board, press the application icon with your finger to open an application such as an Internet browser.

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.

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.**

SMART Notebook is an easy choice for taking notes and writing because the software is specifically designed for using with the SMART Board.

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

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Orienting the SMART Board Interactive Whiteboard

Orientation ensures your touch is registered accurately when you are using the SMART Board™ interactive whiteboard. If you press the interactive whiteboard with your finger and your cursor appears somewhere other than where you are pressing, try orienting the interactive whiteboard.
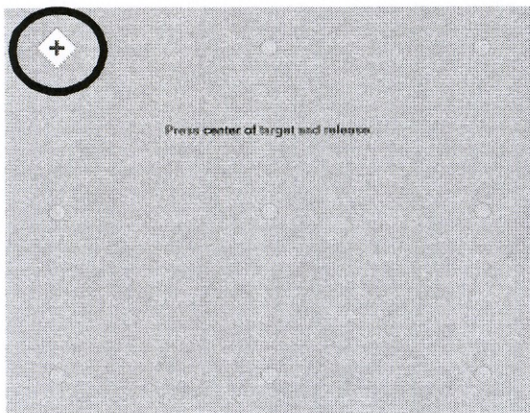
Quick Orientation

1 To orient the interactive whiteboard, press and hold the **Keyboard** and **Right Mouse** buttons simultaneously until the Orientation screen appears.
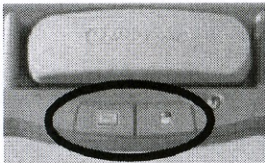
Pen-tray buttons

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.

Press center of target and release

Orientation screen

TIP: If you are not satisfied with the precision of a particular orientation point while orienting, press one of the pen-tray buttons or the left arrow key on your keyboard to redo the previous orientation point.

Changing Orientation Settings

Increase the detail of calibration for applications that require a greater amount of precision.

1 Press the **SMART Board** icon in the Windows Notification Area, and select **Control Panel** from the SMART Board tool menu.
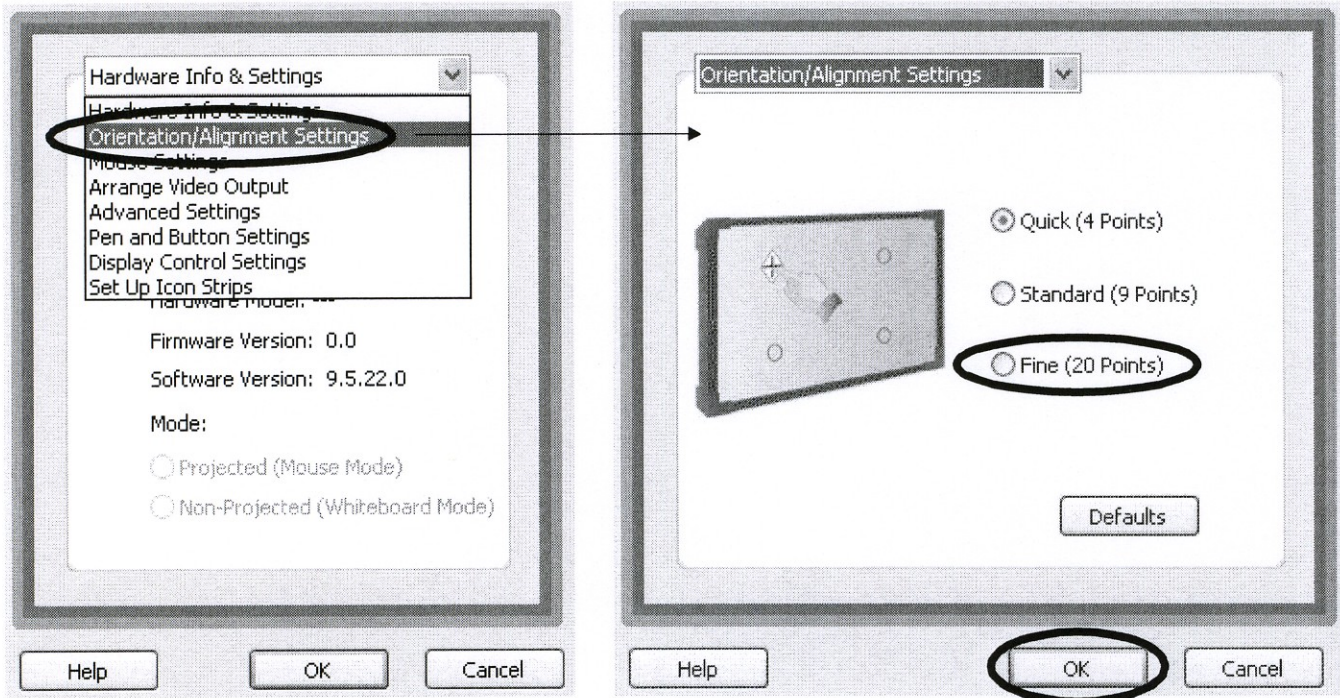
10:44 AM

Windows Notification Area

2 From the Control Panel window, press the **SMART Board Settings** button.

SMART Board
Settings

3 The SMART Board Settings window will open. Select **Orientation/Alignment Settings** from the drop-down menu.

4 Select **Fine (20 Points)** and press **OK** to apply the new orientation and alignment settings.

Hardware Info & Settings ⌄	Orientation/Alignment Settings ⌄
Hardware Info & Settings	
Orientation/Alignment Settings	◉ Quick (4 Points)
Mouse Settings	
Arrange Video Output	○ Standard (9 Points)
Advanced Settings	
Pen and Button Settings	○ Fine (20 Points)
Display Control Settings	
Set Up Icon Strips	
Hardware Model:	
Firmware Version: 0.0	
Software Version: 9.5.22.0	
Mode:	
○ Projected (Mouse Mode)	
○ Non-Projected (Whiteboard Mode)	Defaults
Help OK Cancel	Help OK Cancel

5 From the Control Panel window, press the **Orient/Align the SMART Board** button to begin the orientation process.

Orient/Align the SMART Board

Notebook™ Software Basics

The best way to capture ideas generated during a meeting or class is to keep accurate notes. This helps participants remember what happened and lets those who couldn't attend catch up on what they missed. In this exercise, you'll learn how to take notes in Notebook software, move and group objects, use the tabs to sort information on Notebook pages and export notes as different file types.

Instructions

This exercise is divided into two columns. Read the left column to learn about SMART Board™ interactive whiteboard features. Work through the exercise on the right to practice what you've learned. You can print this file and read it as you go through the exercise, or you can open it at the whiteboard and alternate between this file and Notebook software.

Before You Start

This module assumes that your computer is running, that the SMART Board interactive whiteboard is connected and you have already oriented the whiteboard. A Quick Reference Guide to help you orient the whiteboard is available at www.smarttech.com/trainingcenter/windows/quickreferences.asp.

This module also assumes that you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your desktop, you left-, right- or double-click depending on the function you want to perform. You can use the SMART Board interactive whiteboard in the same way. If you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

Learning Topics

Using Your Finger as a Left-Click
The SMART Board interactive whiteboard becomes touch sensitive as soon as you start your computer. Any time you touch the interactive whiteboard, your finger acts as a left-click.

Press on the interactive whiteboard's surface to open applications, select objects and perform any operation that requires a left-click.

Double-clicking
To double-click on a SMART Board interactive whiteboard, simply press the same spot twice in rapid succession.

Accessing the SMART Board Tools
The SMART Board Tools provide access to functions that help you operate the interactive whiteboard. Select an item from SMART Board Tools and the application or tool that provides the selected function will appear.

Hands-on Practice

1   Using your finger as a mouse, press the SMART Board icon in the Windows Notification area in the bottom right of the screen.

If this icon isn't displayed, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board tools will appear.

Learning Topics

Opening Notebook Software

Notebook software lets you save, organize and distribute notes written on a SMART Board interactive whiteboard. Like a conventional paper notebook, Notebook software stores information on a series of pages. Notebook software can easily move, copy and insert information on the active page or onto new and previously existing pages.

Making Notes on the SMART Board Interactive Whiteboard

You can add notes with Notebook software in two ways – either type your notes with a keyboard or write them with a pen from the SMART Pen Tray.

Using the Pens and Eraser

The SMART Pen Tray holds pens and an eraser. These tools can be used to write or erase digital ink on the interactive whiteboard. The whiteboard recognizes the last tool removed from the pen tray as the tool you want to use. 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.

Selecting an Object

Notebook software is object based, which means that you can move, group, ungroup, resize and reformat information easily. Before you can do any of these things, you must first select the object.

Hands-on Practice

2   Imagine your team just achieved an important goal and you're using a SMART Board interactive whiteboard to plan the celebration.

Select **Notebook** from SMART Board Tools to open a new page.

3   Use the physical keyboard to type *Book meeting room* and press anywhere outside the text box to keep your text. Type *Order food* and remember to press outside the box to keep the text. If you don't have a keyboard you can use a pen from the pen tray to write your notes as outlined below.

4   Pick up a pen from the pen tray and write *send invitations* and *organize sound system*.
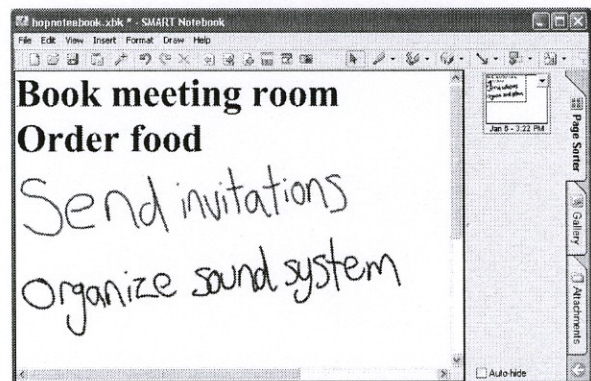
5   Return the pen to the pen tray.

6   You can't have a celebration without people, so emphasize the importance of sending the invitations by making the text for that action item stand out.

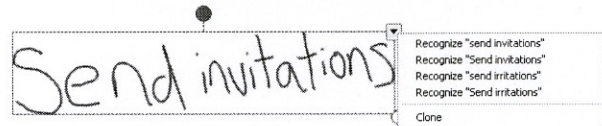To select *Send invitations*, press on a line of writing and a box will automatically appear around it.

Hands-on Practice

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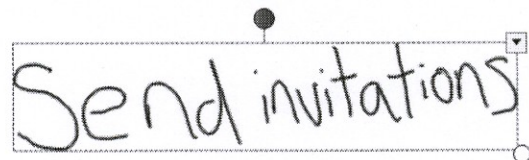
Learning Topics

Using Handwriting Recognition
If you think you may need to change what you've written, you should convert your handwriting to typed text. Once the handwriting has been converted you can use a keyboard for editing.

Changing the Appearance of Text
With Notebook software, you can change the color of text by selecting from a standard palette of 40 colors or by defining a custom color. You can also change the font and size of the text, italicize it, make it bold or change its transparency.

Using the On-screen Keyboard to Edit Text
One of the SMART Board tools is the on-screen keyboard. With this virtual keyboard, you can type text and numbers directly on the interactive whiteboard.

Hands-on Practice

7 With *Send invitations* still selected, press the drop-down arrow in the upper-right corner of the selection box and pick from the options listed. This will change your handwriting into typed text.

8 With *Send invitations* still selected, choose **Properties** from the drop-down menu.

9 The Selection Properties window will appear. Change the color of *Send invitations* and italicize it to make it really stand out.

10 Press the SMART Board icon in the Notification Area at the bottom right of your screen and select **Keyboard** from the SMART Board Tools.
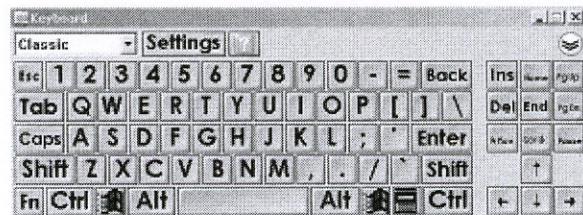
11 If necessary, drag the keyboard to a more convenient location on the interactive whiteboard.

12 Press twice in rapid succession on *Send invitations* to make it editable. It will be enclosed in a selection box and a line cursor will appear.

13 Replace *send* with *print* using the on-screen keyboard.

14 Close the on-screen keyboard.

Moving Objects on a Notebook Page

With Notebook software, you can change your notes after you've created them. If you write down an idea and realize later that it belongs somewhere else, you can move it.

15 You'll need to know how many people are coming before you order food, so move *Order food* to the bottom of the list by pressing on it and dragging it.
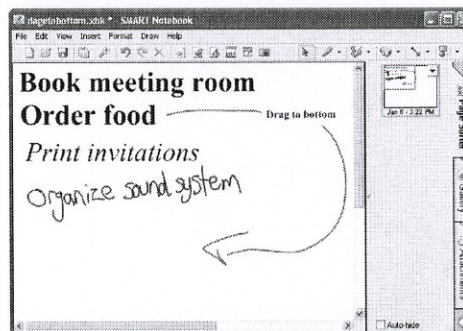
Inserting a Blank Page

When you insert a blank page, it's added immediately after the active page. If you want to expand upon an idea generated earlier, go back to the page where the idea is recorded and add a new page.

16 The list of foods to order will require more space, so create a new page for that item. Select **Insert > Blank Page** or press the **Insert Blank Page** button located on the Notebook toolbar.

Using the Tabs

The Tabs are located on the vertical strip on the side of the Notebook page. For this exercise we will only focus on the tab labeled *Page Sorter*.

17 If *Page Sorter* has not already been selected, select it now from the tabs. For the remainder of this exercise ensure the ☐ Auto-hide selection box, located at the bottom of the *Page Sorter* tab, is empty.

18 To return to page 1, press its thumbnail image from the page sorter view.

19 Press *Order food* in the main display area of page 1 and drag it onto the thumbnail of page 2 in the *Page Sorter* tab. Apply constant pressure as you drag the object.
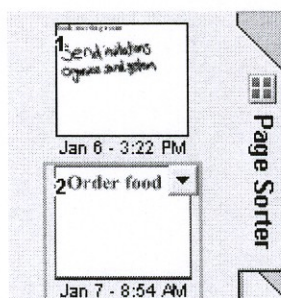
20 Press the thumbnail image for page 2. If *order food* isn't in the right position, press and drag it to a new position on that page.

21 Using a pen, write down food suggestions. You could write *sandwiches*, *pizza*, *nachos*, *fajita*s and *tacos*.

SMART

Learning Topics

Hands-on Practice

Grouping and Ungrouping Objects

Objects that have been grouped together can be moved, edited and sized as a single object. This is especially useful when you want to move a group of objects without disturbing their relative positions. It's also faster than moving the objects individually.

Once you've created a group from a collection of objects, they can no longer be moved, edited or resized individually. To do any of these things to an individual object, ungroup the objects first.

22 Several suggestions are for Mexican food. In order to group those together and move them over to the other side of the page, press white space on the interactive whiteboard above the objects you would like to select and drag your finger towards the objects. Use the marquee box that appears to select the objects you want to group. A selection box will appear around each object.
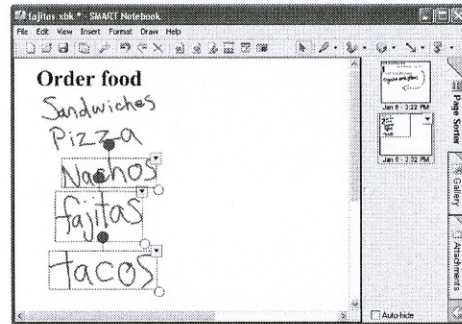
23 Press the drop-down menu on any of the selected objects. Select **Grouping > Group**. The objects will be enclosed in one selection box. Drag this group to the other side of the page.

Saving and Printing Your Notebook File

Save your Notebook file frequently so you don't lose your work if a power failure or other problem occurs. It's also a good idea to save the file before sending it to the printer or performing a significant revision.

The standard way to save your notes is in Notebook format. If you want to be able to edit your file using the features in Notebook software, you must save it in this format.

24 The time is up for this meeting, but you'll meet again next week. To save your work, select **File** > **Save** or press the **Save** button.

25 To print a copy of the notes, select **File** > **Print**.

Learning Topics	Hands-on Practice

Saving Notes in Other Formats

You can save your notes as a PDF file or as a series of HTML or image files (JPEG, GIF, etc). This makes it possible for those who don't have Notebook software to view the file.

26 One of the easiest ways to share your notes is to save them as a PDF file by selecting **File > Export (PDF, HTML, Images…)**. The on-screen export wizard will appear. Choose **PDF** from the **Export as type** drop-down menu.
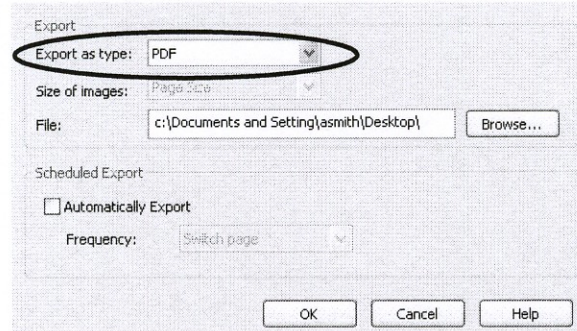
27 Press the **Browse** button to specify a file name and location for your PDF file. For this example, save the file to your desktop as *partynotes.pdf*.

28 Press the **OK** button.

Viewing Your PDF File

Your Notebook file is now a PDF document. Each Notebook page has a corresponding page in the PDF document.

29 To view the PDF file you created, navigate to the directory location you specified.

30 Double-press the partynotes.pdf file. An Adobe® Acrobat® Reader® window will open to display the PDF document. You can drag and drop that PDF document into an e-mail to your colleagues and they will have a copy of the notes!

Congratulations!

You've finished the *Notebook Software Basics* Hands-on Practice.

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Notebook Software Version 9.5 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. If 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 down arrow on the far right of the toolbar.

Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		select any object on the page with your finger or mouse
	display the next Notebook page		write or draw on the Notebook page with the pen tool
	insert a blank Notebook page directly after the active Notebook page		write or draw on the Notebook page with the creative pen tool
	open an existing Notebook file		erase digital ink on the Notebook page
	save your Notebook page		draw a line
	paste copied object(s) into a Notebook file		create a shape
	undo the last action you performed	A	create a text-entry box for typing
	redo the action you performed		set the color of a drawing tool or selected shape
	delete any selected object		set the transparency of a drawing tool, a selected shape or an object
	show/hide the Screen Shade on the current Notebook page		select the line properties of a drawing tool or selected shape
	open Full Screen view		move the toolbar to the bottom of the Notebook page
	launch the Screen Capture toolbar		

Full Screen Toolbar

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

3 of 4

Button	Use this tool to	Button	Use this tool to
	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

Side Tabs

There are three tabs on the right-hand side of the Notebook interface.

Press the **Page Sorter** tab to allow you to see a thumbnail image of each page in your Notebook file.

Press the **Gallery** tab for collections of SMART's custom pages, clip art, Macromedia® Flash® animations and video you can add to your Notebook file.

Press the **Attachments** tab to add hyperlinks to or attachments from other software applications in your file.

Press the arrow button to move the three tabs to the other side of the page – often a more comfortable location for left-handed presenters.

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