


Directions to Use the Smart Board



When you log on the computer, you should see the SMART Board icon  in the Windows System Tray at the bottom right corner. This means the SMART Board software is running. You can start to use pens in the pen tray at the bottom of the SMART Board to write, and use the SMART Board as a touch screen immediately without doing anything. If you double-click the icon, it will open the **SMART Board Tools icon** in the lower-right corner of the screen as shown on the left.

You may also see Figure 1 (below) on the desktop with the blue pen icon highlighted. If so, you have to click the black arrow icon at the lower-right corner first in order to be able to use the cursor.

For more functions, see the explanations for each button (in order of frequency of possible uses).

Orient: Sets SMART Board's spatial settings. Orienting should be done before starting each session if equipment has been moved. Click the Orient bar to start 9 points orientation by tapping on red cross signs on screen as SmartBoard directs you.

Floating Tools: Click to get the Floating Tools bar (Figure 1). Click on any button to add three more buttons (Figure 2). You can click floating tools off by clicking X in its upper left hand corner. You may move floating tools by clicking on its left side and dragging it to desired location.

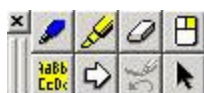


Figure 1

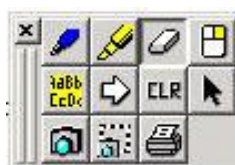




Figure 2

 Click to write or draw freehand-style over any application. Double click to open **Configure Tool Settings** dialog box to change the color.

 Click to activate the highlighter function. Double click to open **Configure Tool Settings** dialog box to change the color.

Note: Double click either of the buttons to change color and size of pen mark.

Warning: if you write using pens/hands on screen and then scroll using the cursor or by hand, you will lose what you've written on screen. Be sure to save the screen, if desired, before scrolling.



Click on or touch this black arrow to move cursor on screen.



Click the arrow icon to make an arrow appear on screen. Click the arrow, once on screen, and drag it to appropriate space. Double click on arrow to make it disappear.



Click the eraser icon to activate the eraser and use it as a regular eraser.



Click to produce a right-mouse click with the next Board touch (hand touch only).



Click to highlight by drawing squares with the cursor or by hand. Double click to open **Configure Tool Settings** dialog box to change the color.



Click to erase all marks on screen.



Click to restore the cleared page.



Click to capture the whole screen.



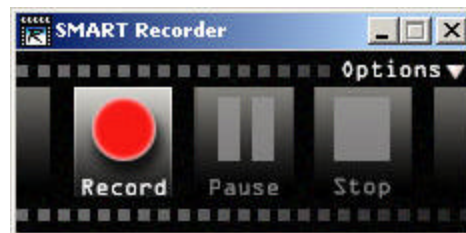
Click to capture any area of the screen you select. Trace the capture area by clicking and dragging the cursor or by hand.




Click to print the current screen.

Recorder: Record everything you do on the SmartBoard in avi movie format no matter which application you're using. You can even record audio in sync with screen video capture if you have a microphone. To use the **Recorder**, follow steps below:

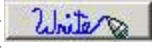
1. Click the **Recorder** toolbar to open the SMART Recorder icon (See Figure 3).
2. Click the red **Record** button to start to record.
3. Click **Stop** when finished.



Tip: If you don't want the **SMART Recorder** toolbar to appear in your recording, click the icon in the left corner of the title bar and select **Hide**. To start the recording when the toolbar is hidden, click **the SMART Recorder** icon () in the system tray (right bottom) and select Record. To stop the recording, click the **SMART Recorder** icon and select **Stop**.

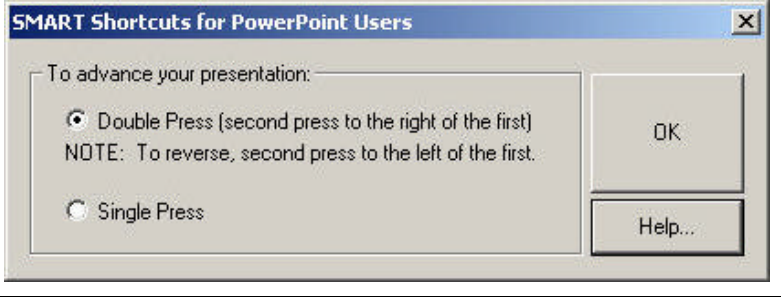

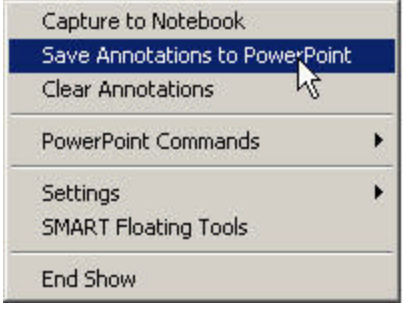
Video Player: View and annotate video and graphics. It is similar to Windows Media Player. However, it allows you to write over top of the video, pause or freeze frames and save or clear annotations. When you save an annotation, a screen capture is automatically saved to a **Notebook** file. If you enable the **Pause when Tool(s) Lifted** setting, the video will automatically pause whenever you pick up a stylus from the SMART Pen Tray.

Notebook: Screens that are saved in entirety or partially are placed in Notebook. Notebook screens can be saved, printed, emailed, or posted on the web. Once a notebook screen is made you can continue to edit and draw on it, as desired.

Keyboard: Write on screen using onscreen keyboard/writing pad. (Useful function when using a word-processing program.) Click Keyboard button to activate on-screen keyboard/writing pad. Click keyboard icon to type. Click the write icon () to write in box by hand or pen and have it translate into on-screen type. Click commit to print on screen. You can edit what you place in the keyboard/writing pad by using back space, caps, and numbers buttons.

Control Panel: No need to use for basic uses.

Using MS PowerPoint with SMART Board

<p>When you run your PowerPoint presentation in Slide Show view on the SMART Board, it will pop up a dialogue box shown on the right.</p>	 <p>The dialog box titled "SMART Shortcuts for PowerPoint Users" has a close button (X) in the top right corner. It contains the text "To advance your presentation:" followed by two radio button options: "Double Press (second press to the right of the first)" which is selected, and "Single Press". Below the options is a note: "NOTE: To reverse, second press to the left of the first." There are two buttons on the right: "OK" and "Help..."</p>
<p>Click Single Press and then click OK to start your slide show.</p>	
<p>You can advance the slide by left clicking or simply pressing any part of the screen.</p>	
<p>Note: you will see the three-button toolbar () on the screen. You can press the forward or backward arrow to move the slide, too. If you don't like it, you can click the cross at the upper-right corner to close the toolbar.</p>	
<p>Pick up a stylus, you can make annotations on your PowerPoint slide at any time.</p>	 <p>A context menu is shown with the following items: "Capture to Notebook", "Save Annotations to PowerPoint" (highlighted with a mouse cursor), "Clear Annotations", "PowerPoint Commands" (with a right-pointing arrow), "Settings" (with a right-pointing arrow), "SMART Floating Tools", and "End Show".</p>
<p>To save the annotations, press the middle button in the three-button toolbar, and a pop-up menu will appear (see Figure on the right).</p>	
<p>To save your annotations in Notebook software, select Capture to Notebook.</p>	
<p>To save your annotations as objects in the PowerPoint slide, select Save Annotations to PowerPoint.</p>	



!!! Special Features with Microsoft Word and Excel !!!

[What differences will I see in the way Microsoft Word and Excel software work on a SMART Board?](#)

Whatever you write or draw with a Pen Tray stylus may become a component of the Word or Excel file rather than an external annotation. In other words, you can save what you write within the program itself.

With both the Microsoft Word or Excel program and SMART Board tools running, lift up a Pen Tray stylus. The following Capture/Save toolbar will appear:



1. Press  (Save Annotations button) to save the annotation in its current form. It will appear as a drawing object inside a frame, which you can easily move elsewhere within the document or delete.
2. Press  (Save Annotations as Text button) to convert the annotation to text and insert it at the cursor-insertion point.

Note that the Microsoft Word program must be in Page Layout view to capture your annotations.

[Can I write over Microsoft Word or Excel files without saving my annotations into the documents/spreadsheets?](#)

If you prefer, you can continue to work with Word or Excel software as you always have on your interactive whiteboard. You have the choice of disabling SMART Aware in the SMART Board Control Panel, disabling the board-aware status of either or both programs in the Aware interface, or simply ignoring the capture tool buttons that appear when you lift a stylus.