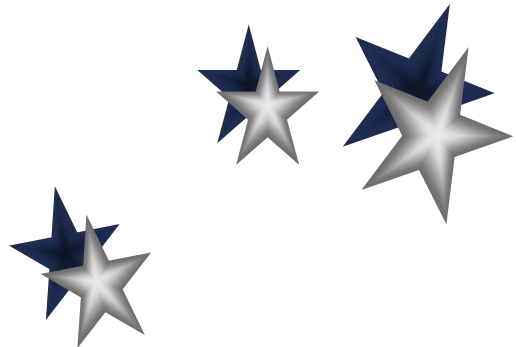


Smart Board

Smart Board v2.3 & Smart Notebook

*Northside ISD
Department of Instructional Technology*



Smart Board

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SMART Board

What is a Smart Board

The **SMART Board** is an interactive whiteboard that turns your computer and projector into a powerful tool for presenting, collaborating or teaching. You can use your finger as the mouse pointer to access and control any computer application on the Smart board.

The **SMART Notebook** allows you to create, edit, organize and save files. Using a pen from Smart Pen Tray, you can take notes, draw diagrams or highlight important information. You can even save and print your work.

This guide will help you become familiar with both the **SMART Board** and the **SMART Notebook**. Directions will appear in **bold text**. Let's get started.

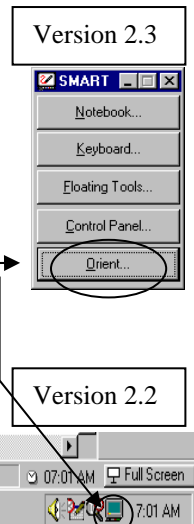
Getting Started

- **Make sure the Overhead projector switch is in the on position**
- **Turn on the computer**
- **Aim the projector remote towards the front of the projector and press the standby button (in the upper left corner)**
- **Log on**

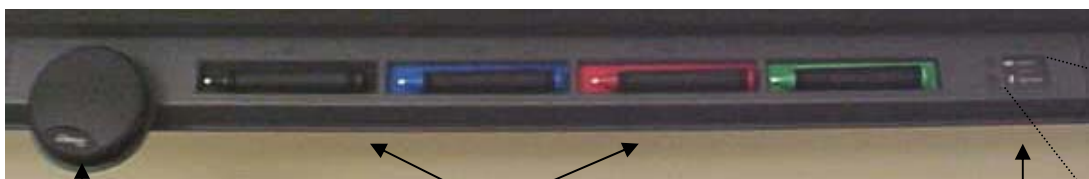
(See Appendix for more detail)

Orienting the Smart Board

- **Orient the SMART Board if needed to provide an accurate and appropriate response to a finger or pen tool touch**
 - **Use your mouse to click in the lower right corner of the Windows Taskbar to select the Smart Board icon or click the Orient button from the palette of buttons**
 - **Select the type of orientation you want to set (Quick, Standard or Fine)**
 - **Press firmly on the yellow square in the center of each cross**



Your SMART Board Pen Tray



Eraser

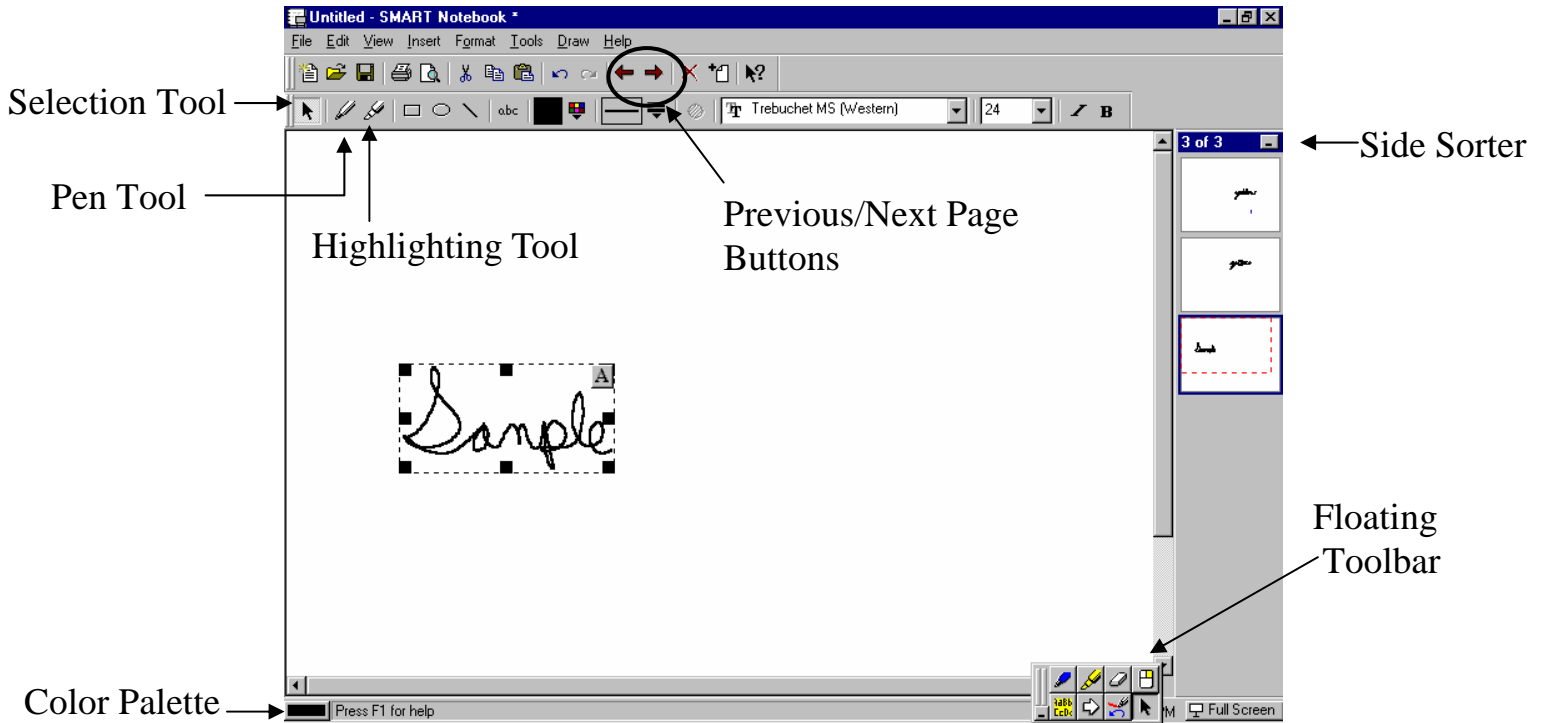
Pen Tray

Pen Tray Buttons



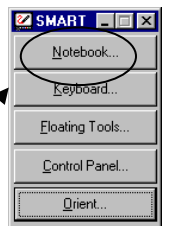
The SMART Notebook Screen

Become familiar with the Notebook Screen.



The SMART Notebook

Depending on what version you have, the first screen you should see is the **SMART Notebook**. If it is not launched, do so by clicking on Notebook from the floating tool bar.



In this mode, you can:


- Use the tools in the Smart Pen Tray
- Change written (cursive) notes to text format
- Edit and format your text (change color, size etc.)
- Highlight text/objects
- Erase/delete text/objects
- Move objects on your Notebook page
- Group objects
- Create new Notebook pages
- Move objects between Notebook pages
- Export objects and text from your **SMART Notebook** onto other applications
- Copy and paste onto another application

We are now ready to start using our SMART Notebook.

Using the Pen Tool

- Once the Pen Tool has been selected, you may use a pen from the Pen Tray or your finger to write on the Notebook screen

Moving an object

- Click on an object and manually drag it to a new location (make sure your mouse pointer indicates Move )

Changing Object/Text Color

- Click on the object and select a color from the color palette (bottom left corner)



Changing Handwriting to Text

- Click on a handwritten object and press on the letter A button in the upper right corner of the selection box

Highlighting

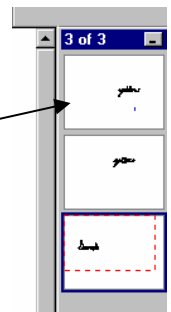
- Click on the Highlighting Tool on the Toolbar. Use a pen from the Pen Tray or your finger to highlight on the Notebook screen.

Adding a Page

- Click on the Next Page Button on the toolbar

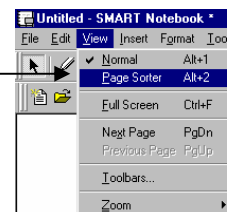
Moving Between Pages

- Click on the appropriate page from the Side Sorter



Deleting Pages


- From the View Menu, select Page Sorter
- Click on a page and select Edit → Delete Page
- To return back to the normal screen, click on Normal from the View menu.



Erasing handwritten or drawn objects

- Use the Eraser from the Pen Tray. Only Handwritten or hand drawn objects can be erased with the Eraser (Once the handwritten words have been converted to text, they cannot be erased, they can only be deleted)

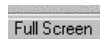
Deleting Objects/text

- Click on the Selection tool (the arrow) 
- Click on the object you want to delete and press the Delete key on your keyboard

Grouping Objects

- Click on each object you want to group together while holding down the Shift key
- Select Draw from the menu bar and click on Group

Full Screen



- Click on the Full Screen button on the lower right corner of your **SMART Notebook** window
- Click on the Normal View button, to restore your view to normal.



Saving Options

- From the File Menu, select Save or Save as, name the file, click ok. (this saves it in Notebook format.)
- From the File Menu select Save As JPG. (This option is only available in version 2.3 or higher) This saves your Notebook page as a picture and will allow you insert it into Word, PowerPoint, etc...
- To save your Notebook page directly into a Microsoft Word document, you must open Word first and minimize it to place it on the taskbar.

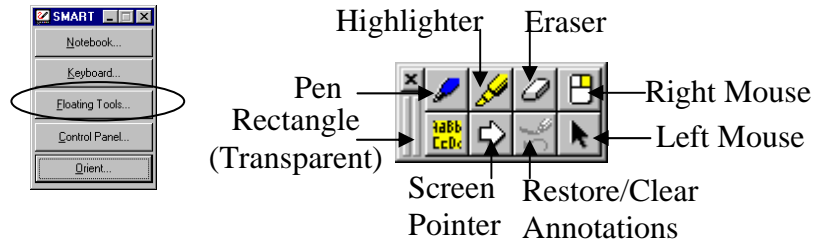


1. Click on Edit → Select All then click and drag the items down to the Word document on your taskbar. (DO NOT RELEASE YOUR MOUSE BUTTON UNTIL THE WORD DOCUMENT IS MAXIMIZED.)
2. Once the Microsoft Word document is maximized (opened on your screen), drag your items up into the document and release the mouse button.

NOTE: If you have both typed text and hand drawn objects, only the text will move.

Launching An Application

- Minimize or close your **SMART Notebook window**
- Click on Start → Programs and select your application
 - You can use your pen tools, highlighter or your finger to write over an application by clicking your floating tools



NOTE: The drawings or highlighting you make on any application are only temporary. They will not be saved unless you take a snapshot/picture of the screen.



Screen Capture with Smart Board


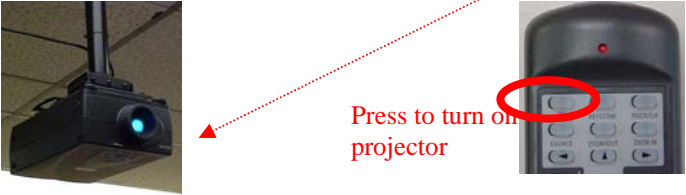
- Click on the camera to take a picture of what is on the screen, or click on the Printer to print out a copy of what is on the screen.

Right Mouse Option

- Click the **Right Mouse** button on the Pen Tray then touch the Smart Board to bring up the right mouse options

Appendix

LCD projector and Smart Board

1	<p>Make sure the Overhead Projector switch is in the on position.</p>  A photograph of a wall-mounted switch plate. The top switch is labeled 'OVERHEAD' and is in the 'on' position. The bottom switch is labeled 'PROJECTOR' and is in the 'off' position.
2	<p>Turn on the computer Log on</p>
3	<p>Aim the Projector Remote towards the front of the Projector and press the Standby button.</p>  A photograph of a projector mounted on a ceiling. To its right is a photograph of a remote control. A red circle highlights the 'Standby' button on the remote, with a red arrow pointing from the text 'Press to turn on projector' to the button.
4 o p t i o n a l	<p>If during the presentation you wish to use the VCR, press the Power button on the VCR, insert tape, press Play. Aim the Projector remote towards the front of the Projector and press the Source button.</p> <p>When done, rewind tape, eject tape, turn the VCR off by pressing the Power button. Aim the Projector remote towards the front of the Projector and press the Source button.</p>
5	<p>When completely finished with the presentation, aim the Projector remote towards the front of the Projector, press the Standby button twice, shut down the computer. Place the mouse back on the cradle and the keyboard next to the computer.</p>