



# Software Application Tutorial



## SMART Training 101

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**For Assistance Call x3350**

**A Member of the Pennsylvania State System of Higher Education**

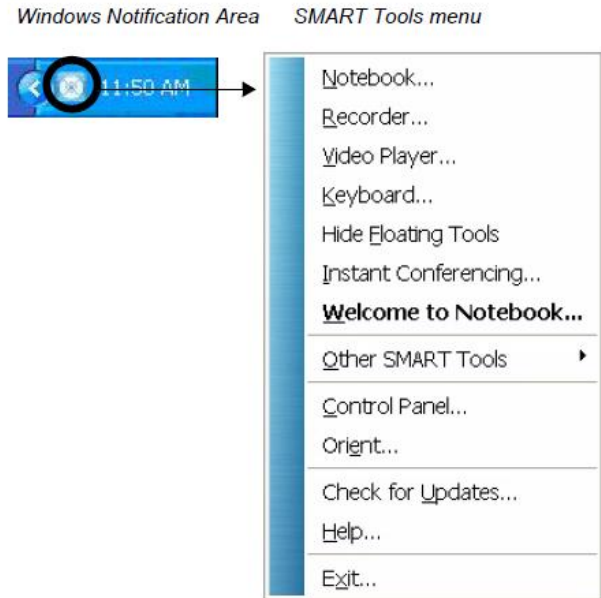
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# SMART Tools

The SMART Tools menu is a quick way to get to functions that will help you operate the SMART Board™ interactive whiteboard more effectively.

## Accessing SMART Tools

Press the **SMART Board** icon in the Windows Notification Area at the bottom right of your screen. The SMART Tools menu will appear. If the SMART Board icon is not visible, go to the **Start Menu**, select **Programs**, choose **SMART Board Software** and click **SMART Tools**. The SMART Board icon will appear in Windows Notification Area.

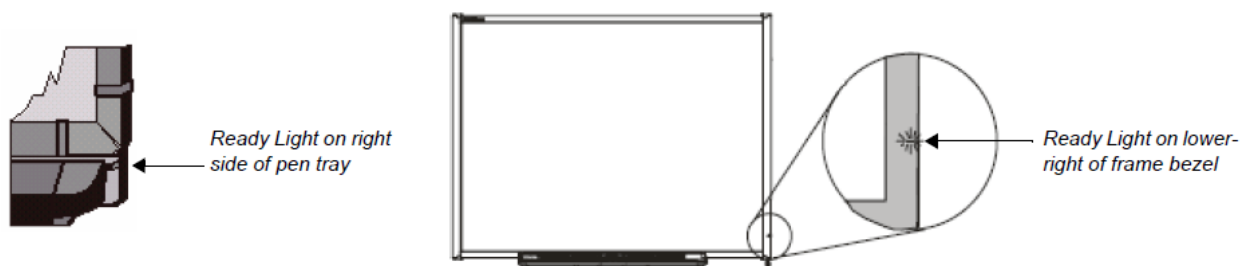


## Notebook Software

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 go to the **Start Menu**, select **Programs**, then go to **SMART Board Software** and click **SMART Notebook**. Notebook software allows you to save notes written on your SMART Board or on your computer as a series of pages, search for images or videos in the gallery and export Notebook files to HTML, PDF, PowerPoint and image files (JPEG, GIF, PNG and BMP).

## Starting SMART Board

1. Check to make sure the SMART Board and projector are connected to the computer.
2. Turn on the projector, then the computer. The **Ready Light**, will be red while the SMART Board and computer are establishing communication.



3. Log on, if necessary, using the computer keyboard. When the Ready Light turns green, the computer and SMART board have established communication. The SMART Board is now touch sensitive, and you can open any application on the computer.

## Orienting your SMART Board

You should orient your interactive whiteboard when setting it up, or if when you touch or write something it is not where you touched or wrote.

1. Press and hold the **Keyboard** and the **Right Mouse** buttons at the same time until you see the Orientation screen.



*Pen tray buttons*

2. Begin the orientation process and press your finger or pen firmly in the center of each cross in the order indicated by the white, diamond-shaped graphic.



*Orientation screen*

## Your Finger Is the Mouse

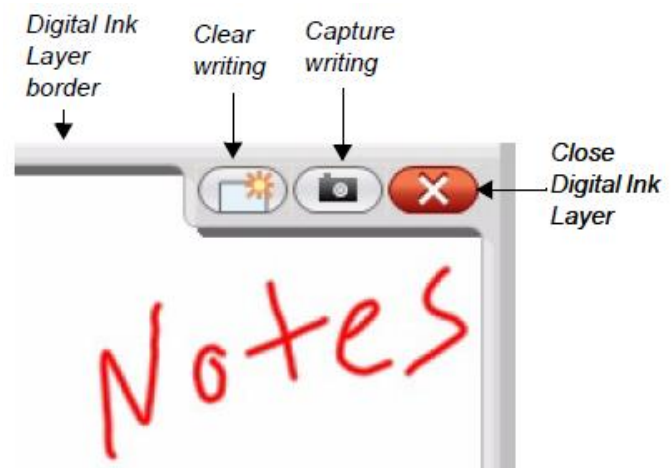
Pressing on a SMART Board is the same as left-clicking with a mouse. To open an application, double-press the icon.

## Writing and Erasing Notes

To write over your desktop or an application, pick up a pen from the pen tray and write on the SMART Board. To write in a different color, put down the first pen in its designated place and pick up a different color pen. To erase notes, replace the pen and pick up the eraser and move it over your notes.

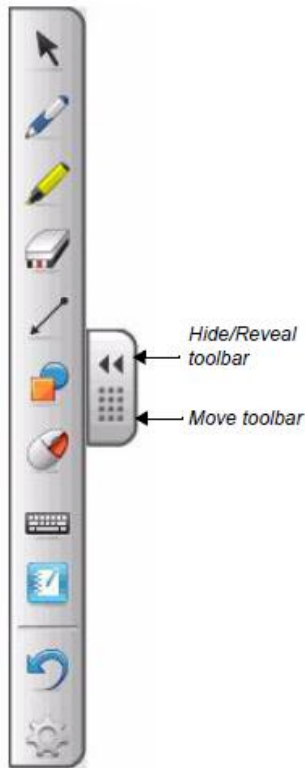
## Save Notes

When you pick up a pen from the pen tray, the Digital Ink Layer border will appear on your screen. To save what you write on the board when this layer is in place, press the Capture writing button in the top right hand corner of the border. An image of the screen including your writing will be saved in a new Notebook file..



# The Floating Tools toolbar

If it is not already on your screen, you can launch the Floating Tools toolbar by selecting the SMART Board™ icon in the Windows Notification Area and choosing **Show Floating Tools** from the menu.

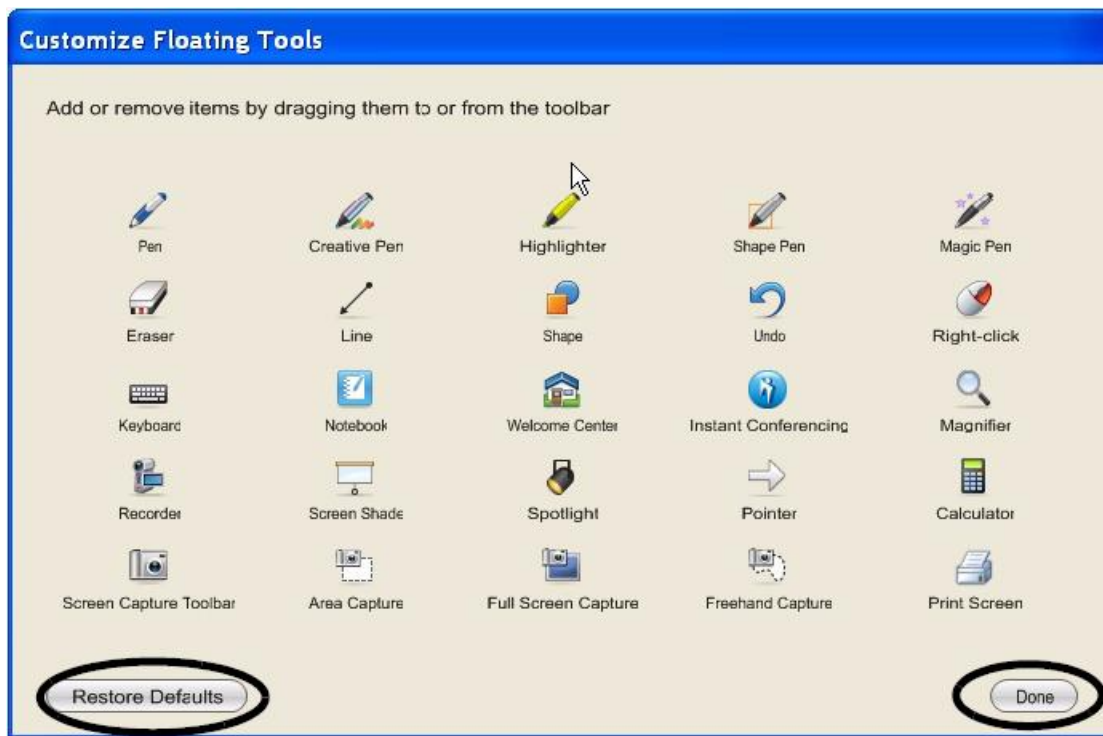


Floating Tools toolbar (default settings)

Button	What the button does
	Stop using other tools and return the cursor to mouse mode
	Write or draw in digital ink, and select the ink color
	Highlight an area of the screen with translucent ink for emphasis, and select the ink color
	Erase digital ink, and select the size of the eraser
	Draw a line, and select the format of the line
	Draw a pre-formed shape, and select the shape
	Make your next press on the interactive whiteboard a right-click
	Launch the on-screen keyboard
	Launch Notebook software
	Undo your previous action.
	Open the <b>Customize Floating Tools</b> menu to personalize toolbar functions

## Customizing Floating Tools

Press the **Customize** button in the Floating Tools toolbar to choose from a variety of toolbar buttons. You can choose as many buttons as you like.



To add a button to the Floating Tools drag and drop the icon onto the toolbar.

To remove a button, when the Customize button has been pressed drag the button off the Floating Tools toolbar.

To return the toolbar to the default setting, press the **Restore Defaults** button. When you are finished press the **Done** button.