

INTERACTIVE WHITEBOARDS: SMART Board Overview



SMART Board Equipment

The SMART interactive whiteboard uses several main components. They include:

THE BOARD

The SMART Board has a touch-sensitive surface that is activated through pressure applied to the board. This can be done with the pens that accompany the board or a finger. The power button is located on the panel on the side of most boards. Note: As with some other peripherals users may find it necessary to restart their computer AFTER they have connected it to the SMART Board.



THE PROJECTOR

The projector is physically connected to the board by an arm extension. However, in some cases that projector is used on a media cart. The projector turns on and off with the SMART board (via the wall button or the remote control).

THE PENS, ERASER AND TRAY

Four “colored” pens and an eraser rest in the tray at the bottom of the board. The color of lines drawn on the board correspond to the color of the slot from which the pen was taken. When writing on the board, make sure that you maintain contact with the board and avoid multiple contact points (like the heel of your hand). It will take practice to write smoothly and accurately.



SMART pens (and fingers, etc) can also be used to interact with the attached computer as a “mouse.” The accompanying “right click,” can be

produced by pressing and holding down on the pen or clicking on the mouse button in front of the eraser on the tray. The eraser will “erase” lines drawn on the board. The other buttons in front of the eraser will bring up an on-screen keyboard and SMART Help. The Help module includes the ability to calibrate your SMART Board.



CONNECTING A DESKTOP OR LAPTOP COMPUTER

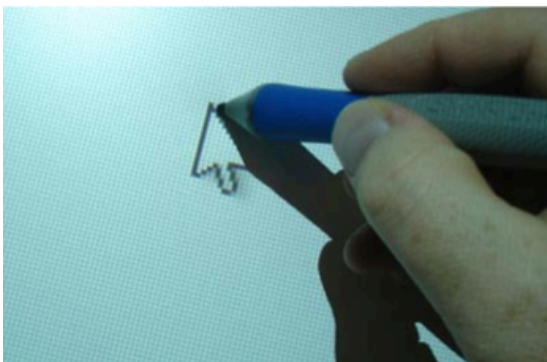
You can connect a desktop or laptop computer to the SMART board. To connect it to the projector, attach the VGA cable (largest of the three). If you want the sound from your computer to be played on the board’s speakers, plug the audio cable into the headphone jack (smallest of the three). To enable the interactive touch feature, plug the USB cable into one of the USB ports on the computer.

INSTALLING SOFTWARE

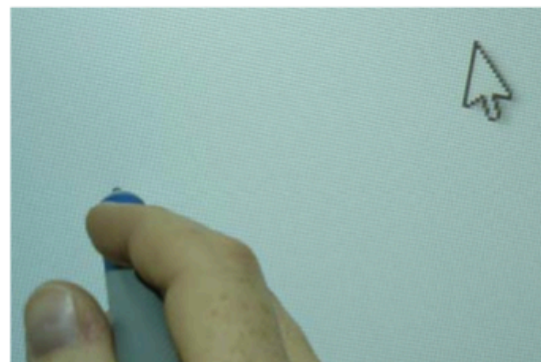
The best way to install the SMART Notebook software is to access it through the SMART website (<http://smarttech.com/downloads>). Follow the instructions on the screen. Make sure you choose a “Full Install” and accept the license agreement. When you get to the “Customer Information” screen you will need to provide the Product key. The media coordinator at your school should have this information.

Orienting the SMART board

The communication of the SMART Board and computer allow users to interact with the board using the interactive pens or your fingertip. Sometimes the orientation is off.



Properly Oriented



Needs Orientation

ORIENTING THROUGH NOTEBOOK SOFTWARE

The “Welcome” screen contains an ORIENT option. Selecting it will launch the orientation process.

ORIENTING WITH BOARD TRAY

Clicking on the SMART board tray Keyboard and Mouse buttons simultaneously will launch the orientation process.

Getting started using the SMART Board

There are several different ways to use the SMART board. Below are two basic ways to use the board to enhance your lessons.

SMART Notebook

You can use the interactive whiteboard in the same way that you use a regular whiteboard. Simply launch SMART Notebook to begin working with a new, untitled notebook. You can write, type text, insert tables, insert shapes, etc. on the large white area. The color pen that you pick up from the pen tray will determine the initial color of writing.

SMART Notebook Toolbar

The SMART Notebook toolbar gives you access to a number of tools to help you work with a SMART Notebook file. The toolbar organizes buttons into sections and makes popular features more visible. The toolbar consists of the Actions panel, which enables you to browse and make changes to your SMART Notebook file, and the Tools panel, which enables you to create and work with basic objects on the page.



More Notebook Options

The side panel includes tabs for features. They include: page sorter, gallery tab, attachments tab, and properties tab.



Page Sorter – Displays all of the pages in the open file as thumbnails and automatically updates these thumbnails as you change the contents of the pages.

Gallery – Contains clip art, backgrounds, multimedia content, files and pages that can be used in lessons. It also provides access to online resources.

Attachments – Displays the files and web pages attached to the current file.

Properties – Enables you to format objects on a page, including digital ink, shapes, lines, text and tables.

Add-ons – Enables you to work with SMART Notebook software add-ons, including the Activity Builder.

SMART Response – Part of the SMART Response software and is available only if you have SMART Response software installed.

Saving as a Notebook file

Once you have finished creating a file, it is easy to save, print or export them. The default is to save your file as a .notebook file. If the file is saved this way you can continue to modify the file using the Notebook software.

- To save a new file
 1. Press Save (The Save As dialog box appears.)
 2. Browse to where you want to save the new file.
 3. Type a name for the file in the File name box.
 4. Press Save.

Exporting as a different format

You can export .notebook files into the following formats: webpages, picture (BMP, GIF, JPEG, PNG), PDF, and PowerPoint.

- To export as a web page
 1. Select File > Export > Web Page (The Save As dialog box appears.)
 2. Browse to where you want to export the file.

3. Type a name for the file in the File name box.
 4. Press Save.
- To export as a picture file
 1. Select File > Export > Image Files
 2. Select a folder where you want to export the files.
 3. Select a picture format in the Image Type drop-down list.
 4. Select a picture size in the Size drop-down list.
 5. Press Ok.
 - To export as a PDF file
 1. Select File > Export > PDF (The Export PDF dialog box appears.)
 2. Press Thumbnails, Handouts or Full Page.
 3. Optionally, you can type in information in the header, footer, and date box. Also, select the Show page numbers check box to show a page number on each page.
 4. If you pressed Thumbnails or Handouts in step 2, customize the options for thumbnail size, page borders, and thumbnail title.
 5. Select All to include all pages or select a range of pages.
 6. Press Save. (The Save as PDF File dialog box appears)
 7. Browse to where you want to export the file.
 8. Type a name for the file in the File name box.
 9. Press Save.
 - To export as a PowerPoint file
 1. Select File > Export > PowerPoint (The Save as dialog box will appear)
 2. Browse to where you want to export the file.
 3. Type a name for the file in the File name box.
 4. Select PowerPoint 2007 (.pptx) or PowerPoint (.ppt) in the Save as type drop-down list.
 5. Press Save.

Printing Notebook files

You can print all the pages in a notebook file or select the pages that you would like to print. You can also print pages as thumbnails, handouts, or full pages.

1. Select File > Print (The Print dialog box appears)
2. Press Thumbnails, Handouts, or Full Page
3. Optionally, type header text in the Header box, footer text in the Footer box and the current date in the Date box.
4. Optionally, select the Show page numbers check box to show a page number on each page.
5. If you pressed Thumbnails or Handouts in step 2, customize the options for thumbnail size, page borders, and thumbnail title.
6. Select All to include all pages or select a range of pages.
7. Press the Printer Setup tab. Specify other print settings including number of copies.
8. Press Print.

SMART Ink & Floating Tools



SMART Ink enables you to write and draw in digital ink over open applications, files, folders, websites and any other open window on your computer.

Getting started using SMART Ink

If your computer is connected to a SMART interactive product, SMART Ink starts automatically when you start your computer and the SMART Ink toolbar appears in the title bar of each open window of your computer.



Floating Tools

Even when SMART Notebook software is closed, the SMART Notebook features are available through the floating tools.