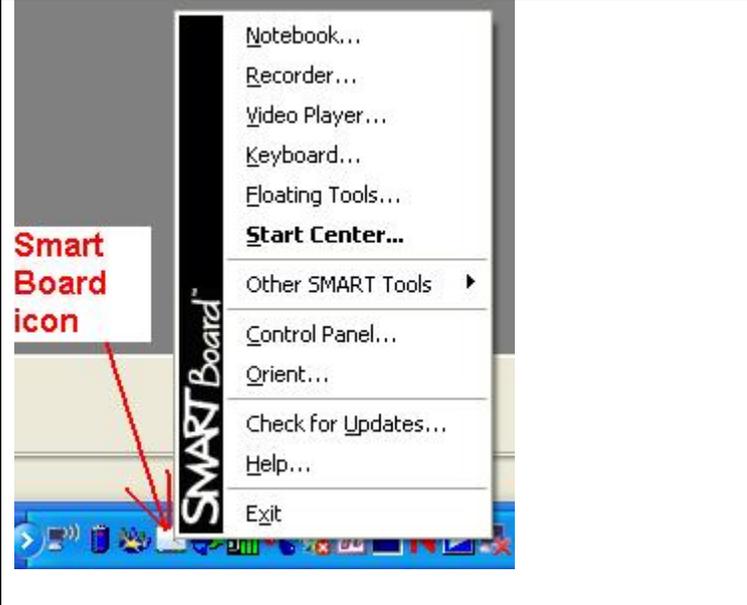


## **SMART Board Tips & Tricks (version 9.0)**

### **Getting Started**

#### **SMART Tools vs. SMART Notebook software**

 A screenshot of a Windows desktop showing the SMART Board menu and system tray icon. The menu is open, listing options: Notebook..., Recorder..., Video Player..., Keyboard..., Floating Tools..., Start Center..., Other SMART Tools (with a right-pointing arrow), Control Panel..., Orient..., Check for Updates..., Help..., and Exit. A red arrow points from a text box labeled 'Smart Board icon' to the SMART Board icon in the system tray. The icon is a vertical bar with 'SMART Board' written vertically on it.	<p>Click the SMART Board icon (in the system tray at the bottom right of your screen) to access the SMART Board menu. This is one place you may go to orient your SMART Board, customize your Floating toolbar, etc. These will be discussed in detail later on.</p> <p>You may also double click the SMART Board icon in the system tray to open the Start Center, which is a vertical icon bar that performs the same tasks as the menu shown at left.</p> <p>If the Extend page icon does not appear in your system tray, double click the SMART Tools icon on your desktop. It should appear after doing that.</p>
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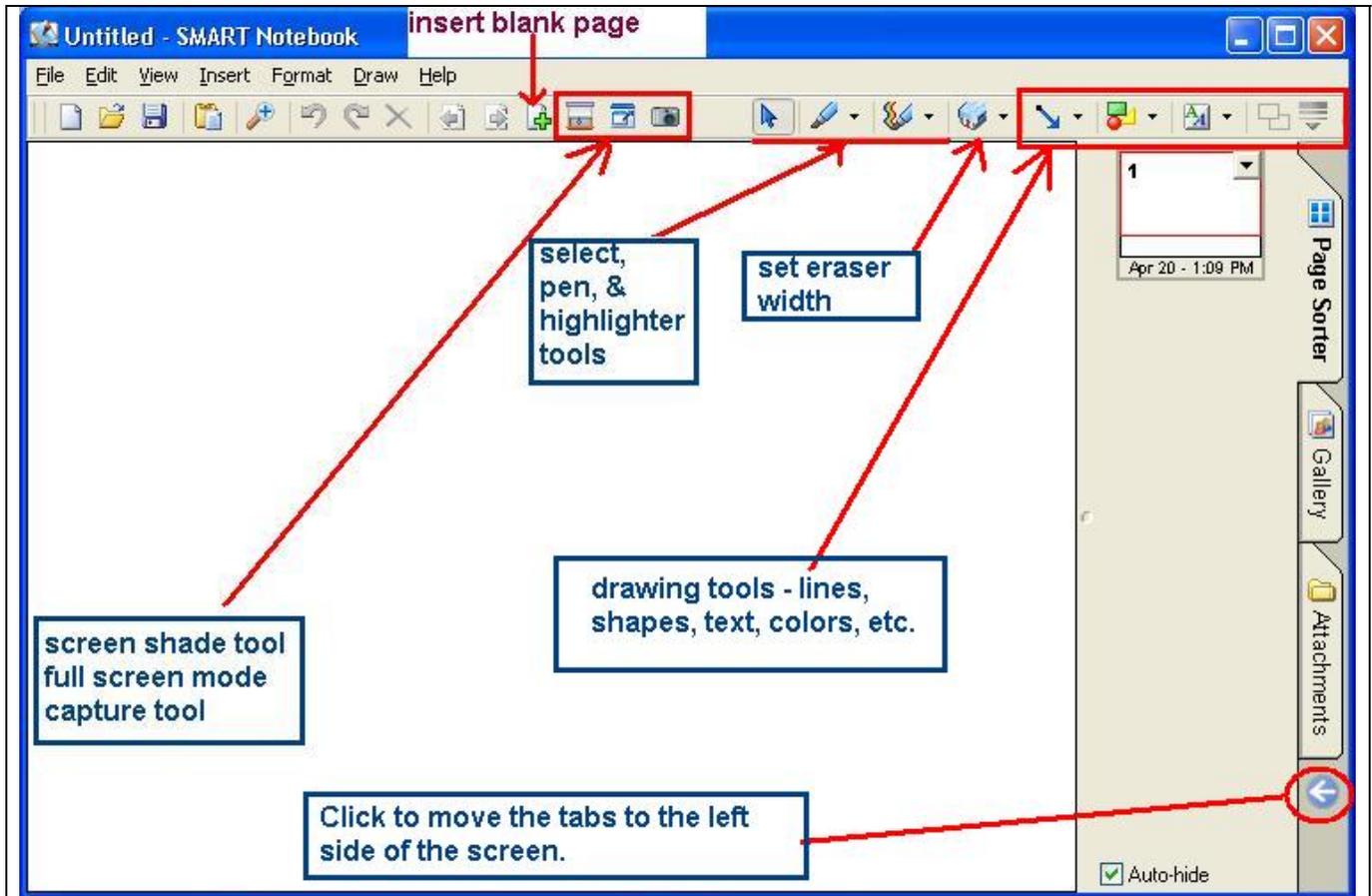
The SMART Notebook software is used both to prepare lectures in advance and to actually run the SMART Board once it is connected to your laptop (in conjunction with a projector). The following screen shot shows the interface seen when SMART Board software is opened.

Of interest are:

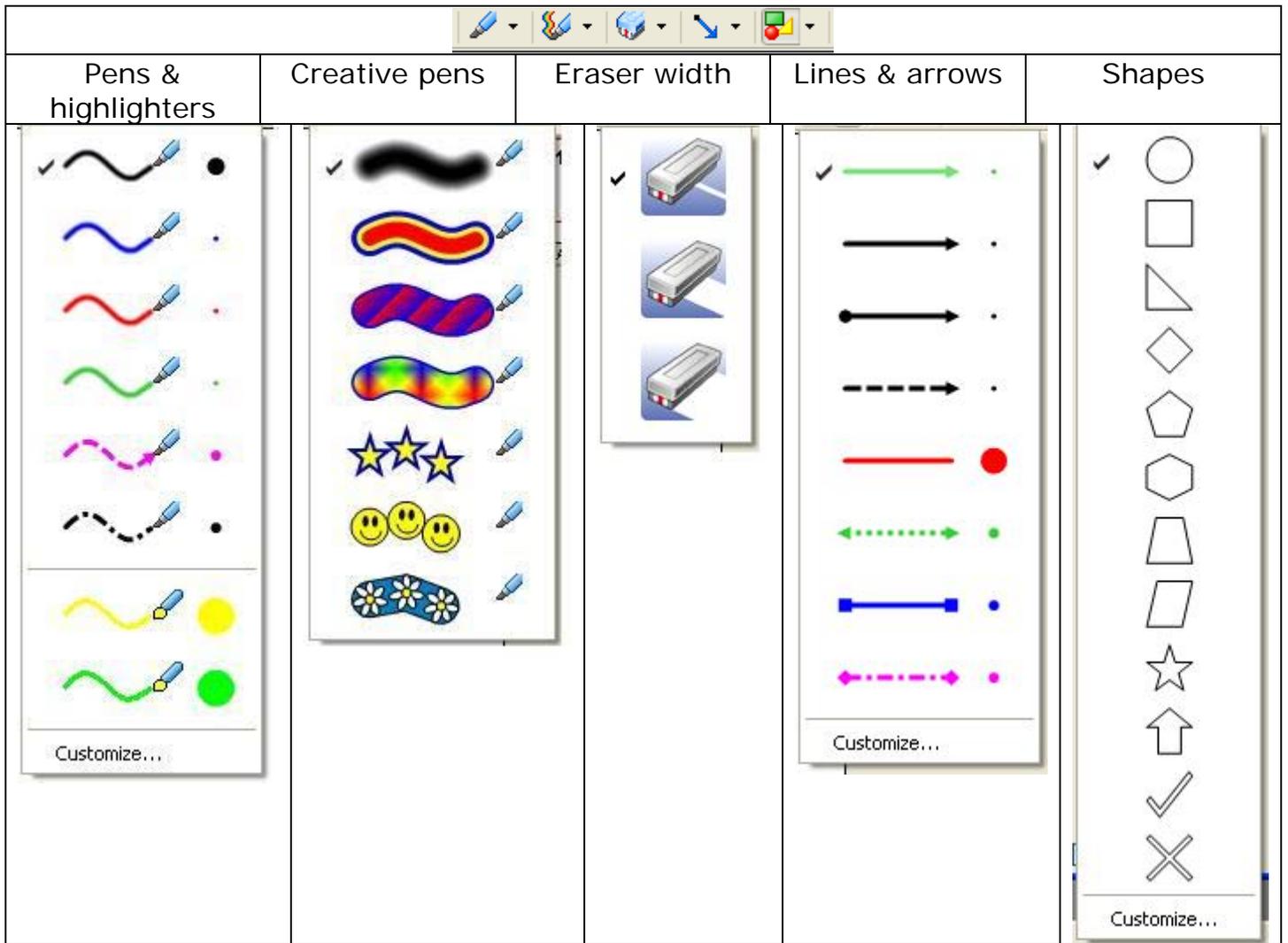
**Taskbar** (File Edit View Insert Format Draw Help) with related menus

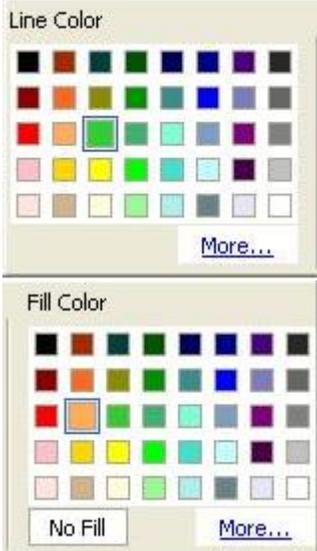
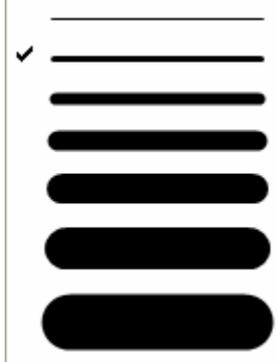
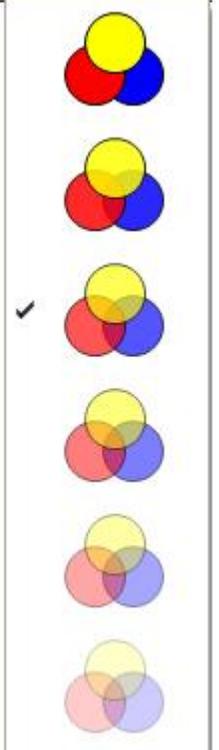
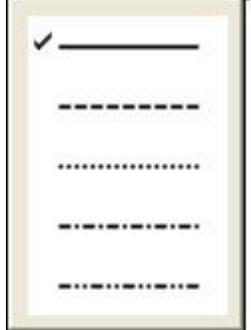
**Toolbar** – containing numerous icons that will be explained as we go along

**Two panes:** left pane is the blank screen and the right pane has three tabs to change the view of what is seen (Page Sorter, Gallery, Attachments). You'll see why this right pane is useful later.



We'll get into software tips later – for now, it is best to get used to what the icons do and play around with them when practicing with your SMART Board. See the options for the pens and drawing tools in the next table. Note that you may customize several of the tools (colors, line thickness, transparency, etc.).



Text	Outline & Fill Color	Line Width	Transparency	Line Pattern
<p>Use to input text onto a page using your keyboard.</p>	 <p>Line Color</p> <p>Fill Color</p> <p>No Fill</p> <p>More...</p> <p>More...</p> <p>These set the outline and fill color of any shapes drawn using the shape tool. In the example shown above, the shape will have a green outline and orange fill.</p>	 <p>Line Width</p>	 <p>Transparency</p>	 <p>Line Pattern</p>

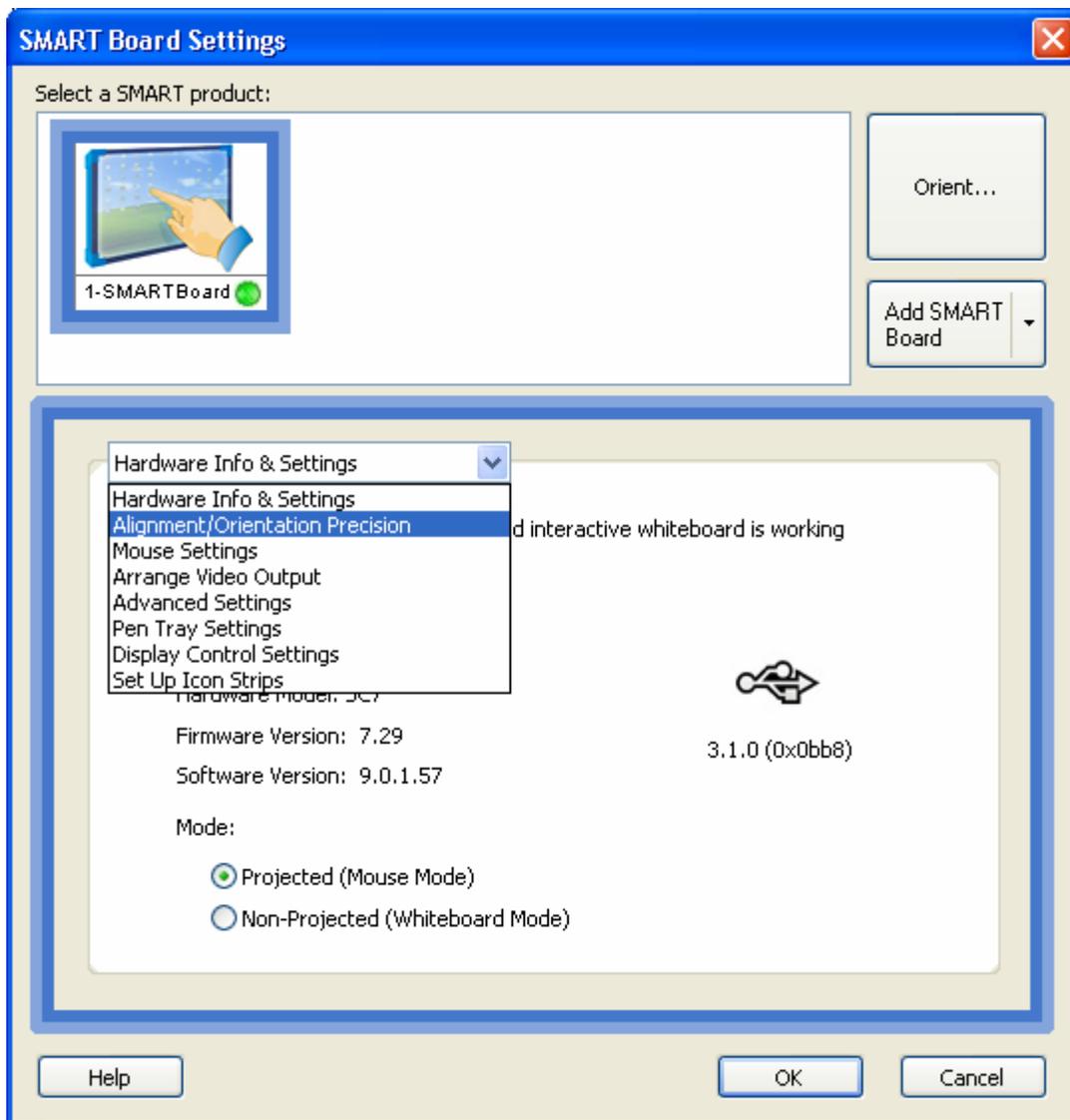
Of course, you cannot actually do anything with your SMART Board unless it is properly connected to and oriented with your computer. The next section will explain how to orient the SMART Board.

## SMART Board Control Panel:

Click the SMART Board icon (in the system tray at the bottom right of your screen) to open the SMART Board Control Panel. You will see the following:



**Extend page Settings** – this is where you set the resolution of your Extend page orientation. NOTE: The default orientation procedure uses a 9 point orientation. You may select a 20 point orientation if you require finer resolution. To change to a 20 point orientation, click the "Extend page Settings" button, choose "Alignment/Orientation Precision" from the drop-down menu, select the Fine (20 point) option (see image below).



## Orienting Your SMART Board

Click the SMART Board icon (in the system tray at the bottom right of your screen) to access the SMART Board menu. Click "Orient" and follow the instructions on the SMART Board itself (the projector must be connected to your laptop and projecting onto the SMART Board screen, and the SMART Board must be connected to your laptop to successfully orient the SMART Board).

Once you have successfully oriented your SMART Board, you may begin experimenting with the tools shown earlier. Open SMART Notebook software to begin (double click the icon on your desktop or open it from the SMART Board menu).

SMART Notebook ver. 9.0 provides easy access to pens, highlighters, drawing tools, etc. directly from the toolbar. However, if you would like to have an icon bar containing your favorite tools, you may be interested in the Floating Toolbar feature.

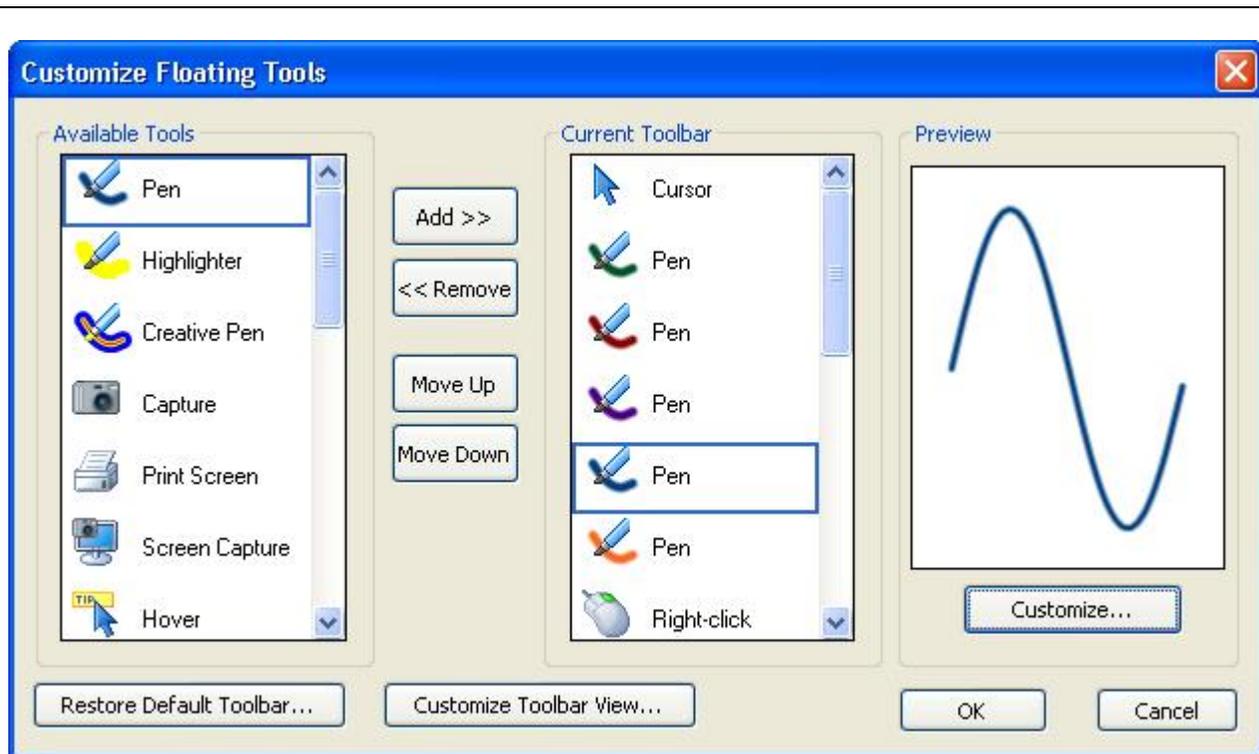
## Floating Tools

You may create a custom icon bar that “floats” on the SMART Board as you are using it. Put your most-often-used tools, such as different colored pens, highlighters, etc. so that you may switch between them with a touch of your finger instead of using the drop-down menus shown earlier.



## To add tools to the Floating Tools

1. Open the Floating Tools by pressing  in the Start Center (double click the SMART Board icon in your system tray if the Start Center is not open) OR choose “Floating Tools” from the SMART Board menu accessed by clicking the icon in your system tray.
2. Press the **More** button .
3. Select **Customize Floating Tools** to open the *Customize Floating Tools* dialog box.
4. Select a tool from the list of **Available Tools**.



You may customize pens and highlighters (color, width, transparency, etc.) by clicking the Customize... button in the Preview window.

The floating toolbar is present even when you minimize SMART Notebook to use other software during a SMART Board session or when you are in full screen mode.

The **pen tray** may also be customized – you have the ability to change the default colors of the pens (factory settings are black, red, blue and green). To change the settings, simply select the Pen Tray Settings from the drop-down menu in the SMART Board Settings window (access through the Control Panel) and make the desired changes.

### Using pens and eraser

To begin writing on the SMART Board, simply pick up a pen from the tray and begin writing as if using a whiteboard. When a tool is removed from the tray, you will notice a green light illuminating, indicating which tool is active. **Keep in mind that the last tool picked up is the one that is active.** As long as a tool is selected – either by lifting it from the tray or by choosing it using the floating toolbar, you may use your finger in place of the actual pen or eraser. Your finger may also act as the mouse – clicking, double clicking, right clicking icons to open folders and programs showing on the SMART Board.

To erase anything written on the SMART Board using pens, simply use the eraser. You may also draw a circle around entire areas - they will be erased when you tap in the middle of the circle. The eraser tool will not erase graphics. To remove graphics (pictures, grids, textboxes, etc.), you must select the graphic and hit your delete key or Edit > Cut or CTRL-X. To clear an entire page, go to **Edit > Clear page**. As with other programs, if you ever want to Undo a step, simply click the Undo icon (backwards blue arrow). Each time you click the Undo icon, the next previous step is removed.

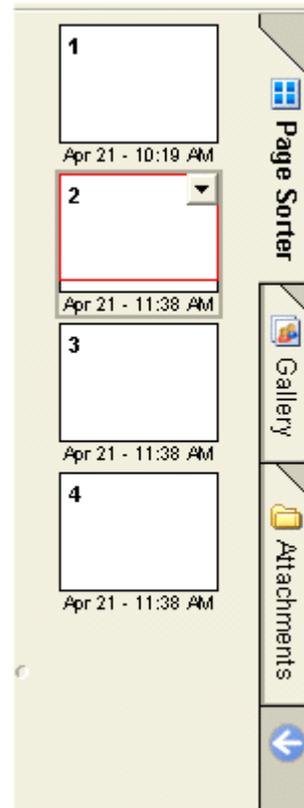
### Set board background color

The default screen color in the SMART Notebook is white. If you prefer to have a different background color, go to **Format > Background** and select a desirable color. **NOTE:** you may want to revert back to white before saving the lecture for students since colors use a lot of toner when printing.

### Extend page

The default size of a SMART Notebook screen corresponds to an 8 ½ x 11 sheet of paper. However, sometimes instead of starting a new page, you would like to lengthen the page you are on. Once the bottom of the page is reached, a new button called Extend page appears. Simply click that button and the page lengthens. In order to accommodate the length increase, the width of the page decreases. This may affect the way in which the page needs to be printed (portrait vs landscape).

## Previous page, Next page, Insert blank page



If your lecture has multiple pages, you may easily navigate using the first two icons (above left) to access previous and next pages. You may also scroll through all of the pages shown (above right) when the Page Sorter tab is selected, by finding the one you want, and clicking to make it the active page. You may also change the order of pages by dragging the pages and dropping them where you want them to be. The third icon adds a blank page.

## Screen shade tool, Full screen mode, Launch Screen Capture



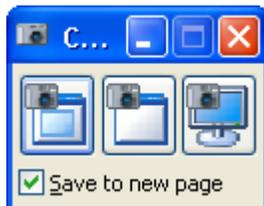
The screen shade tool allows you to cover an entire page with a shade which is movable up and down (just like a window shade) or left and right. Play with this feature to see if you like it.

Full screen mode makes the current page fill the screen entirely (except for the SMART Notebook toolbar and floating toolbar, if you have it open). The full screen mode icon changes – to leave full screen mode, simply click the new icon.

Launch screen capture opens a window allowing you to choose three different types of screen capture – all of which allow you to capture what is on your desktop and paste the selection into your notebook. This is useful when used in conjunction with the TI-83 calculator emulator, when visiting websites that have images or text you want to incorporate in a lecture, etc.

## Fancy Tips & Tricks

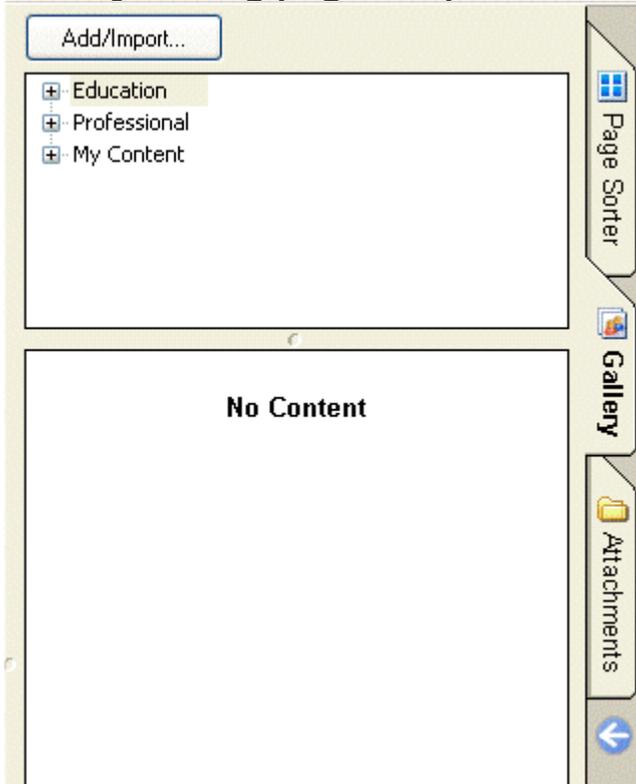
### Capture area/Capture screen



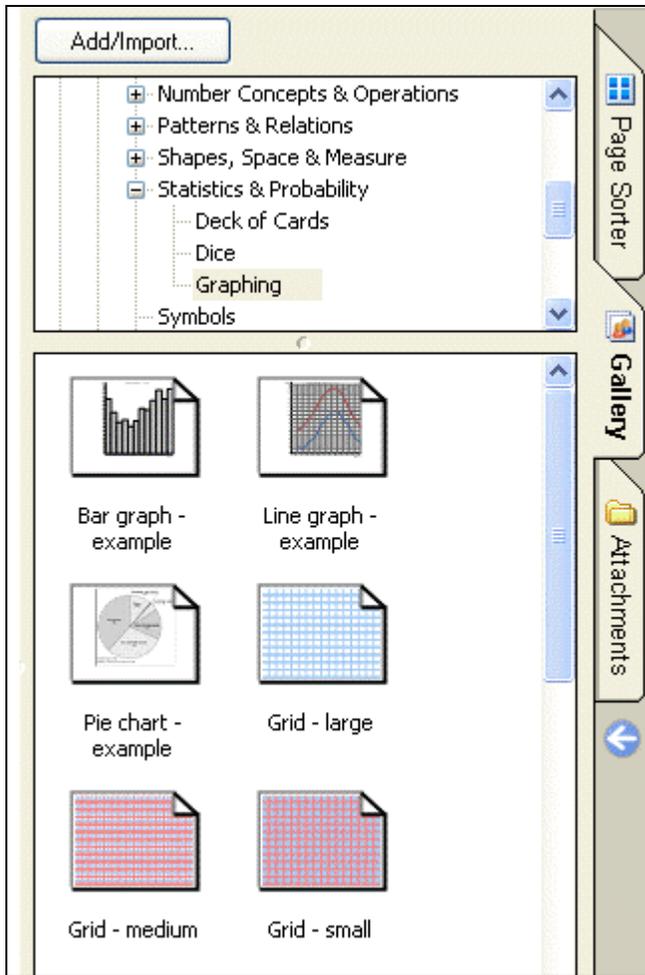
Clicking on the Launch the Screen Capture Tool icon brings up the window shown to the left. The options are: capture area, capture window or capture screen. If you click on the Area box, you may use your cursor (or your finger on the SMART Board) to select an area on the screen which you want to bring into the SMART Notebook. If you click on the Window box, the open window will be selected. If you click on the Screen box, your entire desktop screen will be selected.

This tool is ideal for capturing screens from the TI-83 emulator; for capturing portions of webpages accessed through the internet; of capturing portions of PowerPoint presentations; etc.

## Gallery - using page templates and pictures



Clicking on the Gallery tab opens the window to the left. Click on the Education heading to access Subject area folders which contain page templates, pictures, etc.



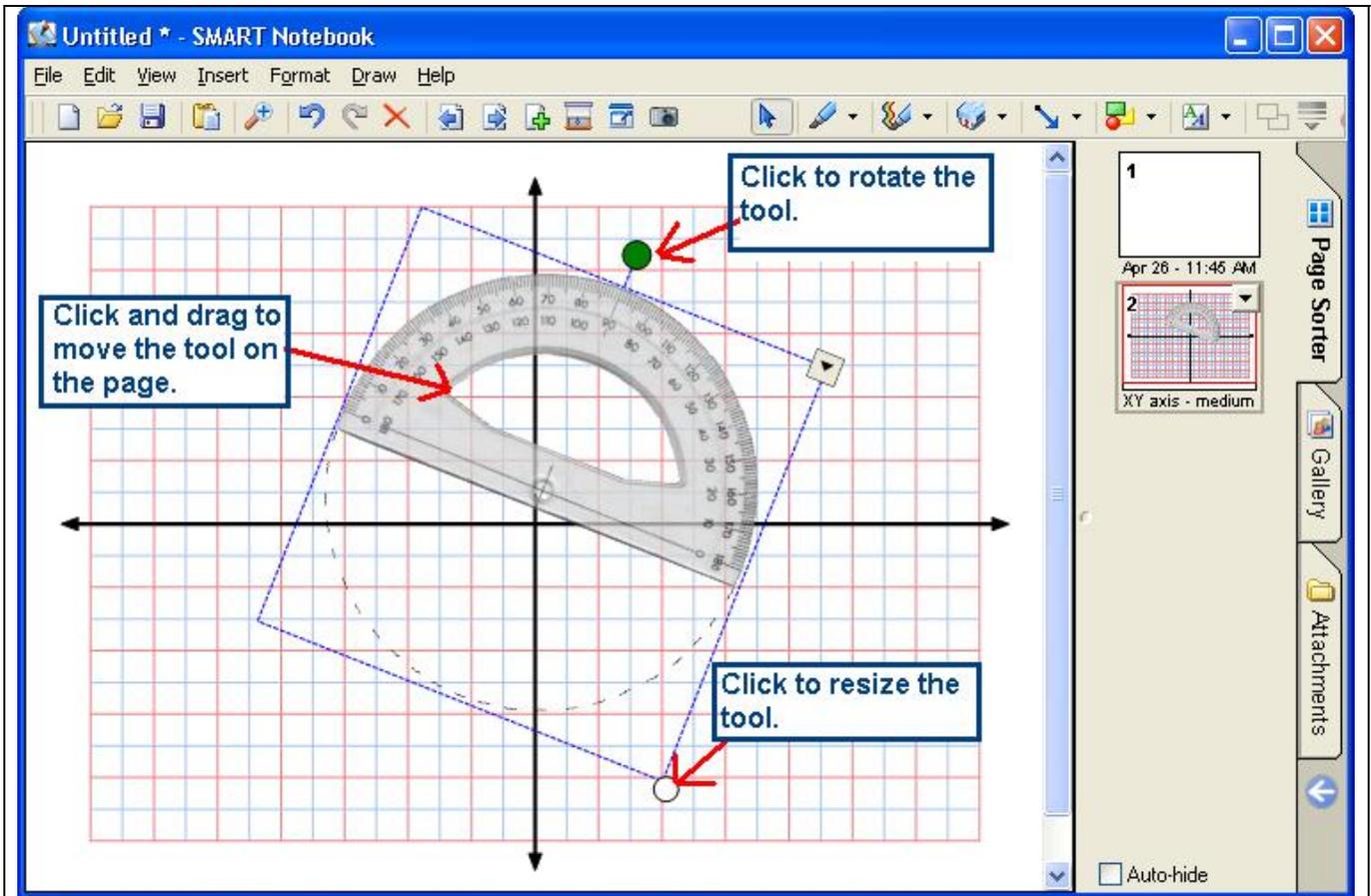
SMART Notebook provides templates for graphing; tools such as protractors and rulers; and many other items of interest.

Use the scroll bar to view all of the templates and pictures provided by SMART Notebook.

The power in this application lies in the fact that you may simply drag and drop ANY page template into the current page of a SMART notebook and it becomes the background for that page. It may not be resized or reoriented; however, it serves as the background for any writing you do on that page.

Pictures can be resized and reoriented once you drag and drop the desired picture onto the open page of your SMART Notebook. See the image below, in which I have used an XY page template and put the Protractor tool on it.

Use pens to plot points, draw lines, etc. on the grid.



To rotate graphics (images or textboxes), touch the green dot and turn in the direction you want to rotate the graphic. To resize graphics, click and drag the white dot in the lower right corner of the graphic.

## Creating your own Gallery

### To add clip art or a template to the Gallery

1. If the Gallery is not yet open, press the **Gallery** tab.
2. Click "My Content" and then click folder to which you would like to add content. Note: To create a new folder, press the Gallery's **Add/Import** button and select **Add New Subcategory**. Type the name you want your new gallery to have.
3. Press the Gallery's **Add/Import** button and select **Import Picture/Template File**.

The *Import Picture/Template File* dialog box opens.

4. Browse to and select a template or an image file and press **OK**.

The new item appears in the gallery's content panel.

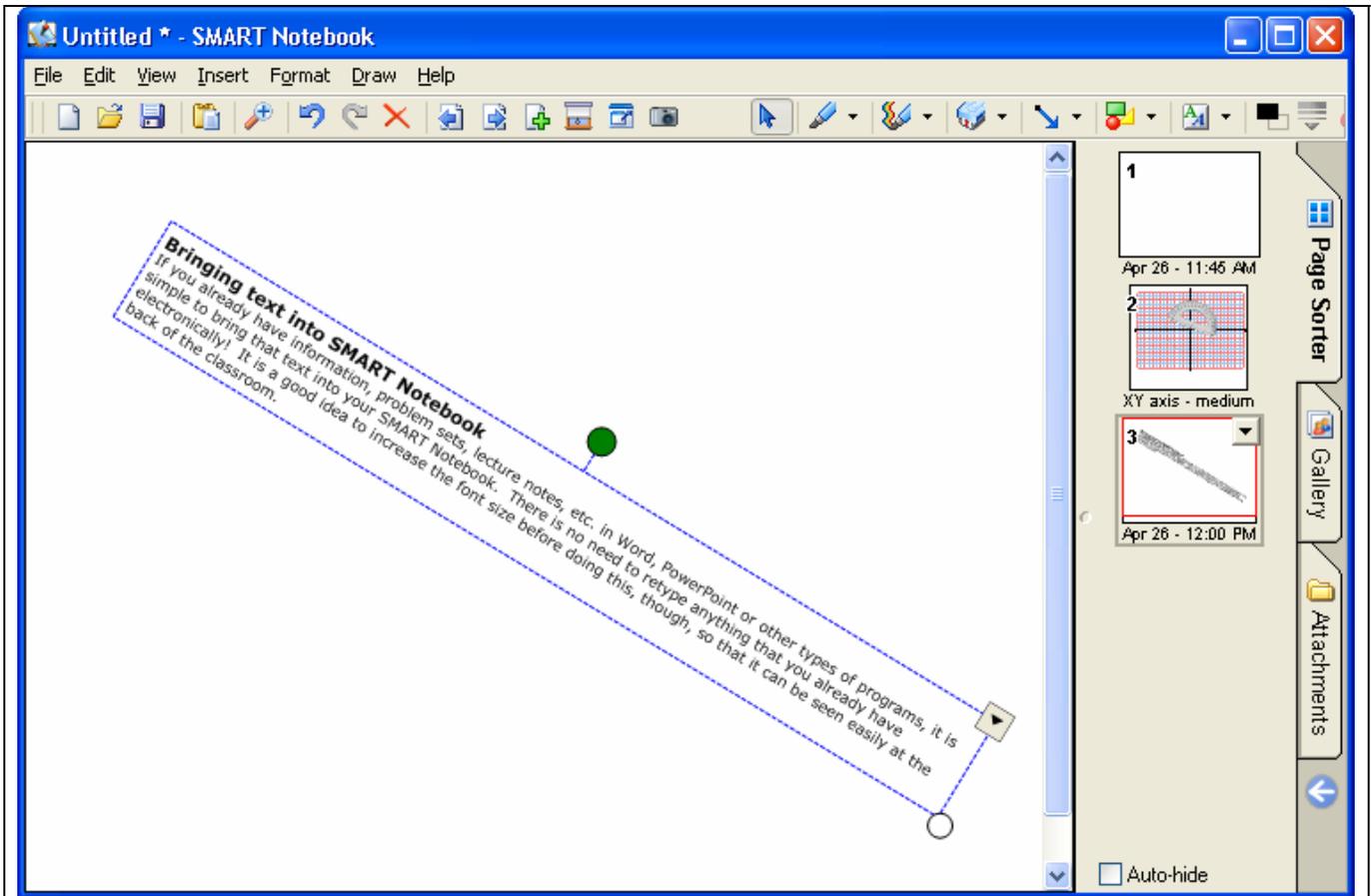
5. Repeat this process for all the content you'd like to add. If you want your images to appear in the gallery with a certain order, you must select them in that order because you cannot move items within a gallery.

You may also add images to a folder in "My Content" by dragging and dropping the files into the gallery folder.

## Bringing text into SMART Notebook

If you already have information, problem sets, lecture notes, etc. in Word, PowerPoint or other types of programs, it is simple to bring that text into your SMART Notebook. There is no need to retype anything that you already have electronically! It is a good idea to increase the font size before doing this, though, so that it can be seen easily at the back of the classroom. There are at least four ways to do this:

- (1) For example, if you have a math word problem already typed up using Word, simply open that document, highlight the problem you want to include in your Notebook, **copy and paste it** onto a blank page in the Notebook (see below). It automatically becomes a textbox that you can reorient, resize or move on the page. Note: the copy and paste functions do not transfer MathType formulas or equations. Use one of the other two methods described below.
- (2) Use the Print Capture function – Open the document, as well as Smart Notebook. In your document, go to File > Print. Scroll down the list of printers and select **Smart Print Capture** and click Print. When you click over to Smart Notebook, you will see new pages sent by the Print Capture function. It may be a good idea to increase font size before doing this.
- (3) Use the Capture Area/Capture screen described earlier.
- (4) Scan non-electronic documents (see Scanning below).



## Handwriting recognition

If you would like to convert words written on the SMART Board using the pen tool to typewritten text, simply choose the Select tool and select the handwritten text. An "A" will appear in a box in the upper right hand corner of the select. Click on the "A" and a list of possible words appears. Choose the appropriate word and the handwriting is converted to typed text.

## Grouping elements

When you use the pen tool to write text, plot points, draw lines, etc., each item that you draw on the SMART Board is a separate element. At times, you may want to Group items so that entire sections of the page can be moved together (for example, points and lines plotted on a grid). Choose the Select tool, select the entire region you want grouped together, go to **Draw > Group**. You may also Ungroup items by selecting them, going to Draw > Ungroup.

NOTE: If you want to save something to a gallery (for example, a completed graph), right click on it and save it with an appropriate name. Open the gallery where you want it to be, copy and paste it into the gallery.

## Print capture

If you want to send a full document (Word, PPT, Excel) to a SMART Notebook (instead of copying and pasting sections at a time), use the Print Capture function. Open your document as well as Smart Notebook. In your document, go to File > Print. Scroll down the list of printers and select **Smart Notebook Print Capture**. When you click over to Smart Notebook, you will see new pages sent by the Print Capture function. It may be a good idea to increase font size before doing this.

## Scanning documents or pages from books

If you want to scan worksheets or pages from a textbook, there are several ways to introduce the scanned image into Smart Notebook. The easiest is to connect the scanner to your laptop and place the document on the scanner glass. Open Smart Notebook and go to **Insert > From scanner**. Smart Notebook will detect the scanner and once you select it, the TWAIN software should run. Make sure you cancel out of Fully Automatic mode and go to Professional or Manual so that you can Preview before scanning. In the Preview window, crop your desired select and then scan. The cropped portion is placed in a new page in Smart Notebook. You may also scan using scanner software, IrfanView, etc.; save the files to your laptop; place them into a Smart Notebook file and/or gallery.

## Saving files

You may save notebook files in preparation for a lecture. Go to File > Save As > give it an appropriate filename and select file type: SMART Notebook.

The beauty of the SMART Board is that you may save your lectures and post them on the web for students to access outside of class. To do this, go to **File > Export > select PDF file format**. Adobe Reader is used to read PDF format files and all students have this plug-in on their laptops.

## Recording lectures (audio and video)

First off, you must get a microphone and connect it to your laptop! When recording, count on it taking about 10 Meg of memory per minute of lecture. Thus, a 45 minute class will require 450 M of disk space on your laptop. As long as you burn CDs of lectures, you do not need to store them on your laptop, thus keeping plenty of space available.

So – open the SMART Tools and select Recorder. Click on Options and choose High quality under Sound. Press Record on the Smart Recorder and then minimize the Recorder window. Begin your lecture. Do NOT press Stop until you are completely through. If you need to interrupt your lecture recording, press PAUSE. Save the file as an “avi” or “wmp” file type.

## Troubleshooting

If your SmartBoard ready indicator light flickers between red and green and finally ends up on red with an inactive SmartBoard, follow these instructions to get everything operational again:

Right click on the SmartBoard icon in the systems tray and go to **Control Panel**. Click the **About...** icon. Click on the **Diagnostics** button. Click **ok** (or yes) to proceed. Another new screen appears. On the menu bar, click on **Service** and select **Uninstall**. Wait 30 seconds. Click **Service** again and choose **Install**. Once the software finishes establishing service, the green indicator light should stay on and the SmartBoard will be functional once again.

## Using the TI SmartView calculator emulator with SMART Notebook

Use the Capture Area tool to put calculator screens into your notebook as keystrokes are entered so that students can keep up with what is happening.

## Resources

1. The Help function within SmartNotebook is a great resource for basic and in-depth questions, but you must first change a setting in Internet Explorer to access Help because Windows XP Service Pack 2 (which we all have) does not by default allow Active content to run.

### To allow active content to run on your computer:

In Internet Explorer, select **Tools > Internet Options**.

1. Press the **Advanced** tab.
2. Scroll down to the **Security** list, and select the **Allow active content to run in files on My Computer** check box.

For more information, go to [http://www.smarttech.com/support/software/win\\_trbl.asp](http://www.smarttech.com/support/software/win_trbl.asp)

After finishing with SmartNotebook Help, you may want to dis-allow Active content again.

2. [www.tomreardon.com](http://www.tomreardon.com)
3. Tom Reardon CD containing galleries, actual lectures, study cards for TI-83
4. SMART Board homepage: [www.smarttech.com](http://www.smarttech.com)

If you have suggestions, corrections, or additions for this handout, please send them to [mwert@harpethhall.org](mailto:mwert@harpethhall.org). Thanks.