SMART Board™ Interactive Whiteboard Basics

This Quick Reference provides an overview of the information you need to begin using a SMART Board interactive whiteboard in projected mode. Before you begin, make sure the appropriate SMART Board software has been loaded on your computer. For more information, refer to your *SMART Board User's Guide*.

Starting the SMART Board Interactive Whiteboard

Once the interactive whiteboard and projector have been connected to the computer:

1 Turn on the projector, then the computer. The interactive whiteboard draws power from the computer and will be activated automatically. You'll know the whiteboard has power when the Ready Light on the right side of the SMART Pen Tray turns red.

2 Log on, if required, using the computer keyboard. When the Ready Light on the pen tray turns green, the computer and interactive whiteboard have established communication. The whiteboard is now touch sensitive and you can open any application and begin your class, meeting or presentation.

Ready Light
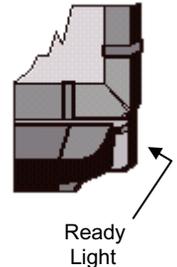
Orienting the SMART Board Interactive Whiteboard

Has your interactive whiteboard been moved or jostled? Does the cursor not appear in the place where you've pressed? If so, you must orient it by following this simple procedure with the projector, computer and SMART Board software running:

1 Double-click the SMART Board icon in the Microsoft® Windows® System Tray. If the SMART Board icon does not appear in your System Tray, select **Start**, **Programs**, **SMART Board Software**, and select **SMART Board Tools**.

2 Press the **Orient** button.

3 Begin orientation at the upper-left corner. Press your finger or stylus squarely on the yellow center of each red cross in the order indicated by the white, diamond-shaped background.
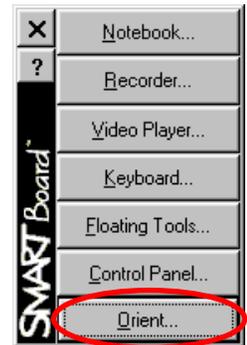
Controlling Projected Applications

To control applications on the SMART Board interactive whiteboard, use your finger in the same way you would a mouse.

- For tasks that require a double-click, press the whiteboard twice in rapid succession.

- For tasks that require a right-mouse click, press the **Right Mouse** button on the pen tray. Your next press will be recognized as a right-mouse click.

Writing and Erasing Annotations

To write on the interactive whiteboard, pick up a stylus from the pen tray and write over top of any projected image. When writing, press firmly and consistently on the whiteboard and avoid resting your hand on the surface. After you finish, return the stylus to the pen tray. The cursor will reappear and you'll regain touch control.

NOTE: If you return the stylus to the pen tray without capturing the annotation, your annotation will disappear the next time you touch the screen.

To erase your annotations, use the edge of the eraser in a smooth motion.

NOTE: The interactive whiteboard only recognizes the last tool removed from the pen tray. For example, if you already have a stylus in your hand when you pick up the eraser, the whiteboard will assume you want to erase.

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.

To open Notebook software, double-click the SMART Board icon ![icon] and press the **Notebook** button.

or

Press **Start**, **Programs**, **SMART Board Software**, and select **SMART Notebook**.

To practice using this program, try the tutorial, which can be accessed by selecting **Notebook Tutorial** from the **Help** menu in Notebook software.

Saving Your Annotations into a Notebook File

To save annotations written over top of projected applications:

1 Pick up a stylus from the pen tray and write over top of the application projected on the whiteboard. The Save/Print toolbar will appear. You can now save annotations to a Notebook file.

2 To save your written notes plus the application background, press the **Capture the Screen** (large camera) button.

To save a selected area of your notes, press the **Capture an Area** (small camera) button. Then press and drag your finger to outline the area you want captured.

To send the notes plus the application background to your default printer, press the **Print** button.

3 Switch to Notebook software to view or edit your notes.

NOTE: Remember to save the Notebook file before closing it if you want to keep your captured images and annotations.

Controlling a PowerPoint® Presentation

When you run PowerPoint software in Slide Show view on the SMART Board interactive whiteboard, you can control your presentation using the three-button Slide Show toolbar. You can also use the touch shortcut described below.

1 Double-click the SMART Board icon ![icon] and press the **Notebook** button.

2 Open PowerPoint software and your presentation.

3 Select **View**, **Slide Show**. The Slide Show toolbar will appear.

4 To move backward or forward through the presentation, use the arrows in the Slide Show toolbar.

You can also advance to the next slide by pressing the whiteboard twice, making sure the second press is to the *right* of the first. To go back one slide, press the whiteboard twice, making sure the second press is to the *left* of the first.

5 To make annotations on a PowerPoint slide, pick up a stylus from the SMART Pen Tray and write over top of the slide.

NOTE: If you return the stylus to the pen tray without saving the annotation, your annotation will disappear the next time you touch the screen.

Saving Your PowerPoint Annotations

You can save your annotations into Notebook software or directly onto your PowerPoint slide.

1 Press the middle button of the Slide Show toolbar. A pop-up menu will appear.

2 To save your annotations in Notebook software, select **Capture to Notebook**.

3 To save your annotations as objects in the PowerPoint slide, choose **Save Annotations to PowerPoint**.

4 Select **Save** from the **File** menu before you close Notebook or PowerPoint software.