


Floating Tools Palette

The Floating Tools palette is a portable, customizable set of tools that floats over all applications on your SMART Board interactive whiteboard and allows you to perform a variety of operations. In addition to virtual pen-tray tools, this palette offers other features you may find invaluable. For instance, you can use the screen pointer to make it easier for people to follow along during a data conference or the highlighter to emphasize key points in a presentation.

Accessing the Floating Tools

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

The Floating Tools palette will appear.












Moving the Floating Tools

Use the grab handles at the left side of the palette to drag the palette to another location on your SMART Board interactive whiteboard.


Using the Default Floating Tools

Press any button in the Floating Tools palette and then use your finger to control that feature.

Toolbar Button	Use this tool to...
 Pen	Write or draw freehand over any application
 Highlighter	Highlight an area of the screen with translucent ink for emphasis without overwriting the underlying object
 Eraser	Erase your annotations
 Right Mouse	Make your next press on the interactive whiteboard a right-mouse click
 Launch Spotlight	Focus attention on a certain part of the screen
 Screen Pointer	Float a large arrow pointer over top of your application to indicate where audience members should focus their attention
 Restore Annotations	Restore annotations that have been inadvertently cleared. This tool toggles between two states, Clear Annotations and Restore Annotations.
 Clear Annotations	Clear annotations from the screen. This is the second of the two toggle states described above.
 Use Mouse Cursor	Make your next press on the interactive whiteboard a left-mouse click

Customizing the Floating Tools

You can add from a wide range of tool buttons that customize the Floating Tools to suit your use of the SMART Board interactive whiteboard. A detailed list of tool buttons can be found in your *SMART Board User's Guide*.

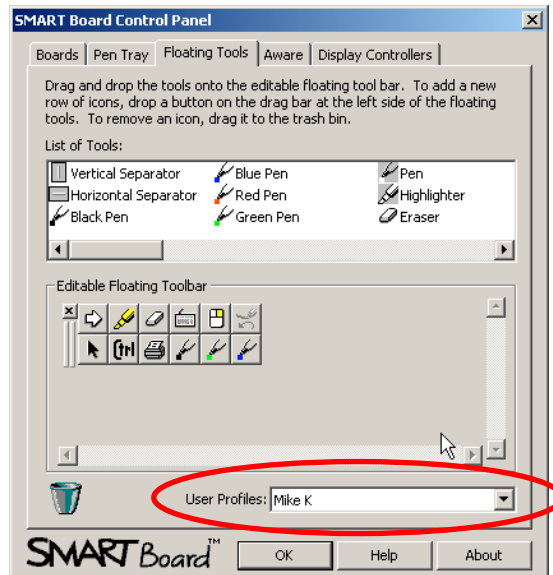
- 1 Double-click the SMART Board icon  in the System Tray and press the **Control Panel** button. The *SMART Board Control Panel* dialog box will appear.
- 2 Select the **Floating Tools** tab.
- 3 To add a tool, drag it from the **List of Tools** onto the **Editable Floating Toolbar**.
To remove a tool, drag it from the **Editable Floating Toolbar** onto the trash bin icon in the bottom-left corner of the dialog box.



Saving Your Customized Floating Tools

If you want to use the same customized Floating Tools palette whenever you use the interactive whiteboard, create a user profile. That way, you'll never need to reset the Floating Tools because another user changed settings.


- 1 Customize the Floating Tools as described above.
- 2 Find the **User Profiles** text box in the bottom-right corner of the **Floating Tools** tab in the *SMART Board Control Panel* dialog. Press the drop-down arrow and select **Save As**. A *New Profile* dialog box will appear.



- 3 Accept the default name, which is the same as the user name with which you logged on to your system, or type a different one. Press the **OK** button.
- 4 Press **OK** again. When you access the Floating Tools, your customized palette will appear.

Opening Your User Profile

If you access the Floating Tools after other users have worked on the SMART Board interactive whiteboard, you may get the default palette or a palette that was customized by another user. To access your palette, select your user profile:

- 1 Double-click the SMART Board icon  in the System Tray and press the **Control Panel** button.
- 2 Press the **Floating Tools** tab in the *SMART Board Control Panel* dialog box.
- 3 Select the profile you named from the **User Profiles** drop-down and press the **OK** button. You will now be able to use your customized Floating Tools.

