

THE SOCCSD SMART BOARD START-UP GUIDE

Compiled by Jennifer Segaloff

Welcome to the SOCSO SMART Board Start-Up Guide. The information contained within this manual has been compiled for use by teachers and staff in the South Orangetown Central School district. Though not every situation is addressed, and not every problem can be resolved by using this guide, the information within will guide you through the start of your SMART board relationship as well as provide instructions for basic use. Some commonly used advanced features are included as well as a troubleshooting guide. At the end of this resource, you will find some Web sites your colleagues have found helpful when designing lessons to be presented on the SMART Board.

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THE VERY BASIC

The SMART Board is an interactive whiteboard that turns your computer and data projector into a powerful tool for teaching and presenting. With the computer image projected on the Board, simply use your finger and press on the large touch sensitive surface to control the computer. Using one of the pens from the SMART Pen Tray, you just write on the board and the touch-sensitive screen tells the computer what color pen you are using and your notes are projected onto the screen in the correct color. You can save these notes on the computer or send them to your printer to be given out as a study aid. Are you excited yet?

The SMART Board works by using resistive technology, which means there is a small air gap between two sheets of resistive material inside the Board. When you press on the board, a contact point is registered and its coordinates correspond to the same area on the computer screen. Because the SMART Board is based on resistive technology, it does not require a special stylus or pen to perform mouse or pen functions at the Board, only pressure on the Board's surface. When the SMART Board is used as a whiteboard to record and save notes to a computer file, it automatically maps the position of your writing on the Board to the corresponding area on the computer monitor. When the SMART Board is used with projection for the first time (or if the board is moved), it will need to be oriented.

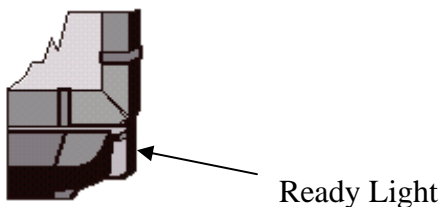
The system knows what tool you are using. When you remove a marker from its color slot on the SMART Pen Tray, the Pen Tray senses which pen (red, blue, green or black)

has been selected. When you use the pen to write on the Board, the ink appears on the computer screen in the selected color. Similarly, the Pen Tray senses when you remove the eraser. When you use the eraser to remove writing on the Board, your writing is erased simultaneously from the Board and the computer screen. The last tool selected is the tool that is activated. If you replace one of the pens in its slot, then the last tool selected that remains out of its slot is active. An illuminated LED indicator makes it easy to know which tool is active. Though the SMART Board can be used as a dry erase board, SOCSD faculty should NOT do this. The board will last longer and remain cleaner if NO DRY ERASE MARKERS are used on the SMART Board. To clean your board of residual finger oils and dust, use glass cleaner.

GETTING STARTED

Everyday when you come to school, you will begin by starting the computer and SMART Board.

Step 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 SMART Board has power when the Ready Light on the right side of the SMART Pen Tray turns red.



Step 2 - Log on to the computer using the regular 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.

Step 3 – Orient your SMART Board. This should be done at the start of each day, anytime the board is moved or jostled, and whenever the cursor does not appear in the place you have pressed.

ORIENTING THE SMART BOARD

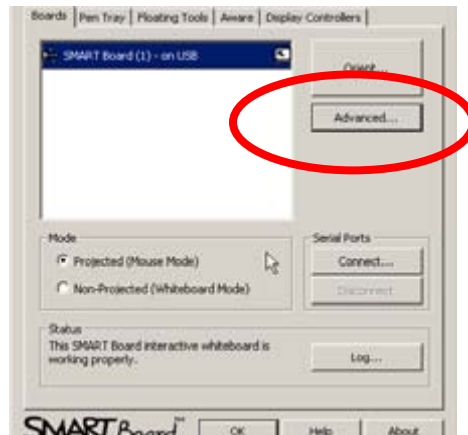
There are several ways to get to the orientation screen. The fastest method is to hold down both buttons on the SMART Board tray. A screen with several targets will appear. Begin orientation at the upper-left corner. Press your finger or stylus squarely on the yellow center of each red cross in the order indicated by the white, diamond-shaped background. When orientation is complete, the image on the SMART Board will return to where you left it before orientation.



The number of targets on the orientation screen can be changed. The more targets used, the more precise the orientation of the SMART Board will be.

Step 1 - In the START MENU choose instructional applications, SMART Board Software, SMART Board Drivers.

Step 2 - In the SMART Board Drivers menu, press Control Panel, Boards, Advanced. In the Pick the Orientation Precision tab.



Step 3 – Select the desired amount of precision and reorient the board.

NOTE For most applications, the standard orientation is perfect. You may desire the fine setting for graphing or applications with small touch areas such as some non-linear Power Point presentations. This procedure may vary with which building you teach in.

COMPONENTS OF YOUR NEW SMART BOARD SYSTEM

SMART Board software includes many tools and applications to help you get the most out of your new interactive display. These include:

The SMART Start Center (Floating Tolls) – to access tools, applications, and files

Notebook software – a program to create and deliver interactive lessons.

SMART Gallery collections – to insert images and templates into Notebook pages. You can also store your own content here.

SMART Keyboard – an on-screen keyboard for inputting text when you are not near your computer.

SMART Quick-Start Menu – When you open the Notebook software, this menu provides shortcuts to other menus and settings you may wish to access quickly.

SMART Notebook Print Capture – to capture files and images to Notebook software.

SMART Recorder – to record and save your on-screen actions.

SMART Video Player – to play videos and create notes over videos.

The SMART Board Control Panel – for changing settings of the software.

SMART Display Controls – to control your projector at the interactive screen.

SMART Bulb Saver – a screen saver to maximize the life of your projector bulb.

SMART Board Diagnostics – a troubleshooting program.

THE SMART START CENTER (This varies with your building)

Click START, Instructional Applications, SMART Board Software, SMART Board Tools. A vertical toolbar opens on the left side of your screen. This is the SMART Start Center (also called floating tools) and it offers quick access to tools. The Start Center is customizable, but your changes may not remain in school unless you make these changes with a technician present due to the prevention software loaded onto our computers. The basic configuration is:

The arrow: This is your selection tool and is the button that will bring you back to normal when you no longer wish to use a shape tool, or magic pen.

The pen: Allows you to draw free-hand on the board even if you have not picked up one of the pens from the tray.

The Highlighter: Works like the pen, but the writing is transparent.

The eraser – Permits the user to erase without picking the eraser up out of the tray.

The line Tool – Permits drawing and customization of lines and arrows on the board without opening Notebook Software.

The Shape Tool – Permits drawing and customization of shapes without opening the Notebook Software.

Right Click – After pressing this button, your next touch on the board will be the equivalent of a right click on the mouse.

Keyboard – This button will bring the virtual keyboard up on the screen for text entry.

Notebook – This button is a shortcut to the Notebook Software used for creating and presenting lessons.

Undo – This will remove the last action you took.

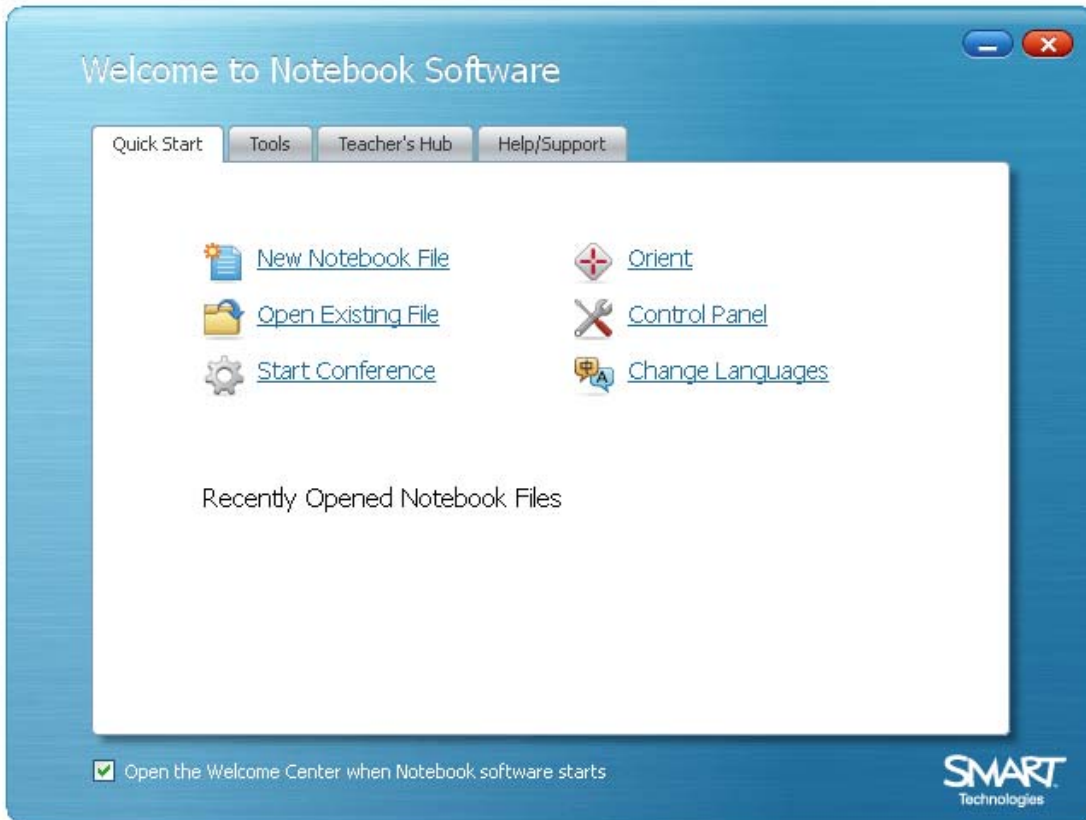
The final button – This button that looks like a gear is your customization button. Clicking this will permit you to change the buttons displayed on your floating tools.

SMART NOTEBOOK

SMART Notebook is software that comes with your new SMART Board system.

The software is basically presentation software similar to Power Point, but with more powerful customization and graphics possibilities. Your SMART Board is designed to work with this software. Though the SMART Board can be used with all software and the Internet, you will find that all of the SMART Board's capabilities are available in Notebook. SMART Board capabilities vary when using other software programs.

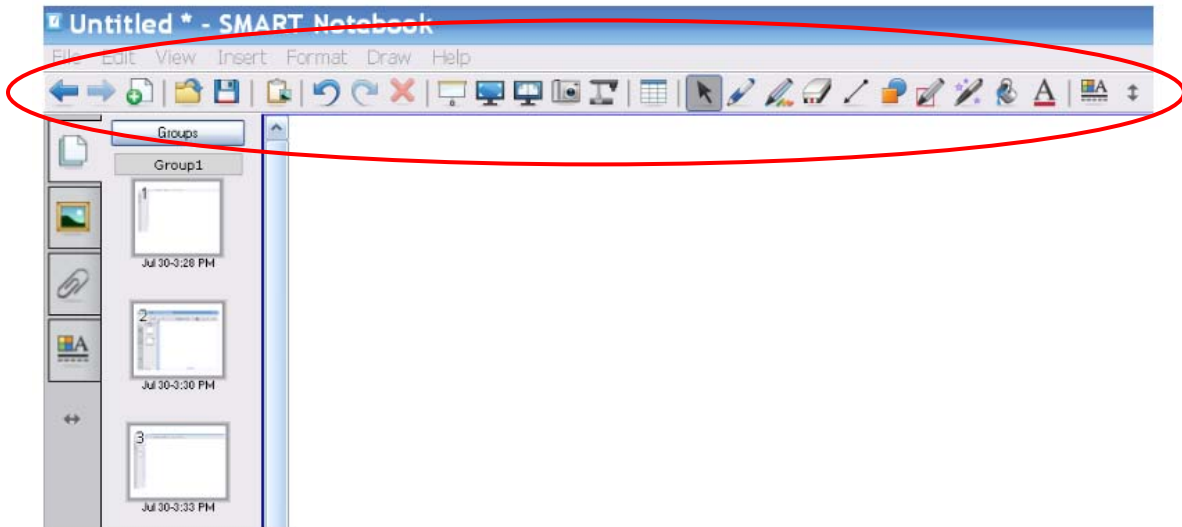
When you open the Notebook software, the quick start menu will greet you.






This menu offers links to jump to common actions one may wish to pursue at the commencement of a Notebook session. We have already discussed the control panel and orienting the Smart Board. You can also jump to the control panel, change the language you are using, start conferences or open a file.


There are three other menus to click on as well. The teacher's hub offers ideas for new and experienced Smart Board users. The Help/Support and Tools menus are pretty self-explanatory. For the time being, close this menu screen or click on "New Notebook File."



Let's begin exploration of this software by examining what each of the buttons on the opening screen is used for. We will first explore the tool bar at the top of the screen.




This is the default position for this tool bar. If you find you or your students have trouble reaching the buttons on the toolbar, the entire toolbar can be moved to the bottom of the screen. Simply press the double arrow all the way to the right of the toolbar.  Pressing the arrow button again will move the toolbar back to the top of the screen. This entire toolbar is also customizable.


  Notebook software allows you to create separate slides similar to Power Point. The left and right arrows move you through the slides. The left arrow will take you back one slide unless you are already viewing the first slide in the file. The right arrow will take you to the next slide in the presentation unless you are currently viewing the final slide in the presentation.


 Pressing this plus sign will add a new blank slide to your presentation. The new slide will be placed directly following the slide you are currently viewing. You can also add a new slide by opening the Insert menu at the top of the screen and choosing Blank Page.


  The folder and disk should be familiar icons. Use the folder to open a previously saved file. Use the disk button to save the file you are currently working with. These commands can also be accessed through the File menu at the top of the screen.


 This is the paste button. Pressing this button will insert any object or text you have previously cut or copied. This function, as well as the cut and copy functions can also be found in the EDIT menu at the top of the screen. Many people are familiar with using a right click to cut/copy and paste. This can still be performed normally if you are

working at your computer. If you are working at the SMART Board, you will first need to press the mouse button on the pen tray. This tells the SMART Board to use a “right-click” the next time you touch the board.


 These familiar buttons are your Undo and Redo buttons. To undo your last action, use the button on the left. To put back the action you just undid, press the button on the right. This can also be accessed through the EDIT menu at the top of the screen.

 This is the delete button. Pressing this button will remove any highlighted item on your displayed slide. If something is accidentally deleted, you can use the undo button to get it back. You may also delete a highlighted item by using the delete key on your keyboard, or through the EDIT menu at the top of your screen.

 This is the screen shade. When you press this button, the slide is covered with a grey screen. Hold the dot at the top of the shade and drag your finger down. The screen will slowly reveal what is beneath. This can also be done from the bottom, left, or right by using the different dots. To remove the screen shade, use the red x in the top right corner of the shade. The screen shade can also be used in other programs. It can be accessed through the bottom button of the SMART Start Center.

 This button will display your presentation in full screen mode. A small toolbar will appear when you access this mode. This toolbar allows you to move through the slides or return to the regular view. The button with the three dots allows access to many of your editing options. The arrow button allows you to display more buttons on the toolbar.




 This is the dual page display. This button will allow you to display two notebook pages next to each other in the notebook window. The default is to display two consecutive pages, but you can “pin” a page and display any other notebook page.


To pin a page

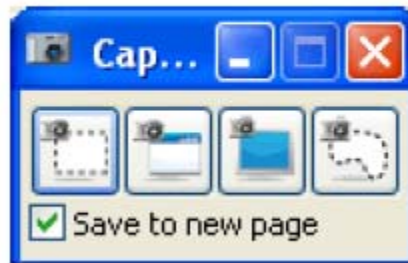
If you haven't done so already, display dual Notebook pages. Select the Notebook page immediately after the page you want to continue displaying. The page you select appears on the right side of the dual display. The page you want to continue displaying appears on the left side of the dual display.

Select **View > Zoom > Pin Page**.


Pin icons  appear at the top corners of the pinned page.


NOTE: To unpin a page, select **View > Zoom > Pin Page**.


 This button provides access to a powerful capture tool. I am currently using this tool to make the small pictures of the buttons I am describing here in this manual. When you press the button, a new toolbar opens. This toolbar will remain visible no matter which programs you open on the screen.




The first button will allow you to drag a rectangle around an object you wish to capture as a graphic. The second button will allow you to capture an area of the screen. Move your mouse around the screen. When the area you wish to capture is highlighted, click on it. The third button captures the entire screen you are viewing. The fourth button allows you to capture an irregular shape. Use of the fourth button takes practice! Objects captured with this tool can be inserted into any document in any program. The tool is especially useful for copying material that cannot be copied and pasted.

 This button activates the Smart document camera. If you have used an ELMO, the document camera is similar. Consider writing a grant to obtain one of these cameras for your classroom. They are less expensive than an ELMO and specially designed to integrate with your Smart Board.

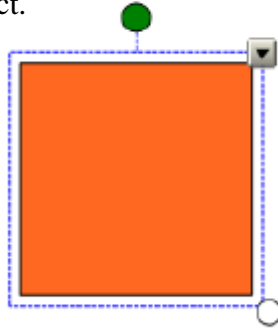
 This button will insert a table on the current Notebook page. The uses for this tool are limitless. Consider using it to create word searches or crosswords as well as your traditional tables.

 This button will allow you to use your finger as a mouse click. If you find that touching the screen creates a drawing, or prompts you to add text instead of selecting the object you touched, click this arrow and it will return you to your normal mode.

 These are your drawing tools. Try each button out and experiment with them. The first two buttons yield different types of pens. The third button customizes the size of your eraser. The fourth button customizes lines and arrows, and the fifth button customizes shapes. When you click on these buttons, different choices appear below the main toolbar.

Object Buttons and Menus

After you add an object to your notebook page, click on the arrow tool and use it to select the object. The object will become highlighted. A green circle, white circle and arrow box will attach to your object.



Clicking and holding the green circle will allow you to rotate your object. Clicking and holding the white circle will allow you to change the size of the object.

Pressing the black arrow gives you access to the same menu as right-clicking an object. Similarly, when you select pages in Page Sorter or items in the Gallery, a menu arrow appears in the top right corner of the page's or item's thumbnail. You can access menu commands by pressing this menu arrow.

When you display an object's menu, you will find the following choices if they are available for the particular object you are working with.

- Clone – makes one replica of your object and places it on the same Notebook page
- Cut – Removes the object which can now be pasted elsewhere
- Paste – Places a previously cut or copied object into the Notebook page at that location
- Delete – Removes the object
- Check Spelling – Only available with text boxes
- Locking – Controls to glue objects in place and then release them
- Grouping – Available when several objects are selected at once. Permits the user to join them together as one object.
- Flip – Flips the object top to bottom, or left to right
- Order – Permits the user to place an object behind another object on the page or bring it in front of an object that was added later.
- Infinite Cloner – Use this button and every time you drag the object, a replica of the original object will take its place.
- Link – Creates a corner icon (or you may choose to have the object itself be the link) which connects to a Web page, another page in the file, a file on the computer, or an attachment in the Notebook file
- Sound – music or sound files from your computer can be activated by linking them to objects in your Notebook file.
- Properties – Opens up a menu on the side to change fill styles and colors, line types, and animation qualities of your object.

Converting Handwriting to Text

You can use the pen tools or your finger to write words on the Smart board. Smart board software can then convert the words to typed text. The software can do this in 10 different languages.

- 1) Write a word or phrase on the board.
- 2) Right click your word, or select it and click the black menu arrow.
- 3) At the top of the menu will be the words the software wants to recognize. Choose the word you wrote.
- 4) Your text will appear in the same color you used to write it by hand.



For those of us with an unsteady hand, this is the shape recognition tool. Draw a freehand shape on your notebook page and this button will convert it to a rectangle, ellipse, triangle, or arc.



This button creates freehand objects that slowly fade. It can also create spotlight windows and magnification windows. To magnify, draw a box around the area you want to enlarge. To put a spotlight on something, circle it.



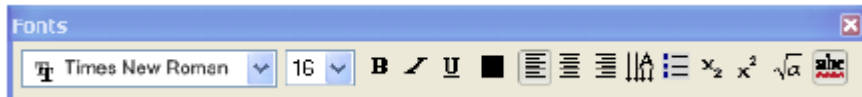
This button allows you to define a fill effect and apply it to selected objects.



This is the text tool. It allows you to choose a font and font size for the text you will enter.

Fonts Menu

When you add new text or edit existing text, the fonts menu appears.



From here, you can change the font, font size, font style, font color, and justification. You can add subscripts and superscripts by using the x_2 and x^2 buttons. The next button allows you to enter special characters such as common fractions, square roots, Greek letters and inequality symbols. The last button turns Spell Check on and off.



This button allows you to customize the properties of any object you are working with. It will also display the current properties of a selected object.

To customize the Notebook software toolbar


Right-click the Notebook software toolbar. The *Customize Toolbar* dialog box appears. To add a button to the toolbar, press an icon in the *Customize Toolbar* dialog box, and then drag it to the Notebook software toolbar. To remove a button from the toolbar, press its icon in the Notebook software toolbar, and then drag it to the *Customize Toolbar*

dialog box. To rearrange the buttons, press an icon in the Notebook software toolbar, and then drag it to a new position in the toolbar.
Press **Done**.

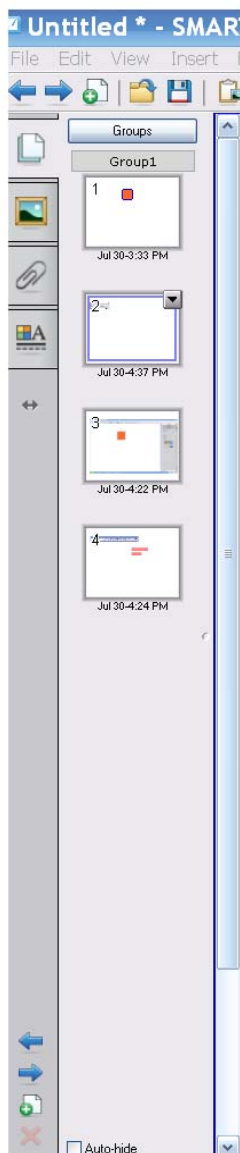
Buttons that can be added to the toolbar include:


 Instant Conferencing:

 Insert a Question: This is for use with Senteo software which allows the tracking of answers to questions.


 Adjust the volume of your computer.

THE SIDE TOOLBAR



The side toolbar can be moved to the right or left side of the screen by using the arrow button  in the same way we moved the main toolbar from top to bottom.

The Page Sorter

The first tab on the left  displays the page sorter. As you add new slides to your Notebook file, they are displayed as thumbnails here. In the picture to the left, there are four pages. Clicking on any of these pages in the page sorter will enlarge that page in our main display for you to edit. Also, the page you clicked will show a little black arrow in the top right corner. In the picture to the left, the second page has that arrow. Clicking on that arrow displays a new menu with actions that can be completed from the page sorter.

The first choice in the menu is “Delete Page.” Choosing this will remove the selected page from the page sorter as well as your file. The undo arrow at the top of the page will bring back a page if you accidentally delete it.

The next choice is “Clear Page.” This will remove any writing or drawings you added to the page from the page you are displaying and return it to a blank page. Backgrounds and Multimedia pulled from the Gallery will remain on the page.

“Insert a Blank Page” will place a clean white page immediately following the page you are displaying.

“Clone Page” will place a replica of the page you are displaying directly after that same page.


“Rename Page” allows you to give the page a title instead of relying on the date that is printed below each page in the page sorter.

You can bring up your screen shade tool by using the next selection in the menu. Sometimes, you may forget which items on the page are linked to other pages or Web pages. Choosing “Show All Links” will cause the linked areas of the page to blink for easy location.

The last choice in the menu will add the page you created to the Gallery. This is very useful if you create a template page you will wish to use in future Notebook files.

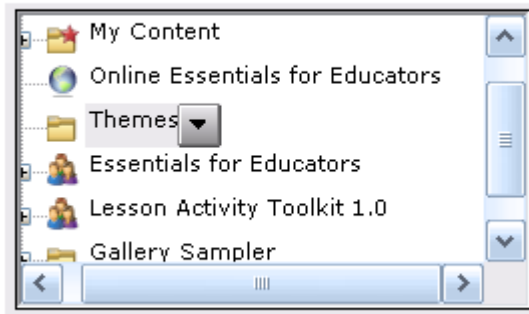
The order of the pages in your Notebook file can be changed from the page sorter. Click on the page you wish to move. Hold down the mouse button (or your finger if you are at the Smart board) and drag the page to where you want it to appear in your presentation.

The Gallery

The Gallery can be accessed by selecting the picture tab.  This is an extensive collection of themes, pictures, backgrounds, and interactive files. Once you select this tab, the top of the side menu becomes a search menu.



The Gallery is extensive. If you have an idea of what kind of picture you are looking for, type a keyword here and choices will appear below. Gallery items can be pulled into your presentation by dragging and dropping them, or double-clicking. You may wish to take some time to browse the Gallery as well. The next window down has folders listed.



Each folder can be selected and the contents of the folder will appear below.

SMART Learning Marketplace

The SMART Learning Marketplace gallery option enables you to log in or subscribe to the Global Grid for Learning (GGfL). After you log in, you can search the Global Grid for Learning and access a variety of images, audio files, video files, lesson activities and other content from the Learning Marketplace. You can add this content to your file.

My Content


You can add your own pictures, backgrounds, multimedia content, lesson activities and .notebook files and pages to the **My Content** category.

Online Essentials for Educators


The Online Essentials for Educators category enables you to access online resources for educators who use SMART products. This content includes lesson activities, educational software, advice for using your SMART product, and more. In the picture above, Themes is highlighted. All of the available themes appear in the space below. Double-click on the theme of your choice to add it to your Notebook file. You will be prompted to decide

whether you want to add it to all pages, some pages, or just a single page. Instead of double-clicking, you can select the theme of your choice and choose its menu arrow. From here, you can edit the theme to your liking before saving it or adding it to your Notebook presentation.

Attachments

Have you ever created a Power Point presentation, added links to pictures or sound files, loaded the presentation up for a class, but your sounds or Web links did not work? The tab with the paper clip  is designed to help organize all of your attachments. At the bottom of the toolbar, an insert button appears. This button will allow you to create links to attachments, shortcuts to attachments, or import an entire copy of an attachment into your Notebook file. If you are not planning on e-mailing your file, I recommend copying any file you wish to attach to your presentation. This resolves the problem of links that no longer work. For example, if you want to play a short video clip from the Power Media site our district uses, you can link to the webpage. Unfortunately, if the clip is removed or even moved on the Power Media page, your presentation will no longer play it. Instead, you should download and save the clip you like. Now you can copy the whole file into your presentation and you will always have it.

Formatting and Recording

The last tab on the side toolbar  has two purposes. It opens an editing menu for any object you have selected on your Notebook page, and it gives you access to a page recorder. To use the page recorder, click the page recording button at the top of the toolbar. Two new buttons appear, “Start Recording” and “Play.” If you click “Start Recording” then draw on the page, a “Stop Recording” button will be displayed. When you stop recording, all of your work disappears. Press play to have your work reappear step-by-step.

ADVANCED NOTEBOOK

This covers the basic functions of Notebook software. There are still many things that can be done. The next section will explain some of the common actions one may desire to perform in Notebook and an explanation of how to accomplish the tasks.

INSERTING OBJECTS AND FILES

Inserting Pictures

Pictures can be inserted into a Notebook page three different ways. You can scan them onto the page if you have a scanner hooked up to your computer, or you can take a

picture of an object using the Smart Document Camera. It is unlikely that you have either of these options available to you at this time, but either can be achieved from the same menu as an option we all have. Most of us will be inserting pictures from a file already saved on our computer or USB drive.

From the “Insert” menu at the top of the screen, select “Picture File.” A familiar window will appear and it is up to you to locate the file of the picture you desire to add. Once you choose the picture and it appears on your Notebook page, it can be edited. Right click on the picture. One thing you may wish to experiment with is the menu choice “Set Picture Transparency.” A new window appears with your picture in it. You can select areas of the picture that you do not wish to see like backgrounds etc.

Inserting Flash Files

You can insert Adobe Flash files into a page. The Gallery contains a selection of Flash (.swf) files, and many sources of Flash content are available online. After you insert a Flash file on your page, you can interact with it in the same way that you would in a Web browser. During a presentation, you can use a Flash object's menu arrow to control its playback. Flash files on a page must be self-extracting. Flash files that load or rely on other .swf files do not work. Unlike pictures, you can't drag Flash content from a Web browser and drop it on a page. If the Flash player isn't installed on your computer, SMART Notebook notifies you when you add a Flash item to a page. If you install the Flash player by visiting www.adobe.com, you must use the Internet Explorer browser to install it. If you use another browser, Flash content doesn't work in SMART Notebook.

To insert a Flash file from a .swf file

1. Select **Insert > Flash File**.

The *Insert Flash File* dialog box appears.

2. Browse to, and select, the Flash .swf file that you want to insert on the page.

3. Press **Open**.

The Flash content appears in the upper left corner of the page.

NOTE: As an alternative, you can insert a Flash file from the Gallery. Each Flash file appears in the Gallery as either a Flash icon or a thumbnail of the content with a Flash icon in the upper left corner.

Inserting Flash Video Files

You can attach Flash video files to any object on a page.

To attach a Flash video file to an object

1. Select an object.

2. Press **Insert > Flash Video File**.

The *Insert Video File* dialog box appears.

3. Browse to, and select, the video file that you want to insert on the page.

4. Press **Open**.

NOTES

- As an alternative, you can insert a Flash video file from the Gallery.
- SMART Notebook supports the .flv video format.

USING SENTEO

The Senteo interactive response system is an assessment tool designed to enhance learning. It enables you to pose questions to your students, collect the results and enables your students to respond. You can create a Senteo software question set using SMART Notebook. **NOTE:** Although you can create question sets using standard SMART Notebook software, you must install Senteo software on your computer to run a question set. Our district has several sets of Senteo handheld devices. Others can be ordered with content area budget money, or grant money if you choose to write a grant.

To insert a Senteo title page

1. Create a new page or display an existing blank page.

2. Select **Insert > Senteo Title Page**. A Senteo title page appears.

3. Press **Click here to add a title**, and then type a new title. **NOTE:** If a keyboard isn't easily accessible, type the title using the SMART Keyboard.

To insert Senteo questions

1. Select **Insert > Senteo Question**. The *Insert Question* dialog box appears.
2. Select the type of question you want to insert.
3. Press **Next**.
4. Type your question. **NOTE:** If a keyboard isn't easily accessible, type the question using the SMART Keyboard.
5. Press **Next**.
6. If the question's type is **Yes or No** or **True or False**, select the correct answer OR If the question's type is **Multiple choice**, define the correct and incorrect answers as follows:
 - a. Select the number of choices from the list, and then type the correct and incorrect answers.
 - b. Press **Next**.
 - c. Select the correct answer.

If the question's type is **Number, fraction, decimal**, type the correct answer. **NOTE:** The answer must be an integer, decimal or fraction.


If the question's type is **Multiple answer**, define the correct and incorrect answers as follows.

- a. Select the number of choices from the list, and then type the correct and incorrect answers.
 - b. Press **Next**.
 - c. Select each correct answer.
 7. If you want notes to appear when you print results, type these in the **Notes** box.
 8. If you want to create another question, press **Insert Another**, and then repeat steps 2 through 6.
- If you don't want to create another question, press **Finish**.

CREATING AND USING TABLES

You can add tables to your page. After you create a table, you can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphics files. If you want to customize a table, you can select a table, column, row, cell or selection of cells, and then you can move the table, change line type, fill and text properties, resize the table, a column or a row, insert or remove columns, rows or cells, split or merge cells, and add or remove a cell shade. You can also delete the tables that you don't want.

To insert a table

Press **Table**  in the top toolbar or select **Insert > Table** from the main menu. A grid appears.

Move the pointer over the grid to select the number of columns and rows that you want in the table. The cells of the grid correspond to the cells of your table. The table appears on the page.

To draw a table

1. Press **Pen** , and then select an available line type or select **Draw > Pen**, and then select an available line type. **NOTE:** Don't select a highlighter line style.
2. Draw a table on the interactive screen.
3. Press **Select** .

OR You can select a table drawn free-hand. If the table you drew is neat enough, you can choose “Recognize Table” from the object menu in the same way you would recognize text from handwriting.

Adding Objects to Tables

After you insert a table on a page, you can insert objects into the table's cells, including freehand objects, geometric shapes, straight lines, text and graphic files.

NOTE: You can add only one object to each cell. If you want to add multiple objects to a cell, you must group the objects before inserting them into the table.

To add an object to a table

1. Select the object.
2. Drag the object to the table cell.

You're unable to move an object if it's locked in place. The object appears in the table cell. If you add a text object to a table, the cell resizes to fit to the text object. If you add other object types to the table, the object resizes to fit the cell. If you add a flash object to a table, you can control the object by right-clicking on the Flash object, and then selecting **Flash > Play** and **Flash > Rewind**.

To remove an object from a table

1. Select the object.
2. Drag the object out of the table.

To paste a table from other programs

You can cut or copy a table from Microsoft Word software, and then paste it into a .notebook file as a table. If you want to cut or copy more than one table from Microsoft Word software, you must cut or copy each table individually. You can also cut or copy a table from a .notebook file, and then paste it into Microsoft Word software. However, the table's formatting and layout may vary when it appears in the Word document. You can cut or copy a table from Microsoft PowerPoint software, and then paste it into a .notebook file as an image. You're unable to paste it as a table object, or edit or manipulate the contents of the cells after the table appears on the page. You can also cut or copy a table from a .notebook file, and then paste it into Microsoft PowerPoint software. However, if the cell's contents are not text objects, these objects appear in Microsoft PowerPoint software as separate objects to the table. You're unable to include non-text objects in table cells in Microsoft PowerPoint software.

Selecting Tables, Columns, Rows or Cells

You can select a table, column, row, cell or selection of cells.

To select a table

Press outside, but near to, a corner of the table, and then drag a rectangle to the opposite corner. **NOTE:** Don't start dragging from inside the table. If you do, you select the table's cells instead of the table.

To select a column

Press inside the column's top cell, and then drag to the bottom cell.

To select a row

Press inside the row's left most cell, and then drag to the right-most cell.

To select a cell

Press inside, but near to, a corner of the cell, and then drag to the opposite corner.

To select multiple cells

Press inside the top and left-most cell, and then drag to the bottom and right-most cell. **NOTE:** If you select multiple cells and drag them to a different position on the page, you remove the contents of the selected cells in the original table and create a new table consisting of the selected cells and their contents.

Moving Tables

After you create a table, you can move it on the page.

To move a table

Select the table, press the square in the table's upper left corner, and then drag the table to a different position on the page or select all the table's cells, and then drag the cells to a different position on the page.

Changing a Table's Properties

You can add tables to your page and insert objects into the table's cells. You can use the Properties tab to change the table's properties, including its transparency, cell color, line color and more.

To change the properties of table, column, row, cell or multiple cells

1. Select a table, column, row, cell or selection of cells. If the Properties tab isn't visible, press **Properties**. Press **Fill Effects**. To change the transparency, press and drag the slider.

To change the fill to a solid color: a. Select **Solid Fill**. b. Select a color in the palette.

To change the fill to a gradient of two colors: a. Select **Gradient Fill**. b. Select a color in each palette. c. Select an option in the **Style** list.

To change the fill to a pattern: a. Select **Pattern Fill**. b. Select a pattern. c. Press **Foreground Color**, select a color in the palette, and then press **OK**. d. Press **Background Color**, select a color in the palette, and then press **OK**.

To change the fill to an image: a. Select **Image Fill**. b. Press **Browse**. The *Insert Image File* dialog box appears. c. Browse to, and select, the image you want to use as a background, and then click **Open**.

To change the line style:

a. Press **Line Style**. b. Select the color, thickness and style for the line.

To change the text style:

a. Press **Text Style**. b. Select the font type, style and size.

Resizing Tables, Columns or Rows

You can add tables to your page and insert objects into the table's cells. If you want to customize a table, you can resize the table, a column or a row.

To resize a table

Select the table and press the table's resize handle (the white circle), and then drag it to increase or reduce the size of the table.

To resize a column

Press **Select** OR Select **Draw > Select**, then press the vertical border to the right of the column. A resize pointer appears. Drag the vertical border to resize the column.

To resize a row

Press **Select** OR Select **Draw > Select** then press the horizontal border below the row. A resize pointer appears. Drag the horizontal border to resize the row.

Adding or Removing Columns, Rows or Cells

You can add tables to your page and insert objects into the table's cells. If you want to customize a table, you can add columns or rows.

To add a column

Select a column, then right-click in the column, and then select **Insert Column**. A new column appears to the right of the current column.

To remove a column

Select the column. Right-click in the column, and then select **Delete Column**.

To add a row

Select a row. Right-click in the row, and then select **Insert Row**. A new row appears below the current row.

To remove a row

Select the row. Right-click in the row, and then select **Delete Row**.

To remove a cell

Select the cell. Right-click in the cell, and then select **Delete Cells**.

NOTE: You're unable to remove a cell if it provides the only connection between two halves of a table.

Splitting or Merging Table Cells

You can add tables to your page and insert objects into the table's cells. If you want to customize a table, you can split or merge cells.

To split a cell

Select the cell. Right-click the cell, and then select **Split**. Select an option to split the cell into multiple rows and/or columns. **NOTE:** If you split a cell that contains content, the content appears in the top-left cell after the split.

To merge cells

Select the cells. Right-click the cells, and then select **Merge Cells**.

Adding or Removing Cell Shades

If you want to customize a table, you can add a cell shade to a table cell. This enables you to reveal the information in the cells slowly during the presentation.

NOTE: If you want to change the table's properties, resize the table, a column or a row, insert columns or rows, remove columns, rows or cells and split or merge cells, you must remove the cell shade first.

To add a shade to a table

Select the table. Press the table's menu arrow, and then select **Add Table Shade**.

To remove a shade from a table

Select the table. Press the table's menu arrow, and then select **Remove Table Shade**.

To add a shade to a cell or multiple cells

Select the cell or multiple cells. Right-click the cell or cells, and then select **Add Cell Shade**.

To remove a shade from a cell

Press the cell shade.

Removing Tables

You can remove tables from a page.

NOTE: You can remove all objects on a page, including tables, by clearing the page.

To remove a table from a page

Select the table. Select **Edit > Delete**. **NOTE:** You can also select this option by pressing the table's menu arrow, and then selecting **Delete**.

IMPORTING INTO NOTEBOOK

In addition to creating objects and adding them to the Gallery, you can import text, pictures, background pages and other content from a variety of sources. The method you choose depends on the kind of information you want to add to the file.

You can:

- Capture screens, windows, and regions.
- Attach a copy of a file, shortcut to a file or link to a Web page.
- Import files from another program using SMART Notebook Print Capture.
- Insert graphics files from your computer
- Insert scanned pictures.
- Paste text.
- Import Microsoft PowerPoint files.
- Import files from other whiteboard software programs.

NOTES

- SMART Notebook supports certain file types only when your computer is connected to a SMART product.
- If you import a file that SMART Notebook doesn't support, it appears in the Attachments tab. You can open attached files using third-party software but you're not able to add them to a page.
- SMART Notebook supports the .flv video format and .mp3 audio format, whether or not your computer is connected to a SMART product.

Importing a File with SMART Notebook Print Capture

When you install SMART Notebook, you also install SMART Notebook Print Capture. It works like any other printer, except that SMART Notebook captures its output in a .notebook file, instead of printing it on paper. You can import content into a .notebook file from a variety of sources. SMART Notebook Print Capture is a printer driver that imports a file or specified pages of a file into a .notebook file. Each page of an imported file appears as an object on its own page, with its original formatting and page breaks preserved.

To import a file using SMART Notebook Print Capture

1. In the source file you want to export to a .notebook file, select **File > Print**. The *Print* dialog box appears.
2. Select **SMART Notebook Print Capture** in the list of printers.
3. To change the page orientation or graphics resolution, you must:
 - a. Press the **Properties** or **Preferences** button. The *SMART Notebook Print Capture Properties* dialog box appears.
 - b. Select **Landscape** orientation or **Portrait** orientation.

c. To change the resolution of the imported image on the page, enter a number in the **Horizontal Resolution** and **Vertical Resolution** boxes.

d. Press **OK**.

NOTE: Do not press the ENTER key on your keyboard instead of the **OK** button because the ENTER key closes the dialog box without saving your changes.

4. Select a **Page Range**, and then press **OK**. If a .notebook file isn't open, a new file opens. Each page of the source file appears on a separate page OR If a .notebook file is open, each page of the source file appears in the current file after the current page. This process can take several minutes. **NOTE:** SMART Notebook software locks print capture graphics in place. You must unlock them before you can modify them.

Recommended Resolutions

If you adjust the resolution of the imported image, use the table below as your guide. Recommended graphics resolutions depend on the resolution of your screen. **TIP** Use the same value in both boxes to prevent image distortion. For best results, use a value between 50 and 100. The higher the resolution, the larger the image. Do not use the **Draft**, **Low** or **Medium** settings because they may not scale the image proportionally.

Screen Resolution	Recommended Graphics Resolution
1152 × 864	100 × 100
1024 × 768	90 × 90
800 × 600	60 × 60
640 × 480	50 × 50

Pasting Text

You can paste text from other programs onto a page in a .notebook file. **NOTE:**

You can also cut and paste (or copy and paste) text, images and objects from another page.

To cut text from another program and paste it on a page

1. In the other program, select the text you want to cut, and then select **Cut**.
2. In the *SMART Notebook* window, press **Paste** OR Select **Edit > Paste**.

To copy text from another program and paste it on a page

1. In the other program, select the text you want to copy, and then select **Copy**.
2. In the *SMART Notebook* window, press **Paste** OR Select **Edit > Paste**.

Importing Microsoft PowerPoint Files

You can import content into a .notebook file from a variety of sources, including Microsoft PowerPoint files.

NOTE: The files must be from Microsoft PowerPoint 2000 software or later.

To import PowerPoint files

1. In the *SMART Notebook* window, select **File > Import**. The *Open* dialog box appears.
2. Browse to, and select, the PowerPoint file you want to import.
3. Press **Open**. The PowerPoint file opens in the .notebook file. **NOTE:** Some gradient, pattern and image effects can't be imported. These effects may appear incorrectly on the page.

Exporting from Notebook Files

You can export your .notebook file in a variety of formats. You can also set SMART Notebook to export a file automatically when you display a different page or after a specified period of time. You can cut or copy text from .notebook files and paste it into other programs.

Exporting a File

You can export your .notebook file in a variety of formats, including HTML and PDF, as well as PowerPoint files or image files.

NOTES

- SMART Notebook doesn't export attachments when you export files as images. To include attachments, you must export your file as either HTML or PDF (Adobe Acrobat Reader 6.0 or later).
- SMART Notebook doesn't export files that you attach to your .notebook file as a shortcut. If you want to include a file attachment, you must attach a copy of the file.
- SMART Notebook doesn't export some gradient, pattern and image effects. These effects may appear as a solid fill or appear incorrectly in the exported file.

To export a file as HTML

1. Select **File > Export > Web Page**.
2. Browse to the folder where you want to export the file.
3. Type a name for the file in the **File name** box.
4. Press **Save**.

To export a file as image files

1. Select **File > Export > Image Files**.
2. Select a folder where you want to export the image files.

NOTE: SMART Notebook exports each page as a separate image file. SMART Notebook saves each image with a filename based upon the .notebook file's name and the page's number.

3. Select an **Image Type**.
4. Select an image **Size**.
5. Press **Save**.

To export a file as a PDF

1. Select **File > Export > PDF**. The *Export PDF* dialog box appears.
2. If you want to print thumbnails, select **Thumbnails** from the **Print What** column.
OR If you want to print handouts, select **Handouts** from the **Print What** column.

- OR If you want to print full pages, select **Full Pages** from the **Print What** column.
3. To add a header, a footer or a date to each printed page, type information in the **Header, Footer** and **Date** text boxes.
 4. To add a page number to each printed page, select the **Show page numbers** check box.
 5. If you are printing thumbnails, select a **Layout**:
 - a. Select **Full Page** (one thumbnail per printed page), **Large** (two thumbnails per printed page), **Medium** (four thumbnails per printed page) or **Small** (six thumbnails per printed page).
 - b. To include borders around each thumbnail, select the **Page Borders** check box.
 - c. To include the page name, select the **Thumbnail Titles** check box.
 6. If you are printing handouts, select a **Layout**:
 - a. Select a size of **Large** (one page from your .notebook file per printed page), **Medium** (two pages from your .notebook file per printed page) or **Small** (three pages from your .notebook file per printed page). Handouts also include space on the printed page for additional notes.
 - b. To include borders around each page from your .notebook file page, select the **Page Borders** check box.
 - c. To include the page name, select the **Thumbnail Titles** check box.
 7. To print the file, select **Print all** OR To print selected pages, select **Pages**, and then type the page numbers you want to print. Separate individual page numbers with commas and separate page ranges with a hyphen, for example, 1,2,4-7.
 8. Press **Save**. The *Print as PDF* dialog box appears.
 9. Browse to the folder where you want to export the file.
 10. Type a name for the file in the **File name** box.
 11. Press **Save**.

To export a file as a PowerPoint file

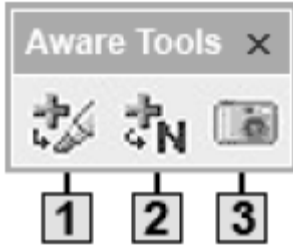
1. Select **File > Export > PowerPoint**. The *Save As* dialog box appears.
2. Browse to the folder where you want to save the new file.
3. Type a name for the file in the **File name** box.
4. Press **Save**.

USING WORD, EXCEL, OR POWER POINT

Microsoft WORD, EXCEL and POWER POINT are “ink aware” to different degrees. Ink Aware integrates SMART Board software with many types of applications, including Microsoft Word, Excel® or PowerPoint®. When you use an application that is ink aware, whatever you write or draw on your interactive whiteboard becomes embedded in the file, rather than an external note created over the file.

Microsoft Word

Now that Notebook software is loaded onto your computer, you will notice three new buttons when you open MS WORD. These buttons may be integrated with the normal toolbar, or may appear as a separate floating toolbar. If you do not see the toolbar, press VIEW at the top of the screen. Select Toolbars, then SMART Aware Toolbar.



1: Press this button to insert your notes directly into your Microsoft Word document. These notes will not appear as regular text. You will not be able to edit them in Word. The notes will be entered as if you imported a graphic.

2: Press this button to convert your handwriting or printing into your Word document as text. Your new text will appear at the cursor point, in the color they were written in.

These notes can be edited as text, as if you had typed them into the document.

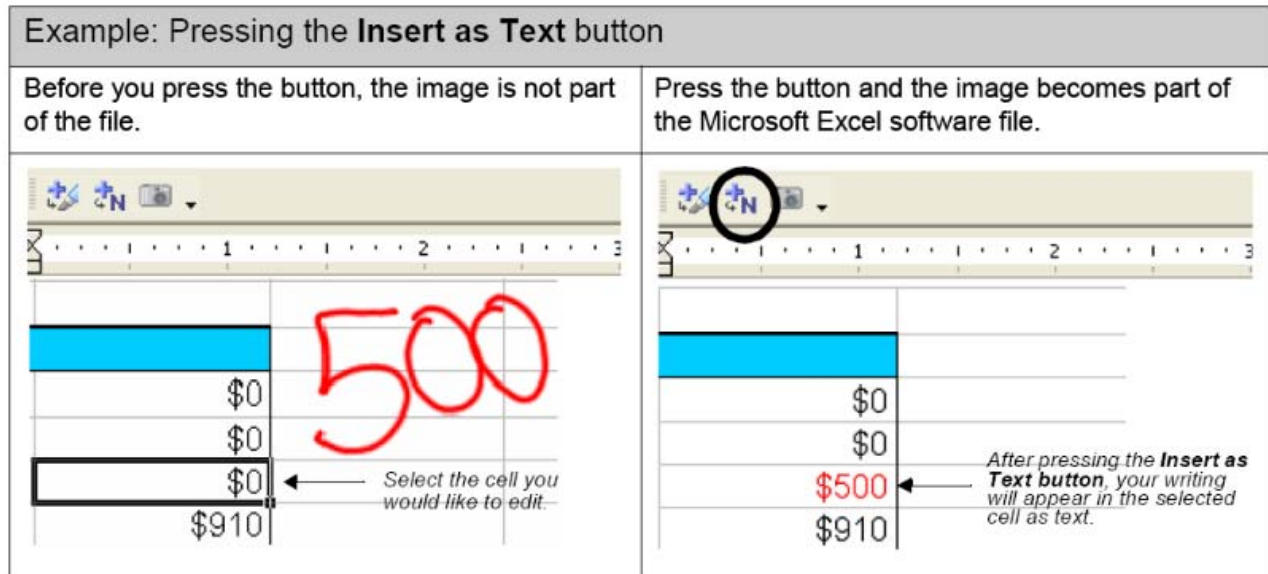
3: Press this button to capture an image of the screen into Notebook software. The image will not be editable.

Microsoft Excel

The same new toolbar appears when you open MS Excel. The function of the buttons is the same as it was for MS Word. Because Excel uses cells, the capabilities are slightly more specific in Excel.

Writing is still inserted as a graphic when you press the first button of the toolbar, and it is inserted as text when you press the second button of the toolbar. The third button on the toolbar still captures a screenshot of your work and opens it in Notebook as a picture. There really is only one difference. When transforming handwriting to text,

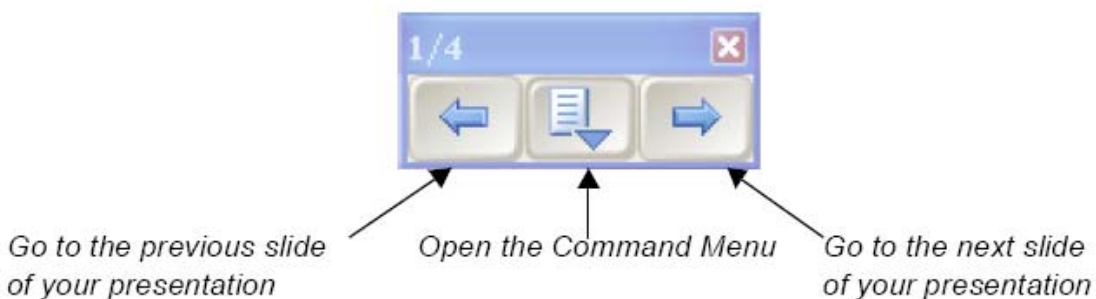
instead of text appearing where you placed the cursor, it will appear in a cell you previously selected.



Microsoft Power Point

MS Power point does not function in the same manor as MS Word and MS Excel. Use the Slide Show toolbar to access the Ink Aware features of PowerPoint software. The Slide Show toolbar appears automatically when you run a PowerPoint slide show.

Slide Show toolbar



The left and right arrows on this toolbar take you to the previous or next slide in your presentation. To go to the next slide, you can also double-tap the board with your finger. There is also a short-cut for the previous slide. When you double-tap the board, make

your second tap to the left of the first tap. Though you can save your notes as images and save screen captures to Notebook software, you can not convert your notes to typed text.

All possible actions relating to the use of the SMART board are found in the command menu that is opened with the center button.

Select	Use this tool to
Capture to Notebook	capture an image of the current slide to Notebook software
Insert Drawing as Image	save your notes directly into your PowerPoint software presentation
Clear Drawing	delete your notes from the page
Add Blank Slide	add an additional slide to your presentation
PowerPoint Commands	launch the PowerPoint Commands submenu
Settings	launch the Settings submenu
SMART Floating Tools	launch the Floating Tools toolbar
End Show	end the Slide Show

TROUBLESHOOTING THE BASICS

PROBLEM	CAUSE	POSSIBLE SOLUTION
Red Light on Smartboard SMART Board has stopped responding.	PC not connecting with Smartboard	Wait a few minutes. If it does not re-connect, restart computer. Some of our Smartboards have a reset button near the red light but behind the board. Try this if you have one. If this does not work, recalibrate your Bluetooth connection.
Computer image does not fit on the SMART Board	Someone adjusted your projector	Adjust the zoom and focus on the projector

<p>Pens in tray do not work</p> <p>Lights in pen tray not working properly</p>	<p>Possible bad connection</p>	<p>Most Smart Boards have a cable that comes from the smart board control panel box that connects into the pen tray which looks similar to a telephone cable. There are 2 possible sockets on the pen tray that this cable can connect to. Try the other socket.</p>
<p>No Image on SMART Board, but there is an image on my computer monitor.</p>	<p>Projector not working or SMART Board off</p> <p>Check for green light on SMART Board!</p> <p>Projector reading from a different source.</p>	<p>Turn on the projector.</p> <p>Allow time for projector to warm up.</p> <p>Be sure SMART Board is plugged in.</p> <p>If bulb in projector is not lighting up, you may need a new bulb.</p> <p>Be sure Computer 1 is selected on your SMART Board remote,</p>

USEFUL LINKS

[Software Download](#) -

Download the newest version of SMART Board software

[Template Downloads Search from SMART Technologies](#) –

a compilation of over 650 templates for the notebook that can be used and adapted to suit your needs K-12.

[The Smart Exchange](#) – Discussion topics to join or read about the use of the SMART Board.

[Activities](#) – Compilation of interactive on-line sites, lesson activities and Lessons useful with the SMART Board.

[Language Arts/Reading/Writing](#) –

Grades 1-8, copyediting, spelling, four block

[Math](#) –

Grades K-12, clocks, hundreds chart, graph templates, place value, making change, metric system, Pythagorean theory, grid templates, fractions, square numbers, geometry

[Science](#) –

Grades K-12, solar system, weather, plants & animals, skeleton, animal habitats

[Social Studies](#) –

Grades K-12, geography- world, United States

[Humanities](#) –

Grades K-12, music staff paper, elements of art & design

[Primary/Early Learning](#) –

PreK-1, colors, numbers, matching & sorting

[National Library of Virtual Manipulatives](#)

Site created by Utah State. Contains virtual manipulatives for math. You can search by strand or grade level.

[Lesson Activity Toolkit Reference Guide](#) – Need to know what to use all the new stuff in the Gallery for?

THE FOLLOWING LINKS ARE FROM YOUTUBE. YOU MAY NOT BE ABLE TO ACCESS THEM FROM SCHOOL.

[Creating a Lesson with the Checker Tool](#) – The man in this video demonstrates how to create a lesson in which the students are expected to label the parts of a heart. He is using the checker boxes from the Lesson Activity Toolkit in the Gallery.

[Using the Info Button](#) – The man in the video demonstrates how to create a lesson using the info boxes from the Lesson Activity Toolkit in the Gallery.

[Using the Question/Answer Flipper & Pull Tabs](#) – The man in the video demonstrates the use of the Question Answer Flipper and Pull-Taps in creative ways.

[Creating a Quiz](#) – The man in the video demonstrates how to use the quiz-creator tool from the Lesson Activity Tool-kit. He also uses the scrolling text as a key-word box.

[Demonstration of Table Use](#) – This video demonstrates the Table Feature in the new Notebook Software. You can create videos similar to this and post them on YouTube by using the SMART Recorder.

[Demonstration of the Shape Pen](#) – This video demonstrates the use of the new Shape Recognition Tool in SMART Notebook 10.

[The Magic Pen Tool](#) – This is a demonstration of the New Magic Pen Tool from Notebook version 10.

[Delicious](#) – Page opened by the original SMARTBOAR cohort at SOCSO. Contains favorite links chosen by SOCSO faculty. Links for clip-art and games, lessons etc. The user name is Smart_Board and the password is OSOCSO if you wish to edit the page by adding more links or descriptions.