SMART
Technologies Inc.
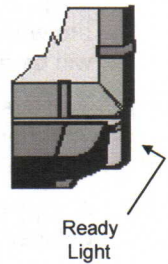
SMART Board™ Interactive Whiteboard Basics

This Quick Reference provides an overview of the information you need to begin using a SMART Board interactive whiteboard. 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

Ready
Light

1   Ensure the interactive whiteboard and projector have been connected to the computer.

2   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.

3   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 available on the attached computer.

Orienting the SMART Board Interactive Whiteboard

You should orient your interactive whiteboard when setting it up, or if either the projector or interactive whiteboard has been moved since you last used it.

1   Press and hold both pen tray buttons until the orientation interface appears.
    or
    Press the SMART Board icon in the Microsoft® Windows® Notification Area, located in the bottom right of your screen.

2   Select **Orient** from SMART Board Tools.

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

Notebook...
Recorder...
Video Player...
Keyboard...
Floating Tools...
Start Center...
Other SMART Tools ▶
Control Panel...
Orient...
Check for Updates...
Help...
Exit

2:20 PM

Notification Area

Controlling Projected Applications

Use your finger the same way you would use the mouse to control applications on the SMART Board interactive whiteboard.

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

•   For tasks that require a right-click, press the **Right Mouse** button on the pen tray. Your next press will be recognized as a right-click. You can also press and hold the area of the screen you would like the interactive whiteboard to recognize as a right-click.

Writing and Erasing Annotations

Pick up a pen from the pen tray to write on the interactive whiteboard. You can write over the desktop or any open application. When writing, press firmly and consistently on the whiteboard and avoid resting your hand on the surface. The cursor will reappear when you return the pen to the pen tray and you'll regain touch control. If you return the pen to the pen tray without capturing the annotation, your annotation will disappear the next time you touch the screen. How to save annotations is covered on the next page.

Pick up the eraser from the pen tray. Move the eraser in a smooth motion over your annotations to erase them. The interactive whiteboard only recognizes the last tool removed from the pen tray. For example, if you already have a pen in your hand when you pick up the eraser, the whiteboard will assume you want to erase.

Saving Your Annotations

You can save the annotations that you have written on the interactive whiteboard for future reference.

1   Pick up a pen from the pen tray and the Floating Tools toolbar will appear. You can now save annotations to a Notebook™ file.

Floating Tools Toolbar

NOTE: If the Floating Tools toolbar does not appear when picking up a pen, the application you are working in may be Ink Aware. If the application is Ink Aware, these buttons will be available in the toolbar.

2   To save a selected area of your notes, press the camera icon on the toolbar. Then press and drag your finger to outline the area you want captured. The camera button in Ink Aware applications will capture the entire screen.

3   A copy of Notebook software will open automatically. More information on Notebook software is outlined below.

4   Select Notebook software from the open programs to view your notes.

NOTE: If you want to save your notes select **File > Save** before closing the Notebook file.
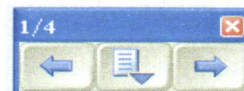
Notebook Software

Notebook software acts as an electronic notebook that can be used to edit, save and distribute information written on a SMART Board interactive whiteboard. Free training material on how to use Notebook software is available for download at http://www.smarttech.com/Trainingcenter/.

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   Open PowerPoint software and your presentation.

2   Select **View > Slide Show**. The Slide Show toolbar will appear.

Slide Show Toolbar

3   To move backward or forward through the presentation, use the arrows on 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.

4   To make annotations on a PowerPoint slide, pick up a pen from the SMART Pen Tray and write over the slide.

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 drop-down menu will appear.

2   To save your annotations in Notebook software, select **Capture to Notebook**. Notebook software will automatically open when you select this option.

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

4   Select **File > Save** before you close Notebook or PowerPoint software.
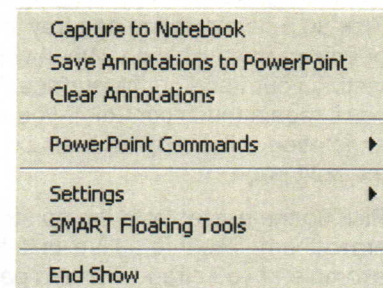
NOTE: By default, PowerPoint will save all annotations made during a slide show.