

Interactive Whiteboards using Smart Board software

This document provides an introduction to using interactive whiteboards using the Smart Board software. It covers using the interactive whiteboard to capture annotations and how to use the tools to work with other applications.



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Conventions:

In this document, the following conventions are used:

- A typewriter font is used for what you see on the screen.
- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A *slanted typewriter font* is used for items such as filenames which you should replace with particular instances.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- A **bold font** is also used where a technical term or command name is used in the text.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.

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1 What is an Interactive Whiteboard?

An interactive whiteboard is a touch-sensitive projection screen that allows you to control a computer directly, by touching the board rather than using a keyboard or mouse (although these can still be used).

As you point at active elements on the board, using your finger or an appropriate electronic 'pen' as a mouse, the action is transmitted to the computer.

This technology requires a computer, a projector and the whiteboard itself. The computer is connected to the projector and whiteboard, and the projector displays the computer screen image on the board.

1.1 What can they be used for?

- Present ideas to large audiences.
- Write over the top of applications to highlight and annotate points (e.g. Word or PowerPoint)
- View and navigate the Internet from the whiteboard, to display and annotate websites
- Students/audience members can approach the whiteboard and add their contribution to the discussion by writing directly on the whiteboard. These annotations can then be saved and exported for future reference.

2 Introducing the Smart Board software

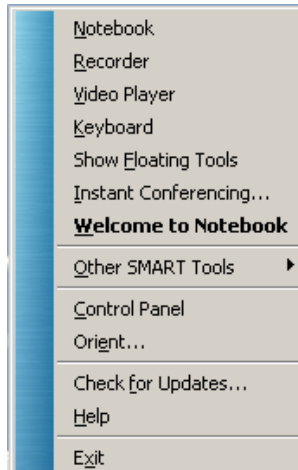
There are different types of interactive whiteboards, this guide deals specifically with Smart Boards and the **Smart Board software version 10**.

Note: the Smart Board software is available to download to your own PC. Staff members who would like to run Smartboard software on their home or office computers should contact the Service Desk (Ext: 41515 or email itservicedesk@durham.ac.uk). Note that it is no longer possible to download the software directly from SMART's website without a product key.

To launch Smart Board software:

Look for the small Smart Board icon  in the bottom right toolbar system tray.

Clicking on this icon will launch a sub menu with a selection of functions available.



Smartboard view the 'Welcome Centre' as the key route to navigating the software:

Select **Welcome to Notebook** to access to all the Smart Board Tools.

Double clicking the Smartboard icon will also launch the **Welcome Centre**

(OR Click on **Start – Programs – Smart Technologies - Smart Notebook - Welcome Centre** to launch the **Welcome Centre**.)

This section will give an overview of each of the above menus in order:

2.1 Notebook



Notebook – the notebook can be used to create, organise, save and print notes and annotations, the equivalent of an electronic flipchart. The notebook contains different tools such as clip art and shapes and you can also import graphics and text from any other application. You can also share your Notebook file with others in HTML format, PDF or one of the supported image file formats. Prior to a teaching session you can use the Notebook software tools to create a multi-page Notebook file which can be reopened during the teaching session with the pre-prepared materials.

In addition to being an electronic flipchart, when you use the **Screen capture tools**, the Notebook also serves as a receptacle for anything you write on the Interactive Whiteboard over any application. When you perform a capture, the image is automatically placed on a new page of the current Notebook file.

2.2 Recorder



Recorder – with the Recorder you can record everything you do during an interactive whiteboard session, using any application. You can then play the recording using for example Windows Media Player. The Recorder

produces standard Audio Video Interleave (AVI) files.

2.3 Video Player



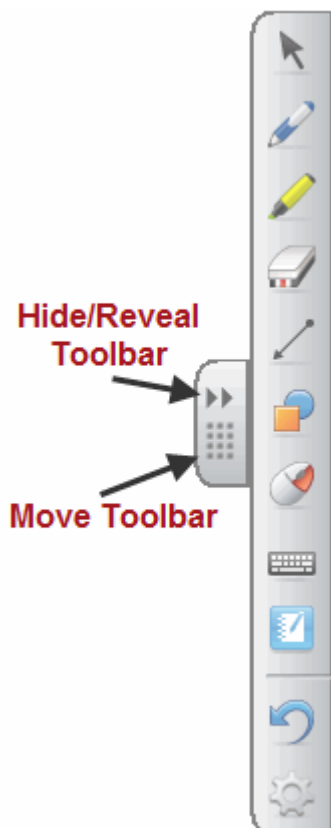
Video Player - use the Video player to play videos and annotate over them. The video player supports all the video file types supported by Windows Media Player.

2.4 Keyboard



Keyboard – you can use the keyboard if you wish to type (rather than write) text e.g. to rename a file. This enables you to do this on screen without having to move to use the keyboard attached to the PC. If you prefer not to type, you can press the **Write** button on the Smart Keyboard and then write in the **Hand Recognition** window with your finger or a stylus, which will convert your hand written text to printed text.
N.B. You need to write fairly neatly to get the best results with this utility












2.5 Floating tools



Floating tools – the floating tools palette floats over all open applications and allows you to perform a variety of operations.

The floating toolbar can "float" anywhere on the screen. You can click on the dotted gray area of the toolbar with the mouse and drag it to a different location on the screen.

Floating tools includes a **pen**, **highlighter** and **eraser** and tools for producing a **right-mouse click**, **screen capture** and an **undo** command for restoring cleared annotations. These can be further customised to suit an individual's choice.

	The <i>Select</i> tool allows you to work in mouse mode using either the pen or the mouse.
	The <i>Pen</i> tool allows you to mark-up the screen, using either the pen or the mouse.
	The Line tool allows you to draw customized lines, using either the pen or the mouse.
	The Shape tool can also be customised to create pre-formed shapes.
	The <i>Highlight</i> tool allows you to highlight areas of the screen, using either the pen or the mouse.
	The <i>Eraser</i> button allows you to erase mark-ups on the screen using either the pen or mouse.
	When you press the <i>Right Click</i> button in pen mode, the pen's next contact with the screen is interpreted as a right-click with a mouse.
	The Keyboard button launches the onscreen keyboard. This is not needed when there is an actual keyboard present.
	This button launches the SMART Notebook Software.
	The <i>Undo</i> button allows you to undo an action or mark-up.
	The Customise button allows you to personalize this toolbar with a wealth of additional tools.

2.6 Instant Conferencing

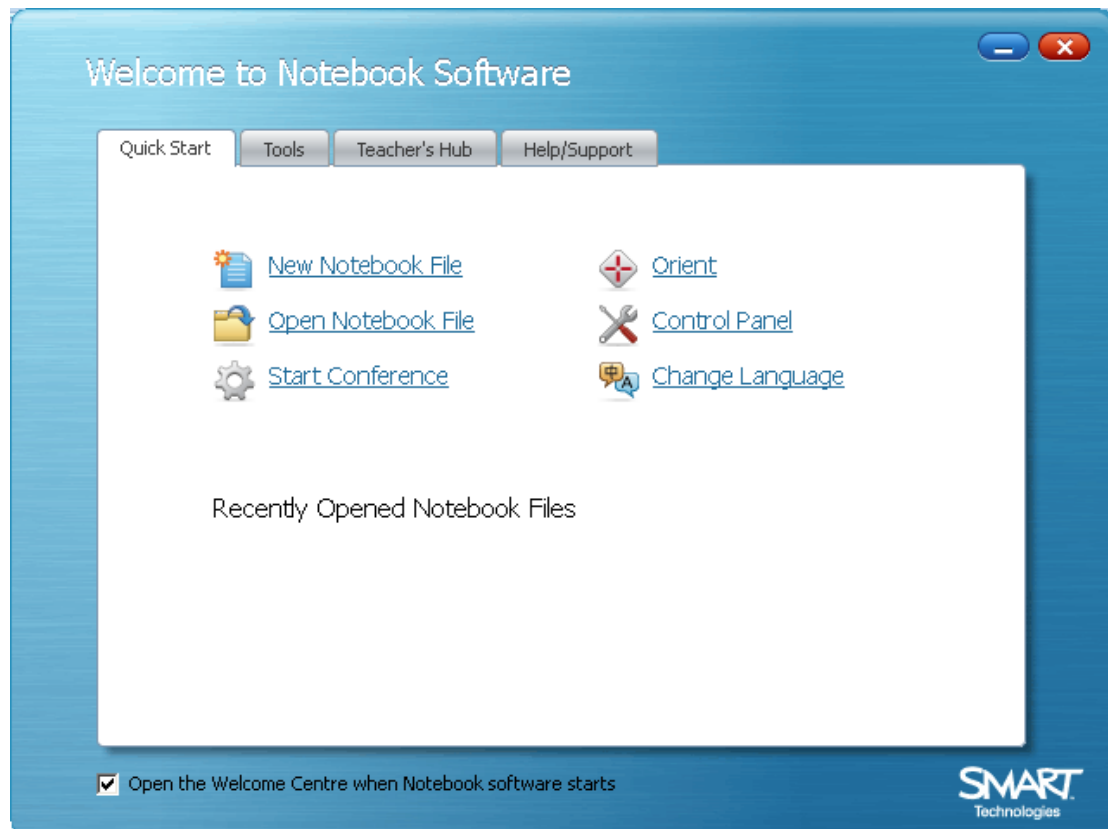
This facility is not implemented in our classrooms.

2.7 Welcome to notebook

The **Welcome Centre** is a compact, movable toolbar that contains the most frequently used SMART Board features and applications.

The **Welcome Centre** provides several tabs, each with options to launch commonly used applications and tools.

2.7.1 Quick Start



This tab provides options designed to get you up and running quickly, with the most frequently used actions at your fingertips.

You can create a new Notebook file, open a previously created file, start a conference, change languages, orient your SMART Board, and access the Control Panel to configure a variety of software and hardware options.

Changing the Smart Board language settings

The smart Board software enables you change the language settings to a language of your choice.

1. Select Change Language from the quick start tab of the welcome Centre
2. Select a Language from the list and click **okay**.

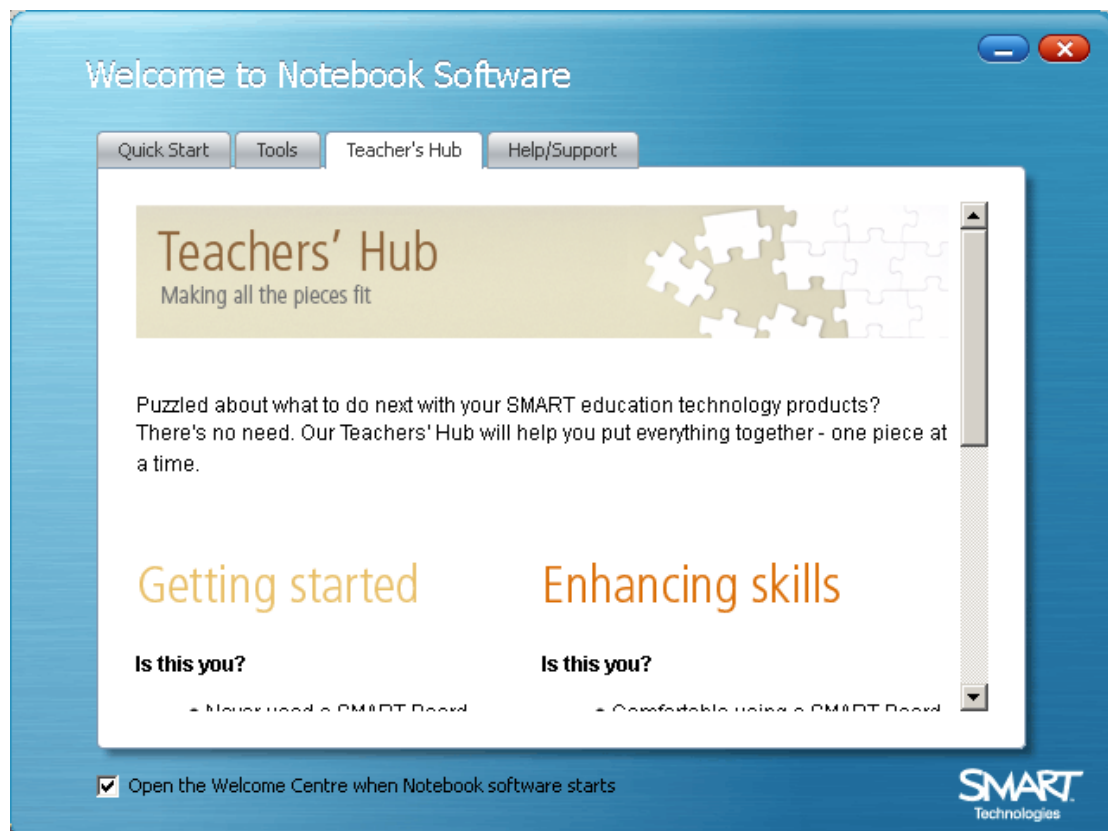
NB. On a NPCS machine when you log out the language setting automatically reverts back to English. On a MDS machine you will need to manually reset the language back to English using the above procedure.

2.7.2 Tools



The Tools tab provides direct access to each of the functions that help you operate the SMART Board interactive whiteboard more effectively. In addition to basic functions such as the On-Screen Keyboard and Floating Tools, you will also find multimedia tools that allow you to create and present dynamic content.

2.7.3 Teacher's Hub



This tab provides access to resources to help you to get started with using a SMART Board interactive whiteboard into your classroom.

- Training - Online training sessions, Printable materials, Two-Minute Tutorials, Training events, Learning path for teachers
- Curriculum resources - SMART-created lesson activities, Create your own lesson activities, Notebook interactive viewer, Lesson Activity Toolkit
- Professional development - ED Compass newsletter, Bulletin board, Case studies, showcase schools

2.7.4 Help/Support

The Help/Support tab provides access to support sources such as help files. You will also find your software version information here.



2.8 Other SMART tools

This menu from the Smartboard icon provides access to the following features.

- **Lock all SMART devices**
- **Screen Shade**
- **Spotlight**
- **Magnifier**
- **Calculator**
- **Pointer**
- **Screen Capture Toolbar**

2.9 Control Panel



Control Panel – the Control Panel enables the user to configure a number of the interactive whiteboard functions. The user can customise pen settings, change the language set ink aware settings and is also one of the routes to set the board Orientation.

2.10 Orient

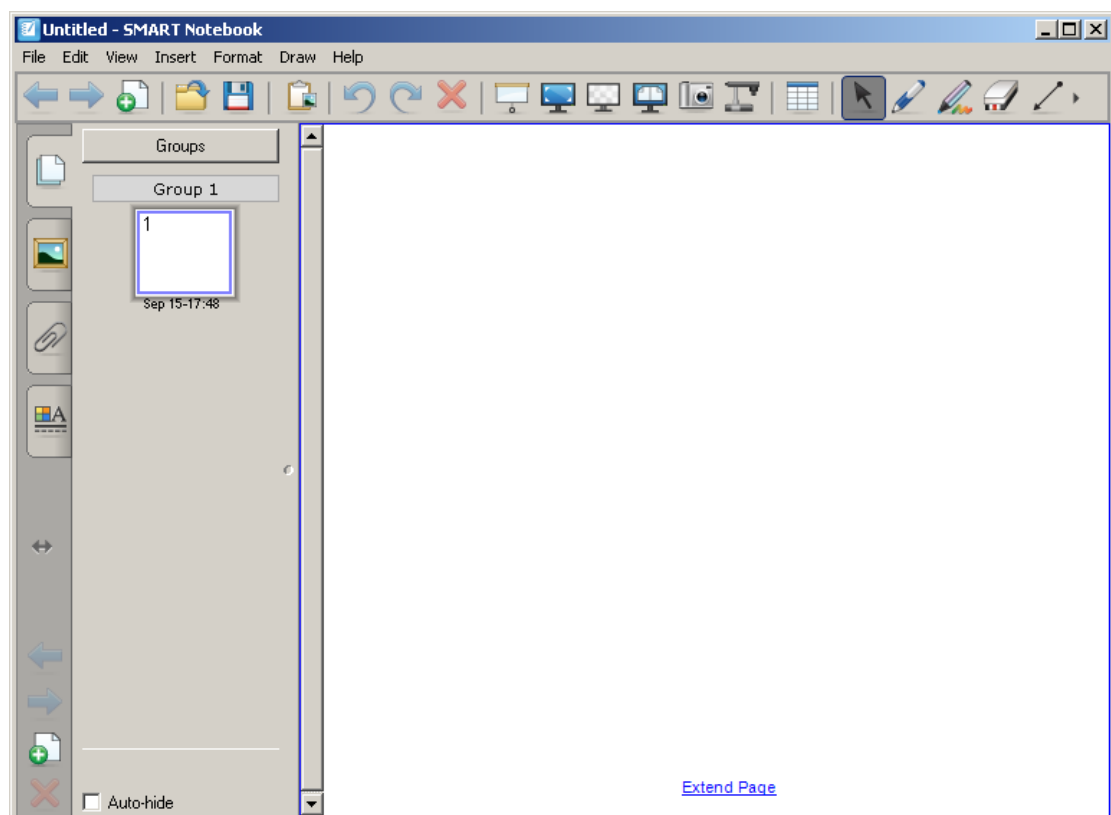
The **orient** function can be used to calibrate the screen and pen to suit the user. An important aspect of the Smart Board operation is to ensure that the board is lined up correctly so when you touch the screen it accurately detects your pen or finger position. To check the Smart Board alignment / orientation

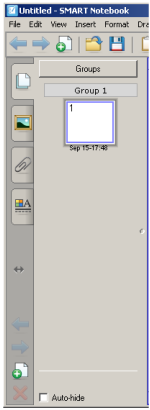
1. Select the orient function, by clicking the Smartboard icon and choosing orient, or choosing orient from the quick start tab on the Welcome Centre.
2. The Smart Board now displays a series of red crosses on the screen. Firmly touch the centre each of these crosses. When complete the orient screen disappears and is now set up correctly.

3 Using the Notebook Software

The Notebook is like an electronic flipchart or dri-wipe white board, which you can use the pen tools to create and annotate objects. You can have multiple white boards available to you at the same time. The boards can be cleaned effortlessly and you can save your work to a file. It acts as an extension to your PC, so you can do everything at the board if you so wish.

You can also import a wide variety of material from the in house gallery or the web or from your own files to annotate or enhance.





3.1 Sorting information in Notebook

The Notebook window has a number of tabs on the left hand side. These are **Page sorter**, **Gallery**, **Attachments** and **Properties** (labelled Fill Effects). These can be accessed by the view menu across the top.

The **Page Sorter** tab shows thumbnail versions of all the pages in your current file. Each thumbnail includes the page title and a dashed red rectangle that indicates the visible area of the active page. Use the page sorter to jump to the page you want, rearrange your pages, move objects to a new page and access attachments.

With the Page Sorter in the Whiteboard you can:

1. Rearrange pages by dragging the thumbnails to new positions in the Slide Sorter
2. Move selected objects to a different page by dragging the objects from the current page onto a thumbnail
3. Jump to a specific page by clicking its thumbnail
4. Group pages by clicking on the **Groups** button. Choosing **edit groups**, allows you to organise your pages. The page groups feature allows SMART Notebook pages to be organised into different groups. You can drag individual pages from one group to another, move whole groups to change their order and show one group at a time in the Page Sorter.
5. Open the Attachments view by click in the **Attachments** folder at the bottom of the Slide Sorter

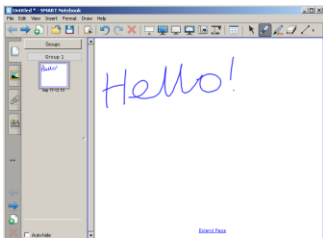


1. To insert a new page, select **Insert | Blank Page** (or click the **Add Page** icon)
2. To delete pages, click on the page you want to remove and select **Edit | Delete Page**.

3.2 Writing with the pen tool in Notebook



1. From the **Draw** menu select **Pen** or press the **Pen** icon
2. Select your choice of pen or select **Customise** from the bottom of the drop down menu



Change the pen attributes as required

You can change the **Colour, Line Width or Transparency** from this window
Note: All these attributes can also be changed by clicking the different icons above the Notebook area

You can now write or draw on the screen with your finger

The Whiteboard also comes with four pens in four individual pen trays (default colours Black, Blue, Green and Red)

Select a pen from the tray, a led light will come on in the tray to indicate the pen tool is active together with the pen icon above the Notebook area will show that it has been selected

You will now be able to write on the Whiteboard in the colour that you selected
N.B. to return back to cursor mode simply click the select (pointer) icon on the toolbar




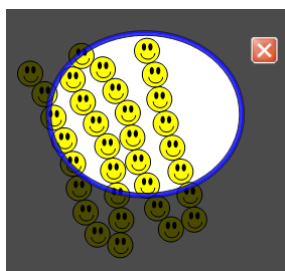
You can also convert your **Handwriting** to **Typed Text** by selecting the object, clicking the ▼ in the upper-right corner and selecting the interpretation you want from the alternatives that appear.

3.3 Using the magic pen

3.3.1 Spotlight

Draw a circle on the screen with the Magic Pen tool to create a spotlight effect in that area. To open a spotlight window


1. Press **Magic Pen** .
2. Using your finger or pen tray pen (on interactive whiteboards) or tethered pen (on interactive pen displays), draw a circle on the interactive screen.
3. A spotlight window appears.



3. To reduce the window's size, press in the middle of the spotlight window and then drag it to the left.

OR


To increase the window's size, press in the middle of the spotlight window and then drag it to the right.

4. To move the window around the interactive screen, press near the edge of the spotlight window and then drag it.
5. To close the spotlight window, press .

3.3.2 Magnification

Draw a rectangle on the screen to magnify the content in the rectangle.

To open a magnification window

1. Press **Magic Pen** .
2. Using your finger or pen tray pen (on interactive whiteboards) or tethered pen (on interactive pen displays), draw a square on the interactive screen.

A magnification window appears.



3. To reduce its size, press in the middle of the magnification window and then drag it to the left.

OR


To increase its size, press in the middle of the magnification window and then drag it to the right.

4. To move the window around, press near the edge of the magnification window and then drag it.

5. To close the magnification window, press .

3.3.3 Fading Objects

To create a fading object

1. Press **Magic Pen** .
2. Using your finger or pen tray pen (on interactive whiteboards) or tethered pen (on interactive pen displays), write or draw objects on the interactive screen. The objects slowly fade after 10 seconds.

3.4 Using the creative pen



1. From the **Draw** menu, select **Creative Pen** (or click the **Creative Pen** icon)
2. Select a pen design and write with your finger or a pen from the tray



3. From the **Draw** menu, click **Select** to return to left-click mode, or click the **Select** icon

3.5 Using the Delete, Undo and Redo functions



1. To delete, select the object then click on the **Red Cross**
2. To undo click on the anti-clockwise shaped **Arrow**
3. To restore click on the clockwise shaped **Arrow**

3.6 Highlighting an object



1. From the **Draw** menu, select **Pen** (or click the **Pen** icon)
2. Select a highlighter and change the attributes if required, as described in point 2 above
3. To highlight some text, drag your finger or a pen from the tray over the text
4. From the **Draw** menu, click **Select** to return to left-click mode, or click the **Select** icon



3.7 Drawing and changing attributes of shapes

3.7.1 Using the shape tool

You can **add shapes** to the page, including common geometric shapes, using the Shape tool.

1. From the **Draw** menu, select **Shapes** or press the **Shapes** button on the toolbar
2. Click on the required **Shape** and then drag it to the required Notebook page
3. Drag your finger until you are satisfied with the size of the object..

To change the attributes of the shape you require:


1. Click on **Customise**, to change the **Colour, Line Width, Fill Colour** and **Transparency**

From the **Draw** menu, click **Select** to return to left-click mode, or click the **Select** icon

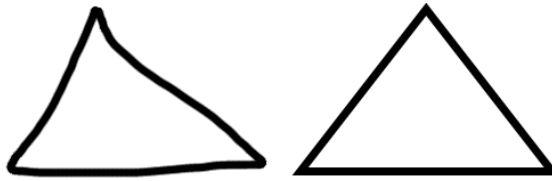
3.7.2 To draw a shape with the Shape Recognition Pen tool

You can use the Shape Recognition Pen tool to draw circles, ovals, squares, rectangles, triangles and arcs.

Note: To remove a shape from a page, you must **delete** it. The Eraser tool does not remove shapes.

1. Press **Shape Recognition Pen** .
2. **Draw a shape** on the interactive screen.

If SMART Notebook recognises your drawing as a circle, oval, square, rectangle, triangle or arc, it adds this Shape to the page.



SMART Notebook recognises the drawing as a triangle and replaces your drawing on the page with a triangle.

3. To customise the shape, **select** the shape and then edit its **properties**.

NOTE: You can also manipulate the shape

3.8 Working with objects in Notebook

The annotations you create in Notebook are individual, selectable objects that you can edit in a variety of ways.

You can:

- Move objects

- Group and ungroup objects

- Protect an object from further editing i.e. lock in place

- Reorder objects within an object stack

- Rotate or resize objects

- Flip objects either vertically or horizontally

- Format objects

- Copy and paste with a single action using the **Infinite Cloner** function

- Place video files as objects directly into Notebook

- Link objects to a Web page

- Delete or erase objects.

3.8.1 Selecting objects

Before you can move or edit an object, you must select it. When you do this, a selection rectangle with a resize handle and a rotation handle surrounds the object.

To select a single object from the **Draw** menu, click **Select** and click the object.

To select several objects from the **Draw** menu, click **Select** and drag your finger to draw a selection rectangle over the objects you want to select.

To select all objects on the current page, from the **Edit** menu, click **Select All**.

3.8.2 Rotating and resizing objects

To rotate a single or several objects:

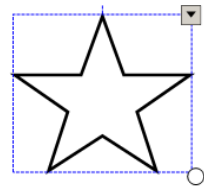
From the Draw menu select the Star tool and drag your finger to create a star

Click on the object using the Select tool

Move the cursor over the rotation handle (white circle)

Two arrows in the shape of a circle appear

Drag the circular arrows to rotate the object.



To resize an object:

Select the object and move the cursor over the resize handle in the bottom-right corner of the selection rectangle. The cursor changes to a two-headed arrow

Drag the resize handle to enlarge or shrink the object.

3.8.3 Moving objects

You can rearrange the objects on a page by dragging them to new position or you can move objects to another page by dragging them to a thumbnail in the Side Sorter.

Click on the star using the select tool

Drag it to any position on the page or onto a new thumbnail page in the Page Sorter.

3.8.4 Grouping and ungrouping objects

You may want to group several objects into a single graphical object. That way, when you select any object in the group, the entire group is

automatically selected. You can then move, edit, copy and resize this group as a single unit. However, when you create a group, you can no longer edit, resize or move the individual objects in the group until you ungroup them.

To group several objects, circle an area with your finger which encapsulates all the objects you wish to group. From the **Draw menu**, select **Group**

To ungroup, select the object group that you want to ungroup. From the **Draw menu**, select **Ungroup**.

3.8.5 Protecting objects from further editing

Select the objects to protect

Select **Format, Lock in place** this protects a single object or a group of objects from subsequent editing.

To restore all protected objects for further revision

Select the objects

Click on a small padlock which appears in the top RH corner of the object field

Click on **Unlock** to remove the protection.

3.8.6 Copy and paste using the Infinite Cloner function



Select an object you wish to produce multiple copies from

click on the dropdown menu on the object

select infinite cloner

click on the object to create a copy then drag it away from the original

to remove the infinite cloner function click on the object

Click on the infinity symbol  and  then click on the infinite clone tab to remove.

3.8.7 Rearranging Stacked Objects

When you copy and paste multiple objects onto the same page, they often become stacked on top of one another. You may want to rearrange these objects to reveal an object hidden within the stack.

Select the **Bring Forward** and **Send Backward** commands in the **Draw Order** menu to move a selected object forward or backward in a stack. To move an object to the front or rear of the stack, select the **Bring to Front** and **Send to Back** commands on the **Draw, Order** menu.

3.8.8 Aligning Objects on a Page

You can move objects to another location on a page. If you want, you can display guidelines on a page to assist you in aligning objects with other objects, as well as the page's vertical and horizontal centres. You can also set objects to align automatically with these guidelines when you move the objects on a page.

To display guidelines

1. Select **Format > Alignment**.

The Alignment Guides dialogue box appears.

To display a guideline when you move an object into alignment with another object, select **Show guides for active objects**.

NOTE: To hide this guideline, clear the **Show guides for active objects** check box.

2. To display a guideline when you move an object into alignment with the page's vertical centre, select **Show vertical page centre guide**.

NOTE: To hide this guideline, clear the **Show vertical page centre guide** check box.

3. To display a guideline when you move an object into alignment with the page's horizontal centre, select **Show horizontal page centre guide**.

NOTE: To hide this guideline, clear the **Show horizontal page centre guide** check box.

4. To automatically align objects to guidelines when you move the objects on a page, select **Snap objects to guides**.

NOTE: To disable this option, clear the **Snap objects to guides** check box.

5. If you want to change the colour of the guidelines, press the coloured bar to the left of **Guide Colour** and then select a **colour**.
6. Press **OK**.

3.8.9 Linking Objects

You can link any object in your Notebook to a Web Page, a File on this computer, a Page in this file or to a Current Attachment in the attachment folder:

Select the text or graphic that you want to link

Select **Link** from the **Insert menu**. The **Insert Link** dialog box opens

For a **Web** page type the Address to which you want to create a link and click **OK** a small **globe** will appear in the bottom left hand corner of the object to indicate it is now linked

For a **File on this Computer** locate the file via the browse for file option, select it and click open. A copy of the file will be placed in your attachments folder. a small **paperclip** will appear in the bottom left hand corner of the object to indicate it is now linked


For a **Page in this File**, when this option is selected a drop down menu appears listing all the available pages to link to. Select a page, a small **screen** will appear in the bottom left hand corner of the object to indicate it is now linked

Select the object you wish to link to a file in your **Current Attachment** folder and click **OK**, a small paperclip will appear in the bottom left hand corner of the object to indicate it is now linked.

3.8.10 Animating Objects on a Page

You can animate an **object** to fly onto a page from the side, spin, fade in, shrink and more. You can set the animation to start when you open a page or when you press the object.

To animate an object

1. Select the object.
2. If the **Properties tab** is not visible, press **Properties** .
3. Press **Object Animation**.
4. Select options in the **Type, Direction, Speed, Occurs** and **Repeats** lists.


3.8.11 Changing object properties

You can select an object on the page and change its properties. The properties you can change depend on the object that you select. You can also select several objects and change their properties at the same time.

The Properties tab displays options for the selected object only. Some of the following fill effects are unavailable for some object types. You can also define a fill effect and apply it to objects.


- A. To change the object's transparency

Select the object.

1. If the Properties tab is not visible, press **Properties** .
2. Press **Fill Effects**.
3. Press and drag the slider.


B. To change the object's fill to a solid colour

Select the object.

1. If the Properties tab is not visible, press **Properties** .
2. Press **Fill Effects**.
3. Select **Solid Fill**.
4. Select a colour in the palette.


C. To change an object's fill to a gradient of two colours

Select the object.

1. If the Properties tab is not visible, press **Properties** .
2. Press **Fill Effects**.
3. Select **Gradient Fill**.
4. Select a colour in each colour palette.
5. Select an option in the **Style** list.


D. To change an object's fill to a pattern

Select the object.

1. If the Properties tab is not visible, press **Properties** .
2. Press **Fill Effects**.
3. Select **Pattern Fill**.
4. Select a pattern.
5. Press **Foreground Colour**, select a colour in the palette and then press **OK**.
6. Press **Background Colour**, select a colour in the palette and then press **OK**.

E. To change an object's fill to an image

Select the object.


1. If the Properties tab is not visible, press **Properties** .
2. Press **Fill Effects**.
3. Select **Image Fill**.
4. Press **Browse**.

The *Insert Image File* dialogue box appears.

6. Browse to and select the image that you want to use as a background and then click **Open**.


F. To change an object's line style

Select the object.

1. If the Properties tab is not visible, press **Properties** .
2. Press **Line Style**.
3. Select a colour, thickness and style for the line.

G. To change an object's animation

Select the object.

1. If the Properties tab is not visible, press **Properties** .
2. Press **Object Animation**.

3.8.12 Checking the spelling of text objects

If you type text on a page, you can check its spelling.

To check spelling

1. Select the object.
2. Press the object's menu arrow and then select **check spelling**
3. If SMART Notebook finds a misspelled word, the Spelling Check dialogue box appears. This dialogue box displays the misspelled word and suggests alternatives.
 - To keep the word's current spelling, press **Ignore Once**.
 - To change the word's spelling, select the correct word in the **Suggestions** list and then press **Change**.

A dialogue box appears asking whether you want to check the spelling in the rest of the file.

4. To check the remainder of the file, press **Yes**.

OR

To close the Spelling Check dialogue box without checking the rest of the file, press **No**.

3.9 Measurement tools

Using the Measurement Tools

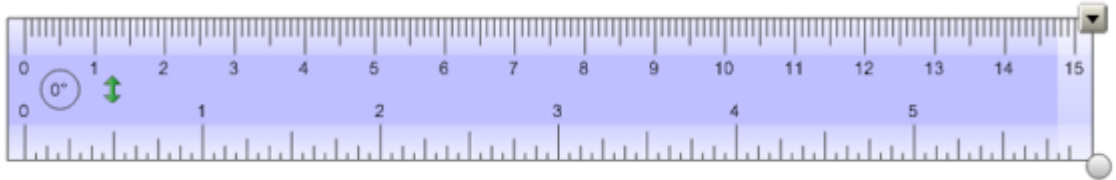
Using SMART Notebook's measurement tools, you can insert a ruler, protractor, Geodreieck protractor or compass into a page.

3.9.1 Using the Ruler

You can insert a ruler into a **page** and then manipulate its size, length, rotation and location, and draw along its edges.

To insert a **ruler** press **Measurement Tools**  and then press **Ruler** .

A ruler appears.



To move the ruler, press the middle of the **ruler** (displayed as a darker shade of blue) and then drag the ruler to a different position on the page.

To resize the ruler,

1. Press the ruler.
2. Press the object's resize handle (the circle in the bottom right-hand corner) and then drag it to increase or reduce the object's size.

To lengthen the ruler (without changing its scale), press the ruler's far edge, between the menu arrow and the resize handle, and then move your finger away from the ruler.


To shorten the ruler (without changing its scale), press the ruler's far edge, between the menu arrow and the resize handle, and then move your finger toward the middle of the ruler.

To rotate the ruler, press the top or bottom edge of the ruler (displayed as a lighter shade of blue), and then drag the ruler in the direction that you want to rotate it. The ruler displays the current rotation in degrees.

To reverse the measurements press the ruler's flip symbol .

If the metric measurements appeared on the top edge of the ruler, they now appear on the bottom edge and vice versa.

To draw using a pen and the ruler

1. Press **Pen**  and then select an available line type.
2. Draw along the edge of the ruler.

Digital ink appears in a straight line along the edge of the ruler.

To remove the ruler

1. Press the ruler.
2. Press the ruler's menu arrow and then select **Delete**.

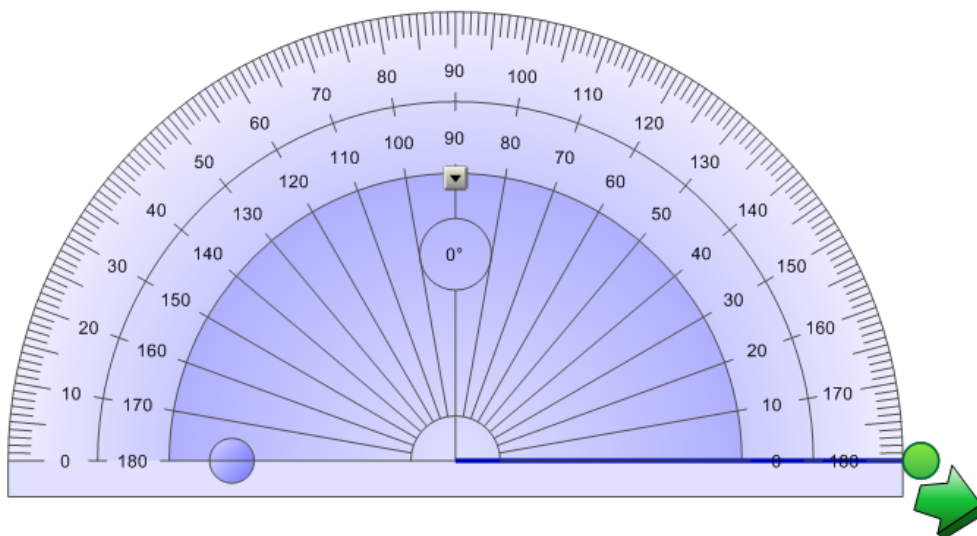
3.9.2 Using the Protractor

You can insert a protractor into a **page**, manipulate its size, rotation and location and then draw along its edges.

To insert a protractor

Press **Measurement Tools**  and then press **Protractor** .

A protractor appears.




To move the protractor, press the inner part of the protractor (displayed as a darker shade of blue) and then drag the protractor to a different position on the page.

To resize the protractor, press the inner circle of numbers and then drag away from the protractor to enlarge it or towards the centre of the protractor to shrink it.


To rotate the protractor, press the outer circle of numbers and then drag the protractor in the direction that you want to rotate it.

The protractor displays the current rotation in degrees.

To display the protractor as a complete circle, Press the blue circle  next to the 180 label on the inner circle of numbers

To display the semi-circle again, press the blue circle again.

To draw using a pen and the protractor

1. Press **Pen**  and then select an available line type.
2. Draw along the edge of the protractor.

Digital ink appears in an arc along the edge of the protractor.

To display angles using the protractor

1. Move the green circle until it shows the correct angle for the first of two intersecting lines.
2. Press the green arrow in the bottom corner.

The first line appears.

3. Move the green circle until it shows the correct angle for the second of two intersecting lines.
4. Press the green arrow in the bottom corner.

The second line appears. SMART Notebook also displays the angle between the two lines.



To remove the protractor

1. Press the protractor.
2. Press the protractor's menu arrow and then select **Delete**.

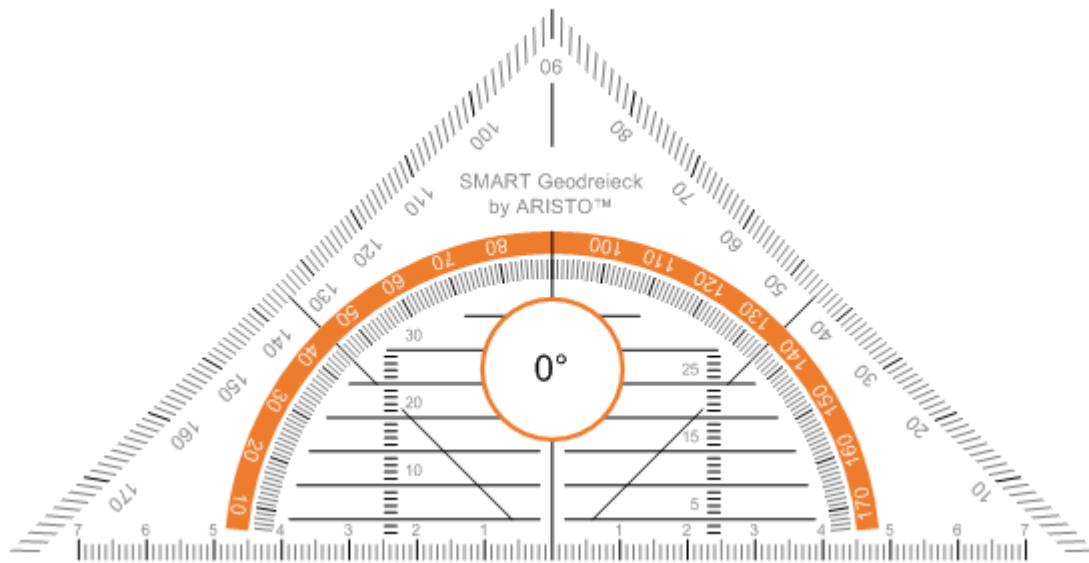
3.9.3 Using the Geodreieck Protractor

You can insert a Geodreieck protractor (also known as a set square or T-square) on a [page](#) and then manipulate its size, rotation and location.

To insert a Geodreieck protractor

Press **Measurement Tools**  and then press **Geodreieck Protractor** .

A Geodreieck protractor appears.




To move the protractor press the inner part of the protractor (within the orange semi-circle) and then drag the protractor to a different position on the page.

To resize the protractor press the orange semi-circle and then drag away from the centre of the protractor to make it bigger or towards the centre of the protractor to make it smaller.

To rotate the protractor press the outer part of the protractor (outside of the orange semi-circle) and then drag the protractor in the direction that you want to rotate it.

The protractor displays the current rotation in degrees.

To draw using a pen and the Geodreieck protractor, press Pen  and then select an available line type. Draw along the edge of the protractor. Digital ink appears in a straight line along the edge of the protractor.

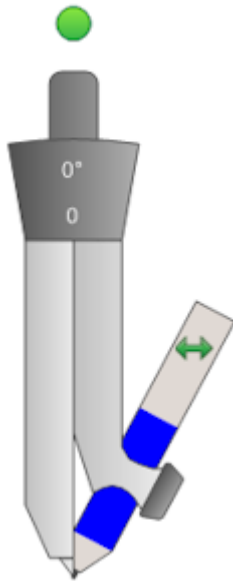
To remove the protractor **right-click** the protractor and then select **Delete**.

3.9.4 Using the Compass

You can insert a compass into a **page**, manipulate its width, rotation and location, and then use it to draw circles and arcs.

To insert a compass press **Measurement Tools**  and then press **Compass** .

A compass appears.




To move the compass press the arm of the compass that holds the spike and then drag the compass to a different position on the page.

To widen the compass

1. Press the arm of the compass that holds the pen. Two blue arrows appear.
2. Drag to change the angle between the spike and the pen.
3. The number on the compass's handle displays the current angle between the spike and the pen.

To flip the compass


1. Press the compass's flip symbol .
2. The compass's pen appears on the opposite side of the spike.

To rotate the compass (without drawing) press the compass's rotation handle (the green circle) and then drag the compass in the direction you want to rotate it.

To draw using the compass

1. press the compass's pen tip.
2. The cursor changes to a pen symbol.
3. Drag the compass in the direction that you want to rotate it.

To change the colour of the compass's pen

1. Press Pen  and then select an available line type.
2. The colour of the compass's pen changes to display its new colour.


To remove the compass

1. Press the compass.


2. Press the compass's menu arrow and then select Delete.

3.10 Tables

3.10.1 To insert a table

1. Press Table .
2. A grid appears.
3. 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.
4. The table appears on the page.


3.10.2 To draw a table

1. Press Pen  and then select an available line type.

NOTE: Do not select a highlighter line style.

2. Draw a table on the interactive screen.

TIP: Make the lines of the table as straight as possible and connect its corners.

3. Press Select .
4. Press the interactive screen and drag until a rectangle surrounds the lines of your drawing.

A selection rectangle appears around the selected objects.

5. Press the menu arrow and then select Recognise Table.

If SMART Notebook recognises your drawing as a table, it removes your drawing and adds a table to the page.

3.11 Changing a Page Title

Although Notebook automatically assigns a title to each page that is based on the time and date at which it was created, you can change this title if you prefer.

1. Double click once in the Page Title box below the main workspace
2. The text box that appears, enter a new title or edit the existing one.

3.12 Attaching Files, Shortcuts and Web Addresses

You can use the Attachments folder to have ready access to related information without increasing the size of your Notebook file. You can attach files, shortcuts to files and hyperlinks to Web addresses.

3.12.1 Attaching a Copy of a File

1. Select the **Attachments** tab in notebook
2. Select **Copy of File** from the **Insert** menu
3. Select the file that you want and click the **Open** button.

3.12.2 Attaching a Shortcut to a File

1. Click the **Insert Shortcut to File** button
2. Select the **File name** that you want and click the **Open** button.

3.12.3 Attaching a link to a Web address

1. Click the **Insert Hyperlink** button
2. Type the Web address (URL) in the **Hyperlink** box
3. In the **Display Name** box, type the Web page name that you want listed in the Attachments view
4. Click **OK**.

3.12.4 To view an attachment

1. Select Attachments from the side tab
2. Double-click the file, shortcut or hyperlink that you want to view.

3.13 Using the Gallery

The Gallery feature launches collections of images, pictures and templates covering a wide variety of topics. You can develop and deliver a lesson or presentation that is rich in graphic detail. The Gallery organizes page templates and pictures into collections of related materials. You can add your own digital images and pictures which can then be accessed directly from notebook software.

3.13.1 To view the Gallery and Load images

1. Select Gallery from the View menu, or click Gallery from the notebook page tab ...The Gallery section is displayed
2. There are four default categories: **My Content**, **Online Resources**, **Essentials for Educators** and **Gallery Sampler** with + and – view control facility
3. To find a subject or specific item you can either type in search window the subject you require and then click on the magnifier or select a category and click the + button and then continue to click the + to find the subfolder you require. When you find the category you want click on it. The relevant images will then load into the bottom section of the gallery task pane
4. Press on the chosen image or template (templates are images with a folded corner) and drag it onto the pane. Images can be resized and rotated once positioned page templates are fixed and can not be moved
5. **My Content** category is for you to add your own digital images and pictures and can be configured in the same way as the main gallery.

3.13.2 To add a new file to My Content

1. In the Gallery view, select **Add to My Content**
2. Select the file from you require by clicking **Open**
3. The file now appears in your My Content folder.

3.14 Exporting Notebook Files

You can export your **Notebook** in various formats:

HTML format – so others can view your file with a Web browser.

jpeg, png, bitmap and gif image formats – so others can view your file one page at a time in a graphic application

PDF – so others can view your file in Adobe Reader® software, which is available free of charge from the Adobe Web site (www.adobe.com).

The recommended format for exporting Notebook files is using PDF.

3.14.1 To export a Notebook file

1. From the File menu, select **Export**
2. In the Export as type box, select the **PDF export format**
3. Click the browse button to find a location to save your file
4. Click **OK**.

3.15 Presenting on the Interactive Whiteboard

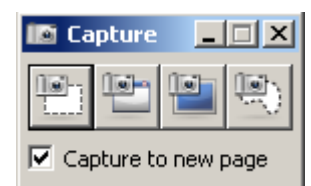
The Notebook can be used to deliver presentations.

1. Select **Full Screen** View from the **View Menu** or click the icon on the toolbar
2. The Notebook page enlarges with just the toolbar remaining, you can then navigate through your presentation using the arrow keys
3. To return to the Whiteboard view click **Full Screen** View icon
4. You can also use a screen shade which you can pull down over individual notebook pages and gradually drag it down to reveal the underlying text and graphics. You can switch this on and off using this toolbar icon.



3.16 Using the Screen Capture tool

The screen capture tool has four options. You can capture a rectangular area, a freehand area, an identified window or the entire screen



1. To capture a selected area of the screen: Press either the rectangular or freehand **area** selection button in the screen capture toolbar. Press and drag to outline the area you wish to capture. The captured area will appear within a new page
2. To capture a window: Press the **window** button in the screen capture toolbar. Press the title bar of the window you wish to capture. The window will appear within a new page
3. To capture a screen: Open the screen you want to capture. Press the **screen** button in the screen capture toolbar. The entire screen will appear within a new page

3.17 Importing a File with SMART Notebook Print Capture

When you install SMART Notebook software, 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. 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 that you want to export to a .notebook file, select **File > Print**.
2. The Print dialogue box appears.
3. Select SMART Notebook Print Capture in the list of printers.
4. To change the page orientation or graphics resolution, you must:
 - Press the Properties or Preferences button.
 - The SMART Notebook Print Capture Properties dialogue box appears.
5. Select Landscape orientation or Portrait orientation.
6. To change the resolution of the imported image on the page, enter a number in the Horizontal Resolution and Vertical Resolution boxes.

TIPS

- 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.

Press **OK**.

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

7. Select a **Page Range** and then press **OK**.

If a .notebook file is not 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 locks print capture graphics in place. You must unlock them before you can modify them.

8. 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.

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

4 Using the Recorder

You can use the **Recorder** to record everything you do on the interactive whiteboard, no matter which application you are using. If you have a microphone attached to your computer, you can also record audio in sync with your on-screen actions. The **Recorder** produces a standard AVI file. However, please use the recorder with some caution as the .avi files take up a large amount of file space.

4.1 Accessing the Recorder

Click the Smartboard icon  and Select **Recorder** from the menu. Alternatively, choose **SMART Recorder** from the tools tab of the **Welcome Centre**.

Smart Board tools. The Recorder toolbar opens.



Please Note: the recorder will record whatever is displayed on the screen, so you need to think how you want the screen to be configured. You can specify an area from the drop down menu next to the “red spot” recorder button. The recorder toolbar can also be minimized / hidden to the system tray.

4.2 Creating a Video file

1. Press the **Record button** on the Recorder toolbar

If you run out of free disk space during a recording, a warning message appears. Press the Pause button to temporarily stop the recording, free up some disk space, and then press the Record button to resume recording

To end the recording, press the **Stop button**, the **Save As** dialog box opens

Save your file and click **OK**.

4.3 Video Format Settings

The default setting for recording is Microsoft Video (*.avi). This enables people who do not have SMART Board software installed to view the file. However you can create a more compressed file for people who have SMART Board software by changing this default.

1. Press the **Menu button** on the Recorder toolbar.
2. Press **Options**
3. Press **Video Format**
4. Select the mode you would like to record in
5. Press **OK**.

To convert either AVI file format to WMV format to reduce the file size you can download Windows Media Encoder....see details on Video Format tab.


4.4 Adding a Watermark to Recordings

You can change **SMART Recorder** settings to add a watermark to a recording's background.

NOTE: You can also change a recording's quality, video format and file location.

To add an image watermark to recordings

1. Select **Menu > Options** in SMART Recorder.

NOTE: If SMART Recorder is hidden, press the SMART Recorder icon  in the notification area and then select Configure Options.

The *Options* dialogue box appears.


2. Press the **Watermark** tab.
3. Select **Image**.
4. Press **Browse**.
5. Browse to and select the image that you want to use and then press **Open**.
6. Press **Properties**.

The *Watermark Properties* dialogue box appears. A preview of your selected image appears in the **Preview** pane.

7. To change the watermark's position, drag the preview image to another area in the **Preview** pane.
8. To change the watermark's size, drag the white circle in the preview image's bottom right-hand corner.
9. Select **Transparency** and **Effect** settings.
10. Press **OK** to close the *Watermark Properties* dialogue box.
11. If you want to revert to using no watermark after SMART Recorder closes, select **Turn off the watermark when recorder closes**.
12. Press **OK** to close the *Options* dialogue box.

4.4.1 To add a text watermark to recordings

1. Select **Menu > Options** in SMART Recorder.

NOTE: If SMART Recorder is hidden, press the SMART Recorder icon  in the notification area and then select Configure Options.

The Options dialogue box appears.

2. Press the **Watermark** tab.
3. Select **Text**.
4. Type text for the **watermark**.
5. Press **Properties**.


The *Watermark Properties* dialogue box appears. A preview image appears in the **Preview** pane.

6. Select **Colour**, **Font** and **Transparency** settings.
7. To change the Watermark's position, drag the preview image to another area in the **Preview** pane.
8. To change the watermark's size, drag the white circle in the preview image's bottom right-hand corner.

9. To add additional information to the watermark, select **Add Current Date**, **Add Current Time** and/or **Add Frame Number**.
10. Press **OK** to close the *Watermark Properties* dialogue box.
11. If you want to revert to using no watermark after SMART Recorder closes, select **Turn off the watermark when recorder closes**.
12. Press **OK** to close the *Options* dialogue box.

4.4.2 To remove a watermark from recordings

1. Select **Menu > Options** in SMART Recorder.

NOTE: If SMART Recorder is **hidden**, press the SMART Recorder icon  in the notification area and then select Configure Options.

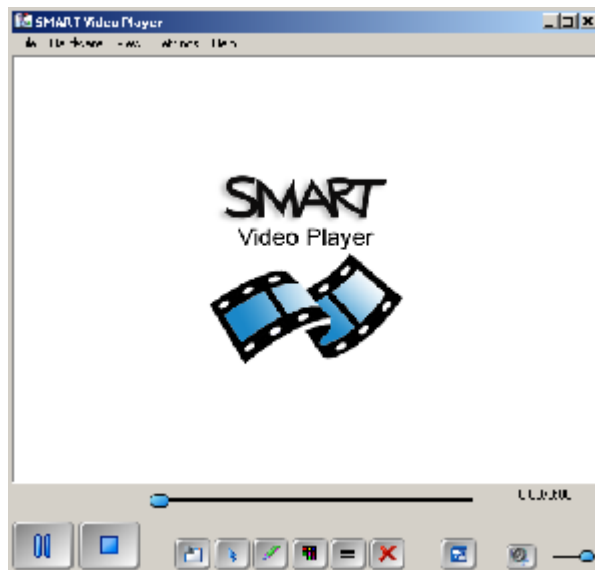
The *Options* dialogue box appears.

2. Press the Watermark tab.
3. Select **No Watermark**
4. Press **OK**.

5 Using the Video Player

The **Video Player Tool** can be used for annotating over video and graphics. You can pause or freeze frames and save or clear annotations. When you save an annotation, a screen capture is automatically placed in the current **Notebook** file. The video automatically pauses whenever you pick up a pen from the pen tray.

1. Select Video Player from Smart Board tools



From Video Player select **Settings**

To automatically pause the video while you're using a pen or eraser from the pen tray, tick the Pause when tool(s) lifted check box

To automatically fade out your annotations, tick the Fade out annotations checkbox. Then select the amount of time that should pass before the ink begins to fade and the amount of time it takes for the annotations to disappear entirely

Press **OK**.

5.1 Using video files

1. From the file menu select **Open**

Select the file that you want and click the **Open button**

Click **Play** to play the file and **Pause** to pause it.

When you play a video, if you want to emphasise a point or add explanatory annotations, pick up a pen from the pen tray, the video then automatically pauses. You can now write over the still video image or you can also select the Pen Highlighter from the **Floating Tools** panel to annotate over the video.

5.1.1 Capturing, Clearing and Restoring Annotations



To remove your annotations while you play the video, press the **Clear** button. This button alternates between the **Clear** and **Restore**. After you clear an annotation, the button toggles to the Restore function, so you can press it to restore the last annotation or group of annotations if you so wish.



To capture your annotations to a notebook page select the capture to notebook icon.

6 Writing, capturing and Erasing

1. Start an application on you Interactive Whiteboard e.g. Word
2. Launch Floating Tools from the Smart Board Tools menu
3. Select one of the four coloured styluses from the pen tray and write in the colour you selected.

Note: you can write on the screen or erase annotations with your finger. To do this, just pick up a stylus or the eraser from the pen tray and touch the screen with your hand to produce the behavior of the lifted tool.

To write in a different colour, place the stylus you first used back in its slot

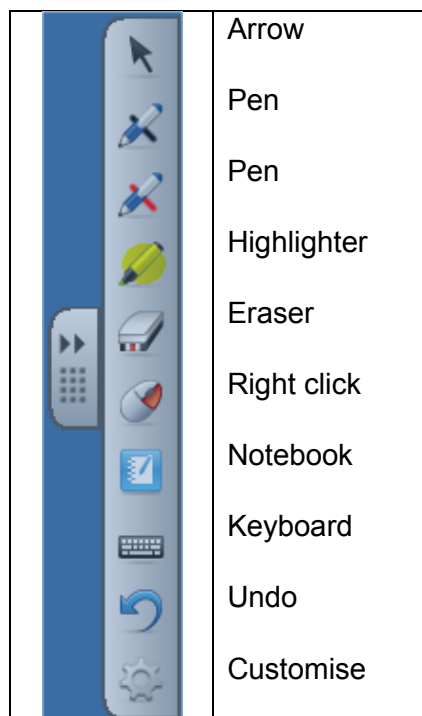
Warning: If you touch the interactive whiteboard after replacing the stylus in the pen tray, the annotations you just made will disappear. While this is an easy way to clear the screen, you may not want to lose your annotations. If you accidentally clear the screen, from **Floating Tools press the Restore Annotations button**. The last cleared annotations are restored to view (See Section 3.3).

and select another.

6.1 Using the Floating Tools

The Floating Tools palette is a portable, customizable set of tools that floats over all applications and allows you to perform a wide variety of operations.

With the Floating Tools open, you have access to a virtual version of the pen tray tools.



1. Click on the Smart board icon and select Floating Tools

You can click and drag to move it to where you wish

Open an application e.g. Word

Use the tools within the application you have opened

6.2 Erasing what you've written

1. Pick up the eraser from the pen tray

Drag the eraser (or your hand) over the annotations you want to remove.

Note: You **can't** remove typed text or shapes with the pen eraser. To remove these types of objects, first click on the objects and then use the delete key.

7 Using the keyboard

Some situations require you to use a keyboard, for example, if you save a file with a new name, you'll need to type a name. The **Keyboard** means you can type directly on screen without having to use a physical keyboard.



7.1 Typing text with the keyboard

1. Press the Keyboard button from the Smart Board tools list

Place the cursor at the point where you want to enter text in the active application or dialog box

Press on the keyboard keys as you would normally type.

The text appears at the cursor insertion point in the document.

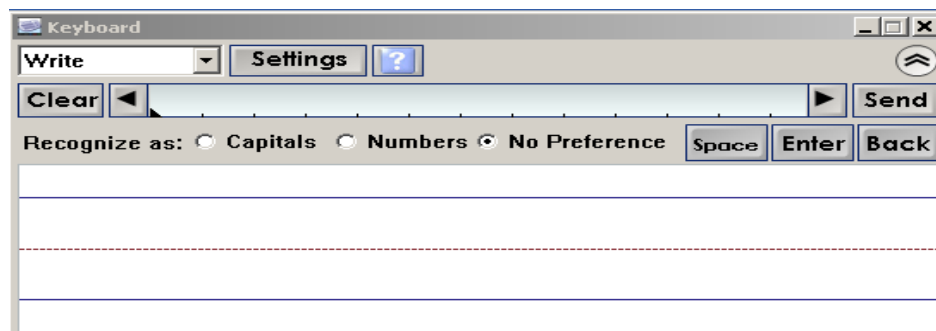
Note: You can drag the **Keyboard** by its title bar to anywhere on the screen.

7.2 Handwriting recognition

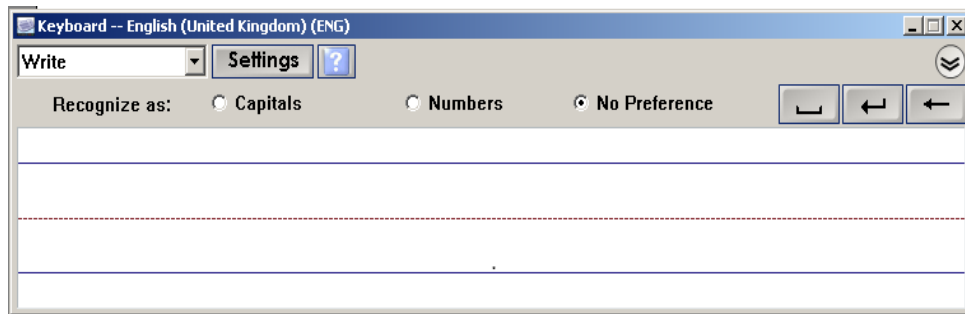
If you prefer not to type, you can write in the **Keyboard Handwriting Recognition** window. The Keyboard recognizes and converts your handwriting into typewritten text that can be edited further or input directly into a dialog box or application.

1. With the **Keyboard** select **Write** in the drop down box

The Handwriting Recognition window opens.



There are two modes to select from, one lets you edit before you send to a document the other automatically sends when it detects a pause in you writing.



For the first mode write in the large **Writing Recognition Area** and click **Enter**

Your writing is more easily recognized if you write neatly. Also, larger handwriting is recognized more easily than small, cramped handwriting.

When you finish your handwriting is converted to typewritten text in the Editing Area. If the Interactive Whiteboard is unsure of how to interpret your handwriting, it inserts a question mark. You'll need to replace this question mark with the text you intended. You may also need to edit the text to insert spaces, change words or make other adjustments.

7.2.1 To change text

1. Press the letter or numbers that you want to change in the Editing Area

In the Writing Recognition Area, write the correct text.

The correction appears in the Editing area.

7.2.2 To delete text

1. Press the text you want to delete (you can press and drag your finger to highlight consecutive items)
2. Press the Back button on the Keyboard, the highlighted items disappear.

7.2.3 To change lowercase to uppercase (and vice versa)

1. Press the letter you want to change

Press the highlighted letter again to alter the case.

7.2.4 To convert your handwriting to all uppercase

1. Press the CAPS button on the Keyboard
2. In the Writing Recognition Area, write in lowercase or mixed case.

Your converted text appears in the Editing Area in all uppercase

7.2.5 To add a space or insert an empty line

1. In the Editing Area, place the cursor at the point where you want to add a space or carriage return

To add a space, press the Space button OR to add a carriage return, press the Enter button

Your changes should take place automatically.

7.2.6 Number recognition

1. In the Writing Recognition window press the **numbers** button

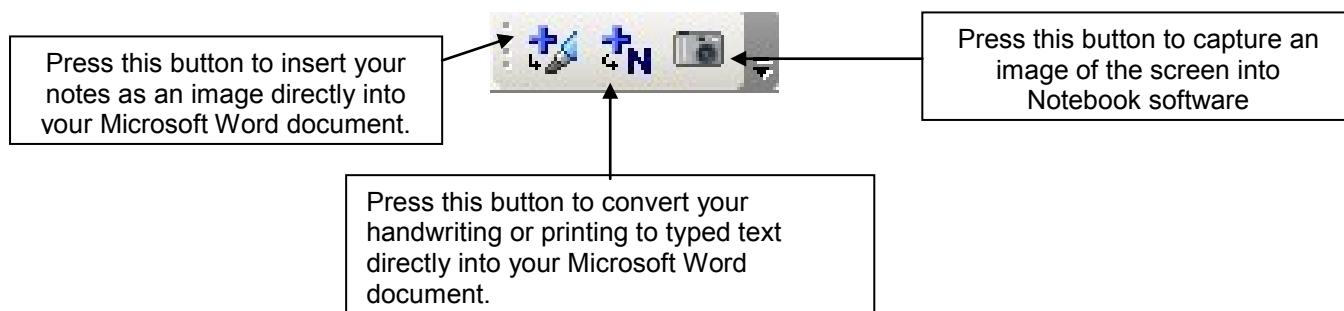
Write some numbers avoiding letters, as they are not recognized as readily as numbers

When you finish entering numbers, press the **no preference** again to return to letter recognition.

8 Working with *Aware* Third-Party Applications

When you use an application that is *Aware*, whatever you write or draw on the interactive whiteboard automatically becomes an actual component of the file, rather than an external annotation created over the file. *Aware* packages include: Microsoft Excel, PowerPoint and Word.

When you open up a document for example Word, and pick up a pen from the pen tray the following Capture/Save toolbar appears:



If you would rather save your annotations without altering your document, you can capture them into the Notebook instead by selecting either the **capture screen or capture part of screen into notebook** buttons. Notebook automatically opens and the captured image appears on a new Notebook page.

8.1.1 To inject annotations into a *non-Aware* application

Even in applications that are not *Aware*, you can convert handwritten text and inject it into a file as typewritten text.

1. Write some text with one of the pens from the stylus tray in your chosen application

Press and hold on the text for about three seconds

A shortcut menu appears, select the **Inject 'text' Here** command

Your handwriting is converted to typewritten text and inserted at the cursor position in the underlying application.

9 Using PowerPoint with the SMART Board on Interactive Whiteboard

Using PowerPoint with SMART Board software in Slide Show view allows you to write over the top of your presentation. You can also save the slide with your annotation and easily navigate backward and forward through a presentation. When you open your presentation in Slide Show View the Slide show tool bar appears.

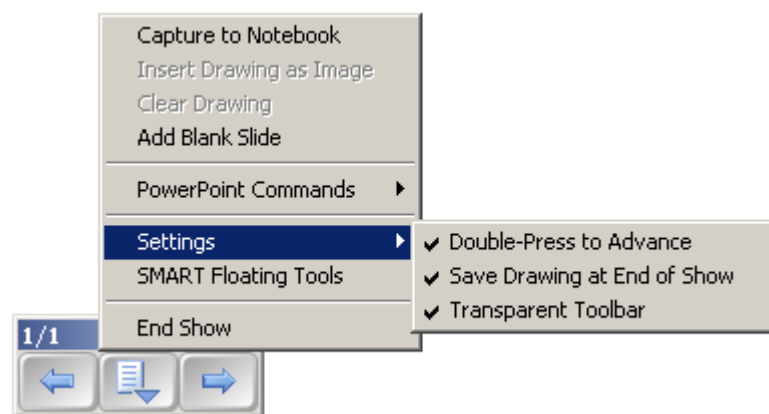


You can now easily navigate through your presentation.

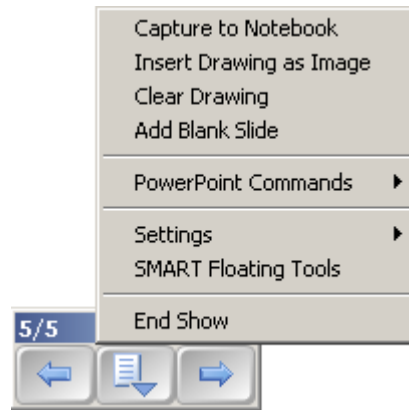
9.1.1 Saving your annotations in PowerPoint

1. Press the Menu button on the Slide Show toolbar
2. Select settings and tick **Save Drawing at end of Show**

The annotation becomes part of the slide and is saved with the .ppt file.



Or you can **Insert Drawing as Image** on a slide immediately after you have added an annotation to an individual slide.



9.1.2 To save your annotations on the current PowerPoint slide into the Notebook

1. Press the **Menu** button on the Slide Show toolbar
2. Select **Capture to Notebook**

The notebook opens automatically, and a captured image of your slide and the annotations are inserted on a new page. Your PowerPoint presentation remains unaltered.