

SMART Board Basics

2008

Open a file

- Double click on NOTEBOOK software



Save a file

- Go to File – Save, use the dialogue box to find the place on your computer where you want to save your file.

Print a file

- Go to File – Print and choose the slides or handouts you would like to print.

Typing on the board

- Simply click on the blank page and begin typing a text box will automatically be created.
- Click on the **A** on your toolbar to create a textbox – use your cursor to draw the textbox on you document.
- You can customize your text options by clicking on



Editing Text

- Double-click on the textbox to place the cursor where your typing will be inserted.
- You can use the arrow keys, the delete or backspace keys and letter keys to edit or revise your text.

Writing on the Board

- You can write on the board with any of the pens in the tray as they are or
- You can customize your pens using the pens on the toolbar to change the thickness or make your pens a highlighter.
- Make sure you click on the (select arrow) to unselect your pen.

Erasing

- You may use your eraser in your pen tray. A fast way to erase is to erase in a big circle around the work and tape in the middle of the circle.
- You can also use the eraser in the tool bar and select the thickness

Drawing straight lines

- Use the draw a line button on your page – you can customize lines by clicking on

Shapes

- Click on the button with the circle, square, and triangle – you can customize your shapes and fill in the colors using the down arrow next to the shapes button.

ALWAYS click on the (select arrow) to deselect your buttons.

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Inserting pictures

- Click on the Gallery – one of the three tabs on the side of your page
- You can use the search engine in the gallery to find the picture you would like to insert – click on the magnifying glass to locate your picture.
- Double click the picture and it will be inserted into your page
- Or click and drag the picture onto your page.
- Resize the picture by dragging the white circle in the corner of the picture.
- Click on the green circle to rotate the clip art.
- Some clip art from the gallery can not be altered.

Inserting blank pages, cloning pages, deleting pages, renaming pages

- Click on the down arrow on your drop down menu of your thumbnail page on your side sorter.
- Choose the command you would like to use.

Moving objects between pages

- To move an object from one page to another – select the object and drag it to the thumbnail page in the page sorter.
- If you would like the same object to appear on several pages click on the object and an arrow will appear in the corner. Click on the arrow and clone the object and drag it.
- Or click on the object, click on the arrow and copy – open your new page and past it.

Deleting object or text

- Simply click on the object or text you wish to delete and you can use the delete button on your laptop
- Or click on the object and an arrow will appear in the corner – click on it and click delete.

Hyperlink

- Click on the object or word you would like to hyperlink.
- Select link on the list
- You may select to link to a web page – type the URL (internet address) or highlight copy and past the address.
- Or you can link to a page in the document, on your computer, or to an attachment page.

Hide your screen



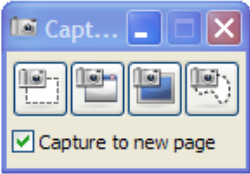
- You can hide what you have on your screen by click the Show/Hide Screen Shade
- You can move your screen up and down or side to side.
- To remove the screen, simply click on the same button again.

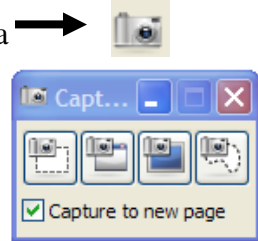


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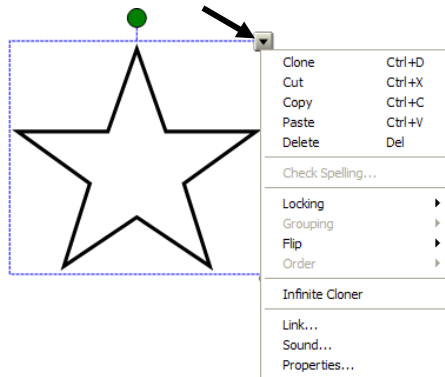
Capture Toolbar

- This toolbar allows you to capture snapshots of all or part of your window application and place them in the SMART Notebook.
- On your SMART Notebook toolbar you may click on the camera 
- Or go to view and click on screen capture toolbar 
- You will see the following small screen appear 
- Choose the camera you want to capture your page or image



The Object Drop-Down Menu

- This menu gives you access to the functions most commonly used when working with an object.
- To access the menu left click on the object or word that you would like to select, then press the arrow that appears in the right hand corner of the object.



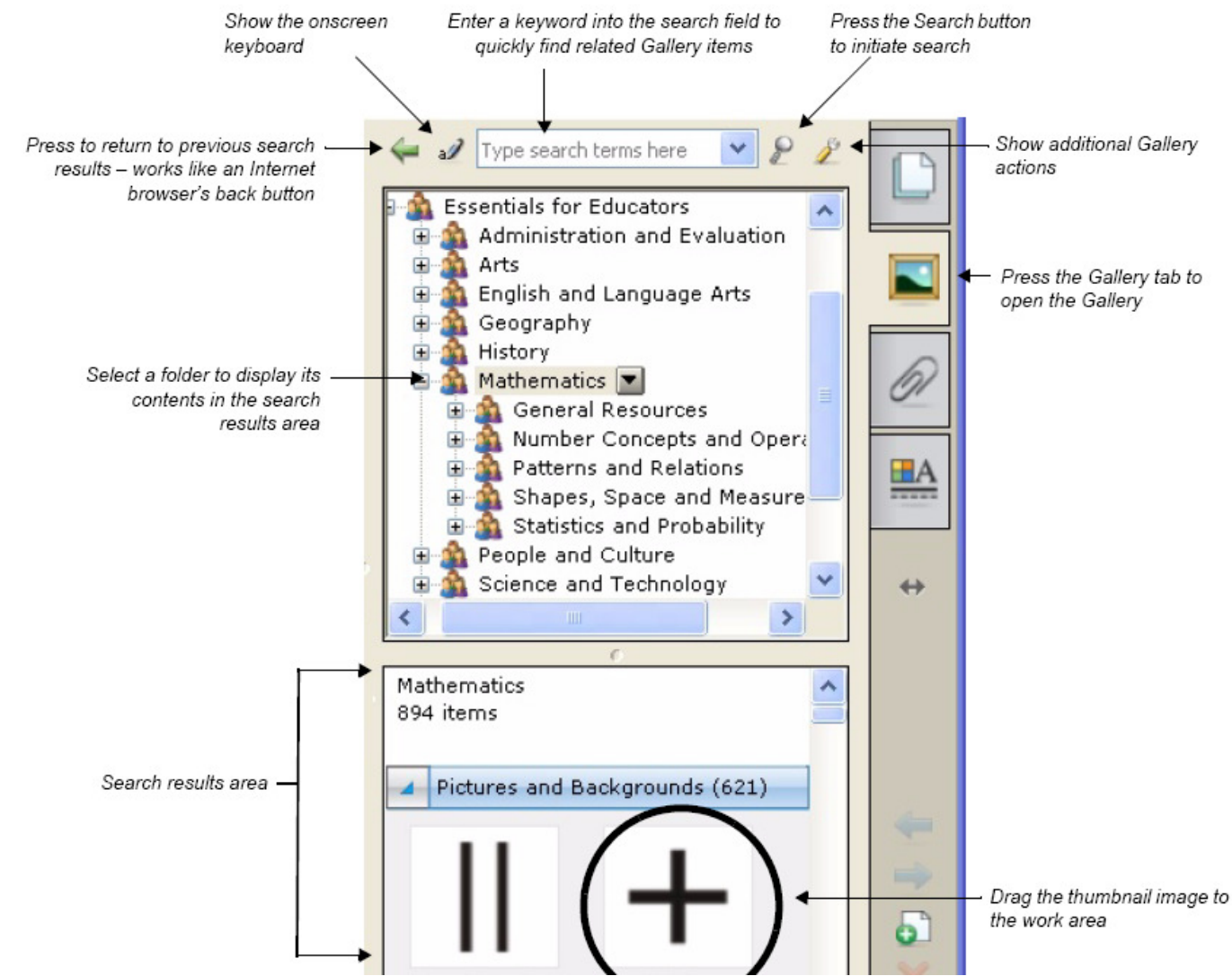
Menu Items:

- Clone – Make an exact copy of the selected object.
- Cut – Remove the selected object from the notebook.
- Copy – Copy the select object, the original remains on the page.
- Paste – Insert the contents that you copied from the original in a different location.
- Delete – Remove the current notebook selection.
- Check Spelling – Check spelling of a selected word.
- Lock in Place – Locks the selected object so it will not move on the page.
- Grouping- Select two or more objects and choose group to have them act as a single object. You can always ungroup.
- Flip – Will change directions of your object left/right or up/down.
- Order – Change the objects that are in front or behind other objects.
- Infinite Cloner – Make several copies of the selected object.
- Link – Hyperlink to a website or file.
- Sound – Add sound from a file to the object selected
- Properties – Modify the properties of an object – outline color, fill color, lines, and font.

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Using The Gallery



Organizing the Gallery's Contents

As you add objects, pages and supported files to the Gallery's **My Content** category, you may want to reorganize the category's structure. You can create subcategories and move Gallery items between subcategories.

To add a new subcategory to the Gallery



1. If the Gallery isn't visible, press **Gallery**.
2. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow, and then select **New Folder**.


A new folder appears. By default, the new folder's name is **Untitled**.

3. Type a new name for the subcategory.


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To rename a subcategory

1. If the Gallery isn't visible, press **Gallery** .
2. Select **My Content** in the Gallery's category list, and then [browse to the subcategory](#) that you want to rename.
3. Select the subcategory, press its menu arrow, and then select **Rename**.
4. Type a new name for the subcategory.

To move a Gallery item to a different subcategory

1. If the Gallery isn't visible, press **Gallery** .
2. [Browse to the category](#) that contains the Gallery item you want to move.
The Gallery displays the contents of the category.
3. Drag the item to another subcategory.

Displaying Dual Pages

You can display two pages side by side. You can draw, make notes, import files and add links on either page in the same way as you would on a single page.

To display dual pages

Press **Dual Page Display** .

To display a single page

Press **Single Page Display** .

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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 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.

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.

- 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**.

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Inserting Tables on a Page

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.

To insert a table



1. Press **Table** .
2. 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.

To add an object a table

1. [Select the object](#).
2. Drag the object to the table cell.

To remove an object from a table

1. [Select the object](#).
2. Drag the object out of the table.

To add a shade to a table

1. [Select the table](#).
2. Press the table's menu arrow, and then select **Add Table Shade**.

To remove a shade from a table

1. [Select the table](#).
2. Press the table's menu arrow, and then select **Remove Table Shade**.

To add a column/row

1. [Select a column/row](#).
2. [Right-click](#) in the column/row, and then select **Insert Column/row**.

A new column appears to the right of the current column.

To remove a column/row

1. [Select the column/row](#).
2. [Right-click](#) in the column/row, and then select **Delete Column/row**.

To remove a cell

1. [Select the cell](#).
2. [Right-click](#) in the cell, and then select **Delete Cells**.

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Applying a Theme to Files, Groups or Pages

You can customize a [page](#), all the pages in a [group](#), or all the pages in a [file](#) using a predefined theme.

NOTE: The [Gallery](#) includes a selection of themes, but you can also [create your own customized themes](#).

To apply a theme

1. If the Gallery isn't visible, press **Gallery** .
2. Select **Themes** in the Gallery's category list.
3. Press the thumbnail of the theme you want to apply.
4. Press the thumbnail's menu arrow, and then select **Insert in Notebook**.

The *Insert Theme* dialog box appears.

5. To apply the theme to all pages in a file, select **Insert theme on all pages**, and then press **OK**.


To remove a theme

1. [Right-click](#) on the [whiteboard area](#).
2. Select **Delete Theme**.

Adding Themes to the Gallery

You can use themes to customize pages. You can create a theme and add it to the Gallery so that it's available in a convenient location. You can apply this theme to a page, all pages in a group or all pages in a file.

To create a theme

1. If the Gallery isn't visible, press **Gallery** .
2. Select **Themes** in the Gallery's category list, press its menu arrow, and then select **Create New Theme**.
3. Type a name for the theme in the **Theme name** box.
4. Set the background for the theme in the same way that you would for a page.
5. Add, manipulate and edit objects on the theme in the same way that you would on a page.
6. Press **Save**.

The theme appears in the Gallery's **Themes** category list. You can use the theme to customize a page, all pages in a group or all pages in a file.


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SMART Recorder

Using SMART Recorder, you can record the actions you take on the interactive screen. If you connect a microphone to your computer, you can record your narration. After you create a recording, you can play the recording on any computer using [SMART Video Player](#) or Windows Media Player, or you can share the recording with others.

To start SMART Recorder

Press the **SMART Board** icon  in the notification area, and then select **Recorder**.

Open the [Welcome Center](#), press the **Tools** tab, and then press **Recorder**.

SMART Recorder appears. A **SMART Recorder** icon  appears in the notification area.

SMART Video Player

SMART Video Player enables you play a video on your interactive screen and write notes over it in digital ink. You can play standard video files, or play videos from a connected video hardware device, such as a VCR or DVD player.



To start SMART Video Player



Press the **SMART Board** icon  in the notification area, and then select **Video Player**.

To play a video file

1. Press **File > Open** in SMART Video Player, browse to and select the video file that you want to play, and then press **Open**.

The video file opens and plays in SMART Video Player.


2. To pause the video, press **Pause** .
3. To start the video, press **Play** .
4. To stop the video, press **Stop** .
5. To change the playback speed, select **Settings > Playback Speed**, and then select a playback speed from the list.

NOTE: To play the video continuously, press **Repeat** . To stop playing the video continuously, press **Repeat**  again.




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To write notes over the video frame in digital ink

1. Press **Pen Tool** , and then write on the interactive screen.

TIP: You can configure SMART Video Player to pause the video when you select **Pen Tool**.

2. To change the color of the digital ink, press **Pen Color** , and then select a color from the palette.
3. To change the width of the digital ink, press **Pen Width** , and then select a width in the list.
4. After you finish writing, press **Select** .

To clear your notes

Press **Clear the Notes** .

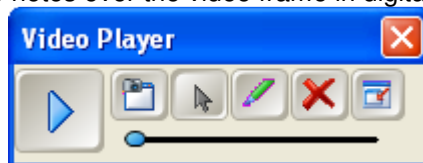
To take a screen capture of the current video frame


Press **Capture to Notebook** .

To expand the video display

Select **Full Screen View** .

The video display expands to the largest possible area and the **Video Player** toolbar appears. This toolbar enables you to play and pause videos, take screen captures of the current video frame, write notes over the video frame in digital ink and clear your notes.



To exit Full Screen view, press **Normal View** .