



# Smart Technologies

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Note: Information contained in this manual was obtained from SMART Web site:  
<http://smarttech.com/trainingcenter/windows/trainingmaterials.asp>

## Workshop Overview

In this workshop, participants will gain hands-on experience with SMART technologies. Tarleton State University has purchased two types of SMART technologies. The SMART Board is an interactive whiteboard mounted on the classroom wall. The second type of SMART technology is a Sympodium console. The Sympodium resides on the classroom computer station and functions as your computer monitor. Both types of boards offer interactive tools and software to increase learning in the classroom. Workshop participants will take part in an overview of the interactive pens and tools of both SMART technologies. Participants will explore the classroom applications of the Notebook software, Ink Aware applications and SMART gallery collections.

## Topics

- Sympodium and SMART Board Basics
- SMART Tools
- Notebook Software
- Ink Aware with Microsoft Word
- Ink Aware with Microsoft Excel
- Ink Aware with Microsoft PowerPoint
- SMART Gallery Collections



## Learning Outcomes

After completing this workshop, participants will be able to:

- effectively use the SMART tools to navigate SMART technologies.
- use Notebook software to capture and share information created during a class meeting.
- apply Ink Aware to Word documents.
- apply Ink Aware to Excel files.
- apply Ink Aware to PowerPoint presentations.
- explore the application of the SMART Gallery collections.

# Symposium and SMART Board Basics

## To begin use of a Symposium:

### 1. Check the Status of the Interactive Console

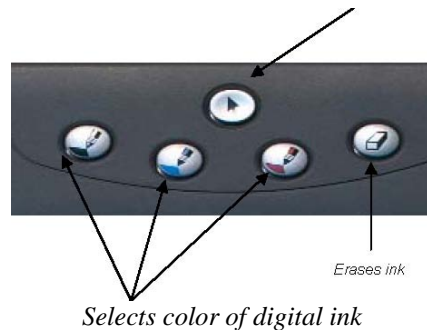
The console's power indicator is located in the row of display buttons, to the left of the power button. It glows blue when the unit is receiving both power and a video signal. If it glows orange, ensure that the computer is active and that the video cable is correctly connected to the console and to your computer. The console's status indicator is to the left of the power indicator. It turns blue when you touch the tethered pen to the screen. If it doesn't, ensure that the USB cable is correctly connected to the console and to the computer and that the SMART Board tools are running on the computer.



### 2. Explore the Pen-Tool Buttons

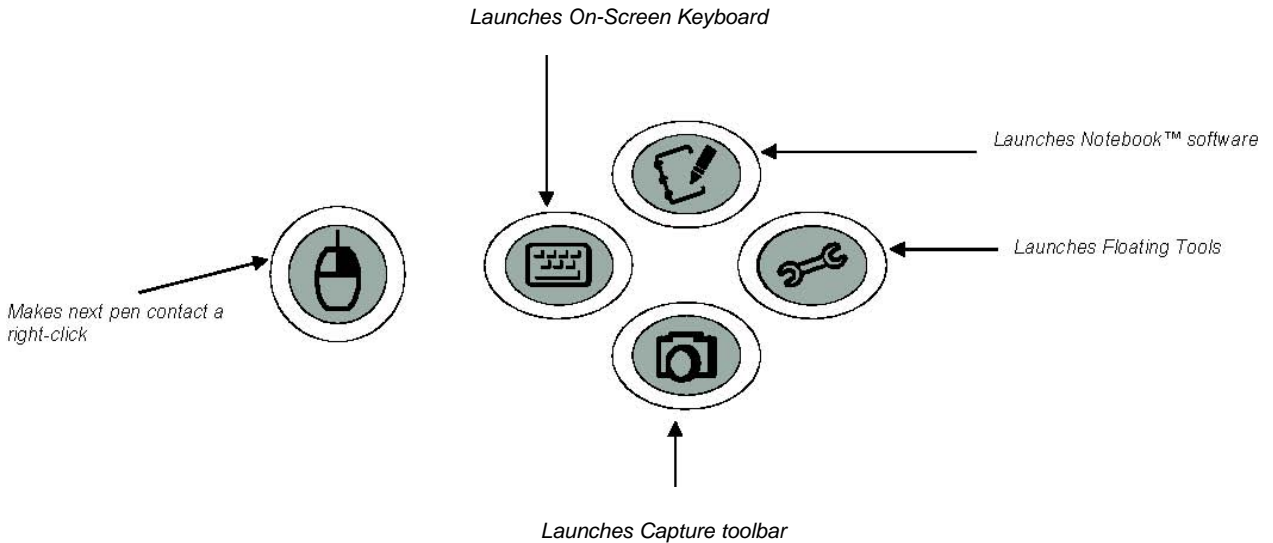
You can write or draw over any application with the pen using the pen tools. Press a pen-tool button to write with black, blue or red digital ink, to erase digital ink, or to return the pen to mouse mode.

*Returns pen to mouse mode.*



### 3. Explore the Function Tools

The function buttons provide quick access to frequently used features of SMART Board software. Press a function button to launch the On-Screen Keyboard, open an application that helps you organize, save and share notes, use a palette of drawing tools, take a screen capture or make your next touch on the screen a right-click.



### 4. Creating and Saving Notes with Floating Tools

**Step One:** Press one of the console's pen-tool buttons.

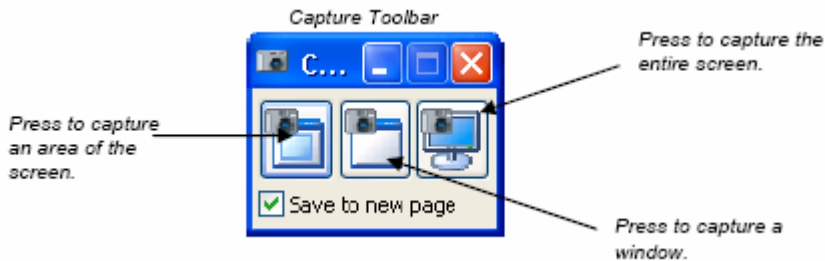
**Step Two:** Use the pen to draw or write on the screen just as you would on paper. When you select a pen tool, the default Floating Tools toolbar appears, allowing you to capture your notes into Notebook software.



### 5. Creating and Saving Notes with Notebook Software

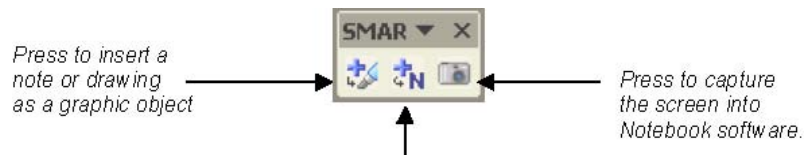
Step One: Open Notebook Software

Step Two: Press the **Camera** button  on the Notebook toolbar to launch the Capture toolbar.



## 6. Creating and Saving Notes with Aware Tools

If you're using Microsoft® Word or Excel software, you'll see the Aware Tools, either as a floating toolbar or as a part of the application's toolbar.



Press to insert your writing into the document or spreadsheet as text.

### To begin use of a SMART Interactive Whiteboard:

#### 1. Ensure the interactive whiteboard, projector and computer connection

Turn on the projector, then the computer. The interactive whiteboard draws power from the computer Ready 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.

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.

#### 2. Orient the SMART Interactive Whiteboard

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 the screen.

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

#### 3. 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.

#### 4. 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.

## 5. Saving Your Annotations

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

**Step One:** 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:



**Step Two:** 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.

**Step Three:** A copy of Notebook software will open automatically.



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

## Smart Tools

### To begin use Smart Tools:

Press the SMART Board icon in the Microsoft® Windows® Notification Area at the bottom right of your screen. The SMART Board tools will appear.

If you cannot see the SMART Board icon, select Start > Programs > SMART Board Software > SMART Board Tools. You will then see the SMART Board icon in the Windows Notification Area.

**Recorder:** Record everything that happens on the interactive whiteboard, regardless of which application you're using. SMART Recorder also allows you to record audio through a microphone and automatically combine audio and data into one file for playback on any computer.



**Video Player:** Write or draw over video during a presentation. You can use SMART Video Player to play video files located on your computer or view content from a camera, VCR, CD-ROM or DVDs. SMART Video Player is compatible with most video cameras, projectors, scanners and document cameras.



**Keyboard:** Type or edit text in any application without leaving the whiteboard. You can also use the keyboard to convert handwritten notes into typed text.



**Floating Tools:** Access the pen tool, highlighter, eraser, screen capture and other key functions.



**To access the Floating Toolbar:**

When using a SMART Board, pick up a pen from the SMART Pen Tray to launch the Floating Tools toolbar. Initially, only two buttons will be displayed-the Area Capture button and the Undo button. Press the arrow on the right of the toolbar to see the expanded default toolbar.



If you pick up a pen and the Floating Tools toolbar does not appear or you are using a Sympodium, press the SMART Board™ icon in the Windows® Notification Area at the bottom right of your screen, then select **Floating Tools**.



## To use the default Floating Tools:

Press any button on the Floating Tools toolbar and use your finger to control that feature.



Capture an area of the screen into Notebook™ software



Stop using other tools and return cursor to mouse mode



Write or draw in digital ink



Highlight an area of the screen with translucent ink for emphasis



Undo your previous action. This tool toggles between two states, Undo and Redo.



Redo an action you cleared in error. This is the second of the two states mentioned above.



Erase digital ink



Make your next press on the interactive whiteboard a right-click



Open the drop-down menu to personalize toolbar functions

NOTE: If the Floating Tools toolbar does not appear with picking up a pen, the application you are working in may be Ink Aware. If the application is Ink Aware, buttons will be available in the application's toolbar. Floating Tools do not appear when running these applications because you can already write or draw over these applications without the tools from the Floating Tools toolbar. Many popular applications, like Microsoft® Word and Microsoft Excel, are Ink Aware. When you use an application that is Ink Aware, whatever you write or draw on the interactive product can be incorporated as an actual component of the file, rather than an external note

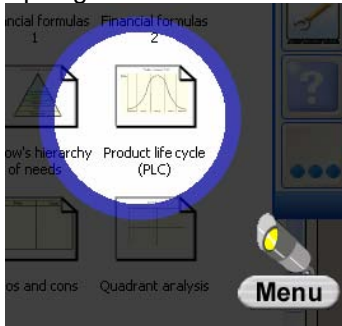
## To use additional SMART Tools:

**Screen Shade:** Focus the attention of your audience with a Screen Shade that covers your desktop. Gradually drag the shade – left or right, up or down – to reveal the underlying text.

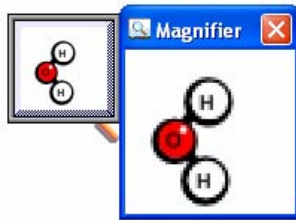
<i>Pros</i>	<i>Cons</i>
Inexpensive	Transportation Issues

A grey rectangular bar at the bottom of the table, representing a screen shade that can be dragged to reveal the text above it.

**Spotlight:** Highlight an area of your screen. Select the Other SMART Tools > **Menu** button to change the shape of your Spotlight, set the transparency level of the shaded area or exit the Spotlight view.



**Magnifier:** Enlarge any part of your screen to show a more detailed view. Two windows appear when you select the Magnifier. Use the smaller window to select the area you would like to magnify. You can drag it anywhere on the screen with your finger. The bigger window displays an enlarged view of the area you selected.



**Control Panel:** Configure a variety of software and hardware options. From this screen, you can administer SMART Board Settings, orient your SMART Board, personalize the pen tray, connect to a new SMART Board interactive whiteboard, and manage Ink Aware applications, languages and wireless connections.



**Orient:** ensures your touch is registered correctly when you are using the interactive whiteboard. It may help to view the orientation process as “fine-tuning” your interactive whiteboard.

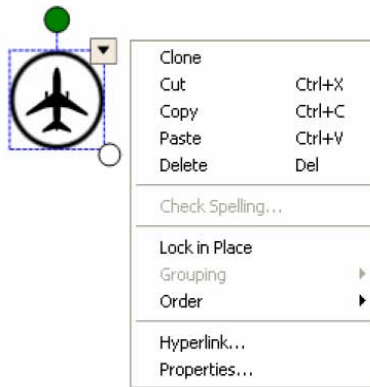


**Help:** Open the SMART Board Software Help Center. The answers to the most common questions can be found here. You can also find tips and tricks to use your SMART Board.



**The Object Drop-Down Menu:** The Object Drop-Down Menu gives you access to the functions most commonly used when working with an object.

Access the menu by selecting an object and press the arrow that appears in the top right corner of the object.


























## 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 <http://www.smarttech.com/Trainingcenter/>


### To use the Notebook Toolbar:

The Notebook toolbar gives you access to a number of tools for working with your Notebook file and changing the properties of objects in the file. By default, the toolbar appears at the top of the Notebook page. If you find it more convenient to have the toolbar at the bottom of the page, select an area of clear space on the toolbar and drag down.



-  Open a Notebook file
-  Select any object on the page
-  Save your file
-  Write or draw on a Notebook page with the pen tool
-  Paste clipboard object(s) into a Notebook file
-  Write or draw on a Notebook page with the creative pen tool
-  Zoom
-  Erase annotations on a Notebook page
-  Undo the last action you performed
-  Draw a line
-  Redo the last action you performed
-  Create a shape
-  Delete any selected object(s)
-  Create a text-entry box for typing on a Notebook page
-  Display the previous Notebook page
-  Set the current color of a tool, shape or object
-  Display the next Notebook page
-  Select the line width of a tool or a selected object
-  Insert a blank page immediately after the active
-  Set the transparency of a tool or selected object page
-  Show/hide the screen shade
-  Select the line properties of a tool or a selected object
-  Launch full screen view

### To use the Capture Toolbar:

The Capture toolbar allows you to capture a picture of a portion of a screen, a window or a full screen to a Notebook page. To access the Screen Capture toolbar, press the **Capture** button  on the Notebook toolbar.



Capture a portion of a screen. Press and drag diagonally to outline the area you want to capture. Release pressure once the area is selected. Your capture will be saved to a Notebook page.



Capture an active window or a portion of an active window. Press within the window you want to capture. Release pressure once the desired window appears as a hatched area. Your capture will be saved to a Notebook page.




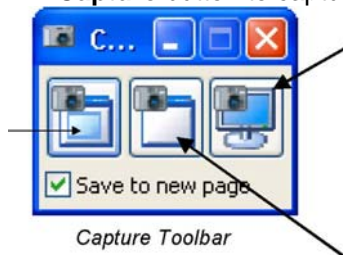
Capture the entire screen. Set up your screen the way you would like it to look. Then press the Capture Screen button. Your capture will be saved to a Notebook page.

### To capture information with Notebook software:

Import screen captures, pages and entire files from other applications into Notebook software. This Quick Reference Guide shows you how. It also explains how to save Notebook files into other formats, such as PDF, HTML and image files (JPEG, GIF, etc.), so you can share information with colleagues who do not have Notebook software on their computers.

Use the Capture toolbar to capture a selected area, window or screen into Notebook software.

- 1 Open Notebook software.
- 2 Launch the Capture toolbar by selecting **View > Screen Capture Toolbar** or pressing the .
- 3 Navigate to the screen you want to capture. The Capture toolbar will still be available if you open a Web browser or other application.
- 4 Press the **Area Capture** button and then, applying constant pressure, press and drag to outline the exact area of the screen you want to capture. OR Press the **Window Capture** button, then press anywhere inside a window to capture that window. OR Press the **Screen Capture** button to capture everything displayed on the screen.

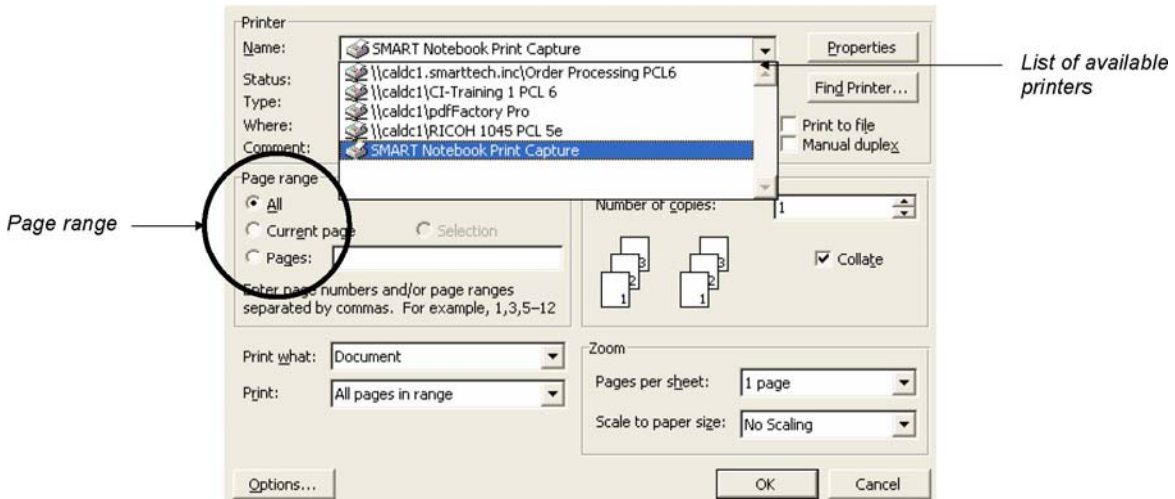


The captured image will appear on a new page in the current Notebook file. If you want the captured image to appear on the current page, deselect the **Save to new page** check box.

### To print information with Notebook software:

Use Print Capture to capture an image of all the information in a current document. You can add pages or an entire file from another application – like Microsoft® Word – into a Notebook file. Print Capture is similar to printing to paper.

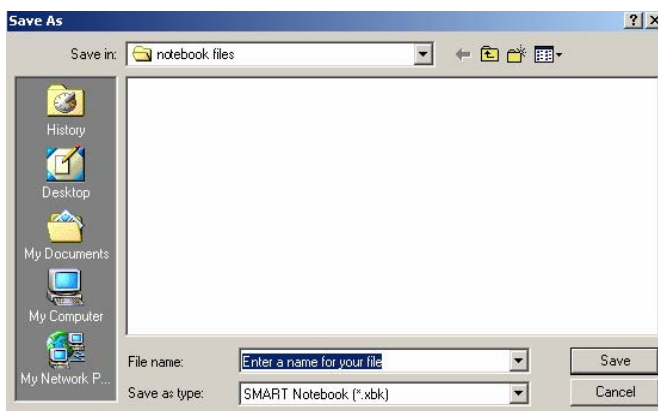
- 1 Open the file you want to capture.
- 2 Select **File > Print** and select **SMART Notebook Print Capture** from the list of available printers.
- 3 Select the page range to capture (i.e., all pages, the current page or a defined page range) and press the **OK** button.
- 4 Each page of the document will appear on a separate page in your Notebook file.



### To save information with Notebook software:

The standard way to save the notes you've captured in Notebook software is as a Notebook (.xbk) file. If you want to edit the file using the features in Notebook software, you must save it in this format.

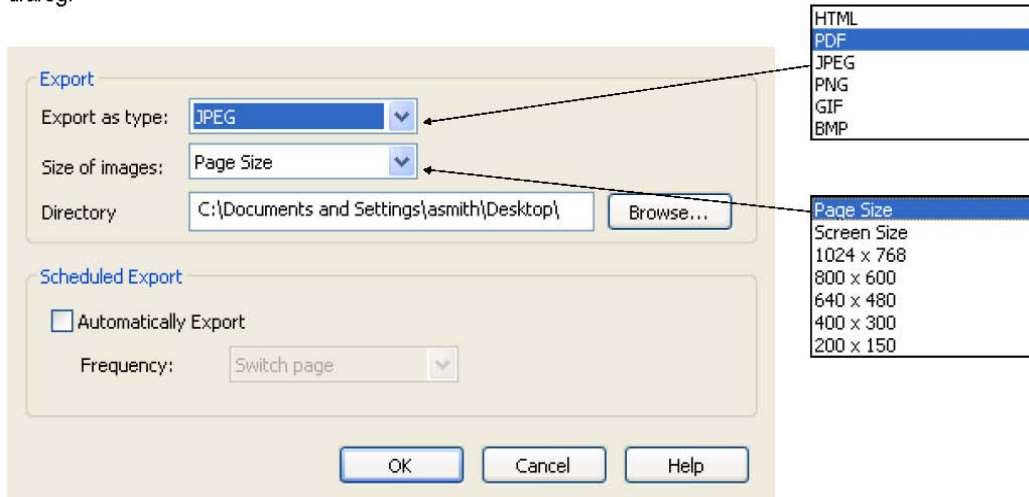
You can also save your notes in a variety of other file formats, as described below.



### To export your files in other file formats:

You can export your Notebook file as a series of HTML pages, image files or a PDF. Each Notebook page is exported as a separate file or PDF page. Now people without Notebook software can view Notebook content on their desktops. To save a Notebook file in a different file format, select **File > Export (PDF, HTML, Images)...** and complete the export dialog

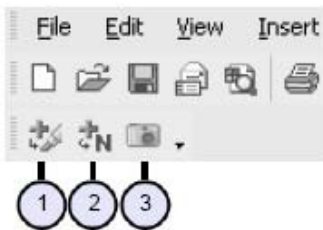
dialog.



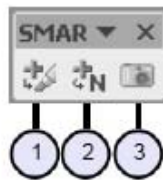
### Ink Aware and Microsoft® Word in the Classroom

You may find it useful to think of how you normally work with a computer as you work with Ink Aware. When working at your desktop, you use left-, right- or double-click; depending on the function you want to perform. You use the SMART technologies in the same way. When using Microsoft Word with your interactive whiteboard you will notice three new buttons; they will usually be integrated with the current Word toolbar, or may be a separate floating toolbar.

*Integrated with Word toolbars*



*Separate floating toolbar*



**1**

Press this button to insert your notes as an image directly into your Microsoft Word document.

**2**

Press this button to convert your handwriting or printing to typed text directly into your Microsoft Word document. Your words will appear at the cursor point in the color the words were written in.

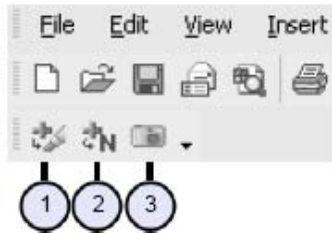
**3**

Press this button to capture an image of the screen into Notebook software.

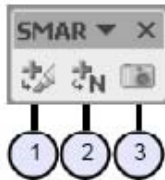
## Ink Aware and Microsoft® Excel in the Classroom

When using Microsoft Excel with your interactive whiteboard you will notice three new buttons; they will usually be integrated with the current Excel toolbar, or may be a separate floating toolbar.

*Integrated with Excel toolbars*



*Separate floating toolbar*



- 1** Press this button to insert your notes as an image directly into your Microsoft Excel document.
- 2** Press this button to convert your handwriting or printing to typed text directly into the active cell.
- 3** Press this button to capture an image of the screen into Notebook software.

If you do not see either of these toolbars, select **View > Toolbars > SMART**

## Ink Aware and Microsoft® PowerPoint in the Classroom

When using Microsoft PowerPoint with your SMART technology, you will notice the SMART Board software is running when the SMART Board icon is visible in the Windows® Notification Area.



*Notification Area*

If this icon is not displayed, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board icon will appear.

1 Launch a PowerPoint presentation. You can use any PowerPoint presentation. If this file opens in your Web browser, save it to your desktop, then you can open it in PowerPoint software.

2 Select **View > Slide Show** to begin the presentation. The Slide Show toolbar will appear as soon as you start your presentation. You can use the Slide Show Toolbar for navigation:



### Slide Show Toolbar



3 Press the right arrow button on the Slide Show toolbar to move forward one slide and then press the left arrow button to move back one slide.

4 Advance the slide show without using the Slide Show toolbar by pressing twice on the interactive whiteboard, making the second press to the right of the first.

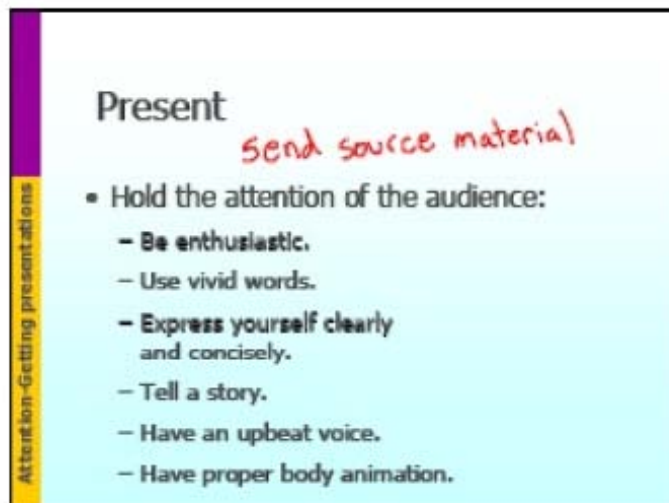
5 Pick up a pen from the pen tray and circle something you would like to emphasize.

6 Return the pen to the pen tray.

7 Touch the interactive whiteboard once with your finger to clear your notes before continuing with the presentation.

8 Move forward to the next slide in your presentation using the Slide Show toolbar. If members of your class ask for some of your source material, you can record the request as a note to remind yourself to get back to them later.

9 Pick up a pen and write send source material.

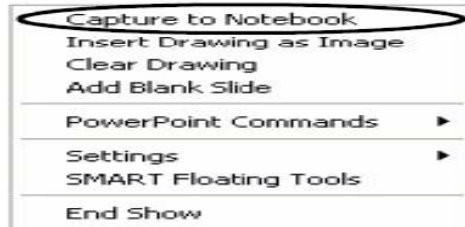


10 Return the pen to the pen tray. You don't want to permanently change your presentation when saving this note, but you want to remember the action item. This is a good reason to use the Menu button.

11 Press the **Menu** button on the Slide Show toolbar.

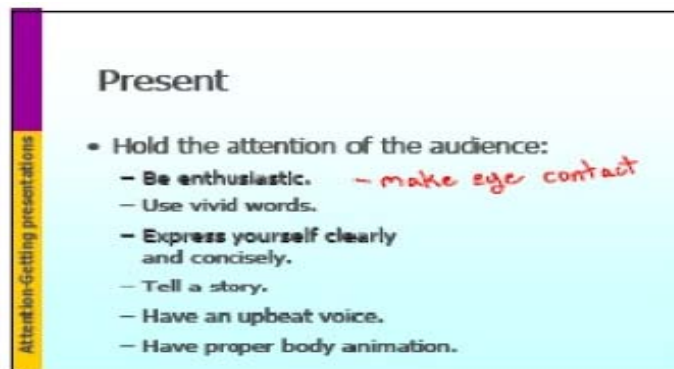


12 Select **Capture to Notebook** from the menu. Notebook software will open



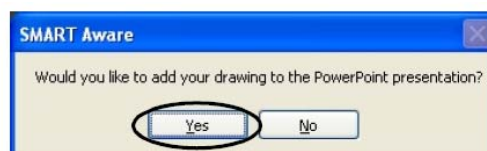
13 Now that the reminder has been captured to Notebook software, press once on the interactive whiteboard to erase the item from your PowerPoint presentation. There are times when you will want to make a note and save it as a permanent part of your PowerPoint presentation.

14 Pick up a pen and write a note on the current slide. If you are using the



You can continue moving through your presentation using the Slide Show toolbar. If you accidentally erase or remove your notes you can restore them. Simply press the Menu button on the Slide Show toolbar and select **Restore Drawing** or press the **Click here to restore to writing** icon that appears in the bottom right corner of the screen. When you finish your presentation you will be asked *Would you like to add your drawing to the PowerPoint presentation?*

15 Press the Menu button on the Slide Show toolbar and select **End Show** from the drop-down menu. Press **Yes** when you are prompted to add your drawing. Hands-on Practice



16 Select **File > Close** and press **Yes** when asked if you would like to save the changes you have made to your file. This will save your notes to the PowerPoint file so they are ready for the next time you present.

17 Press the **Notebook** taskbar button to view the Notebook file that was created earlier.



18 Select **File > Save**.

19 Follow the directions to specify a file name and location.





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