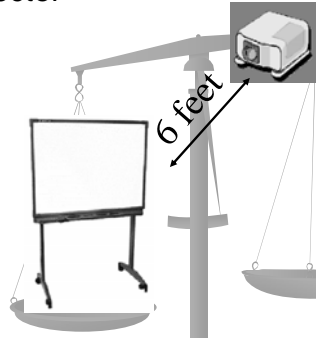
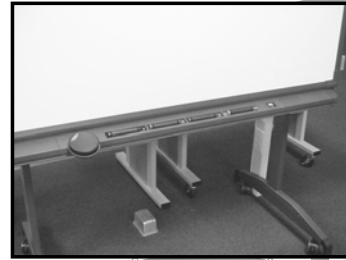


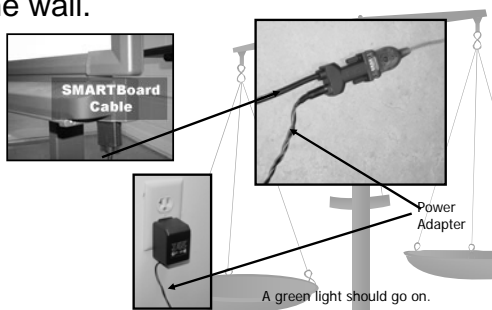
1. Set the SMART board approximately 6 feet from projector



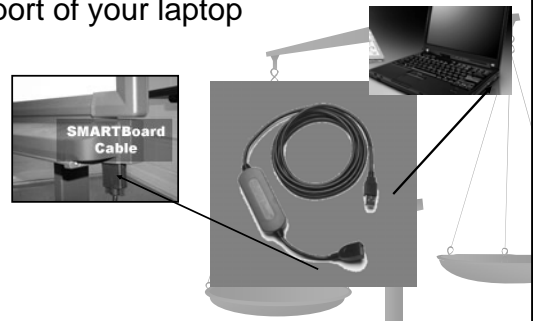
2. Set the pens and eraser in the appropriate trays



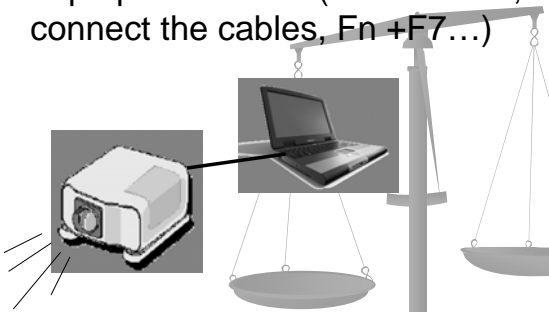
3. Plug the power adapter into the SMART board cable and then into the wall.



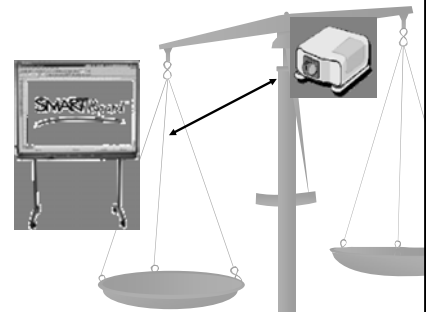
4. Locate the SMART board connector and plug it into the USB port of your laptop



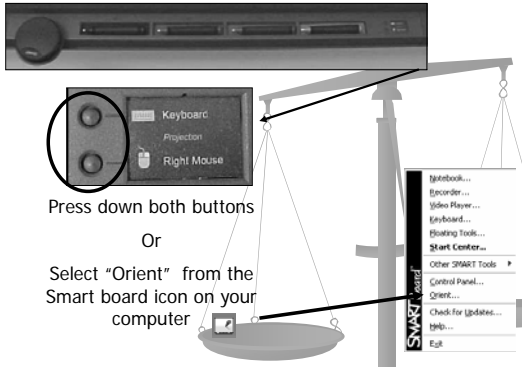
5. Set up the Projector with the Laptop as usual... (turn both on, connect the cables, Fn +F7...)



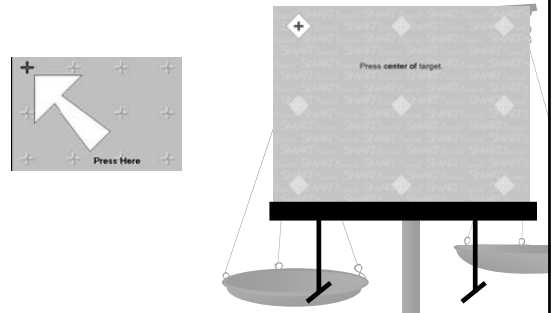
6. Adjust the distance between the SMART board and the projector so that the computer screen fills the SMART board.



7. Orient the board.



At the SMART board, follow the directions on the screen to orient (match it up) with the computer.

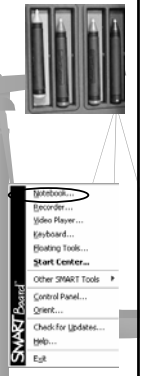


Using the SMART Board

- Any time you touch the interactive whiteboard, your finger acts as a left-click.
- To double-click on a SMART Board interactive whiteboard, simply press the same spot twice in rapid succession
- The SMART Board Tools provide access to functions that help you operate the interactive whiteboard.



- To emphasize or add information to a point, you can write over top of any application or Web site in electronic ink. You can then capture the annotation or touch the screen to make the annotation disappear.
- To write on the interactive whiteboard, pick up a stylus from the pen tray and write over the top of any projected image. When writing, press firmly and consistently on the whiteboard and avoid resting your hand on the surface.
- After you finish, return the stylus to the pen tray. The cursor will reappear and you'll regain touch control.
- NOTE:** If you return the stylus to the pen tray without capturing the annotation, your annotation will disappear the next time you touch the screen.
- To erase your annotations, use the edge of the eraser in a smooth motion.
- You can Notebook software to write on a blank screen.



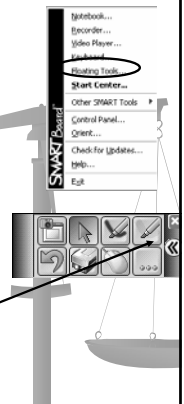
Using Notebook Software

- Select Notebook from the menu bar
- Pick up a pen to start writing
- Select Blank Page from Insert Menu when you need more room
- You can convert what you've written into typed text by selecting the object & pressing the letter A (upper right corner)
- You can save this page several ways:
 - export as powerpoint from File Menu
 - export as pdf
 - export as image file (jpg, etc.)



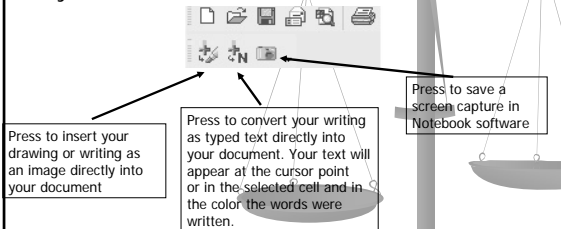
Using the Floating Tools

- The Floating Tools are the software equivalent of the SMART Pen Tray.
- With the Floating Tools toolbar open, you have access to pens and an eraser – in virtual rather than physical form. For example, press the **Pen** button and your next contact with the interactive whiteboard will produce a stream of digital ink.
- The Floating Tools also offer functions you won't find in the pen tray, like the highlighter.



Using SMART board with other applications

- When using Microsoft Word or Excel software with your interactive whiteboard, you will notice 3 new buttons.



Using with PowerPoint

- The Slide Show toolbar appears every time you start a slide show. The toolbar also provides functions specific to PowerPoint software on a SMART Board interactive whiteboard, like saving notes.
- You can emphasize key points in several ways. The simplest way is to circle or underline ideas using a pen. Notes made on your slides are temporary unless you save them.
- You can also navigate forward through your slide show by pressing twice on the right of the board, making the second press to the right of the first. To reverse through the slide show, again press twice on the board, making the second press to the left of the first.



SMART board Tools

- Recorder** - Record all actions that take place on your interactive whiteboard, such as training or workflow processes. Add audio with a microphone, control recording quality and video format and share your recording with colleagues.
- Video Player** - Write or draw over video during a presentation and capture a single video frame into Notebook software. Use SMART Video Player to play video files located on your computer or view content from a camera, VCR, CD-ROM or DVD.
- Keyboard** - Type or edit text in any application without leaving the interactive whiteboard.



Other SMART board Tools

- Screen Shade**- Gradually reveal information to create suspense or hide text and graphics by dragging the shade left or right, up or down.
- Spotlight** - Focus the attention of your audience to a specific part of the screen. Change the shape of your spotlight, set the transparency level of the shaded area or exit the spotlight view.
- Magnifier** - Enlarge small text or images to make them easier to see. Two windows will appear: the smaller window is used to select the area you would like to magnify, and the larger window displays the magnified view.
- Pointer** - Use the Pointer to direct audience attention to an important piece of information on the screen.
- Screen Capture Toolbar** - Enhance your lesson activity by capturing a selected area, window or a full screen grab from your desktop. The captured image will automatically appear as a page in your Notebook file.

