



## SMART Board® - Combined Documentation

### Orienting the SMARTBoard

Orienting the SMART Board® ensures your touch registers accurately when you press the screen or use the pen(s). It is recommended that you orient the SMART Board® every day.

**Note:** *If you press the interactive whiteboard with your finger and your cursor appears somewhere other than where you are pressing, try orienting the interactive whiteboard.*

1. At the same time, push both the keyboard button and the right click mouse button in the Pen Tray.



2. Starting with the one in the top left corner, press and release the center of each target.



**Note:** *You will hear a sound each time you press a target and the target will move to the next place you have to press.*















### SMART Notebook™ 11 Software

**Note:** *Each SMART Board® comes packaged with SMART Notebook™ software. Instructors and presenters can use the software to prepare interactive activities.*















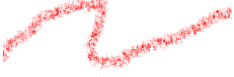



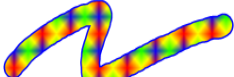
### SMART Notebook™ Software - Menu





















Button	Command	Description
	Previous Page	Moves back one page in the current Notebook file.
	Next Page	Moves forward one page in the current Notebook file.
	Undo	Reverses the effect of the last action performed or deletes the last object created on the current page. You can undo an unlimited number of actions by selecting <b>Undo</b> repeatedly. <b>Undo</b> applies to actions on the current page only.
	Redo	Reinstates the original action or object undone with the <b>Undo</b> command. <b>Redo</b> applies to actions on the current page only.
	Open File	Open an existing .notebook file.
	Add Page	Inserts a new, blank page after the currently selected page.
	Delete Page	Deletes the currently selected page.
	Save	Saves the current Notebook file.
	View Screens	Combines functionality of switching between Full Screen, Transparent Background, Dual Page Display and options for zooming features.
	Paste	Places the contents of the clipboard on the Notebook page or at the text insertion point.
	Open the Screen Capture Toolbar	Opens the Screen Capture Toolbar. This toolbar floats over any open application and lets you capture images of the entire screen, a window or a selected area of your screen. The images then appear on the current Notebook page or a new page.
	Smart Document Camera	Opens the Smart Document Capture window. Allows insertion of an image from a SMART Document Camera.
	Measurement Tools	Inserts a Ruler, Protractor, Geodreieck, or Compass.
	Delete	Deletes the selected objects.








	Show/Hide Screen Shade	Opens and closes the Screen Shade.
	Insert Table	Insert a customizable table on the current page.
	SMART Exchange	Links to the SMART exchange resource page.
	Select	Allows you to select, move, and manipulate objects on a Notebook page.
	Shape	Creates regular shapes such as a circle, square, hearts, stars, etc.
	Regular Polygons	Creates regular polygons.
	Fill	Define a fill effect, and then apply it to objects.
	Pens	Changes the pointer to a pen for freehand pen objects.
	Pen Types	Drop-down menu for a variety of Pen Types. (Pen, Calligraphic, Crayon, Highlighter, Creative, Magic, Shape Recognition Pens.
	Pen	Write or draw in digital ink. 
	Calligraphic Pen	Selects the Calligraphic Pen. 
	Crayon	Selects the Crayon. 
	Highlighter	Highlight in digital ink. 
	Creative Pen	Write or draw in digital ink using creative pens 



	Magic Pen	Create freehand objects that slowly fade, open a magnification window or open a spotlight window.
	Shape Recognition Pen	Creates a freehand object on the current page that SMART Notebook™ recognizes and converts into a circles, ovals, squares, rectangles, triangles and arcs.
	Text	Selects a font for your next text object.
	More Text Options	Use this menu to check your spelling, create a bulleted or numbered list, and change the font of your text.
	Lines	Creates straight lines and arrows in a variety of line styles and line endings.
	Eraser	Erases digital ink.
	Customize the toolbar	Allows for customization of the Floating Tools toolbar..
	Move Toolbar	Move the toolbar to the top or the bottom of the screen.
	Instant Conferencing	Create or join a Bridgit software meeting.
	Magnifier	Opens Magnifier.
	Recorder	Starts SMART Recorder.
	Video Player	Starts SMARTVideo Player.
	Spotlight	Displays a Spotlight during a presentation to draw attention to an area of the screen.
	Pointer	Displays a large Pointer on your screen to draw attention to an element or area..
	Calculator	Opens a calculator.
	Orient	Orients your smartboard.

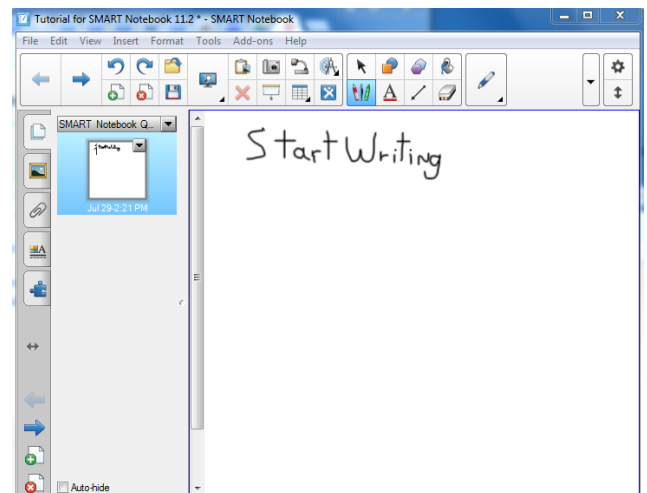


	Area Capture	Takes a screen capture of an area.
	Freehand Capture	Takes a screen capture of a freehand area.
	Print Screen	Prints the current screen to your computer's default printer.
	Right-Click	Right-click command
	Notebook	Starts SMART Notebook software

## Writing or drawing in SMART Notebook™

To activate the pen, pick up the pen from the Pen Tray and begin writing with either the pen or your finger.

**Note:** *It is recommended to write fairly large to help the audience read what is being written on the board.*

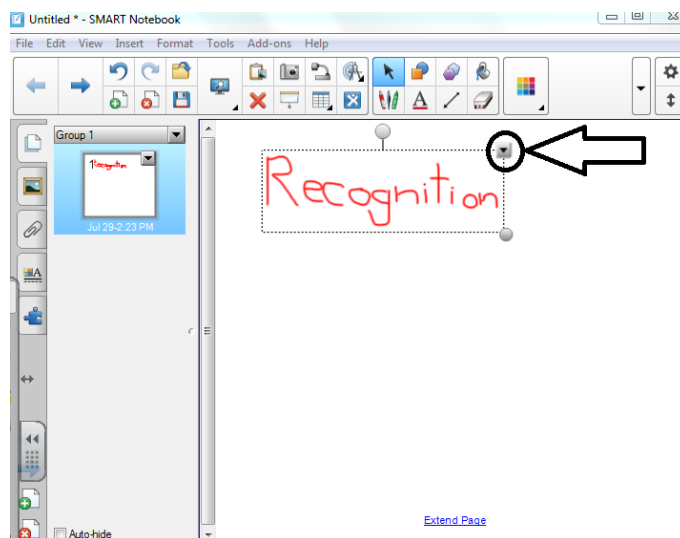


## Converting handwriting to typed text

Often times after writing something you will want it converted to text for legibility purposes. The SMART Notebook™ software has built-in handwriting recognition software, so you can easily convert your writing into typed text.



1. Select the handwritten object by tapping on the text.
2. In the top right corner of the word, press the **arrow** button.
3. Select the correct word from the list of alternatives.
4. Your writing is converted to typed-text format.



**Note:** Sometimes the program is unable to recognize your handwriting. From the menu, tap *Recognize As* and type in the correct spelling. If unwanted recognition appears simply click on the converted objects and delete.

## Typing in the SMART Notebook™

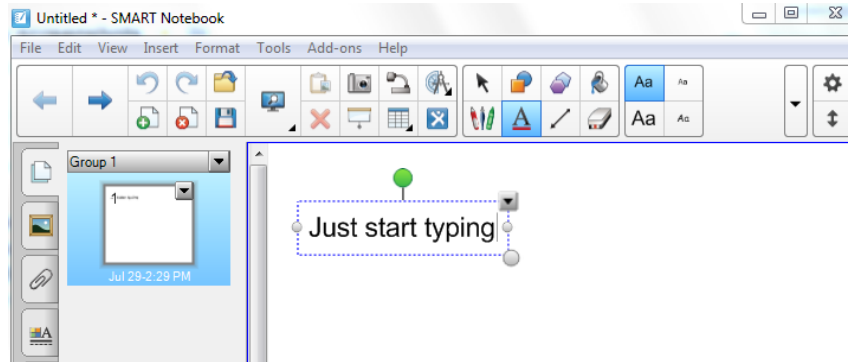
The SMART Notebook™ offers two ways to type into the software:

- Use the keyboard that's connected to your computer to type text objects in Notebook software.
- If the connected keyboard isn't easily accessible, press the **Keyboard** button on the Pen Tray. A virtual keyboard appears that lets you enter text.

**Entering text into the software:**

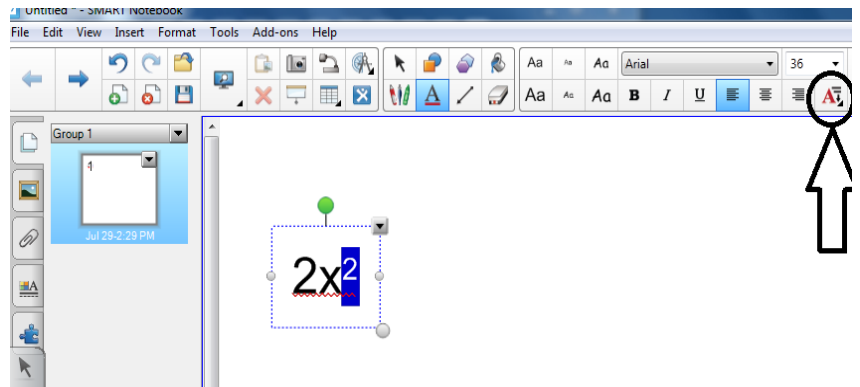


1. Begin typing either with the keyboard on the SMART Board® or the computer keyboard.



**Note:** A text box appears that will automatically adjust to the amount of text added within the allotted space provided. The text will automatically wrap when the text reaches the end of the designated workspace area.

2. When you finish entering text, press anywhere outside of the text box area (or press the Esc button on the keyboard).



**Note:** Also, from the textbox area you can use superscripts, subscripts, and a variety of scientific notation symbols by clicking on the math symbols button.

### Add a page(s)

**Note:** To add a page between page 2 and 3, click on page 2 and press the **Add Page** button. The new page is always added immediately after the current page and the pages are renumbered accordingly.



1. To add additional pages to the notebook, press the **Add Page** button on the toolbar or in the bottom left.
2. You can insert a new page anywhere in the Notebook file.



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## Selecting and moving an object

1. To select an object put the pen or eraser back in its Pen Tray slot.
2. Touch the object with your finger.

**Note:** To select several objects using the SMART Board®, use your finger to drag a selection rectangle around several objects.



**Note:** You'll notice that it's now surrounded by a selection rectangle with a resize handle (white circle) and a rotation handle (green circle).

3. To move the object, continue to press lightly on the object while sliding your finger across the screen.

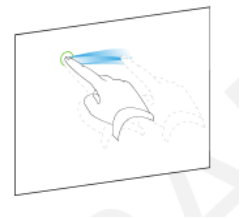
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## Group & ungroup objects

**Note:** Make sure that everything is back in the Pen Tray before grouping and ungrouping the object(s).

*Using the Shake Gesture*

1. Quickly shake your finger over the objects three times.

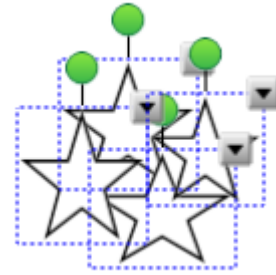






### *Grouping Objects Manually*

2. Select the objects (hold ctrl to select multiple objects) and tap the drop down arrow to bring up the menu.
3. From the menu, select **Grouping**.
4. Select **Group**.



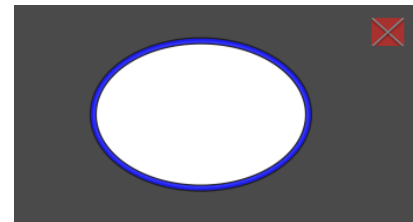
**Note:** To ungroup objects, repeat step 1 or do steps 2-4 and select **Ungroup** from the menu.

## The Magic Pen

**Note:** The Magic pen can be used for 3 different uses within the SMART Notebook™ software.



- You can use it to write on the board and the writing will disappear shortly.
- Drawing a circle will create a spotlight.
- Drawing a rectangle will create a zoom feature.



what does this do?



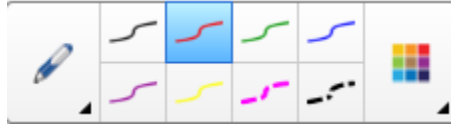
## Changing the Pen color and thickness

**Note:** The changing of pen colors does not change the physical pens from the Pen Tray. Rather, this changes the Pen button options located on the menu bar.







1. From the toolbar menu, tap on the pen.

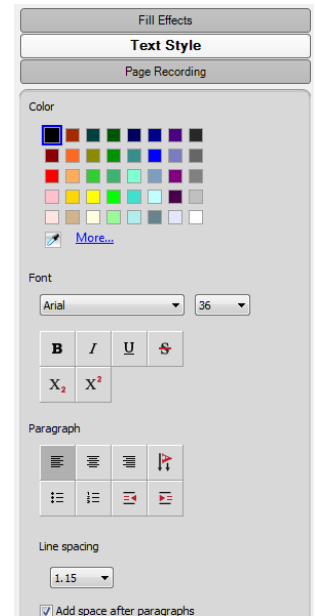


2. Click on the Color button and additional pen colors will appear, select a color you wish to change.

3. Under the paperclip icon , click on the A icon  to bring up the properties window.

4. Select what color, line thickness, and how the line begins and ends.

5. When finished, begin drawing or writing on the whiteboard.

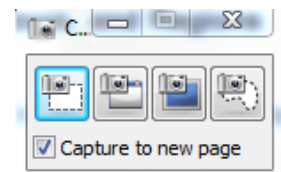


## Capturing Screens, Windows, and Regions

**Note:** You can capture part of a screen as an image by using the Screen capture toolbar.







1. Click the screen capture button on the toolbar or from the drop down menu, select **View > Screen Capture Toolbar**.
2. The 4-button Capture toolbar opens.
3. Minimize the SMART Notebook™ software.



**Note:** You'll notice that the Capture toolbar stays on top no matter what window you open or close.



4. Select one of the following buttons in the table below based on what you want to capture.

I want to capture...	How it is achieved:
a specific area of the screen in the shape of a box	<ol style="list-style-type: none"><li data-bbox="594 562 1373 646">1. Press or click  in the Screen Capture toolbar. The pointer changes to a cross-hair.</li><li data-bbox="594 688 1430 846">2. Drag the crosshair with the mouse or your finger on the interactive screen to enclose the area to capture. The Notebook software captures the area and places it on a new Notebook page.</li></ol>
a single window.	<ol style="list-style-type: none"><li data-bbox="594 898 1365 982">1. Press or click  in the Screen Capture toolbar. The pointer changes to a circle cross-hair.</li><li data-bbox="594 1024 1446 1140">2. Move the crosshair to an area of the window you'd like to capture. The Notebook software captures the area and places it into on a new Notebook page.</li></ol>
the entire screen.	<ol style="list-style-type: none"><li data-bbox="594 1192 1430 1350">1. Press or click  in the Screen Capture toolbar. The software captures everything on your SMART Board® interactive whiteboard or monitor and places it on a new page.</li></ol>
a freehand area.	<ol style="list-style-type: none"><li data-bbox="594 1402 1373 1486">1. Press or click  in the Screen Capture toolbar. The pointer changes to a cross-hair.</li><li data-bbox="594 1528 1422 1686">2. Drag the crosshair with the mouse or your finger on the interactive screen to enclose the area to capture. Notebook software captures the area and places it on a new Notebook page.</li></ol>



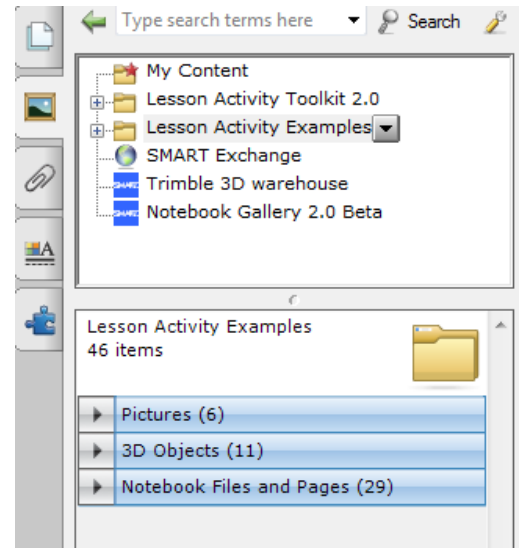
## Using Gallery Collections

**Note:** A gallery includes learning objects, images, audio, video, Flash objects, and Notebook lesson activities.

The Gallery organizes content into three categories:

- – Pictures and backgrounds.
- – Interactive and Multimedia.
- – Notebook files and pages.

**Note:** If you find a picture, multimedia file, or notebook background that you like, you can press and drag it onto the page.

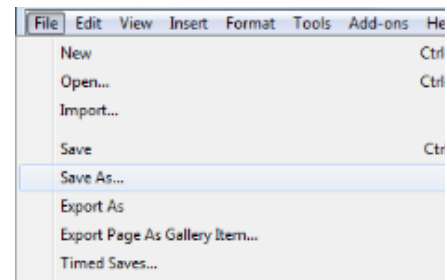


## Saving the SMART Notebook File

File saving allows you as the teacher to go back into the software and continue using the document or make additional changes. This type of save is not what you use to send the content to someone who does not have a SMART Board®.

### File → Save As/ Save

1. Tap the **File** button.
2. From the menu, select **Save As** or **Save**.
3. In the new window, select where the file will be saved.
4. Type the name of the file into the designated area.
5. When finished, tap the **Save** button.





## Export SMART Notebook File

When you are finished with your SMART Notebook file and you are ready to post it to Blackboard:

1. Click the **File** button.
2. From the drop down menu, select **Export**.
3. From the drop down menu, select **PDF**.
4. Start at the left hand side of the Export PDF dialog box.
5. Change the Print What: to **Full Page**.
6. Add any Page Layout information:
  - a. Header
  - b. Footer
  - c. Date
7. Under Print Page, select either all or select the pages you want to save in the PDF.
8. When finished, click the **Save** button.
9. Choose where you want to save the PDF file.
10. Add a File name.
11. When finished, click the **Save** button.

