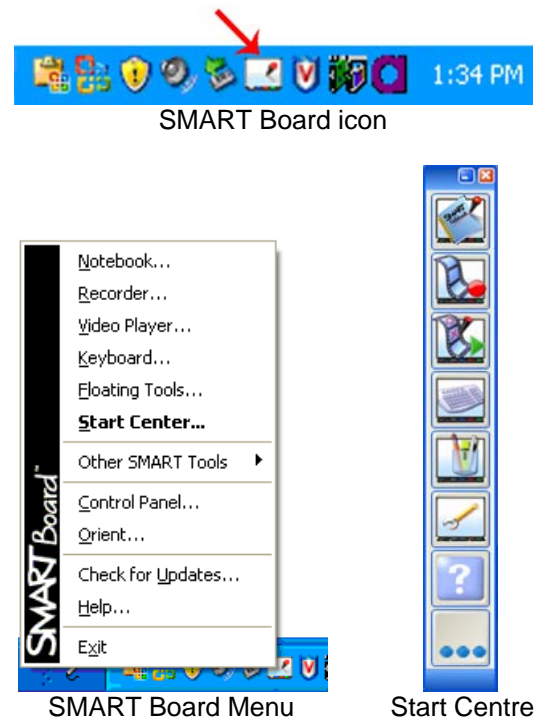# SMART Board
Full Reference Guide

Start-Up

After entering Windows, click on the desktop icon **SMART Board Tools**. The SMART Board icon will appear in the system tray on the bottom right of the screen. Turn on the projector and have the source control (panel found next to door) set to Laptop. The Laptop screen should now be projected onto the SMART Board. The SMART Board will now have full interactivity. Clicking on the icon in the system tray will bring up the **SMART Board Menu**.

Most SMART Board functions are opened from the SMART Board Menu. If you are continually switching between various SMART Board functions, you may want to open the **Start Centre** which sits permanently on the right hand side of the screen, rather than having to constantly click on the SMART Board icon in the system tray to bring up the menu. To open Start Centre click on the SMART Board icon and select Start Centre.

SMART Board icon


SMART Board Menu   Start Centre

Interacting with the SMART Board

With the SMART Board Tools open, you will be able to interact with the projected image of the laptop on the SMART Board. The SMART Board becomes a touch-screen interface, allowing you to control the laptop from the SMART Board. By using the SMART Board markers you will also be able to write annotations over programs/images/files that are projected onto the SMART Board, and save these annotations in a file on the computer attached to the SMART Board.

Orienting the SMART Board

Performing an orientation procedure will provide the SMART Board with the information to accurately track touch-screen interaction. Orientation should also be performed if the screen has been moved or bumped, or has been unplugged from the computer since last usage. The orientation procedure asks the user to press the area of the SMART Board where a cross appears. Three orientation levels are available (Quick, Standard, and Fine). The default is Quick orientation.

To configure which orientation level you want to use, click the SMART Board icon in the system tray and select **Control Panel**. Then select the **Align/Orient the SMART Board** option. Now select the **Pick the Orientation** Precision option. Quick level offers 9 points of contact orientation, Standard offers 20 points, and Fine offers 80 points. Click the **Orient** button. When prompted, touch the area of the SMART Board where the cross appears.
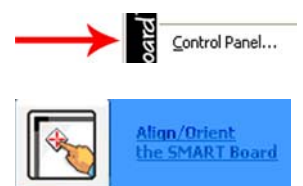
The SMART Board Pen Tray

The **SMART Board Pen Tray** is situated directly under the SMART Board. On this tray the four SMART Board markers plus the eraser sit. Also situated on the pen tray is two buttons on the right. The top button is the **Keyboard**, which brings up the SMART Keyboard function that is discussed in detail later in this reference guide. The other button is the **Right Mouse Button Click** function. By pressing this button, the next time you touch the SMART Board it will react as if you have clicked on the screen with the right mouse button.

SMART Board Pen Tray

Keyboard and Right Mouse Button Click on Pen Tray

Using the markers on SMART Board

Start up the application and file that you wish to project from the laptop onto the SMART Board. Pick up the marker for the colour that you wish to use from the pen tray. To write in a different colour, place the marker that you are currently using back on its proper slot on the pen tray before picking up the next marker. This is to ensure that the next time something is written on the SMART Board, the previous colour is not used. To erase writing on the SMART Board, place the marker that you are using back in its proper slot before using the eraser. In terms of what colour will appear when writing on the SMART Board, the SMART Board will reference which marker is not currently placed in the pen tray. The illuminated lights on the pen tray show which marker or eraser is currently in use.

To clear all annotations that you have made on the SMART Board, ensure all markers and the eraser are in the pen tray and simply touch the screen. When the screen is touched with all markers in the pen tray the board will automatically be cleared. If you accidentally touch the screen in this instance and the screen is cleared, the **Restore Annotations** button will appear in the bottom right of the screen. Touch this button to restore the annotations to the board.

Configuring the SMART Board markers

The markers can be reconfigured to alter line thickness, colour, line type, or opacity. Click the SMART Board icon in the system tray to bring up the SMART Board menu, and then select **Control Panel**, or the Control Panel button in the Start Centre. Then click on the **Pen Tray Settings** option. A list of buttons will appear on the left hand side panel corresponding to which marker you wish to reconfigure. The eraser can also be configured here to set a different diameter.

From SMART Board menu

From Start Centre

Floating Tools

The Floating Tools offer a customizable range of tools to perform a variety of operations. You have access to the same tools from the Pen Tray to use on the SMART Board, but instead in virtual rather than physical form.

To open Floating Tools click the SMART Board icon and select **Floating Tools**, or the Floating Tools button in the Start Centre. You will be able to click and drag the Floating Tools toolbar to any part of the screen. If you select the pen icon from the Floating Tools menu, you are now able to write on the SMART Board with your finger, rather than having to use the marker.

From SMART Board menu

From Start Centre

Floating Tools Menu

In addition to the tools offered by the Pen Tray, the Floating Tools menu also offers features such as a large screen pointer, restore/clear annotations, and save/print screen. To customize what tools are shown in the Floating Tools Menu, click on the **More Options** icon. This will open the **Customize Floating Tools** box which shows all tools that are available. To put additional tools in the Floating Tools Menu, click on that tool in the box on the left and click the **Add** button. To remove tools from the menu, click on that particular tool in the box on the right and click the **Remove** button.

SMART Keyboard and Handwriting Recognition

While you will mostly use the SMART Board for writing over applications with the markers, there will be situations where you will need to use a keyboard to send commands to the computer. For this you can use **SMART Keyboard** function, so you can remain at the SMART Board to type rather than having to use the computer keyboard. The SMART Keyboard can be opened by clicking on the SMART Board Tools icon, and selecting **Keyboard**. You can also open the SMART Keyboard by pressing the keyboard button on the pen tray of the SMART Board, or the Keyboard button in the Start Centre.


From SMART Board menu

From Start Centre

Included in the SMART Keyboard option is the **Handwriting Recognition Window**. In this window, you can write the information that you want typed on the screen with one of the markers, and the SMART Board will convert your handwriting to typed text. When using Handwriting Recognition Window, you can also specify whether you are typing in capitals or writing a number by clicking the appropriate circle next to that option. This helps the SMART Board to interpret handwriting for letters or numbers that look similar, eg. S and 5. The area in the Handwriting Recognition Window where you write your text is called the **Writing Recognition Area**. The converted text will appear above your written text in the **Editing area**.

To open the Handwriting Recognition Window function, click the drop-down menu in the top left corner of the SMART Keyboard window and select **Write**.
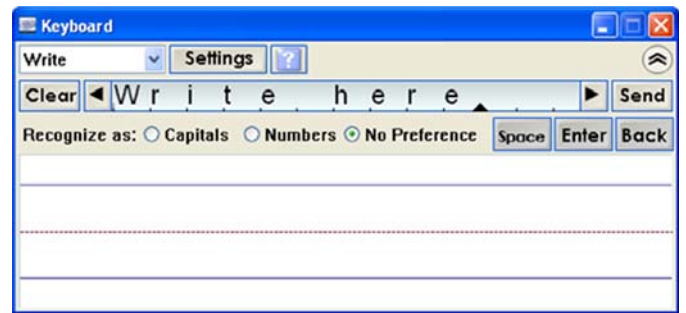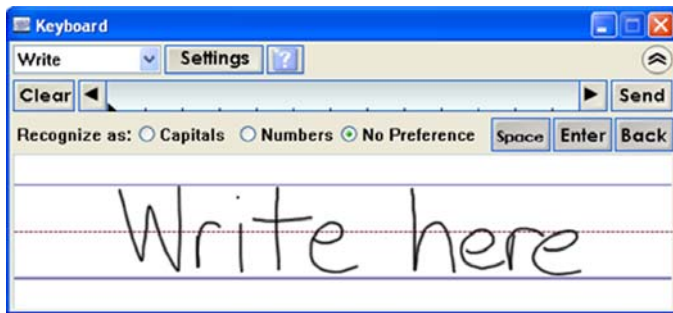
There may be occasions when the SMART Board is unsure of what letter or number you have written. On these occasions a question mark will appear instead of that letter/number in the editing area. To edit the conversion, touch the screen on the question mark in the editing area. This character will then be highlighted. Once again write this character in the Writing Recognition Area. If the program understands what character you have written, it will replace the highlighted question mark in the editing area with that character. The SMART Board is much more likely to recognize large handwriting than small and cramped handwriting.
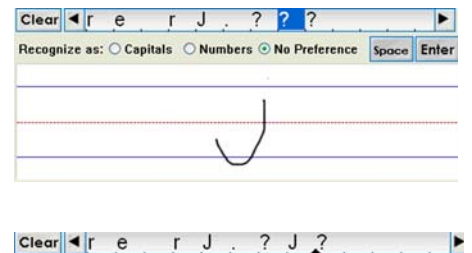
To insert additional text to the editing area, touch the editing area where you want to add the additional text. Then write in the Writing Recognition Area the text you want to add. To delete text, touch on the text in the editing area that you want removed, and press the **Back** button. To change lower case characters to upper case and vice versa, touch on the screen the character in the editing area. The letter will appear highlighted with an arrow pointing either upwards or downwards next to it. This corresponds to whether you want to change the letter to upper or lower case. Press on the highlighted character again to alter the case. To add spaces to the edited text, touch on the editing area where you want the space added and press the **Space** button. To make a carriage return, press the **Enter** button. When you are happy with what you have typed and want to commit the text, press the **Send** button.

Converting handwriting to text without using SMART Keyboard

There is also the ability to convert your handwriting into text without having to open the Handwriting Recognition Window in the SMART Keyboard function. When you have written on the SMART Board, by pressing and holding on the text on the SMART Board for one second with your finger a small menu will appear with the option **Insert "(what you have written)" Here**. This "press and hold" method will convert your handwriting to text.
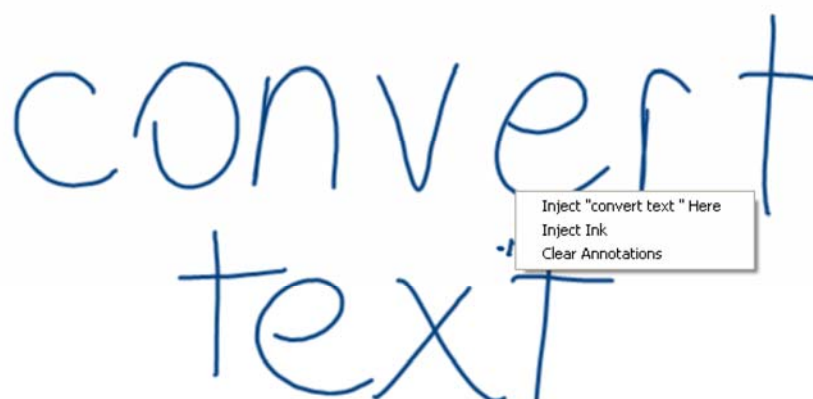
Recording your interactions with the SMART Board

The SMART Board is able to record interactions that you make on a SMART Board with the projection from the laptop. If you have a microphone attached to the computer, you can also record your voice as part of the recording. This is useful if you want narration over your file playback if you are presenting this recording to an audience. By default this recording is saved as a Microsoft Video file (.avi). Click the SMART Board icon and select **Recorder**, or the Recorder button in the Start Centre. This will open the **SMART Recorder**.

From SMART Board menu

From Start Centre

To change the default settings of the SMART Recorder go to Menu, then Options. Here you can change the video and sound quality of the recording in the **Recording Quality** tab. If you do not wish to have narration over the recording, change the sound quality to **No Audio**.
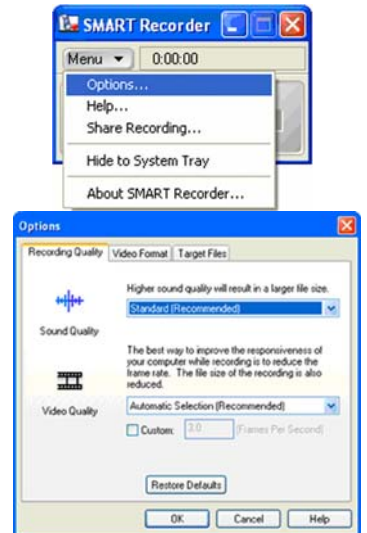
On the **Video Format** tab you can choose whether to save the recording as a Microsoft Video file, or a SMART Recorder Video file. The SMART Board Recorder Video format uses 16 million colours rather than the 256 colours of the Microsoft Video file which results in better quality, but this file can only be viewed on a computer which has the SMART Video Player on it. The **Target Files** tab is where you can change the name of the file and the location on the hard drive where it is to be saved to.

Saving still images from the SMART Board

Click on the **Camera** icon in the Floating Tools menu. This will create a snapshot of the laptop screen, as well as any notations made over the top of it made with the SMART Board. If you only want to save a partial area of the screen, click on the **Capture Area** icon in the Floating Tools menu and click and drag over the part of the screen which you want to be captured. The SMART Board uses a program called **Notebook** to store all images that are saved. When an image is saved from the SMART Board, Notebook opens automatically. From Notebook, you will be able to specify what type of file you wish to save your capture as by clicking on the **Export** option from the File menu.
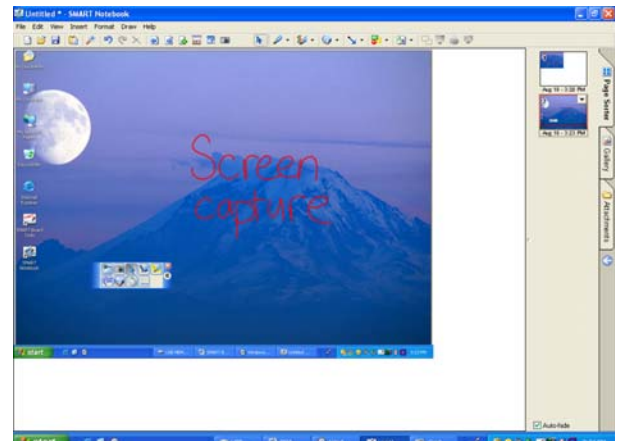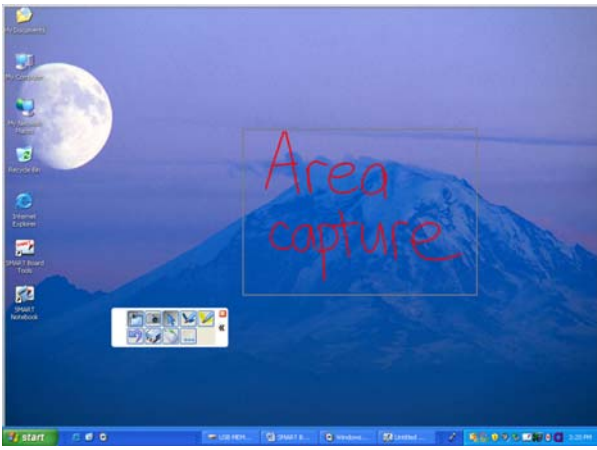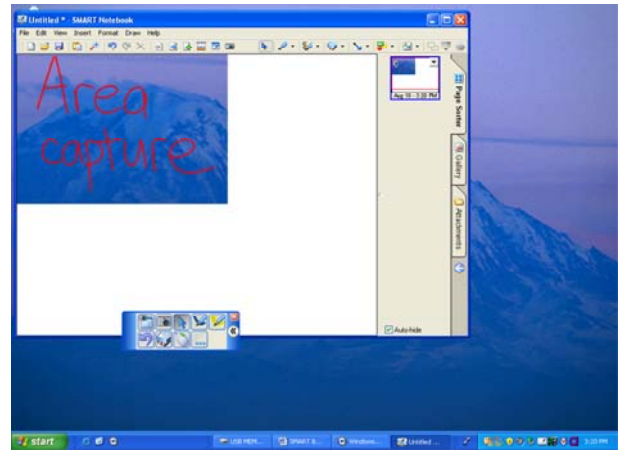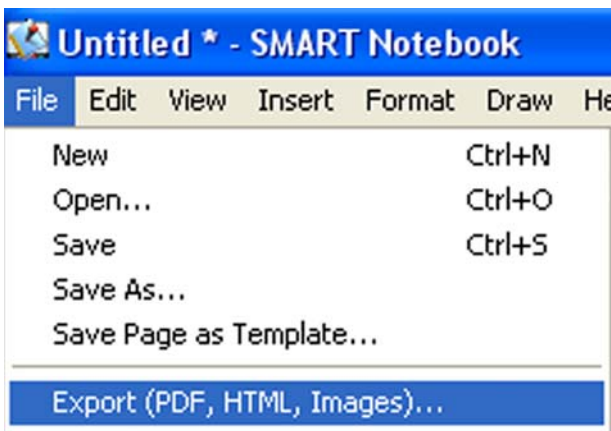
Camera

Capture Area

Screen capture using Camera tool

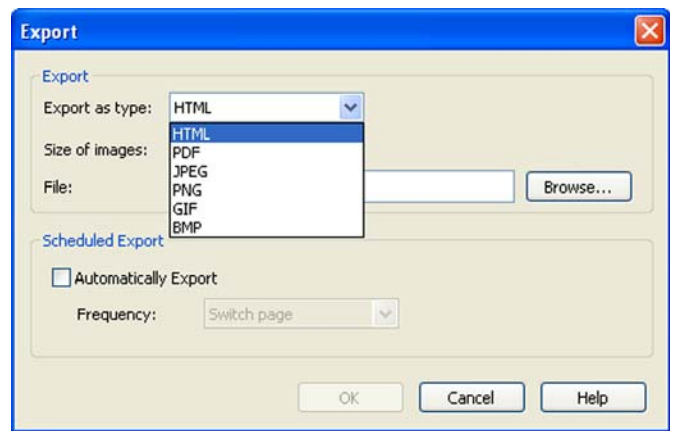The screen capture is imported into Notebook

Area capture tool. The grey box signifies the area that has been specified to send to Notebook. This box is created by clicking and dragging with the mouse or your finger on the SMART Board.

The area capture is imported into Notebook.

The Export as… function in Notebook.

Save as a HTML, PDF, JPG, PNG, GIF or BMP.

SMART Video Player

The **SMART Video Player** is convenient for occasions when the user wishes to annotate over the top of video files. The SMART Video Player recognizes all video formats that can be viewed in Windows Media Player. The Video Player however does not recognize the internal DVD drives on the computer or streaming video from the internet. If you wish to use content on the DVD drive or online video you will need to use Windows Media Player or another video viewing program. To open the Video Player, click the SMART Board icon and select **Video Player**. To configure the Video Player, click on **Options**, then select **Video Player Settings**.

From SMART Board menu

From Start Centre

With the **Pause when Tool(s) Lifted** setting on, whenever a marker or eraser is lifted from the pen tray the video will automatically pause. If you wish to save the annotations that you have made over the video, click the **Capture** button on the toolbar at the bottom of the screen. The video that is playing will then pause while the screen capture is saved into Notebook. To delete annotations that you have made on the screen over the video file, click the **Clear** button. This button alternates between the states Clear and **Restore**, which is used if you mistakenly remove annotations that you want kept on the screen.

SMART Video Player is able to receive output from external device such as video cameras, projectors, scanners and document cameras. If one of these types of devices is connected to the computer, it is detected by SMART Video Player and is listed under the **File** menu of the player. To view the output from the external device in SMART Video Player, go to the **File** menu and click **Select Video Hardware**. To select a video format for output, go to the **Options** menu and select **Video Source Settings**.

SMART Board Notebook

There are three ways to open the Notebook program. You can click the SMART Board icon and select **Notebook**, or click the Notebook button on the Start Centre, or click **SMART Notebook** icon on the desktop. Whenever you make a screen or area capture, Notebook will also open automatically if it currently isn't already open. The Notebook program is mostly used for putting together documents to be used for presentations, much like Microsoft PowerPoint. All screen captures of annotations that are made from the SMART Board are automatically imported into the Notebook program.

From SMART Board menu

From Start Centre

From Desktop
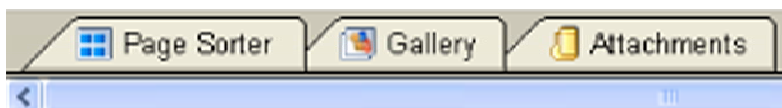
On the right hand side of the Notebook window, there are three tabs labelled **Page Sorter**, **Gallery**, and **Attachments**. The Page Sorter view is the default view, and is where you are able to view and edit all pages that are currently in your Notebook document. The Gallery view is where you can access images, audio files, video files, and Flash animations from your computer as well as online. These different types of content are placed in categories to help you find the item that you wish to add to your Notebook document. The Attachments view is where you can import your own images or documents in order to insert them into the Notebook document.

In addition to importing your saved annotations from the SMART Board, Notebook can also import documents from Microsoft Word, Excel, PowerPoint, and Adobe Acrobat. Under the **Print** menu of the program you are using, the option to print using the **SMART Notebook Print Capture** rather than a physically connected printer will send the pages of the document to the Notebook program. If you do not have Notebook open at the time the program will open automatically. You can also send the contents of a web page by following the same process to print from the web browser.

If you have a scanner attached to the computer you can also import the scanned image directly into
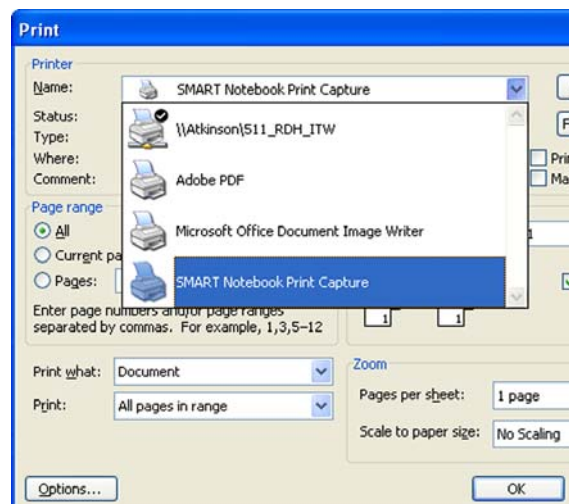

Using SMART Notebook Print Capture from Microsoft Word

Notebook. To import from the scanner, go to the **Insert** menu in Notebook and select **Picture from Scanner**, then **Select Source**. Pick the scanner that is attached to the computer on the list and then press the **Select** button. Then go the Insert menu, select Picture from Scanner and then select **Acquire**. The scanned image will then appear in the Notebook document. From the Insert menu it is also possible to insert other graphic files or Notebook templates on your computer. Position the mouse over the **Picture/Template** option, then select **From File…**. Every time something is imported into a Notebook document, the new item is saved onto the current page that you have open in the document.
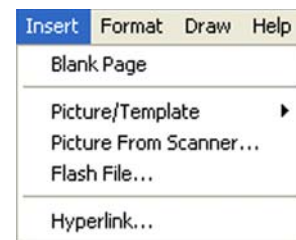

Insert menu
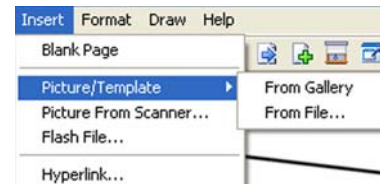
Importing graphics via Insert Picture/Template

Page Sorter view in Notebook

In Page Sorter view, miniature images of each page in the Notebook document that you have open will appear next to the Page Sorter tab on the right. By default, the title of each page in the document is the date and time that the page was created. To change the title of each page, double-click on the current title of the page on the Page Sorter tab and type in the new title.

Apart from using the SMART Board markers to draw in Notebook, you can also insert objects into the Notebook document by using the attributes in the **Draw** toolbar. This is especially useful if you are using the Notebook program on your personal computer to create a Notebook presentation for the SMART Board, and do not have a SMART Board attached. The Draw toolbar has options allowing you to draw in freeform with the pen tool, the creative pen tool which lets you draw lines with preset patterns, erase, draw line, and draw geometric shape.
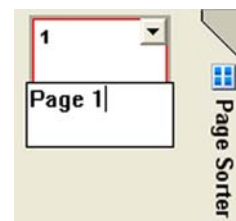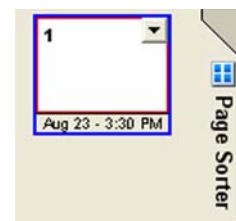

Changing title of page

The Draw toolbar

To draw on the Notebook document using the Draw toolbar, select the object from the toolbar and click and drag over the part of the document where you want the object to appear. You can also change the attributes of the object that you want to place in the document, such as the colour, size, or transparency. To change the attributes, click the object that you want to change. In the top right hand corner of the object that you have selected, a button with a downward arrow will appear. Click on this button to bring up a list of options for that object. At the bottom of this list is the **Properties** option. When this option is selected, you can change the object's attributes.
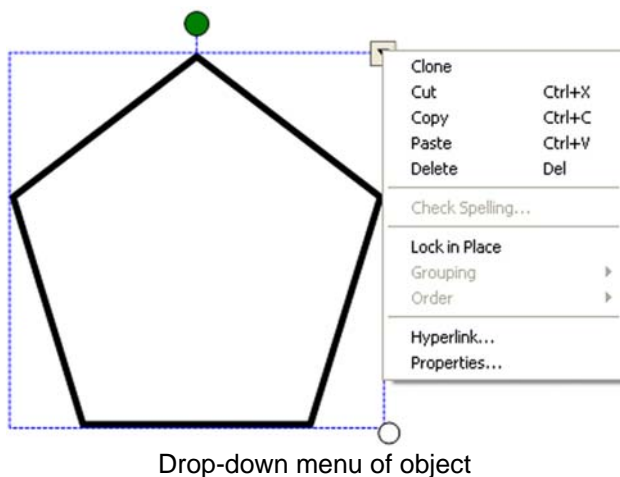
Drop-down menu of object
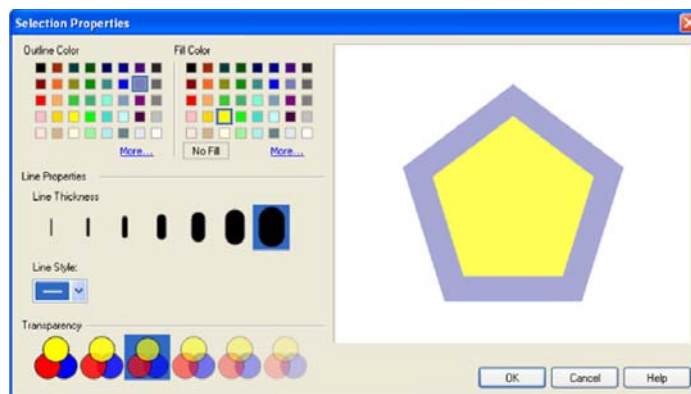
Object properties menu

Besides the drop-down menu in the top right corner of the object when it is selected, a green circle at the top of the object and a white circle in the bottom right corner will appear. The green circle is the rotate button, and the white circle is the resize button. Click on the circle and drag the object to whichever size or orientation that you want.

When you wish to present material in the Notebook program to an audience, you most likely would want to have the screen clear of all toolbars and other material. To maximise the available workspace on the screen, go to the **View** menu and select **Full Screen**, or press the Full Screen icon on the toolbar at the top of the screen . The menu bar and title bar at the top of the screen will disappear, leaving just the toolbar. To return to the normal view, press Escape on your keyboard or press the Full Screen icon on the toolbar again.

Gallery view in Notebook

Entering the Gallery view tab in Notebook allows you to access the graphics and multimedia files that are stored in the content folder for Notebook on your hard drive. You are also able to import other graphic and multimedia content from your hard drive or from the web from this view. Click on the gallery tab on the right of the screen. Two windows will appear on the right of the screen. The top window contains the categories of content that are available in the Notebook folder. At the bottom of this list is the category called **My Content**. If you are importing multimedia content into Notebook from another location on your computer's hard drive than the Notebook folder, or downloading content from the web it is recommended to import this content into the My Content category. To import graphic or multimedia content into Notebook click the **Add/Import** button which is above the Categories window. You will then be prompted what type of file you are trying to import, as well as offer the option to add a new subcategory to the My Content category. This is useful if you are importing a lot of different types of files.
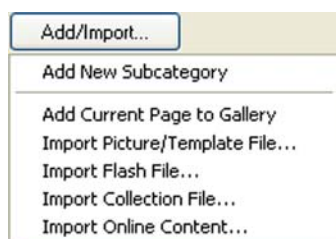
Gallery view

When you click on the name of a category in the top window, the contents of that category are shown in the window below it. There are four different types of content that can be placed in the Notebook document, and the different types are represented graphically in this window.

When the image in the gallery window does not have anything in the corners it is a regular image.

Molar

When the image in the gallery window has the top right-hand corner folded over, it means that this item is a template file. When this item is added to the document it will create a new page and place this template on it. You are then able to place images and text over this template.

Tooth

When the image in the gallery window has a red "f" in the top left-hand corner, it means that this item is a Flash animation. The Flash animation will play automatically when you place it in the Notebook document.


Breathing and Respiration

SMART Board aware programs in Windows

Whenever you are running a program on the laptop that is SMART Board aware, it is possible to make notations or drawings that you make on the SMART Board a component of the program, rather than markings over the top of it. For example, if you write something on the SMART Board while Microsoft Word is open in the background, you can save your writing into Word as typed text rather than having the writing in pen saved over it. After writing on the SMART Board, you can use the press and hold method to insert your writing as text in the SMART Board aware program, rather than having to open the SMART Keyboard. Programs that are SMART Board aware include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Acrobat

- Microsoft NetMeeting
- Microsoft Paint
- CorelDraw
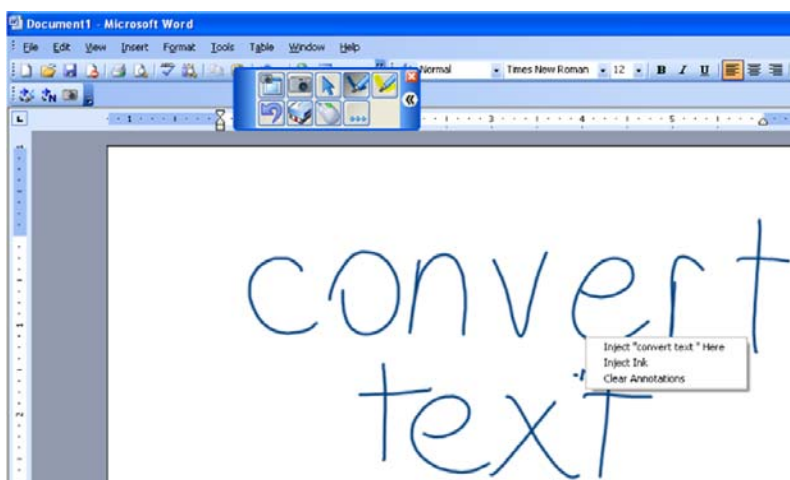
Pressing and holding on writing on SMART Board while Microsoft Word is open in the background
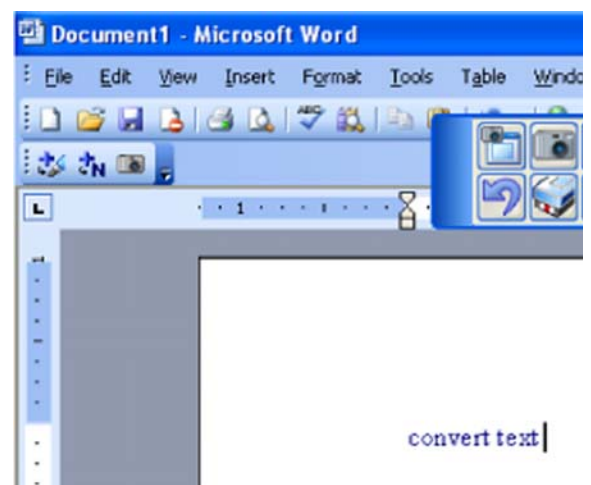
The writing has been converted to text in Microsoft Word.

Microsoft Word and Excel using SMART Board

With either Microsoft Word or Excel open, when you pick up a marker from the SMART Board pen tray a small toolbar will appear. This toolbar offers four functions. The camera icon and capture area icons react in the same way as that of the Floating Tools menu. The third button from the left as the **Save Annotations** button. This will save what you have written as a drawing inside the Word/Excel document. The fourth button is the **Save Annotations as Text** button. This button converts your handwriting into text that is inserted into the Word/Excel document.

Exiting SMART Board

Double-click the SMART Board icon and select **Quit**.