

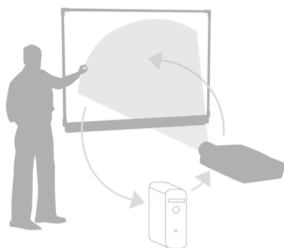


Quick Reference



Hardware Basics for Front-Projection SMART Board™ Interactive Whiteboards

The SMART Board interactive whiteboard is touch sensitive and operates as part of a system that includes a computer and a projector.



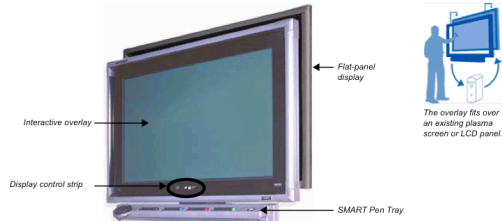
- The computer sends an image of an application to the projector.
- The projector casts the image onto the interactive whiteboard.
- The interactive whiteboard acts as both the monitor and input device, allowing you to control any application by simply touching it.

Quick Reference

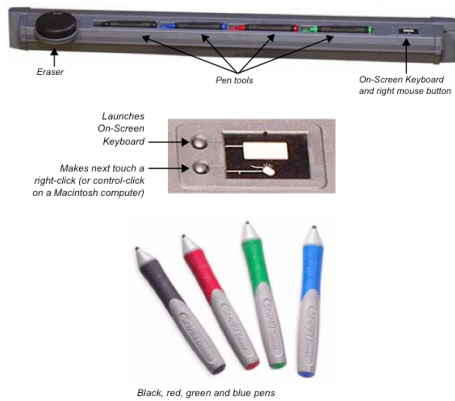


Hardware Basics for the SMART Board for Flat-Panel Displays Interactive Whiteboard

The SMART Board™ for Flat-Panel Displays interactive whiteboard is an interactive overlay that fits over an existing plasma screen or liquid crystal display (LCD) panel. Connecting a computer to the plasma screen or LCD panel displays the computer image through the overlay. DViT™ (Digital Vision Touch) technology in the interactive overlay allows you to use your finger as a mouse to control your computer's applications.

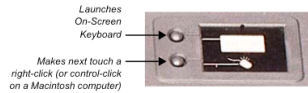


Hardware Basics

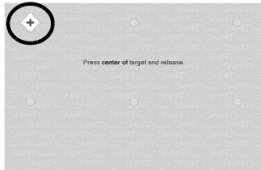







Orienting Your SMART Board Interactive Whiteboard








- 1 To orient the interactive whiteboard, press and hold the **On-Screen Keyboard** button and the **Control-click** button simultaneously until the Orientation screen appears.



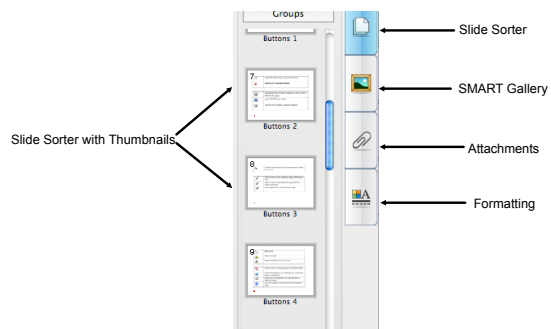
- 2 Begin the orientation process at the upper left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



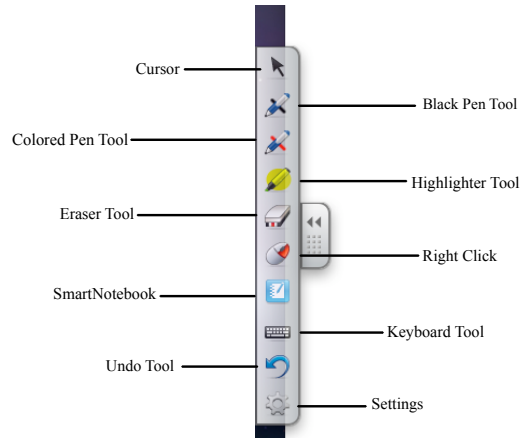
Button	Use this tool to
	display the previous Notebook page
	display the next Notebook page
	insert a blank Notebook page directly after the active Notebook page
	save your Notebook page
	paste copied object(s) into a Notebook file

	draw a line
	create a shape
	create a text-entry box for typing
	set the color of a drawing tool or selected shape
	set the transparency of a drawing tool, a selected shape or an object
	select the line properties of a drawing tool or selected shape
	move the toolbar to the bottom of the Notebook page

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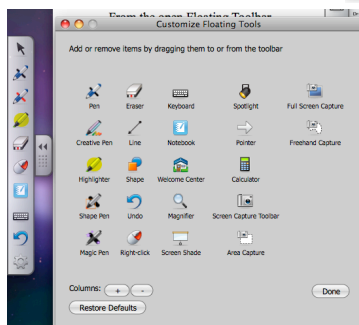
The Floating Toolbar



Customizing SMART BOARD Toolbar

From the open Floating Toolbar

Click on the gear at the bottom








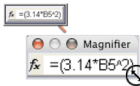




- Drag and drop the icon you wish to the toolbar

- OR drag and remove icons you don't want in the toolbar

- To restore to the default setting simply click Restore Defaults

- Then click 'Done'

What are these other tools?

Selecting	Opens	Use this tool to
Other Tools > Screen Shade  Screen Shade	 Reveal Information Slowly Screen Shade	Gradually reveal information to create suspense or hide text and graphics by dragging the shade left or right, up or down.
Other Tools > Spotlight  Screen Spotlight	 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.
Other Tools > Magnifier  Magnifier	 Magnifier	Enlarge small text or images, such as a cell in a Microsoft Excel® spreadsheet 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.
Other Tools > Pointer  Pointer	 Quick Reference Guides www.smarttech.com/train	Use the Pointer to direct audience attention to an important piece of information on the screen.
Screen Capture Toolbar  Screen Capture Toolbar	 Capture Options...	Enhance your lesson activity by capturing a selected area or a full screen grab from your desktop. The captured image will automatically appear as a page in your Notebook file.

The Magic Pen



Draw a circle

Select the Magic Pen
Draw a circle
Spotlight tool is activated

Draw a rectangle

Select the Magic Pen
Draw a rectangle
Magnify tool is activated

Shape Recognition Pen

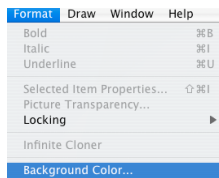


Select the pen
Draw a shape
Shape is automatically detected and completes lines


Setting up Your Page

Decide on and set background color

- a) Select 'Format' >> 'Background Color'
- b) How do I keep from selecting the color for each new slide?
Answer: *By Creating a Slide Template*

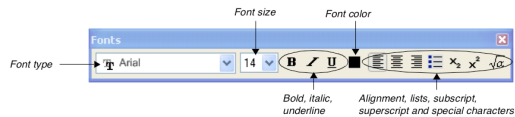


Working With Fonts

To insert a Text Box click the  from the Menu Bar

Using your Cursor click anywhere on your SMART Notebook

Use the format bar that automatically appears to edit the style, size, color, and alignment of your text

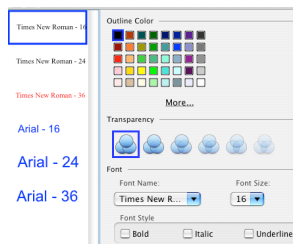


Hint:

Make titles at least 28 point, and other text at least 22

For frequently used texts . . . **CUSTOMIZE**

- 1) Click the 'Draw' menu
- 2) Select 'Text'
- 3) Select 'Customize Text'
- 4) Make changes
- 5) Click 'Ok'



Handwriting to Text Conversion

Step 1) Write Class Notes with the Pen

Step 2) Select the pointer from the menu


Step 3) Click and drag a box to highlight the written text

Step 4) Click the down arrow and select 'Recognize All'

Making Shapes

Click the '*Draw*' Menu and select '*Shapes*'

Choose your desired shape

Click the shapes button 

Click and drag with the cross-hairs that appear to draw your desired shape

Making Lines

Click the *'Draw'* Menu and select *'Line'*

Select the desired line pattern and color

Click the line button

Click and drag with the cross-hairs that appear to draw your desired line

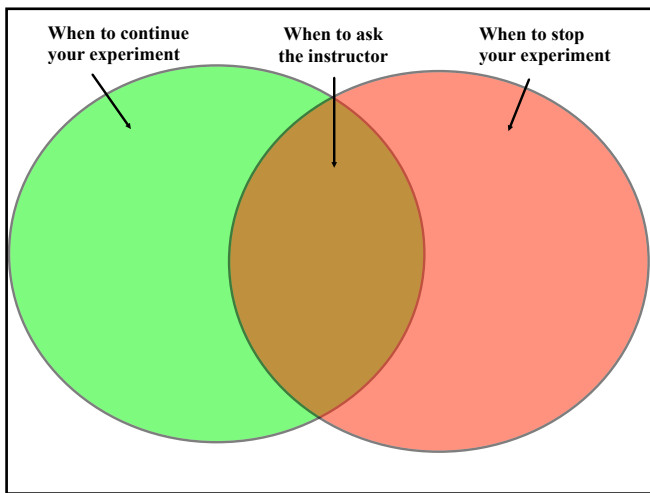
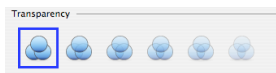
Note: To re-size or move your shape/line first click on the pointer!

Making Items Transparent

During certain slides you will want your objects to be transparent.

To accomplish this . . .

- 1) Click on the item you wish to make transparent
- 2) Click the down arrow in the upper right hand corner
- 3) Select 'Properties . . .'
- 4) Select the level of Transparency you would like for your item



Move and reveal


Step 1: Create text box for question

Step 2: Lock question text

Step 3: Create text box for answer

Step 4: Lock answer text

Step 5: Create cover shape
Click to pointer and select cover shape
Click the down arrow & select 'Properties'
Select Fill Color and click 'OK'

Question:	Answer:
How do I lock my text box?	

How do I lock my text box?



Erase and Reveal

Step 1: Create text box for question

Step 2: Create text box for answer

Step 3: Select 'Draw,' 'Pen,' then 'Customize Pen'

Step 4: Select one of the Pens (NOT Highlighters)
and set to the same color as the
background color

Step 5: Use the customized pen and cover the answer

Step 6: User Eraser to reveal the answer

Question:	Answer:
Random Trivia Question	

Random Trivia Question

Screen Shade and Reveal

Step 1: Type your question and answer

Step 2: Press the Screen Shade Button on the toolbar

Step 3: Drag the Screen Shade so only the answer to your question is covered

Step 4: When ready, drag the Screen Shade so it no longer covers the answer

Question: On the periodic table of elements what does 'C' stand for?

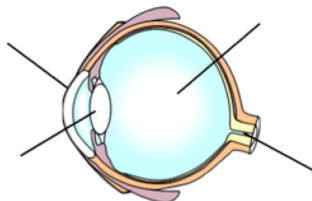
Answer: Carbon

Identify - Drag and Drop

Step 1: Add the object you want labeled into the work area & lock it into place

Step 2: Insert lines to show the class where to drop the labels

Step 3: Make labels and line them up at the bottom of the page
(Note: May be used for time-lines, T-charts, etc.)



Cornea

Lens

Vitreous humor

Optic nerve

Answer Key

Identify - Drag and Drop (Cont.)

Word	Definition
	the transparent front part of the eye that covers the iris, pupil, and anterior chamber
	a transparent, biconvex structure in the eye that helps to refract light to be focused on the retina
	the clear gel that fills the space between the lens and the retina
	transmits visual information from the retina to the brain.

Lens

Cornea

Optic nerve

Vitreous humor

Answer Key

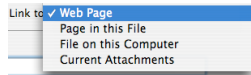
Word	Definition
Cornea	the transparent front part of the eye that covers the iris, pupil, and anterior chamber
Lens	a transparent, biconvex structure in the eye that helps to refract light to be focused on the retina
Vitreous humor	the clear gel that fills the space between the lens and the retina
Optic nerve	transmits visual information from the retina to the brain.

Linking . . .

Step 1a: If you wish to link an object click the down arrow then 'Link;

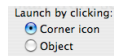
Step 1b: If you wish to start from scratch select 'Insert' from the menu bar then 'Link...'

Step 2: From the drop down menu select from the following . . .



Step 3: Enter / Select the appropriate information/files

Step 4: Select whether you want to click on a 'Corner' or the 'Object' to activate the link



Adding Sound

Step 1: Save MP3 file to your computer (or Search Gallery)

Step 2: Click and drag the audio file into your Notebook page

Step 3: Click the Speaker to play & to stop



Nasa Podcasting Info

http://science.nasa.gov/headlines/y2005/21mar_podcast.htm