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.

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

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Quick Reference

Hardware Basics for the SMART Board for Flat-Panel Displays

Interactive Whiteboard

The SMART Board 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. EMIT* Digital Video Touch technology in the interactive overlay allows you to use your finger as a mouse to control your computer's applications.

Hardware Basics

- Pen holder
- On-Screen Keyboard and light mouse button
- Lasercell
- On Screen Keypad
- White, red, green and blue pens
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.

<table>
<thead>
<tr>
<th>Button</th>
<th>Use this tool to</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Previous" /></td>
<td>display the previous Notebook page</td>
</tr>
<tr>
<td><img src="image" alt="Next" /></td>
<td>display the next Notebook page</td>
</tr>
<tr>
<td><img src="image" alt="Insert" /></td>
<td>insert a blank Notebook page directly after the active Notebook page</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>save your Notebook page</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>paste copied object(s) into a Notebook file</td>
</tr>
<tr>
<td>Action</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Undo" /> undo the last action you performed</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Delete" /> delete any selected object</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Screen Shade" /> show/hide the Screen Shade on the current Notebook page</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="FullScreen" /> open Full Screen view</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Screen Capture" /> launch the Screen Capture toolbar</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Select" /> select any object on the page with your finger or mouse</td>
</tr>
<tr>
<td><img src="image" alt="Write" /> write or draw on the Notebook page with the pen tool</td>
</tr>
<tr>
<td><img src="image" alt="Write Creative" /> write or draw on the Notebook page with the creative pen tool</td>
</tr>
<tr>
<td><img src="image" alt="Erase" /> erase digital ink on the Notebook page</td>
</tr>
<tr>
<td>Action</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
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<tr>
<td><img src="image4.png" alt="Icon" /></td>
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<tr>
<td><img src="image5.png" alt="Icon" /></td>
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<tr>
<td><img src="image6.png" alt="Icon" /></td>
</tr>
<tr>
<td><img src="image7.png" alt="Icon" /></td>
</tr>
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</table>

![Slide Sorter with Thumbnails](image8.png)
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?

<table>
<thead>
<tr>
<th>Selecting</th>
<th>Opens</th>
<th>Use this tool to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Tools &gt; Screen Shade</td>
<td>Shade Pen</td>
<td>Gradually reveal information to create suspense or hold text and graphics by dragging the shades left or right, up or down.</td>
</tr>
<tr>
<td>Other Tools &gt; Spotlight</td>
<td>Spotlight</td>
<td>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.</td>
</tr>
<tr>
<td>Other Tools &gt; Magnifier</td>
<td>Magnifier</td>
<td>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 used to select the area you would like to magnify, and the larger window displays the magnified view.</td>
</tr>
<tr>
<td>Other Tools &gt; Pointer</td>
<td>Pointer</td>
<td>Use the Pointer to direct audience attention to an important piece of information on the screen.</td>
</tr>
<tr>
<td>Screen Capture Toolbar</td>
<td>Screen Capture</td>
<td>Enhance your room 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.</td>
</tr>
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</table>

The Magic Pen

- Draw a circle
  
  Select the Magic Pen
  Spotlight tool is activated

- Draw a rectangle
  
  Select the Magic Pen
  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 A 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

When to stop your experiment
When to continue your experiment
When to ask the instructor

[Diagram showing Venn diagrams for when to continue, when to ask the instructor, and when to stop your experiment]
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: How do I lock my text box?
Answer:

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: Random Trivia Question
Answer: Random Trivia Answer
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.)
**Identify - Drag and Drop (Cont.)**

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<th>Definition</th>
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<td>Lens</td>
<td>a transparent, biconvex structure in the eye that helps to refract light to be focused on the retina</td>
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<td>Vitreous humor</td>
<td>the clear gel that fills the space between the lens and the retina</td>
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<td>Optic nerve</td>
<td>transmits visual information from the retina to the brain.</td>
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**Answer Key**

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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

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

Nasa Podcasting Info