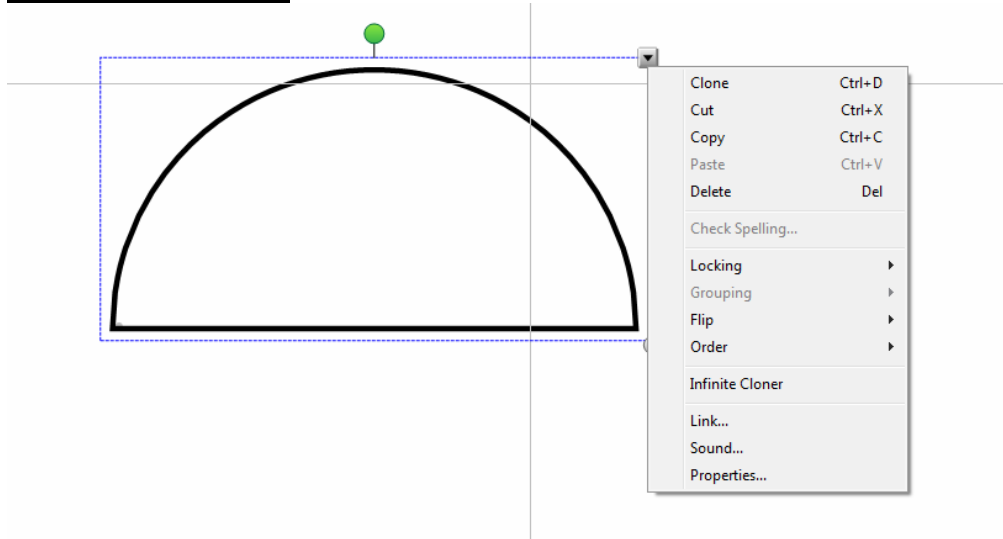# Smart Board Advanced Tips

Object Menu Button

clone - makes a single copy of the object

locking - If you have a picture you want to keep in place then go to the locking option.

flip - changes the direction of the object

order - changes the depth of the object. If you have 2 objects and you want one of the objects to be on top of the other object then use the order option and bring the top object to the front.

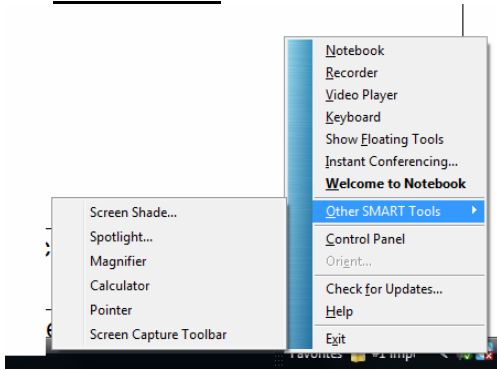infinite cloner - a good tool to make multiple copies of the same word or shape.

link - sets up a link to take the user to a different place when he/she clicks on it. This can be a link to another page within the Notebook document.

sound - attach a sound that will be heard when the user clicks on the object. If you want to set up a self checking quiz then create several answers and attach a positive sound for the right answer and a negative sound for the wrong answers. If you use the "launch by clicking object" option you will need to right click on the object to be able to select it again.

notes on sounds -
- Depending on your computer set up, your computer may need to open iTunes on your computer to convert the sound file. If you have never run iTunes you will have to close all of the initial startup windows in iTunes before it will convert the sound file.
- If you have a sound in your gallery you can link that sound to an object by dragging it from the gallery and over the top of the object. Wait until you see a blue box around the outside of the object. To add an external sound file to you gallery drag that sound file from the location on the computer to your "My Content" folder on the gallery tab.
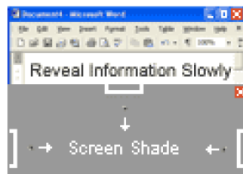
Smart Tools

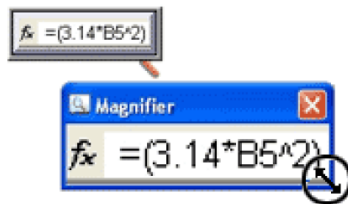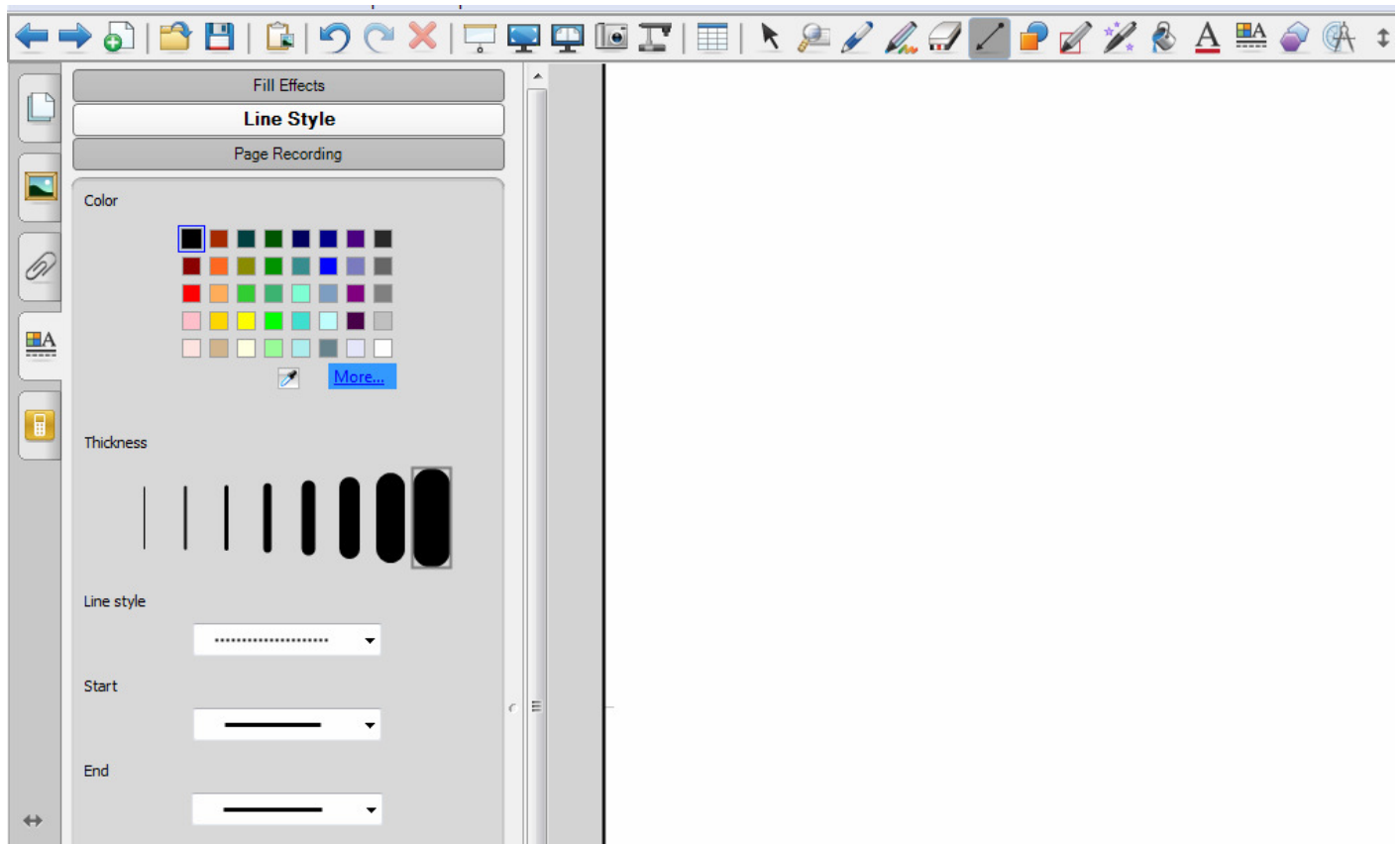|		
Recorder		Record all actions that take place on your interactive whiteboard, such as training or workflow processes. Add audio with a microphone, control recording quality and video format and share your recording with colleagues.
Other SMART Tools > Screen Shade		Gradually reveal information to create suspense or hide text and graphics by dragging the shade left or right, up or down.
Other SMART Tools > 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 SMART Tools > 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 SMART Tools > Pointer		Use the Pointer to direct audience attention to an important piece of information on the screen.

Screen Capture Options

Button	Use this button to	Button	Use this button to
	Capture a rectangular area of the screen		Capture the entire screen
	Capture a particular window on the screen		Capture a freehand area of the screen

Notebook Menu Bar

1. The Page Sorter tab allows you to move pages, duplicate pages, and delete pages.

2. To add a background go the gallery and choose a background. Double click on the background you want. It will usually give the option to add it to one page or to all of the pages. If you want to delete a background then add the "Blank" background. If you want to create your own background make sure you have the select tool on and go to the Property Tab.

3. The Attachment tab allows you to create easy access to files and website links.

4. To customize your toolbar in Notebook, right click anywhere on the toolbar. Another screen will pop up. At this point you can drag and drop what you want on your toolbar and remove what you don't want. For example, adding the zoom button can be helpful.

5. When you have the pen tool selected you can change the properties of the pen by going to the Properties Side Tab and click on Line Styles. This also works for any of the shape tools. If you want to permanently add a type Pen option click on the pen you want to change. Then change the properties on the Property tab. Click the Save Tool Properties button at the bottom of the Property Tab. You can also change the type of text boxes you can choose from if you have a certain font type and size you like to use.

6. To convert written text into typed text, write the word with the pen and put the pen back. Click on the word and click the pop down menu. You should see a list of possible words. Select the word you wrote and it will become printed text.

7. If you want to create rectangles to measure using the interactive ruler. Create them first in Microsoft word, using the shape properties to set the exact size you want. Then copy and paste it into Notebook.

8. If you Double click on a two dimensional shape in Notebook a textbox will be created on the inside of that shape.

9. Using the magic Pen Tool

To create a fading object
Press Magic Pen .Using your finger write or draw objects on the interactive screen. The objects slowly fade after 10 seconds.

To open a magnification window
Press Magic Pen .
Using your finger draw a **square** on the interactive screen.
A magnification window appears.
To reduce its size, press in the middle of the magnification window, and then drag it to the left.
To increase its size, press in the middle of the magnification window, and then drag it to the right.
To move the window around, press near the edge of the magnification window, and then drag it.
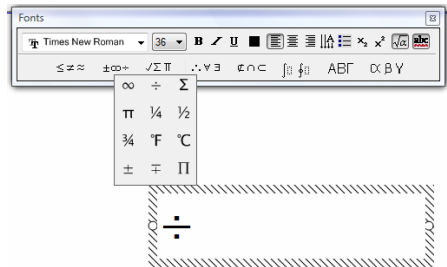To close the magnification window, press

To open a spotlight window
Press Magic Pen .
Using your finger or draw a **circle** on the interactive screen.
A spotlight window appears. (Follow the directions above to resize it)

10. The second to last button on the Fonts menu gives you options to insert a large number of mathematical symbols

11. If you want to have guide lines on the screen to help you orient your objects go to Format-Alignment *(Newer versions View - Alignment).*