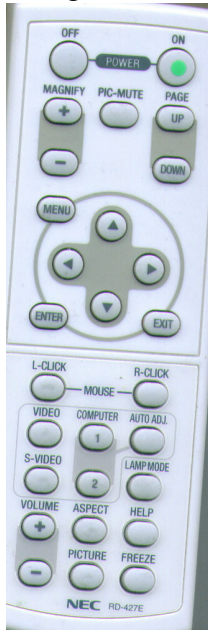## Smart Board Basics

- It is very important to set up the orientation every time you move the board and cart, or when it isn't clicking where you are pressing. Press the keyboard and the mouse key in the on the tray at the same time.

- Using the remote -
  - ○ The top of the remote has the on and off buttons.
  - ○ Magnify (+ and -) - allows you to zoom in on part of the screen. Use this option if you don't plan on writing of the board. If you want to zoom in on something and write on it is better to insert the image into Notebook and use the Notebook zoom option.
  - ○ Pic-Mute - Mutes the picture on the Smart Board. This is a temporary option for turning off the screen. It may look like the projector is off, but the bulb is still on.
  - ○ Video - Click this button if you have another device connected to the projector like a DVD player.
  - ○ Computer - Click this button to go back to the Computer view if you are using the Video View.
  - ○ Freeze - This freezes the screen and allows you do work at your computer without anyone seeing what you are doing. Press Exit to get out of freeze mode.

- The keyboard button brings up a keyboard. The keyboard has several options. You can have a numbers only keyboard. There is a keyboard where you can write with the pen and it will be converted to typed text. In the options you can have it read the words. Cursive works with this keyboard.

- If you misplace a pen or the eraser, simply cover the optical sensor with a pen lid or a sticky note to continue using your interactive whiteboard until the tool is found.

- To clear a large area of digital ink, draw a circle around the area you want to erase with the eraser and tap once inside that area. All **handwritten** notes inside that circle will disappear. To erase everything on the page, right-click on a blank area of the page and select clear.

- If you have the Smart Tool Bar on your screen and you want to make it go away click on the blue square at the bottom right corner of your screen and click Hide Floating Tools.

- Sometimes when you are done writing with the pen tool and you may see a menu that keeps popping up asking what you want to do with the ink layer or it may automatically save you writing to Notebook. To turn these options off click the blue square at the bottom right corner and select Control Panel. From the Control panel go to "Configure Smart Tools" then "Ink Layer Settings" . At the next menu uncheck all of the boxes.

- The shape tool allows you to create a shape. All objects created in Notebook have three options. The green circle allows you to rotate an object. The button in the top right corner gives you access to a menu of formatting options. The white circle in the bottom right corner allows you to resize the object.
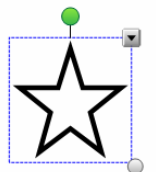
- "Pen Up – Pen Down" - If you want to separate pictures and text as you are writing then put the pen back or cover up the sensor after each word or shape that you draw. This is also helpful when you are touching the Smart Board, but it isn't doing what you want. For example you add a textbox and you want to move the textbox, but every time you touch it a new textbox appears.

- When using your Smart Board to write over the top of a document, web page, or another program on your computer it is helpful to insert a picture of that image into your Notebook software so you save what you are writing and scroll up and down on the screen. There are four ways to do this: insert the image file, copy and paste, drag and drop, and screen capture.

## Insert the Image

If you have a worksheet you want to use on the Smart Board scan it as a jpg file then in Notebook go to Insert picture file. You will want to insert a blank page for each new page.
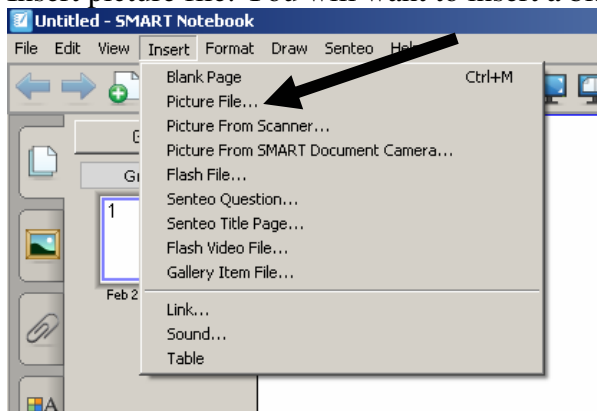


Adding multiple scanned files to Notebook.

1. Open the folder that has the scanned images.
2. Highlight all of the images you want to put into notebook.
   "Ctrl - A" = select all    or
   Hold the Ctrl button down while clicking on the files to select the files you want.
3. Open Notebook.
4. Drag the files to the "Page Sorter" window in Notebook. (This is the blank area to the side that has the word "Group" at the top. )
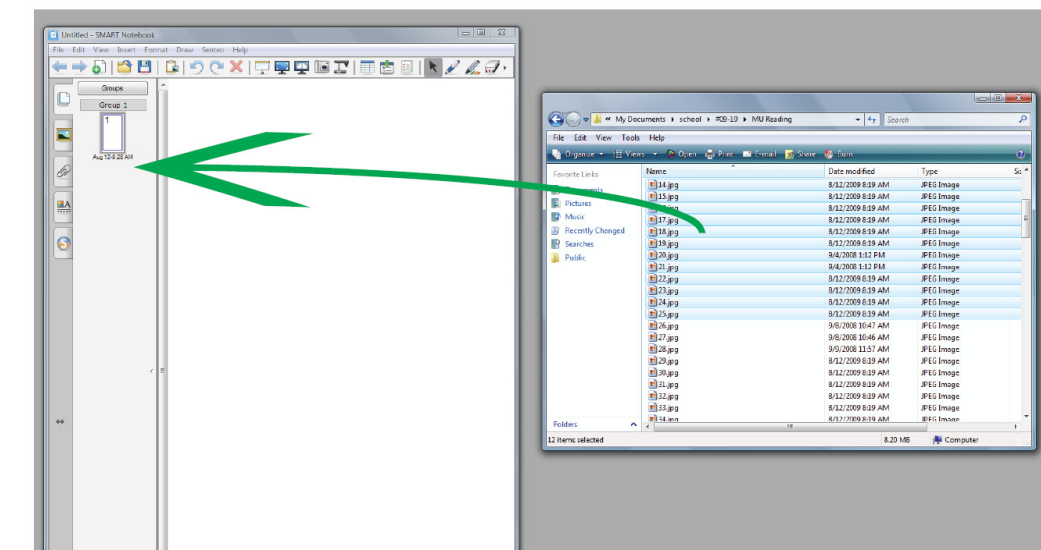
# Copy and Paste and Drag and Drop

Both of these methods have similar results. They can be used to quickly copy text and pictures. It is a quick way to move information, but it is not always the most effective. The Notebook software will often change the format of what you are moving and it ends up a lot different than before.

If you have something in another document you can copy it and then paste it into Notebook. If you copy and paste text you ran resize the text like you would an image. If you want to change the text then double click on the text and you will be able to make changes.

You can also drag and drop content. Open up Notebook and the place that has the information you want to move to Notebook. Set up the two windows side by side. *(In Windows XP right click on the Windows taskbar and choose "Tile Windows Vertically")* If you want to move a picture click and drag the picture into Notebook. If you want to move text, highlight the text you want to move and drag it into Notebook.  If you are copying something from a PDF file you want to zoom into what you want to copy. I recommend at least 125%. Use the Snapshot tool to lasso what you want to copy.
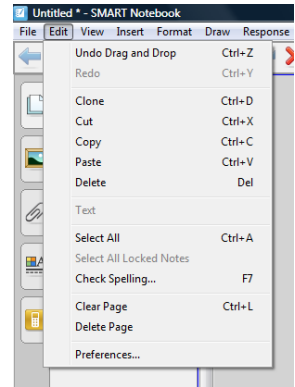
While you are lassoing the page the page will start scrolling when you get to the edge of the viewable area. This allows you to copy and entire page even though you can't see it at the same time.

# Screen Capture

If you want to copy an entire web page or something you created in Microsoft Word you will want to use the screen capture tool. This tool will take a picture of what is on your screen and put that picture into Notebook. Since it is a picture you won't be able to edit any of the text. Since you can only capture what you see on the screen you may have to capture a page into two parts. One way to access the screen capture tool is to go to View on the menu bar and select "Screen Capture Tool"
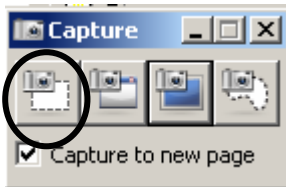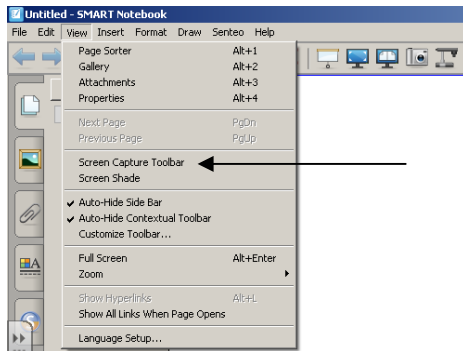
There are 4 options for capturing the screen. The first option allows you to choose the part of the screen you want to capture. Remember to make what you are capturing as large as possible so it will look good in Notebook. Internet Explorer has a zoom option in the bottom right hand corner. If you need to split the page into two parts then deselect the "Capture to new page" option and both images will be added to the same page in Notebook. You can then move the images so they form one large image. If you need to make the Notebook page longer then click the Extend Page link at the bottom of the page.

To move from one screen to the next use the blue arrows.

To add a page click the green plus sign and paper.

If you need to move pages or jump to a page then use the page sorter tab.

The ⟲⟳ arrows are your undo and redo options.

The ✕ (red X) is how you delete an object.

To gain access to hundreds of images and multimedia files check out the Gallery Essentials. Here you will find helpful tools like a ruler, interactive hundreds chart, protractor and much more.

The grey double arrow will switch your side menus from the left to the right.

**Other Resources**
To gain access to a large database of lessons and already created Notebook files go to Smart Exchange and click on the web page links.

http://nlvm.usu.edu/ *(National Library of Virtual Manipulatives)*

*http://ismartboard.com/ (A place to share Smart Board lessons, games, and acivities)*

http://www.internet4classrooms.com/smart_board.htm
1. *Lesson Plans for Interactive Whiteboards*
2. *Interactive Sites*
3. *Care for Promethean Boards and SmartBoards*
4. *Training and Tutorials*

*(There is a list of these sites on the Forest page-Resources for Staff)*

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**Untitled * - SMART Notebook**

File   Edit   View   Insert   Format   Draw   Response   Help

Type search terms here   ▾   Search

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📁 Lesson Activity Toolkit 2.0
📁 Gallery Sampler
◯ SMART Exchange ▾
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