# SMART Board

## Introduction How To

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## I.  Pen Tray

a. The Pen tray (Figure 1) consists of four pens, an eraser, a key board button, and a right click button.



Figure 1

b. Pick up a "**pen**" from the pen tray and write on the SMART Board. (Only one tool from pen tray can be used at a time).

c. To use the digital keyboard, click "**Keyboard**" button on Pen Tray (Figure 2) and the digital keyboard will appear on the SMART Board( figure 3). Use your finger or PC mouse to type on the keyboard letters.



Figure 2



Figure 3

d. To access right click options you are able to push "**Right Click**" button shown in (Figure 2) on the the pen tray (Figure 1).

e. To erase annotations made on the SMART Borad pick up the "**eraser tool**" shown in (Figure 2) and sweep over the annotations on the SMART Board you wish to erase.

f. Note you can only pick up on tool at a time. The other tool must remain in the tray when not in use.

## II.    Floating Tool Bar

a. The Float tool Bar as shown on (Figure 4) is used to select access various tools some with similar functions as their counterparts on the pen tray.

b. To select and use any of the tools select them with them with the mouse or finger and move them around the SMART Board.

c. The "**Select**"icon shares similar properties as the mouse clicker. It is the default state used to navigate around the SM

   i. "**Right Click**" icon will bring up the right click options. It operates in the same manner as the "**Right Click**" button located on the pen tray. (Figure 2)

d. The "**Pen**"and "**Highlighter"** icons operate in a similar fashion as the "pens" located in the pen tray. Once selected use the mouse or finger to create annotations on the SMART Board.

   i. When these icons are selected a "**gear**" will display next to the icon. By clicking on the "**gear**" you will be able to customize the color and width of the tool in use.

**Select**

**Pen (BLK)**

**Pen (RED)**

**Highlighter**

**Eraser**

**Right Click**

**Notebook Software**

**Keyboard**

**Undo**

**Customize Tools**

**Figure 4**

e. The "**Eraser**" icon will select the eraser, once selected use the mouse or finger to erase annotations on the SMART Board.

   i. When this icons are selected a "**gear**" will display next to the icon. By clicking on the "**gear**" you will be able to customize the width of the the eraser

f. The "**Keyboard**" icon will bring up the digital keyboard onto the SMART Board. Click the key with the mouse or with fingers to type into fields.

g. The "**Undo**" icon will move the annotations backwards one step.

h. "**Customize Tools**" icons will bring up the additional tools to be selected as shown in (Figure 5)
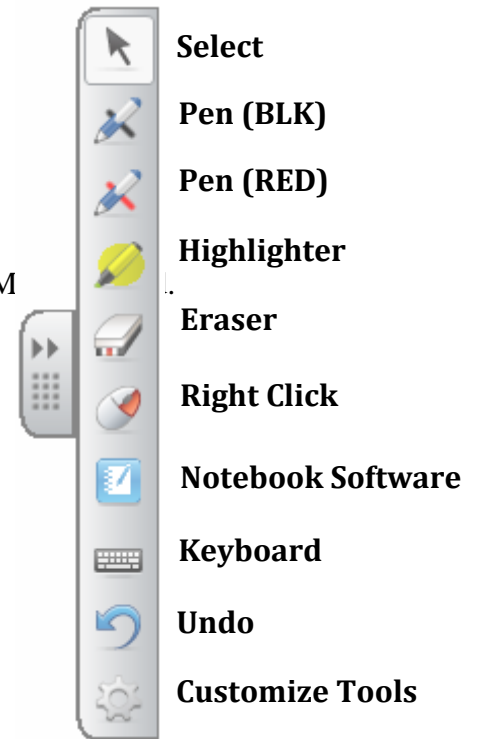
**Figure 5**

### III. Saving and Clearing Annotations

a. Annotations made on the SMART Board can be saved or cleared.  To clear all  annotations click "**Clear**" icon on top right of the screen.

b. To save annotations made on the click the "**Screen Capture**" icon located on top right of the screen.

       i. Annotations will be saved in the SMART Board Notebook as a SMART Book Notebook file.

      ii. The file can be manipulated with the SMART Board Notebook software, but will only save as a SMART Book file. To save click file then save.

c. To exit the ink or annotation layer you wil need to click the "**Exit**" icon located on top right of the screen.

### IV. SMART Board Software

a. SMART Board Notebook can be create dynamic presentations. To discover the advance features and video tuorials please visit:

http://www.smarttech.com/us/Resources/Training/Training+Search#

## V.   Microsoft Office programs with SMART Board

a. The SMART Board uses software called "**Ink Aware**" which allows you to draw directly into an active document, and allows for these annotations to be saved viewed later.  This feature makes in-class notes easy to save and distribute.

b. **Microsoft Word**

i.   When the document is opened multiple tables will appear at the top of the page, note the light green tab on the far right side, titled "**Ink Tools**"
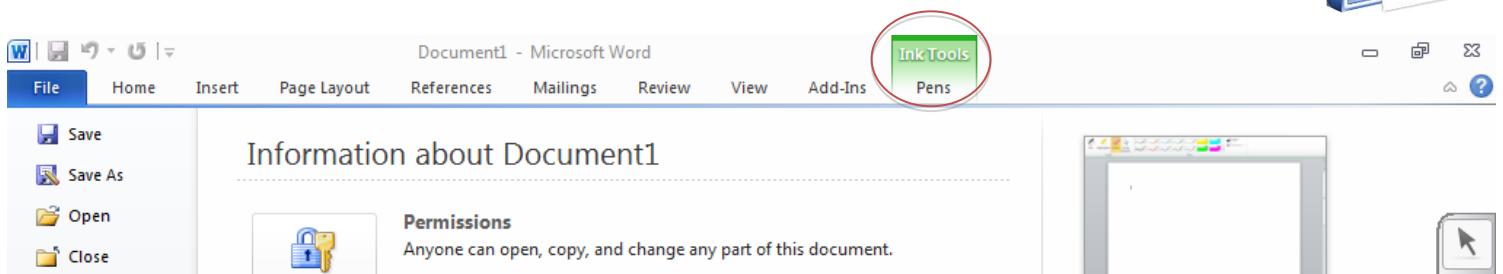


ii.  Select the "**Ink Tools**" tab, it will open a selection of options(Figure below), that will allow you to use the SMART Board to make annotations within the word document

iii. The pen option will allow for writing/drawing within the document, while highlighter allows for highlighting of text and images with multiple colors, which can be selected in a table to the right.
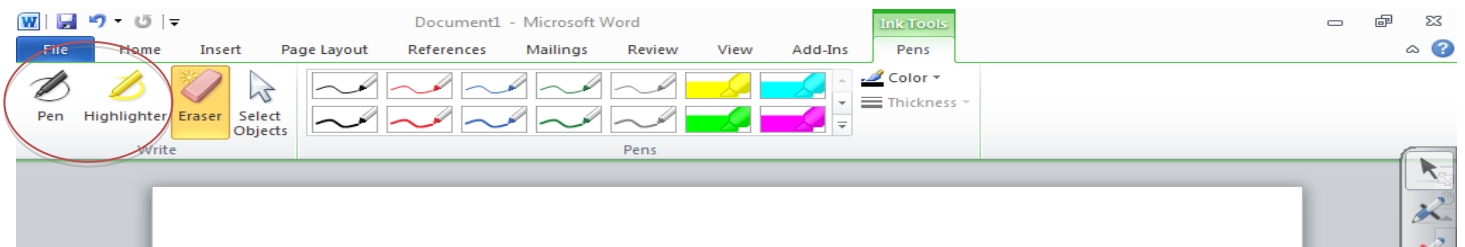


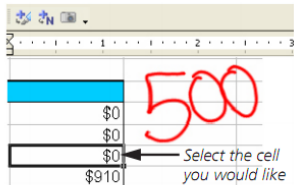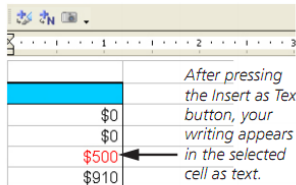iv.  These edits can be saved and viewed at another time, on computers that do not have a SMART Board

c. **Microsoft Excel with SMART Board**

  i.  After opening the excel file the "**Ink Tools**" tab can again be selected to allow for drawing on the excel sheets or associated graphs, these edits will be saved within the document.

 ii.  By selecting the "**Add-Ins**" tab you can access some of the more advance options of the SMART Board.
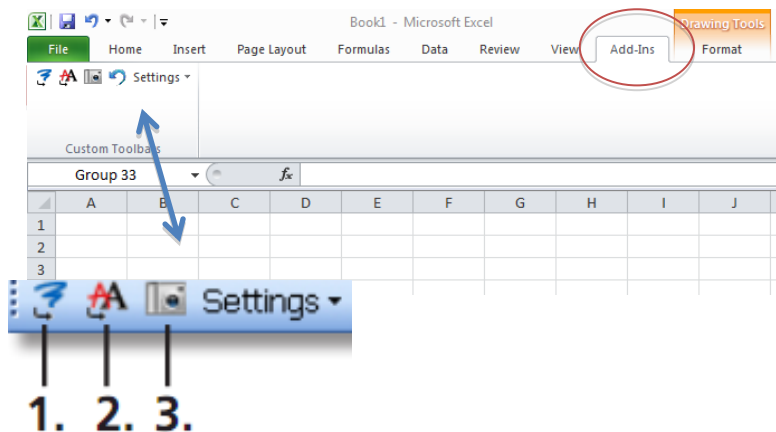


iii.  An enlarge image of these options can be seen above
  1. The Blue line with an arrow under it is pressed to insert your drawing or writing as an image directly into the document
  2. The red and Black A's with an arrow under them is selected to convert writing made on the SMART board to text within the document.
  3. The camera icon is selected to capture the screen to insert it into SMART Notebook



Example: Pressing the Insert as Text button

| Before you press the button, the image is not part of the file. | Press the button and the image becomes part of the Microsoft Excel software file. |

d. **Microsoft PowerPoint**

i. The "**Ink Tools**" tab can again be used to make edits, including drawing, highlighting and erasing to the power point, while in either edit mode or in presentation mode. These edits will be saved with the document and can be viewed later on another computer.
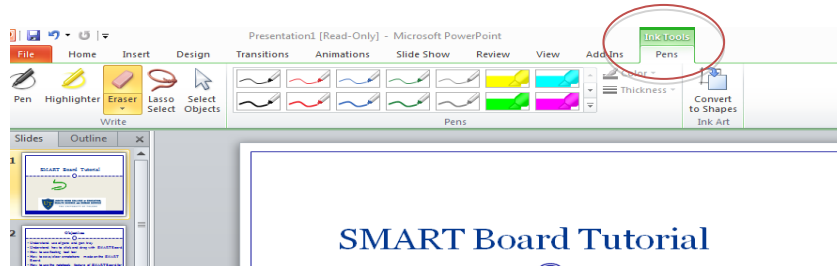


ii. Some of the unique feature that the SMART board offers specifically to Power point can be found in the when in presentation mode. When in Presentation mode a box with 3 arrows will appear, this box can be moved around the screen to any desired location. The three arrows each have a different function. The arrow pointing to the left will take the presentation backwards to the previous slide. The arrow that points the right will progress the presentation to the next slide. This allows the presenter to use the smart board with needing to return to the computer, and replaces the need for presentation clickers. The Third and final arrow is located between the right and left arrows. When selecting this arrow it will open a drop down tab called the "**Command Menu**" This can be seen below. The Functions offered in the "**Command Menu**" can be seen in the table below.



Slide Show toolbar

Go to the previous slide of your presentation    Open the Command Menu    Go to the next slide of your presentation
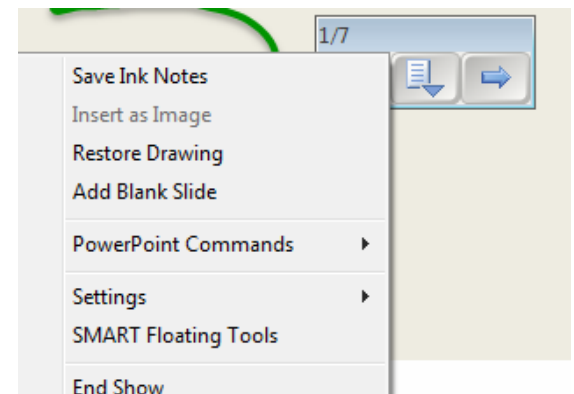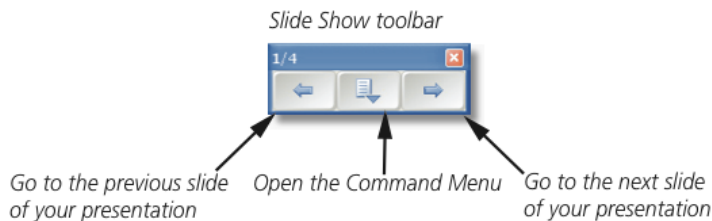
| Select | Function |
|---|---|
| Capture to SMART Notebook | Capture an image of the current slide to SMART Notebook software |
| Insert Drawing as Image | Save your notes directly into your PowerPoint software presentation |
| Clear Drawing | Delete your notes from the page |
| Add Blank Slide | Add an additional slide to your presentation |
| PowerPoint Commands | Open the PowerPoint Commands submenu |
| Settings | Open the Settings submenu |
| SMART Floating Tools | Open the Floating Tools toolbar |
| End Show | End the Slide Show |

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Save Ink Notes
Insert as Image
Restore Drawing
Add Blank Slide
PowerPoint Commands ▸
Settings ▸
SMART Floating Tools
End Show