

Lesson 1

Setting Up the Interactive SMART Board (M685)

What is a SMART Board?

A SMART board is an interactive white board that enables you to do everything that you can do on a computer such as open and close applications, scroll through files, create new documents or edit existing ones, visit websites, play video clips and more, by touching the surface with your finger or the pens that are included.

Connecting a computer to a SMART board

When you connect your computer your computer to your smart board your computer images displays on the surface. You can write over any application in digital ink, and then save these notes to a file in smart notebook.

Connecting a pc laptop/mac laptop to PROJECT onto the SMART board

To connect your pc laptop to project onto the SMART Board, follow the steps below:

1. Connect the end of the USB cable to a USB port on your computer **(This is the cord that establishes communication with the SMART board)**
2. Connect the other end of the USB cable to the USB port in the wall
3. Connect the SVGA connector to the SVGA port on your computer **(Use the end with the longest audio cord)**
4. Connect the other end of the SVGA connector to the port in the wall
5. Connect the HDMI cord to your computer **(optional)**
6. Connect the other end of the HDMI cord to the port in the wall.



Figure 1: USB, SVGA, HDMI Cables

7. **[Press]** the **Power** button on the remote.
8. **[Press]** the **Source** button if necessary to select **Computer** as the source.

Calibrating the SMART board

The first time you use the SMART board, you must perform a calibration. This ensures that the pens perform accurately. This should only need to be done once. To calibrate your SMART Board follow the steps below:

Press the “Please calibrate the SMART Board pop-up bubble” that appears in the bottom right corner of the screen. If the pop-up doesn’t appear:

1. Click the **SMART software** icon in the Windows notification area or MAC Dock and
2. Select **SMART** settings
3. Select **SMART Hardware** Settings
4. **Advanced**
5. **Calibrate**

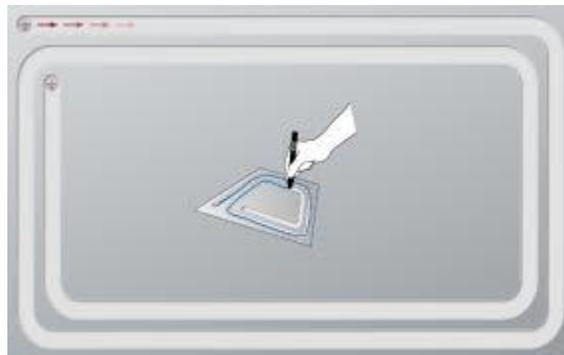


Figure 2: Calibrate window

1. In the **Calibration** window open, select a pen and press the first target.
2. Keeping the pen on the surface, draw along the track until you reach the second target.
3. Keep the pen on the track, regardless of where the digital ink appears. When you reach the second target, lift the pen from the surface.
4. The calibration window should close. If it doesn’t trace your pen a second or third time until the calibration windows closes.

Orienting the SMART Board

Orienting the board ensures writing and touch accuracy. Orient your board any time your projector or board has been moved or whenever the mouse pointer isn’t properly aligned when you touch the surface.

1. On the Pen Tray **[Press]** the **Orient** button.

2. Pick up a pen from the pen tray. Beginning at the first target on the screen, touch the center of the target firmly with the tip of the pen and hold the pen steady until the target turns green. When you lift the pen the target moves to the next point.
3. Repeat on all the targets.

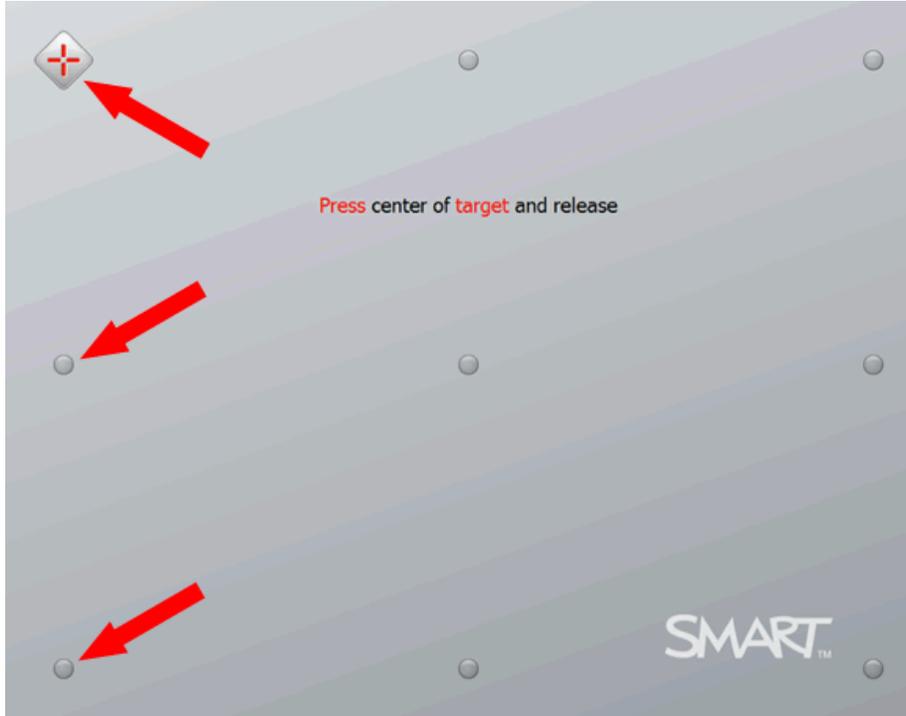


Figure 3: The SMART Board Orient screen

Using the Pen Tray

The Pen Tray on your Interactive SMART Board is a durable pen ledge that holds two included pens. In the center of the pen tray, there are 6 buttons. The middle 4 change the color of the digital ink that appears when you touch the screen. The button on the left side of the pen tray returns you to the pointer. The button on the right side of the pen tray enables you to erase.

The buttons on the right side of the pen tray enable the **right-click**, **on-screen keyboard** and **orientation** functions.

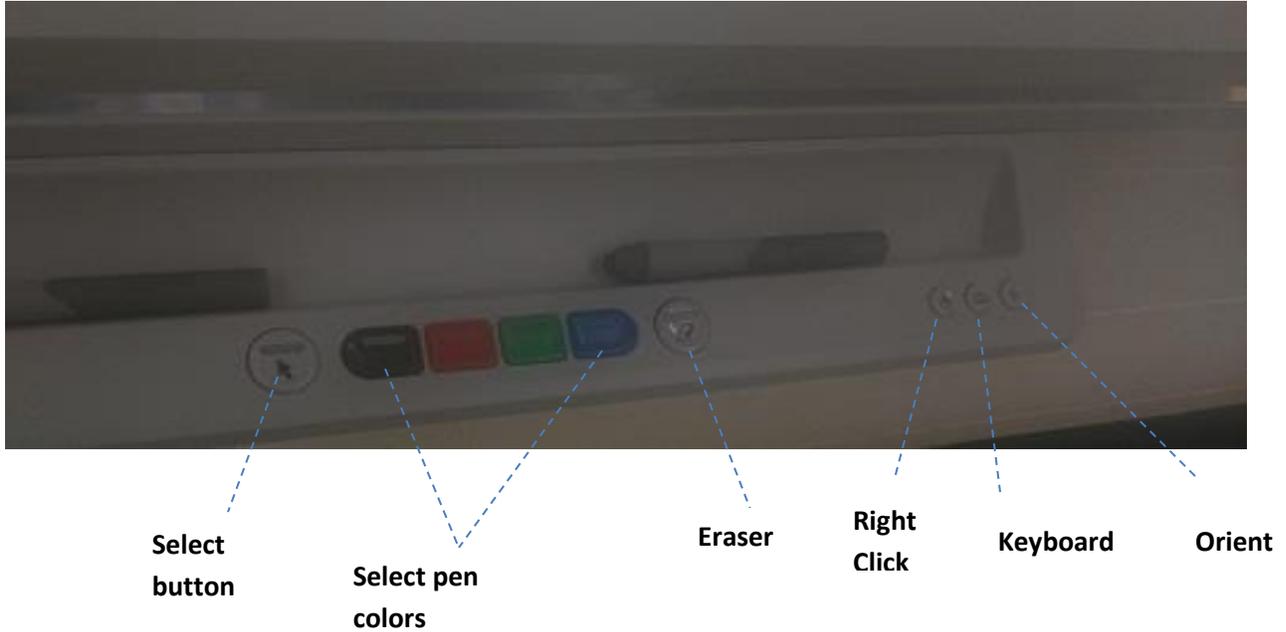


Figure 4: The Pen Tray

Lesson 2

Getting Started with SMART Notebook

What is SMART Notebook?

SMART Notebook is a program made for use with the Interactive SMART board that enables users to create and manage interactive lesson content.

Starting SMART Notebook

When you start SMART Notebook software for the first time, a tutorial file opens automatically. When you start the software subsequent times, a new .notebook file opens automatically. However, you can create a new file at any time. Follow the instructions to start SMART Notebook.

1. Double tap the SMART Notebook icon on the Desktop.

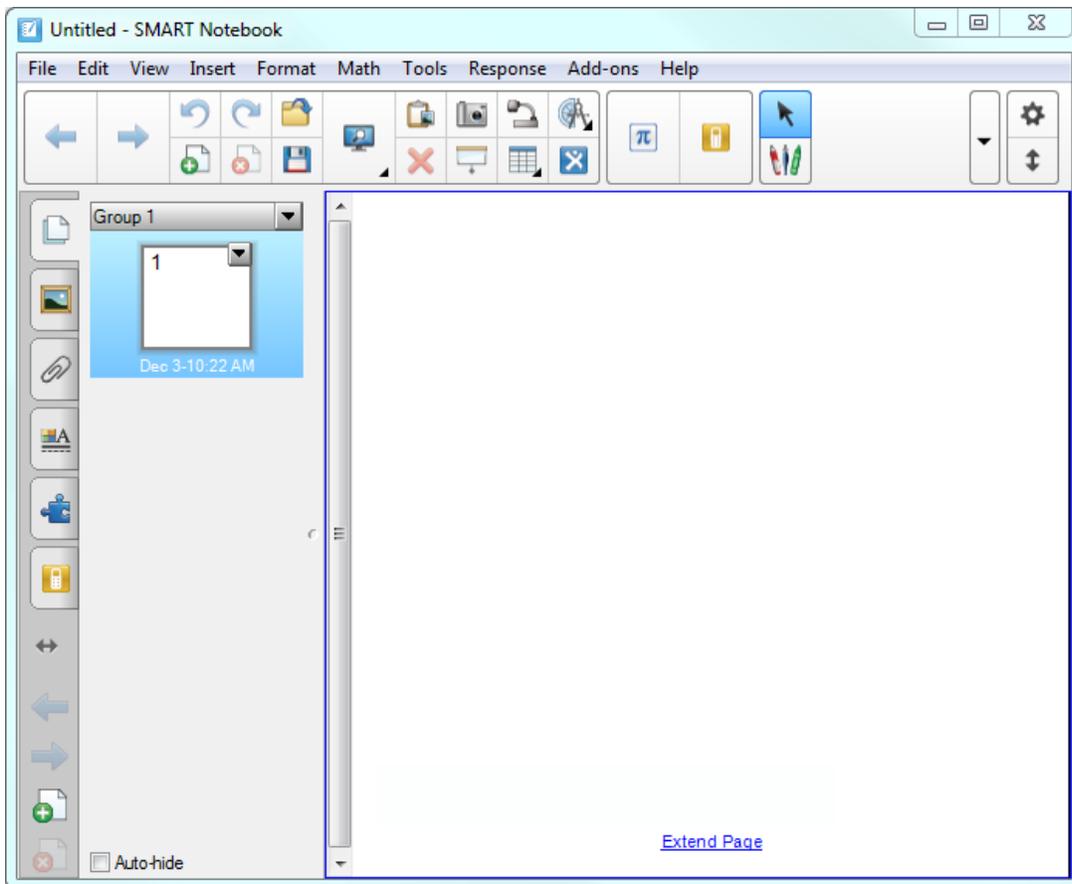


Figure 5: SMART Notebook screen

Parts of the SMART Notebook screen

The SMART Notebook software user interface consists of the following components:

- Menu
- Toolbar
- Tabs (Page Sorter, Gallery, Attachments, Properties, Add-ons and SMART Response)
- Page area

Feature

What it does

Menu

The menu contains all the commands you can use to manipulate files and objects in SMART Notebook software.

Toolbar



The toolbar enables you to select and use a variety of commands. The buttons on the toolbar are organized in panels.

Tabs



Allows you to perform specific tasks while in Notebook such as insert images, navigate from page to page, reorder pages, show attached pages and other tasks.

Page area

The page area displays the contents of a selected page in a file. This is the area of the page where you create and work with objects.

Lesson 3

Creating and Managing Files in SMART Notebook

Creating a file

In SMART Notebook software, you can create or open SMART Notebook software (.notebook) files. After creating or opening a .notebook file, you can save it, print it and complete other common tasks.

A .notebook file is composed of a series of pages, each with its own objects and properties.

A thumbnail of each page appears in the Page Sorter. Using either the Page Sorter or menu commands, you can display an existing page, create a blank page, create a clone of an existing page or delete an existing page.

When you start SMART Notebook software for the first time, a tutorial file opens automatically. When you start the software subsequent times, a new .notebook file opens automatically. However, you can create a new file at any time.

To create a file

1. Select **File> New**

Creating text

You can create text in SMART Notebook software by doing any of the following:

- Typing the text using a keyboard connected to your computer
- Typing the text using the on-screen keyboard
- Writing the text and then converting it to typed text using the software's handwriting recognition feature

After creating text, you can edit it, check its spelling and change its properties, including font style, size and color.

You can type new text or edit existing text.

To type new text

1. If a keyboard isn't accessible, press the Keyboard icon on the right hand side of the Pen Tray.
2. Press where you want the text to start.
3. Type your text.
6. When you're done, press outside the text object.

