

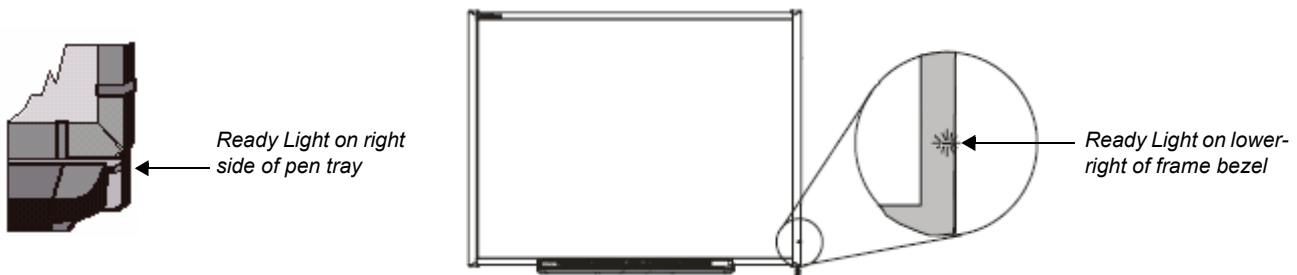
## SMART Board Interactive Whiteboard Basics

This *Quick Reference Guide* provides an overview of the information you need to begin using a SMART Board™ interactive whiteboard. Before you begin, make sure the appropriate SMART Board software has been loaded on your computer. For more information, refer to your SMART Board *User's Guide*.

### Starting the SMART Board Interactive Whiteboard

- 1 Ensure the interactive whiteboard and projector are connected to the computer.
- 2 Turn on the projector, then the computer. The interactive whiteboard draws power from the computer and will be activated automatically. The Ready Light, indicating the status of your interactive whiteboard, will be red while the SMART Board and the computer are establishing communication.

**NOTE:** Depending on the model of the SMART Board interactive whiteboard you are using, the Ready Light is either located on the right side of the SMART Pen Tray or the lower-right of the frame bezel.



- 3 Log on, if required, using the computer keyboard. When the Ready Light on the pen tray turns green, the computer and the interactive whiteboard have established communication. The SMART Board is now touch sensitive, and you can open any application available on the connected computer.

### Orienting the SMART Board Interactive Whiteboard

You should orient your interactive whiteboard when setting it up, or if either the projector or interactive whiteboard has been moved since you last used it.

- 1 Press and hold the **Keyboard** and the **Right Mouse** button simultaneously until the Orientation screen appears.



Pen tray buttons



Pen tray buttons

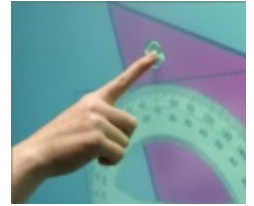
- 2 Begin the orientation process at the upper left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



Orientation screen

## Your Finger Is Your Mouse

A press on a SMART Board interactive whiteboard is the same as a left-click with a mouse. To open an application such as an Internet browser, double-press the application icon with your finger.



## Writing and Erasing Notes

To write over your desktop image or application, pick up a pen from the pen tray and write on the interactive whiteboard. To write in a different color, pick up a different-colored pen. The color recognition comes from the optical sensors in the pen-tray slots and not from the pens themselves.

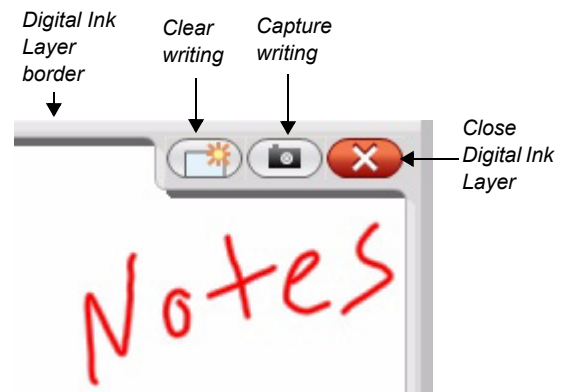
Pick up the eraser from the pen tray and move it in a smooth motion over your notes to erase them.

**NOTE:** The interactive whiteboard only recognizes the last tool removed from the pen tray. For example, if you already have a pen in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase, regardless of whether you touch the board with a pen or an eraser. To avoid confusion, return each tool to its proper slot when you have finished using it.


## Saving Your Notes

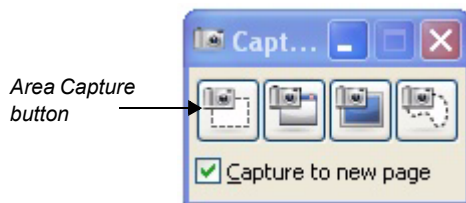
You can easily save the notes you have written on your interactive whiteboard for future reference.

- 1 Pick up a pen from the pen tray. The Digital Ink Layer border will appear on your screen. To save what you write on the board when this layer is in place, press the Capture writing button in the top right hand corner of the border. An image of the screen including your writing will be saved in a new Notebook file..



**NOTE:** If the Digital Ink Layer border does not appear when you pick up a pen, you may be working in an Ink Aware application (e.g., Microsoft Word). If the application is Ink Aware, buttons will be available in the application's own toolbar for capturing writing.

- 2 If you wish to capture a specific area of your screen, press the SMART Board™ icon  located in the Windows Notification Area at the bottom right of your screen, and choose **Other SMART Tools > Screen Capture Toolbar...** from the menu to launch the Screen Capture toolbar



- 3 To save a selected area of your notes, press the **Area Capture** button on the Screen Capture toolbar. Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the area you want to capture.

**NOTE:** The Screen Capture button in Ink Aware applications will capture an image of your entire screen.

- 4 Notebook™ software will open automatically, and your capture will be saved to a new Notebook page.
- 5 Select the unsaved Notebook file from the taskbar to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.



### **Notebook Software**

Notebook software acts as an electronic notebook that can be used to edit, save and distribute information written on a SMART Board interactive whiteboard. Open Notebook software by pressing **Start > Programs > SMART Board Software > SMART Notebook**.



Additional training material on how to use Notebook software is available at [www.smarttech.com/trainingcenter](http://www.smarttech.com/trainingcenter).