

SMART Board

What is the SMART Board?

The SMART Board is an interactive whiteboard that allows you project your presentation, write over the projection, save the changes, and create new presentations. You can show videos, DVDs and link to the internet. It is an easy tool to use requiring no special expertise.

How can using the SMART Board make my presentation more powerful?

With the SMART Board you can:

- Control the presentation from the screen by touching the screen.
- Capture an image of any annotations you make to a PowerPoint (or other applications) presentation.
- Annotate over moving or still video sources such as those from VCRs or DVDs.
- Save or print a complete copy of everything written, drawn, or typed in the Notebook software.
- Use the handwriting recognition feature to convert handwritten text into typewritten text.

Practice Time

To reserve a room to practice using the SMART Board, call 5-1243.

Software

The computer in the classroom is ready to support your use of the SMART board. If you want to use your own n You will need the software on your computer to use the touch screen features in the classroom and to manipulate anything you save in the Notebook. Once you've downloaded the software to your own computer, you can create presentation material in the Notebook at your desk, then use it in the classroom and make changes to it as you present.

- To download free Smart software on your own computer go to <http://www.smarttech.com/> and click on Support then Downloads. Download anything on the left for free. Items on the right have a charge. (You can also download free upgrades.)
- Software training documents are found at <http://www.smarttech.com/> by clicking on Training.
- Any application that you can use on your computer will work on a SMART Board interactive whiteboard. Some commonly used applications, including PowerPoint, Excel, Word, NetMeeting and AutoCad, are especially well-integrated for use with an interactive whiteboard. Depending on the application, you may be able to save files with annotations, convert handwriting to text or activate tools when you pick up a stylus from the SMART Pen Tray.

Connecting in the classroom

As the SMART Board is turned on, this screen appears. If this screen does not appear, the last person has not logged off. Click on Start at the lower left of the screen. Choose Log off user. This screen will appear. Press Control, Alt, and Delete keys on the keyboard then follow login instructions.

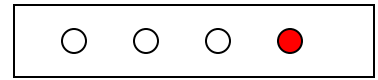
- To set up your own laptop in the classroom, you will find all the connecting cords are to the right of the screen. Connect them to your computer. On the pen tray, there are two buttons between the pens and the arrows. Push the laptop button.



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Keyboard


If the keyboard NumLock is on, characters that appear on the screen may be different than you expect. You will know the NumLock is on because the first red light appears to the lower right of the board. If Caps Lock is on the second red light shows. The third light is Scroll. The fourth light is Power (shown here as red.)



Turn off anything not needed.

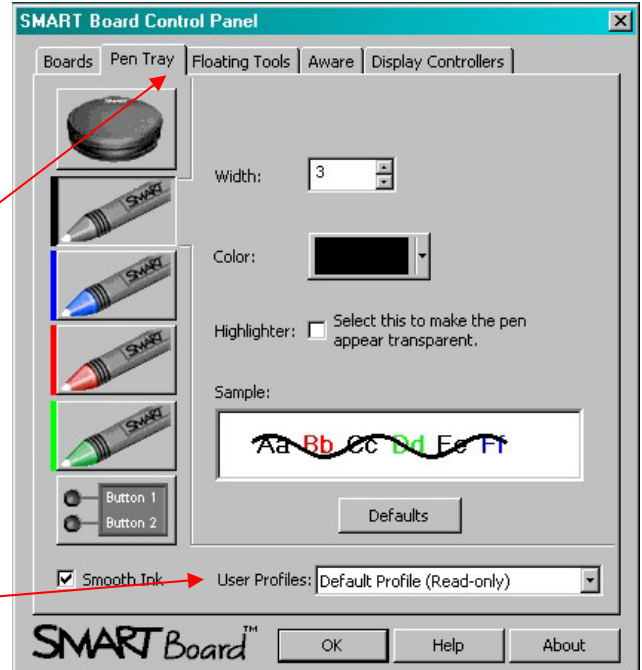
Changing pen colors

You can change the pen colors. When you close the computer your settings will be lost unless you save them.

Touch  in the lower right corner of the screen. Open the SMART Board control panel



Click on the Pen Tray tab. Click on any pen. You can change the width of the line.

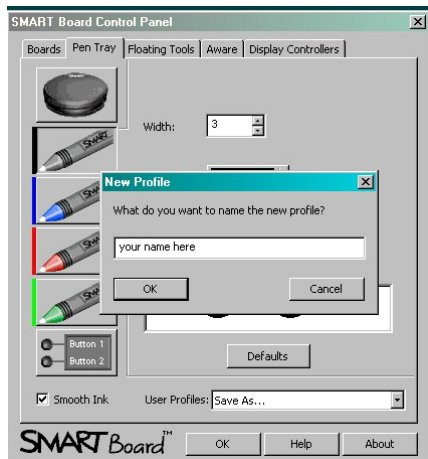
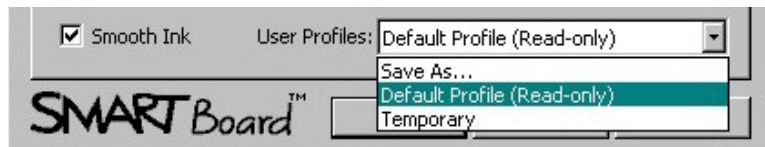


Set a color by clicking on the color down arrow. Make a pen a highlighter by checking the highlight box.

If you want to use the default colors set the User Profiles: to Default Profile (Read-only) Click OK when you're finished.

You can change the User Profile to your own.

Select Save as...



Type in your name. Click OK.

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Accessing your files

As in other classrooms, you have several options for accessing your computer files.

- Bring your files on a CD, a 3.5-inch floppy disk, or a USB memory device.
(You can prepare a lesson on your laptop computer without installing SMART Board software by using a USB storage device. Just download the USB storage device version of SMART Board software to the device and plug it into your laptop.
http://www.smarttech.com/support/software/usb_flash_drives.asp
You can then use SMART Board software without actually installing it on your computer. When you're ready, connect your laptop to a SMART Board interactive whiteboard to present your lesson to the class.)
- Use the Windows XP remote desktop icon to access your desktop computer.
- Connect to your computer on the network.
- Email your files to yourself. Open them with OWA or Webmail. Drag the attachments to the desktop. Open the files from the desktop and save to the desktop. At the end of class mail your saved files back to yourself. Be sure to move any files left on the desktop into the recycle bin.

Recording Sound

You can record an entire lesson for future viewing. SMART Recorder allows you to create a complete visual and audio record of everything you do on the Rear Projection SMART Board interactive whiteboard. Anyone with Windows Media Player installed on their computer can then watch the recording.

As long as your computer meets the requirements for SMART Board software, you can use SMART Recorder. However, for best performance, use a computer that has:

- a 400 MHz processor
- 64 MB RAM (minimum)

If you plan to include audio, you'll also need a Windows-compatible sound card and a microphone. The microphone is not supplied through Space Planning and Utilization. We recommend you invest in a microphone of high quality. Poor quality audio is almost always due to an inadequate microphone.

For more information go to http://www.smarttech.com/support/product/sb/answ_recorder.asp

Using PowerPoint presentations

Open the PowerPoint presentation you created.

1. To navigate through your presentation you can either use the arrow buttons on the PowerPoint toolbar or use the touch shortcuts.
 - To advance to the next slide, press twice on the screen, making the second press to the *right* of the first.
 - To go back a slide, press twice on the screen making the second press to the *left* of the first.
2. You may annotate, using the pens, any prepared screen as you lecture (this example shows an annotation changing the prepared slide word MEBRF to the pen written MERF).
Click on the Capture icon to save the screen before you move to the next screen. You can only save annotations in the Slide Show Viewer mode.
Save icon →
3. You can also move easily to the web by clicking on html links you've previously added to your presentation.



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Blackening the screen as a pause



The remote has a button labeled PIC MUTE just above the white section on the lower right. Press it to darken the screen. When you are ready for students to look back at the screen, press it again.

Doing so is like turning off the light on the overhead projector when you are not showing a transparency.

Spotlighting a section

You can highlight a section of the screen to emphasize a small section. Select the spotlight from the SMART Board floating tools.



Orienting the screen

If the screen shows shadows, you will need to orient it. Reorientation is necessary if the screen has been moved.

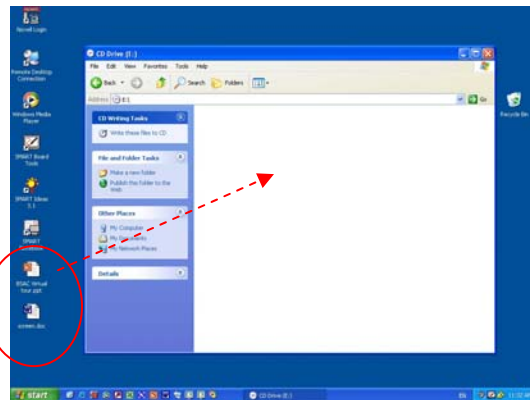
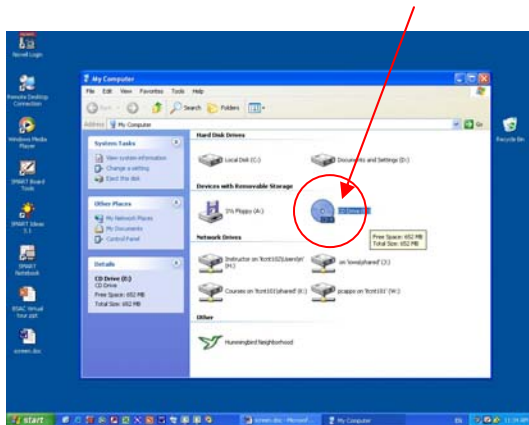
Follow instructions from

http://www.smarttech.com/media/services/quickreferences/pdf/english/sb_basics_qr.pdf

Saving to CD

It is possible to save your presentation material to a CD. Bring a blank formatted writable CD.

Step1: Open the CD drive (drive E) from My Computer.



Step 2: Drag your files from the desktop (the circled area) to the screen (the white area).

Step 3: Click on Write these files to CD
Follow the Wizard instructions.

