

ITRC Guide

SMART Board Interactive Whiteboard Basics

The SMART Board provides the power of a computer with the simplicity of a whiteboard. Anything that can be seen on a computer monitor can be displayed on the SMART Board with the added benefit of interactivity and stylus functions. Not only can the SMART Board display a computer desktop, but the user can control the computer directly from the board. Among the features of SMART Board are:

- instant touch control over all software applications
- draw or write in digital ink
- write over any application, even moving video
- capture all notes written on the screen, to a single file

This guide will explain the basic functions of the SMART Board, control tools associated with the SMART Board, interactive SMART Board tools that can enhance the classroom SMART Board experience, and pointers on interacting with PowerPoint through the SMART Board.

SMART Board Basics

Controlling the screen

The SMART Board allows the user to interact with the computer through its screen interface. The user can control the computer by touching the screen, which will register as a left-button mouse click. Likewise the user can touch the screen twice, in rapid succession to signal a “double click.”

The Pen Tray Tools

The *pen tray* is located just below the screen, and contains four “colored” *electronic pens (styluses)*, and an *eraser*. These tools can be used to write or erase electronic ink on the SMART Board. To make annotations on the screen, pick up a stylus from the pen tray and write on top of any projected image, pressing firmly and avoiding other contact with the board (Figure 2).

Note: other contact, such as a hand or shoulder will also register as electronic ink if a stylus has been selected from the tray

Return the stylus to the tray when finished. This will resume cursor control of the screen.

Note: if the stylus is returned to the tray and the annotations are not saved, the electronic ink will disappear the next time the screen is touched.

To erase electronic ink, pick up the eraser from the pen tray and use just like a chalkboard eraser (Figure 3).

The pen tray also includes an *on-screen keyboard* button, which displays a touch-sensitive keyboard

Figure 1

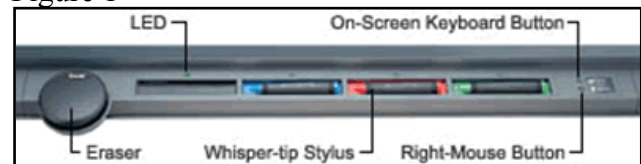


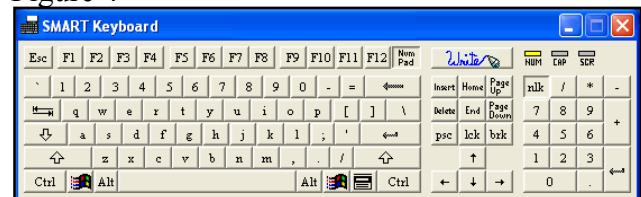
Figure 2



Figure 3



Figure 4



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on the screen, so the user does not need to return to the computer to type (Figure 4).

For tasks that require a right-button mouse click, press the *right-mouse button* on the pen tray, indicated in Figure 1.

Control Tools

To view the SMART Board tool panel (Figure 6), click the SMART Board icon in the system tray, at the bottom-right of the screen (Figure 5).

The control tools available are **Orient**, **Control Panel**, and **Floating Tools**.

Orient

The Orientation tool is used to coordinate the computer screen, the projector, and the board to ensure accurate tracking and clicking. If the SMART Board is not properly oriented, the cursor will not appear at the exact place the board was pressed. The board may need to be oriented if it has been moved or jostled.

The SMART Board guides the user through a simple process of touching target points on the screen, which aligns the system (Figure 7).

Control Panel

The Control Panel allows the user to specify settings related to how the board and pen tray function, such as: changing pen colors and sizes, and selecting tools to appear in the “floating toolbar”.

To change pen colors and sizes, switch to the *Pen Tray* tab shown in Figure 8. Select which pen to format, or the eraser. Then edit settings appropriately.

Floating Tools

The “floating toolbar” is a device that, when activated, shows a little tray of tools on the desktop for the user – pen, highlighter, eraser, spotlight, screen pointer, clear screen button, and more. To

Figure 5



Figure 6

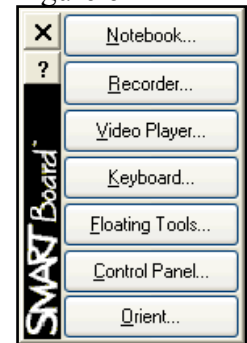


Figure 7

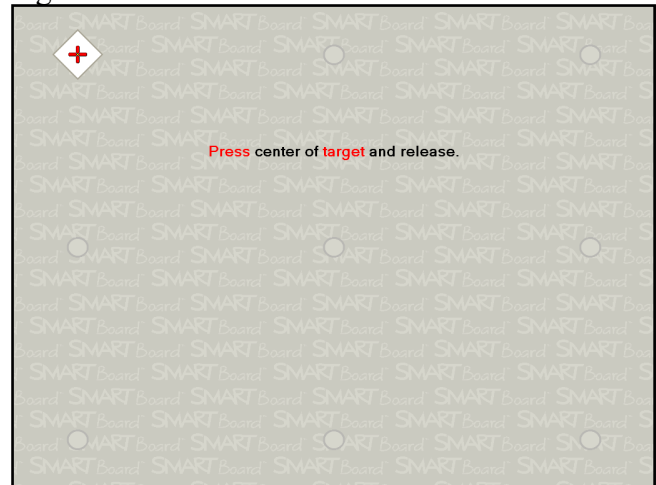
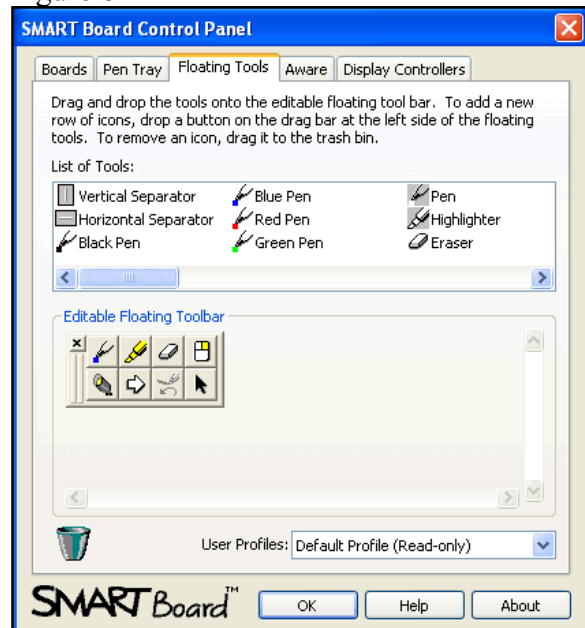


Figure 8



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choose which tools will be included on the tray, click the *Floating Tools* tab. Drag-and-drop the tools from the top half of the control window to the tray shown in the bottom half of the window. Do the opposite to remove (Figure 8).

Here are some handy tools available: (Figure 9)

- Stylus – use a finger as a stylus to write over any application.
- Highlighter – highlight an area of the screen with translucent ink.
- Eraser – use a finger as the eraser to clear annotations.
- Screen Pointer – float a large arrow pointer over top of an application to focus attention.
- Spotlight – focus attention on a certain spot of the screen using a spotlight.
- Capture Screen – save the appearance of the screen with annotations to the SMART Notebook.
- Restore Annotations – show annotations that may have accidentally been removed.

Figure 9



To display the floating toolbar on the SMART Board, click the SMART Board icon in the system tray, at the bottom-right of the screen, and then click the *Floating Tools* button.

Interactive Tools

The interactive tools include the **Video Player**, **Recorder**, and **Notebook**. These applications can be used in conjunction with other SMART Board tools to enhance learning.

Video Player

Similar to other computer video players, this will play any video file simply by clicking and dragging the file into the player. From there, the user may make annotations over top of any video, or use the SMART Board tools, such as the screen pointer, spotlight, or highlighter.

Recorder

This tool allows the user to record all the activity on

Figure 12

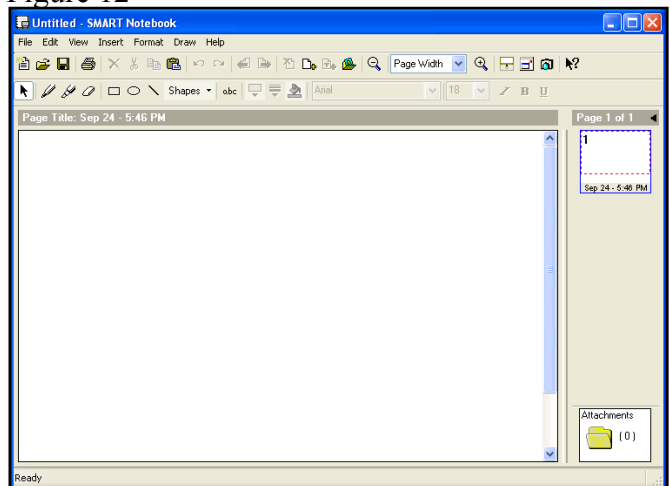
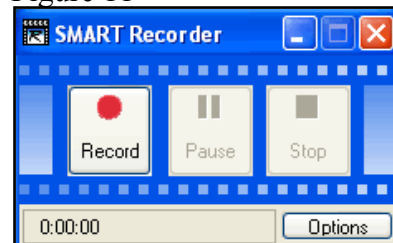


Figure 11



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the interactive whiteboard, regardless of which application is being used. SMART Recorder will also record audio through a microphone and automatically combine audio and data into one file for playback on any computer.

Notebook

The Notebook enables the user to capture annotations from the whiteboard and store them all in a file. These can also be edited or even completely changed at a later date.

The SMART Notebook stores all screen captures down the right-hand column, and when clicked, the captures appear in the larger main frame where they can be viewed or edited.

To see the captured screen full-sized, as though it were the actual screen, change the view mode to *full screen*. To change this Notebook to view full-screen, click **View** from the file menu at the top of the program, and then click **Full Screen**.

To open a blank page to work inside, click the **Insert Blank Page** menu button that shows a white sheet of paper and a yellow plus sign, as shown in Figure 13. This allows the user to start from scratch and make annotations on a separate sheet in the notebook file.

These files can then be exported to PDF format. By doing this, the annotations can easily be viewed online. To do this, click **File**, and then click **Export**. Follow the instructions that follow.

Interacting with PowerPoint

The SMART Board is equipped with a few features that make it especially easy to give a presentation using PowerPoint in conjunction with the SMART Board.

One of these features is the *Navigation Tool*, shown in Figure 16. This should appear automatically when the PowerPoint presentation is opened. The presenter can move through the slides by touching

Figure 11

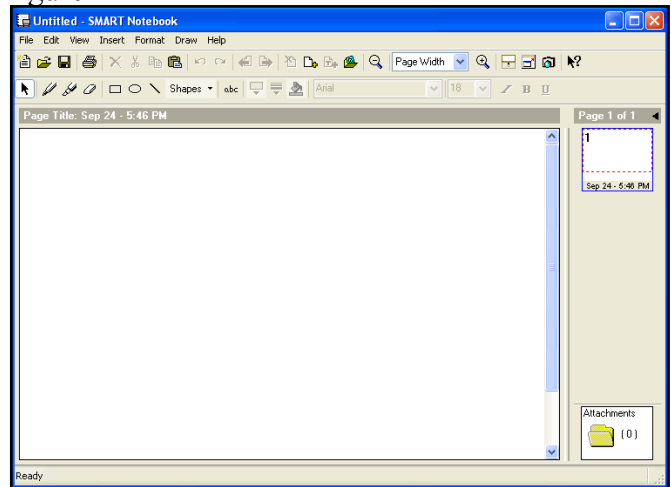


Figure 12

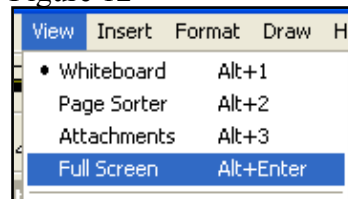


Figure 13



Figure 14

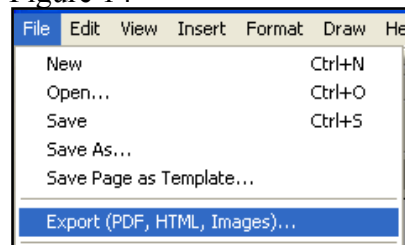


Figure 15

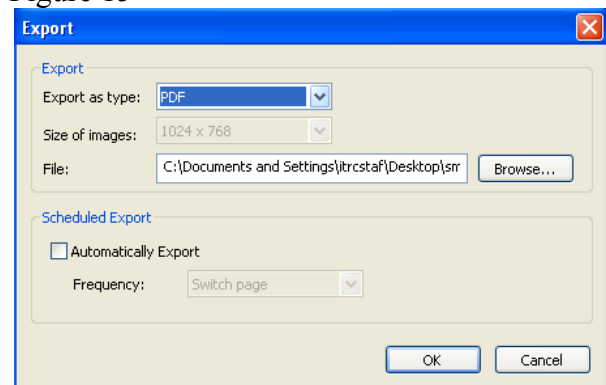
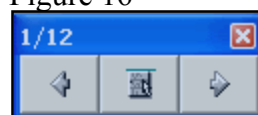


Figure 16



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the right arrow to go to the next slide, and the left arrow to return to the previous slide.

This is not the only way to navigate through a PowerPoint presentation. By clicking on the **Menu** button, located between the two navigation arrows, and then the **Settings** option, the presenter can choose to use a *Double-Press Advance* or a *Single-Press Advance* (the *Single* option is the default option if the *Double* option is not selected). If the presenter chooses to navigate this way, the Navigation Tool can be closed by clicking on the red "X" in the upper-right corner of the bar.

If the show will be navigated with the single option, the presenter need only press the screen anywhere to advance to the next slide. This option will only move the show forward. The presenter may still use the styluses and eraser; when one of these tools is selected from the pen tray, touching the screen will not advance the presentation.

If the show will be navigated with the double option, the presenter will use two taps to indicate what action PowerPoint should make. A single tap followed by a single tap to the right of the first will advance the show to the next slide. Similarly, a single tap followed by a single tap to the left of the first will show the previous slide.

If annotations have been made in the presentation, they may be saved either to the PowerPoint presentation itself or to the SMART Notebook.

To save annotations either way, first click the **Menu** button on the navigation tool. Then click **Save Annotations to PowerPoint** (Figure 18) to save them into the presentation file or **Capture to Notebook** (Figure 19) to make them available in the SMART Notebook.

Figure 17

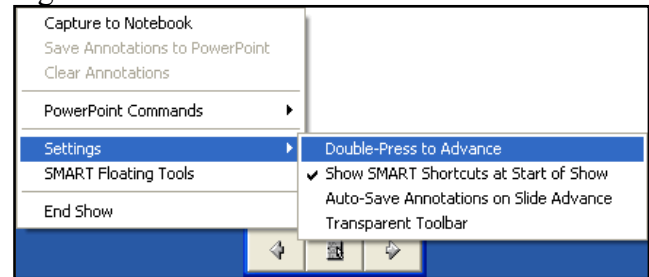


Figure 18

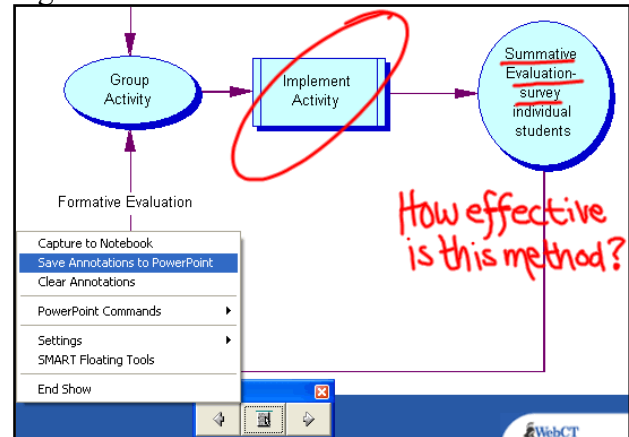
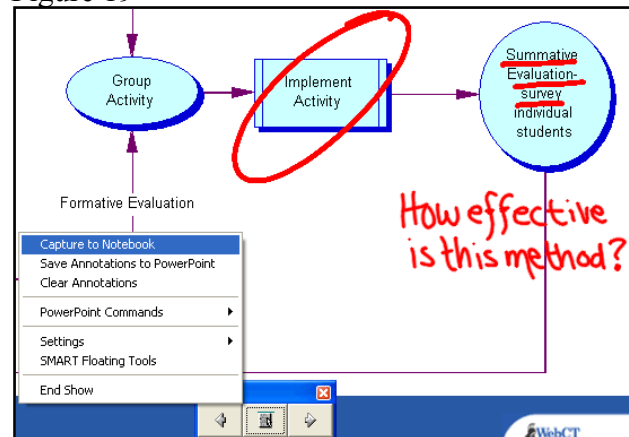


Figure 19



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