

***SMART Board™***  
***Interactive Whiteboards***  
FOR  
**DUMMIES®**

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# Introduction

SMART Board interactive whiteboards bring a whole new level of interactivity to any environment. Combined with your computer and a projector, the SMART Board interactive whiteboard transforms your space into a dynamic learning, training, or working environment.

People choose the SMART Board interactive whiteboard because it helps motivate learners and energize presentations. Combining the simplicity of a whiteboard with the power of a computer, the SMART Board interactive whiteboard engages audiences around the world.

The touch-sensitive board connects to your computer and digital projector, displaying your computer image. You can then control computer applications directly from the board, write notes in digital ink, and save your work to share later — all with your finger!

Best of all, the full-featured SMART Board interactive whiteboard is incredibly easy to use.

## **About This Book**

*SMART Board Interactive Whiteboards For Dummies* is a true reference book. If you're new to interactive whiteboards, start with Part I. Part II helps you understand how to use Notebook software, the heart of the system. If you want to see other ways to get the most from your SMART Board interactive whiteboard, read Part III.

## ***Foolish Assumptions***

We make a few assumptions in this book about your need for information. First, we assume that you have basic knowledge of how to work with a personal computer.

We also assume that your board is already set up. If you need to set up your interactive whiteboard yourself, follow the instructions that came with the board or visit [www.smarttech.com](http://www.smarttech.com) for assistance.

Finally, we assume you believe that bringing interactivity to your classroom or working environment can increase everyone's overall experience, which is why you got a SMART Board interactive whiteboard in the first place!

## ***How This Book Is Organized***

This book is organized so that you can dip into a section to get the information you need; you don't need to read front to back. Here are the parts of the book.

### ***Part I: Getting to Know Your SMART Board Interactive Whiteboard***

Part I gives you all the basic information that you need to get started on the right foot. You can see how to use the SMART Pen Tray and other components of your interactive whiteboard, how to interpret the Ready Light, and where to find help. You can even get a bit of information about using your board with Microsoft Word, Excel, and PowerPoint.

### ***Part II: Putting Your SMART Board Interactive Whiteboard to Work***

Part II helps you get your feet wet with Notebook software. You can see how to create and deliver dynamic, effective lessons and presentations — the fast and easy way.

### ***Part III: Cool Things to Use with Your SMART Board Interactive Whiteboard***

Where do we start? Part III offers an overview of the entire spectrum of ways you can use your interactive whiteboard to create the best, most interactive experiences possible. You don't want to miss this part.

## ***Icons Used in This Book***

Throughout this book, little icons appear in the margin. Here's a guide to what they mean.



These paragraphs provide hints that can help you work with your SMART Board interactive whiteboard more easily.



You don't want to forget the information in these paragraphs.



You may find the information in these paragraphs interesting and useful, but you don't really need to know it.



These paragraphs indicate places where you can find more information on one of SMART Technologies' Web sites.



## Part I

# Getting to Know Your SMART Board Interactive Whiteboard

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### *In This Part*

- ▶ Working with your SMART Board interactive whiteboard
- ▶ Familiarizing yourself with Ink Aware
- ▶ Finding SMART help

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**T**eachers, astronauts, and CEOs are just a small cross-section of the people who choose the SMART Board interactive whiteboard to motivate learners and energize their presentations. Combining the simplicity of a whiteboard with the power of a computer, the SMART Board interactive whiteboard engages students so that they can get the most from their learning experiences and empowers corporate users so that they can create effective presentations and collaborate on any type of project under the sun.

This part helps you get started using your board's main features. Don't be surprised when you see how easily you pick up the basics!

## Understanding How Your Board Works

If you're comfortable with the basic functions of your computer, you can use the SMART Board interactive whiteboard. It's that easy.

The SMART Board interactive whiteboard is touch-sensitive and operates as part of a system that includes a computer and a projector, as shown in Figure 1-1. Because the board acts as both the monitor and input device, you can control computer applications with your finger, write or draw with digital ink (as described in the section "Getting the Hang of Ink Aware," later in this part), and save your work for later — all from the board.



Don't worry for a second about compatibility issues. The SMART Board interactive whiteboard works with Microsoft Windows, Apple OS, and most Linux operating systems. For information about the system requirements for the SMART Board interactive whiteboard, see [www.smarttech.com](http://www.smarttech.com).

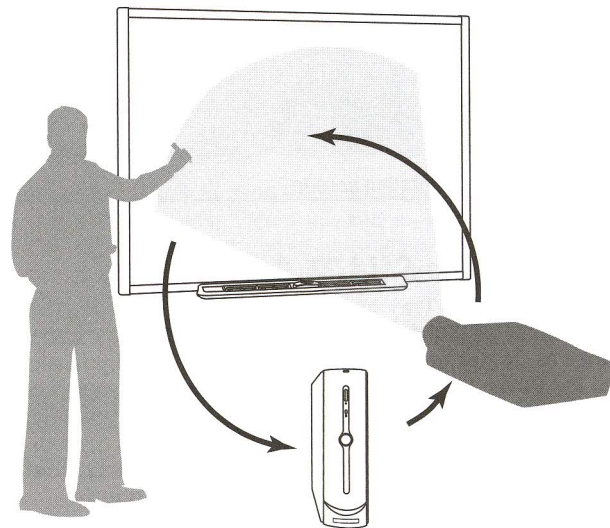
### Using your finger as a mouse

Pressing with your finger on a SMART Board interactive whiteboard is the same as clicking with a mouse on a personal computer. You open an application in the same way that you do on a computer, but instead of using a mouse to select and open files, you just press or double-press the application icon with your finger.

You don't have to drag the mouse cursor when you're using your finger as a mouse; the pointer automatically registers wherever you press.

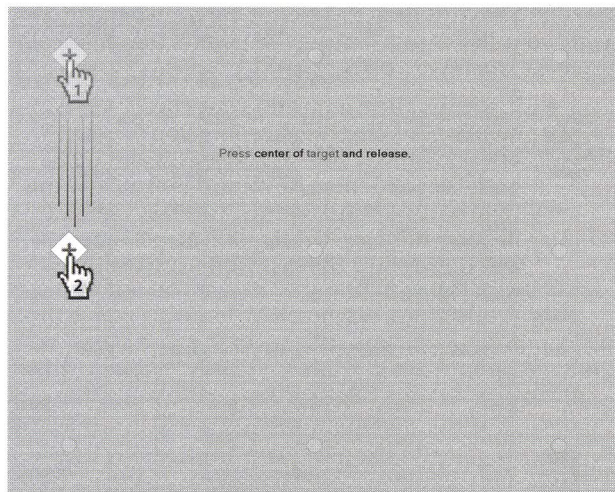


If you touch an icon and your cursor appears somewhere other than where you press, try orienting the board. Simply press and hold both the On-Screen Keyboard button and the right mouse button on the pen tray simultaneously until the Orientation screen appears, and then follow the instructions on-screen (see Figure 1-2).



**Figure 1-1:** The SMART Board interactive whiteboard, set up and ready to go





**Figure 1-2:** The Orientation screen

## Exploring the SMART Pen Tray

The SMART Pen Tray has four color-coded slots for pens and one slot for the eraser (see Figure 1-3). Each slot has an optical sensor that identifies when you pick up the pen or eraser. The pen tray assumes that the pen (or eraser) you pick up last is the one that you want to use. You can write with either the pen or your finger, as long as a pen slot is empty. Writing with your finger is a little like finger painting, but less messy.



And just in case you need a memory jogger, the lights above the tool slots indicate which tool you removed last.



## What about durability?

Your SMART Board interactive whiteboard's screen is made from a hard-coated polyester that offers high durability and maintains flexibility. It meets the durability requirements of many users in many different situations.

To date, SMART's interactive whiteboards have been shot by stray bullets, stapled by primary school children, frozen in storage, rained on, and used for more than a dozen years — and all have continued to function.

Small tears or marks on the surface are extremely uncommon, but if they do occur, they don't interfere with the operation of the interactive whiteboard. In fact, many argue that the hard-coated polyester sheet is more durable because, like all polyester-based plastics, it has the ability to relax back into its original shape if strained.

If the interactive surface becomes marked with dry erase markers or by sticky fingers, you can apply a light spray of a non-abrasive cleaner (such as glass cleaner or dry-erase solution) to a cloth and wipe it over the surface. Be careful — don't allow drips of cleaner into the pen tray!

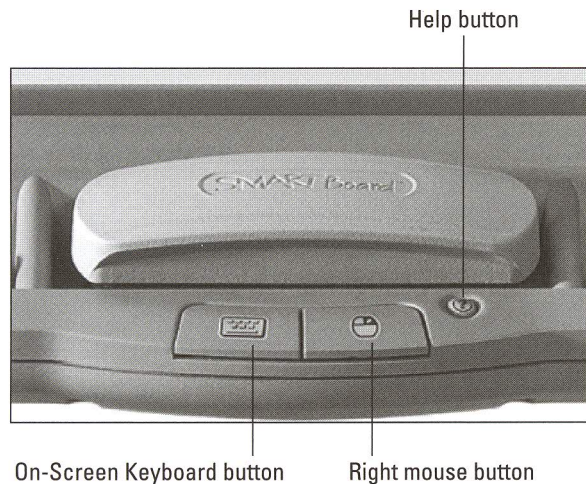


**Figure 1-3:** The SMART Pen Tray

The pen tray also has at least two pen tray buttons, as shown in Figure 1-4. Pressing one button launches the On-Screen Keyboard; pressing the second button



makes your next touch on the interactive whiteboard a right-click. The pen tray has a third button; you press this button to access the Help Center quickly. (See the section “Knowing When You Need Help,” later in this part, for more about the Help Center.)



**Figure 1-4:** The pen tray buttons

### *Right-clicking on the board*

To have your next press on the screen recognized as a right-click, simply press the right mouse button on the pen tray. A graphic appears in the bottom of the screen to remind you that your next press will register as a right-click.

### Similar solutions

SMART offers many types of interactive whiteboards and peripherals to help tailor the equipment to your needs:

- ✓ **Symposium™ interactive pen displays:** You can use these products (which connect to a computer, projector, and display) in classrooms, meeting rooms, or large lecture halls. They enable you to work from wherever you would normally sit or stand so that you can comfortably interact with your material without losing eye contact with your audience.
- ✓ **SMART Board 600i interactive whiteboard:** Combining a short-throw projector and an interactive whiteboard, the 600i starts up quickly with a push of a button. You can easily switch between peripherals, such as laptops, DVD players, and digital cameras.
- ✓ **SMART Board for Flat-Panel Displays interactive whiteboard:** The protective overlay adds interactive whiteboard functionality to your plasma or liquid crystal display (LCD) panel. You simply touch the display to control any computer application or write in digital ink and then save all of your work to print, e-mail, or post online.



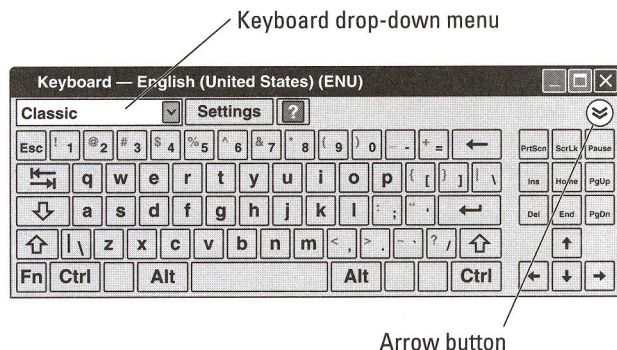
Instead of pressing the right mouse button, you can press and hold the area of the screen where you want to make a right-click. After a few seconds of pressing and holding the area, the right-click menu appears.

### *Writing with the On-Screen Keyboard*

To type or edit text in any application without leaving the interactive whiteboard, press the On-Screen



Keyboard button on the pen tray to launch the On-Screen Keyboard (see Figure 1-5).



**Figure 1-5:** The On-Screen Keyboard



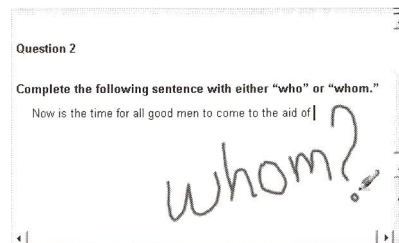
Depending on how you use your interactive whiteboard, you may find different styles of keyboard useful. You can select between the Classic keyboard, which looks like a regular computer keyboard, and the Simple keyboard, which shows the keys in alphabetical order. You may find the Simple keyboard useful if you're teaching young students. Other keyboards include Number Pad, Write, Shortcut, and Simple Caps.

The On-Screen Keyboard gives you the option to enter words or sentences into a Preview Pane before you send them to the application that you're using. To open the Preview Pane, press the arrow button shown in

Figure 1-5 and enter your text. When you're ready, press Send to send the text to the active application.

## Getting the Hang of Ink Aware

Ink Aware lets you write and draw directly into the active file in your own handwriting. For example, if you write a note or draw something while using Microsoft Word and then save your Word file, your handwritten notes appear as a graphic the next time you open that file, as shown in Figure 1-6.



**Figure 1-6:** Ink Aware in action



The most commonly used Ink Aware applications are Microsoft Word, Excel, and PowerPoint, as well as AutoCAD. Many other applications have Ink Aware capability. For a complete listing, see the Aware Preferences in the control panel or the user documents on [www.smarttech.com](http://www.smarttech.com).




## Using the Ink Aware buttons

When you use Word or Excel with your interactive whiteboard, three new buttons appear on the program




toolbar. If you don't see the buttons on the program toolbar, look for them elsewhere on the screen as a floating toolbar. If you don't see the buttons at all, choose View⇨Toolbars⇨SMART Aware Toolbar.

Table 1-1 and Table 1-2 describe what each button does within each Microsoft Office program.

**Table 1-1 Word and Excel Ink Aware Buttons**

Button	What It Does
	Inserts your drawings or writing as an image directly into the document.
	Inserts your writing as fully editable typed text directly into the document. The text appears at the cursor point and in the same color as you chose for your handwriting.
	Saves a screen capture in Notebook software. See Part II for more information about Notebook software.

**Table 1-2 PowerPoint Ink Aware Buttons**

Button	What It Does
	Opens the Command menu that allows you to capture and save your notes, as well as change various default settings
	Moves your PowerPoint presentation forward one slide
	Moves your PowerPoint presentation back one slide

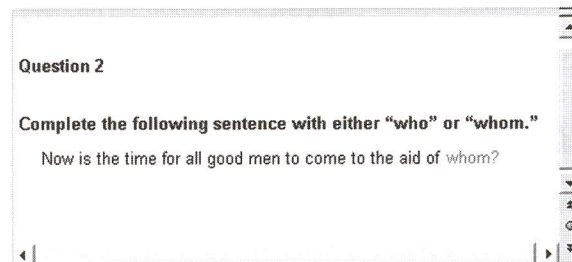


Here are a couple of tips for getting the most out of Ink Aware:

- ✓ Use the Ink Aware toolbar buttons to convert your notes directly into images or text in Word and Excel.
- ✓ To access many useful tools, launch the Floating Tools toolbar during a PowerPoint slideshow by selecting Slide Show Toolbar⇨Command Menu⇨SMART Floating Tools.

## Revising text with Word

To use Ink Aware in Word, simply touch the interactive whiteboard to place the cursor where you want to enter the word or phrase. Then, use a pen from the pen tray to write the text that you want on the interactive whiteboard, as shown in Figure 1-7. Press the Insert as Text button to convert your handwriting into typed text. The text appears at the insertion point in the color of the pen that you used to write it.

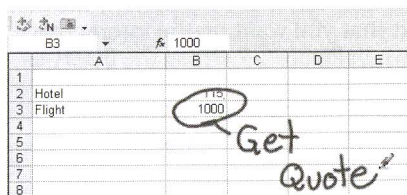


**Figure 1-7:** Use Ink Aware to enter text

## Crunching numbers with Excel

Imagine the luxury of projecting your spreadsheet onto an interactive whiteboard in your classroom and showing the effect of changing compound periods in an interest-rate calculation. Or imagine that, in your next department meeting, you can edit quarterly forecasts as a team, on the fly in digital ink. You can update data within cells of your spreadsheet similarly to how you edit sentences in Word.

You can also add a visible note to your spreadsheet and save it for later reference. Simply pick up a pen and write your note, and then press the Insert as Image button to insert the note as an image. Figure 1-8 shows a sample note.



**Figure 1-8:** Use Ink Aware to make notes in Excel

## Adding punch to PowerPoint

Presenting slideshows on a SMART Board interactive whiteboard is a truly unique experience. After you do it once, you're hooked.

To begin your presentation, choose View⇨Slide Show. The Slide Show toolbar automatically appears, which you can use to navigate between slides.



You can go to the next slide of a PowerPoint presentation by pressing twice on the interactive whiteboard, making the second press to the right of the first. To go to the preceding slide, make the second press to the left of the first. See Figure 1-9.



**Figure 1-9:** Navigating your slideshow

Just like with Word documents and Excel spreadsheets, you can jot notes onto your PowerPoint slides. You may want to check off items after you discuss them, for example.

You may want to make a note to yourself and save it for future reference without making it a permanent part of your presentation. In that case, instead of saving the note as an image, press the Menu button on the Slide Show toolbar and select Capture to Notebook from the drop-down list that appears. Notebook software opens, and an image of your PowerPoint slide that contains your written note appears in a new Notebook file. Select Save As to create a second, marked-up copy of



your presentation so that you can have two versions — the original and a copy with your notes. (Part II provides the full scoop on Notebook software.)



If you accidentally delete your notes (maybe you bump the interactive whiteboard while you're replacing the pen into the pen tray), you can press the Click Here to Restore Writing icon that appears in the bottom-right corner of the screen to get them back — as long as you press the icon before you pick up a pen again.

If the Click Here to Restore Writing icon disappears, don't panic. Simply click the Command menu button on the Slide Show toolbar and choose Restore Drawing from the menu that appears.

### ***Working outside of Ink Aware applications***

Even when you work outside of an Ink Aware application, you can accomplish the same tasks, just in a slightly different way.

Suppose that you're working on a Web page, and you want to be able to draw specific attention to a graphic, expand a definition, or outline edits that you want to do to the page. When you pick up a pen from the pen tray, a border appears around your screen, giving you a place to write notes. This border is a *digital ink layer* — kind of like a transparency layer that you'd use with an overhead projector. After you write your notes, you can quickly save a copy of what you've written, plus the image itself, by pressing the Capture button. When you press this button, an image of the visible screen and your notes goes directly to Notebook software.

Alternatively, you can press the red X in the upper-right corner of the digital ink layer to close the screen and clear your notes.



The digital ink layer has several options that you can modify. For more information, visit [www.smarttech.com](http://www.smarttech.com).

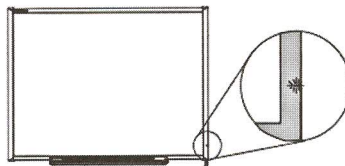
## ***Knowing When You Need Help***

The SMART Board interactive whiteboard is extremely easy to use, but every once in a while, you may find that a little extra help can make your experience all that much easier.

If you find yourself in a jam, don't worry. The following sections help you determine whether you need help and then show you how to get it if you do need it.

### ***Interpreting Ready Light status***

The Ready Light indicates the status of your interactive whiteboard. Depending on the model of the SMART Board interactive whiteboard that you're using, the Ready Light is located either on the right side of the pen tray or the lower-right rim of the frame, as shown in Figure 1-10.



**Figure 1-10:** The Ready Light

When you turn on your computer and projector, the following occurs:

- ✓ The pen tray lights flash sequentially twice, and the Ready Light on the interactive whiteboard's lower-right frame turns red and then flashes green.
- ✓ The projected computer image appears on the screen surface.
- ✓ Your computer's mouse pointer follows your finger closely when you touch the screen.



In rare instances, the Ready Light shows colors other than green. Table 1-3 helps you interpret the various colors, solid and flashing, that the Ready Light may throw your way.

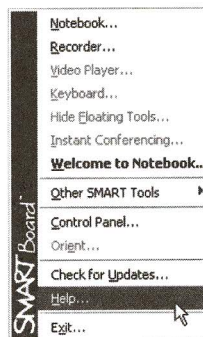
**Table 1-3 Ready-Light Status**

<i>Display</i>	<i>Status</i>
Red	Your interactive whiteboard has power but may not be communicating with your computer, or the software is experiencing difficulty. Check the USB connection.
Green (solid)	You're up and running!
Green (flashing)	The SMART Board driver isn't installed; or if it's installed, it isn't running. Verify that the driver's installed (if it isn't, install it). If the Ready Light continues to flash green, you may want to contact your support representative for assistance.
Amber (solid or flashing)	The interactive whiteboard is in Service mode. To reset it, simply disconnect and reconnect the USB cable.

## *Pressing the Help button*

If you need help in a hurry and the Ready Light is green, simply press the Help button, which is located on the pen tray. After you press the button, the Help Center appears.

You also can access the Help Center by clicking the SMART Board icon in the notification area (Windows computers) or the Dock (Mac computers), then choosing Help, as shown in Figure 1-11.



**Figure 1-11:** The SMART tools menu

## *Visiting the SMART support site*

The SMART support site isn't just a support site. It's a full-featured resource center for all your SMART Board interactive whiteboard and SMART product needs. You can search for and download quick-reference guides and tutorials. You can get tips for caring for the equipment. You can target questions to the