SMART Board™ Interactive Whiteboard Basics

Using a SMART Board interactive whiteboard is as simple as touching, writing and saving. When you've completed this module, you'll have a basic understanding of all three. You'll know how to use your finger as a mouse, write on the interactive whiteboard, convert handwriting to typed text, edit text with the on-screen keyboard and save files in Notebook™ software.

Instructions

This module is divided into two columns. Read the left column to learn about SMART Board interactive whiteboard features. Work through the exercise on the right to practice what you've learned. You can print this file and read it as you go through the exercise, or you can open it at the whiteboard and alternate between it and Notebook software.

Before You Start

This module assumes that your computer is running, that the SMART Board interactive whiteboard is connected and that you have already oriented the whiteboard. A Quick Reference Guide to help you orient the whiteboard is available at www.smarttech.com/trainingcenter/windows/quickreferences.asp.

This module assumes that you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your desktop, you use left-, right- or double-clicks depending on the function you want to perform. You use the SMART Board interactive whiteboard in the same way. If you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

Learning Topics

Using Your Finger as a Left-click

The SMART Board interactive whiteboard becomes touch sensitive as soon as you start your computer. Any time you touch the interactive whiteboard, your finger acts as a left-click.

Press on the interactive whiteboard's surface to open applications, select objects and perform any operation that requires a left-click.

Double-clicking

To double-click on a SMART Board interactive whiteboard, simply press the same spot twice in rapid succession.
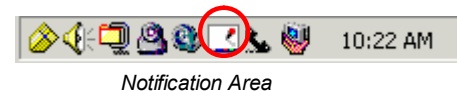
Accessing the SMART Board Tools

The SMART Board Tools provide access to functions that help you operate the interactive whiteboard. Press a button and the application or tool providing that function will appear.

NOTE: If you included the SMART Board Tools in the Windows Start folder during installation, they will open automatically each time you log on to your computer.

Hands-on Practice

1   Using your finger as a mouse, press the SMART Board icon in the Windows Notification Area in the bottom right of the screen.

Notification Area

If this icon isn't displayed, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board Tools will appear.

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Learning Topics

Hands-on Practice

Opening Notebook Software

Notebook software lets you save, organize and distribute notes written on a SMART Board interactive whiteboard. Like a conventional paper notebook, SMART's Notebook software stores information on a series of pages. Notebook software can also easily move, copy and insert information on the active page or onto new and previously existing pages.

2   Select **Notebook** from SMART Board Tools to open a new page.

Using the Pens and Eraser

The SMART Pen Tray holds pens and an eraser. These tools can be used to write or erase digital ink on the SMART Board interactive whiteboard. The interactive whiteboard recognizes the last tool removed from the pen tray as the tool you want to use. 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.

3   Pick up a pen from the SMART Pen Tray and write your first name in the large white area.
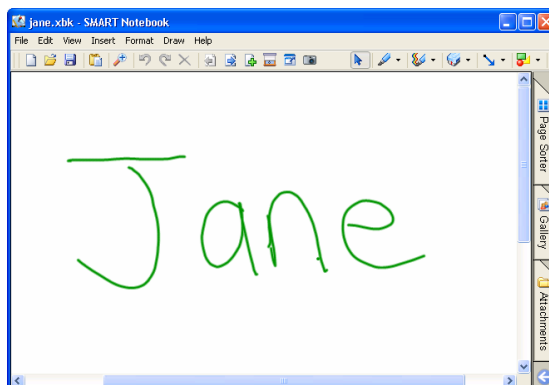
4   Return the pen to the pen tray.

Selecting an Object in Notebook Software

Notebook software is object based. This means you can move, group, ungroup, resize and reformat information easily. Before you can do any of these things, you must first select the object by touching it.

5   Press on a line of ink in your name to select it. Your name will be surrounded by a selection box.

Using Handwriting Recognition

If you think you may need to change what you've written, you should convert your handwriting to typed text. Once the handwriting has been converted you can use a keyboard for editing.

6   Press the down arrow in the upper right corner of the selection box. Choose your name from the options listed in the drop-down menu to change your handwriting into typed text.

Recognize "Jane"
Recognize "Jaine"
Recognize "jaine"
Recognize "Jal.ne"

Learning Topics

Hands-on Practice
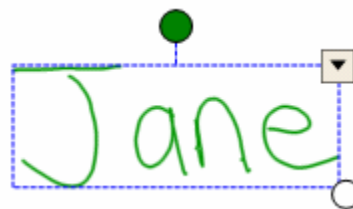
Using the On-Screen Keyboard to Edit Text
One of the SMART Board tools is the On-Screen Keyboard. With this virtual keyboard, you can type text and numbers directly on the interactive whiteboard.

7 Press the SMART Board icon in the Windows Notification Area and select **Keyboard** from the SMART Board tools menu or press the keyboard button on the SMART Pen Tray. The On-Screen Keyboard will appear.

Keyboard
(Press here)

Right
Mouse

Pen Tray Buttons

8 If necessary, drag the keyboard to a more convenient location on the interactive whiteboard.

9 Press twice in rapid succession on a line of ink in your name to edit it. The text will be enclosed in a selection box and a line cursor will appear, enabling you to edit it.

Jane

10 Enter your last name by pressing the keys on the On-Screen Keyboard.

11 Close the On-Screen Keyboard.

Saving Your Notebook File
Saving the notes and diagrams you create in Notebook software is easy. Use the **Save** button or select **File** > **Save** and follow the directions to specify a file name and location.

12 To save your work, select **File > Save** or press the **Save** button.

Congratulations!
You've completed the *SMART Board Interactive Whiteboard Basics* Hands-on Practice.