Hands-on Practice

SMART
Technologies Inc.

Using Microsoft® Windows® Applications on a SMART Board™ Interactive Whiteboard

When you're working with information in a group setting, the SMART Board interactive whiteboard helps you save time, maintain focus and promote communication. With a SMART Board interactive whiteboard, your group can access any computer application, make notes to clarify a point and record ideas as they happen. In this exercise, you'll learn how to use your finger as a mouse, input text and numbers with the on-screen keyboard, emphasize key points, and record and save notes in Notebook™ software.

Instructions

This module is divided into two columns. Read the left column to learn more 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 the applications you're using.

Before You Start

This module assumes that your computer is running, that the SMART Board interactive whiteboard is connected and that you have oriented the interactive 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 mouse 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-Mouse 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-mouse click.

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

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1   Using your finger as a mouse, double-press the **SMART Board** icon in the Windows System Tray.

If this icon isn't displayed in your System Tray, select **Start**, **Programs**, **SMART Board Software**, and select **SMART Board Tools**.

The SMART Board tools will appear.

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Opening Notebook Software
Notebook software is the application that allows you to save, organize and distribute notes written on a SMART Board interactive whiteboard. Like a conventional notebook, Notebook software stores information on a series of pages. But with Notebook software, you can easily move, copy and insert information on a page or from one page to another.

2 Press the **Notebook** button in the SMART Board tools to open Notebook software.

3 Minimize your Notebook file so that it's readily available when you want to record notes.

Working with Applications
You can use any computer application on a SMART Board interactive whiteboard, such as a Web browser, word processor or spreadsheet application. Use your finger to left-mouse click and double-click, working with applications as you normally do on your desktop computer.

4 Let's assume that you're attending a conference with a group of colleagues. As a group, you've prepared a travel request and are ready to present it to the person who can authorize the expense. If you're working with this tutorial open at your interactive whiteboard, open the samplespreadsheet.xls.

NOTE: If this file opens in your Web browser, save it under a new name and open it in Microsoft Excel software.

Although this exercise is designed for a travel request, you can use any Excel spreadsheet.

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Using the On-Screen Keyboard

The on-screen keyboard is a virtual keyboard that eliminates the need for a separate keyboard by allowing you to enter text and numbers directly on the interactive whiteboard.

5 During the discussion, you learn that your organization has a lower hotel rate than you thought, so you need to revise the spreadsheet. Double-press the SMART Board icon and press the **Keyboard** button in the SMART Board tools, or press the **Keyboard** button on the SMART Pen Tray. The on-screen keyboard will appear.

Pen Tray Buttons

Keyboard (Press here)

Right Mouse
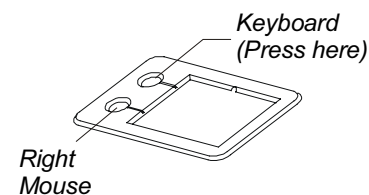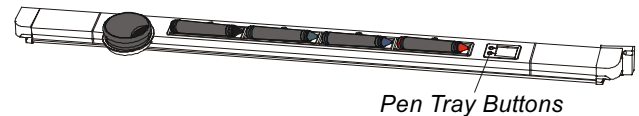
6 If necessary, drag the keyboard to a more convenient location on the interactive whiteboard.

7 Press to select the cell you want to edit.
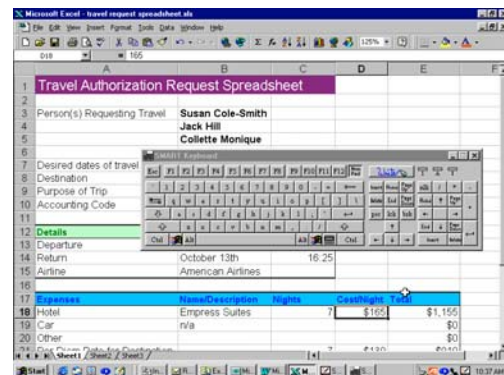
8 Enter the new rate in the cell by pressing the keys on the on-screen keyboard.

9 Close the on-screen keyboard.

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Drawing Attention to Key Points
You can emphasize key points in several ways. The simplest way is to circle or underline ideas using a stylus. Notes made over top of an application are temporary unless you save them. (See page 6.)

### *Using the SMART Pen Tray Styluses and Eraser*
The SMART Pen Tray holds styluses and an eraser. These tools can be used to write or erase electronic ink on the interactive whiteboard. The last tool removed from the pen tray is recognized as the tool you want to use. For example, if you already have a stylus in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase.

Accessing the Floating Tools
The Floating Tools are the software equivalent of the SMART Pen Tray. With the Floating Tools palette open, you have access to styluses and eraser – in virtual rather than physical form. For example, press the pen button and your next contact with the interactive whiteboard will produce a stream of electronic ink. The Floating Tools also offer functions you won't find in the pen tray, such as a highlighter and screen pointer.

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10 Pick up a stylus from the SMART Pen Tray and circle the information you'd like to emphasize.
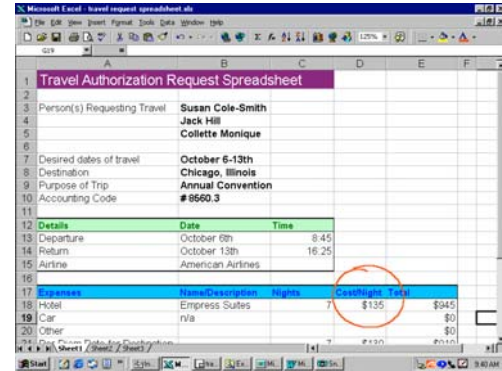
11 Return the stylus to the pen tray.

12 Press once on the interactive whiteboard to clear your annotations.

13 You need to confirm the per diem rate. To do so, bring up the Web site from which the rate was drawn. Open a Web browser and go to http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html.

14 Press on the state of Illinois (IL) to navigate to the per diem information for Chicago.

15 Double-press the SMART Board icon and press the **Floating Tools** button in the SMART Board tools. The toolbar shown below will appear.

16 Drag the Floating Tools palette by the grip bar on its left to a convenient location on the interactive whiteboard.

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Using the Highlighter
The highlighter in the Floating Tools palette works like a conventional highlighter pen, emphasizing the underlying image without overwriting it.

17 Press in the Floating Tools palette and drag your finger over something you'd like to emphasize on the Web page. This will make the information easy for everyone to see.
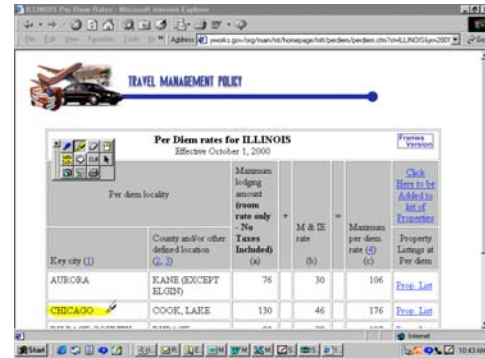
Using the Screen Pointer
The screen pointer positions a floating arrow anywhere on the interactive whiteboard to direct attention to the point you want to emphasize.

NOTE: The default position for the screen pointer is the upper-left corner of the whiteboard.

18 Press in the Floating Tools palette. An arrow-shaped screen pointer will appear.

19 Drag the screen pointer to the point you want to emphasize.

20 Double-press the screen pointer to dismiss it.

21 Press in the Floating Tools palette to restore the left-mouse cursor.

22 Press once on the interactive whiteboard to clear your annotations.

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Capturing Notes into Notebook Software
You can capture notes written over top of any application into Notebook software. Whenever you write over top of any application other than Microsoft Word, Excel or PowerPoint®, the Save/Print toolbar automatically appears. If the Floating Tools palette is active, the Save/Print toolbar will appear as the bottom row of the Floating Tools palette.

Capturing Notes in Microsoft Word and Excel Software
When you write over top of Microsoft Excel or Word files on the interactive whiteboard, the Capture/Save toolbar automatically appears. The Capture/Save toolbar provides you with the option of capturing your electronic ink into Notebook software or as a graphic or text inserted directly into the Word or Excel file.

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23 Before your travel request can be approved, the cost of the flights must be added. You can use Notebook software to keep track of this action item. First, press the **Microsoft Excel** taskbar button to return to the travel request spreadsheet.

24 Pick up a stylus and write *Add flight cost*.
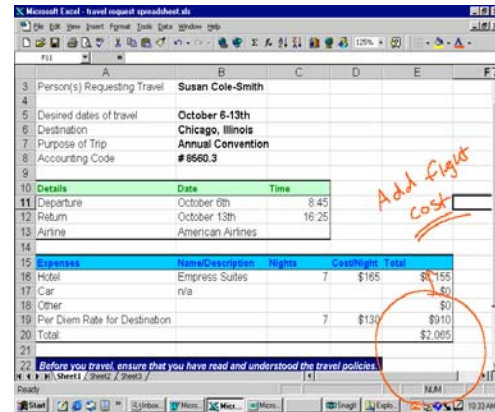
The Capture/Save toolbar will be added to the Floating Tools as shown below.

25 Press [icon]. A capture of the current screen, including the notes you just made, will be inserted into a new page in Notebook software. Once you've saved this annotation, press once on the interactive whiteboard to clear it.

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Saving and Printing Your Notebook File
Once you've captured your notes in a Notebook file, you can save and print them. The standard way to save your notes is in Notebook format. If you want to edit your file using the Notebook software features, you must save it in this format. You can save the file to a network directory, making it available to others within your organization, or to your hard drive.

26 Press the **Notebook** taskbar button to view the page you've just captured.
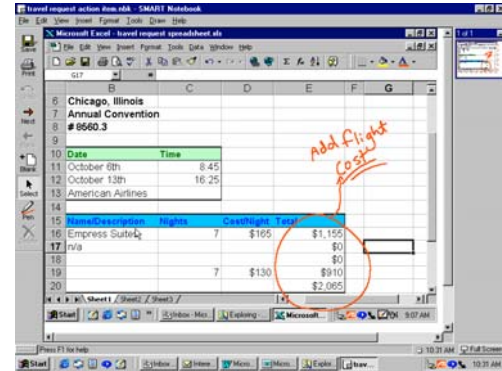
27 Press the **Microsoft Excel** taskbar button to return to your Excel spreadsheet.

28 Select a cell, then pick up a stylus from the pen tray and use it to write the cost of your flight.

29 Press to convert your handwriting to text and insert it into the cell you selected.

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Saving Notes in Other Formats
You can save your Notebook file as a PDF file or as a series of HTML or image files (JPEG, TIFF, etc). This makes it possible for those who don't have Notebook software to view the file.

30 Press the **Notebook** taskbar button to return to your Notebook file.

31 One of the easiest ways to share your notes is to save them as a PDF file by selecting **File**, **Export**, **Export as type**, **PDF**. Select **File**, **Export**, and choose **PDF** from the **Export as type** drop-down. The on-screen wizard shown below will appear.
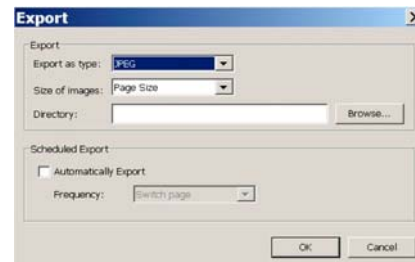
32 Press the **Browse** button to specify a file name and network location for your PDF file. For this example, save the file to your desktop as *conference.pdf*.

33 Press the **OK** button

Viewing Your PDF File
Your Notebook file is now a PDF document. Each Notebook page has a corresponding page in the PDF document.

34 To view the PDF file you created, navigate to the directory location you specified.

35 Double-press on the conference.pdf file. An Adobe Acrobat® Reader® window will open to display the PDF document. You can drag and drop that PDF document into an e-mail to your colleagues and they will have a copy of the notes!

Congratulations!

You've finished the *Using Microsoft Windows Applications on a SMART Board Interactive Whiteboard* Hands-on Practice.