

SMART Board™ Basics for Macintosh Computers

This *Quick Reference Guide* provides an overview of the information you need to begin using a SMART Board interactive whiteboard. Before you begin, make sure SMART Board software has been loaded on your computer.

Starting the SMART Board Interactive Whiteboard

- 1 Ensure the interactive whiteboard and projector are connected to the computer.
- 2 Turn on the projector, then the computer. The interactive whiteboard draws power from the computer and will be activated automatically. The Ready Light, indicating the status of your interactive whiteboard, will be red while the SMART Board and the computer are establishing communication.

NOTE: Depending on the model of SMART Board interactive whiteboard you are using, the Ready Light is either located on the right side of the pen tray or the lower-right of the frame bezel.



- 3 Log on, if required, using the computer keyboard. When the Ready Light on the pen tray turns green, the computer and the interactive whiteboard have established communication. The whiteboard is now touch sensitive, and you can open any application available on the connected computer.

Orienting the SMART Board Interactive Whiteboard

You should orient your interactive whiteboard when setting it up, or if either the projector or interactive whiteboard has been moved since you last used it.

- 1 Press and hold the **Keyboard** and the **Control-click** button simultaneously until the Orientation screen appears.



Pen-tray buttons



Pen-tray buttons

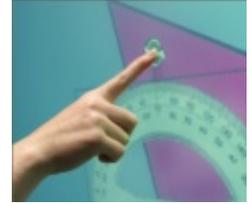
- 2 Begin orientation at the upper-left corner. Press your finger squarely in the center of each red cross in the order indicated by the white, diamond-shaped background.



Orientation screen

Your Finger Is Your Mouse

A press on a SMART Board interactive whiteboard is the same as a click with your mouse. To open an application such as an Internet browser, simply press or double-press the application with your finger.



Writing and Erasing Notes

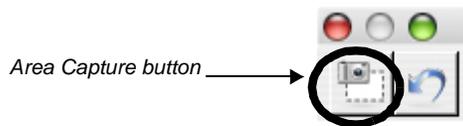
To write over your desktop image or application, pick up one of the pens from the pen tray and write on the interactive whiteboard. To write in a different color, pick up a different pen. The color recognition comes from the optical sensors in the pen-tray slots and not from the pens themselves.

Pick up the eraser from the pen tray and move it in a smooth motion over your notes to erase them.

NOTE: The interactive whiteboard only recognizes the last tool removed from the pen tray. 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 regardless of whether you touch the board with a pen or an eraser. To avoid confusion, return each tool to its proper slot when you are finished writing.

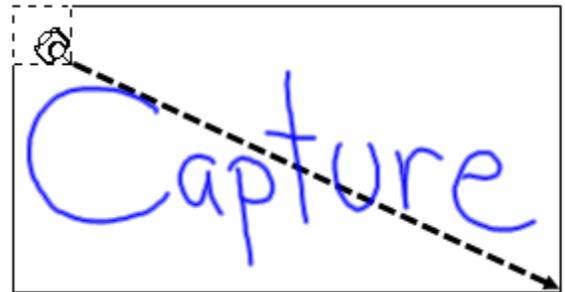
Saving Your Notes and Drawings

The Floating Tools toolbar automatically launches when you pick up a pen from the Pen Tray. You can use the **Area Capture** button to capture your notes and drawings.



To capture an area of your desktop, follow these steps:

- 1 Press the **Area Capture** button on the Floating Tools toolbar. The Area Capture tool will appear.
- 2 Press on any corner of the area you wish to capture and, continuing to press, drag the selection box until it surrounds the entire area.
- 3 Release your press and your selection will be captured as a graphic into Notebook™ software. If Notebook software is not already open, it will open automatically when you capture a portion of your screen. Save your Notebook file by selecting **File > Save**.



Notebook Software

Notebook software acts as an electronic notebook that can be used to edit, save and distribute information written on a SMART Board interactive whiteboard. To launch Notebook software, press and hold the **SMART Board** icon in the Dock and select **Open Notebook** from the menu.

Additional training material on how to use Notebook software is available at www.smarttech.com/trainingcenter.