SMART Board™ Software for Windows® Computers:
A Quick Reference of Features and Functions
Version 9.0 (January 2005)

While you can just pick up a pen (or use your finger) and write in digital ink on a SMART Board interactive whiteboard, many SMART Board software features are also available to enhance your interactive whiteboard capabilities.

Notebook™ Software Overview

Use Notebook software to create, organize and save notes on a SMART Board interactive whiteboard, Sympodium™ interactive lectern or your desktop computer. If you annotate over another application, you can capture an image of this application and your annotations to Notebook software. These annotations (as well as any other notes and images you make) then become objects that you can manipulate and reorganize.

Notebook Software Components

Notebook Files
- Notebook files can contain an unlimited number of pages
- Notebook files (.xbk) are cross-platform compatible. Any computer running SMART Board software, regardless of the operating system, can open a Notebook file.
- You can attach documents, shortcuts to files and website links to Notebook files via the Attachments tab. Attached files are compressed to ensure the Notebook file remains a manageable size.

Notebook Pages
- The Side Sorter tab displays a thumbnail of each page and can be placed on the left or right side of the workspace. It's also expandable (so you can display single or multiple rows of thumbnails).
- Drag-and-drop to sort pages in the Side Sorter tab
- Send files as e-mail attachments from Notebook software
- Drag clip art, templates and Flash files from the Gallery tab to the current page. (The Gallery tab is a customizable collection of clip art images, Flash files and templates that comes with Notebook software.)
- Automatic date and time stamping for each page you create
- Optional naming of individual pages
- Extendable pages
- Optional background color for individual pages
- Create your own single-page templates and store them in the Gallery tab (reusable in any Notebook file)
- Cover a page with the pull-down shade to focus audience attention. The shade can be extended/retracted from all four sides.

Notebook Gallery Collections
The Gallery tab contains a large library of clip art, page templates and Flash file collections in Education and Professional subject categories. A My Content category is included for imported clip art and Flash files from other sources. Collections can be renamed and reorganized Explorer-style. The Gallery can also be locked to prevent changes.
The Gallery collection of Notebook software comes with:
- 5,283 total items organized in 168 collections and 35 subject areas
- 4,283 Clip Art images
- 1,044 templates
- 42 Flash interactive items
- All content is included with the software and also available for free download. New collections are added every month. Also, hundreds of Lesson Activities are available online, with more added each month.

Objects on the Notebook Page
You can modify the objects on a Notebook page in a variety of ways. You can:
- rotate an object
- resize an object
- lock an object to protect it from editing
- drag an object to another page via the Page Sorter tab
- link an object to a website
- change line color, line thickness, fill color or transparency of an object
- convert a handwritten object to typed text
- use rich text formatting on a text object
- rearrange an object within a stack of objects
- group and ungroup objects

Notebook Software Functions

Save Functions
In addition to standard Save and Save As functions, you can also save any page as a template in the Gallery tab for repeated use.

Export Functions
- Export a Notebook file to a variety of formats, including HTML, PDF, GIF, JPEG, BMP and PNG
- Define automatic exporting at a specific interval or whenever you move to a new page

Print Functions
- Print all pages or a selection of pages
- Print 1, 2, 4 or 6 Notebook pages per printed page

Edit Functions
- Unlimited Undo and Redo functions
- Clone
- Cut
- Copy
- Paste
- Delete
- Select All
- Spelling Check
- Recognize as text (handwriting conversion)
- Clear Page
- Delete Page

View Functions
- Full Screen option (no title bar, menu bar or Windows task bar)
- Zoom from 50–300%
- Page Sorter tab, Gallery tab and Attachments tab. Keep tabs open by de-selecting **Auto-hide** at bottom of tabs.
- Page Sorter view (thumbnails of all the pages in your Notebook file)
- Gallery view (create a custom collection of images and templates; additional content available for download from the Ed*Compass*™ website [*EdCompass*.com] or smarttech.com)
- Screen Shade (pull down to gradually reveal the page contents)

Insert Functions
- Insert a blank Notebook page anywhere in the file
- Insert clip art, animated GIF files, Flash files and templates from other applications to the Gallery or to the current page
- Insert scanned pictures
- Insert BMP, JPEG, PNG, TIFF and WMF graphic files
- Insert hyperlinks (either associated with a single object or as a text link)
- Use the Print Capture driver feature to import entire files from other applications with the formatting and page breaks intact
- Use the Screen Capture feature to insert screen captures of your annotations (and underlying application image) on the current page

Formatting Functions
- Use any TrueType font installed on your computer in point sizes from 8 to 72
- Format text to make it bold, underlined, italicized, colored & transparent
- Add bullets to text in text box; right, left or center justify text
- Resize text in text boxes to any size by pressing and dragging

Drawing Functions
- Draw using the Pen tool, Creative Pen tool, Line tool and Shapes tool
- Creative Pen tool ink includes lines of stars, flowers and happy faces
- Change fill and outline color, thickness, and line ends of drawing tools
- Convert handwritten annotations to text

Toolbar Buttons

- New Document
- Open Document
- Save Document
- Paste
- Zoom
- Undo
- Redo
- Delete Selected Object
- Previous Page
- Next Page
- Insert Blank Page
- Screen Shade
- Full Screen View
- Screen Capture
- Select
- Pen (customizable)
- Creative Pen (customizable)
- Eraser (customizable)
- Line (customizable)
- Shapes (customizable)
  - Triangle
  - Circle
  - Square
  - Diamond
  - Pentagon
  - Hexagon
  - Rhombus
  - Trapezoid
  - Star
  - Check Mark
  - X-mark
- Customize drop-down arrow for each Tool button to change fill and outline color (48 colors displayed, unlimited colors available), thickness, transparency, line style and line end
- New Text Box
- Fonts toolbar:
  - Font Selection
  - Font Sizes (8–72 points)
  - Italic Text
  - Bold Text
  - Underline Text
  - Left Justified
  - Center Justified
  - Right Justified

Other SMART Board Software Tools

Start Center
Toolbar that provides instant access to SMART Board tools and any other applications or files you use often. Very quick and easy to customize.

SMART Recorder
Record everything you do on the SMART Board interactive whiteboard. If you have a microphone, you can also record everything you say. SMART recorder produces Windows AVI files, which you can view with SMART Video Player or Windows Media® Player software.

Screen Shade
Lets you control the information displayed. A shade is placed over the screen. Drag it back from any of its four sides to show material gradually.

Magnifier
Enlarges any area so the entire audience sees small print on the screen.

LinQ Software
To share information quickly, link your computer to the computer attached to the SMART Board interactive whiteboard via your wired or wireless network. Then control your PC from the interactive whiteboard.

Floating Tools
This palette of tools, which floats over all applications, can contain over 20 functions, including Right-Click, Screen Capture, Creative Pen, Magnifier, Screen Shade, Spotlight, Calculator, Keyboard and Eraser. Customizable and resizable; can be made transparent. Settings automatically saved.

SMART Video Player
Use SMART Video Player to view videos and use the pen tray tools to annotate over them while they play. You can also configure Video Player to pause while you annotate.

Mobile Device Manager
Allows laptops/tablet PCs that are running LinQ software to control the interactive whiteboard without physically connecting to it. Must be connected to the same network as the PC connected to the whiteboard.

SMART Keyboard
Use the On-Screen Keyboard to type text, numbers, formulae and symbols into any application directly from the screen surface. Various views available, including Number Pad, Write, Shortcut and Simple.

SMART Ink Aware
Works in the background with many presentation, word-processing, graphics, tablet PC and conferencing applications. When you use an application that's Ink Aware, whatever you write or draw on the interactive whiteboard automatically becomes an actual component of the file, rather than an external annotation created over the file.

Supported applications are automatically Ink Aware, and include:
- AutoCAD® and AutoCAD LT® software
- Microsoft PowerPoint, Word, Excel, Paint , Visio, Journal, Imaging, OneNote, and Live Meeting and Office XP for Tablets software
- Adobe Acrobat Standard (version 6.0)
- AutoVue™ Professional software
- Corel® Grafigo™ and CorelDRAW® software
- Corel Presentations™ software (version 7.0.71.20 only)
- Microsoft NetMeeting® 2, 2.1, and 3
- Volo View™ Express software (version 1.14)
- ArcView® software

Other Features

Restore Lost Notes — If you accidentally lose a note written over an application, restore it by pressing the **Click Here to Restore Writing** button, which appears automatically when a note disappears.

On-Screen Display Controls — The Display Controls preserve your projector lamp or flat-panel display by turning off the projector lamp or flat-panel display after the screen saver becomes active. Also allows you to switch inputs, adjust volume, etc. right at the screen (w/o remote control).

Multiple Display Capability — You can operate multiple SMART Board interactive whiteboards from the same computer.

Mouse Settings — Mouse Assist makes it easier to press small screen elements like close buttons, scroll bars and resize handles. Double-Click Zone setting customizes recognition of two presses as a double-click.

Variable Orientation Levels — The default nine-point orientation level is ideal for nearly every purpose, but there's also a four-point orientation for very fast orientation and a 20-point level for very precise orientation.

Hover Mode/Touch Gestures (DViT™ Technology Only) — Use two fingers to perform a right-click or to scroll through files.

Multi-Touch (3- and 4-Camera DViT Technology Only) — Two people can write or draw on one interactive whiteboard simultaneously, or one person can draw with both hands.

Configurable Pen Tray Tools
- Customize the color, width and transparency of pen ink
- Change the size of the area erased by the pen tray eraser
- Customize the function of the pen tray buttons to move to the previous or next page, print the current page, produce a floating mouse, right- or middle-click, or clear the screen of all annotations

Additional Free Educational Software and Content

SMART Ideas Software — Help students brainstorm, think visually and turn complex ideas into colorful, easy-to-understand concept maps

Speller Software — Prompts students to spell words by writing or dragging letters into place.

Number Cruncher Software — Generates math equations and marks student responses.

Lesson Activities — Thousands of free, ready-to-use, curriculum-specific lessons at www.*edcompass*.com.

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