

# SMART Board 9 Software

## Tips and Tricks

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### Tips for Writing and Adding Content

#### Drawing (or erasing) fine lines


For precise control of the digital ink, change the pen setting to use the thinnest line width. Then remove that pen from its pen tray slot but write with your finger on the interactive whiteboard. You can also change the eraser setting so you have fine control when you erase digital ink.

#### To change the size of a pen (or eraser)

1. Press the **SMART Board** icon in the system tray.
2. Select **Control Panel**.
3. Press **Pen Tray Settings**.
4. Press a **Pen** button (or the **Eraser** button).
5. Select the thinnest line thickness and press **OK**.
6. Close the *SMART Board Settings* dialog box.
7. Close the *SMART Board Control Panel*.

You can also add different sized pens to the Floating Tools. For instance, you can customize your Floating Tools by adding a pen with a different width or a Creative pen.

#### To add a customized Floating Tool

1. Open the Floating Tools.
2. Press the **More** button  and select **Customize Floating Tools**.
3. In the *Customize Floating Tools* dialog box, select the **Pen** or **Creative Pen**, and press **Add**.
4. Press **Customize**.
5. In the *Customize Tool* dialog box, select the **outline color**, **line properties** and **transparency** levels, and then press **OK**.
6. Press **OK**.

#### Erasing a large area

Pick up the eraser and draw a circle around the area that you want erased. (You can use the eraser or your finger.) Then touch once inside the circle to erase the digital ink inside.

#### Sending text from other applications directly into a Notebook file

Send text from another application directly into a Notebook file. In the other application, select **File > Print**, and then select **SMART Notebook Print Capture** as your printer. After you print the document, each page of text appears as an object on its own Notebook page, with the original formatting preserved.

#### Using templates on your Notebook page

Check out the templates available in the Gallery. Open the Education or the Professional category and find a subcategory that suits your upcoming presentation. For example, you can use the Geography

category to add maps to your page, or use the financial formulas that are available in the Strategy subcategory.

Drag a template from the Gallery onto the Notebook page to make it appear on a new page. Any notes that you make appear over the template images.

You can create your own template and add it to the Gallery. Lay out your Notebook page the way you want the template to appear. This could include locking objects in place. Then open the Gallery tab and select the **My Content** category. Press the **Add/Import** button and select **Add Current Page to Gallery**.

### Adding objects to the Gallery in Notebook software

You can add images from your Notebook page to the Gallery by dragging the image from the page onto the Gallery tab.

To add Flash files, press the **Add/Import** button in the Gallery and select **Import Flash File**. Navigate to the file and press **Open**.

### Using the different SMART Keyboard views


At the interactive screen, you can use a specific view in the SMART Keyboard to add typed text or numbers to your active application. For example, if you're adding numbers to a document, select the **Number Pad** view and press the virtual keys. Or if you're teaching beginner spellers, they might find it easier to type with the **Simple** view, where the keys are in alphabetical order.

## Presenting Tips

### Accessing frequently used programs from the Start Center

Access a program at the interactive screen by adding a Start Center button that launches it. You can have up to 11 buttons on the Start Center.

#### To add a button to the Start Center

1. Press the Start Center's **More** button  and select **Customize Start Center**.
2. In the *Customize Start Center* dialog box, press **Browse**.
3. In the *Open* dialog box, navigate to the program's .exe file and press **Open**.  
A button for that program appears in the **Current Toolbar** list.
4. Press **OK**.

### Presenting with Notebook software

Create your presentation for an upcoming meeting in Notebook software on *any* computer that has SMART Board software installed. Drag content, including Flash files, from the Gallery onto your Notebook page. Then store this file somewhere accessible to you when you're at the SMART product. This might be a network drive or a CD.

When you're presenting, use the **Full Screen** view to maximize the Notebook page's workspace. You can further customize the screen by moving the side tabs to the other side of the screen and the toolbar to the bottom of the screen.

E-mail the meeting notes to all participants by pressing **File > Send To > Mail Recipient**. You can also print them by pressing **File > Print**.

## Presenting with SMART Board Tools

Use the **Magnifier** tool to make small screen areas easier to see.

Use the **Screen Shade** to cover your screen until you're ready to reveal it to your audience. Then drag it from any side.

Use the **Spotlight** to focus the audience's attention on a particular area of your screen.

Use the **Pointer Tool** from the **Floating Tools** to point out important areas of your screen.

Use **LinQ software** to share a presentation file from your laptop with the meeting room's SMART product without connecting any cables. To do this, your laptop must be connected to the same network as the SMART product.

### To share your file on the interactive product

1. At the interactive screen, open the **SMART Board Control Panel** and select **Mobile and Wireless Device Settings**.
2. In the *Mobile and Wireless Device Settings* dialog box, select **Start the Mobile Device Manager** and press **OK**.
3. At your laptop, install **LinQ software** from the SMART Board software CD.
4. At your laptop, double-press the **LinQ** icon to open it.
5. In the *Connect* dialog box, type **your name** and select the **SMART product** from the list.
6. Press **Connect**.
7. When you're ready to share your presentation file with the group, press **Share Desktop**.

## Saving your presentation as a video

Before you begin your presentation, open **SMART Recorder** and press the **Record** button. When you finish presenting, press the **Stop** button in SMART Recorder. You've just created a video file that shows everything you did at the interactive screen during your presentation. If your setup includes a microphone, this file will also contain your narration.

You can play back this file using **SMART Video Player**.

## PowerPoint navigation shortcuts

Navigate in your PowerPoint slide show by using the arrow buttons on the toolbar or by touching twice on the screen. To advance one slide, make your second press to the *right* of the first. To go back one slide, make the second press to the *left* of the first.

## Hardware Tips

### Quickly accessing the orientation screen


Press and hold both buttons on the pen tray to activate the orientation screen.

## Right clicking

Press and hold your finger on the interactive whiteboard until you see the right-click menu. Alternatively, you can press the **Right Mouse** button on the pen tray and your next press on the interactive whiteboard will be a right click. The next press reverts back to a left click.

## Obtaining hover mouse or floating-mouse actions

A “hover” or “floating mouse” is similar to moving the cursor on your workstation screen *without* clicking

your mouse. To get this effect at the interactive screen, add the **Hover** button  to your Floating Tools. Then press this button, touch the screen and slide your finger across the surface to view a tool tip or to move the pointer without activating a program component.

## Avoiding tripping hazards with your interactive whiteboard

Use the SMART Wireless Adapter to set up your front projection SMART Board interactive whiteboard without wires between it and your computer. Call your dealer, or visit <http://www.smarttech.com/support/product/accessories/index.asp> for more information.

## Stabilizing the interactive whiteboard

If your interactive whiteboard is mounted on a floor stand, make sure the anti-tip feet are extended. These feet provide extra stability for the SMART Board interactive whiteboard.

## Solving connection problems

If you're having problems with your SMART product, open the **SMART Board Control Panel** and press **SMART Board Connection Wizard**. This wizard leads you through the process of checking your software connection and your cables.

## Filling an empty pen tray slot

If you lose a pen from the pen tray, you must place another object in the empty slot. Otherwise, the interactive whiteboard senses that a tool is missing and assumes that you're using it when you press on the interactive screen.

## Tips for Non-Projected Mode

### Erasing a very small area

When all the pen tray tools are in their slots, a touch on the SMART Board interactive whiteboard in non-projected mode erases digital ink that's on your Notebook page. To erase a very small area of digital ink, make sure all the tools are in the pen tray, and then touch the interactive whiteboard with your finger, a cloth or even a tissue. The digital ink also disappears from your computer screen.

### Using Zoom > Entire Page

When using Notebook software on a SMART Board interactive whiteboard in non-projected mode, maximize the window, and then select **View > Zoom > Entire Page**. Your page enlarges so you can see the entire workspace without scrolling. This setting ensures that whatever you write on the screen displays on your monitor.

### Improving the appearance of your annotations on a monitor

To improve the appearance of your annotations on a monitor, reduce the pen width to one pixel.

- 1 Press the **SMART Board** icon in the system tray.
- 2 Select **Control Panel**.
- 3 Press **Pen Tray Settings**.
- 4 Press the appropriate **Pen** button.
- 5 Select the thinnest line thickness and press **OK**.
- 6 Close the *SMART Board Settings* dialog box.
- 7 Close the *SMART Board Control Panel*.