

SMART Board™ Interactive Whiteboard Basics

Using a SMART Board interactive whiteboard is as simple as learning to touch, write and save. 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 in SMART 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 this file at the whiteboard and alternate between it and SMART Notebook software.

Before You Start

This module assumes that your computer is running, 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 a basic understanding of the Microsoft® Windows® operating system. You may find it useful to reflect upon how you normally work with a computer as you go through the lesson. When you work at your computer, you use a left-mouse, right-mouse or double-click depending on the function you want to perform. The SMART Board interactive whiteboard acts in the same way – allowing you to perform your chosen functions in front of a group. If you get stuck, simply think about what you would do at your desktop computer 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 twice in rapid succession in the same spot.

Accessing the SMART Tools

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

If you included SMART Tools in the StartUp menu during installation, it will open automatically each time you log on to your computer.

Hands-on Practice

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



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

The SMART Tools will appear.



Learning Topics

Opening SMART Notebook Software

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

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 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 stylus in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase.

Selecting an Object in SMART Notebook Software

SMART 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.

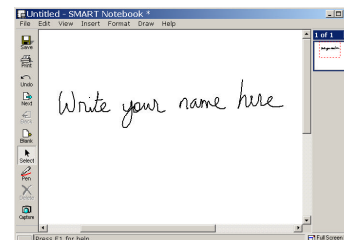
Using Handwriting Recognition

If you think you may need to change what you've written, you should convert handwriting to typed text. Once handwriting has been converted, you can use a keyboard to edit the text, make words bold or italicized, use the spell checker and apply different fonts.

Hands-on Practice

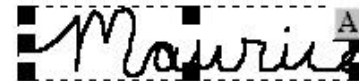
- 2 Press the Notebook button in the SMART Tools. SMART Notebook software will open to a new page.
- 3 Press the Close button on the *Tip of the Day* dialog box if it appears.

- 4 Pick up a stylus from the SMART Pen Tray and write your first name in the large white area of SMART Notebook software.

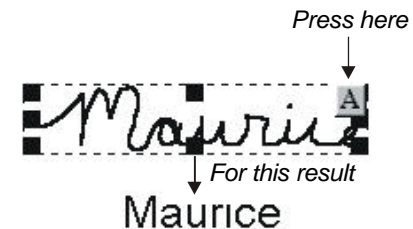


- 5 Return the stylus to the Pen Tray.

- 6 Press on any part of your name to select it. It helps if you press somewhere on a line of ink. Your name will be surrounded by a selection box.



- 7 Press the A button in the upper-right corner of the selection box to change your handwriting into typed text.



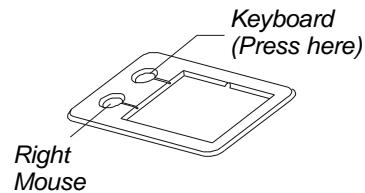
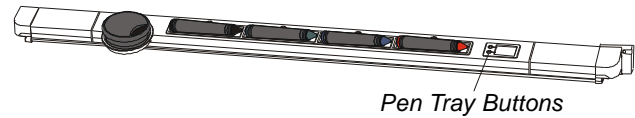
Learning Topics

Using the On-Screen Keyboard to Edit Text

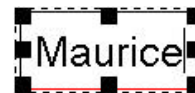
One of your SMART Tools is the On-Screen Keyboard. This virtual keyboard eliminates the need for a separate keyboard by letting you enter text and numbers right on the interactive whiteboard.

Hands-on Practice

- 8 Double-press the SMART Board icon and press the Keyboard button in the SMART Tools or press the Keyboard button on the SMART Pen Tray. The On-Screen Keyboard will appear.



- 9 If necessary, drag the Keyboard to a more convenient location on the interactive whiteboard so that you can reach the keys and see what you are typing more easily.
- 10 Press twice in rapid succession on your name to make it editable. It will be enclosed in a selection box and a line cursor will appear, enabling you to edit the text.



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



- 12 Close the On-Screen Keyboard.

Saving Your Notebook File

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

- 13 To save your work, select **Save** from the **File** menu or press the Save button.



Congratulations!

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