

SMART Board Basics

What is a SMART Board?

The SMART Board interactive whiteboard turns your computer and projector into a powerful tool for teaching, collaborating and presenting. With a computer image projected onto the board, you can simply press on its large, touch-sensitive surface to access and control any application. Using a pen from the SMART Pen Tray, you can work naturally at the board to take notes and highlight important information.

You can use the SMART Board to:

Interact: Touch the board to control any computer application.

Create: Write notes, draw diagrams and illustrate ideas.

Focus: Highlight key information with electronic ink.

Capture: Save, print or e-mail notes.

(Taken from <http://www.smarttech.com>)

Orienting the SMART Board

A key step to using the SMART Board is to orient the board before you use it. If unexpected things happen when you touch the SMART Board such as the wrong program opens or the cursor appears in the wrong place you probably need to orient your board.

To Orient your SMART Board

1. Double click the **SMART Board icon** in the Windows system tray (in the lower right corner) *or* click the **Start button**, point to **SMART Board Software**, and click **Smart Board** *or* **SMART Board driver**.
2. From the menu, click **Orient**.
3. Select **Standard (20 points)** *or* **Quick (9 points)**, click **Next** if necessary.
4. Start the orientation in the upper-left corner by using your finger or stylus to press squarely on the yellow center of each red cross in the order specified by the large white arrow.

Controlling Applications

The SMART Board can be used to control application programs such as Microsoft Word, Microsoft PowerPoint, Microsoft Internet Explorer, Netscape, etc. Your finger acts as if it is the mouse!

To Double Click

1. Press the board twice in rapid succession using your finger.

To Right Click

1. Press the **Right Mouse button** on the Pen Tray.
2. Then press the board.

You must press your finger in the correct area of the application just as if you were using a mouse.

Annotating Applications

You can use the SMART Board to annotate projected images. For instance, you can use a stylus from the SMART Board pen tray to annotate an image in a PowerPoint presentation or to emphasize a passage of text from a web page. **Never** use a dry erase marker on a SMART Board!

To Annotate a Projected Image

1. Select a stylus from the pen tray.
2. Write firmly and consistently on the SMART Board.
3. When finished, return the stylus to the pen tray to regain touch control of the board.

NOTE: Avoid resting your hand on the board while writing.

NOTE: Your annotation will disappear the next time you touch the screen unless it has been saved.

To Erase Annotations

1. Remove the round eraser from the pen tray.
2. Use the edge of the eraser in a smooth motion over the annotation.

NOTE: The SMART Board only recognizes the last tool removed from the pen tray.

Controlling PowerPoint Presentations

You can control a PowerPoint presentation being shown on a SMART Board by using the three-button toolbar or the touch method.

To Control a PowerPoint Presentation

1. Open your PowerPoint presentation. Go to the Slide Show view (presentation full screen)
2. A three-button tool bar should appear onscreen. Use your finger to press the **backward** or **forward buttons**.

ALTERNATE METHOD: Depending on your version of SMART Board software you may simply press on the board once to advance the presentation or you might have to press the board with a sliding motion. To advance the presentation you press once and then slide your finger to the right without lifting your finger from the SMART Board. To move backward, you press once and then slide your finger to the left without lifting your finger from the SMART Board.

Entering Text into Applications

You can use an onscreen keyboard to enter text into applications and avoid running back and forth to the keyboard.

To Enter Text

1. With the application opened, press the **Keyboard button** on the pen tray. An onscreen keyboard will open.
2. If necessary, drag the keyboard to another location on the SMART Board.
3. Use your finger to press the keys on the onscreen keyboard. When finished, close or minimize the keyboard.