

User's Guide

SMART Board™ Software for Linux®

Registration Benefits

In the past, we've made new features available as free software upgrades. Register your SMART product to be notified of free upgrades like these.

Keep the following information available in case you need to contact Technical Support:

Serial Number _____

Date of Purchase _____

Register online at www.smarttech.com/registration

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SMART Board Software Basics

SMART Board software is a suite of applications that you can use with your SMART interactive product.

SMART products can detect contact with the interactive screen. The contact point, along with any pen tool information, is sent to the connected computer where SMART Board software translates the information into mouse clicks and digital ink. This enables you to perform any normal computer operation by touching the screen.

You can use the pen tray pens (interactive whiteboards) or tethered pen (interactive pen displays) to write notes over any application, and you can save your notes to Notebook software.

You can use Notebook software to prepare and deliver a presentation, and use SMART Board software tools such as the Screen Shade and Spotlight to enhance the presentation.

Touching the Interactive Screen

Using your interactive product, you can perform any normal computer operation simply by touching the interactive screen with your finger or a pen tray pen (interactive whiteboards) or the tethered pen (interactive pen displays).

You can press the interactive screen to perform a left-click, right-click or middle-click, write or draw, erase and clear notes.

Left-Clicking

The method you use to left-click varies according to the SMART interactive product you're using.

To left-click

If you're using an interactive whiteboard, ensure the pen tray tools are in the pen tray and press the interactive whiteboard with your finger.

If you're using a DT770 interactive pen display, press the **Pointer** pen tool button and touch the interactive screen with your finger or the tethered pen.

If you're using an ID250/350/370 interactive pen display, press the **Select** pen tool button and touch the interactive screen with the tethered pen.

Right-Clicking

You can right-click by using a pen tray button (interactive whiteboards) or a function button (interactive pen display).

To right-click

1. If you're using an interactive whiteboard, press the **Right-Click** button on the pen tray.
If you're using an interactive pen display, press the **Right-Click** function button.
2. Press the interactive screen to right-click.

3. If you want to perform another right-click, repeat steps 1 and 2.

NOTE: You can also perform a right-click using Floating Tools (page 53).

Middle-Clicking

If you're using an application that responds to a middle-click or wheel-click, you can perform a middle-click using the Floating Tools.

To middle-click

NOTE: The middle-click button isn't included in the default Floating Tools palette, so you must first add it to the Floating Tools palette (see page 50).



1. Press **Middle-Click** on the Floating Tools palette.
2. Press the interactive screen to perform a middle-click.
3. If you want to perform another middle-click, repeat steps 1 and 2.

Writing and Drawing on the Interactive Screen

You can use a variety of methods to write notes and draw in digital ink on your interactive screen.

- If you're using an interactive whiteboard, you can write or draw on the screen using a pen tray pen.
- If you're using an interactive pen display, you can press a **Digital Ink** pen tool button and write or draw on the screen using the tethered pen.

You can also write and draw using the Floating Tools (see page 52) and within Notebook software (see page 23).

NOTE: When you've finished writing and drawing, return the pen tray pen to the pen tray or select another pen tool button. Otherwise, the next contact with the interactive screen is interpreted as drawing.

TIP



Don't rest your elbow or the palm of your hand on the screen while you're writing. Also, constantly press the interactive screen as you are writing. This ensures the contact points register continuously.

Saving Your Notes

At any time, you can use the Screen Capture toolbar (see page 57) or Floating Tools (see page 51) to capture what you've written or drawn. You can view and save your captured notes and drawings within Notebook software (see page 9).

Using Gestures

If your interactive screen uses DVIT technology, you can use gestures to right-click and to scroll.

NOTE: To use gestures, you must enable both Gestures (page 62) and Multiple Touch (page 62) in the SMART Board software settings.

TIP



When you use gestures, make sure you hold your fingers at a right angle to the interactive screen. Also, don't allow your wrist or other fingers to get too close to the screen.

To right-click using Gestures

Press on the screen with one finger and then press with another finger to the right of the first press.



NOTES

- If you have difficulty getting the right-click menu to appear when you're using gestures, make sure your fingers are a sufficient distance apart. If they're not, SMART Board software might interpret the two presses as a single press.
- You can also vary the timing between the two presses. If the presses occur simultaneously or too close together, you might trigger a scroll gesture (described below) instead of a right-click. If the interval between the presses is too long, SMART Board software interprets the presses as two clicks rather than a single right-click.
- Don't use the right-click gesture on a screen area that contains active functions (for example, a hyperlink on a Web page), as you might trigger or select the active function instead of a right-click.

To middle-click using Gestures

If you're using an application that responds to a middle-click or wheel-click, you can perform a middle-click using Gestures. To scroll, press with two fingers simultaneously. If the window you're scrolling has a horizontal scroll bar, you can also use this gesture to scroll left, right and diagonally.



NOTES

- Programs respond to wheel clicks in different ways. Some programs don't recognize them at all. If you find that the scroll gesture doesn't work in a particular program, that program may not support wheel clicks.
- Later versions of programs might respond to wheel clicks better than earlier versions. For example, Internet Explorer version 5 doesn't respond to the scroll gesture as well as version 6 does, so you may want to upgrade your older software.
- Don't use the scroll gesture on a screen area that contains active functions (for example, a hyperlink on a Web page), as you might trigger or select the active function instead of the scroll gesture.

Erasing

You can erase digital ink from the interactive screen.

NOTE: You can customize the eraser's size by changing the eraser properties (see page 65).

To erase digital ink

1. If you're using an interactive whiteboard, pick up the eraser and use it to erase the digital ink from your interactive screen.

If you're using an interactive pen display, press the **Eraser** pen tool button and erase the digital ink using the tethered pen.

NOTE: You can also select the Eraser function using Floating Tools (see page 52).

2. When you've finished erasing, return the eraser to the pen tray (interactive whiteboards) or select another pen tool button (interactive pen displays). Otherwise your next contact with the interactive screen is interpreted as erasing.

To erase a large screen area

1. If you're using an interactive whiteboard, pick up the eraser.

If you're using an interactive pen display, pick up the tethered pen and press the **Eraser** pen tool button.

NOTE: You can also select the Eraser function using Floating Tools (see page 52).

2. Draw a circle around the area you want to erase.
3. Tap inside that circle.

Clearing All Notes

You can clear all the notes from the interactive screen.

To clear all the notes from the screen

If you're using an interactive whiteboard, make sure all the pen tray pens and the eraser are in the pen tray and then touch the interactive screen.

If you're using a DT770 interactive pen display, press the **Pointer** pen tool button and then touch the interactive screen with your finger or the tethered pen.

If you're using an ID250/350/370 interactive pen display, press the **Select** pen tool button and then touch the interactive screen with the tethered pen.

As an alternative, you can perform a right-click and select **Clear Screen**, or press **Undo** in Floating Tools.



NOTE: If you clear your notes by pressing **Undo** in Floating Tools, you can press **Undo** to restore them.

Restoring Cleared Notes

To restore cleared notes, press the thumbnail image in the lower-right corner of the screen. The thumbnail is available for approximately five seconds after you clear your notes.

If the thumbnail is no longer visible or didn't appear, open Floating Tools (page 49) and press **Undo**.



Hovering Over the Interface

When you're using a desktop computer, if you hover the pointer over an interface component without clicking, a hover (or floating) mouse appears. For example, you can hover over an icon to see a description of the item, known as a tool tip.

When you're using a SMART product, you can hover the pointer over an interface component in the same way.

NOTE: By default, the **Hover** button isn't included in the default Floating Tools palette. You must add it to the palette before you can use it (page 50).

To hover over the interface using Floating Tools

1. Press **Hover** on the Floating Tools palette.
2. Press an interface component to hover over that component.
3. If you want to hover over other interface components, repeat steps 1 and 2.



Moving Applications between Interactive Screens

You can operate multiple SMART interactive products from the same computer. You can split the computer's display over two or more interactive screens, or you can use some applications on one product and other applications on another.

NOTE: For further details, read the *Connecting Multiple Interactive Whiteboards to One Computer* technical bulletin at <http://www.smarttech.com/support/bulletins/sb.asp>.

If you've set up multiple interactive whiteboards with one computer, you can move applications between the interactive whiteboards.

To move applications between interactive whiteboards

1. Put the application's window in Windowed mode by pressing  in the upper-right corner of the application. (You can't move a maximized window.)
2. Press and hold the window you want to move.
3. Press the other interactive screen.
4. Lift your finger or the pen from the first interactive screen.

The window disappears from the first interactive whiteboard and reappears on the second interactive whiteboard.

NOTE: If you installed a single display card for multiple display devices, you may also be able to define the window behavior by using the card software. This software could affect your ability to move a window from one interactive whiteboard to another. For example, the display card software may make a window occupy all available screens whenever it's maximized. Refer to the documentation that was included with your card software for more information.

Using SMART Board Software in Non-Projected Mode

If you don't have a projector for your SMART Board interactive whiteboard, you can still use SMART Board software. In Non-Projected mode, you can write on the interactive whiteboard with dry-erase markers, and save your notes in SMART Notebook software (page 9).

NOTE: If your interactive whiteboard has an OptiPro surface, don't write on it with dry-erase markers, because this surface is optimized for use in Projected (Mouse) mode.

To use SMART Board Software in Non-Projected mode

1. Purchase a set of high-quality, dry-erase markers in black, blue, red and green, and place each pen in the matching colored slot of the pen tray.
2. Enable Non-Projected mode (page 60).
3. Open Notebook software (page 9).
4. Write on your interactive whiteboard. The ink from your marker appears on the whiteboard and your notes also appear in digital ink on the Notebook page.

NOTES

- The interactive whiteboard's pen tray buttons behave differently in Non-Projected mode. If you press the **Keyboard** pen tray button, Notebook software creates a new Notebook page. If you press the **Right-Click** pen tray button, Notebook software sends the current Notebook page to the computer's default printer. However, if you want, you can customize these buttons.
- When you're using Non-Projected mode and all pens are in their pen tray slots, any contact with the interactive whiteboard is equivalent to contact by the small eraser. In other words, wherever you touch the interactive whiteboard, you erase the corresponding digital ink in Notebook software.
- If you don't want to keep your notes in a Notebook file, erase them on the interactive whiteboard. This also erases the digital ink on the Notebook page.
- If you want to keep your notes, press the Keyboard pen tray button before erasing your notes on the interactive whiteboard. This creates a new page in Notebook software and enables you to view and save your notes within Notebook software later.

Exiting SMART Board Tools

If you want, you can disable the SMART Board tools but continue to use your SMART product's touch-sensitivity features.

NOTE: Don't exit SMART Board tools unless you specifically want to disable them. You don't need to exit SMART Board tools if you want to use other software on your computer.

To exit SMART Board tools

Press the **SMART Board** icon in the system tray and select **Exit**.



SMART Notebook Software

You can use SMART Notebook software to create a presentation that's full of colorful clip art, graphics and text from a variety of sources. You can then present the Notebook file and keep your audience's attention as you move and interact with these objects. When your audience provides comments and suggestions, you can write their input on a Notebook page using pen tray tools or the pen buttons in Notebook software. You can then share your Notebook files with others as cross-platform HTML, PDF or .notebook files, or as a series of image files.

To open Notebook Software

Open the Start Center (page 47) and press **Notebook**.



OR

Press the **SMART Board** icon on the system tray and select **Notebook**.



Notebook Software Interface

The Notebook software interface gives you a number of ways to look at and interact with your work.

Whiteboard area

The whiteboard area shows the current page and provides easy access to all the tools you'll need to create, edit and manipulate objects on the Notebook page. You can use this area to write, draw and type to create objects, and then edit and manipulate these objects.

NOTE: During a presentation, you might prefer to use Notebook software's Full Screen view (page 11).

Page Sorter

The Page Sorter provides an overview of all Notebook pages in miniature form. These thumbnails update automatically as you change the contents of the pages themselves. You can use the Page Sorter to open, add or delete a page, change the page order, rename a page, clear or clone a page, and move objects to another page.

Gallery

The Gallery contains clip art, backgrounds, and Notebook files and pages that you can use in your presentations.

Attachments

You can use the Attachments content pane to attach a copy of a file, a shortcut to a file or a Web page link to your Notebook file. This enables you to find and open a file or Web page easily during your presentations.

Notebook Software Toolbar

The Notebook software toolbar gives you easy access to a variety of commands. The following table describes what each toolbar buttons does.

Button	Command	Description
	Previous Page	Displays the previous page of the current Notebook file.
	Next Page	Displays the next page of the current Notebook file.
	Insert Blank Page	Creates a new page and inserts it after the currently selected page.
	Open Document	Opens an existing Notebook file.
	Save Document	Saves the current Notebook file.
	Paste	Places the contents of the clipboard on the Notebook page or at the text insertion point.
	Undo	Reverses the effect of the last action.
	Redo	Redoes the last action that you revoked using the Undo command.
	Delete	Deletes the current object.
	Show/Hide Screen Shade	Adds a Screen Shade to the current Notebook page.
	Full Screen	Switches the view to Full Screen view.
	Screen Capture Toolbar	Opens the Screen Capture toolbar.
	Select	Activates the Select tool, enabling you to select and then manipulate objects.
	Pen	Selects the Pen tool, enabling you to write or draw freehand objects. You can use this button's menu arrow to customize the digital ink's color, thickness, transparency and more.
	Creative Pen	Selects the Creative Pen tool, enabling you to write or draw freehand objects with a creative pattern. You can use this button's menu arrow to customize the pattern.
	Eraser	Selects the Eraser tool, enabling you to erase digital ink. You can use this button's menu arrow to customize the size of the eraser.
	Straight Line	Selects the Straight Line tool, enabling you to draw lines in the Notebook page. You can use this button's menu arrow to customize the line styles and line endings.

	Shapes	Selects the Shapes tool, enabling you to draw a variety of shapes, including circles, rectangles and squares. You can use this button's menu arrow to customize the shapes.
	Text	Selects the Text tool, enabling you to create text objects in the Notebook page. You can use this button's menu arrow to customize the text.
	Set Tool Color	Selects a color for an object.
	Set Transparency	Selects a degree of transparency for an object.
	Set Line Properties	Selects the line properties for a line or the outline of an object.
	Move Toolbar	Moves the Notebook software toolbar between the top and bottom of the screen.

You can move the toolbar to the top or the bottom of the screen.

NOTE: The toolbar is more accessible to children and shorter adults when it's at the bottom of the screen.

To move the Notebook Toolbar

To move the toolbar to the bottom of the screen, press **Move Toolbar**.



To move the toolbar back to the top of the screen, press **Move Toolbar** again.



As an alternative, press the far left of the toolbar and drag the toolbar to the top or bottom of the window. The toolbar snaps into place automatically.

Full Screen View

The Full Screen view expands the whiteboard area to the largest possible area. The title bar, the toolbar and the taskbar disappear in this view. Similarly, this view doesn't display the Page Sorter, Gallery or Attachments content pane or their tabs. However, a floating toolbar gives you access to the most commonly used options.

TIP



Use the Full Screen view for giving presentations to a group. This view maximizes the available workspace for writing notes or showing pages. All peripheral distractions disappear and your presentation fills the entire screen.

To open Full Screen view

Press **Full Screen** or select **View > Full Screen**.



The whiteboard area occupies the entire display, and a floating toolbar appears.

To use the floating toolbar



Press **Previous Page** to display the previous Notebook page.



Press **Next Page** to display the next Notebook page.



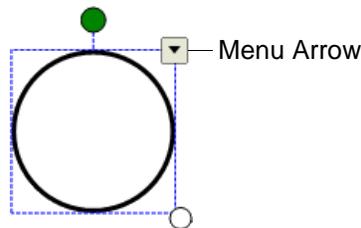
Press **Options** to open a menu of options.



Press **Full Screen** to return to the standard view.

Menu Arrows

When you select an object, a menu arrow appears in the object's top right corner. You can press the menu arrow to display a menu of options.



NOTE: Pressing an object's menu arrow gives you access to the same menu as right-clicking on an object.

You can also access menu functionality by pressing the menu arrow on pages in the Page Sorter (page 38) and items in the Gallery (page 39).



Fonts Toolbar

When you type new text or change the formatting of existing text, the Fonts toolbar automatically appears.



You can change the formatting (page 30) of an entire object or specific words or characters within an object.

Magnifying and Reducing the View

You can zoom in to get a close-up view of a Notebook page or zoom out to see more of the page. As an alternative, you can make the whole page fit in your display or set the page's width to the same as the display's.

To magnify or reduce the view

1. Select **View > Zoom**.
2. Select a magnification from the list. You can select a magnification of between 50% and 300%.
OR
Select **Entire Page** to make the whole page fit in your display.
OR
Select **Page Width** to reduce or enlarge the page so that its width is the same as the display's.

NOTE: This setting is saved and restored each time you open Notebook software.

Creating a New Notebook File

When you open Notebook software, a new Notebook file appears automatically. However, at any time, you can create a new Notebook file.

To create a new Notebook file

1. Select **File > New**.
2. If you were already working on a file and you haven't saved the changes, the software prompts you to save this file.

Opening a Notebook File

Using Notebook software 9.5, you can open:

- .notebook files (Notebook software 9.5 files)
- .xbk files (Notebook software 8.x and earlier 9.x files)

To open a Notebook file

The method by which you open a Notebook file is the same, irregardless of the version of Notebook software you used to create and save the file.

1. Press **Open Document** or select **File > Open**.
2. Browse to and select the Notebook file you'd like to open. Press **Open**.



TIP



You can also open any of the four most recently edited documents by selecting it from the list of recent files on the **File** menu.

Saving a Notebook File

When you save a Notebook file, it's saved in the cross-platform .notebook format by default. Anyone with Notebook software 9.5 can open a .notebook file.

NOTE: In Notebook software 9.5, the default file type is .notebook, whereas in versions 8.0, 9.0 and 9.1, the file type was .xbk. If you want to create a file in Notebook software 9.5 that older versions of Notebook software can open, save your file as an .xbk file. However, if you save your file in an older format, you may lose some formatting and features in the conversion, including bullet lists, centered and right-aligned text, dashed lines and line endings. Also, Creative Pen objects are deleted, and text created in Notebook software 9.5 can't be edited in older versions of the software.

To save a file for the first time



1. Press **Save Document** or select **File > Save**.
2. Browse to the folder where you'd like to save the new file.
3. Type a name for the file in the **File name** box.
4. If you want to make sure that your file retains its formatting and features, select the **SMART Notebook 9.5 (*.notebook)** file type. However, if you want to create a file that can be opened by older versions of Notebook software, select the file type you want.
5. Press **Save**.
6. If you're saving your file in an older format, Notebook software may notify you that some formatting may be lost and ask you if you're sure you want to save the document in this format. Press **Yes**.

To save a file that's been saved before



Press **Save Document** or select **File > Save**.

To save a file under a new name or location

1. Select **File > Save As**.
2. Browse to the folder where you'd like to save the new file.
3. Type a name for the file in the **File name** box.
4. If you want to make sure that your file retains its formatting and features, select the **SMART Notebook 9.5 (*.notebook)** file type. However, if you want to create a file that can be opened by older versions of Notebook software, select the file type you want.
5. Press **Save**.
6. If you're saving your file in an older format, Notebook software may notify you that some formatting may be lost and ask you if you're sure you want to save the document in this format. Press **Yes**.

Saving a Notebook File Automatically

You can set Notebook software to save your Notebook file automatically every time you navigate to a different page or after a specified period of time.

To save a Notebook file automatically

1. Select **File > Timed Saves**.

2. Select **Every time I move to a different page** to save your Notebook file automatically every time you navigate to a different page.

OR

Select **1 minute, 5 minutes, 15 minutes** or **30 minutes** to save your Notebook file automatically after a specified period of time.

3. Press **Next**.
4. Select **Notebook Document**.
5. Browse to the folder where you'd like to save the new file.
6. Type a name for the file in the **File name** box. Notebook software automatically saves the file as a .notebook file.

NOTE: In Notebook software 9.5, the default file type is .notebook, whereas in versions 8, 9.0 and 9.1, the file type was .xbk. If you want to create a file in Notebook software 9.5 that older versions of Notebook software can open, save your file manually as an .xbk file.

7. Press **Save**.

To cancel automatic file saving

1. Select **File > Timed Saves**.
2. Select **Do not save the document automatically**.
3. Press **Finish**.

Printing Notebook Files or Pages

You can print Notebook files or individual pages. You can also print your pages handout style, with multiple Notebook pages on a single sheet of paper.

To print Notebook files or pages

1. Select **File > Print**.
2. If you want to print the Notebook file, select **Print all**.
If you want print selected pages of the Notebook file, select **Print range**, and select the first and last page of the range in the **From page** and **To page** boxes.
3. If you want to print one Notebook page on each piece of paper, select **Pages** from the **Print What** box.
If you'd like more than one Notebook page to each piece of paper, select **Handouts - 2 (or 4 or 6) pages/sheet** from the **Print What** box.
4. Select the other settings you want, including the printer, page size, and so on.
5. Press **OK**.

Exporting a Notebook File

You can export your Notebook file in a variety of formats, including HTML, PDF or as a series of image files.

NOTES

- Attachments aren't included when you export a Notebook file as images. To include attachments, you must export your file as either HTML or PDF (Adobe Acrobat Reader 6.0 or later).
- You can't include a file shortcut in any of the export formats. If you want to include a file attachment, you must attach the file as a copy and not as a shortcut.

To export a Notebook file as HTML

1. Select **File > Export > Web Page**.
2. Browse to the folder where you'd like to export the file.
3. Type a name for the file in the **File name** box.
4. Press **Save**.

To export a Notebook file as an image file

1. Select **File > Export > Image Files**.
2. Type a name for the file in the **Save as** box.
3. Select a folder where you'd like to export the image files.

NOTE: Notebook software exports each page as a separate image file.

4. Select the **Image Type** you want from the available formats.
5. Select the image **Size**.
6. Press **Save**.

To export a Notebook file as a PDF

1. Select **File > Export > PDF**.
2. Browse to the folder where you'd like to export the file.
3. Type a name for the file in the **File name** box.
4. Press **Save**.

Exporting a Notebook File Automatically

You can export your Notebook file in a variety of formats, including HTML and PDF, any time you want. As an alternative, you can set Notebook software to export a Notebook file automatically every time you navigate to a different page or after a specified period of time.

NOTES

- Attachments aren't included when you export a Notebook file as images. To include attachments, you must export your file as either HTML or PDF (Adobe Acrobat Reader 6.0 or later).
- You can't include a file shortcut in any of the export formats. If you want to include a file attachment, you must attach the file as a copy and not as a shortcut.

To export a Notebook file automatically as HTML

1. Select **File > Timed Saves**.
2. Select **Every time I move to a different page** to set Notebook software to export your Notebook file automatically every time you navigate to a different page.

OR

Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your Notebook file automatically after a specified period of time.

3. Press **Next**.
4. Select **Web Page (HTML)** and press **Next**.
5. Browse to the folder where you'd like to export the file.
6. Type a name for the file in the **File name** box.
7. Press **Save**.

To export a Notebook file automatically as a PDF

1. Select **File > Timed Saves**.
2. Select **Every time I move to a different page** to export your Notebook file automatically every time you navigate to a different page.

OR

Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your Notebook file automatically after a specified period of time.

3. Press **Next**.
4. Select **PDF**. As an alternative, if you want the exported file's name to include the time of the export, select **Time Stamped PDFs**.
5. Press **Next**.
6. Browse to the folder where you'd like to export the file.
7. Type a name for the file in the **File name** box.
8. Press **Save**.

To export a Notebook file automatically as an image file

1. Select **File > Timed Saves**.
2. Select **Every time I move to a different page** to export your Notebook file automatically every time you navigate to a different page.

OR

Select **1 minute**, **5 minutes**, **15 minutes** or **30 minutes** to export your Notebook file automatically after a specified period of time.

3. Press **Next**.
4. Select **Image Files** and press **Next**.
5. Press **Browse**, navigate to the folder where you'd like to export the files and press **Open**.
NOTE: Each Notebook page is exported as a separate image file.
6. Select the **Image Type** you want from the available formats.
7. Select the image **Size**.
8. Press **Finish**.

To cancel automatic file export

1. Select **File > Timed Saves**.
2. Select **Do not save the document automatically**.
3. Press **Finish**.

Opening a Notebook Page

All the objects you use or create in your Notebook files are stored on pages. You can open a Notebook page by using the Page Sorter.

NOTE: You can also navigate from page to page within a Notebook file by using the toolbar, the **View** menu or the keyboard (see below).

To open a Notebook page

1. If the Page Sorter isn't visible, press the **Page Sorter** tab.
2. Select the thumbnail of the page you want to open.

Navigating within a File

You can move from page to page within a Notebook file by using the toolbar, the **View** menu or the keyboard.

To navigate using the toolbar



Press **Next Page** to view the next page of the Notebook file.



Press **Previous Page** to view the previous page of the Notebook file.

To navigate using the View menu

Select **View > Next Page** to view the next page of the Notebook file.

Select **View > Previous Page** to view the previous page of the Notebook file.

To navigate using the keyboard

Press PAGE DOWN to view the next page of the Notebook file.

Press PAGE UP to view the previous page of the Notebook file.

Adding a Notebook Page

You can add a new page to the current Notebook file by using the toolbar, the **Insert** menu or the Page Sorter.

To add a page using the toolbar

Press **Insert Blank Page**.



The new page appears immediately after the currently selected page.

To add a page using the Insert menu

Select **Insert > Blank Page**.

The new page appears immediately after the currently selected page.

To add a page using the Page Sorter

1. If the Page Sorter isn't visible, press the **Page Sorter** tab.
2. Select the thumbnail of the page you want to precede the new page.
3. Press the thumbnail's menu arrow and select **Insert Blank Page**.

The new page appears immediately after the currently selected page.

Cloning a Notebook Page

You can create an exact replica of an existing Notebook page. You can repeat this process as many times as you want.

To clone a page

1. If the Page Sorter isn't visible, press the **Page Sorter** tab.
2. Select the thumbnail of the page you'd like to clone.
3. Press the thumbnail's menu arrow and select **Clone Page**.

An exact copy is created immediately after the original. You can repeat this process as many times as you want.

Clearing a Notebook Page

You can remove all the objects from a Notebook page.

NOTE: You can't clear locked objects. To clear all the objects from a page, you must first unlock any locked objects (page 36).

To clear a page using the Edit menu

1. Navigate to the page you want to clear.

NOTE: Make sure you've selected the appropriate page before you complete the next step. You won't be prompted for confirmation before the objects clear.

2. Select **Edit > Clear Page**.

To clear a page using the Page Sorter

1. If the Page Sorter isn't visible, press the **Page Sorter** tab.

2. Select the thumbnail of the page you want to clear.

NOTE: Make sure you've selected the appropriate page before you complete the next step. You won't be prompted for confirmation before the objects clear.

3. Press the thumbnail's menu arrow and select **Clear Page**.

Deleting a Notebook Page

You can delete an existing page from your Notebook file in a variety of ways.

To delete a Notebook page

1. If the Page Sorter isn't visible, press the **Page Sorter** tab.

2. Select the thumbnail of the page you want to delete.

NOTE: Make sure you've selected the appropriate page before you complete the next step. You won't be prompted for confirmation before the page disappears.

3. Press DELETE.

OR

Press the thumbnail's menu arrow and select **Delete Page**.

Changing the Page's Background Color

You can change the background color of the current Notebook page. Objects on the page retain their original color.

To change a Notebook page's background color

1. Select **Format > Background Color**.

2. Select a color from the palette.

OR

Press **More** at the bottom of the palette to define a custom color.

Adding a Background to a Notebook Page

Background pages enable you to reuse content on your Notebook pages. You can use background pages as the background for many different document types, including blank calendar pages, agendas, ruled writing paper and more. Background pages can also include text, shapes, lines and images.

The Gallery already includes many background pages for both professional and education users.

To add a background to a Notebook page from the Gallery

1. If the Gallery isn't visible, press the **Gallery** tab.
2. Navigate to the category that contains the Gallery item you want.
The category's contents appear in the content pane. Each available background appears as a Gallery item with a dog-eared bottom-right corner.
3. Double-press a background in the Gallery or drag the background from the Gallery to the Notebook page. As an alternative, select the background in the gallery, press its menu arrow and select **Insert in Notebook**.

The selected background appears on the current Notebook page.

NOTE: This background page can't be removed. However, you can delete the page (page 20) after moving any objects you want to keep to another page (page 33).

To add a background to a Notebook page from a file

1. Select **Insert > Gallery Item File**.
2. Browse to and select the file you want to use as the background and press **Open**.
Notebook software creates a new page (immediately following the current page) and adds the item to it.

TIP



If the item is inserted in the foreground, you can send it to the back (page 37) and lock it in place (page 36) to create a fixed background for the page.

Extending a Notebook Page

If you want more room at the bottom of a page, you can extend the page without affecting the page width.

To extend a Notebook page

Press the **Extend Page** link at the bottom edge of the page.

NOTE: The Extend Page link isn't available if you're using the Entire Page view (page 13).

Renaming a Notebook Page

By default, Notebook software automatically gives each page a title based on the date and time it was created. If you want, you can change this title.

To rename a page

1. If the Page Sorter isn't visible, press the **Page Sorter** tab.
2. Select the page you want to rename, press the thumbnail's menu arrow and select **Rename Page**.
3. Type the new name for the page.
4. When you've finished typing the title, press elsewhere on the screen or press ENTER.

Rearranging Notebook Pages

If you want, you can rearrange the order of the pages within a Notebook file.

To rearrange Notebook pages

1. If the Page Sorter isn't visible, press the **Page Sorter** tab.
2. Press the thumbnail of the page you want to move within the file. A blue frame appears around the selected page.
3. Drag the page to its new position. A blue line indicates the page's new location.
4. Release the page.

Adding a Screen Shade to a Notebook Page

During a presentation, there may be times when you want to cover information and reveal it slowly. You can add a Screen Shade to a Notebook page in advance of your presentation.

To add the Screen Shade to a Notebook page

1. Open the page to which you want to add a Screen Shade.
2. Press **Show/Hide Screen Shade** or select **View > Screen Shade**.
The Screen Shade appears. Initially, the Screen Shade covers the entire screen and includes resize handles on all sides.
3. If you want the Screen Shade to partially cover the screen, resize the Screen Shade by pressing on a resize handle and dragging it.

TIP



If you want to quickly cover the whole whiteboard area, double-press the Screen Shade.

4. Save the file.

NOTE: This Screen Shade is specific to the current Notebook page and doesn't appear over other Notebook pages or over other applications. However, you can add a Screen Shade from the Floating Tools palette or the Start Center (page 54). This screen shade covers the whole screen, isn't specific to a particular Notebook page, and covers applications other than Notebook software.

To remove the Screen Shade from a Notebook page

Press **Show/Hide Screen Shade** again, or press the **Close** button in the upper right corner of the Screen Shade. 

Creating Freehand Objects

The easiest way to write or draw objects is to use the pen tray pens (interactive whiteboards), or using the tethered pen and the pen tool buttons (interactive pen displays). However, you can also create freehand objects by pressing the **Pen** toolbar button.

TIP



If you're writing and you want your note to be angled, write it in a straight line and then rotate it. If you want your note to be small, write it larger and then reduce its size.

To create freehand objects with the Pen tool

1. Press **Pen** or select **Draw > Pen**. 
2. Using your finger or a pen tray pen (interactive whiteboards) or the tethered pen (interactive pen displays), write or draw on the interactive screen.

NOTE: If you write or draw objects close together, Notebook software automatically groups the objects, enabling you to keep words and pictures together.

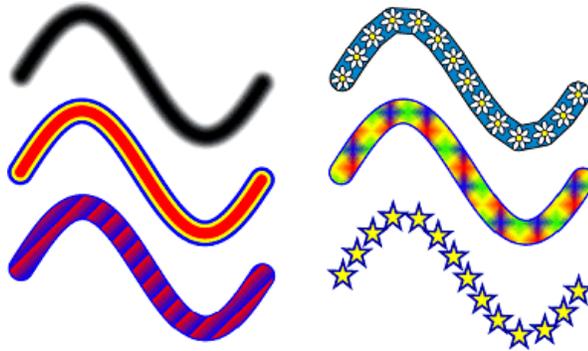
3. When you've finished creating objects, press **Select** or select **Draw > Select**. 

To customize the digital ink and then create freehand objects

1. Press the **Pen** button's menu arrow and select **Customize**. 
2. Select an outline color, line thickness, line style and a degree of transparency for the digital ink.
3. Press **OK**.
4. Write or draw on the interactive screen.
5. When you've finished creating objects, press **Select** or select **Draw > Select**. 

Using Creative Pens

Using the Creative Pen tool enables you to add colorful elements to your presentations. You can draw a line of rainbow colors, smiling faces, stars, and more.



Some examples of Notebook software's Creative Pens

To create freehand objects with the Creative Pen tool



1. Press the **Creative Pen** button's menu arrow and select a pattern from the list.

OR

Select **Draw > Creative Pen** and select a pattern from the list.

2. Using your finger or a pen tray pen (interactive whiteboards) or the tethered pen (interactive pen displays), write or draw on the interactive screen.

NOTE: If you write or draw objects close together, Notebook software automatically groups the objects, enabling you to keep words and pictures together.



3. When you've finished creating objects, press **Select** or select **Draw > Select**.

Creating Shapes

You can use the **Shape** button in the Notebook software toolbar to create a wide variety of shapes, (including common geometric shapes, a check mark and an X shape).

You can customize the shape's outline color, fill color, line thickness, line style and transparency and then add it to your Notebook page. As an alternative, you can add a shape to your page and then change its properties.

NOTE: You can't remove shapes using the eraser. To remove shapes, select the object and either press **Delete**, select **Edit > Delete**, or press the object's menu arrow and select **Delete**.



To add a shape to the page and then customize it



1. Press the **Shape** button's menu arrow and select the type of shape you want to add.

2. Press where you want to place the shape and drag until the shape is the size you want.

TIP



You can create perfect circles, squares, triangles, and other shapes by holding down SHIFT as you draw the shape.

3. If you want to customize the shape, complete the following steps.
 - i. Press **Select** or select **Draw > Select**, and then select the shape. 
 - ii. Press the shape's menu arrow and select **Properties**.
 - iii. Select an outline color, fill color, line thickness, line style and a degree of transparency for the shape.
 - iv. Press **OK**.

To customize a shape and then add it to the page

1. Press the **Shape** button's menu arrow and select **Customize**. 
2. Select the type of shape you want to add.
3. Select an outline color, fill color, line thickness, line style and a degree of transparency for the shape.
4. Press **OK**.
5. Press where you want to add the shape and drag until the shape is the size you want.
6. When you've finished creating shapes, press **Select** or select **Draw > Select**. 

NOTE: If you want to add another shape of the same type and properties, press **Shape**. You don't need to press the **Shape** button's menu arrow unless you want to define different shape properties. 

Drawing Straight Lines

You can draw straight lines on a Notebook page using the **Straight Line** toolbar button.

You can customize the line, including its style, color and endings and then add it to your Notebook page. As an alternative, you can add a line to your page and then change its properties.

NOTE: You can't remove straight lines using the eraser. To remove straight lines, select the line and either press **Delete**, select **Edit > Delete**, or press the line's menu arrow and select **Delete**. 

To add a line to the page and then customize it

1. Press the **Straight Line** button's menu arrow and select the type of line you want to add. 
2. Press where you want the line to start and drag to the location where you want the line to end.
3. If you want to customize the line, complete the following steps.
 - i. Press **Select** or select **Draw > Select**, and then select the line. 
 - ii. Press the line's menu arrow and select **Properties**.

- iii. Select an outline color, thickness, style, an ending for the start and end of the line, and a degree of transparency.
- iv. Press **OK**.

To customize a line and then add it to the page



1. Press the **Straight Line** button's menu arrow and select **Customize**.
2. Select the type of line you want to add.
3. Select an outline color, thickness, style, an ending for the start and the end of the line, and a degree of transparency.
4. Press **OK**.
5. Press where you want the line to start and drag to the location where you want the line to end.
6. When you've finished creating lines, press the **Select** button or select **Draw > Select**.



NOTE: If you want to add another line of the same type and properties, press **Straight Line**. You don't need to press the **Straight Line** button's menu arrow unless you want to define different line properties.

Creating Typed Text in Notebook Software

You can add text to your Notebook page. You can customize your text, including the font style, font size and color.

To add text to a Notebook page



1. Press the **Text** button's menu arrow and select the type of text you want to add.
2. Press in the location where you want the text to start.

A toolbar appears. You can use this toolbar to customize the text.
3. Using the toolbar, select the font properties you want for the text, including its style and size.
4. Type the text on your keyboard.

NOTE: If you need to type into a Notebook page but the connected keyboard isn't easily accessible, you can open an on-screen keyboard to enter typewritten text (page 53).
5. If you want, press and drag the text box's sizing handles to resize it. Resizing a text box changes the way text wraps within the box.
6. When you've finished typing text, press outside of the text box.

NOTES

- You can change the formatting of existing text.
- You can't remove typewritten text using the eraser. To remove typewritten text, select it and press **DELETE**, or press the text object's menu arrow and select **Delete**.

Adding Picture Files to a Notebook Page

You can add pictures to your Notebook page. Notebook software supports .bmp, .jpg, .png, .gif, .xpm, .xbm and .ppm formats.

TIP



If you want to reuse a picture, add it to the Gallery (page 41) so that you can access it at any time.

To add a picture

1. Select **Insert > Picture File**.
2. Browse to the folder that contains the picture you'd like to add, select the picture, and press **Open**.

TIP



To select more than one picture, hold CTRL down as you press each file name.

Notebook software inserts the picture in the upper-left corner of the page. If you insert more than one picture, the pictures cascade on a single page.

After you've inserted the picture, you can then manipulate it.

Undoing and Redoing Changes

You can undo an unlimited number of actions and commands.

To undo the effect of a previous action

Press **Undo** or select **Edit > Undo**.



To redo the last action revoked with Undo

Press **Redo** or select **Edit > Redo**.



Cutting and Pasting Objects

You can cut and paste text, images and objects within Notebook software. You can also cut and paste text between Notebook software and other applications.

To cut and paste objects

1. Select the text or graphic you'd like to cut, and then select **Edit > Cut**.
You can also cut an object by pressing the object's menu arrow and selecting **Cut**.
2. If you want to paste the item to a different Notebook page, navigate to that page.



3. Press **Paste** or select **Edit > Paste**.

To cut and paste text from Notebook software to another application

1. In Notebook software, select the text you'd like to cut, and then select **Edit > Cut**.
You can also cut text by pressing the object's menu arrow and selecting **Cut**.
2. In the other application, select **Paste**.

To cut and paste text from another application into Notebook software

1. In the other application, select the text you'd like to cut and then select **Cut**.
2. In Notebook software, press **Paste** or select **Edit > Paste**.



Copying and Pasting Objects

You can copy and paste text, images and objects within Notebook software. You can also copy text between Notebook software and other applications.

To copy and paste objects within Notebook software

1. Select the text or graphic you'd like to copy, and then select **Edit > Copy**.
You can also copy an object by pressing the object's menu arrow and selecting **Copy**.
2. If you want to paste the item on a different Notebook page, navigate to that page.
3. Press **Paste** or select **Edit > Paste**.



To copy and paste text from Notebook software to another application

1. In Notebook software, select the text you'd like to copy and then select **Edit > Copy**.
You can also copy text by pressing the object's menu arrow and selecting **Copy**.
2. In the other application, select **Paste**.

To copy and paste text from another application into Notebook software

1. In the other application, select the text you'd like to copy and then select **Copy**.
2. In Notebook software, press **Paste** or select **Edit > Paste**.



Cloning Objects in Notebook Software

You can create an exact copy of an existing object by using the Clone command.

NOTE: If you want, you can group cloned objects so that you can treat them like a single object.

To clone an object in Notebook Software

Select the object you'd like to clone, and then select **Edit > Clone**.

NOTE: You can also clone an object by pressing the object's menu arrow and selecting **Clone**.

Notebook software adds an exact copy of the object to the page. There is no limit to how many times you can clone an object.

Using the Infinite Cloner

You can make unlimited copies of an object using the Infinite Cloner.

To use the Infinite Cloner

1. Select the object you'd like to clone.
2. Select **Format > Infinite Cloner**.
NOTE: You can also select this option by pressing the object's menu arrow and selecting **Infinite Cloner**.
3. Select the object and drag it to another position on the page.
4. Repeat step 3 as many times as you want.
5. When you've finished cloning this object, select the original object and then select **Format > Infinite Cloner**.

Editing Text in Notebook Software

You can edit previously created text.

TIP



You don't need to change the position of rotated text before you edit it. If you follow the steps below, the text object automatically rotates to a standard horizontal position, making it easier to edit. After you press outside the text box, the text object returns to its original rotation.

To edit text

1. Double-press the text object that you'd like to edit.
A toolbar appears. You can use this toolbar to customize the text.
2. If you want, edit the original text.
NOTE: If you need to type into a Notebook page but the connected keyboard isn't easily accessible, you can open a virtual keyboard to type text.
3. If you want, use the options in the toolbar to change the formatting of the text.

TIP



You can drag over text to select it, just as you would in a word-processing program.

4. When you've finished typing text, press outside of the text box.

Changing the Formatting of Text

You can change the format of any text in a Notebook file.



TIP

You don't need to change the position of rotated text before you edit it. If you follow the steps below, the text object automatically rotates to a standard horizontal position, making it easier to edit. After you press outside the text box, the text object returns to its original rotation.

To change the format of specific characters

1. Double-press the text object that you'd like to edit.
2. Select the text you want to format by dragging over it (as you would in a word-processing program).
3. Use the options on the toolbar to change the text's style, size, attributes, color, alignment or other attributes.
4. When you've finished formatting the text, press anywhere outside the text box.

To change the format of the whole text object

1. Select the text object.
NOTE: You can also select several objects and change their properties at the same time.
2. Select **Format > Set Item Properties**.
NOTE: You can also select this option by pressing the object's menu arrow and selecting **Properties**.
3. Select a color, font, size, style and a degree of transparency.
4. Press **OK**.

Changing Object Properties

You can use the *Selection Properties* dialog to change the properties of an object you've created in Notebook software. You can also use the toolbar buttons, if you want to change only an object's color, degree of transparency or line properties.

To change an object's properties

1. Select the object.
NOTE: You can select several objects and change their properties at the same time.
2. Select **Format > Set Item Properties** to display the *Selection Properties* dialog box.
NOTE: You can also display this dialog box by pressing the object's menu arrow and selecting **Properties**.

This dialog box displays only the properties that are appropriate to the selected object. For example, if you're changing a line's properties, the dialog box doesn't include a section for fill color, as that's not appropriate to a line object.
3. Select the properties you want.

4. Press **OK**.

To change an object's color

1. Select the object.

NOTE: You can also select several objects and change their color at the same time.

2. Press **Set Tool Color**.
3. Select a color from the palette and press **OK**.

OR

If you want to select a color that isn't available in the palette, press **More**, define a color and press **OK**.



To change an object's degree of transparency

1. Select the object.

NOTE: You can also select several objects and change their degree of transparency at the same time.

2. Press **Set Transparency** and select the degree of transparency that you want.



To change an object's line properties

1. Select the object.

NOTES

- You can also select several lines and change their properties at the same time.
- You can edit the line properties of both lines and the outlines of objects.

2. Press **Set Line Properties**.
3. Select the properties for the line.
4. To change another of the object's line properties, repeat steps 2 and 3.



Adding a Link to an Object

You can link any object on a Notebook page to a Web page, another page in the Notebook file, a file on the computer, or a current attachment.

To add a link to an object

1. Select the object and then select **Insert > Link**.

NOTE: You can also select this option by pressing the object's menu arrow and selecting **Link**.

2. To add a Web page link, press **Web Page** and type the Web address in the **Address** box.

To add a link to another page in the Notebook file, press **Page In This File** and select **First Page**, **Last Page**, **Next Page**, **Previous Page**, or one of the listed pages.

To add a link to a file on the computer, press **File On This Computer** and type the file's location and name in the **File** box. You can either copy the file into your Notebook page or insert a shortcut to your file into your Notebook page.

To add a link to a file that's already attached to the Notebook file, press **Current Attachments** and select the attachment from those in the list.

3. If you want to be able to open the link by pressing the symbol in the bottom left of the object, select **Corner Icon**.

If you want to be able to open the link by pressing anywhere in the object, select **Object**.

4. Press **OK**.

To remove a link from an object

1. Select the object and then select **Insert > Link**.

NOTE: You can also select this option by pressing the object's menu arrow and selecting **Link**.

2. Press **Remove Link**.

Erasing Digital Ink from a Notebook Page

You can erase digital ink from the interactive screen using the eraser (interactive whiteboards) or the **Eraser** pen tool button (interactive pen displays). However, if you're using Notebook software, you can also erase objects using the **Eraser** toolbar button.

NOTES

- You can't erase some types of objects, including typewritten text, shapes, straight lines and imported pictures. To remove any of these types of objects, select the object and either press **Delete**, select **Edit > Delete**, or press the object's menu arrow and select **Delete**.
- You can remove all of the objects on a page by clearing the page.



To erase digital ink using the Notebook toolbar option

1. Press **Eraser**.

The pointer changes to an eraser icon.

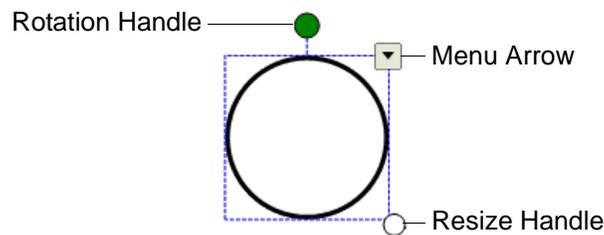
2. Press and drag over the objects on the interactive screen.

NOTE: You can change the eraser's size. Press the **Eraser** button's menu arrow and select the size of eraser you want to use.



Selecting Objects in Notebook Software

Before you can move or edit an object, you must select it. You can select an individual object, multiple objects, or all objects on a Notebook page. When you select an object, a selection rectangle appears around it. A resize handle and a rotation handle also appear.



To select an object

1. Press **Select** or select **Draw > Select**.
2. Press the object you want to select.



A selection rectangle appears around the object.

NOTE: If you press an object and a lock symbol appears instead of the menu arrow, the object is currently locked. Depending on the type of lock, you may have to unlock the object before you can manipulate it.

To select multiple objects

1. Press **Select** or select **Draw > Select**.
2. Press on the interactive screen and draw a selection rectangle around the objects you want to select.



OR

Press and hold CTRL, and then press the objects you want to select.

A selection rectangle encloses the selected objects.

NOTE: If you draw a selection rectangle around multiple objects and some of the objects are locked, you select only the unlocked objects.

To select all objects on the page

Select **Edit > Select All**.

NOTE: You can also select all of the objects on a page by pressing CTRL+A.

A selection rectangle encloses all objects.

NOTE: If some of the objects are locked, you select only the unlocked objects.

Moving Objects in Notebook Software

You can move previously created objects to another location on the Notebook page.

NOTE: You can also move objects to another Notebook page (page 35).

To move an object

1. Select the object or objects.
2. Drag the object or objects to a new position on the Notebook page.

NOTE: You can't move an object if it's locked in place (page 36).

TIP



You can also move an object in small increments by pressing the up, down, left and right arrow keys on your keyboard.

Resizing Objects in Notebook Software

You can resize an individual object or a group of objects.

NOTES

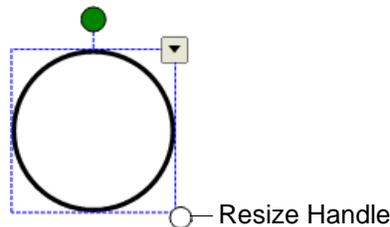
- If you want to resize multiple objects at the same time, you must group them first (page 38).
- You can't resize an object if it's locked in place (page 36).

To resize an object or group

1. If you want to resize an object, select the object. If you want to resize multiple objects, group them together and then select the group.

A selection rectangle appears around the object or group.

2. Press the resize handle in the lower-right corner of the selection rectangle and drag the handle to enlarge or shrink the object.



TIP



To keep the original height-to-width ratio of a shape, press SHIFT while you drag the resize handle.

Rotating Objects in Notebook Software

You can rotate objects to any angle you want.

NOTE: You can't rotate an object if it's locked in place (page 36).

TIP

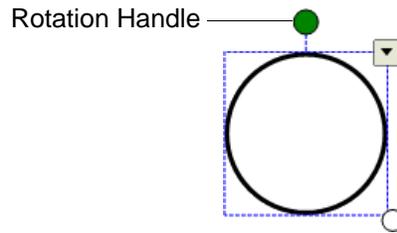


You don't need to change the position of angled text before you edit it. When you double-press the text box, it automatically rotates to a standard horizontal position. When you've finished editing the text and you press outside of the text box, the text reverts to its original rotation.

To rotate an object or objects

1. Select the object or objects.
A selection rectangle appears around the object or objects.
2. If you selected an object, press the object's rotation handle.

If you selected multiple objects, press the rotation handle for any of the selected objects. When you rotate this object, you rotate the other selected objects automatically.



The pointer changes to two semicircular arrows.

3. Drag the rotation handle to rotate the object(s).

Flipping Objects in Notebook Software

You can select a previously created object and flip it horizontally or vertically.

NOTE: You can't flip an object if it's locked in place (page 36).

To flip an object in Notebook software

1. Select the object.
A selection rectangle appears around the object.
2. Select **Draw > Flip > Up/Down** or **Draw > Flip > Right/Left**.
NOTE: You can also select these options by pressing the object's menu arrow and selecting **Flip > Up/Down** or **Flip > Right/Left**.

Moving Objects to Another Notebook Page

You can move previously created objects to another Notebook page.

To move objects to another page

1. If the Page Sorter isn't visible, press the **Page Sorter** tab.
2. If you can't see the page into which you want to copy the object, scroll within the Page Sorter until you can see the page's thumbnail.
3. Select the object or objects you want to move.
4. Drag the object or objects into the Page Sorter and over the thumbnail for the page you want to move the objects into.
5. Lift your finger or the pen.
The object or objects appear on the thumbnail in the Page Sorter.

Locking an Object in Place in Notebook Software

You can lock an object and prevent it from being modified, moved or rotated. You can remove this lock at any time.

TIP



You can send an object to the back (page 37) and lock it in place to create a fixed background for a page.

To lock an object in place

1. Select the object or objects.
2. Select **Format > Locking > Lock in Place**.

NOTE: You can also select this option by pressing the object's menu arrow and selecting **Locking > Lock in Place**.

This locks the object. You can't move, rotate or modify the object until it's unlocked.

NOTE: If you press a locked object, a lock icon appears instead of the object's menu arrow.

To unlock an object

1. Select the object.
2. Select **Format > Locking > Unlock**.

NOTE: You can also select this option by pressing the object's lock icon and selecting **Unlock**.

Locking an Object but Allowing Movement

As an alternative to locking an object completely, you can lock an object to prevent modifications or rotation but still allow users to move it.

To lock an object but allow movement

1. Select the object or objects.
2. Select **Format > Locking > Allow Move**.

NOTE: You can also select this option by pressing the object's menu arrow and selecting **Locking > Allow Move**.

This locks the object. You can move the object but you can't rotate or modify it until it's unlocked (see above).

NOTE: If you press a locked object, a lock icon appears instead of the object's menu arrow.

Locking an Object but Allowing Movement and Rotation

As an alternative to locking an object completely, you can lock an object to prevent modifications but allow users to move and rotate it.

To lock an object but allow movement and rotation

1. Select the object or objects.
2. Select **Format > Locking > Allow Move and Rotate**.

NOTE: You can also select this option by pressing the object's menu arrow and selecting **Locking > Allow Move and Rotate**.

This locks the object. You can move and rotate the object but you can't modify it until it's unlocked (page 36).

NOTE: If you press the locked object, a rotation handle appears but a lock icon appears instead of the object's menu arrow.

Rearranging Stacked Objects

If objects overlap on a page, you can change which objects are in front of or behind the others.

TIP



You can send an object to the back and lock it in place (page 36) to create a fixed background for a page.

To move an object to the top of the stack

1. Select the object.
2. Select **Draw > Order > Bring to Front**.

NOTE: You can also select this option by pressing the object's menu arrow and selecting **Order > Bring to Front**.

To move an object to the bottom of the stack

1. Select the object.
2. Select **Draw > Order > Send to Back**.

NOTE: You can also select this option by pressing the object's menu arrow and selecting **Order > Send to Back**.

To move an object one place forward in the stack

1. Select the object.
2. Select **Draw > Order > Bring Forward**.

NOTE: You can also select this option by pressing the object's menu arrow and selecting **Order > Bring Forward**.

To move an object one place backward in the stack

1. Select the object.
2. Select **Draw > Order > Send Backward**.

NOTE: You can also select this option by pressing the object's menu arrow and selecting **Order > Send Backward**.

Grouping and Ungrouping Objects

You can create a group of objects, which lets you interact with the all of the grouped items at the same time. After you have created a group, you can select, move, rotate, resize or flip the group as if it were an individual object. However, if you want to interact with an individual object that is part of a group, you must ungroup the object first.

To group objects

1. Select the objects.
2. Select **Draw > Group**.

NOTE: You can also select this option by pressing the menu arrow of any one of the selected objects and selecting **Grouping > Group**.

To ungroup objects

1. Select the group.
2. Select **Draw > Ungroup**.

NOTE: You can also select this option by pressing the group's menu arrow and selecting **Grouping > Ungroup**.

Smart Grouping

If you draw or write multiple objects, Notebook software may group the drawings or letters automatically, enabling you to interact with these objects as a single object. For example, if you write the letters of a word, Notebook software groups the individual letters, allowing you to interact with the whole word.

If Notebook software groups objects that you want to manipulate individually, ungroup the objects, as described above.

TIP



If you want to write words on the same line but don't want them to be grouped, leave a large gap between them, use different pens, or put the pen back in the pen tray briefly before writing another word.

Using the Page Sorter

The Page Sorter provides an overview of all Notebook pages in miniature form. These thumbnails update automatically as you change the contents of the pages themselves.

You can use the Page Sorter to:

- open a page (page 18)
- add a page (page 19)
- clone a page (page 19)

- clear a page (page 20)
- delete a page (page 20)
- rename a page (page 22)
- change the page order (page 22)
- move objects to another page (page 35)

To open the Page Sorter

Press the **Page Sorter** tab or select **View > Page Sorter**.

To move the Page Sorter

By default, the Page Sorter is on the right side of the whiteboard area. To move it to the left side, press the arrow beneath the tabs. To return the Page Sorter to the right side, press the arrow  again.

NOTE: This setting is saved and then restored each time you open Notebook software.

To expand the Page Sorter

To make the Page Sorter larger, drag its border into the whiteboard area.

NOTE: This setting is saved and then restored each time you open Notebook software.

Using the Gallery

The Gallery contains clip art, backgrounds, and Notebook files and pages that you can use in your presentations. Thumbnails within the Gallery provide preview images of the content and indicate the variety of content. You can add your own background pages and clip art to the **My Content** category.

The Gallery features thumbnails of its contents. In the **Pictures and Backgrounds** category, backgrounds are shown as pages with a dog-eared bottom-right corner, and clip art items appear on their own. Within the **Notebook Files and Pages** category, Notebook files appear as binders, and Notebook pages are shown with a dog-eared top-right corner.

To open the Gallery

Press the **Gallery** tab or select **View > Gallery**.

To move the Gallery

By default, the Gallery is on the right side of the whiteboard area. To move it to the left side, press the arrow beneath the tabs. To return the Gallery to the right side, press the arrow  again.

NOTE: This setting is saved and then restored each time you open Notebook software.

To expand the Gallery

To make the Gallery larger, drag its border into the whiteboard area.

NOTE: This setting is saved and then restored each time you open Notebook software.

Navigating through the Gallery

The Gallery is divided into two portions. The top half of the Gallery is the category list. The bottom half is the content pane.



You can press a category's plus sign to view its subcategories. When you select a category or subcategory, its contents appear in the content pane.

NOTES



- You can close a category by pressing the category's minus sign.
- You can change the size of the category list and the content pane by dragging the boundary between them.

Searching the Gallery

When you're searching for an item in the Gallery, you can save time by using the keyword search.

To use keyword search

1. If the Gallery isn't visible, press the **Gallery** tab.
2. Type the search term into the **Search** menu.
Any corresponding entries are displayed in the Gallery's content pane.

Adding a Gallery Item to a Page

The Gallery contains backgrounds, clip art, pictures, and Notebook pages and files that you can add to a Notebook page.

To add a Gallery item to a page

1. If the Gallery isn't visible, press the **Gallery** tab.
2. Navigate to the category that contains the Gallery item you want to add.
The category's contents appear in the content pane.
3. Double-press the item in the Gallery or drag the item from the Gallery to the Notebook page.
You can also add a gallery item to a page using its menu arrow. Select the item in the gallery, press its menu arrow and select **Insert in Notebook**.

NOTES

- If you add a background, it replaces the page's existing background.
- If you add a Notebook page, Notebook software inserts the page immediately after the current page.
- If you add a Notebook file, Notebook software inserts the file's pages immediately after the current page.
- If you add a background page to a Notebook page, the background page can't be removed. However, you can delete the page after moving any objects you want to keep to another page.

Adding a Notebook Object to the Gallery

You can add an object from the current Notebook page to the **My Content** category of the Gallery.

To add a Notebook object to the Gallery

1. If the Gallery isn't visible, press the **Gallery** tab.
2. Select the object that you'd like to add to the Gallery.
3. Drag the object from the Notebook page to the **My Content** category (or one of its subcategories) in the Gallery.

NOTES

- You can't drag an object if it's locked in place.
- If you want to change the item's name, select the object, press its menu arrow and select **Rename**. Type the object's new name and press ENTER.

Adding a Notebook Page to the Gallery

If you want to reuse a Notebook page, you can add it to the **My Content** category of the Gallery so that it's available in a convenient location. Your Notebook page can include a custom background, freehand objects, text, shapes, lines and images.

NOTES

- You can also add Notebook items and supported files to the Gallery.
- You can organize the Gallery's categories, including **My Content**, to include subcategories. When you add a Notebook page to **My Content**, you can add it to a specific subcategory.

To add a Notebook page to the Gallery

1. Create, edit and manipulate objects on the page until it appears exactly as you want the Gallery item to appear.
2. Select **File > Save Page as Gallery Item**.
3. Browse to the folder where you'd like to save the new file.
4. Type a name for the item in the **File name** box and press **Save**.
5. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow and select **Add to My Content**.

6. Browse to and select the item you saved in step 4.
7. Press **Open**.

NOTE: If you want to change the item's name, select the item and then select **Rename** from the item's menu arrow. Type the item's new name, and then press ENTER.

Adding a Supported File to the Gallery

If a file is of a supported type, you can add it to the **My Content** category of the Gallery so that it's available in a convenient location.

To add supported files to the My Content category

1. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow and select **Add to My Content**.
2. Browse to and select the item you want to add to the Gallery.
3. Press **Open**.

NOTE: By default, Notebook software gives the new Gallery item a name based on the original file name. If you want to change the item's name, select the item, press its menu arrow and select **Rename**. Type the item's new name and press ENTER.

Organizing the Gallery Contents

As you add Notebook items, Notebook pages and supported files to the **My Content** category of the Gallery, you may want to reorganize the category's structure. You can move Gallery items between its subcategories and also create new subcategories.

To move a Gallery item to a different subcategory

1. If the Gallery isn't visible, press the **Gallery** tab.
2. Navigate to the category that contains the Gallery item you want.
The category's contents appear in the content pane.
3. Drag the item to another subcategory.

To add a new subcategory to the Gallery

1. If the Gallery isn't visible, press the **Gallery** tab.
2. Select **My Content** (or one of its subcategories) in the Gallery's category list, press its menu arrow and select **New Folder** to add a new subcategory.
3. Select the subcategory, press its menu arrow and select **Rename**. Type a name for the subcategory and press ENTER.

Importing Gallery Content

You can use collection files as an easy way to add items to the **My Content** category of the Gallery. A collection file contains all the items in a single exported Gallery category. After you import a collection file, all of its items appear in your Gallery as a new subcategory.

Importing and exporting collection files is an ideal way to share your custom categories with others and to use categories others have created. Collection files have a .galleryitem extension.

NOTE: You can add a Gallery collection only to the **My Content** folder.

To import a Gallery collection

1. If the Gallery isn't visible, press the **Gallery** tab.
2. Press the **My Content** category's menu arrow and select **Add to My Content**.
3. Browse to the folder that contains the collection file you'd like to import, select the collection file and press **Open**.

The collection appears as a new category.

4. If you want to rename the category, select it, press its menu arrow and select **Rename**. Type a name for the subcategory and press ENTER.

NOTE: You can reorganize gallery content.

Exporting a Gallery Collection

If you want to save the contents of a Gallery category, use a collection file. When you export a collection file, Notebook software saves the contents of a category to a single file with a .galleryitem extension. After you've created a collection file, you can move it to another computer or send it to other Notebook software users.

Importing and exporting collection files are ideal ways to share your custom categories with others and to use categories others have created.

To export a Gallery collection

1. Select the category that contains the items you'd like to save to a collection.

NOTE: Notebook software exports the selected category but doesn't export any of its subcategories.

2. Press the category's menu arrow and select **Export as Collection File**.
3. Browse to the location where you want to save the collection file.
4. Type a name for the collection file and press **OK**.

Attaching Files, Shortcuts and Web Links

You can use the Attachments content pane to attach a copy of a file, a shortcut to a file or a Web page link to your Notebook file. This enables you to find and open a file or Web page easily during your presentations.

You can move the Attachments content pane to either side of the screen and change its size.

To open the Attachments Content Pane

Press the **Attachments** tab or select **View > Attachments**.

The Attachments content pane appears. It lists all the attachments for the current Notebook file. If an attached item is a copy of a file, the file's size appears in the **Size** column. If an attached item is a shortcut to a file, **Shortcut** appears in the **Size** column. If an attached item is a Web page link, **URL** appears in the **Size** column.

To change the location of the Attachments content pane

By default, the Attachments content pane is on the right side of the whiteboard area. To move it to the left side, press the arrow beneath the tabs. To return it to the right side, press the arrow again.



NOTE: This setting is saved and then restored each time you open Notebook software.

To expand the Attachments content pane

To make the Attachments content pane larger, drag its border into the whiteboard area.

NOTE: This setting is saved and then restored each time you open Notebook software.

To open an Item from the Attachments Content Pane

1. If the Attachments content pane isn't visible, press the **Attachments** tab.

The Attachments content pane lists all the attachments for the current Notebook file. If an attached item is a copy of a file, the file's size appears in the **Size** column. If an attached item is a shortcut to a file, **Shortcut** appears in the **Size** column. If an attached item is a Web page link, **URL** appears in the **Size** column.

2. To open a file, double-press the file name or its shortcut from those listed in the Attachments content pane.

To open a Web page, double-press the page from those listed in the Attachments content pane.

To attach a copy of a file to a Notebook document

1. If the Attachments content pane isn't visible, press the **Attachments** tab.
2. Press **Insert** at the bottom of the content pane and select **Insert Copy of File**.
3. Browse to and select the file you want to attach to the Notebook file. Press **Open**.

NOTE: When you attach a file, the size of the Notebook file increases. Although Notebook software compresses the file to conserve space, some kinds of files are more compressible than others.

To attach a shortcut to a file

1. If the Attachments content pane isn't visible, press the **Attachments** tab.
2. Press **Insert** at the bottom of the content pane and select **Insert Shortcut to File**.
3. Browse to and select the file for which you want to create a shortcut. Press **Open**.

NOTES

- File shortcuts aren't included in any of the export formats available for Notebook software. If you want to include file attachments in an export format, you must attach the file as a copy.
- Make sure that the file is accessible from the computer on which you'll make the presentation.

To attach a Web page link

1. If the Attachments content pane isn't visible, press the **Attachments** tab.
2. Press **Insert** at the bottom of the content pane and select **Insert Hyperlink**.
3. Type the display name you want listed in the Attachments view in the **Display Name** box.
4. Type the Web address of the Web page in the **URL** box.
5. Press **OK**.

Presenting with Notebook Software

Consider the following tips before you present using Notebook software.

Save your completed Notebook software presentation (page 13) on a floppy disk, CD or USB storage device. This enables you to access and display your presentation, simply by inserting the disk, CD or USB storage device into the computer that connects to the interactive whiteboard. As an alternative, you can make your presentation accessible on your local area network and then browse to it on the interactive whiteboard.

If you have to navigate to files during the presentation, you can lose your momentum and participants can lose their focus. To avoid this situation, attach files, shortcuts to files and Web links to the Attachments content tab of your Notebook file (page 44). You can then open them with a single press.

Use Full Screen view during the presentation (page 11). This view maximizes the available workspace.

Use the Spotlight (page 55), Magnifier (page 56), and Pointer (page 56) to highlight areas of interest during your presentation.

Add a Screen Shade to a Notebook page to insert a pull-down shade over the current page. During the presentation, you can gradually drag the shade to reveal the underlying text and graphics when you're ready to discuss them. As an alternative, you can add a Screen Shade from the Floating toolbar or the Start Center that isn't specific to a particular Notebook page and covers applications other than Notebook software.

SMART Board Software Tools

SMART Board software's interactive tools include:

- SMART Start Center - a customizable set of buttons that gives you quick access to applications and tools (this page)
- Floating Tools - a customizable palette of buttons that can float over any application (page 48)
- SMART Keyboard - on-screen keyboard (page 53)
- Screen Shade - enables you to initially cover the screen and slowly reveal information (page 54)
- Spotlight - enables you to draw attention to a particular area of the screen (page 55)
- Magnifier - enables you to draw attention to and magnify a particular area of the screen (page 56)
- Screen Pointer - places a large pointer arrow on the interactive screen (page 56)
- Screen Capture Toolbar - enables you to capture an image of the screen (page 57)
- SMART Board software Control Panel - enables you to customize the way SMART Board software behaves with your SMART product (page 58)

Start Center

The Start Center is a customizable set of buttons that provide quick access to the applications and tools that you use most often at the interactive product. The Start Center can include up to 11 buttons.

NOTE: You can customize the Start Center by adding and removing interactive tools or programs. You can also change the size of the buttons.

You can also add interactive tools or programs to the Start Center. For example, you can add the Spotlight or Magnifier tools so they'll be available during a presentation, or add frequently-used programs for working collaboratively at the interactive product. The Start Center can include up to 11 icons.

NOTE: To add an application, that application's executable file must be accessible.

Any changes you make to the Start Center are saved with your user profile.

To open the Start Center

Double-press the **SMART Board** icon in the system tray.



To open an application or tool from the Start Center

Press the application or tool's button on the Start Center.

To move the Start Center

Press the bar at the top or bottom of the Start Center and drag it anywhere on the screen.

To customize the Start Center



1. If the Start Center isn't visible, double-press the **SMART Board** icon in the system tray.
2. Press **More** and select **Customize Start Center**.
3. To add a tool to the Start Center, select it from the Available Tool list and press **Add**.
If the tool or application isn't in the Available Tools list, press **Browse**, browse to the tool or application, and press **Open**. Then select the icon or application and press **Add**.
NOTE: You can customize the appearance of an icon for a third party application. Select the icon in the Current Toolbar list and press **Change Icon**. The *Change Icon* dialog box appears and displays all the available icons. Double-press the icon you want.
4. To remove a tool from the Start Center, select it from the Current Toolbar list and press **Remove**.
5. To rearrange the tools on the Start Center, select a tool from the Current Toolbar list and press **Move Up** or **Move Down**.
6. To customize the appearance of the Start Center, press **Customize View**. Select either **Big Icons** or **Small Icons** and then press **OK**.
7. Press **OK** to close the *Customize Start Center* dialog box.

Floating Tools

Floating Tools are an on-screen counterpart of a SMART interactive product's physical tools. This versatile palette of buttons can float over any application.

You can select Floating Tools that enable you to capture an image of your screen, write or draw in digital ink, undo the effect of a previous action, erase digital ink or perform a right-click.

You can customize the Floating Tools palette so you'll have quick access to the tools you use frequently. The following table lists the interactive tools you can add to the Floating Tools palette.

Tool	Name	Resulting Behavior
	Area Capture	Captures a selected rectangular area of the screen, including your written notes and the underlying application, and pastes them into Notebook software.
	Creative Pen	Writes or draws with colorful and engaging digital ink.
	Eraser	Erases digital ink.
	Full Screen Capture	Captures the entire screen, including your written notes and the underlying application, and pastes them into Notebook software.
	Highlighter	Highlights an area of the screen for emphasis.
	Hover	Produces a floating mouse the next time you press the interactive screen. Use the hover mouse to view tool tips.
	Keyboard	Opens the SMART Keyboard.

Tool	Name	Resulting Behavior
	Line	Draws a straight line.
	Magnifier	Opens the Magnifier, which enlarges a screen area.
	Middle-Click	Performs a middle-click the next time you press the interactive screen.
	Notebook	Opens SMART Notebook software.
	Pen	Writes or draws on the interactive screen.
	Pointer	Adds a floating pointer in the shape of an arrow.
	Right-Mouse Click	Performs a right-click the next time you press the interactive screen.
	Row Divider	Creates a new row of Floating Tools on a customized palette.
	Screen Capture Toolbar	Opens the Screen Capture toolbar.
	Screen Shade	Opens the Screen Shade.
	Select	Produces a left-click.
	Shape	Draws a geometric shape.
	Spotlight	Adds a spotlight effect.
	Stamp	Adds an image to the screen.
	Start Center	Opens the Start Center.
	Undo	If you're writing a note, Undo clears the note. If you're erasing notes, it restores the most recently erased note.

You can customize the behavior of many tools to suit your needs. For example, you can change the width, color and transparency of the Pen tool's digital ink.

NOTE: You can open Floating Tools only if you have a SMART interactive product connected to your computer.

To open Floating Tools

Open the Start Center and press Floating Tools.



OR

Press the **SMART Board** icon on the system tray and select **Floating Tools**.



To customize the Floating Tools palette



1. If the Floating Tools palette isn't visible, open Floating Tools.
2. Press **More** and select **Customize Floating Tools**.
The *Customize Floating Tools* dialog box appears.
3. To add a tool to the palette, select it from the **Available Tools** list and press **Add**.
4. To remove a tool from the palette, select it from the **Current Toolbar** list and press **Remove**.

TIP



You can change the behavior of a tool by selecting it from the **Current Toolbar** list and pressing **Customize**.

To add an additional row to the Floating Tools palette, add the long horizontal line as a row divider.

5. To rearrange the tools, select a tool from the **Current Toolbar** list and press **Move Up** or **Move Down**.
6. When you've finished customizing the Floating Tools palette, press **OK**.

To change the Floating Tools view



1. If the Floating Tools palette isn't visible, open Floating Tools.
2. Press **More** and select **Customize Floating Tools**.
3. Press **Customize Toolbar View**.
4. Select **Button Size** to change the size of the buttons. This affects the overall size of the palette.
5. Press **OK** to close the *Customize Toolbar View* dialog box.
6. Press **OK** to close the *Customize Floating Tools* dialog box.

TIP

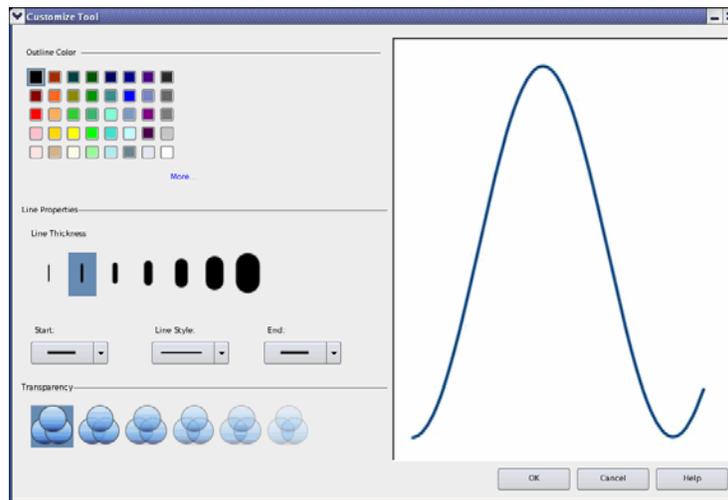


You can also reduce the size of the Floating Tools palette by pressing . When you do this, the Floating tools palette collapses to show only two buttons.

To change the behavior of a Floating Tool

1. If the Floating Tools palette isn't visible, open Floating Tools.
2. Double-press the tool you want to customize.

A customization dialog box appears for the selected tool. For example, if you double-press the **Pen** tool, the *Customize Tool* dialog box appears, enabling you to customize the color, line properties and transparency of the digital ink.



3. Select the settings you want for the tool.
4. Press **OK**.

NOTE: Changes that you make to the Floating Tools **Pen** tool don't affect the behavior of pen tray pens.

To capture an area using Floating Tools

NOTE: You can customize the Floating Tools palette by adding and removing tools so you'll have quick access to the tools you use frequently. The following steps assume you haven't removed the **Area Capture** button from the Floating Tools palette.

1. If the Floating Tools palette isn't visible, open Floating Tools.
2. Press **Area Capture**.
3. Press the interactive screen and drag the cross hairs to define the area you want to capture.

The pointer changes to cross hairs.

An image of the defined area appears in Notebook software. If Notebook software isn't open, SMART Board software opens it for you.



To capture the entire screen using Floating Tools

1. If the Floating Tools palette isn't visible, open Floating Tools.
2. Press **Area Capture**.
3. Press once on the interactive screen.

An image of the entire screen appears in Notebook software. If Notebook software isn't open, SMART Board software opens it for you.

NOTE: You can also capture the whole screen by pressing **Full Screen Capture**. However, this tool isn't included in the default Floating Tools palette, so you must add it to the palette before you can use it.



To write or draw with Floating Tools

NOTE: You can customize the Floating Tools palette by adding and removing tools so you'll have quick access to the tools you use frequently. The following steps assume you haven't removed the **Pen** or **Highlighter** button from the Floating Tools palette. However, if you want to select the **Creative Pen** button, it isn't included in the default Floating Tools palette, so you must first add it to the Floating Tools palette.



1. If the Floating Tools palette isn't visible, open Floating Tools.
2. Press **Pen** to write or draw in digital ink, press **Highlighter** to write or draw in digital ink that's partially transparent, or press **Creative Pen** to add colorful elements to the digital ink.
3. Write or draw on the interactive screen using your finger or a pen tray pen (interactive whiteboards) or the tethered pen (interactive pen displays).
4. When you've finished writing and drawing, you can capture the screen.

NOTES

- As an alternative, you can write or draw in digital ink using a pen tray pen (interactive whiteboard) or using a pen tool button and the tethered pen (interactive pen display).
- You can customize the behavior of the **Pen**, **Creative Pen** and **Highlighter** tools.

To undo the effect of a previous action using Floating Tools

NOTE: You can customize the Floating Tools palette by adding and removing tools so you'll have quick access to the tools you use frequently. The following steps assume you haven't removed the **Undo** button from the Floating Tools palette.



1. If the Floating Tools palette isn't visible, open Floating Tools.
2. Press **Undo** in the Floating Tools.

NOTES

- If you undo a previous action, you can redo the action by pressing the **Undo** button again.
- You can also undo the effect of a previous action within Notebook software.

To erase with Floating Tools

NOTES

- You can customize the Floating Tools palette by adding and removing tools so you'll have quick access to the tools you use frequently. The following steps assume you haven't removed the **Eraser** button from the Floating Tools palette.
- You can erase digital ink created with the **Pen**, **Creative Pen**, or **Highlighter** tools. You can't use the eraser to remove some types of objects, including straight lines, shapes and stamps.

1. If the Floating Tools palette isn't visible, open Floating Tools.
2. Press **Eraser**.
3. Press and drag across the interactive screen to erase digital ink.

NOTE: You can customize the behavior of the **Eraser** tool to change the size of the eraser.



To right-click using Floating Tools

NOTE: You can customize the Floating Tools palette by adding and removing tools so you'll have quick access to the tools you use frequently. The following steps assume you haven't removed the **Right-Click** button from the Floating Tools palette.

1. If the Floating Tools palette isn't visible, open Floating Tools.
2. Press **Right-Click**.
3. Press the interactive screen to right-click.
4. If you want to perform another right-click, repeat steps 2 and 3.



NOTE: You can also right-click by pressing the **Right-Click** button on an interactive whiteboard's pen tray or the **Right-Click** function button on an interactive pen display.

SMART Keyboard

You can use the on-screen keyboard to enter typed text, eliminating the need to use a physical keyboard.



You can display the keyboard in any of the following views:

- The Classic View displays a regular QWERTY keyboard.
- The Simple View displays the keys in alphabetical order.
- The Simple Caps View displays the keys as capital letters in alphabetical order.
- The Number Pad View displays numbers and symbols for math calculations and equations.

You can change the settings for each view.

NOTE: If your operating system includes KDE's Focus Stealing Prevention option, set this option to **None**. The SMART Keyboard doesn't work as expected if Focus Stealing Prevention is any other setting. You can change this setting as follows. Select **Control Center** from the KDE start menu. Expand the **Desktop** categories and select **Window Behavior**. Select the **Advanced** tab and select **None** from the **Focus Stealing Prevention Level** list.

To open the SMART Keyboard

You can open the SMART Keyboard in the following ways:

- Open the Start Center and press **Keyboard**.
- Press the **SMART Board** icon on the system tray and select **Keyboard**.
- Press the **Keyboard** button on the pen tray (interactive whiteboards only).



- Press the **Keyboard** function button (interactive pen displays only).

To change the SMART Keyboard view

Select **Classic**, **Simple**, **Simple Capitals** and **Number Pad** from the list of views.

To type text

1. Place the cursor where you want to enter text in the active application or dialog box.
2. Open SMART Keyboard.
SMART Keyboard opens in the most recently used view.
3. Type by pressing the keys on the on-screen keyboard.
The typed text appears in the active application or dialog box.

To change the SMART Keyboard settings

1. If the on-screen keyboard isn't visible, open the SMART Keyboard.
2. Press **Settings**.
3. Set the sound of a key press to be **Click** or **No Sound**.
4. Set the number of keys in Classic view to **101** or **102**.
5. Press **OK**.

Using the Screen Shade

There may be times during a presentation when you want to cover information and reveal it slowly. A Screen Shade helps you focus the attention of the people in your classroom or meeting. If you're using Notebook software, you can add a Screen Shade to a Notebook page. However, if you want to use the Screen Shade with other applications or want to use it independently of a specific Notebook page, you can add a Screen Shade during a presentation.

To use the Screen Shade

NOTE: The **Screen Shade** button isn't included in the default Floating Tools palette. If you want to add a screen shade from Floating Tools, you must customize the palette. Similarly, the **Screen Shade** button isn't included in the default Start Center, so if you want to add a screen shade from the Start Center, you must customize the Start Center.



1. Open Floating Tools and press **Screen Shade**.

OR



Open the Start Center and press the **Screen Shade** button.

OR



Press the **SMART Board** icon on the system tray and select **Other SMART Tools > Screen Shade**.

2. Press the Screen Shade and drag its sides to cover and uncover the whiteboard area.

<p>TIP</p>  <p>If you want to quickly cover all of the whiteboard area, double-press the Screen Shade.</p>
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3. To remove the screen shade, press **Close** in the screen shade's upper right corner.



Using the Spotlight

You can use the Spotlight during a presentation to draw attention to a particular area of the screen. You can move the spotlight to different areas of the screen and change its shape.

NOTE: When the Spotlight is active, you can write on or activate components only in the spotlighted area.

To use the Spotlight

NOTE: The **Spotlight** button isn't included in the default Floating Tools palette. If you want to add a spotlight from Floating Tools, you must customize the palette. Similarly, the **Spotlight** button isn't included in the default Start Center, so if you want to add a spotlight from the Start Center, you must customize the Start Center.

1. Open Floating Tools and press **Spotlight**.



OR

Open the Start Center and press the **Spotlight** button.



OR

Press the **SMART Board** icon on the system tray and select **Other SMART Tools > Spotlight**.



2. To move the spotlight, press an area of the screen that's not currently lit and drag in the direction you want to move the spotlight.
3. To make the spotlight larger or smaller, press and drag the edge of the spotlighted area.
4. To change the spotlight's shape, press the menu arrow, select **Shape**, and select **Ellipse**, **Rectangle** or **Star**.
5. To remove the spotlight, press the menu arrow and select **Exit**.

Using the Magnifier

You can use the Magnifier during a presentation to draw attention to a particular area of the screen. When you move the Magnifier's smaller box over an area of the screen; that area appears magnified in the larger box.

TIP



Move the larger box to a convenient screen location, such as the top of the screen, so everyone in the room can see it. Then drag the smaller box over smaller or hard-to-see areas of the screen.

To use the Magnifier

NOTE: The **Magnifier** button isn't included in the default Floating Tools palette. If you want to add a Magnifier from Floating Tools, you must customize the palette. Similarly, the **Magnifier** button isn't included in the default Start Center, so if you want to add a Magnifier from the Start Center, you must customize the Start Center.



1. Open Floating Tools and press **Magnifier**.

OR



Open the Start Center and press the **Magnifier** button.

OR



Press the **SMART Board** icon on the system tray and select **Other SMART Tools > Magnifier**.

2. To move the smaller box, press and drag it to its new location.
3. To move the larger box, press and drag its title bar to move it to its new location.
4. To remove the Magnifier, press the **Close** button in the larger box.

Using the Pointer

You can place a large pointer arrow on the interactive screen to draw your audience's attention to a screen element or area. You can rotate the pointer so it's pointing up, down, left or right.

To display the pointer

NOTE: The **Pointer** button isn't included in the default Floating Tools palette. If you want to add a Pointer from Floating Tools, you must customize the palette. Similarly, the **Pointer** button isn't included in the default Start Center, so if you want to add a Pointer from the Start Center, you must customize the Start Center.



1. Open Floating Tools and press **Pointer**.

OR



Open the Start Center and press the **Pointer** button.

OR



Press the **SMART Board** icon on the system tray and select **Other SMART Tools > Pointer**.

2. To move the pointer, press and drag the arrow.

Circular arrows appear in the pointer arrow while you move it, indicating that you can make the arrow point in a different direction. The arrow points in the direction to which you drag it. For example, if you drag the arrow the arrow from the left to right, the arrow points to the right.

3. To remove the pointer, double-press the arrow.

Capturing Notes Using the Screen Capture Toolbar

You can easily add images to your Notebook file using the Screen Capture toolbar. This toolbar stays open on top of any active application or Web browser, allowing you to capture an image from any source and automatically place it in Notebook software.

NOTE: The capture tools are also available from the SMART Board software Floating Tools.

To open the Screen Capture toolbar

1. Press **Screen Capture Toolbar**.



The *Screen Capture* toolbar appears.

NOTES

- You can also open the Screen Capture toolbar by pressing the **SMART Board** icon on the system tray and selecting **Other SMART Tools > Screen Capture Toolbar**. As an alternative you can customize the Floating Tools palette or the Start Center to include the **Screen Capture Toolbar** button.
 - To move the *Screen Capture* toolbar to any screen position, press and drag its title bar.
2. By default, each screen capture appears on a new page in your Notebook file. If you want to save the screen capture to the current Notebook page, clear the selection of **Capture to new page**.



To capture an area

1. Press **Capture Area** in the Screen Capture toolbar.



The pointer changes to cross hairs.

2. Press and drag the cross hairs to define the area you want to capture.

Notebook software captures the area and places it on a new Notebook page.

To capture a single window

1. Press **Capture Window** in the Screen Capture toolbar.



The pointer changes to a circle and cross hairs.

2. Move the cross hairs to an area of the window you'd like to capture.

Notebook software captures the window and places it into on a new Notebook page.

NOTE: If you're working at your computer or if your interactive device supports hover, you can move the pointer over the display to select different windows. A hatched area indicates the window that will be captured.

To capture the entire screen



Press **Capture Screen** in the Screen Capture toolbar.

The software captures the entire screen and places it on a new page.

TIP



You can also capture the whole screen by pressing **Capture Area**  and pressing once on the interactive screen.

To capture a freehand area



1. Press **Capture Freehand Area** in the Screen Capture toolbar.

The pointer changes to cross hairs.

2. Press and drag the cross hairs to define the area you want to capture.

Notebook software captures the area and places it on a new Notebook page.

To close the Screen Capture toolbar

To close the Screen Capture toolbar, press the **Close** button.

Capturing Multiple Screens

You can take screen captures of any display connected to your hardware setup using the Notebook screen capture feature.

Screen Capture automatically determines how many displays are attached to your system and allows you to choose the display you'd like to capture.

To use screen capture with multiple screens

1. Press **Screen Capture Toolbar**  in the Notebook software toolbar.

If more than one display is connected to your system, the *Select Display* dialog box appears.

2. Select the monitor you want to capture and press **OK**.

The screen capture appears in Notebook software.

SMART Board Software Control Panel and Settings

Use the SMART Board Software Control Panel to customize the way SMART Board software behaves with your SMART product.

You can use the Control Panel to access and change the SMART Board settings relating to pens, buttons, video arrangement, orientation precision, and more. You can also use the Control Panel to orient the interactive screen and change the language settings.

To open the SMART Board Software Control Panel

Open the Start Center and press **Control Panel**.



OR

Press the **SMART Board** icon on the system tray and select **Control Panel**.



To change SMART Board software settings

1. Open the SMART Board software Control Panel.
2. Select **SMART Board Settings**.

The upper part of the *SMART Board Settings* dialog box displays the SMART product currently connected to the computer. The lower half displays information about this SMART product and the version number of the SMART Board software on the computer.

NOTE: Also within this dialog box, you can enable or disable Non-Projected mode.

3. If your computer is connected to more than one SMART product, each product appears in the **Select a SMART product** box with an appropriate graphic. To view information on a connected product or change its settings, select its graphic.

The hardware information in the lower part of the dialog box updates to display information about the selected SMART product.

4. If you want, select an option from the list to view and change orientation precision, mouse settings, video arrangement, advanced settings, pen settings, eraser settings, button settings and icon strip settings.
5. When you've finished viewing and changing SMART Board settings, press **OK**.

Enabling Non-Projected Mode

If you don't have a projector for your SMART Board interactive whiteboard, you can still use SMART Board software. In Non-Projected mode, you can write on the interactive whiteboard with dry-erase markers, and save your notes in SMART Notebook software.

NOTE: If your interactive whiteboard has an OptiPro surface, don't write on it with dry-erase markers, because this surface is optimized for use with Projected mode.

To enable Non-Projected mode

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Non-Projected (Whiteboard Mode)**.

NOTE: To disable Non-Projected mode, select **Projected (Mouse Mode)**.

4. Press **OK** to close the *SMART Board Settings* dialog box.
5. Close the Control Panel.

Configuring a Serial Port Manually

NOTE: You won't need to configure this port if you've used a USB cable to connect your SMART product to your computer.

You may need to manually configure your serial port if:

- your operating system doesn't perform plug and play
- the *Found New Hardware* wizard fails to appear
- you plugged in your interactive whiteboard after you started your computer
- the Ready Light remains red after you open SMART Board Tools

To manually configure your serial (COM) port

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Press **Add SMART Product**.
4. Pick the computer port number that your product is connected to, and press **Select**.

NOTE: You can type the port number if it isn't listed.

The Ready Light on the pen tray changes from red to green, indicating that the interactive whiteboard is now touch sensitive.

Changing the Orientation Level

To provide an accurate response to your touch, SMART Board software needs to know the exact location of the computer image on the interactive screen. You can provide this information by performing an orientation: a simple process of touching firmly and precisely on a target shown on the screen.

If you're using a program that requires precise control on a small area, you may want a finer level of control. In this case, you can select a more precise orientation level. However, if you want to realign the screen as quickly as possible, you may want to select a quick orientation process.

To change the orientation level

1. Open the SMART Board Software Control Panel.
2. Press **SMART Board Settings**.

3. Select **Orientation/Alignment Settings** from the list.
 4. Select the orientation level you want.
 - The **Quick** orientation uses four alignment points and is well suited for most purposes. If you accidentally move or jostle the interactive whiteboard or lectern during a presentation, you can perform a Quick orientation to re-orient the interactive board with minimal interruption.
 - The **Standard** orientation uses nine alignment points and provides a slightly higher level of accuracy that's suitable for most high-resolution systems.
 - The **Wide** orientation uses 12 alignment points and is suitable for wide-screen products.
 - The **Fine** orientation uses 20 alignment points.
- NOTE:** The orientation level you choose becomes the new default when you orient the interactive screen.
5. Press **OK** to close the *SMART Board Settings* dialog box.
 6. Close the Control Panel.

Changing the Mouse Settings

Like a mouse, the interactive screen of your SMART product acts as an input device. You can change the software's Mouse settings to customize how SMART Board software interprets your touches on the interactive screen.

You can customize your settings to:

- make it easier to double-press
- enable or disable Hover mode
- enable or disable the interactive product's ability to accept more than one touch at a time
- enable or disable gestures
- enable or disable touch-and-hold right-click behavior
- enable or disable the appearance of pop-up messages, such as the right-click thumbnail and the Restore Writing thumbnail

To change the double-click zone

The double-click zone is the area in which you must press so that the computer recognizes two presses as a double-click rather than two separate left-clicks. You can specify how far apart two touches on the interactive screen can be but still be interpreted as a double-press.

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Mouse Settings** from the list.
4. Move the slider to change the size of the double-click zone.

NOTE: Selecting a large double-click zone allows for more distance between your presses. If you set a small double-click zone, you have to press twice in almost the exact same location to double-press.
5. Press **OK** to close the *SMART Board Settings* dialog box.

6. Close the Control Panel.

To enable Hover mode

If your interactive screen uses DVIT technology, you can perform certain functions without touching the surface of the interactive whiteboard. For example, you can hover over an icon to see a description of the item, known as a tool tip.

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Mouse Settings** from the list.
4. Select **Enable Hover**.

NOTE: To disable Hover, clear the selection of **Enable Hover**.

5. Press **OK** to close the *SMART Board Settings* dialog box.
6. Close the Control Panel.

To enable Multiple Touch

If your interactive screen uses DVIT technology, two people can work on the interactive screen simultaneously using multiple touch mode. For example, if one person picks up a pen tray pen, another person can use his or her finger to write in the same color elsewhere on the screen.

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Mouse Settings** from the list.
4. Select **Multiple Touch Mode**.

NOTE: To disable Multiple Touch, clear the selection of **Multiple Touch Mode**.

5. Press **OK** to close the *SMART Board Settings* dialog box.
6. Close the Control Panel.

To enable Gestures

If your interactive screen uses DVIT technology, you can use two fingers to right-click and to scroll. To use gestures, you must enable Gestures and Multiple Touch in the SMART Board software settings.

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Mouse Settings** from the list.
4. Select **Enable Mouse Gestures**.

NOTE: To disable gestures, clear the selection of **Enable Mouse Gestures**.

5. Press **OK** to close the *SMART Board Settings* dialog box.
6. Close the Control Panel.

To make a touch and hold to open the right-click menu

If you want, you can change the SMART Board software settings so that touching and holding the interactive screen opens the right-click menu.

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Mouse Settings** from the list.
4. Select **Enable Touch and Hold**.

NOTE: To disable Touch and Hold, clear the selection of **Enable Touch and Hold**.

5. Press **OK** to close the *SMART Board Settings* dialog box.
6. Close the Control Panel.

To disable the appearance of pop-up messages

You can disable pop-up messages, such as the right-click and the Restore Writing thumbnails.

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Mouse Settings** from the list.
4. Clear the selection of **Enable Pop-Up Messages**.

NOTE: To enable pop-up messages, select **Enable Pop-Up Messages**.

5. Press **OK** to close the *SMART Board Settings* dialog box.
6. Close the Control Panel.

Changing the Video Arrangement

You can operate multiple SMART interactive products from the same computer. You can split the computer's display over two or more interactive screens, or you can use some applications on one product and other applications on another.

NOTE: For further details, read the Connecting Multiple Interactive Whiteboards to One Computer technical bulletin at <http://www.smarttech.com/support/bulletins/sb.asp>.

If you're splitting or stretching a computer image across multiple SMART products, you must specify within SMART Board software how you want to arrange the video output.

To change the video arrangement

1. Open the SMART Board Software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Arrange Video Output**.
4. Select **Override video output arrangement**.
5. Specify the number of **Columns** and **Rows** you'd like to use in your arrangement.

6. Press **OK** to close the SMART Board Settings dialog box.
7. Close the Control Panel.

Changing the Axis

If your SMART Board interactive product uses DViT technology, you can change the axis on your SMART product. When you change the axis, the orientation of the interactive screen changes from horizontal (landscape) to vertical (portrait) mode and vice versa.

NOTE: You may also need screen-rotation software to rotate the portrait image so that it fits correctly in the display area.

IMPORTANT



Change the product's axis *only if told to do so* by Technical Support

To change the axis

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Advanced Settings** from the list.
4. Select the setting to match your product in the **Board Axis Setting** area.
5. Press **OK** to close the *SMART Board Settings* dialog box.
6. Close the Control Panel.

Changing the Pen Settings

Using your SMART product, you can write notes in digital ink on your interactive screen.

- If you're using a front-projection interactive whiteboard, pick up a pen tray pen and write on the screen using the pen or your finger.
- If you're using an ID350 interactive pen display, press a **Digital Ink** pen tool button, and write on the screen using the tethered pen.

You can customize the line color, width, end style, thickness and transparency of the digital ink for each pen (interactive whiteboards) or pen tool button (interactive pen displays).

NOTE: When you increase the transparency of the digital ink, the pen acts like a highlighter.

To change the Pen settings

1. Open the SMART Board software Control Panel.
2. Select **Pen and Button Settings**.
3. Pick up a pen tray pen or press the **Digital Ink** pen tool button for the pen you want to change.
4. Adjust the color, thickness, line end, line style and transparency.
5. Press **OK** to close the *Customize Pen* dialog box.

6. Press **OK** to close the *SMART Board Settings* dialog box.
7. Close the Control Panel.

Changing the Eraser Settings

You can use the eraser to erase digital ink from your interactive screen. For example:

- If you're using an interactive whiteboard, pick up the eraser and use it to erase the digital ink.
- If you're using an interactive pen display, press the Eraser pen tool button, and erase the digital ink using the tethered pen.

You can customize the eraser's size.

To change the Eraser Settings

1. Open the SMART Board software Control Panel.
2. Select **Pen and Button Settings**.
3. Pick up the eraser or press the **Eraser** button.
4. Select an eraser size.
5. Press **OK** to close the *Customize Eraser* dialog box.
6. Press **OK** to close the *SMART Board Settings* dialog box.
7. Close the Control Panel.

Changing the Button Settings

If you're using an interactive whiteboard, you can change the settings of the two pen tray buttons. If you're using an interactive pen display, you can change the settings of some of the pen tool and function buttons.

To change the button settings

1. Open the SMART Board software Control Panel.
2. Select **Pen and Button Settings**.
3. Press .
4. Select the setting you want for each of the buttons that you can customize on your interactive product.
5. Press **OK** to close the *Customize Buttons* dialog box.
6. Press **OK** to close the *SMART Board Settings* dialog box.
7. Close the Control Panel.

Setting Up Icon Strips

If your SMART interactive product uses icon strips, you can set up and use a tool strip or a custom icon strip. Icon strips make a wide range of touch, display, writing and drawing features easily accessible from the interactive screen.

NOTE: You can change the behavior of the icons and reposition or remove the strip at a later time.

To set up the tool strip

1. Position the tool strip on the left, right or bottom edge of the interactive product (in the black border). Wherever you position the strip, make sure that the edge of the strip is against the frame of the interactive product.
2. Open the SMART Board software Control Panel.
3. Press **SMART Board Settings**.
4. Select **Set Up Icon Strips** from the list.
5. Press **Add**.
6. Select **Tool Strip** and press **OK** to display the calibration screen.
7. Follow the on-screen instructions to designate the top or left corner of your strip, and then to designate the strip's bottom or right corner.

NOTE: If you press a point too far from the expected edge of the icon strip, you receive an error message asking you to try again.

To set up the custom icon strip

1. Position the custom icon strip on either the left, right or bottom edge of the interactive product (in the black border). Wherever you position it, make sure that the edge of the strip is against the frame of the interactive product.
2. Open the SMART Board software Control Panel.
3. Press **SMART Board Settings**.
4. Select **Set Up Icon Strips** from the list.
5. Press **Add**.
6. Select **Custom Strip** and press **OK**.
7. Select an **Available Tool** from the tabbed list and press **Add** to move it to the **Current Toolbar** list.

If you want, you can add a button to launch an application that isn't included in the Available Tools. Press **Browse**, select the application's executable file and press **Open**.

You can also add a link to a Web page. Press **Link to website**, type the Web address and press **OK**.

NOTE: You can include up to 11 icons.

8. Press **OK** to close the *Customize Command Strip* and display the calibration screen.
9. Follow the on-screen instructions to designate the top or left corner of your strip and then to designate the strip's bottom or right corner.

NOTE: If you press a point too far from the expected edge of the icon strip, you receive an error message asking you to try again.

To change an icon strip

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Set Up Icon Strips** from the list.
4. Select the icon strip you want to change.
5. Press **Edit**.
6. To add a tool, select it from the **Available Tool** list and press **Add**. The tool moves to the **Current Toolbar** list.

If the tool you want isn't on this list, press **Browse**, navigate to the tool and press **Open**.

If you want, you can add a link to a Web page. Press **Link to website**, type the Web address and press **OK**.

To remove a tool, select it from the **Current Toolbar** list and press **Remove**. The tool moves to the **Available Tool** list.

To rearrange the order of the tools, select a tool from the **Current Toolbar** list and press **Move Up** or **Move Down**.

7. Press **OK** to close the *Configure Command Strip* dialog box.
8. Press **OK** to close the *SMART Board Settings* dialog box.
9. Close the Control Panel.

NOTE: If your changes affect the size of the icon strip, you must recalibrate the position of the strip.

To recalibrate the position of the strip

If you set up a Tool Strip or Custom Icon Strip, you can reposition these strips whenever you'd like.

Position the icon strips on either left, right or bottom edge of the interactive product (in the black border). Wherever you position it, make sure that the edge of the strip is against the frame of the interactive product. You must then recalibrate the position of the strip.

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Set Up Icon Strips** from the list.
4. Select the icon strip you want to move.
5. Press **Position Strip** to display the calibration screen.
6. Follow the on-screen instructions to designate the top or left corner of the strip, and then to designate the strip's bottom or right corner.

NOTE: If you press on a point too far from the expected edge of the icon strip, you receive an error message asking you to try again.

7. Press **OK** to close the *SMART Board Settings* dialog box.
8. Close the Control Panel.

To remove icon strips

If you set up a Tool Strip or Custom Icon Strip, you can remove these strips whenever you'd like. After you remove the strip, remove its properties from the SMART Board settings.

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Settings**.
3. Select **Set Up Icon Strips** from the pull-down menu.
4. Select the strip you want to remove.
5. Press **Remove**.
6. Press **OK** to close the *SMART Board Settings* dialog box.
7. Close the SMART Board Control Panel.

Orienting the Screen

To provide an accurate response to your touch, SMART Board software needs to know the exact location of your computer image on the interactive whiteboard screen. You provide this information by performing an orientation: a very simple process of touching firmly and precisely on a target shown on the screen.

Although the interactive screen has a default orientation, you can repeat the orientation process to ensure the greatest level of tracking precision. This is especially important if your interactive whiteboard is accidentally jostled or the projected image becomes misaligned.

When the interactive screen is correctly oriented, the system accurately tracks contact on the screen.

NOTE: You can change the precision level in the orientation settings.

To orient the interactive screen



1. Open the Start Center, press **More** and select **Orient SMART Board**.

OR

Open the SMART Board software Control Panel and press **Orient/Align the SMART Board**.

OR

Press both pen tray buttons simultaneously (interactive whiteboards only).

2. Touch the center of each target in the order indicated. The computer registers the point on the interactive whiteboard where you remove your finger or the pen tool from the screen surface.

The Orientation procedure involves touching four, nine, twelve or twenty targets, depending on the precision level in the orientation settings.

NOTES

- To make an effective contact point, touch near the target, slide the point of contact to the center of the cross hairs and then remove it. Keep your finger or the pen at a right angle to the screen when you do this.
- You can reorient a target either by pressing the two pen tray buttons or the left-arrow key on the keyboard.
- If you want to close the Orientation screen before you've touched all the points, press ESC. Otherwise, the screen disappears when you touch the last point.

To orient multiple interactive screens

If your computer is connected to more than one SMART product, you need to provide further information so that SMART board software knows which interactive screen to orient.

1. Open the SMART Board software Control Panel.
2. Select **SMART Board Settings**.
3. Each connected SMART product appears in the **Select a SMART product** box with an appropriate graphic. Select the SMART product you want to orient and press **Orient**.
NOTE: Under some circumstances, the orientation screen may appear on the interactive screen for your primary SMART product instead of your selected SMART product. If this happens, press the SPACEBAR. Repeat this step until the Orientation screen appears on the interactive screen you want to orient.
4. Touch the center of each target in the order indicated. The computer registers the point on the interactive whiteboard where you remove your finger or the pen tool from the screen surface.
The Orientation procedure involves touching four, nine, twelve or twenty targets, depending on the precision level in the orientation settings.

Changing the SMART Board Language Settings

SMART Board software is available in multiple languages. You can switch the language of the SMART Board interface if your language requirements change.

NOTE: If you want to change the language of the SMART Board interface, you may need to download the necessary files. If your computer has an Internet connection, you can download the language files. If your computer isn't connected to the Internet, you can copy the necessary files from the SMART Board software CD that is supplied with your SMART product.

To change languages

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Software Language Settings**.
3. Select the language you want from the list.
NOTE: If the language you want isn't listed, you may be able to download the necessary files.
4. Press **OK**.

To download languages (with an Internet connection)

1. Open the SMART Board software Control Panel.
2. Press **SMART Board Software Language Settings**.
3. Press **Check for updates**.
4. Select the language or languages you want to be available and press **Add**.
5. Press **OK**.

After the selected language is installed, a *Language changes are complete* message appears.

6. Press **OK**.

To download languages (without an Internet connection)

1. Insert the SMART Board software installation disk (supplied with your SMART Board interactive product) into your computer's CD drive.
2. Select **Install additional languages**.
3. Select the language or languages you want to be available and press **Add**.
4. Press **OK**.

After the selected language is installed, a *Language changes are complete* window appears.

5. Press **OK**.

Further Information

Troubleshooting

If your interactive product isn't working the way you expect it to, use this section to help isolate and solve the problem.

First, you must determine if the problem is an image, hardware or software problem.

Image Troubleshooting Hints

Make sure the cables are properly connected.

Check that the cables are working properly by replacing a questionable cable with one that you know is in working condition.

If you received an installation guide with your SMART product, read the guide for product-specific solutions.

Hardware Troubleshooting Hints

To check the status of the hardware, open the SMART Board software Control Panel and select **SMART Board Settings**. Read the *SMART Board Settings* dialog box for status information.

From the Control Panel, open the **Connection Wizard** to determine if the hardware is recognizing the software correctly. If it doesn't, the Connection wizard offers some troubleshooting tips and links to other sources of information.

Check the cables and their connections. If they're in proper working order, disconnect the data cable at the computer, wait three seconds, and then reconnect it.

If you received an installation guide with your SMART product, read the guide for product-specific solutions.

Software Troubleshooting Hints

To run the SMART Board Connection Wizard, open the SMART Board software Control Panel, press **SMART Board Connection Wizard** and follow the on-screen instructions.

If your interactive screen doesn't have touch control or you can't create digital ink on the screen, remove SMART Board software and then reinstall it.

Support Website

You can search for other support-related documents, such as technical bulletins, at <http://www.smarttech.com/support/product/index.asp>.

Activating SMART Board Software

If you want to use SMART Board software with a third-party interactive whiteboard or touch- or pen-enabled device, you must first activate or unlock the software by purchasing a Competitive Product Software License from SMART. Activating the software also enables SMART Board software tools that wouldn't otherwise work while the computer isn't connected to a SMART Board product (Keyboard and Floating Tools). When you order a Competitive Product Software License, SMART supplies a serial number that unlocks the software.

For more information, open the SMART Board software Control Panel, press **About Software and Product Support**, and press the **Legal** link.

To activate SMART Board software with an Internet connection

1. Open the SMART Board software Control Panel.
2. Press **About Software and Product Support**.
3. Press **Activate Software**.
4. Enter the supplied serial number and your e-mail address, and press **Next**.
5. Select **Yes, I am connected to the Internet**, and press **Next**.

A message appears, telling you that the activation was successful.

6. Press **Done**. You may now use SMART Board software.
A confirmation e-mail is sent to the e-mail address you entered in Step 4.

To activate SMART Board software without an Internet connection

1. On the *Automatic Activation Failed* dialog box, press **Activate Manually**.
2. Choose a method of activation.
 - If you choose to activate by e-mail, your default e-mail client creates a message addressed to SMART Technical Support. Send the e-mail when the Internet connection is restored. Technical Support sends you a code with which you can unlock the software.
 - If you choose to activate by phone, use the information in the *Manual Activation Assistance* dialog box to contact SMART Technical Support.

3. Enter the **Activation Key** in the *Manual Activation* dialog box and press **Next**.

4. After the *Activation Successful* window appears, press **Done**.

You may now use all the features of SMART Board software.

Updating SMART Board Software

SMART Technologies Inc. releases new software versions from time to time, including Notebook software.

To update SMART Board software

1. Open the SMART Board software Control Panel.
2. Press **About Software and Product Support**.

3. Press **Upgrade Software**, and follow the on-screen instructions.

Adjusting a Projected Image

Turn your projector on before you turn on your computer to reduce any shimmer in the image.

If the projected image is the wrong size, distorted or blurry

If you orient your interactive product and the projected image does not properly fill the screen, check that the computer resolution setting matches that of your projector.

Check your projector documentation to find its optimal image resolution and reset it, if necessary. Use the optimal resolution, even if the projector documentation lists other resolutions.

Set your computer's resolution to match the projector's.

NOTE: Perform the following procedure at your computer monitor, as resolution differences can distort the image on the interactive whiteboard.

The laptop image is distorted

If you can't see the laptop image or it's distorted, read your laptop user's guide to make sure that your laptop's external video port is active, and to determine if you can use software to synchronize the internal and external video ports. To find out how to do this, read the documentation that came with your laptop.

Calibrating the Cameras

IMPORTANT



You should calibrate your SMART product's cameras *only if told to do so by* Technical Support.

If your SMART product uses DVIT technology, Technical Support might ask you to calibrate the cameras and orient the interactive screen to solve certain problems. These include areas of the screen that don't have touch control, inaccurate or erratic touch control, or digital ink that is jagged, broken or doesn't appear.

To calibrate the cameras

1. Open the SMART Board software Control Panel.
2. Press **About Software and Product Support**.
3. Press **Diagnostics**.
4. Follow the instructions from SMART Technical Support.
5. Press **OK**.
6. Press the **DVIT Settings** tab.
7. Press **Calibrate**.
The four-point calibration screen appears.
8. Press the center of each target and hold until you hear a beep.

After you press the final target, a message appears, followed immediately by the orientation screen.

9. Orient the interactive whiteboard.

NOTE: You won't hear a beep after pressing each target on the orientation screen.

Connection Troubleshooting

NOTE: If you received an installation guide with your SMART product, read the guide for product-specific solutions.

Check that all cables are securely connected.

If you suspect a specific cable is causing problems, exchange it with another cable of the same type that you know is working.

If this does not resolve the problem, use the interactive whiteboard and interactive pen display products checklists for further information.

Checklist for Interactive Whiteboards

NOTE: If you received an installation guide with your SMART product, read the guide for product-specific solutions.

Is your interactive whiteboard properly connected to the display (projector) and the computer?

You should be able to see the projected image from the computer. If you can't, check that the projector and the computer are working properly.

Is the Ready Light green?

If it's red, the interactive whiteboard is receiving power but isn't communicating with the software properly. Make sure the SMART Board icon appears in the system tray.



Does the light over each slot in the pen tray illuminate when you pick up that tool?

If the lights don't illuminate, clean the pen tray slots. If the pen tray light still doesn't illuminate, contact Technical Support.

Do you have the latest version of the software?

You may need to update your software.

Does the pointer follow your touch?

If it's not, orient the interactive whiteboard.

Make sure SMART Board software's mode isn't set to Non-Projected Mode.

Do the pen tray tools work?

Draw a line with each pen tray pen and make sure the digital ink appears correctly. If the properties are not what you expect, change the pen settings. Erase the digital ink to ensure the eraser is working correctly.

Systems with DViT Technology (Rear Projection and Flat-Panel Displays)

Are the cables connected properly?

Make sure all of the cables are connected properly. If the status (LED) lights are lit, your interactive whiteboard is receiving power.

What color is the interactive whiteboard's ready light?

Red indicates that the interactive whiteboard is receiving power, but the system can't communicate with the computer. Contact Technical Support.

Does the ink have gaps in it?

Calibrate the Cameras. As well, check the lighting; bright lights aimed at certain areas of the screen can interfere with normal camera operation. Turn off the overhead lights or move the unit out of direct light. Dust the interactive screen.

Do you have touch control of the interactive whiteboard?

Make sure other software isn't affecting the operation of SMART Board software. If this is the case, disable the software.

Checklist for Interactive Pen Displays

NOTE: If you received an installation guide with your SMART product, read the guide for product-specific solutions.

Is your interactive pen display properly connected to the computer?

If you can't see the computer image on the screen, check the power to the interactive pen display, and make sure the computer is working properly. Compare the color and illumination of the pen display's LEDs with the description in your installation guide to ensure that the unit is working properly.

Make sure the SMART Board icon is in the system tray.



Do you have the latest version of the software?

You may need to update your software.

Does the pointer follow the pen tool touch?

If not, orient the screen.

If the orientation is inaccurate in one or more areas of the interactive screen, you may have mis-oriented a specific point. Because the interactive pen display is sensitive to the hovering position of the pen tool, the computer may register an incorrect orientation point if you flick your wrist as you move away from the interactive screen. Try orienting again, taking care to lift the pen tool only slightly, and wait for the target to move to the next orientation point.

If Notebook software opens, make sure SMART Board software's mode isn't set to Non-Projected Mode.

Do the tools work?

Draw a line with each pen and make sure the digital ink appears correctly. If the properties are not what you expect, change the pen settings. Erase the digital ink to ensure the eraser is working correctly.

Stopping and Starting the SMART Board Service

NOTE: Start and stop the SMART Board Service *only if told to do so* by Technical Support.

To stop and start the SMART Board service

1. Open the SMART Board Software Control Panel.
2. Press **About Software and Product Support**.
3. Press **Diagnostics**.
4. Select **Service > Stop**.
5. To restart the SMART Board service, select **Service > Start**.

Uninstalling SMART Board Software

If you want to uninstall SMART Board software, you must have root access.

To uninstall SMART Board software

1. Open a terminal window
2. Type **package remove SMARTBoardSoftware**.
3. Type **package remove SMARTEssentials**.

System Requirements

- Pentium II 450 MHz processor
- 128 MB of RAM (256 MB recommended)
- 185 MB of free hard disk space for minimum installation (460 MB for full installation with Gallery collections)
- Linux® kernel version 2.6 or later

NOTE: If you want to use SMART Board software with a Sympodium DT770 interactive pen display, you'll need Linux kernel version 2.6.12 or later.

- X Windows version 11 release 6 (X11R6) or later

NOTE: It must be a version that supports XRENDER and Xinerama

- glibc 2.3.3 (gcc 3.4.2)
- libstdc++6
- Gnome 2.8.0+ or KDE® 3.3+ libraries (recommended)
- SUSE® 10, Red Hat® Enterprise Linux 4 WS, Fedora™ Core 3, Debian™ 3.1 (Sarge) or Ubuntu 6.06 LTS

Customer Support

Training Center

Do you need training on your SMART product? It's available at the Training Center.

Contacting SMART Technical Support

You can solve most problems simply by visiting the Support website.

Telephone: 1.866.518.6791 (toll free in Canada/U.S., available 7 a.m.- 6 p.m. from Monday to Friday) or +1.403.228.5940 (all other countries)

Fax: +1.403.806.1256

E-mail: support@smarttech.com

Visit www.smarttech.com/where to find your country's local distributor.

General Inquiries

Telephone: 1.888.427.6278 (Canada/U.S.) or +1.403.245.0333 (all other countries)

Fax: +1.403.228.2500

E-mail: info@smarttech.com

Sending Feedback

You can help us improve our documentation by e-mailing your comments to Documentation@smarttech.com.

Obtaining More Information

For further information, search the support website and the resources at <http://www.education.smarttech.com>.

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