

# SMART Board™ Software for Mac Computers: A Quick Reference of Features and Functions

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

### Notebook™ Software Overview

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

### Notebook Software Components

#### Notebook Files

- Notebook files can contain an unlimited number of pages
- Notebook files are cross-platform compatible. Any computer running SMART Board software, regardless of the operating system, can open a Notebook file.
- You can take your Notebook projects home with you. The SMART Board software licence allows the software to be installed on an unlimited number of your computers.
- You can attach documents, aliases and website links to Notebook files using the Attachments tab. Attached files are compressed to ensure the Notebook file remains a manageable size.

#### Notebook Pages

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

#### Notebook Gallery Features

- Import and integrate both video and audio files.
- Videos can be resized and stored in the Gallery. Both video and streaming video can be written over and stored.
- Improved Gallery search includes keyword search
- All content is included with the software and also available for free download. New collections are added every month. Also, hundreds of Lesson Activities are available online, with more added each month.

#### Notebook Gallery Collections

The Gallery contains a large library of clip art, multimedia and Flash files in Education and Professional subject categories. A My Content category is included for imported content from other sources. Collections can be renamed and reorganized Finder-style.

The Gallery collection of Notebook software comes with:

- More than 6,100 total items, including more than 600 new gallery objects
- More than 4,200 clip art images
- More than 40 Flash interactive items

#### Objects on the Notebook Page

You can modify the objects on a Notebook page in a variety of ways. You can:

- rotate an object
- resize an object
- flip an object horizontally or vertically
- lock an object to protect it from editing
- drag an object to another page using the Page Sorter tab
- link an object to a website
- change line color, line thickness, fill color or transparency of an object
- convert a handwritten object to typed text
- use rich text formatting on a text object
- rearrange an object within a stack of objects
- group and ungroup objects
- clone one or more objects

### Notebook Software Functions

#### Save Functions

In addition to standard Save and Save As functions, you can also save a page or Notebook file as a Gallery item for repeated use.

#### Export Functions

- Export a Notebook file to a variety of formats, including HTML, PDF, TIFF, JPEG, BMP and PNG formats

#### Print Functions

- Print all pages or a selection of pages
- Print between 1 and 16 Notebook pages per printed page (a feature of the OS X operating system)

#### Edit Functions

- Unlimited Undo and Redo functions
- Unlimited Clone
- Cut
- Copy
- Paste
- Delete
- Select All
- Spelling Check
- Recognize as text (hand-printed text conversion and in English only)
- Clear Page
- Delete Page

#### View Functions

- Full Screen option (no title bar, menu bar or Dock)
- Zoom from 50–300%
- Page Sorter tab (thumbnails of all the pages in your Notebook file)
- Gallery tab (create a custom collection of images and reusable files; additional content available for download from the SMART Education website [<http://education.smarttech.com>] or [smarttech.com](http://smarttech.com))
- Screen Shade (pull down to gradually reveal the page contents)

#### Insert Functions

- Insert a blank Notebook page anywhere in the file
- Insert clip art, animated GIFs and Flash files from other applications into the Gallery or the current page
- Insert BMP, JPEG, PNG, TIFF and WMF graphic files
- Insert hyperlinks (either associated with a single object or as a text link)
- Use the Screen Capture feature to insert screen captures of your annotations (and underlying application image) on the current page

#### Formatting Functions

- Use any TrueType font installed on your computer in all its available point sizes
- Format text to make it bold, underlined, italicized, colored & transparent
- Add bullets to text in text box; right, left or center align text
- Resize text in text boxes to any size by pressing and dragging
- add superscript, subscript and scientific symbols

#### Drawing Functions

- Draw using the Pen tool, Creative Pen tool, Line tool and Shapes tool

- Creative Pen tool ink includes lines of stars, flowers and happy faces
- Change fill and outline color, thickness, and line ends of drawing tools
- Convert hand-printed notes to text

### Toolbar Buttons

You can customize the toolbar by using a combination of the following buttons:

- Open Document
- Save Document
- Paste
- Zoom
- Undo
- Redo
- Delete
- Previous Page
- Next Page
- Insert Blank Page
- Show/Hide Screen Shade
- Full Screen View
- Screen Capture
- Select
- Pen
- Creative Pen
- Eraser
- Lines
- Line Properties
- Shapes
  - Triangle
  - Circle
  - Square
  - Diamond
- Pentagon
- Hexagon
- Right Triangle
- Up Arrow
- Thought Bubbles
- Speech Balloons
- Rhombus
- Trapezoid
- Star
- Check Mark
- X-mark
- Text Box
- Transparency
- Flexible Space
- Print
- Delete

**NOTE:** You can click the drop-down arrow next to a Tool button to customize its behavior and characteristics.

### Other Features

**Restore Lost Notes** — If you accidentally lose a note written over an application, restore it by pressing **Click here to restore writing**, which appears automatically when you clear the notes.

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

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

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

#### Configurable Pen Tray Tools

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

#### Additional Free Educational Software and Content

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

**Lesson Activities** — Thousands of free, ready-to-use, curriculum-specific lessons are available at <http://education.smarttech.com>.

## Other SMART Board Software Tools

### Start Center

You can customize the floating Start Center toolbar to contain the SMART Board tools and applications that you use most often.

### SMART Recorder

Record everything you do on the SMART Board interactive whiteboard. If you have a microphone, you can also record everything you say. SMART Recorder produces Apple Quicktime® MOV files that you can view with Quicktime Player included with OS X.

### Screen Shade

Use the Screen Shade to gradually reveal the contents of the screen. You can drag the shade from any of its four sides

### Magnifier

Enlarges any area so the audience can see details on the screen.

### Floating Tools

This palette of tools, which floats over all applications, can contain more than 20 functions, including Right-click, Screen Capture Toolbar, Creative Pen, Magnifier, Screen Shade, Screen Spotlight, Calculator, Keyboard and Eraser. You can customize and resize the palette and make it transparent.

### SMART Keyboard

Use the On-Screen Keyboard to type text, numbers, formulae and symbols into any application directly from the screen surface.

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