

SMART Board™ Software for Macintosh Computers: A Quick Reference of Features and Functions Version 9.7 (May 2007)

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

Notebook™ Software Overview

Use Notebook software to create, organize and save notes on a SMART Board interactive whiteboard, Symposium™ interactive pen display or your desktop computer. If you make notes 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.

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 attach documents, aliases and website links to Notebook files using the Attachments tab. Notebook software compresses attached files to ensure the Notebook file size remains manageable.

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 thumbnails in a single row or multiple rows.
- Drag-and-drop to sort pages in the Page Sorter tab.
- Drag Gallery items, templates and Adobe® Flash® files from the Gallery tab to the current page. The Gallery tab is a customizable collection of images, Flash files and templates that comes with Notebook software.
- Automatic date and time stamping for each page you create.
- Optional naming of individual pages.
- View two Notebook pages simultaneously using Dual Page Display.
- Pin a page in place to keep it visible when you're in Dual Page Display mode.
- Extend Notebook pages vertically to fit more information.
- 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 Screen Shade to focus audience attention. You can extend or retract the shade from all four sides.

Notebook Gallery Collections

The Gallery contains a large library of images, multimedia and Flash files in many subject categories. Use the My Content category for imported Gallery items and Flash files from other sources. You can rename and reorganize collections, or lock the Gallery to prevent changes.

Notebook software's Gallery collection includes:

- more than 6,100 total items
- more than 4,200 clip art images
- more than 40 interactive Flash items

You can use the Gallery to:

- import and integrate image files in .jpg, .png, .bmp, or .gif format
- import and integrate video files in .mpeg, .avi or .mov format
- import and integrate audio files in MP3 or .wav format
- rotate, resize, write over and store videos and streaming video
- search the Gallery using keywords

In addition to the Gallery collections that are included with Notebook software, you can download additional items from smarttech.com. We add new collections every month. Also, the SMART website offers hundreds of lesson activities, with more added regularly.

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 an object's line color, line thickness, fill color or transparency
- 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 in a Notebook file or a selection of pages.
- Print Notebook pages in thumbnail format (several per printed page), as handouts with room to write on each page, or in full-size format (one Notebook page per printed page).
- Add a header, footer or date information to each printed page.

Edit Functions

- Unlimited Undo and Redo functions
- Unlimited Clone
- Cut
- Copy
- Paste
- Delete
- Select All
- Select All Locked Notes
- 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%.
- View two pages at once in Dual Page Display mode.
- Page Sorter view displays (thumbnails of all the pages in your Notebook file).
- Gallery view displays (create a custom collection of images and reusable files; additional content is available for download from the SMART Education website [education.smarttech.com] or smarttech.com).
- Screen Shade (retract to gradually reveal the page contents).

Insert Functions

- Insert a blank Notebook page anywhere in the file.
- Insert images, animated .gif files and Flash files from other applications into the Gallery or the current page.
- Insert .bmp, .jpeg, .png, .tiff and .gif and 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 notes (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 and transparent.
- Add bullets to text. Align text to the right, left or center.
- Resize text to any size by pressing and dragging.
- Add superscripts, subscripts 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 drawing tools' fill and outline color, thickness, and line ends.
- 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 Balloons
 - 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 SMART Board Software Tools

Start Center

You can customize the floating Start Center toolbar to contain the SMART Board tools that you use 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 Mac OS X.

Screen Shade

Control the information displayed by placing a shade over the screen. Drag it back from any of its four sides to show material gradually.

Magnifier

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

Floating Tools

This tool palette, which floats over all applications, can contain over 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.

Instant Conferencing

Instant Conferencing uses Bridgit™ conferencing software to create online audio and video conferences, or to share applications and information.

Other Features

Restore Lost Notes—If you accidentally lose a note written over an application, restore it by pressing the **Click Here to Restore Writing** message that appears automatically in the lower right-hand corner when a note disappears.

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

Mouse Settings—Use the Double-Click Zone setting to customize two presses as a double-click.

Variable Orientation Levels—The default nine-point orientation level is ideal for most purposes, but there's also a four-point orientation for fast orientation, a 12-point orientation for wide-screen interactive whiteboards and a 20-point level for precise orientation.

Configurable Pen Tray Tools

- Customize the digital ink's color, width and transparency.
- Change the pen tray eraser's size.
- Customize 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 Education Content and Training Materials

Lesson Activities—Hundreds of free, ready-to-use, curriculum-specific lessons at education.smarttech.com, with more added regularly.

Training Materials—Learn to use your SMART product with our quick reference guides, hands-on practice exercises and Two-Minute Tutorials.

SMART Technologies Inc.

1207 – 11 Avenue SW, Suite 300

Calgary, AB T3C 0M5

CANADA

Support +1.403.228.5940 or Toll Free 1.866.518.6791 (Canada/U.S.)

Support Fax +1.403.806.1256

support@smarttech.com www.smarttech.com



SMART
Technologies