

SMART Board™ Software for Windows® 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 9.7, regardless of the operating system, can open a Notebook file.
- You can attach documents, shortcuts to files 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 single or multiple rows.
- Drag-and-drop to sort pages on the Page Sorter tab.
- Send files as e-mail attachments from Notebook software.
- 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 single-page templates 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 tab contains a large library of images, page templates and Flash file collections 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 images
- more than 1,000 templates
- more than 40 interactive Flash items

You can use the Gallery to:

- import and integrate image files in .jpg, .jpeg, .png, .wmf, .emf, .tiff, .tif, .bmp, .dib or .gif format
- import and integrate video files in .mpeg, .avi, .mov or .flv format
- import and integrate audio files in MP3 format
- rotate, resize, store and write over video and streaming video
- search Gallery items by keyword with the Pen tool or SMART Keyboard

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, local document, or Notebook page
- change an object's line color, line thickness, fill color or transparency
- convert handwriting into typed text in 10 languages
- use rich text formatting on a text object
- add superscripts, subscripts and scientific symbols
- rearrange an object within a stack of objects
- group and ungroup objects
- clone one or more objects an unlimited number of times
- import Microsoft® PowerPoint® presentation files, or export Notebook files in PowerPoint format (.ppt)

Notebook Software Functions

Save Functions

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

Export Functions

- Export a Notebook file to a variety of formats, including HTML, PDF, .gif, .jpg, .bmp, .png and Microsoft PowerPoint (.ppt) format.
- Define automatic exporting at a specific interval or whenever you move to a new page.

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, 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
- Recognize as text (handwriting conversion)
- Select All
- Select All Locked Notes
- Spelling Check
- Clear Page
- Delete Page

View Functions

- Full Screen option (no title bar, menu bar or Windows task bar).
- Zoom from 50%–300%.
- View two pages at once in Dual Page Display mode.
- Page Sorter tab, Gallery tab and Attachments tab. Keep a tab open by clearing the **Auto-hide** check box at the bottom of the tabs.
- Page Sorter view (displays thumbnails of all pages in your Notebook file).
- Gallery view (displays a custom collection of images and templates; additional content is available for download from the SMART Education website [education.smarttech.com] or smarttech.com).
- Screen Shade (pull down to gradually reveal the page contents).

Insert Functions

- Insert a blank Notebook page anywhere in the file.
- Insert images, animated .gif files, Flash files and templates from other applications to the Gallery or to the current page.
- Insert scanned pictures.
- Insert .bmp, .jpeg, .png, .tiff and .wmf graphic files.
- Insert hyperlinks (either associated with a single object or as a text link).
- Use the Print Capture driver feature to import entire files from other applications with the formatting and page breaks intact.
- Use the Screen Capture feature to insert screen captures of your notes (and underlying application image) on the current page.

Format Functions

- Use any TrueType font installed on your computer in point sizes from 8 to 72.
- Format text to make it bold, underlined, italicized, colored or transparent.
- Add bullets to text in a text box.
- Align text to the right, left or center.
- Resize text in text boxes to any size by pressing and dragging.

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 handwritten notes to text.

Toolbar Buttons

- New Document
- Open Document
- Save Document
- Paste
- Zoom
- Undo
- Redo
- Delete Selected Object
- Previous Page
- Next Page
- Insert Blank Page
- Screen Shade
- Full Screen View
- Screen Capture, Freehand Capture
- Select
- Pen (customizable)
- Creative Pen (customizable)
- Eraser (customizable)
- Line (customizable)
- Shapes (customizable)
 - Triangle
 - Circle
 - Square
 - Diamond
 - Pentagon
 - Hexagon
 - Rhombus
- Arrow
- Trapezoid
- Star
- Check Mark
- X-mark
- Thought Balloon
- Speech Balloon

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

- New Text Box
- Fonts Toolbar:
 - Font Selection
 - Font Sizes (8–72 points)
 - Italic Text
 - Bold Text
 - Underline Text
 - Left Justified
 - Center Justified
 - Right Justified
 - Text Direction
 - Bullets
 - Subscript
 - Superscript
 - Scientific Symbols
 - Choose Color

Other SMART Board Software Tools

Start Center

A customizable toolbar that provides instant access to SMART Board tools and any other applications or files 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 .avi files that you can view with SMART Video Player or another media player.

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, Creative Pen, Magnifier, Screen Shade, Spotlight, Calculator, Keyboard and Eraser. You can customize, rotate and resize the palette and make it transparent.

SMART Video Player

Use SMART Video Player to view videos and use the pen tray tools to write over them while they play. You can also configure Video Player to pause while you make notes.

LinQ Software

To share information quickly, connect your laptop to the interactive whiteboard's host computer using your wired or wireless network. Then control your laptop from the interactive screen.

Mobile Device Manager

Allows laptops running LinQ software to control the interactive whiteboard without physically connecting to it. The laptop must be connected to the same network as the interactive whiteboard's host computer.

SMART Keyboard

Use the on-screen keyboard to type text, numbers, formulae and symbols into any application directly from the screen surface. Views include Number Pad, Write, Shortcut and Simple.

SMART Ink Aware

Works in the background with many presentation, word-processing, graphics, tablet computer and conferencing applications. When you use an application that's Ink Aware, whatever you write or draw on the interactive screen automatically becomes an actual component of the file, rather than an external note created over the file.

Supported applications are automatically Ink Aware, and include:

- AutoCAD® and AutoCAD LT® software
- Microsoft PowerPoint, Word, Excel, Paint, Visio, Journal, Imaging, OneNote, Live Meeting and Office XP for Tablets software
- Adobe Acrobat Standard 6.0
- AutoVue™ Professional software
- Corel® Grafigo™ and CorelDRAW® software
- Corel Presentations™ software (version 7.0.71.20 only)
- OpenOffice.org Suite 2.0
- Microsoft NetMeeting® 2, 2.1 and 3
- Volo View™ Express software 1.14
- ArcView® software

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** button that appears automatically in the lower right-hand corner when a note disappears.

On-Screen Display Controls—The Display Controls preserve your projector lamp or flat-panel display by turning off the projector lamp or flat-panel display after the screen saver becomes active. This feature also allows you to switch inputs, adjust volume, etc. using the interactive screen.

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

Mouse Settings—Use Mouse Assist to press small screen elements like close buttons, scroll bars and resize handles. Use the Double-Click Zone to setting 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.

Hover Mode/Touch Gestures (DViT™ Technology Only)—Use two fingers to perform a right click or to scroll through files.

Multi-Touch (3- and 4-Camera DViT Technology Only)—Two people can write or draw on one interactive whiteboard simultaneously, or one person can draw with both hands.

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.

Speller Software—Students learn to spell by writing or dragging letters into place.

Number Cruncher Software—Generates math equations and marks student responses.

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

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