Best Practices for Creating SMART Table™ Activities

Before you begin
- Gather 10–15 related images (PNG or JPEG file format) for your activity
- Save your images in a clearly marked folder that is easy to find
- Download the Story Stage, Narrow It Down and Image Reveal applications from the SMART Exchange™ online community to your desktop if you want to use these applications in your activity pack
- Install the new applications on the SMART Table™ interactive learning center prior to opening the activity pack on it

Incorporating activity elements
Follow these guidelines to include multimedia elements in your activities.

> **TIP:** Think in terms of 360 degrees. Children will be looking at the images on the table from all four sides.

Backgrounds
- Backgrounds must be 800 x 600 pixels or 1024 x 768 pixels. You can export backgrounds from SMART Notebook™ collaborative learning software or any graphics program at this ratio.
- You can find ready-made backgrounds on the SMART Exchange by typing background in the search box, and then clicking Images

Images
- Images from the SMART Exchange are already the right size for use with any SMART Table application
- You must have Internet access to use the SMART Table Toolkit Gallery. The SMART Table Toolkit Gallery connects to the SMART Exchange, not the Gallery on your computer.

Resizing and importing images
As images are dragged into the SMART Table Toolkit, an automatic prompt will provide an option to crop the image. The resulting image will be automatically adjusted to optimum size as appropriate for a background or an image label. You can also use the following free programs to resize images:

Microsoft® Windows® computer	Mac® computer
• Paint.NET® software	• Acorn
• GIMP software	• Pixelmator
	• Seashore

- For Hot Spots, Hot Spaces and Multiple Choice activities, resize images so that the longest edge of each image is 150 pixels (the image editing program automatically resizes the shortest edge)
- For Narrow It Down and Media activities, resize images so that the longest edge of each image is 500 pixels

Sound and media
- Audio can also be recorded directly into the Toolkit for instructions, questions and both text and image labels. This eliminates the need to import files created through third-party recording software.
- Students can hear a text-to-speech engine read or a sound file played at the start of an application.
- By touching a text or image label, students can hear the label read, spelled or a sound file played.
- Touching a question can result in the question being read or a sound file played.
- Sound files must be in MP3 or WAV file format. You can find a free sound file converter online at Zamzar.com
- Videos must be in AVI or WMV file format

Resources
- SMART Table Activity Pack Planning Sheet (PDF)
- Creating a Background in SMART Notebook or Microsoft PowerPoint® (video: Windows or Mac)
- Adding backgrounds and images (video: Windows or Mac)
- http://exchange.smarttech.com/forum.html (SMART Table virtual user group – scroll to the bottom of the page)