

## SMART Board™ Interactive Whiteboard Basics

This *Quick Reference Guide* provides an overview of the information you need to begin using a SMART Board interactive whiteboard. Before you begin, make sure the appropriate SMART Board software has been loaded on your computer. For more information, refer to your SMART Board *User's Guide*.

### Starting the SMART Board Interactive Whiteboard

- 1 Ensure the interactive whiteboard and projector are connected to the computer.
- 2 Turn on the projector, then the computer. The interactive whiteboard draws power from the computer and is activated automatically. You will know the whiteboard has power when the Ready Light turns red.

**NOTE:** Depending on the model of SMART Board interactive whiteboard you are using, the Ready Light is either located on the right side of the pen tray or the lower-right of the frame bezel.



- 3 Log on, if required, using the computer keyboard. When the Ready Light on the pen tray turns green, the computer and the interactive whiteboard have established communication. The whiteboard is now touch sensitive, and you can open any application available on the connected computer.

### Orienting the SMART Board Interactive Whiteboard

You should orient your interactive whiteboard when setting it up, or if either the projector or interactive whiteboard has been moved since you last used it.

- 1 Press and hold the circled pen tray buttons simultaneously until the orientation interface appears.

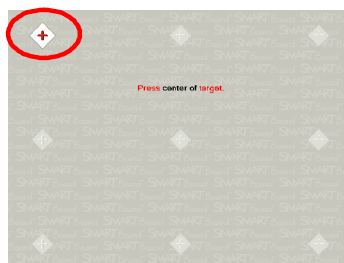


Pen Tray Buttons



Pen Tray Buttons

- 2 Begin orientation at the upper-left corner. Press your finger squarely in the center of each red cross in the order indicated by the white, diamond-shaped background.



## Your Finger Is Your Mouse

A press on a SMART Board interactive whiteboard is the same as a left-click with a mouse. To open an application such as an Internet browser, simply double-press the application with your finger.



## Writing and Erasing Notes

To write over your desktop image or application, pick up one of the pens from the pen tray and write on the interactive whiteboard. To write in a different color, pick up a different pen. The color recognition comes from the optical sensors in the pen-tray slots and not from the pens themselves.


Pick up the eraser from the pen tray and move it in a smooth motion over your notes to erase them.

**NOTE:** The interactive whiteboard only recognizes the last tool removed from the pen tray. For example, if you already have a pen in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase, regardless of whether you touch the board with a pen or an eraser. To avoid confusion, return each tool to its proper slot when you have finished writing.

## Saving Your Notes

You can easily save the notes you have written on the interactive whiteboard for future reference.

- 1 Pick up a pen from the pen tray and the Floating Tools toolbar will appear.

**NOTE:** If the Floating Tools toolbar does not appear when you pick up a pen, the application you are working in may be Ink Aware. If the application is Ink Aware, these buttons  will be available in the application's own toolbar.



*Floating Tools Toolbar*

- 2 To save a selected area of your notes, press the camera icon on the toolbar. Then press and drag your finger, using the marquee, to outline the area you want to capture.

**NOTE:** The camera button in Ink Aware applications will capture an image of your entire screen.

- 3 A copy of Notebook™ software will automatically open. More information on Notebook software is outlined below.
- 4 Select Notebook software from your taskbar to view your notes.

**NOTE:** If you want to save your Notebook file, select **File > Save** before closing the Notebook file.



## Notebook Software

Notebook software acts as an electronic notebook that can be used to edit, save and distribute information written on a SMART Board interactive whiteboard. Open Notebook software by pressing **Start > Programs > SMART Board Software > SMART Notebook**.



Additional training material on how to use Notebook software is available at [www.smarttech.com/trainingcenter](http://www.smarttech.com/trainingcenter).