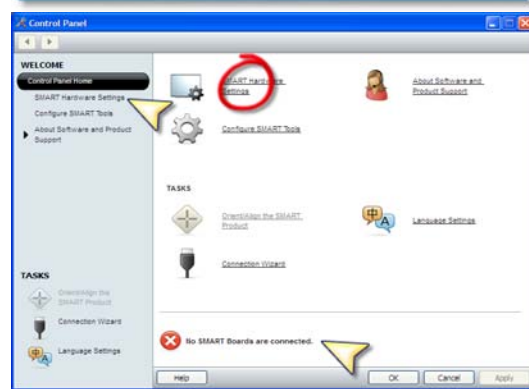


# How SMART are you?

**Welcome Center** – gateway for controlling and accessing Notebook tools. Most of us view this as a nuisance and simply click the red X everytime and just ignore it but, the Welcome Center is a one stop shop for a variety of SMART Notebook tools and accessories.

- a. **Control Panel** – this screen shows which SMART products are connected to your computer. In this example, I do not have any SMART products connected to my computer. It is possible to have multiple SMART products attached to your computer. If so, you would click on the link for the product you wish to modify. **Select the tool to modify** from the pull down menu in the middle of the **Control Panel Hardware Settings** window



- a. **Orient** – located in the upper right is another Orient button.
  1. Select **Orientation/Alignment Settings** from the pull down menu to change the number of “points” for orientation. This is one way to increase the accuracy of the board.
    - a. For most classroom use, 9 points is fine.
    - b. If you change these settings, be sure to click Apply at the bottom of the page.

**TIP:** use one of the stylus tips when orientating your board, the smaller tip will provide a much tighter orientation than your finger!

- b. **Pen and Button Settings** – this setting allows you to manually control the “ink” color of the pen trays. For instance, you could make your green stylus a yellow highlighter. The default eraser width is also controlled here along with your default virtual keyboard
  1. **To change the green stylus to a yellow highlighter.**
    - a. Welcom Center > Control Panel > choose devise (SMARTBoard) > click the Green Pen > Line Style > choose Yellow and a wider thickness
    - b. Fill Effects Tab > Object Transparency slide right to the fifth notch
    - c. Save Tool Settings at bottom of the screen
  2. **To change the Eraser width**

- a. Click the Eraser icon
  - b. Select the desired width and click OK
3. **Double Click Zone**
- a. This screen allows you to determine how large of an area you want effected with a double click.
  - b. Special Needs classrooms may want to adjust this setting.

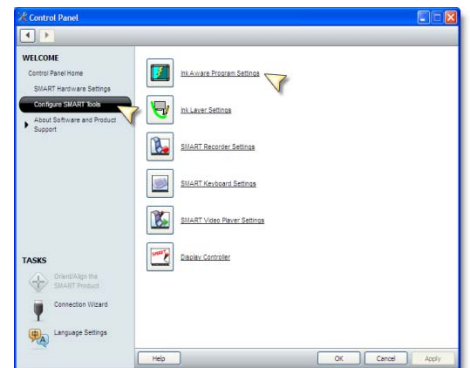
**Ink Aware** - Microsoft Office Applications and various others are designated “Ink Aware”. Ink Aware applications recognize when you are connected to a SMARTBoard. When you pickup a stylus from the pen tray a digital ink layer pops up and a SMART Aware toolbar.

**Example:**

**English Class: 1)** Students submit writing as Word documents. The class could then do an analysis on the writing assignments from the SMARTBoard. ie: Identify and underline adjectives as a group, or have another student writer go to the SMARTBoard and analyze the writing. When the analysis is complete, have the student click the **Insert Drawing as Image** tool and the underlining will be imbedded into this Word document. 2) Have a student correct any spelling mistakes by highlighting each misspelled word and writing it anywhere on the interactive window. Touch the Insert as Text tool. The handwriting is converted to text, using the stylus color and inserted into the document

To see which applications are Ink Aware

1. From the **Welcome Center** menu, located on the left of the **Control Panel** window, click the **Configure SMART Tools** button. A window similar to this will open.
2. Click **Ink Aware Program Settings** to view all Ink Aware applications



**Writing and clearing digital ink notes**

You want to highlight key points by writing digital ink notes directly over webpages during your presentation.

1. Select a writing or drawing tool from the *Floating Tools* toolbar. The **Digital Ink Layer** appears as a visible border around the desktop. This border indicates that you can write and draw over the application.
2. Use the pencil to draw a circle around the **Back** button on the Internet Explorer toolbar
3. Press the **Pointer** tool on the *Floating Tools* toolbar to stop using digital ink
4. Press the **Close** button on the Digital Ink Layer menu. Your digital ink clears from the display and the Digital Ink Layer closes.
5. Press the **Click here to restore writing** pop-up, which appears at the bottom-right of the display, to restore your digital ink



## Saving digital ink notes

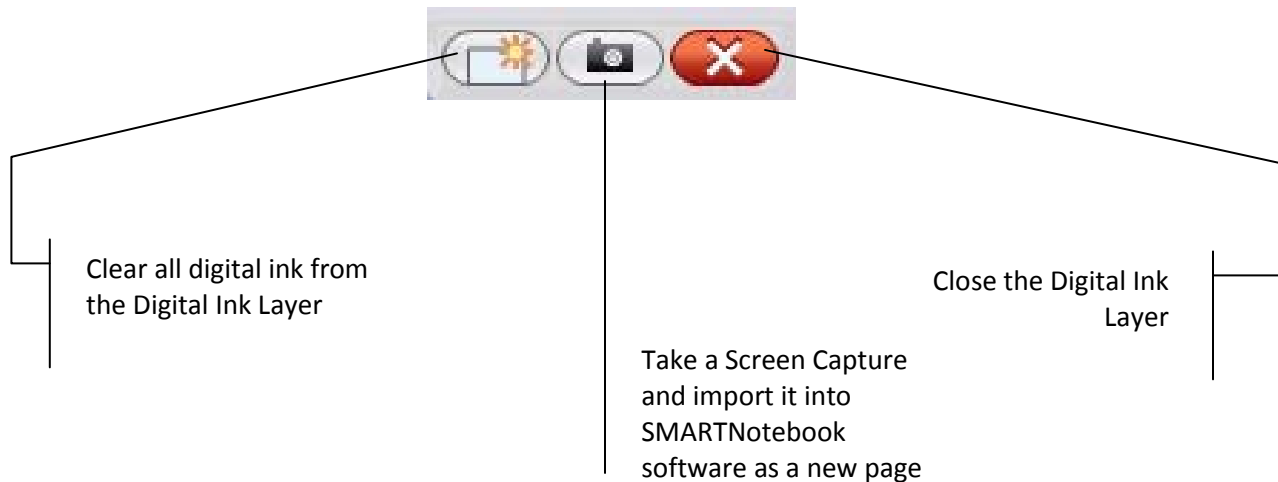
You want to save the digital notes from your presentation or from a website and provide them to all participants as a summary of what they've learned. You can save your digital ink notes for future reference or distribution.

- 1 Press the **Pen Tool** on the *Floating Tools* toolbar and use the pencil to write or draw over an open Web page

The Digital Ink Layer border



- 2 Press the **Clear** button on the Digital Ink Layer menu to clear all digital ink from the display
- 3 Use the pencil to write or draw more digital ink over the Web page
- 4 Press the **Screen Capture** button on the Digital Ink Layer menu. SMART Notebook software opens automatically, and a screen capture with your digital ink notes opens on a new Notebook page.
- 5 Repeat steps 3 and 4 to capture new digital ink notes to additional Notebook pages
- 6 Press the **Pointer** tool from the *Floating Tools* toolbar to stop using digital ink
- 7 Press the **Close** button on the Digital Ink Layer menu to close the Digital Ink Layer



- 8 Open the unsaved Notebook file from the taskbar to view your captured images in SMART Notebook software
- 9 Select **File > Save**, type a name for your file and press **Save**

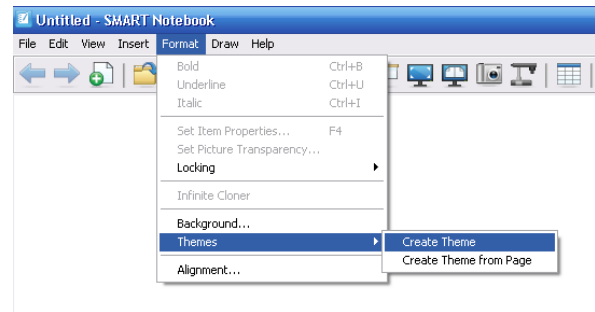
Notebook saves your digital ink notes as a .notebook file type these can then be distributed and used for future reference or presentations.

## Themes

Create backgrounds to customize your page. Include fonts, images, background colors and apply them to all the pages in your file to add cohesiveness to your presentations.

### To create a theme

1. If the Gallery isn't visible, press Gallery .
2. Select **Themes** in the Gallery's category list, press its menu arrow, and then select **Create New Theme**  
OR from the **Format menu**, select **Create Theme**.
3. Type a name for the theme in the Theme name box.
4. Set the background for the theme in the same way that you would for a Notebook page.
5. Add, manipulate and edit objects on the theme in the same way that you would on a Notebook page.
6. Press Save.

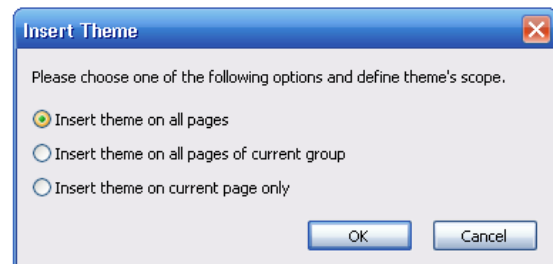


### To apply a theme

1. If the Gallery isn't visible, press Gallery.
2. Select **Themes** in the Gallery's category list.

The Gallery displays thumbnails of the available themes.

3. Press the thumbnail of the theme you want to apply.
4. Press the thumbnail's menu arrow, and then select Insert in Notebook.



The *Insert Theme* dialog box appears.

5. To apply the theme to all pages in a Notebook file, select Insert theme on all pages, and then press OK.  
OR Select the appropriate option to apply the theme to one page or a group of pages.

### To remove a theme

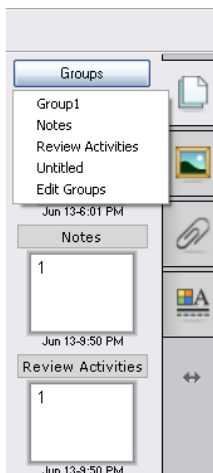
1. Right-click on the whiteboard area.
2. Select Delete Theme.

## Page Groups

Organize your SMART Notebook pages into different groups. The groups can be used to categorize your pages for easy reference.

### To Manage Groups:

1. From the **Page Sorter**, select the **Groups** button. Select **Edit Groups**.
2. Name your group appropriately.
3. Use the Group Menu to rename and rearrange the groups!



## Aligning Objects on a Notebook Page

You can display guidelines on a Notebook page to assist you in aligning objects with other objects, as well as the page's vertical and horizontal centers. You can also set objects to align automatically with these guidelines when you move the objects on a Notebook page.

### To display guidelines

1. Select **Format > Alignment**.

The *Alignment Guides* dialog box appears.

2. To display a guideline when you move an object into alignment with another object, select **Show guides for active objects**.

**NOTE:** To hide this guideline, clear the **Show guides for active objects** check box.

3. To display a guideline when you move an object into alignment with the page's vertical or horizontal center, select **Show vertical page center guide** OR **Show horizontal page center guide**.

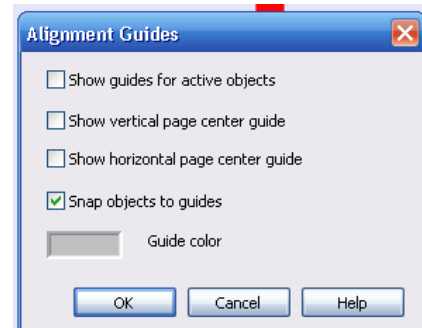
**NOTE:** To hide this guideline, clear the **Show vertical page center** or **horizontal page center guide** check box.

5. To automatically align objects to guidelines when you move the objects on a Notebook page, select **Snap objects to guides**.

**NOTE:** To disable this option, clear the **Snap objects to guides** check box.

6. If you want to change the color of the guidelines, press the colored bar to the left of **Guide Color**, and then select a color.

7. Press **OK**.



## Recording a Notebook Page

Using SMART Recorder, you can record the actions you take on the interactive screen. If you connect a microphone to your computer, you can record your narration. After you create a recording, you can play the recording on any computer using SMART Video Player or Windows Media Player, or you can share the recording with others.

The Properties tab enables you to record your actions on the current Notebook page using **Page Recording** options.

**NOTE:** You can also record your actions on the interactive screen, including your actions in programs other than Notebook software, using SMART Recorder. With SMART Recorder, you can record a full screen, specified window or rectangular portion of the screen. If you connect a microphone to your computer, you can also record audio.

### To start SMART Recorder

Press the SMART Board icon  in the notification area, and then select Recorder.

### To record a Notebook page

1. If the Properties tab isn't visible, press **Properties**.
2. Press **Page Recording > Start Recording**.

A red circle appears in the upper left corner of the whiteboard area.

4. Perform the actions that you want to record on the current page.
5. When you finish performing these actions, press **Stop Recording**.
6. Press **Play** to view the recording.
7. Control the playback of the recording using the **Page Recording** toolbar.



## Adding a Sound File to a Page

You can attach a sound file to any object on the current page. You can play the sound file during the lesson by pressing an icon in the corner of the object or the object itself.

### To add a sound file to an object

1. Select the object.
2. Press the object's menu arrow, and then select Sound.

The *Insert Sound* dialog box appears.

3. Press Browse.

The *Insert File* dialog box appears.

4. Browse to and select the sound file, and then press Open.
5. Select Corner Icon if you want to play the sound file when you press an icon in the object's lower left corner.

OR

Select Object if you want to play the sound file when you press anywhere on the object.

6. Press OK.

To remove a sound file from an object

1. Select the object.
2. Press the object's menu arrow, and then select Sound.

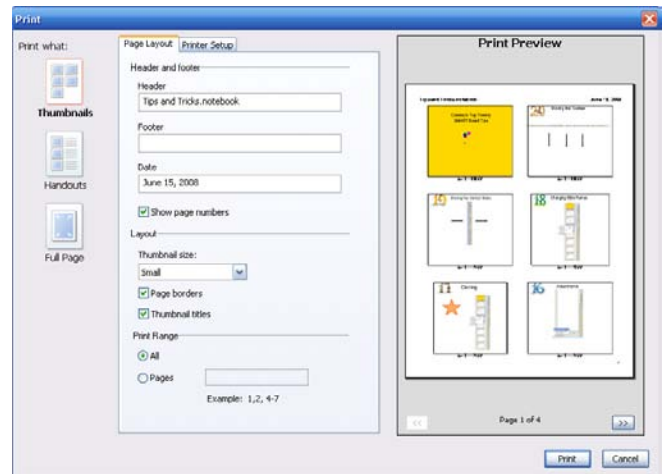
The *Insert Sound* dialog box appears.

3. Press Remove Sound.

## Printing Pages

Print Notebook files or individual Notebook pages. You can print the pages as thumbnails, handouts or full pages.

1. From the File menu \_Select Print.
2. Choose the appropriate options to customize your printing.



## Exporting Pages

Export files in a variety of formats, PDF, HTML and .jpg.

1. From the File menu select Export.
2. Choose the file type.

## Importing a File with SMART Notebook Print Capture

When you install SMART Notebook software, you also install SMART Notebook Print Capture. It works like any other printer, except that SMART Notebook captures its output in a .notebook file, instead of printing it on paper. Each page of an imported file appears as an object on its own page, with its original formatting and page breaks preserved.

### To import a file using SMART Notebook Print Capture

1. In the source file you want to export to a .notebook file, select **File > Print**.

The *Print* dialog box appears.

2. Select **SMART Notebook Print Capture** in the list of printers.
3. To change the page orientation or graphics resolution, you must:
  - a. Press the **Properties** or **Preferences** button.

The *SMART Notebook Print Capture Properties* dialog box appears.

- b. Select **Landscape** orientation or **Portrait** orientation.
- c. To change the resolution of the imported image on the page, enter a number in the **Horizontal Resolution** and **Vertical Resolution** boxes.

### TIPS

- Use the same value in both boxes to prevent image distortion. For best results, use a value between 50 and 100.
  - The higher the resolution, the larger the image.
  - Don't use the **Draft**, **Low** or **Medium** settings, because they may not scale the image proportionally.
- d. Press **OK**.

**NOTE:** Don't press the ENTER key on your keyboard instead of the **OK** button, because the ENTER key closes the dialog box without saving your changes.

4. Select a **Page Range**, and then press **OK**.

If a .notebook file isn't open, a new file opens. Each page of the source file appears on a separate page.

OR

If a .notebook file is open, each page of the source file appears in the current file after the current page.

This process can take several minutes.

**NOTE:** SMART Notebook locks print capture graphics in place. You must unlock them before you can modify them.

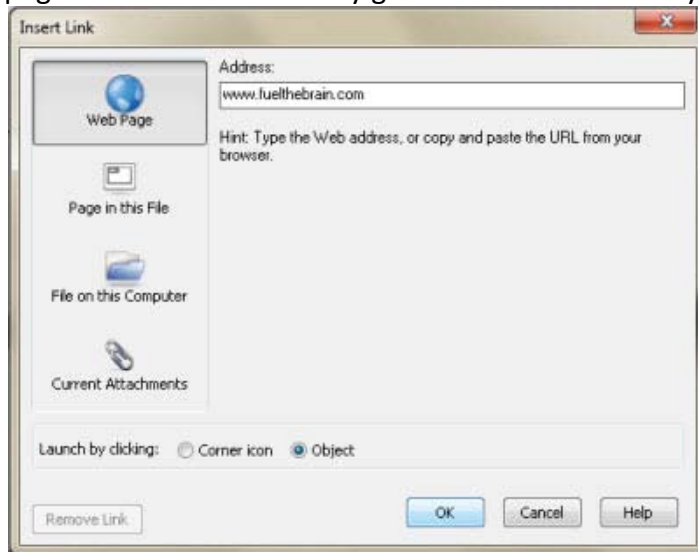
### Recommended Resolutions

If you adjust the resolution of the imported image, use the table below as your guide. Recommended graphics resolutions depend on the resolution of your screen.

Screen Resolution	Recommended Graphics Resolution
1152 × 864	100 × 100
1024 × 768	90 × 90
800 × 600	60 × 60
640 × 480	50 × 50

### ***Add a Link to a Website from Inside Your Notebook Lesson***

Integrating web resources with your Notebook lessons is a great idea. To make it easy to get to the website you need during your lesson, you can add a link to any object on your Notebook page that will automatically go to the website when you click on the object.



To add a website link to an object in Notebook, select the object, click on the drop-down options menu and select "Link..." When the Insert Link dialog box opens, make sure the Web Page tab is selected and then type in or paste the web address in the space provided. If you select the Object option at the bottom of the dialog box, users can click anywhere on the object to open up the website.