

SMART™

SMART Board Guide



ibscis-droitwich
information & business systems



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How to use this guide

This guide is produced by The County Infrastructure Service and is designed to provide you with useful information when using your SMARTboard.

The guide will give you information regarding how to make the most of your new equipment, health and safety issues involving your new equipment as well as advice on where to get further information and educational resources.

If you have any further questions or concerns regarding your new equipment please contact us, the details are below.



Good ideas and things to remember!



Tricks and Hints to help you along the way!

Useful Contact Details

County Infrastructure Service (CIS): 01905 770882

E-mail: cis@worcestershire.gov.uk

SMART:
Technical Support: 0870 160 8201

Registration Benefits

If you register your SMART product you will be notified of new software features which are available as free upgrades.

This can be done in one of several ways including:

- Email updates from SMART
- Checking the SMART website
- From within the SMART Notebook Software



In the past SMART have made new software features such as handwriting recognition, USB support and SMART recorder available as free upgrades.

If you have the front projection interactive whiteboard, you will receive an additional three years of warranty when you register.

Keep the following information available for registration and technical support:

Serial Number: _____

Purchase Date: _____

Supplier Details: Worcestershire County Council (CIS)

Tel: 01905 770882

Order No: _____

Register online at www.smarttech.com/registration

Starting to use your SMART Product

This section of the guide assumes that your SMART product is set up and ready to use. This means:

- Your interactive product has been properly installed. When you look at the whiteboard screen, you should be able to see the computer desktop.
- The necessary equipment has been turned on and connected properly. If you still cannot see the computers desktop on the screen, read your products installation instructions to check that the setup was done correctly. Check the projector is turned on and connected to your computer. Also check that the interactive product is connected to your computer and a power source (if necessary).
- Every SMARTboard has one or more light-emitting diodes (LED's) that indicate the state of the product. If the light is solid green it should be ready and functioning properly, if it is red then the board is receiving power but is not communicating with the SMART software. If you have not installed the software, do so before proceeding. If you are still having problems contact SMART Technical Support or your supplier, page 3.
- The interactive screen is properly orientated. Check the accuracy of your touch. When you touch the screen you should see the pointer in the exact point of contact. If you do not, orient the screen so that the computer can accurately track your contact, page 6.

Where to Find Further Information

For detailed information on any of the software features, explore the SMART Board Help Centre.



The Help Centre contains links to a wide range of information, including procedures for using each component, descriptions of each tool and the concepts around using the components, troubleshooting, hints and more.

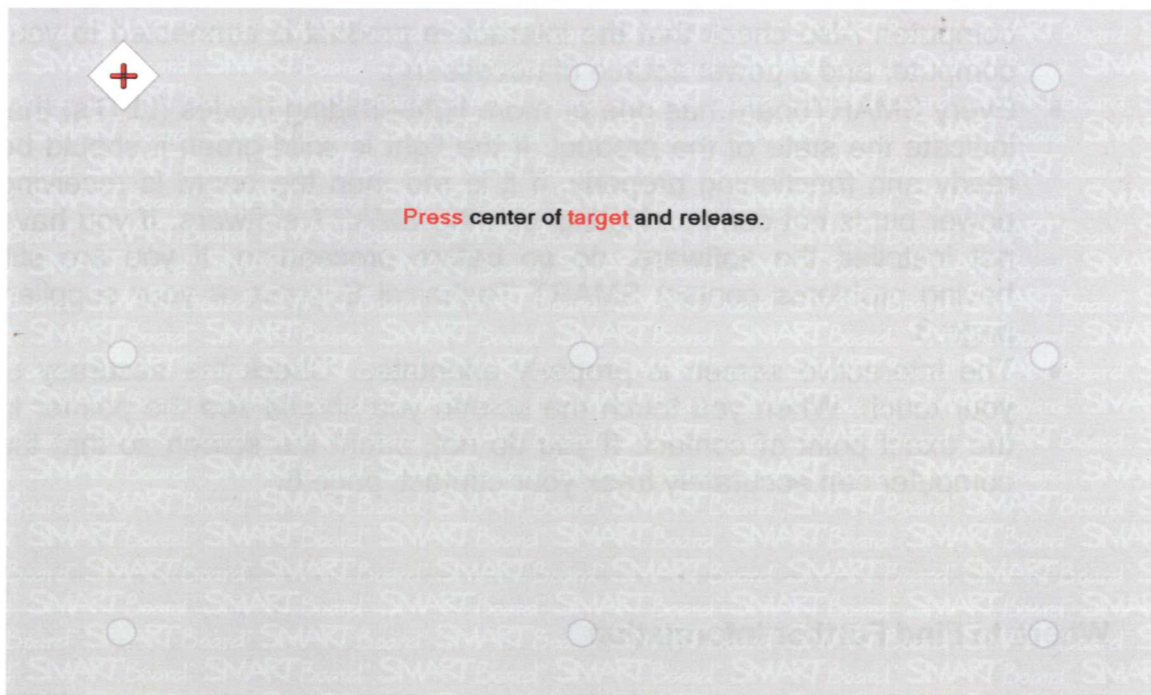
You should also check the following website for further resources.

www.smarttech.com

Orientating the board

This needs to be done to tell your computer where you are touching the interactive whiteboard. For installed projectors and boards this need only be done once.

In the SMART menu, select 'Orient' and then follow the on-screen instructions.



Maintenance

To keep the image on the SMART Board interactive whiteboard clear, use an air blower or lens paper to clean the projector lens. Be careful not to scratch the lens.

If a permanent marker is accidentally used on the SMART Board instead of a stylus, you can retrace the mark with a dry-erase marker and wipe it off with a cloth. This should remove most of the permanent ink so that the surface is clean again.

Clean the surface of the SMART Board interactive whiteboard with EXPO® marker board cleaner or with Windex® Glass and Surface Cleaner.

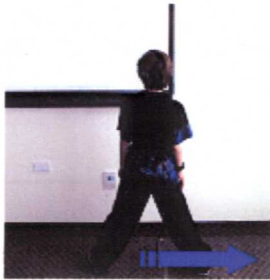
Preventing Damage to the Writing Surface

Keep sharp writing instruments, such as ballpoint pens, away from the interactive whiteboard. Although the board is durable, these types of pens can damage the resistive surface if they are applied with heavy pressure.

Also avoid letting abrasive erasers or abrasive cleaning materials come in contact with the screen.

Health & Safety Tips

- Tell students not to look directly at the light beam from the projector. Instead, encourage them to keep their back to the projector when working at the interactive whiteboard.
- Before children turn around to face the class, tell them to take a big step (or even two) to the side of the interactive whiteboard. This way, they'll avoid exposing their eyes directly to the projector's beam of light.



- Remember to take care of your own eyes! When presenting information to your class, try to keep your back to the class when you're directly in front of the projector. Before you turn to face the class, move to the side, so that your eyes are not directly exposed to the projector's beam of light.
- Projectors can become very hot, especially when they've been on for a while. Tell your students not to touch the projector.

For further information regarding and health and safety implications with regards to your new equipment please refer to the BECTA website.

http://www.becta.org.uk/leaders/leaders.cfm?section=3_1&id=3173

BECTA provide a plethora of information regarding health and safety issues to consider when it comes to projectors and interactive whiteboards.



health

Place a large sign next to your whiteboard outlining the key and safety issues users should consider!

The SMARTboard and its Key Features

Touch Sensitive Surface:

Use your finger as a mouse or write notes on the surface, which is made of durable, hard-coated polyester that reduces reflection and glare. Your contact with the interactive whiteboard is converted into mouse clicks or digital ink.



SMART Pen Tray:

Four different colour pens and an eraser are included, although no special tools are required to write and erase. Sensors detect when a pen or eraser tool is selected from the SMART Pen Tray.

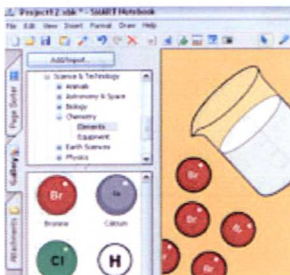


Simply pick up a pen or use your finger to write in digital ink.



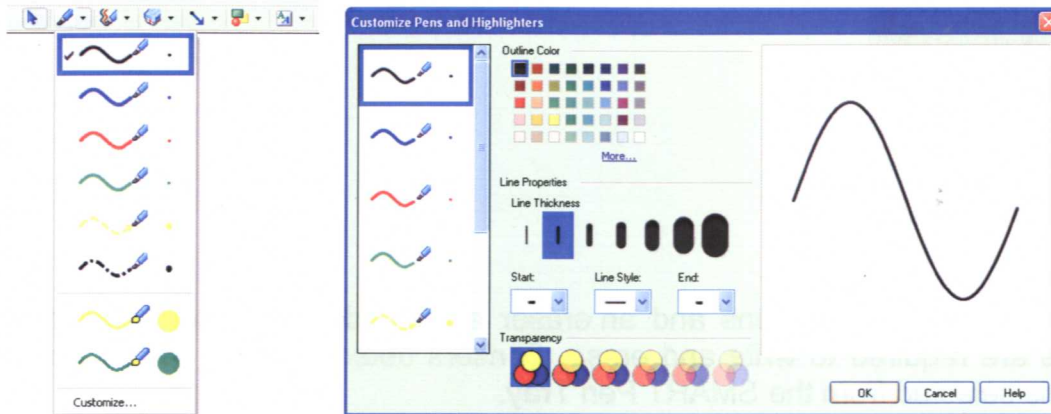
Notebook Whiteboarding Software:

Create, organize and save notes, drawings and screen captures. Access thousands of free images and templates, interactive and educational content, advanced drawing tools and more from an easy-to-use interface.



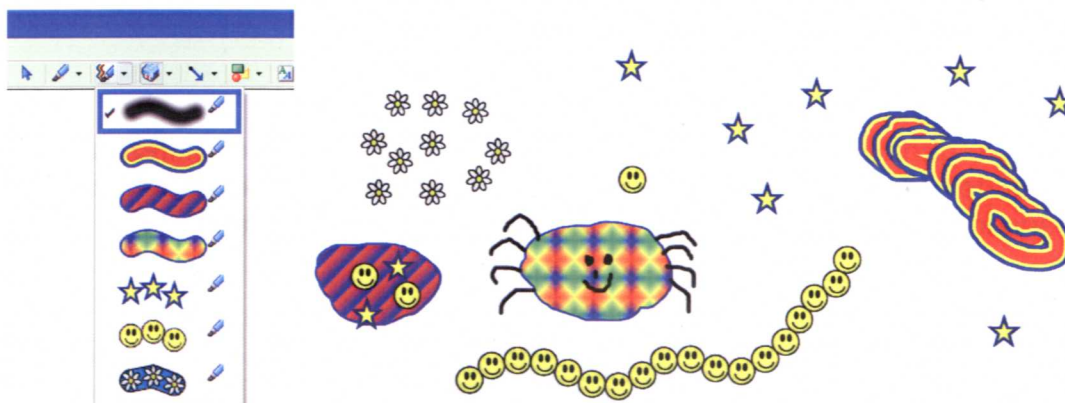
Pen Tool

There is a preset selection of 8 pens to choose from. By selecting the 'customise' option you can change the colour, thickness, style and transparency of your pen.



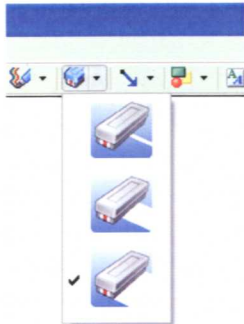
Creative Pen

There are 7 fantastic creative pens to choose from that can be used to create a more dramatic look.



Eraser Tool

There are 3 different size erasers to choose from to delete unwanted work.



tap in the

If you want to clear the whole board at once.....take the eraser, draw one big continuous circle around the board and then middle!

Undo, redo and delete

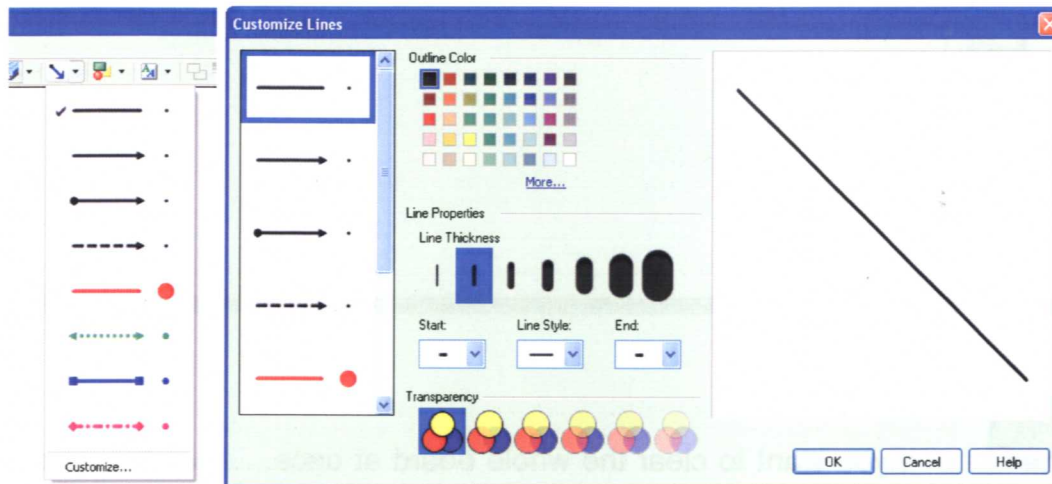


These buttons will allow you to undo your last move, redo it again or delete an object as required.

Straight Line Tool



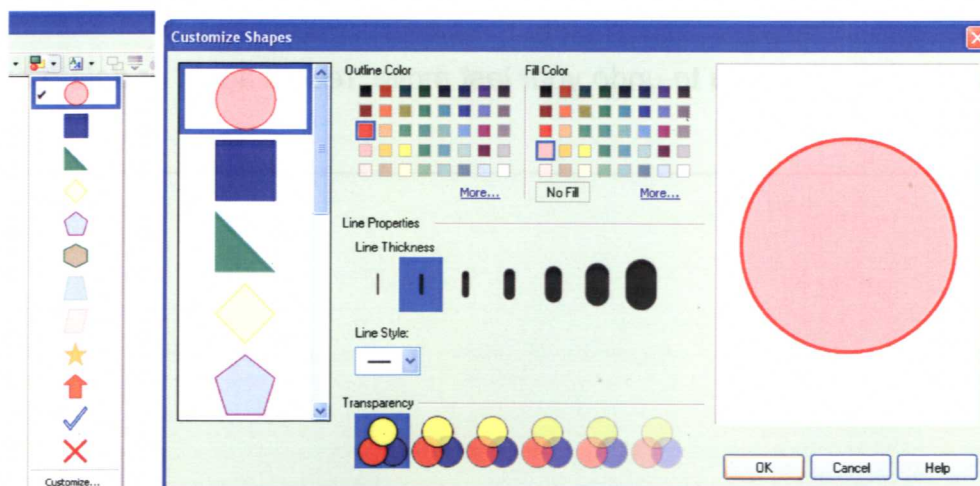
There are 8 preset straight lines to choose from. You can select the customise option to change colour, thickness, style and transparency.



Shape Tool



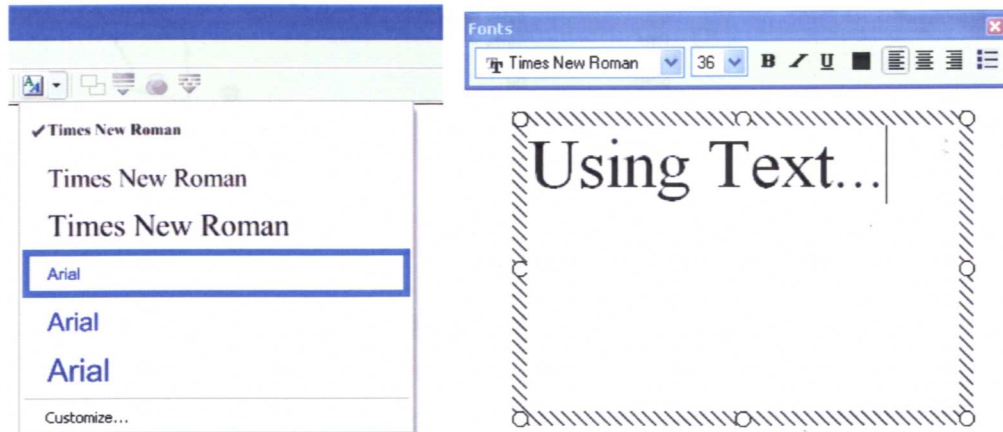
There are 12 preset shapes to choose from. You can select the 'customise' option to change the outline colour, fill colour, line thickness, line style and transparency.



Text Tool



By selecting the text tool you can add text into the worksheet. You can select from several different fonts and use the customise facility to preset colours, font size etc.



Once you have the text within the worksheet you can select the text as an object by left clicking on it and then left clicking on the small arrow in the top right hand corner. This will give you the option to “clone, cut, copy or paste” as well as using the “check spelling” facility.

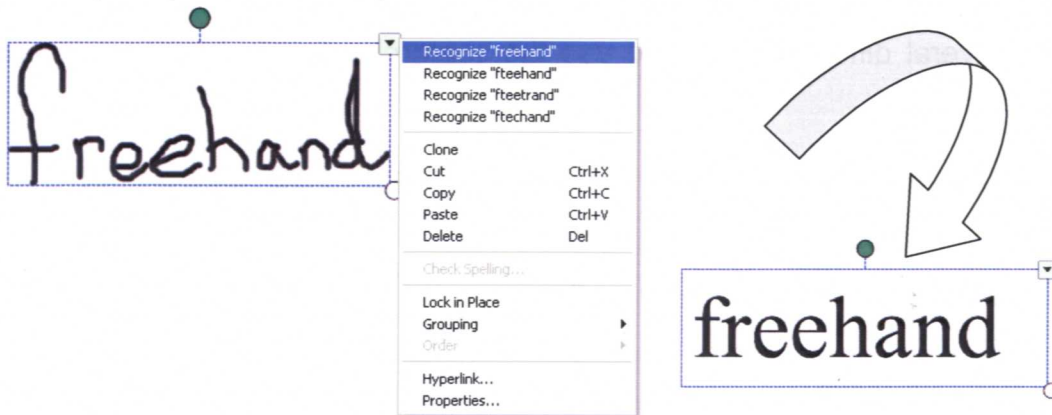


By selecting the circle in the bottom right hand corner you can resize the object.

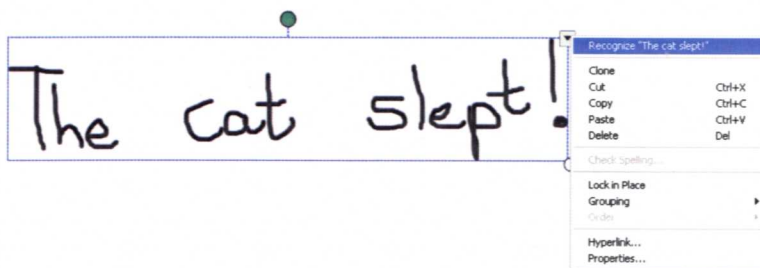
And, as with all objects, by selecting the green circle at the top of the object you can rotate the object.

Handwriting Recognition Tool

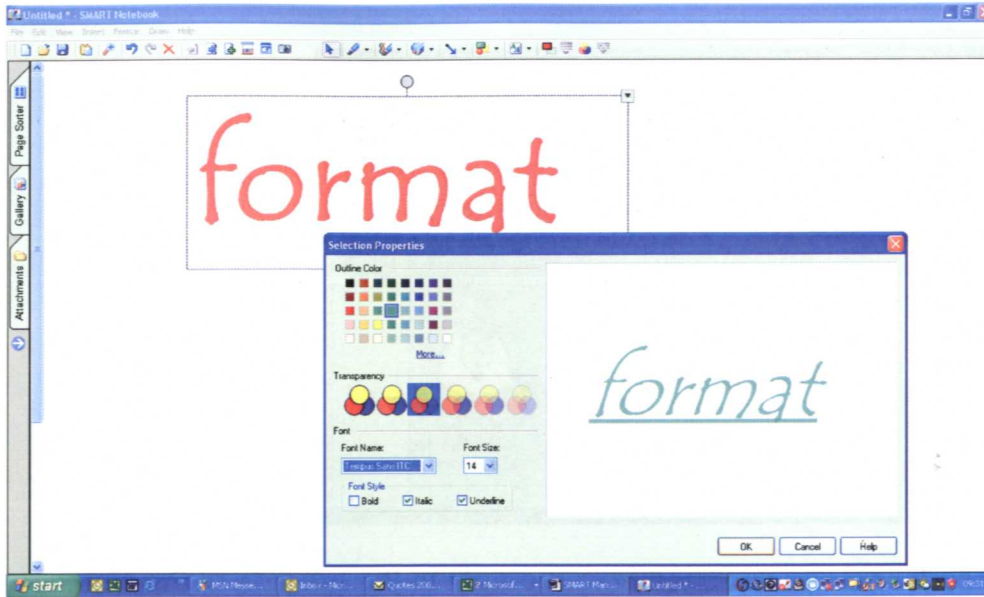
If you use a pen, or your finger, to write a word on the SMARTboard and then select it with the 'Select Tool' you will be given the option to convert it to text. You may be given several options for the word that you have written.



As well as writing words, you can write numbers and small sentences.

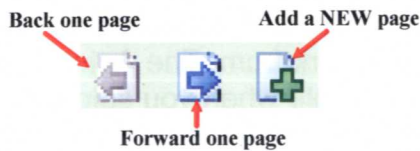


You can then change the font, resize, change the colour etc.

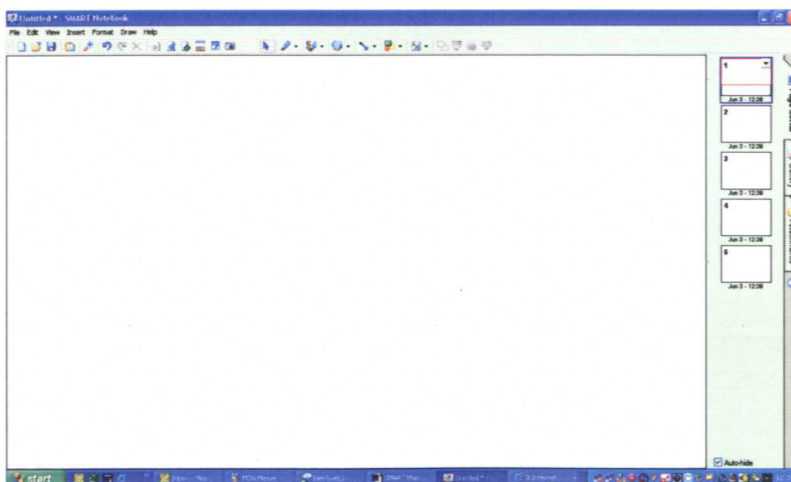


Page Sorter

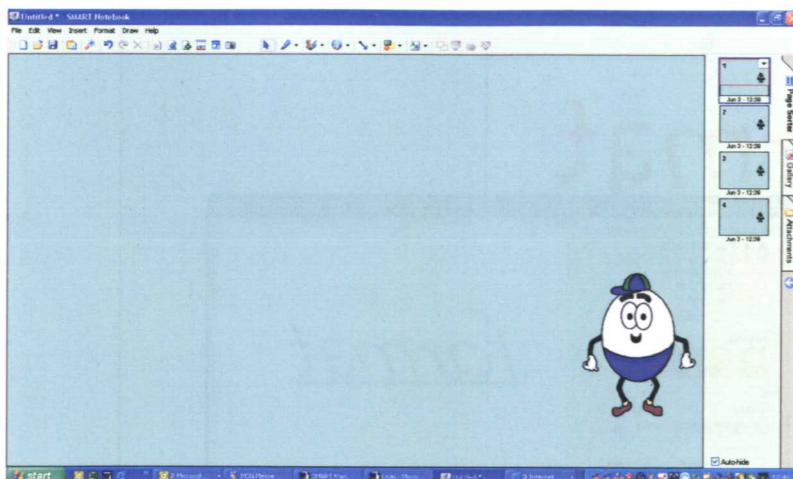
Whilst working in the Notebook software you can add new pages as well as navigate back and forth through them.



You can view the page sorter by selecting the page sorter tab on the right hand side of the screen. To reorganize your whiteboard pages, drag a page up or down the side sorter to place it in the new location.



You can clone sheets by right clicking on a page and then selecting 'clone'.

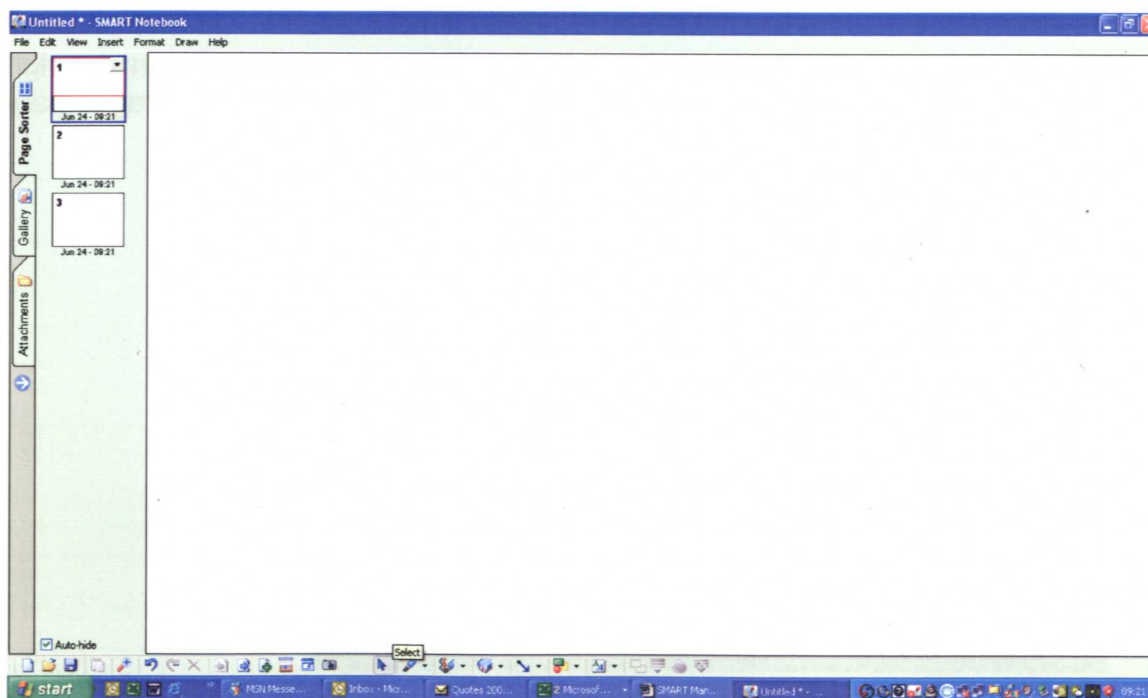


The side sorter can be switched from the right to the left side of the Notebook software page. Click on the arrow at the side of the side sorter to switch it across.

Re-arranging the Notebook Area

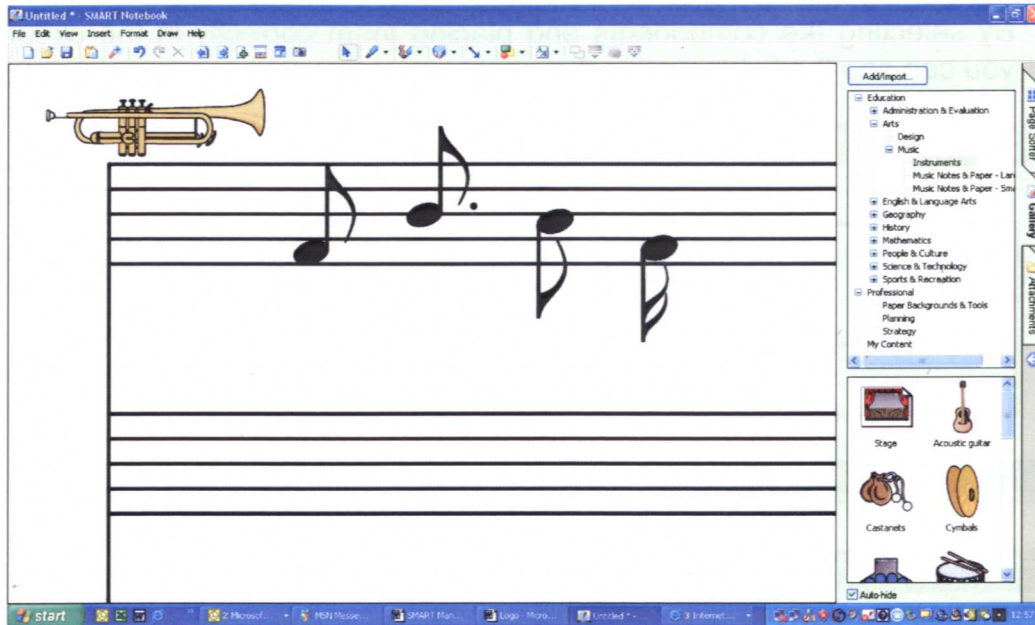
Toolbar – This is automatically positioned at the top of the page. However this can be selected and dragged and dropped to the bottom of the page for smaller children to access more easily.

Page Sorter – This can be moved between the left and right hand side of the screen depending upon which side of the board you work from. The Auto-hide box can be selected if you wish this area to only be visible when you select it.



Gallery

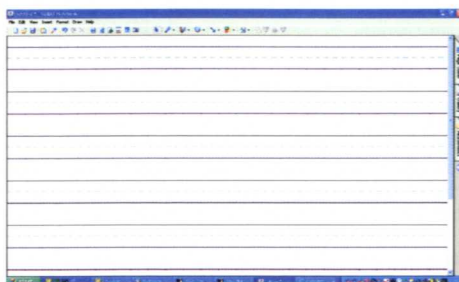
This area is full of useful images, backgrounds and interactive flash media components to enhance your lessons.



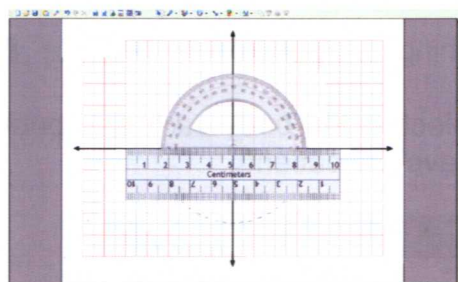
Items are categorised into subject area in order to locate them more easily.

By selecting the item you wish to place in your notebook, just drag and drop onto the relevant page. This object can then be resized and rotated as required.

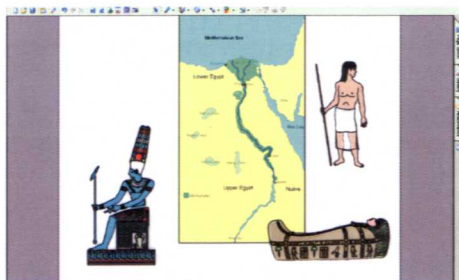
Example Backgrounds (including some clip art) include:



Handwriting Sheet



X,Y Axis (Inc. tools)



Map of Ancient Egypt

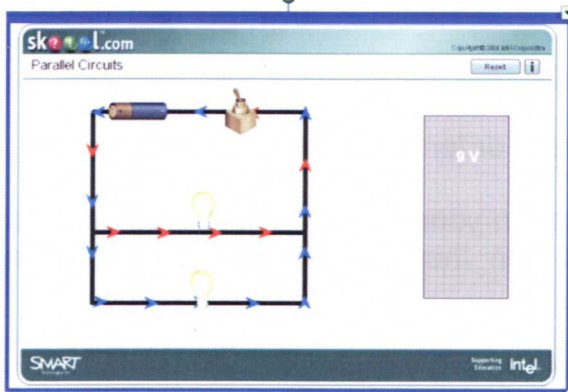
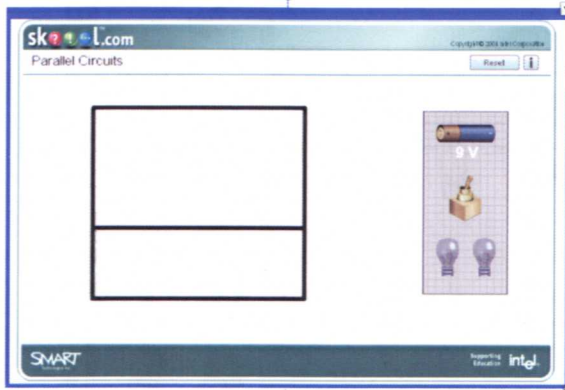


British Isles (Inc. Flags)

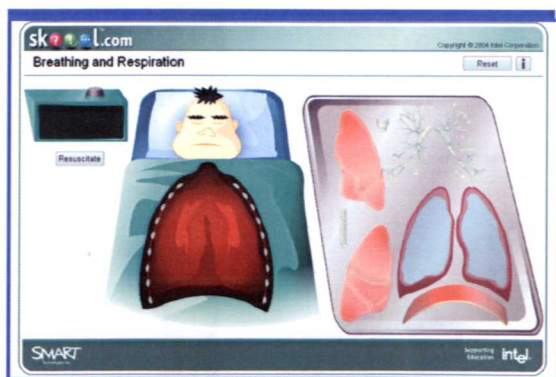
Flash Software (within the Gallery)

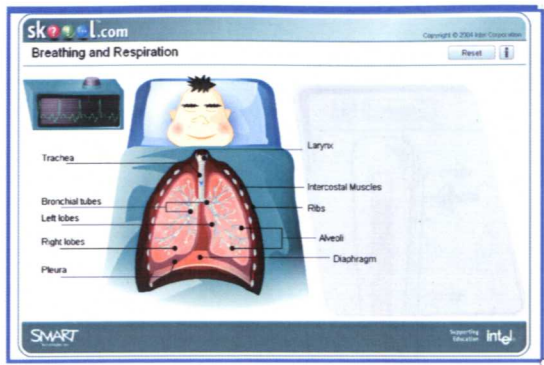
In some of the categories you will find objects with a red letter 'f' next to them. These are pieces of flash software to enhance your lessons even further.

- **Parallel Circuits: Science & Technology / Physics / Electricity**
By selecting the components and placing them correctly in the circuit you can see the lights working!

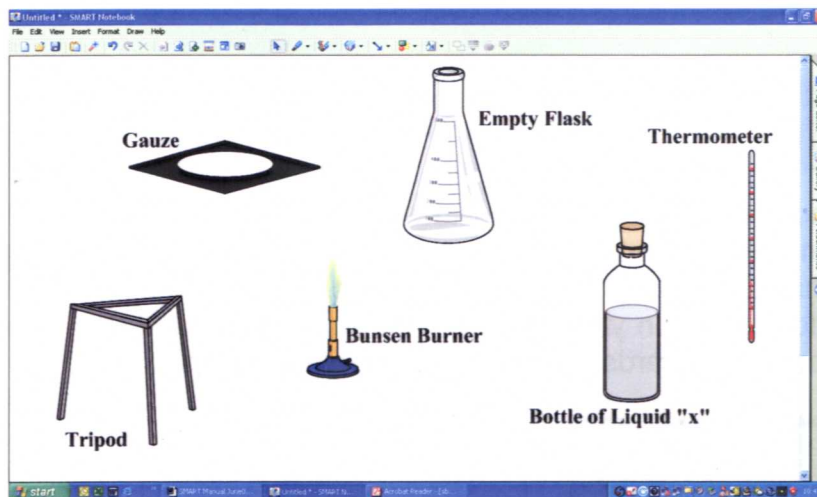


- **Breathing & Respiration: Science & Technology / Biology / Human Body**
By selecting the body parts and putting them in the correct places you can save the patient!

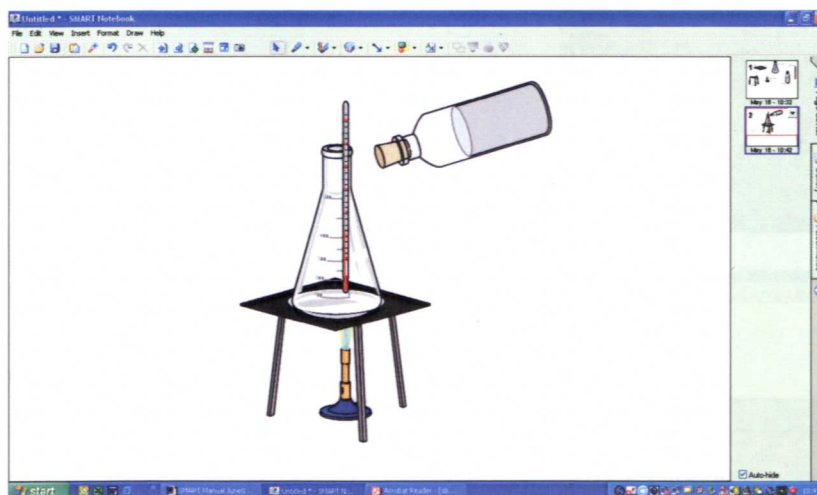




Using the Gallery to enhance your lessons

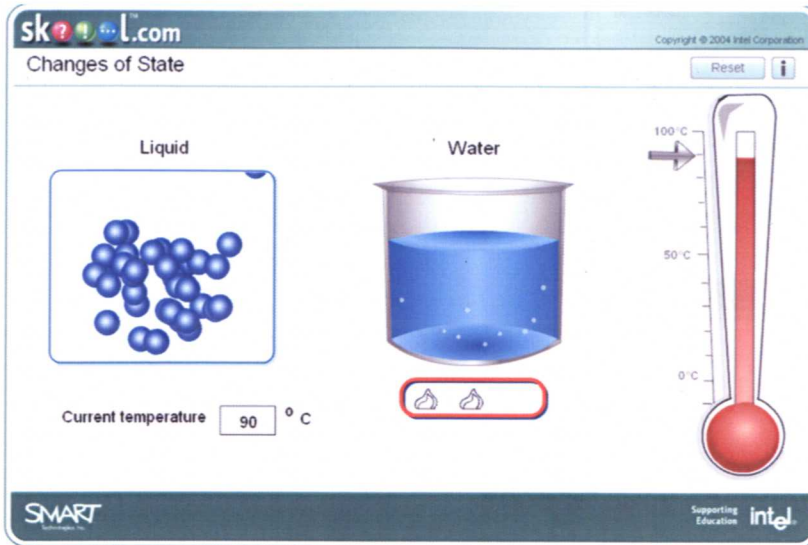


Select clip art to show apparatus for a lesson.



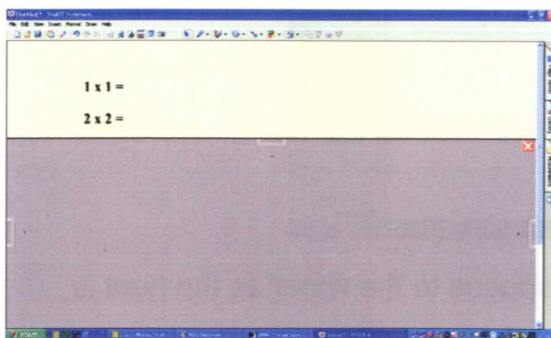
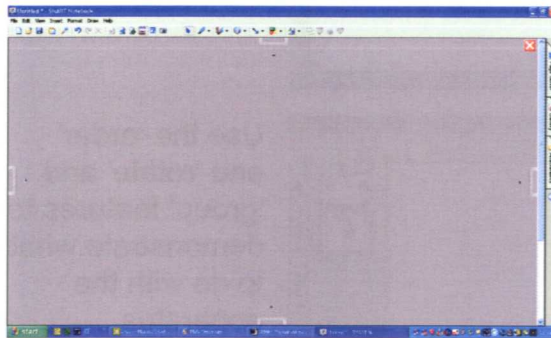
Use the 'order' and 'rotate' and 'group' features to demonstrate what to do with the apparatus.

Use the Flash software to show what happens to the water as the heat is increased.



Screen Shade

Use the Screen Shade feature to focus the attention of your students. With this feature, you can insert a pull-down shade over the current page and gradually drag the shade to reveal the underlying text. Select View > Screen Shade to hide the information on your Notebook software page and use your finger to drag the shade downwards as you reveal the information.

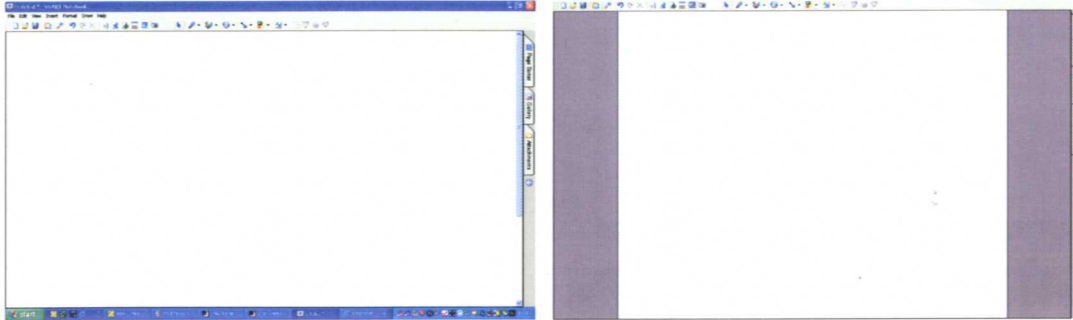


It will hide the whole work space and allow you to drag down (up or across as desired) the cover at your own pace.

Full Screen Mode



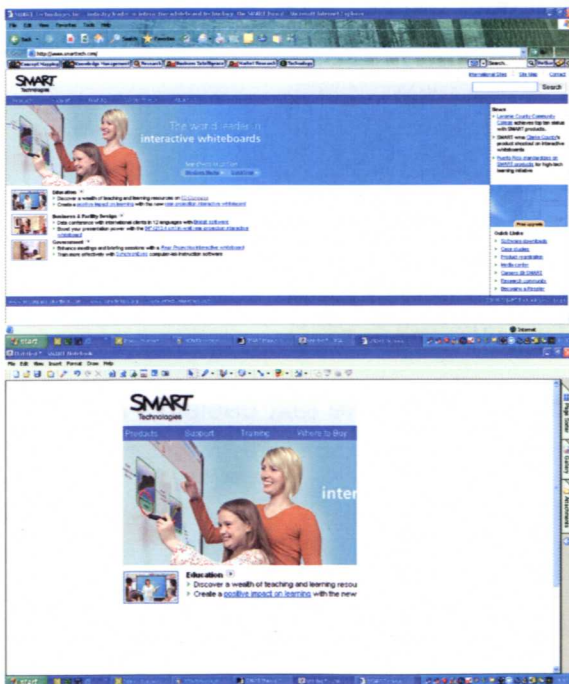
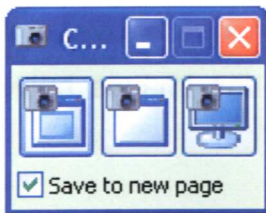
When you are teaching a class, use the full-screen view mode to give you more space to write on. Use the whiteboard mode when you are preparing information.



Screen Capture / Camera Tool

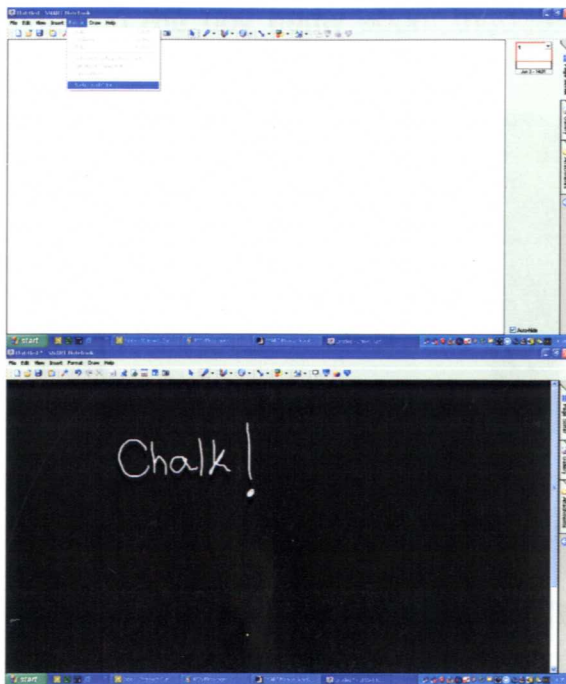


This tool allows you to capture three types of pictures.

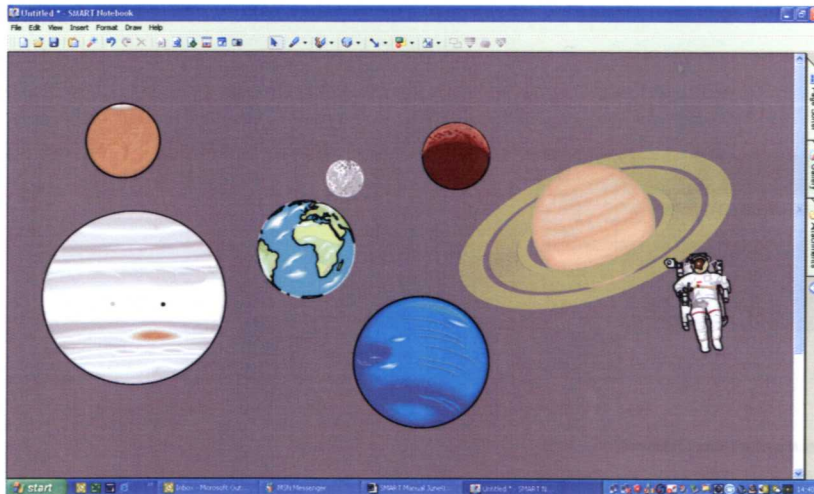


Background Colour

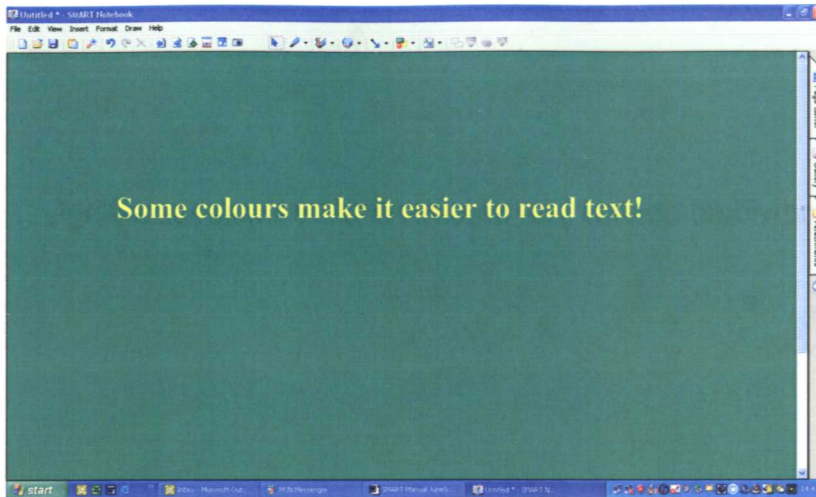
By selecting 'Format' from the toolbar followed by 'Background Colour' you can change the background colour of your worksheets.



You may want the background colour to be relevant to the images being used...



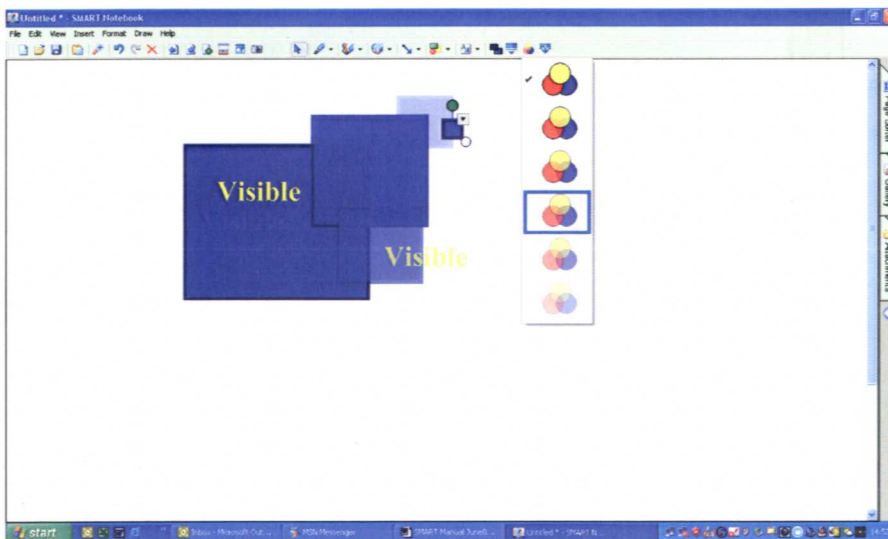
Or just selecting a different background colour to make text easier to read...



Transparency

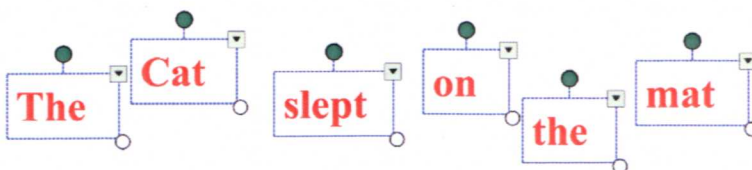


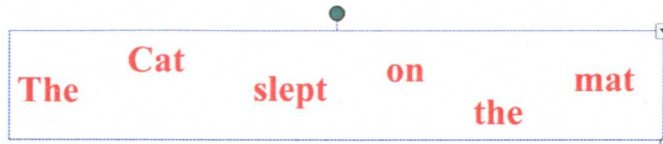
When you select an object you can use the transparency button to amend its transparency level.



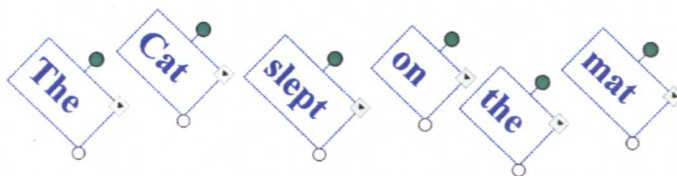
Grouping and Ungrouping

By selecting all of the individual words and then right clicking you have the options to group the words as one single object.



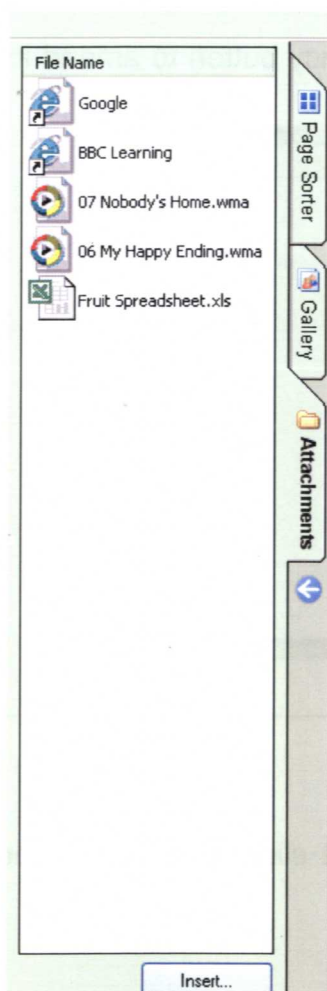


Alternatively, left as individual objects you can manipulate them accordingly...



Attachments

You can use the attachments tab at the right hand side of the screen to save files, links to files and hyperlinks for use within your lessons.



Useful Websites

BBC Learning

<http://www.bbc.co.uk/learning/>

eChalk

<http://www.echalk.co.uk/>

EdCompass

<http://edcompass.smarttech.com>

Geography Site

<http://www.geography-site.co.uk/>

School Science

<http://www.schoolscience.co.uk>

Skool

<http://www.skool.co.uk>



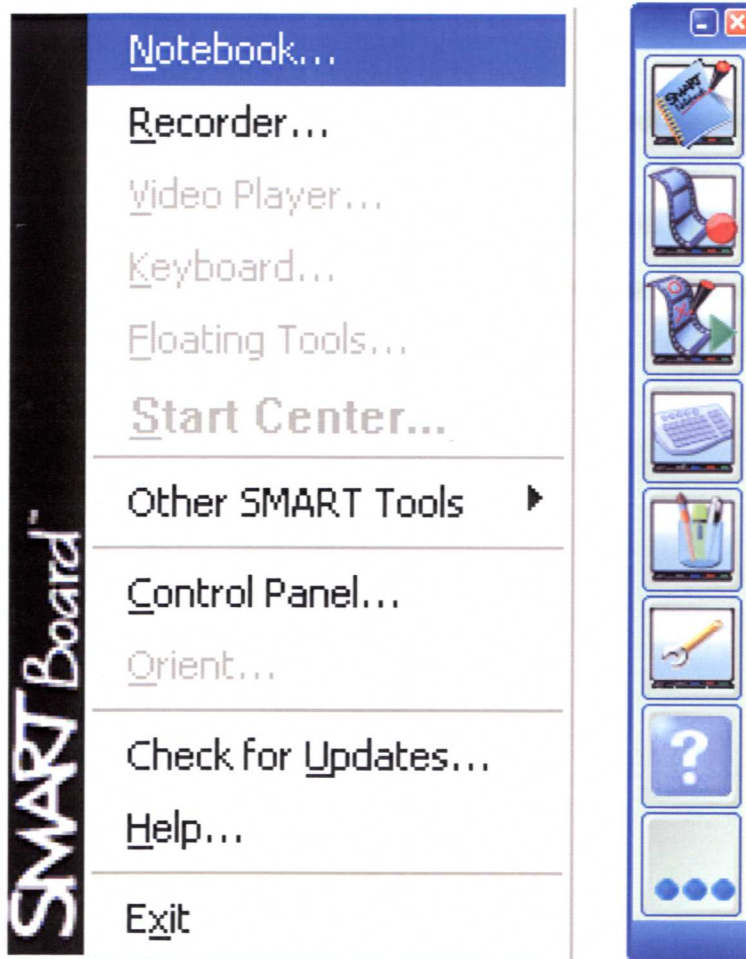
Save these in the attachments within the Notebook Software.

Other SMARTboard Features

All of the above features are found within the Notebook software, and are all available when the user is or is not connected to the SMARTboard. This means lessons can be prepared when the user is away from the board, e.g. working from home.



However, when the board is connected, other additional features become available to the user. By selecting 'Start Center' the menu will also look a little different.



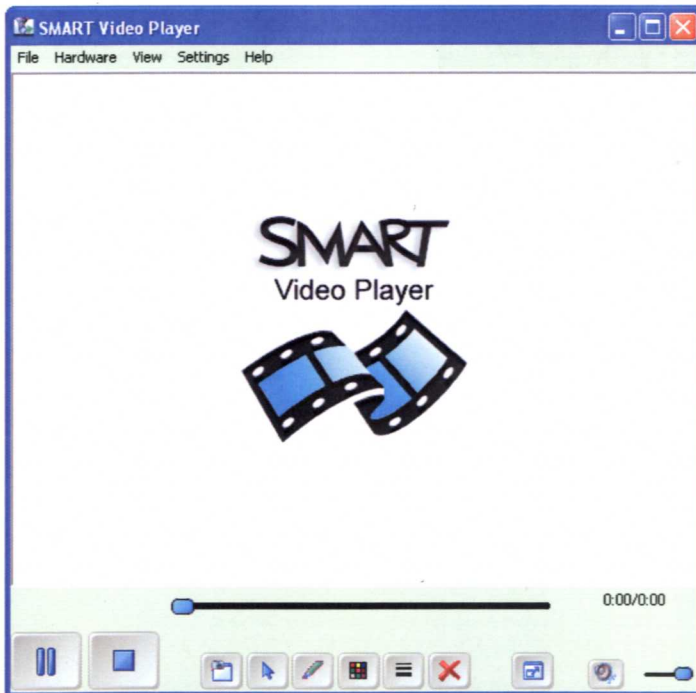
Recorder

Create a record of everything that you do on the interactive screen by recording your actions and your words as a video file (you will need a microphone to record your speech). This can then be saved as an AVI file to place on the intranet or internet for users to review.



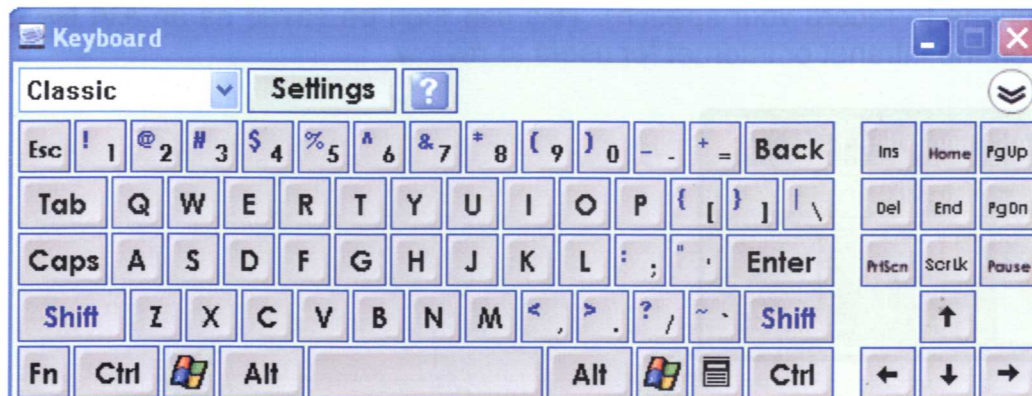
Video Player

This tool can be used to play videos that you already have as well as playing files that you have recorded using the previous tool.

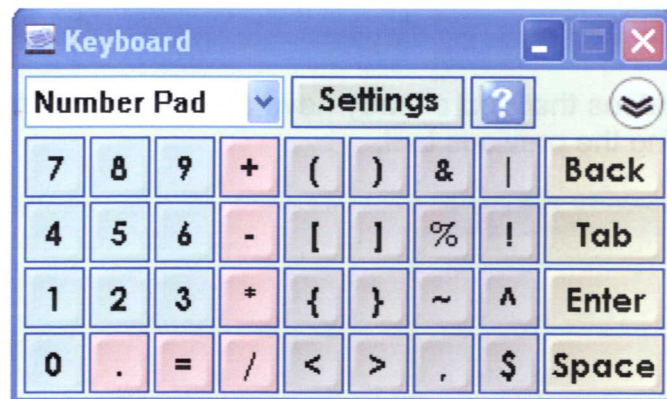


Keyboard

By selecting this tool you can very quickly add text into a document.



You can change the mode from 'Classic' to 'Number Pad' etc

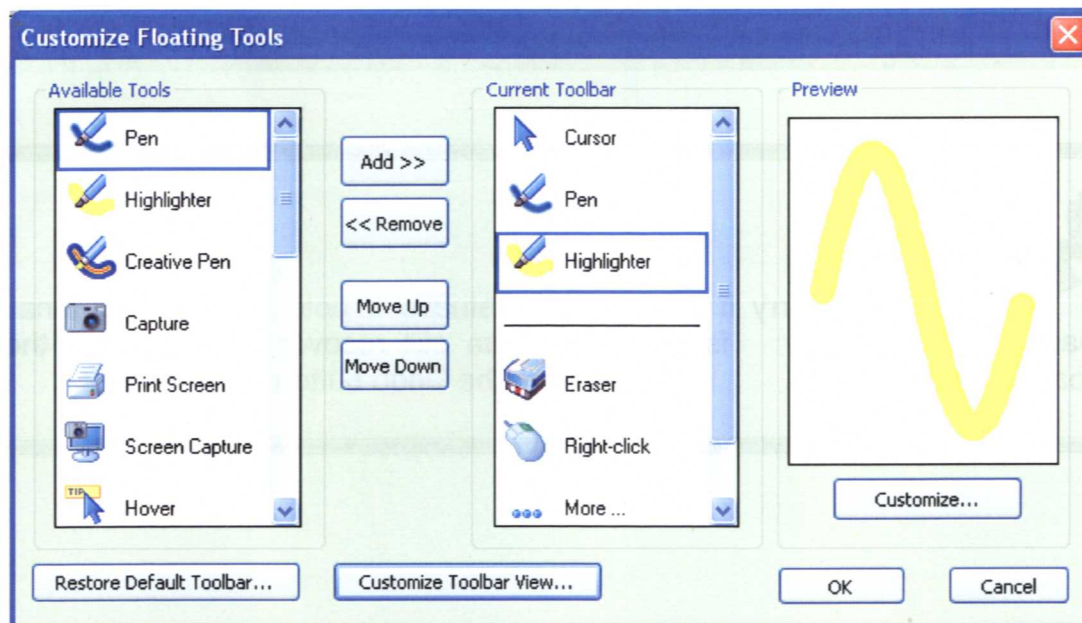


Floating Tools

Whilst working in other applications, outside of SMART Notebook, the floating tools can be used.


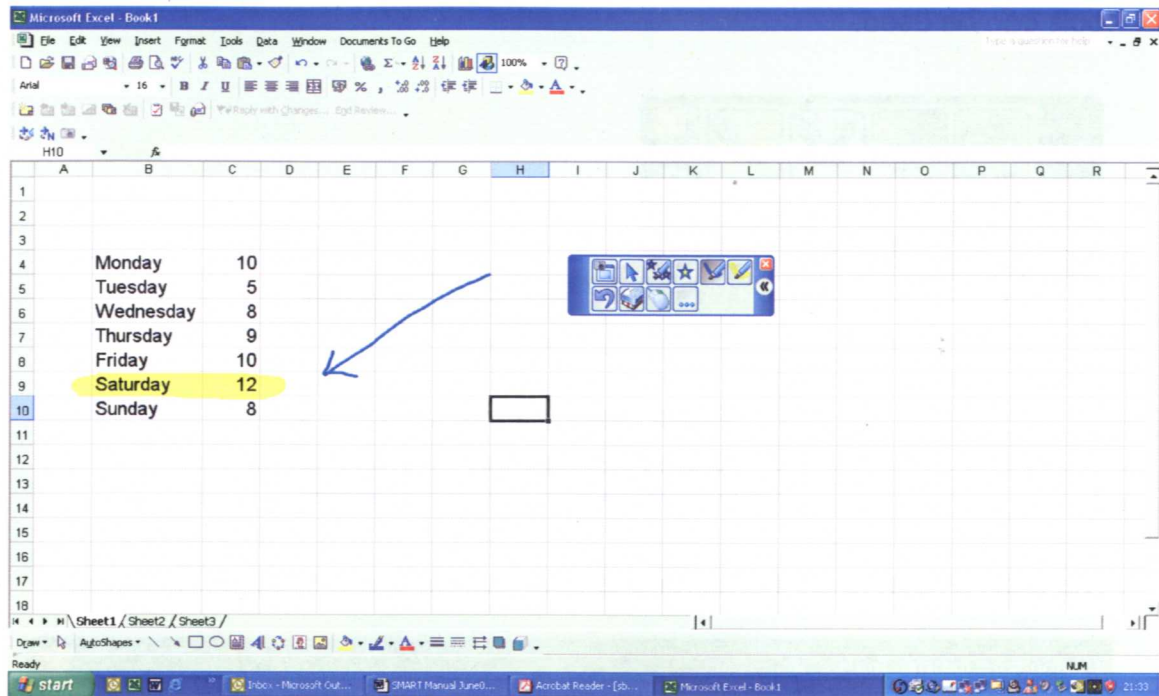


The tools available on the floating toolbar can be customised as required.



Tools can be added or removed from the floating toolbar and then put in which ever order best suits your requirements.

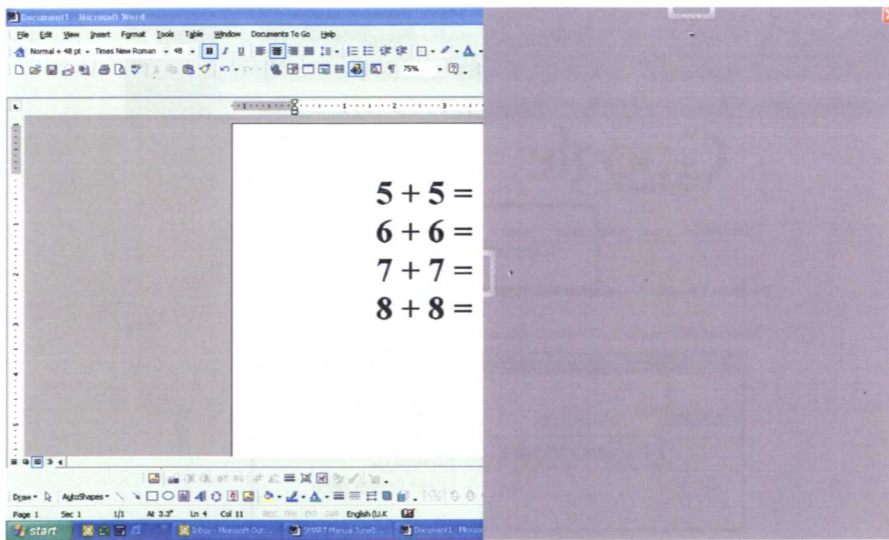
Within Excel, for instance, the floating toolbar can be used to highlight key information or draw attention to a particular area as required.



Don't worry if you want to retrieve a note after its thumbnail image is gone. You can still recover it by opening the Floating Tools and pressing the Undo button.

Screen Shade

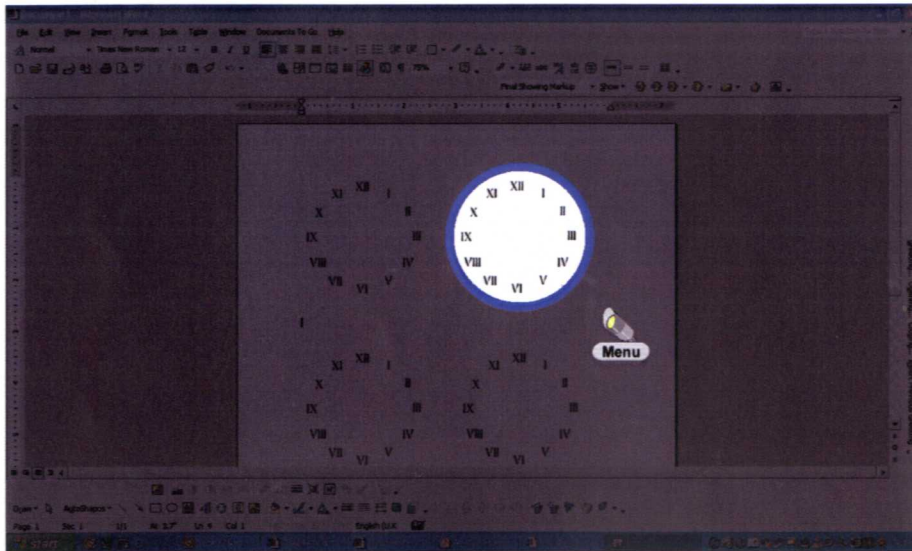
You will find this tool within the menu, under 'Other SMART tools'.



This tool is useful for either directing attention at a certain point on the screen (or even to stop focus being on the screen) or even hiding answers!

Spotlight

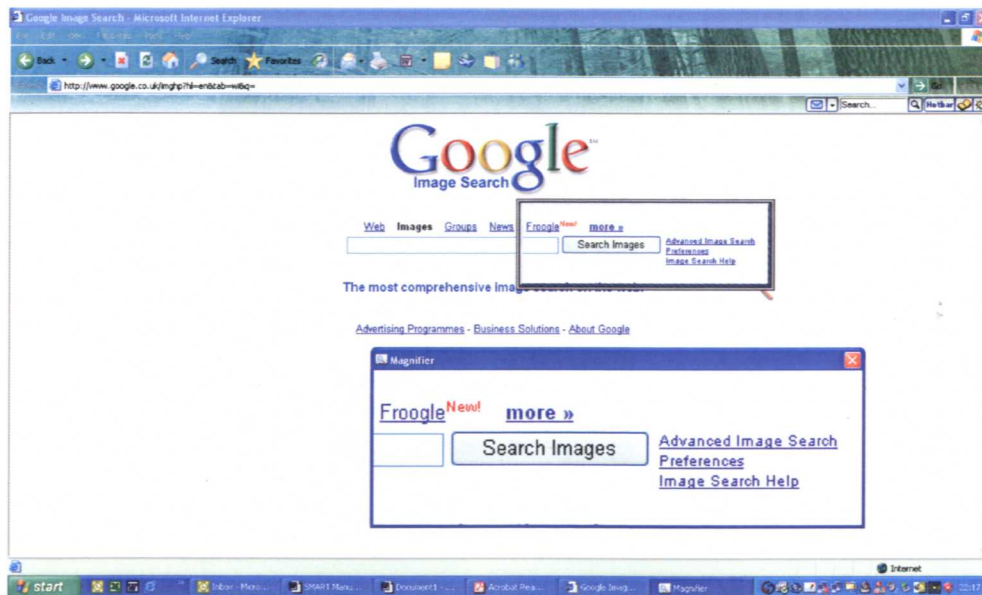
You will also find this tool within the menu, under 'Other SMART tools'.



It is perfect for focusing attention on a particular area of the screen. You can select different colours and transparencies when you go into the menu.

Magnifier

You will also find this tool within the menu, under 'Other SMART tools'.



It is ideal for enlarging small text on a page, or just for effect.

Calculator

You will also find this tool within the menu, under 'Other SMART tools'.

