

# SMARTBOARD TRAINING HANDBOOK



Image from: <http://imgsrv.wbee.com>

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## **Smartboard Notebook Software:**

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# GETTING STARTED

## Downloading the Smartboard Software

You do not need to have a Smartboard attached to your computer in order to use the Smartboard Software. You may download the software on your teacher computer and/or your home computer.

If you already have a Smartboard software version on your computer you need to uninstall it in order to install the 10.0 version

### Installing Smartboard Notebooks Software 10.0

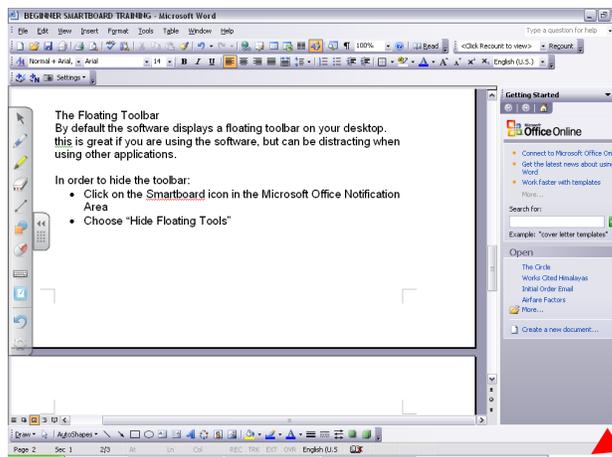
- Go to: <http://smarttech.com/NB10ProductKey/Download.aspx?lang=eng-U.S.>
- Choose the Software you want – usually Smartboard Notebook Software for Windows – then click on the link
- Choose “Run” then follow the prompts.
- At some point you will be asked for a product key. Please consult with your technology coordinator for the specific key code for your educational institute.

### The Floating Toolbar

By default, the software displays a floating toolbar on your desktop. This is great if you are using the software, but can be distracting when using other applications.

In order to hide the toolbar:

- Click on the **Smartboard icon in the Notification Area**
- Choose **“Hide Floating Tools”**



Notification Area  
and  
Blue Smartboard  
icon

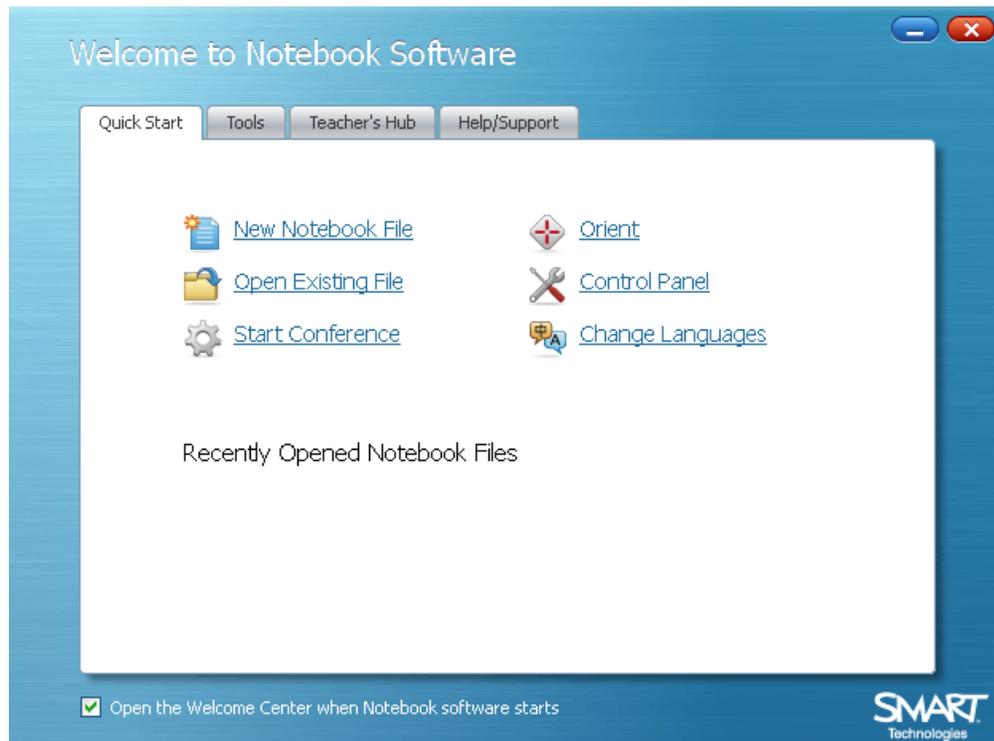
# GETTING STARTED

## Welcome Page

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When you launch the Smartboard software the Welcome Page will appear. You can also get to it by clicking the blue Smartboard icon in the MS Notification Area.

The Welcome Page is an easy to use menu for accessing all areas of the Smartboard Software.



# GETTING STARTED

## Orienting the Smartboard

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Your finger is your mouse when using a Smartboard. In order to maintain accuracy you need to “ORIENT” your Smartboard.

There are four ways to get to the “Orient Page.”

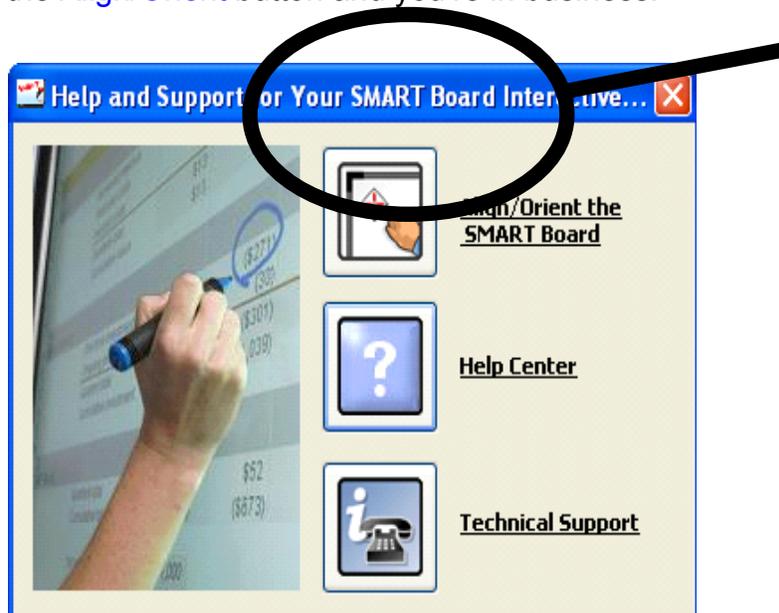
1. From the **Welcome Page**, click on “Orient.” OR
2. Press and hold the “**keyboard button**” **AND** the “**right click button**” on the Smartboard’s Pen Tray at the same time. OR



**Press and hold down both buttons on the pen tray at the same time and then release.**

3. Click on the ? button on the Smartboard pen tray – just in front of the eraser. This screen should automatically appear:

Click on the [Align/Orient](#) button and you’re in business.



# GETTING STARTED CONTINUED

## Orienting the Smartboard

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4. Alternatively this application can be launched from the [Start Center](#) by clicking on the [More](#)  button and selecting [Orient](#).

Press firmly in the exact centre of the crosses that appear. This allows your touch on the screen to be accurately translated as a click on the computer screen.



### ***Controlling the board with your fingers***

Once the board is set up, any pressure on the board is translated as a left hand click with a mouse. You can operate all aspects of the desktop in this manner:

- Opening programs
- Moving windows
- Pressing icons

A right click can be produced by first pressing on the right click button on the pen tray and then applying pressure to the board with your finger.

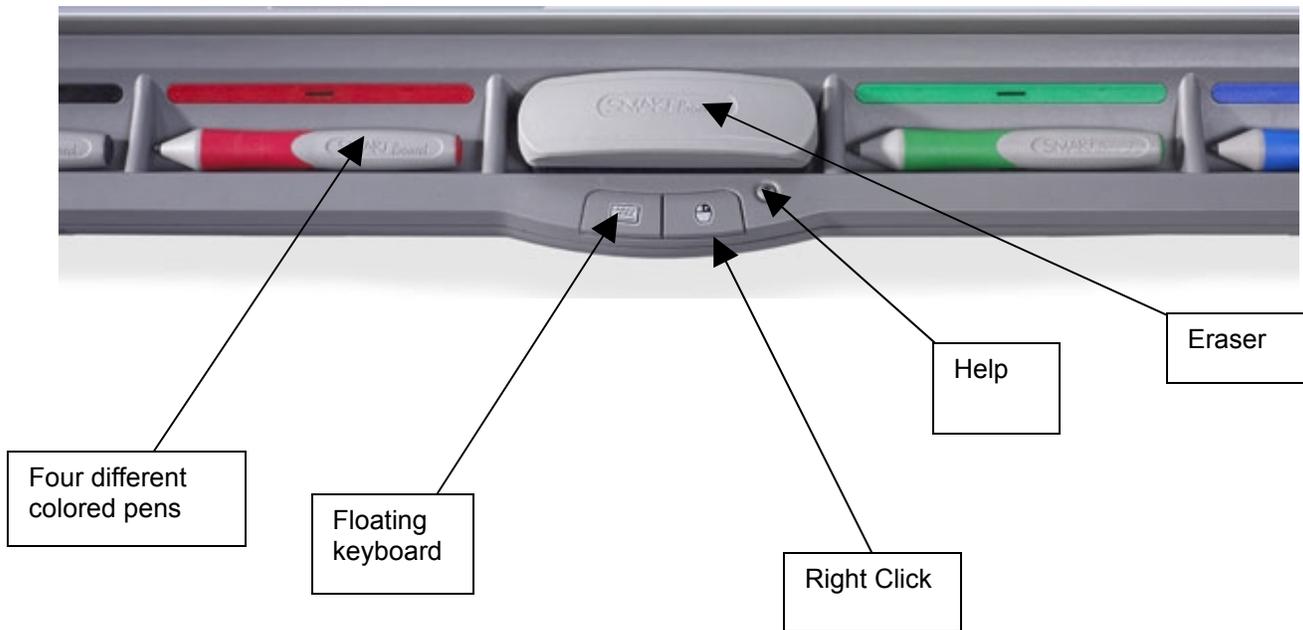
Alternatively, right click functionality can be obtained by simply holding your finger on the board for three seconds. After this time the appropriate menu will magically appear!

# GETTING STARTED

## The Pen Tray

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The pen tray attached to the Smartboard allows you to interact with the board



Smart Technologies Handout: [Hardware Basics for the Interactive Whiteboard](http://www.smarttechnologies.com/whiteboard/hardware-basics-for-the-interactive-whiteboard)

# DIGITAL INK LAYER

## Overview

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A good resource when you are using interactive websites or other existing resources online.

When you pick up a pen tool from the Smartboard two things happen:

- a border appears around your desktop
- a floating toolbar appears

You now have the ability to write on an invisible layer over whatever you have on the screen.

You also have the ability to save anything you write.

The Digital Ink layer will remain active until all tools are replaced in the pen tray and you touch the board. At that point a menu will pop up and you will choose to either:

- Save Ink – save an image of the screen
- Clear Ink – clear the writing, but keep the Digital Ink Layer
- Close Ink Layer – clear the writing and close the Digital Ink Layer

If you accidentally clear your writing, you can click on the “Undo Button” to restore your work.

## Using Secondary Applications

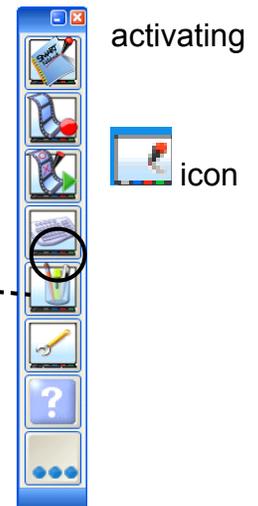
The Smartboard software allows you to project the image of any application onto the Smartboard and to write or draw over the top of the application. This can be useful when you are demonstrating the features of an application to a group or when you are using the internet, CD Rom, PowerPoint presentation etc.

Here's how you do it:

Load up your secondary application, e.g. PowerPoint presentation, CD Rom, video footage.

Lift up a pen from the pen tray. This has the effect of placing a virtual piece of transparent plastic over the screen. Writing on the screen now occurs without the elements of the program (e.g. icons).

Alternatively use the floating tools (which can be loaded either by clicking on the [floating tools](#) icon or by selecting floating tools from the [Start Center](#)).

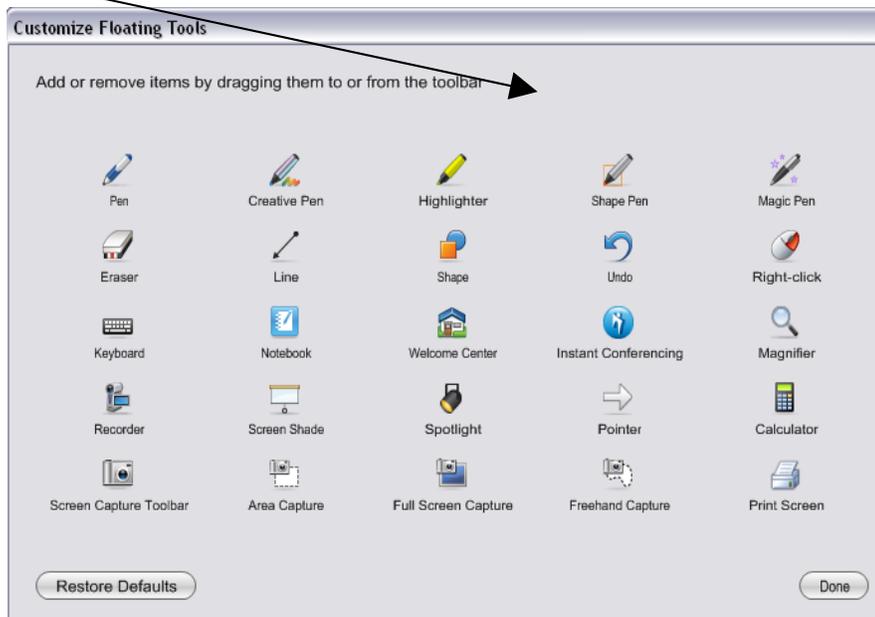
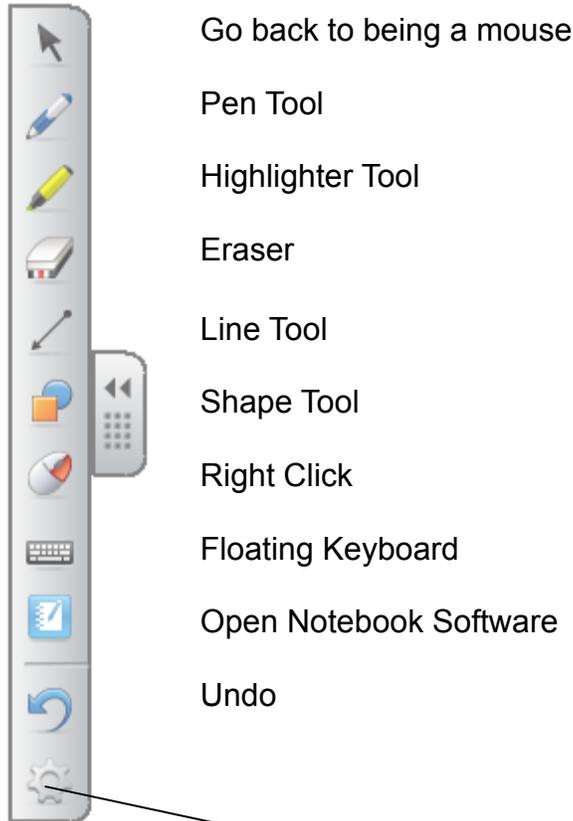


Erase writing using the board rubber or the [circle and tap method](#) (Circle the area for erasing and then tap in the middle of the area – kids are really impressed by this!). You can also just use your finger after pressing the eraser icon on the floating tools.

**Continue annotating as desired. To remove virtual transparency and continue with the program replace the pens and press once on the board.**

# DIGITAL INK LAYER

## Floating Toolbar



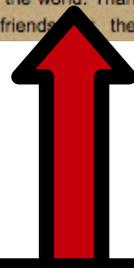
Smart Technologies Handout: [The Floating Tools Toolbar](#)

# DIGITAL INK LAYER

How would I use this in the Classroom?

Prompts: What websites do I currently use, that may benefit from this technology?  
What lessons would be enhanced by using interactive websites?

Please take 20 minutes to review the collection of content based websites found at the Innovative Educator Blog at <http://ie20-naomi.blogspot.com>



**Content websites found in this area**

# INK AWARE APPLICATIONS

## Overview

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The Smartboard Ink application can talk to other software applications including MS Word, Excel, PowerPoint and Adobe.

Your notes can be saved directly into the Word, Excel or PowerPoint file and will be visible the next time you open your document.

A mini-floating toolbar is incorporated into the other software application.

Smart technologies Handout:

[Using Microsoft Office Applications with SMART software.](#)

Smart technologies online tutorials:

[Ink Aware](#)

An online tutorial that reviews the Smartboard features when using Microsoft Excel and Word.

[PowerPoint Software](#)

An online tutorial that reviews the Smartboard features when using Microsoft PowerPoint

# INK AWARE

How would I use this in the Classroom?

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Prompts: What Word, Excel, or PowerPoint documents do I currently use, that may benefit from this technology?  
What lessons would be enhanced by using Word, Excel, PowerPoint and ink aware?

# SMARTBOARD NOTEBOOK SOFTWARE 10.0+

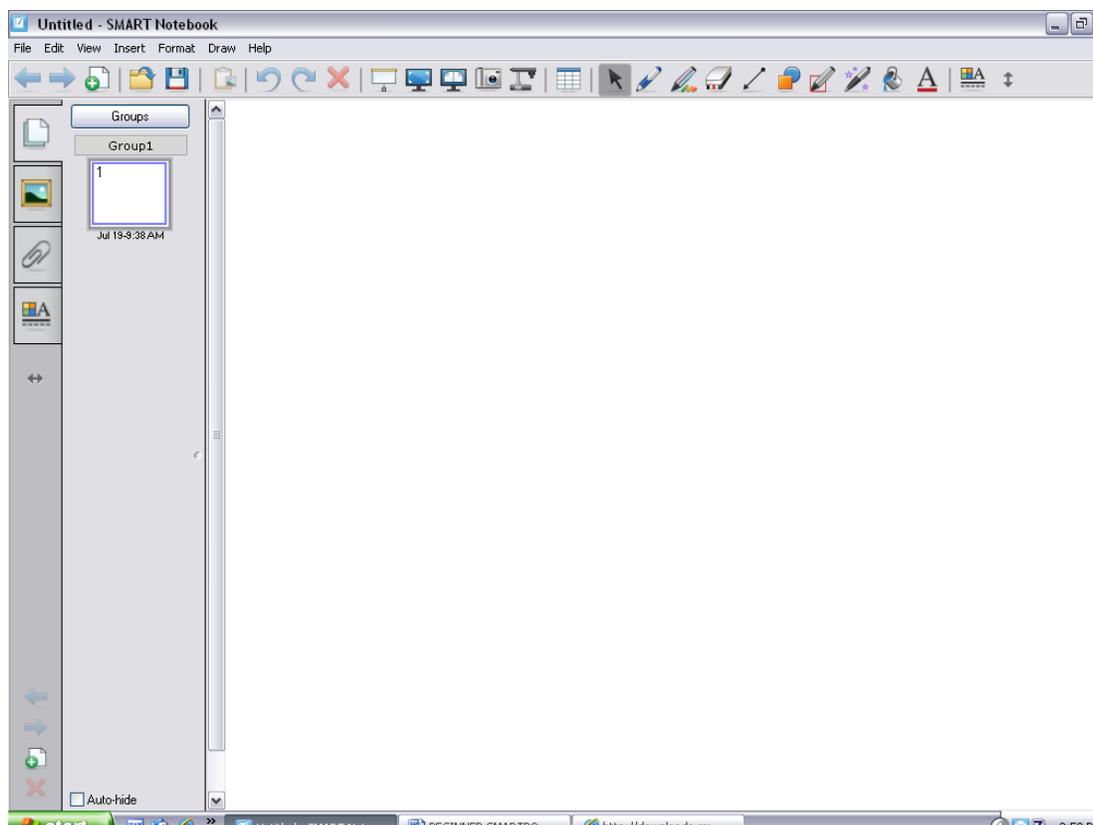
## Overview and Work Interface

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From the Welcome Center you can open a “New Notebook File”

- You can fill this work space with objects like text, images, video and interactive buttons.
- You can add as many pages as you need and organize them in groups
- You can access the Page Sorter, Gallery, Attachments and Object Properties as well as manage information using the toolbar.

The work interface will look like this:



Smart Technologies Handout: [Notebook Software 10.0 Toolbars](#)

# SMARTBOARD NOTEBOOK SOFTWARE 10.0+

## Objects

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All text, graphics, buttons and interactive items exist as objects on the work area.

You can do the following to objects:

Move

Resize

Rotate

Clone

Lock

Group

Order

Flip

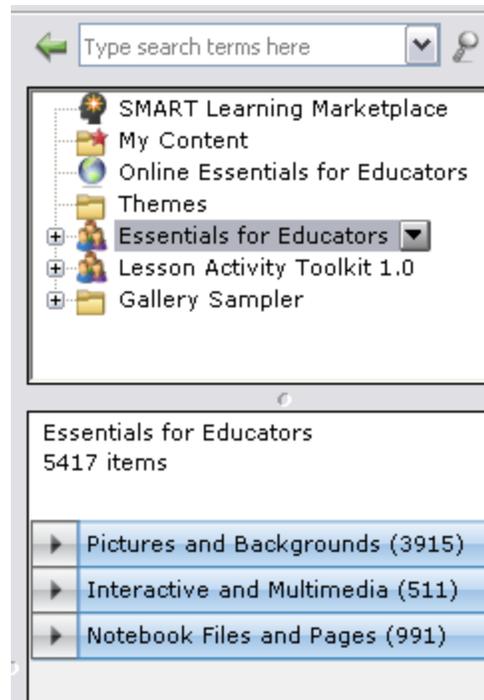
Link

# SMARTBOARD NOTEBOOK SOFTWARE 10.0+

## Gallery

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The gallery is a searchable database of graphics that you can drag into your work space. You can also save graphics in a “My Contents” folder in this section.



Smart Technologies Handout: [Working with Notebook Gallery Collections](#)

# SMARTBOARD NOTEBOOK SOFTWARE 10.0+

How would I use this in the Classroom?

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Prompts: What lessons do I currently have that would work well in Notebook?  
What lessons would be enhanced by using Notebook?

# HANDS ON PRACTICE

## Activities You Could Try Today

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1. Using the Innovative Educator Blog, you could search for interactive websites that would work for your subject area.
2. You could create a lesson using Notebook without using the gallery and get a sense of how objects operate.
3. You could create a Notebook lesson using graphics from the gallery.
4. Using the Smarttech Smartboard Tips Website, you could search for Notebook lessons that would work for your subject area.
5. Using Smartboard's Lesson Activities in the gallery, you could search for download Notebook lessons that would work for my subject area.
6. Enjoy the process. This is fun!

Innovative Educator 2.0 Blog  
<http://ie20-naomi.blogspot.com>

Smart Technologies Educator Resources:  
<http://education.smarttech.com/ste/en-US/Ed+Resource>

Smart Technologies Education Website:  
<http://education.smarttech.com/ste/en-us>

Smart Technologies Exchange (Online Community)  
<http://exchange.smarttech.com/Default.aspx?lang=en-US>

Smart Technology Instructional Videos:  
<http://education.smarttech.com/ste/en-US/Community/Videos.htm>

Smart Technologies News and Research  
<http://education.smarttech.com/ste/en-US/News+and+research>

# THE NOTEBOOK INTERFACE

The notebook is your new best friend. It's approachable, reliable, full of good ideas.

Like all programs these days, you're immediately faced with a confusing array of supposedly totally intuitive icons.



Whilst some of the icons are pretty familiar to all computer literate three-year-olds, the rest can be a bit confusing. However, when you get to know them, you'll soon be using them as if you'd known them since birth. Here's what they all do



Moves to the previous page or the next one. If you're already on the last page a new one is added.



Adds a new page wherever you want one inserted.



Opens a new Notebook file



Saves a Notebook file



Pastes an object that you've copied onto the clipboard



Undoes the last action or redoes it again. Whichever you desire.



Deletes the selected object.



The screen shade allows you to keep the content of your screen a closely guarded secret away from prying eyes. When you wish to reveal your enigma, simply drag the shade away from top, sides or bottom.



Switches between full screen view, which is best for classroom use, or normal view, which is best for constructing pages.



Is the **Screen capture** device which allow you to 'steal' (in the nicest possible sense) text or images from anywhere else on your computer screen.



Allows you to **select** an object



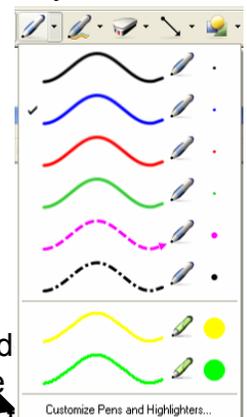
Is the **pen** tool. This allows you to select a variety of colored pens to draw lines, arrows and highlighting. All are customizable by clicking on the appropriate button – I won't insult your intelligence...OK, I will then...



Is the **creative pen** tool. You'll have great fun with this one. Good for mind mapping and prettying up dull slides



The **eraser** tool offers you three levels of erasing from fine erasing (when you've spelt sentence incorrectly and want to make a quick change without starting the whole word, or even sentence, again. Normal erase and Turbo erase (for when your form group have been let loose!) involve progressively larger erase areas.



# THE NOTEBOOK INTERFAFACE CONTINUED



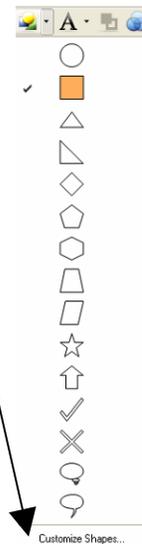
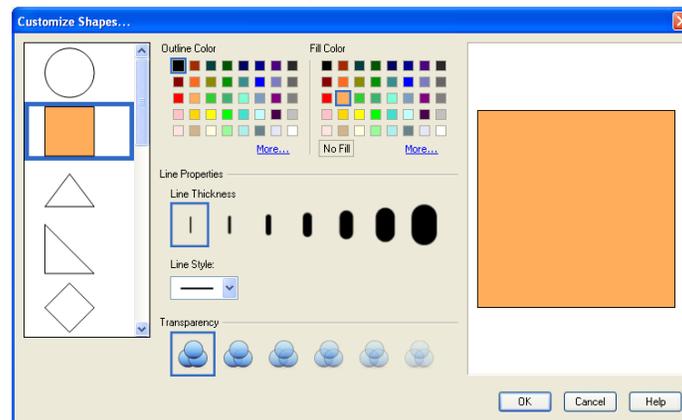
Loads of great line options to choose from for labeling etc.

Shapes – click on the button and select the shape you desire then

customize it using the icons on the right hand side

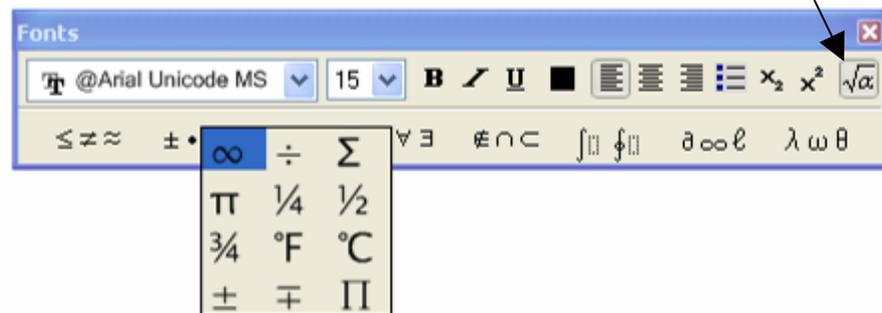


I find this easier to do by simply clicking on [customize](#) at the bottom of the list and then playing with the options until I'm happy with the results.



Clicking on this button allows you to enter text directly onto the Notebook. Handy because you can rely on it being clear and legible. However, what about all of those fancy symbols that you

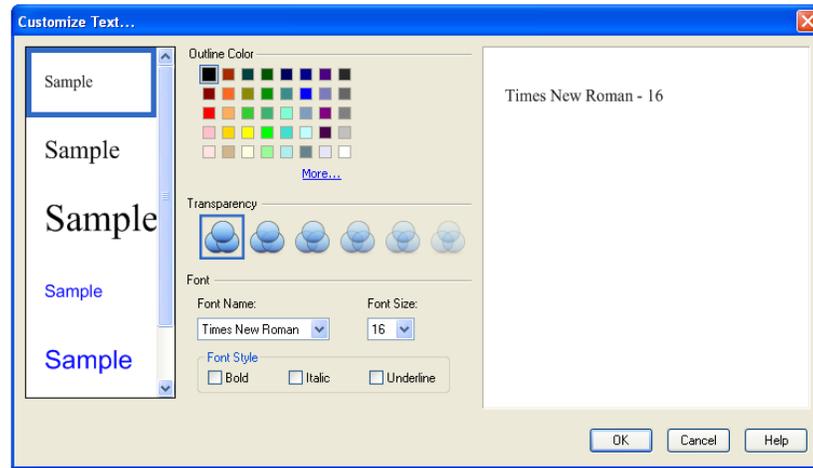
sometimes need? No problem. Click on the  symbol



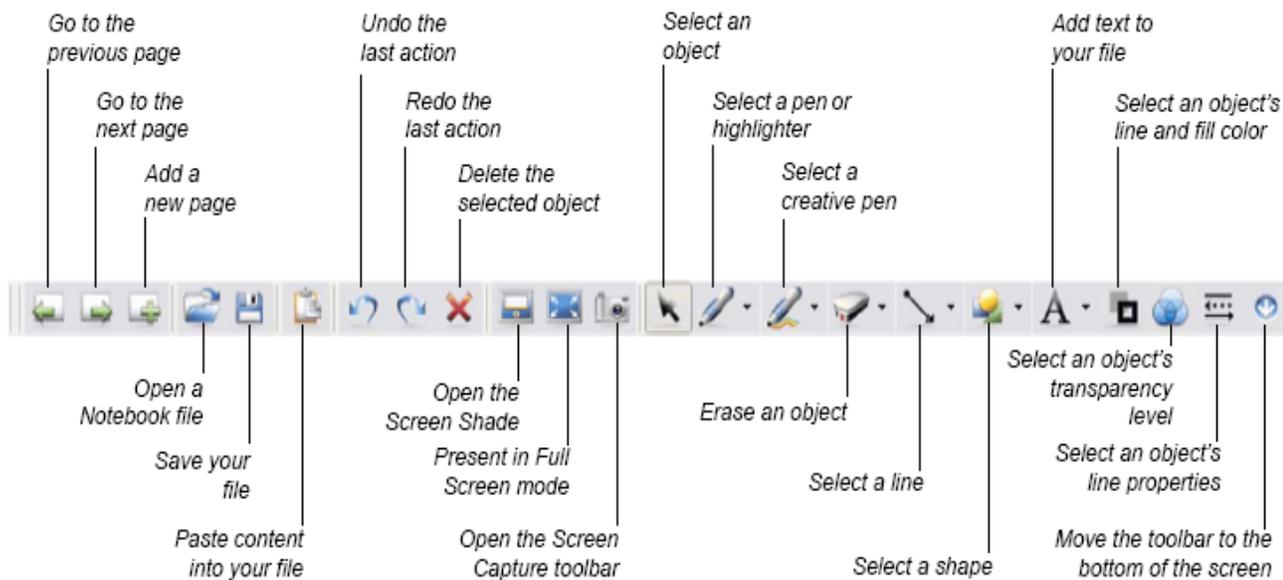
and all of these other symbols become available, superscript, subscript, fractions, greek – you name it...it's there!

If you then decide that you want to customize your text click on the text and choose [customize](#). The following screen will then appear which gives you more fonts than you'd ever wish you use. It also allows you to customize the text to your specifications.

# THE NOTEBOOK INTERFAACE CONTINUED



Here is a summary of all of the functions which you could always print off and laminate if you want a reference guide.



# THE FLOATING TOOL DETAILS

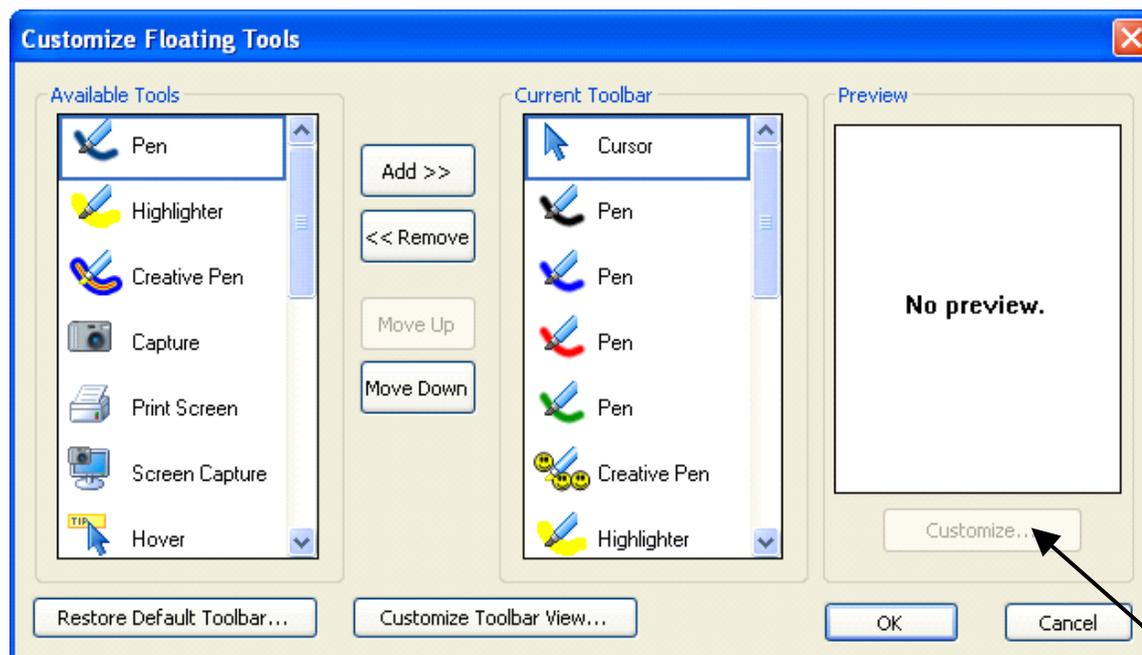
Floating tools (which can be loaded either by clicking on the Smartboard tools icon and selecting [floating tools](#) or by selecting floating tools from the [Start Center](#)) can be customized to meet your requirements and used with all programs when linked to a Smartboard (unfortunately they cannot be loaded when the laptop is disconnected from board).



be  
the



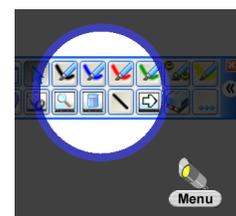
To customize the floating tools, click on the [More](#) button  and select [Customize floating tools](#).



From this window simply add the features you'd like to be in the floating tools (my selection is shown above). Each tool can then be customized by, you guessed it, clicking on the [customize](#) button (don't you just hate z's abused in this way!). Now, here there are some really flashy gizmos that you can add to floating tools to give that extra bit of panache to your presentation. I'd recommend the following:



A [spotlight](#) which allows you to see only a portion of the screen whilst the rest is either black or as transparent as you desire. The spotlight is moved by dragging anywhere outside the visible region.

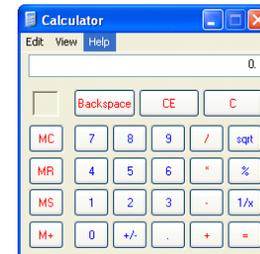




The **magnifier** does just what it says. Two windows appear. One can be dragged anywhere on the screen and selects the area for magnification. The second, the **viewing screen**, shows the magnified image.



If you want to increase the size of the image just drag the edge of the viewing screen and both areas will expand. Introduces a **calculator** to the screen at a single click. What could be more helpful? (OK, a massive pay rise and shorter working week would help a bit as well!)



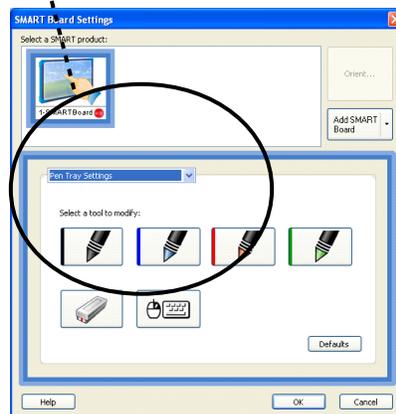
## CUSTOMIZING THE PEN TRAY

You can also customize the pens and eraser on the pen tray. Here's how:

- Choose **Control panel** from the **Start center** or from the  which appears when you click on the  icon.
- Select **Smart board settings** from the window which appears
- Select **Pen tray settings** from the list which appears and customize to your hearts content.



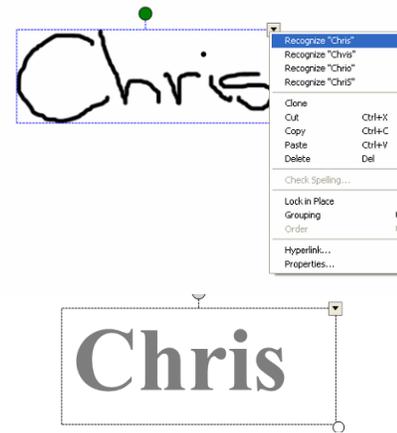
menu



# HANDWRITING RECOGNITION

When you write on the Smartboard you have the option to convert the barely legible script into beautifully clear computer fonts.

Simply write the word, put the pen down (or press the tool  if your using the floating tools) and press on the button  on the top right hand corner of the word. The software tries its best to recognize your writing and give options. Simply select the best option. And here it is...



to  
select  
menu

## The Smart Keyboard

If you want to add text directly onto the keyboard you could always go over to your laptop and type in directly. Alternatively, you could always decide to use the Smart Keyboard.

You load it by clicking on the keyboard button on the pen tray it looks like this:



All you then have to do is press on keys to type on the screen.

and  
the

# CONTROLLING OBJECTS SO THEY DO WHAT YOU WANT

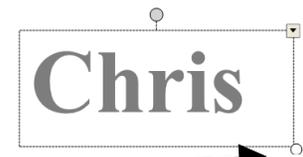
As with any class, there are those who need building up, those who need cutting down to size, those who need to be moved to work optimally and those who simply need placing in the background – note that I didn't mention deletion here at all! Here's how you achieve this within the Notebook program:

## 1. Moving objects

Each shape, image or text you enter on the Smartboard immediately becomes an object. You can move all objects around the screen by simply pressing on it and dragging it to your required location.

## 2. Resizing objects

Simply grab hold of the small circle located on the bottom right corner of any object and drag it to resize.



hand

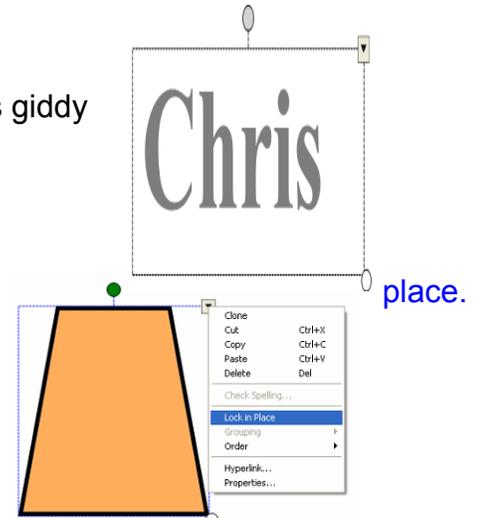
### 3. Rotating objects

It's the green handle this time. Grab this and spin the object until it's giddy and vomits on the pen tray!

- Locking and unlocking objects

Click on the top right hand corner of the object and select **Lock in Place**. The obedient little object will do so and refuse to be moved from then onwards. If you do decide to release the little fellow, you can

do so by clicking on the object again and selecting the  icon which appears in the top right hand corner of any locked image. This gives the option: **Unlock Annotation** – phew, what a relief!

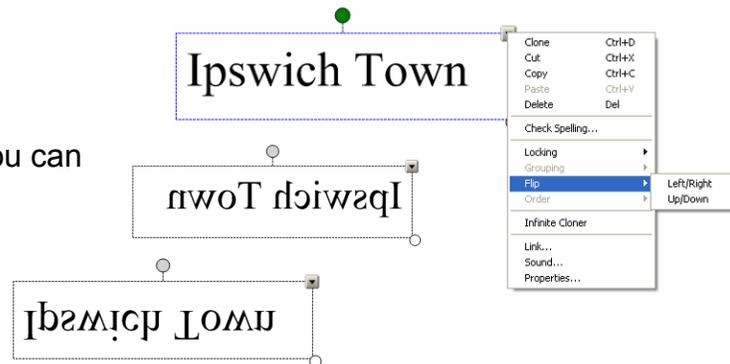


You can also go a bit further than this now. You can choose the **Allow move** option where you can move the object around but not rotate or resize it.

If that's not enough, another option is **Allow move and rotate** where anything goes except resizing!

- Flipping

A useful one for mathematicians- Take any object (even words) and you can flip it to your heart 's content.

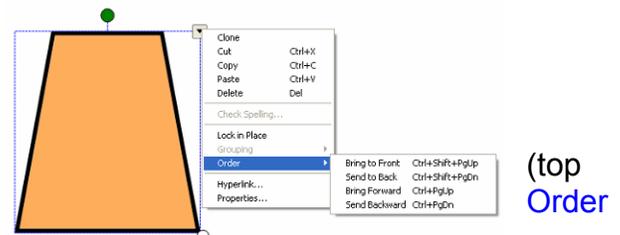


- Reordering objects

Just as in other programs, you can stack objects on top of each other using the commands:

- Bring to front
- Send to back
- Bring forward
- Send backward

All of these are available from the **object menu**  right hand corner of a selected object) and the menu item.



#### 4. Grouping

Two or more objects can be grouped together by selecting them (you can do this by holding down the control button on the computer keyboard while you select the desired combination of objects) and then clicking the **object menu button**  of any object and choosing **grouping** and then **group**.

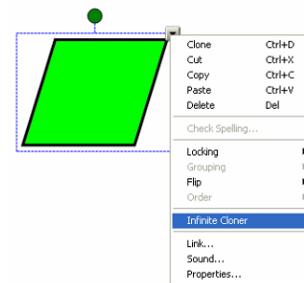
You can also select multiple objects a bit quicker in the following ways:

A. **Ctrl A** tapped together will select all of the unlocked objects on the screen at once.

B. Alternately, you can use the cursor to drag an imaginary rectangle around the objects of your choice and they'll all be selected.

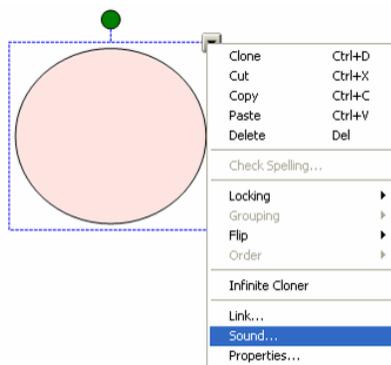
- **Infinity cloning**

Choosing **infinity cloner** allows you to copy an object time again by simply dragging a new copy off the top of the old you're finish or die of boredom!



and time until

- **Adding Sounds**



To add a sound to an object or text simply click on the **object menu** and select **Sound**.

You'll then see the following window appear

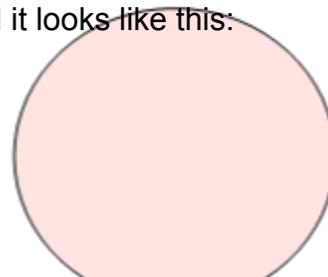


If you now click on the **Browse** button it will open **My Documents** and all you have to do is to locate the MP3 file that you want to play.

**HINT – SEARCH ON GOOGLE FOR MP3 SOUNDS – THERE ARE LOADS TO DOWNLOAD FREE!**

As soon as you click on **OK** a sound file is added to the object and it looks like this:

Clicking on the loudspeaker icon then plays the sound.



## ADDING IMAGES TO THE SMARTBOARD GALLERY

The Notebook program comes with a **Gallery** tab at the side of the page. Click on this and thousands of images, backgrounds, templates, videos and sounds will become available.

You can search for appropriate items using the **search facility** included in the gallery. Simply type in the word you want to search on and click on the **search button**.

Here's what you can do with different items:

### Pictures

Drop as many as you like onto a page, resize them and build up a visual delight!

### Backgrounds

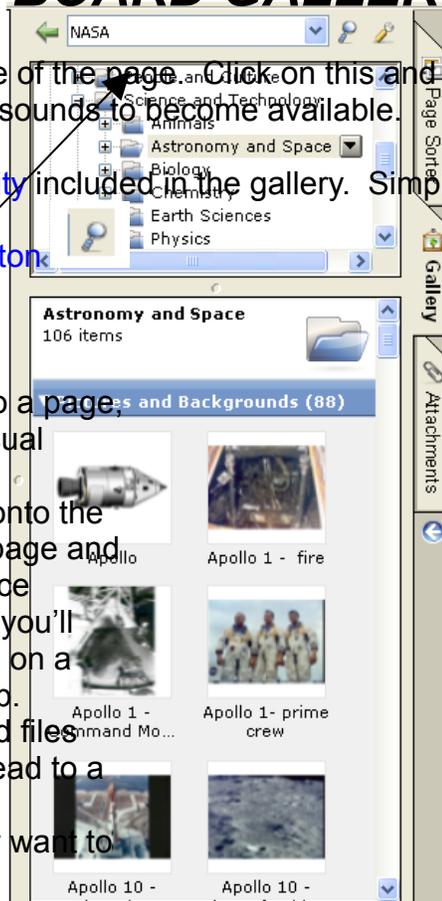
When you drag one of these onto the screen it will fill up the entire page and be automatically locked in place.

### Interactive and multimedia

These will often be items that you'll want to have as the only thing on a page, for example, a video clip. However, there are also sound files where touching a button will lead to a sound being played.

### Notebook files and pages

Individual pages that you may want to add in their entirety.



When you see an item you like, simply drag it onto the screen, resize it, lock it in place, flip it or anything else you'd like to do with it. What could be easier than that?

Any video clips are immediately provided with standard controls to play, pause, rewind etc. clips.

# ADDING IMAGES and TEXT USING CUT AND PASTE

OK, let's say that you want to take some text from a word document or from the internet and put it on your smartfile. Simply highlight the text you want, copy it (either using the keyboard shortcut – **Control and C** or the standard icon ) and then paste the text in place (using **Control and V** or the  icon).

It's the same story for images. Right click on any image and then copy and paste away.

**HINT** - A great way to search for these images is using the internet google search engine ([www.google.com](http://www.google.com)) which can be asked to search only for images.

## Some Wonderful Gallery Items

I really like these gallery items that are found within **Essentials for Educators/Administration and Evaluation/Enhanced Resources** (a catchy file location I'm sure you'll agree!). OK, I'm a bit sad, but hear me out. Try the following to really beef up your Notebook files:



Both of these are utilities where you can write a question on one side and then when you tap it, it turns around.

This timer is really handy for say to a class – you have 5 do this task. Drag the timer it's there for the whole class to hear when the time is up!



when you minutes to over and see (and



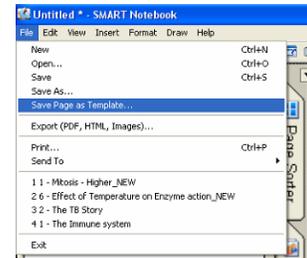
# Adding images to the Smartboard Gallery

If you find an image that you really like and want to keep it for future use, why not add it to your gallery? It couldn't be easier, just decide where you want the image to be stored (I suggest the [My Content](#) tab at the top of the gallery listing) and paste the image in. Give it a suitable name and you can be sure that it'll always be there for you.

## Creating and inserting notebook files or pages to the Smartboard Gallery

You've just spent loads of time creating a lovely notebook page that think you'd like to use often. Do you want to have to make it from every time? I don't think so! Do this instead:

1. Make sure the page is how you want to keep it.
2. [Click](#) on the Gallery Tab
3. Click on [Tool icon](#) 
4. Select [Add Current Page Content](#) from the menu appears and, as if by it appears in your own personal gallery collection
5. To use it, all you have to drag this page onto your

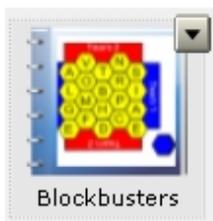
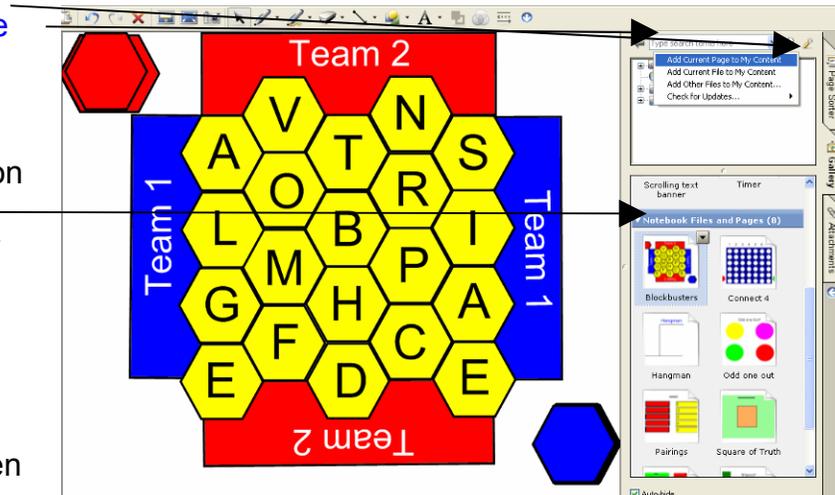


you scratch

to My that magic,

do is screen.

do this



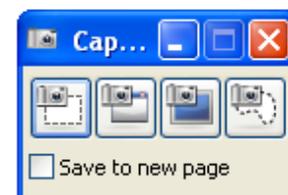
You can even with a whole

notebook or combination of pages in which case it'll appear with this icon. And you don't get much more exciting than that!

## ADDING IMAGES USING SCREEN CAPTURE DEVICE

How did I get all of the images for these notes? Is it some highly technical procedure that only super intelligent techno geek can carry out? No. It's all accomplished using a neat little utility called the [screen capture](#) device.

To launch the device [click](#) on the  icon on the toolbar and this window will appear.



friendly

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Now go to the place where you want to capture the image. When you do, the screen capture window magically stays with you all the way. Now you have four options:



Select area

Select a window

Select the whole screen

Select a section

Click the first button to **Select an area** for capturing. Simply click where you want the capture to start and drag a rectangle to where you want it to finish. When you let go the utility copies the image and pastes it automatically into a new page of the Notebook you're working on.

Click the second button to **select a whole window** from the many that might be open on the screen at once.

Click the third button to **select the whole screen** – say no more!

Click on the fourth button to **drag a freeform shape** around an image. As soon as you've finished it appears in your notebook.

### Using the Smart Recorder

Now this is a neat bit of kit to turn a static display into an all-singing, all-dancing west-end-production of a screen. And, what's more, even low IQ science teachers can use it with ease!

It looks like this:

Just three buttons: Record, Pause and Stop. So work? Well, here we go:



how does it

like to  
players  
stage with  
*stretch a*

- Set up your screen with the object you'd animate. It might be a sports field with demonstrating the offside rule, it may be a actors to model movements, **to really** point, it may even be a sentence with a split infinitive magically correcting itself!
- Press **Record** and start to move the objects you wish to animate. Press **Pause** when the movement is completed.
- Bring in new images, text etc. Remove now unwanted items.
- Press **Record** again and recording continues.
- Repeat steps 2-4 until finished and then press the **Stop** button.

The utility will now automatically convert your animation to a file which can be played directly within Notebook.

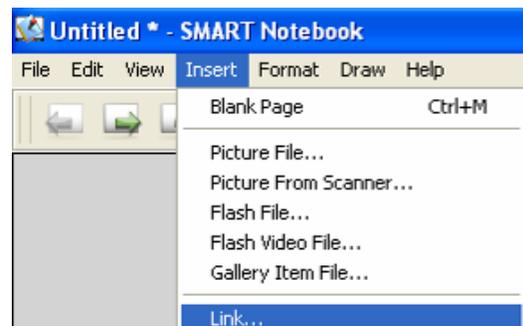
**WARNING** – the Smart Recorder is so smart that it'll automatically record sound as well as the movement of the images on the board if you have an inbuilt microphone on your computer. Beware on playback!

## INSERTING LINKS AND ATTACHMENTS

One of the neat features of the Smartboard is the way in which it is designed to minimize the time you spend developing the actual lessons. Let's say you want to use the Internet. How tiresome would it be to always have to minimize the notebook, load Internet Explorer, type in [www.gsn.org](http://www.gsn.org) and then wait for the site to load. Those clever people in Smartboardland have thought of this and allowed hyperlinks to be added within the Notebook, making navigation easy. There are two broad ways to do this:

The basic method

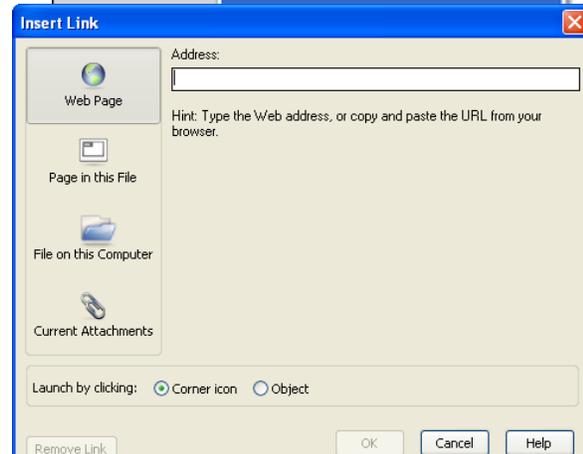
From the **Insert** menu, choose **Link**. A screen asking you to type in the internet address.



appears

**HINT** – to avoid typing out complicated addresses load up Internet Explorer, find the one you want and then copy the address from the address bar and paste it into the **Insert Link** window.

When you click on OK the hyperlink appears on screen like this:



site you

the

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

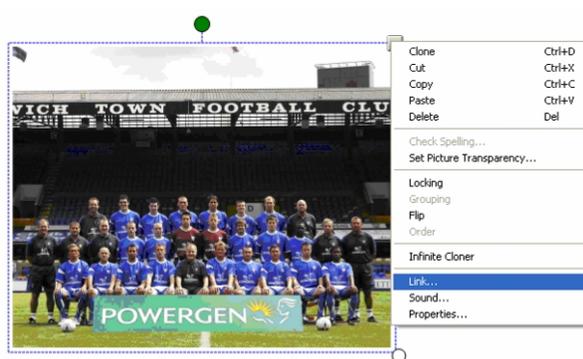
To jump to the site you simply click on the **hyperlink** button.

If the link looks a bit too user hostile then you can even change the text and color. The hyperlink remains the same, for example:

 *[Click here for a great footy site](#)*

The only slightly less basic way!

Feeling confident? Well, for a slightly more impressive presentation you could add a hyperlink to a shape or image instead. The procedure is exactly the same. Import the picture. Click on the object menu button , choose **Link** and away you go as before.



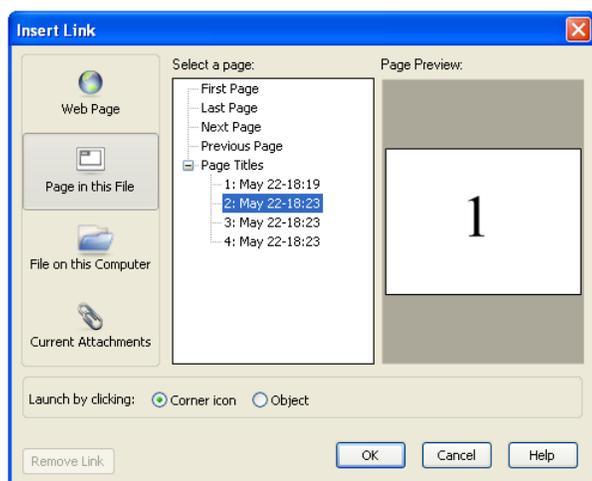
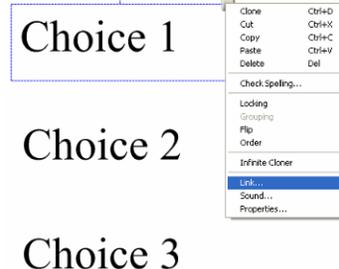
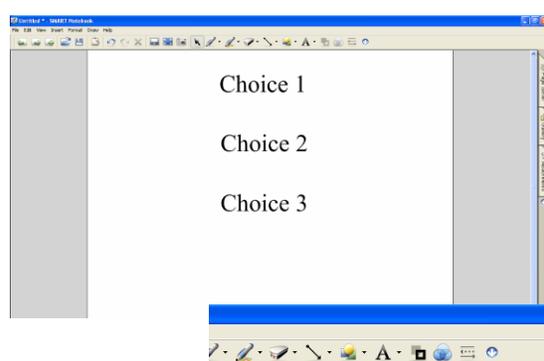
## LINKING PAGES WITHIN THE NOTEBOOK FILE

This is a great tool for setting up Notebook files can be more responsive in the classroom. Let's that you wanted to have the option of moving to three alternative pages from your first screen. like this:

Wouldn't it be great to be able to click on either of choices and to jump straight there. Well now you Here's how:

Highlight **Choice 1** and select **Link** again from the object menu.

Our familiar screen appears and this time we choose to link to a **in this File**. All we then do is choose which page we want to link



As soon as we click on **OK** the link is made and looks like this:

**Choice 1**

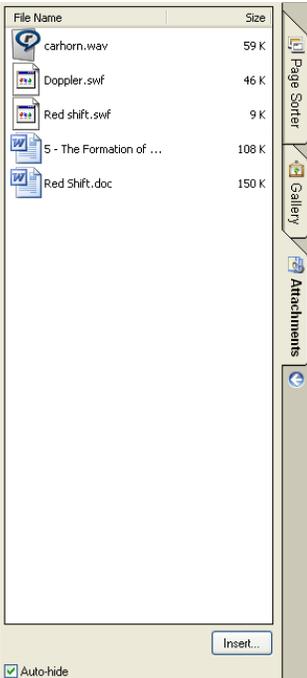


Clicking in the **Link** button takes you straight there.

In this same way you can link to files stored on your computer and files that you have attached to the Notebook file.

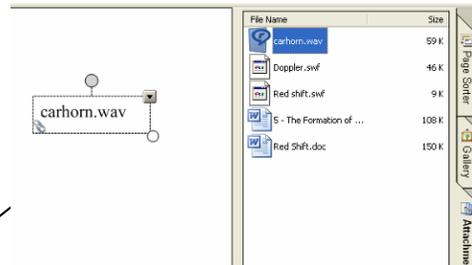
# INSERTING ATTACHMENTS

There comes a time in everyone's life when you want to branch out a bit and break away from the humdrum of everyday existence. The same is true with programs. To ensure there is an outlet for bored Notebook users there is the [attachment](#) tab.



When you click on this tab a window opens showing all the files you want to include with your Smartfile to keep it from getting lonely. Adding more files is easy. Just click on the [insert](#) button, choose [insert copy of file](#) which opens up [My Documents](#) from where you browse to the desired file and then click on [Open](#) to add in the files.

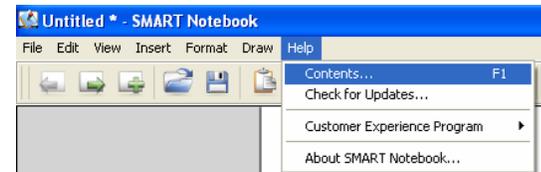
As if by magic they appear on attachment list to load up whenever you wish. You can drag them onto the main of the Notebook where they'll obediently sit until to click on load them up. Here's proof really possible!



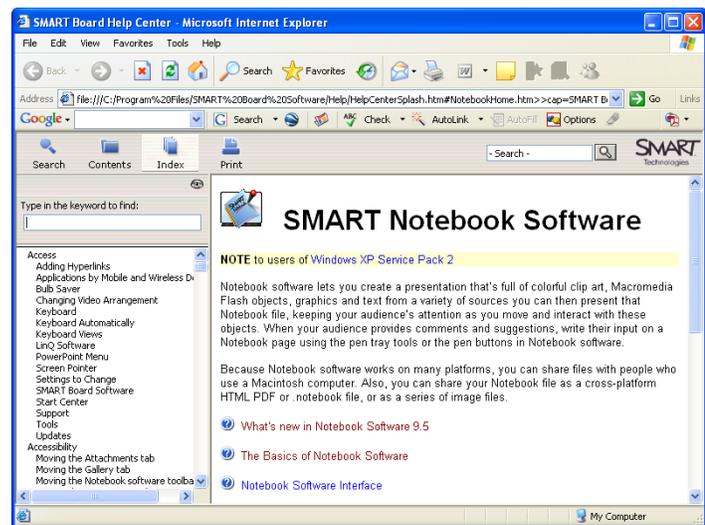
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## HELP!

Finally, no piece of software would be complete without a help guide. Now this used to consist of a 150 page .pdf file which you could download and use at your discretion. The problem was that every upgrade involved downloading a new copy. The solution is provided in this version. Clicking on [Help](#) and [Contents](#) brings up the following screen:



Just type in your keywords and read up-to-information about the task you're trying to out. The good thing is, when the software is upgraded, so is this guide!



date  
carry