

# SMARTBoard Basics

SMART Notebook Version 9.X

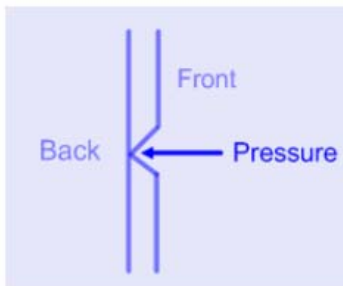
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## Hardware Basics

### *Click With Your Finger*

A press with your finger is the same as a mouse click. Press with INTENT! Only one point of contact will be registered.



When the front layer touches the back layer, a small electrical charge registers on a grid.

### *Orienting the SMARTBoard*

The SMARTBoard needs to know where your touch is on the computer screen.

To quickly access the orientation screen press the two buttons on the pen tray (directly below the eraser) simultaneously. To complete the orientation process, touch each point at its direct centre. The computer will record your screen press upon release. If you want to go back to the previous point, press one of the two buttons.



### ***The Pen Tray***

No batteries are required for the pens. Just pick up and write.



Once a pen is lifted, any object can be used to write on the SMARTBoard. The most recent item that is lifted from the pen tray is the active item.

### ***Writing and Erasing***

Use the pens to write on the board. Use the eraser to erase your writing. Remember to press firmly. Also remember that the SMARTBoard only accepts one point of contact.

### ***The On-Screen Keyboard***

To input text while standing at the SMART Board, press the on-screen keyboard button. While typing, remember that the SMART Board only accepts one point of contact at a time. The keyboard can be customized by changing the view and the settings. Try it.

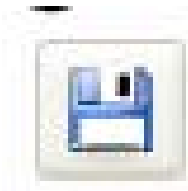


### ***The Right Click Button***

To access the right mouse button while standing at the SMART Board, press the right click mouse button. Your next screen press will be a right click.

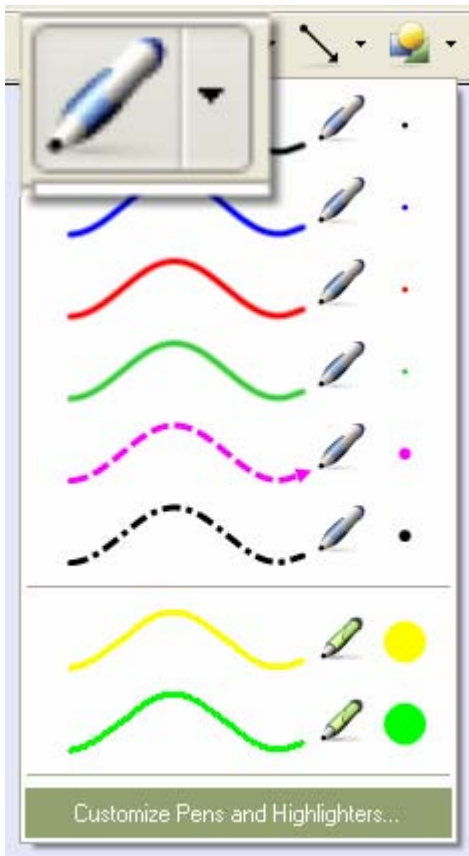
## SMART Notebook Software: The Toolbar

### *Saving Notebook Files*



From the toolbar, select the 'save button', specify the name and location. Then click save.

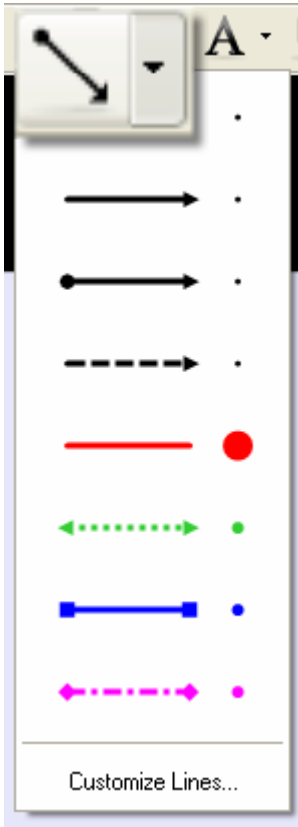
### *Pen and Highlighter*



The pen tool can be used to write, draw, or highlight in Notebook. The pens and highlighters can be customized by clicking on the 'customize' button at the bottom of the drop down menu.

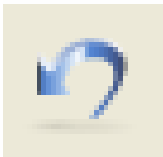


***The Line Tool***



The line tool can be used to draw different types of lines. Customize lines by clicking the down arrow beside the button and selecting "Customize Lines..."

***The "Undo" Button***

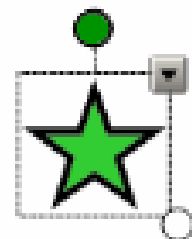


This button takes away what you last did on the SMARTBoard.

***Resizing and Reshaping***



Use the select tool to choose a shape then you can click, drag, and move it. Also, when selected the object will have a green circle: click and drag to rotate, or a white circle: click and drag to resize.

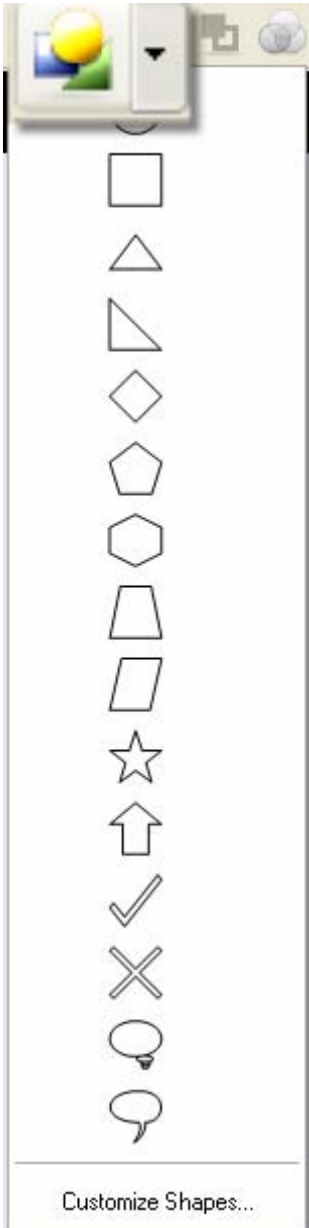


### *Deleting an Object*



Select an object, then click the delete button to remove it from the slide.

### *The Shape Tool*



Use the shape tool to create different shapes. Various shapes can be selected by clicking the down arrow. Shapes can be customized by selecting the 'Customize Shapes...' option within the menu.

***Navigation Buttons***



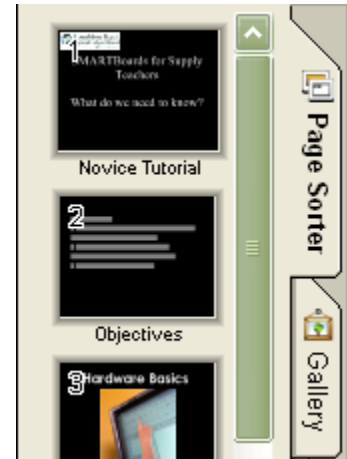
Use these buttons to go to the previous slide, next slide or add a new slide.

*Page Sorter, Gallery, & Attachments*

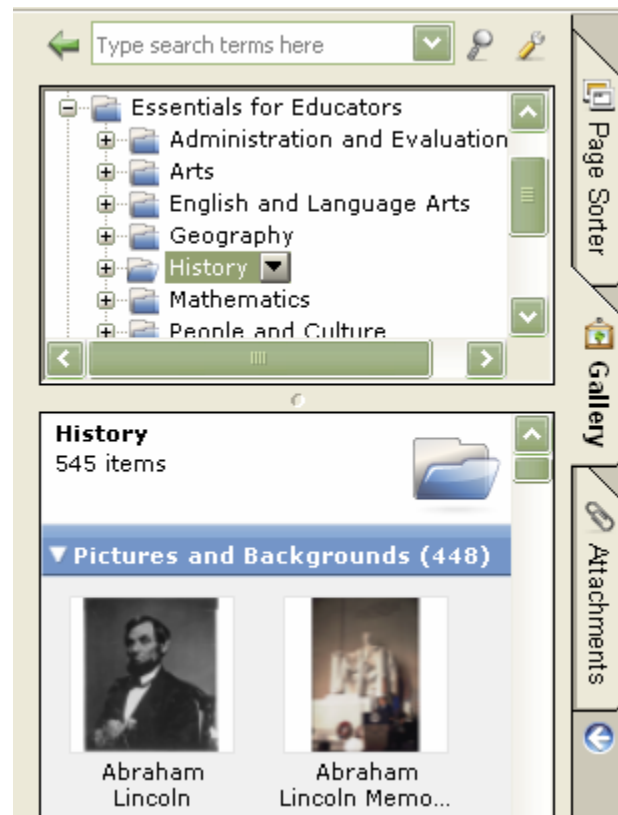


The side tabs give access to:

- **Page Sorter**  
Allows you to see all the sides within a file, delete, reorder, copy, and clear them.



- **Gallery**  
Allows you to search for an item within the extensive gallery which is provided.



- **Attachments**  
Allows you to see any files which may be attached.

### *Changing Writing to Text*

After writing a word using the markers, select the object. Click on the down arrow in the top right hand corner. The top element of the drop down menu allows you to choose the text that best describes your writing.



*Quick Reference Guide:*



Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		select any object on the page with your finger or mouse
	display the next Notebook page		write or draw on the Notebook page with the pen tool
	insert a blank Notebook page directly after the active Notebook page		write or draw on the Notebook page with the creative pen tool
	open an existing Notebook file		erase digital ink on the Notebook page
	save your Notebook page		draw a line
	paste copied object(s) into a Notebook file		create a shape
	undo the last action you performed		create a text-entry box for typing
	redo the action you performed		set the color of a drawing tool or selected shape
	delete any selected object		set the transparency of a drawing tool, a selected shape or an object
	show/hide the Screen Shade on the current Notebook page		select the line properties of a drawing tool or selected shape
	open Full Screen view		move the toolbar to the bottom of the Notebook page
	launch the Screen Capture toolbar		