

The world's leading interactive whiteboard

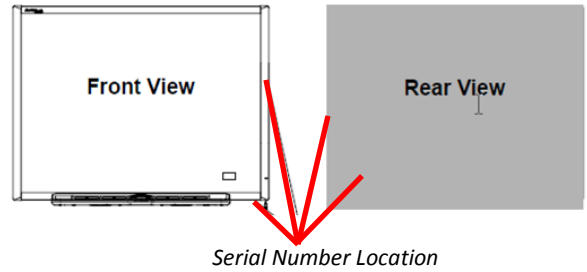


SMARTTM

Technologies

Obtaining a Serial Number

- The serial number on a Front Projection SMART Board interactive whiteboard is located in two places.
 - On the back of your SMART Board interactive whiteboard
 - On the bottom, right-hand edge of the interactive whiteboard's frame



2. Go to <http://www.smarttech.com>

3. Click on the **Support** link



4. Click on the **Software Downloads** link

5. Click "Choose a version" in the "SMART Notebook collaborative learning software" section

6. Click on the software version desired (usually **11 for Windows**)

7. Scroll down and click "**Activation Instructions**"

8. Click on the "**Register your eligible SMART hardware product.**" link

9. Click **Continue**

10. Type the serial number in the "Enter product serial number" box

11. Click **Next**

12. Complete the remaining steps of registration

13. An e-mail will be sent to the e-mail submitted with the product key

Note

IMPORTANT The serial number on your SMART Board interactive whiteboard *always* begins with the letters SB, followed by the interactive whiteboard's model number:

- SB640-xxxxxx
- SB660-xxxxxx
- SB680-xxxxxx
- SB685-xxxxxx
- SB690-xxxxxx
- SB680-R1-xxxxxx
- SB680-R2-xxxxxx.

The serial number can include numbers, letters, and hyphens.

Downloading SMART Notebook

1. Go to <http://www.smarttech.com>

2. Click on the **Support** link

3. Click on the **Software Downloads** link

4. Click "**Choose a version**" in the "SMART Notebook collaborative learning software"

5. Click on the software version desired (usually **11 for Windows**)

6. Click on the **Download** button 

7. Fill in the form (you can use your school information on the form)

8. Click Start Download 

- Save the file to you computer in a location you will be able to easily locate

Note

This is a large file, so it may take a while to download. If you have dial-up internet, you will want to download this file on a computer with a high-speed connection.



Orienting from the Board

Press and hold the **On-Screen Keyboard** button and the **Right Mouse** button simultaneously until the Orientation screen appears.



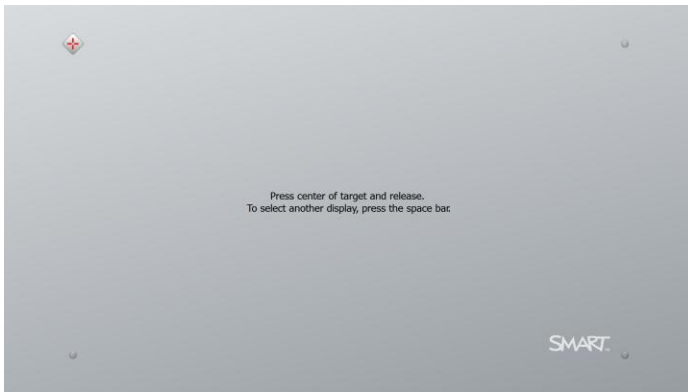
Pen tray buttons



Pen tray buttons

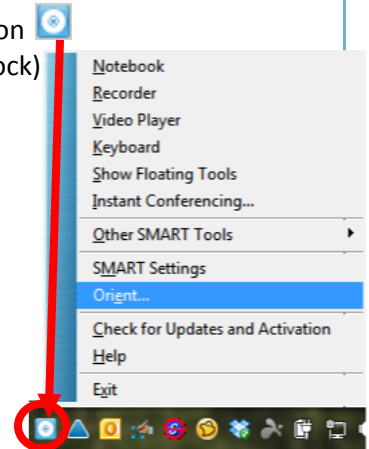
Orientation Screen

Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic. **NOTE:** The point is registered when you remove your finger, not where you first touch the Orientation screen.



Orienting from SMART Notebook 11

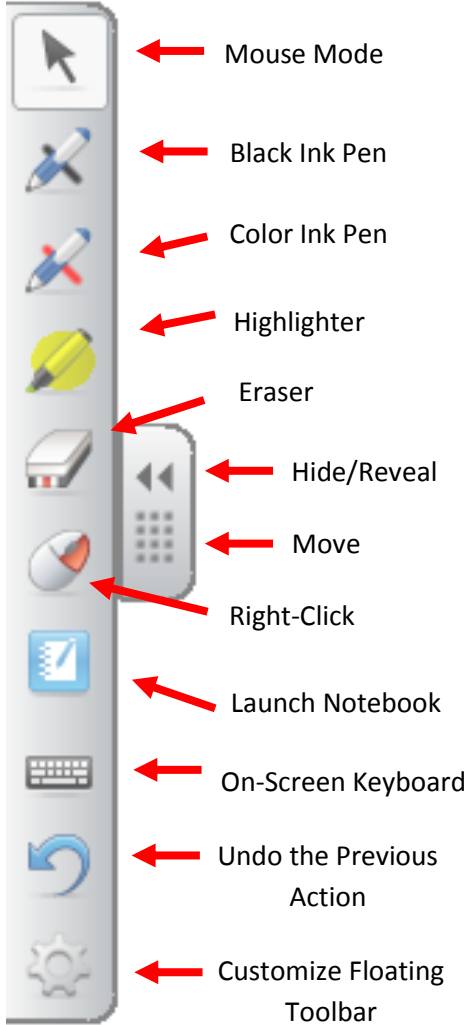


1. Click on the **SMART Board** icon in the System Tray (by the clock)
2. Click on **Orient...**

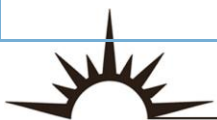


or

1. Click on the **SMART Board** icon in the System Tray (by the clock)
2. **SMART Settings**
3. Click on **Orient/Align the SMART Product**



Floating Tool Bar	Purpose	Location
	<p>The purpose of the Floating Toolbar is to give you access to the SMART tools without having to open the SMART Notebook software. It contains the most commonly used tools for the SMART Board and Slate, but can be controlled by your mouse as well. The Floating Toolbar will appear once you install the SMART drivers on the computer workstation.</p>	<p>You can find the Floating Toolbar along the left side of your computer screen. It is not locked down. To move it up or down along the side of the screen or even to the other side of the screen, click on the “move” handle and drag the toolbar to wherever you prefer. It will not turn vertical if you try to place it on the top or bottom of your screen.</p>
Hide/Reveal		
<ol style="list-style-type: none"> 1. Click the double gray arrows pointing right to “roll out” the toolbar. 2. Click the double gray arrows pointing left to “roll in” the toolbar. 		
Turn On/Off		
<ol style="list-style-type: none"> 1. Right-click on the SMART Board icon  on the system tray. 2. Select “Show” to turn the toolbar on; Select “Hide” to turn the toolbar off. 		
Customizing Toolbar		Tool Settings
<p>Click on the Customize Floating Toolbar icon to see how you can change the toolbar to fit your needs. You can drag & drop additional tools to the toolbar, add up to 8 more columns, or restore the toolbar to its default settings. Click “Done” when you are finished.</p>	<p>When you click to select a tool, its customization icon  appears and allows you to change the settings for that particular tool. For the Pen and Highlighter tools, you can change the color and thickness to what you need. Be sure to click “Save Tool Properties” to activate the settings.</p>	



SMART Notebook Default Toolbar

The Notebook software toolbar gives you access to a number of tools to help work and edit a Notebook file. By default, the toolbar appears at the top of the SMART Notebook program. When you are working at the SMART Board and prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the double-ended, vertical arrow on the far right of the toolbar.



Default Appearance of the Toolbar

Default Tools and Descriptions

	Display the previous Notebook page		Display the next Notebook page		Undo the last action you performed
	Redo the action you last performed		Open an existing Notebook file		Insert a blank page directly after the active Notebook page
	Delete current or selected Notebook page(s)		Save your Notebook file		Views Screens button to change view of current Notebook page
	Paste		Launch the Screen Capture toolbar		Activate SMART Document Camera
	Measurement Tools – Protractor, Ruler, & Compass		Delete any selected object		Show or Hide the Screen Shade on the current Notebook page
	Create a table		Open SMART Exchange in the default internet browser		Select any object on the page with your mouse
	Create a shape		Create a 3-15 side regular polygon		Fill an object or shape
	Access and write with a variety of pen tools		Create a text-entry box for typing		Draw a line
	Erase digital ink on the Notebook page		Customize the toolbar by adding or removing toolbar commands		Move the toolbar to the bottom of the Notebook page



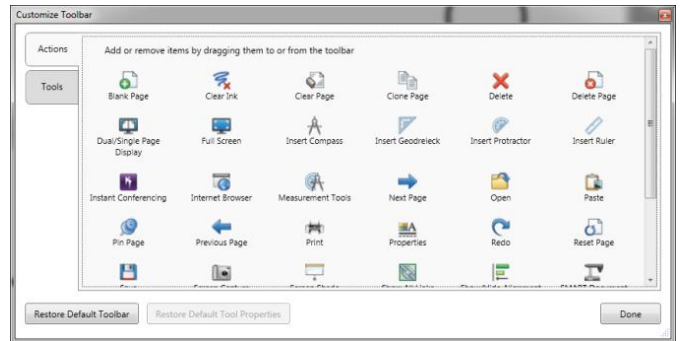
SMART Notebook Default Toolbar



Customizing the Toolbar

The SMART Notebook toolbar can be customized to fit the user's needs. Tools not used can be removed, while additional tools can be added for quick access. Customizing the toolbar is done through the **Customize the toolbar** button on the far right side of the toolbar.

1. Click the **Customize the toolbar** button to display the **Customize Toolbar** box
2. Removing Tools:
 - a. Click and hold on tool to be removed
 - b. Drag the tool off the toolbar,
 - c. Release the mouse to remove the tool
 - d. Repeat as needed
3. Adding Tools:
 - a. Click and hold on the tool to be added from the **Customize Toolbar** box
 - b. Drag the tool to desired location on the toolbar
 - c. Release mouse to add the tool
 - d. Repeat as needed

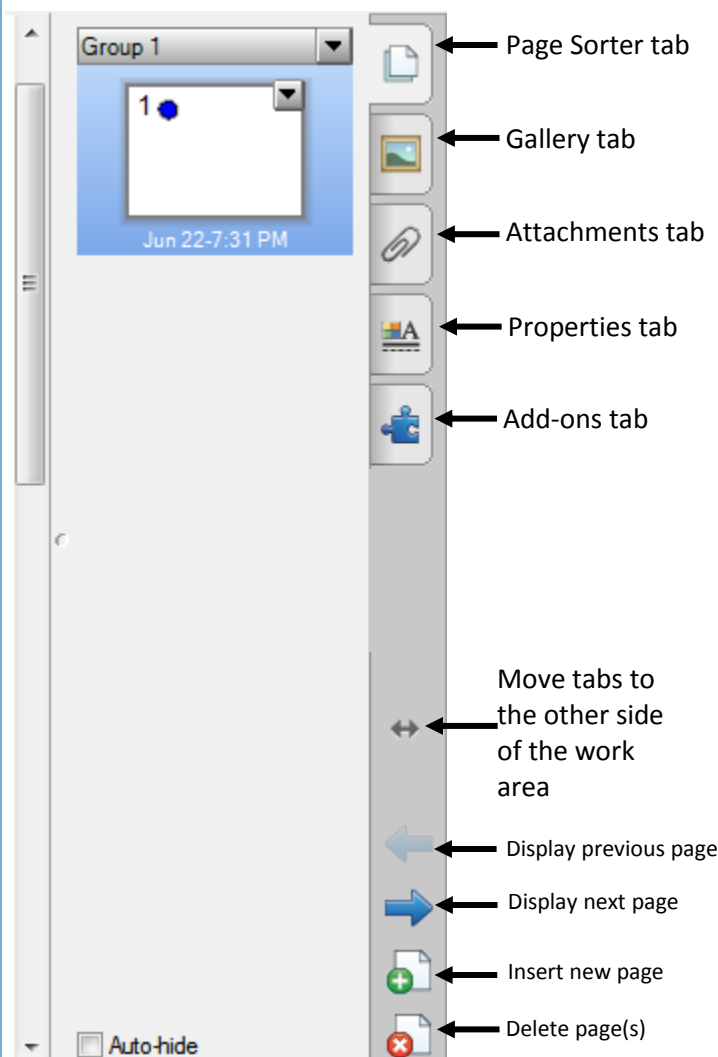


Additional Tools Available Through Customization

	Clear Ink		Clear Page		Clone Page
	Dual/Single Page Display		Full Screen		Insert Compass
	Insert Geodreieck Protractor		Insert Protractor		Insert Ruler
	Instant Conferencing		Internet Browser		Pin Page
	Print		Properties		Reset Page
	Show All Links		Show/Hide Alignment		SMART Keyboard
	SMART Recorder		SMART Video Player		Transparent Background
	Calligraphic Pen		Crayon		Creative Pen
	Highlighter		Magic Pen		Pen
	Shape Recognition Pen				








Side Tabs








Group 1

1

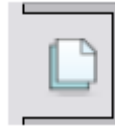









Jun 22-7:31 PM

-  ← Page Sorter tab
-  ← Gallery tab
-  ← Attachments tab
-  ← Properties tab
-  ← Add-ons tab

Move tabs to the other side of the work area

-  ←
-  ← Display previous page
-  ← Display next page
-  ← Insert new page
-  ← Delete page(s)

Auto-hide

-  Click the **Page Sorter** tab to allow you to see a thumbnail image of each page in the Notebook file, navigate to a different page, create page groups or reorder the pages.
-  Click the **Gallery** tab to access collections of SMART's custom pages, clip art, flash animations, audio and video you can add to the Notebook file.
-  Click the **Attachments** tab to add hyperlinks to or attachments from other software applications to the file.
-  Click the **Properties** tab to format shapes, objects and text.
-  Click the **Add-ons** tab to access addition SMART Notebook Add-ons such as the Activity Builder.
-  Click the double-ended, horizontal arrow to move these four tabs from one side of the page to the other.
-  Display the previous Notebook page.
-  Display the next Notebook page.
-  Insert a blank page directly after the active Notebook page.
-  Delete the current or selected page(s).
- Auto-hide You can hide the side tabs from view when you have finished working with them by checking the **Auto-hide** check box.

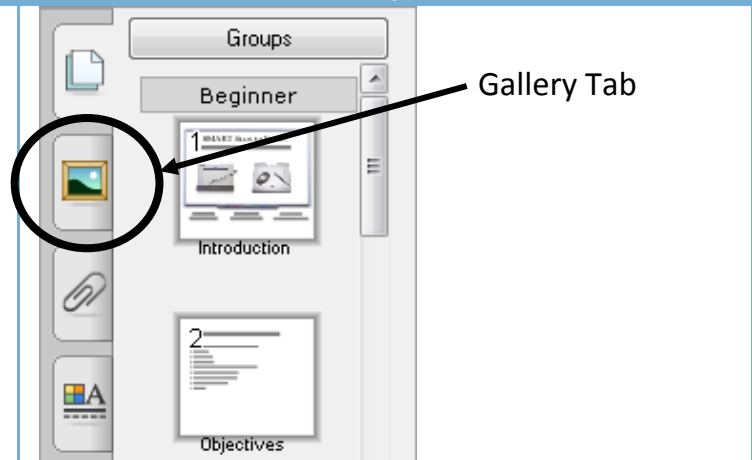
I N T E R A C T
 Integrating Technology Realistically Among Classroom Teachers

Copyright 2009 LCISD

Gallery Tab Description

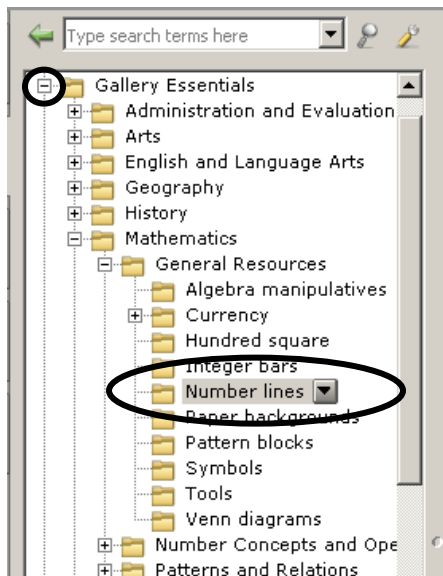
The Gallery helps you quickly develop and deliver lesson activities and presentations in rich graphic detail. Thousands of high-resolution images, audio, video, Flash, and entire Notebook files are organized into searchable collections that allow you to create attractive, reusable content.

Gallery Tab



Search for Content - Browsing

You can browse through the Gallery collections by expanding and clicking on a folder

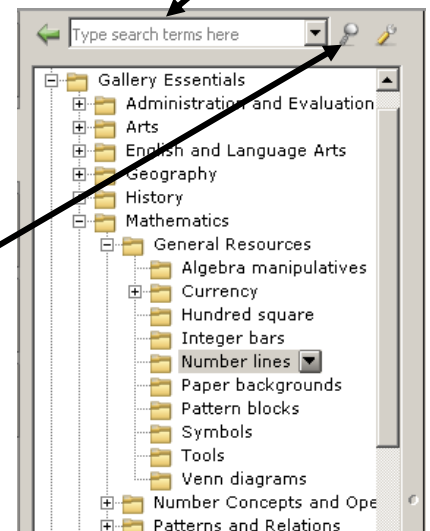


Search for Content - Search Field

You can enter a keyword into the search field, as you would when using an Internet search engine

To look for Gallery items using the search field

1. Press once inside the search field
2. Type a keyword related to the type of object(s) you are looking for
3. Press the **Search** button to display your results



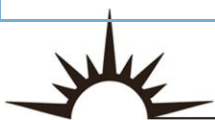
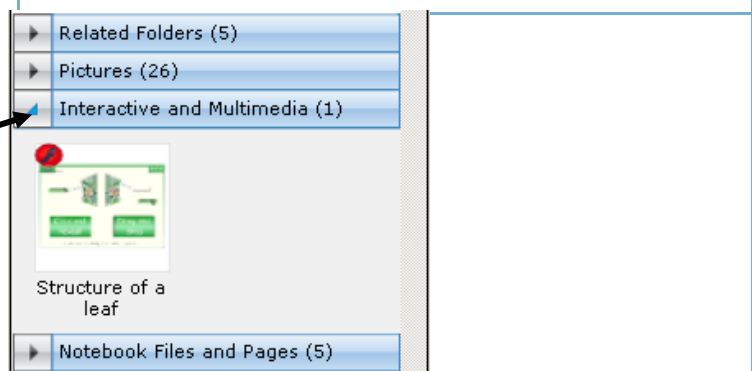
Note: Press the icon to the left of the search field to use the On-Screen Keyboard to type your keyword.

Gallery Tab Description

Search results are graphically displayed in four content types. To view the items in one of the content types, press the arrow next to the content type name.

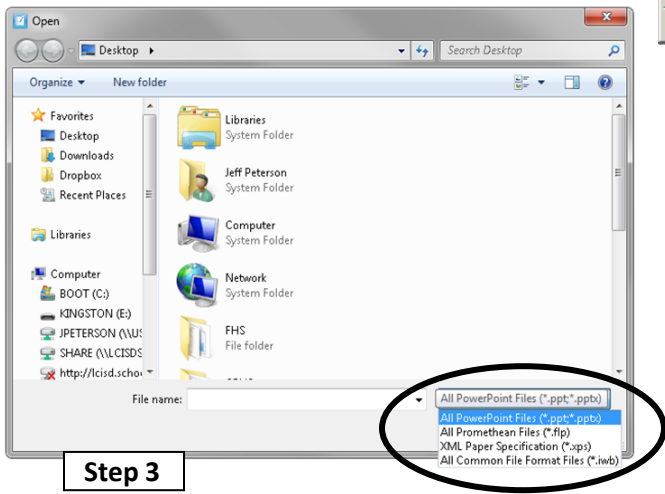
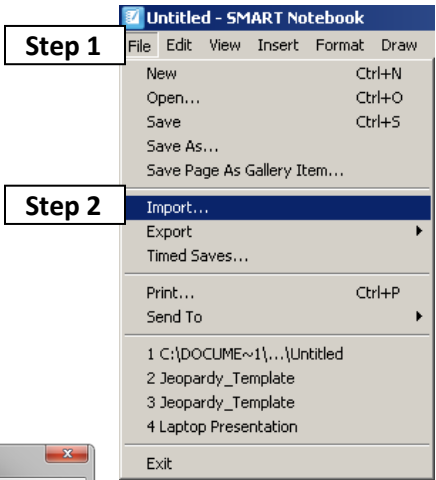
1. Related Folders (5)
2. Pictures (26)
3. Interactive and Multimedia
4. Notebook Files and Pages

Click the *expansion arrow* to view the content of each content type.



Importing

1. File
2. Import
3. All PowerPoint (ppt/pptx),
 All Promethean Files (flp),
 XML Paper Specification (xps), or
 All Common File Format Files (iwb)
4. Browse to file
5. Open

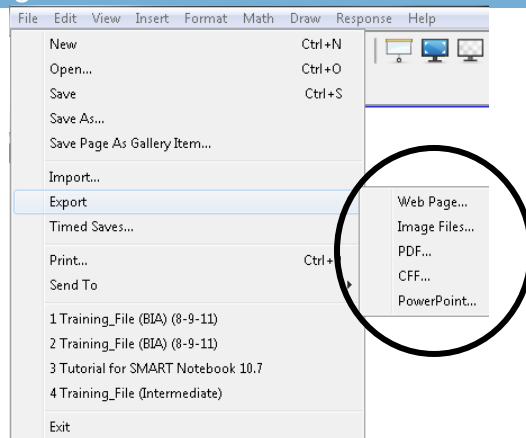





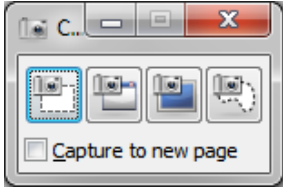








Import Notes:

Importing of files may not be flawless. Some formatting may need to be completed upon import. Animation from PowerPoint will not import. Font sizes greater than 68 do not import correctly from PowerPoint. ActivInspire FlipCharts do not currently import into SMART Notebook, but ActivStudio FlipCharts will import.

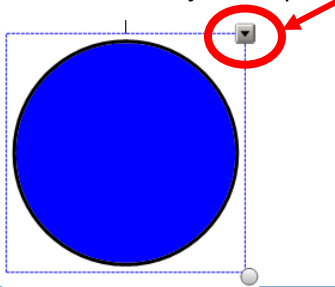
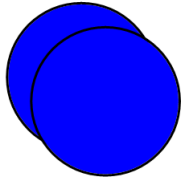

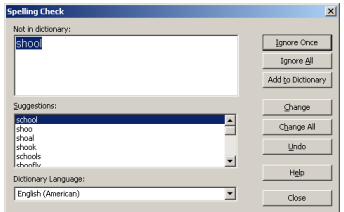


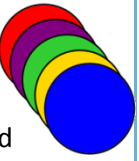
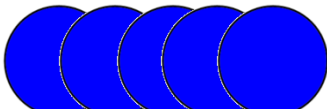

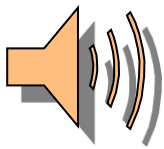

Exporting

1. File
2. Export
3. Choose Web Page, Image Files, PDF, CFF, or PowerPoint
4. If necessary, set export options
5. Save or OK



Turn on Capture Toolbar		Screen Capture Toolbar	Note:
<p>Within SMART Notebook:</p> <ol style="list-style-type: none"> Click the Screen Capture button 	<p>From the Desktop:</p> <ol style="list-style-type: none"> Click the SMART Board icon  () in the system tray Go to Other SMART Tools Click Screen Capture Toolbar 	 <ul style="list-style-type: none">  = Area Capture  = Window Capture  = Full Screen Capture  = Freehand Capture 	<p>By default, each screen capture you take appears on a new page in your file. If you want to save the screen capture to the current page, uncheck the Capture to new page check box.</p>
To Take a Screen Capture of an Area		To Take a Screen Capture of a Window	
<ol style="list-style-type: none"> Click Area Capture  on the <i>Screen Capture</i> toolbar. The pointer changes to cross hairs. Click and drag the cross hairs on the screen to define the area you want to capture. An image of this area appears on a page. 	<ol style="list-style-type: none"> Click Window Capture  on the <i>Screen Capture</i> toolbar. Select the window that you want to appear in the screen capture. An image of this window appears on a page. 		
To Take a Screen Capture of the Entire Screen		To Take a Screen Capture of a Freehand Area	
<ol style="list-style-type: none"> Click Full Screen Capture  on the <i>Screen Capture</i> toolbar. An image of this screen appears on a page. 	<ol style="list-style-type: none"> Click Freehand Capture  on the <i>Screen Capture</i> toolbar. The pointer changes to cross hairs. Click and drag the cross hairs on the screen to define the area you want to capture. An image of this area appears on a page. 		

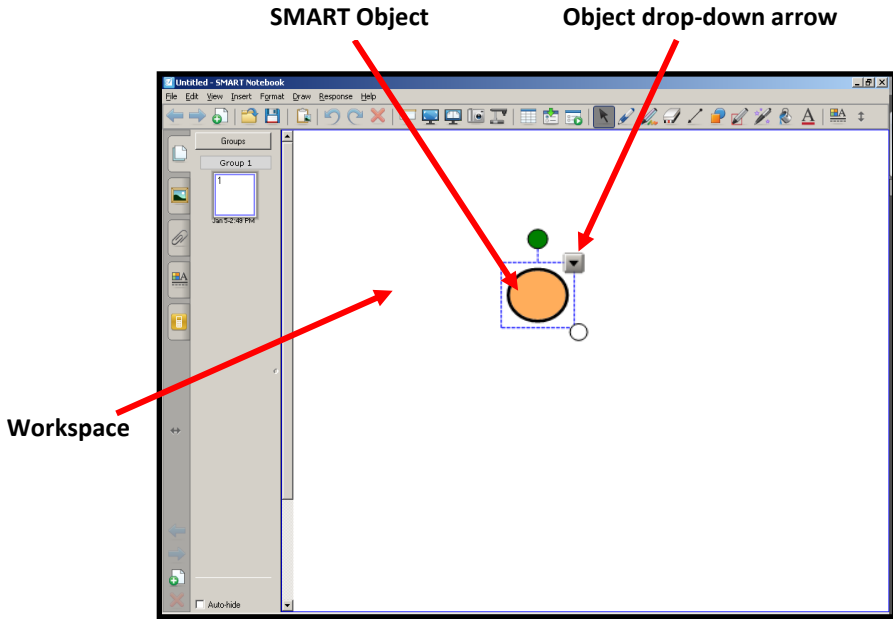


Overview		Accessing the Drop-Down Arrow	
<p>The Object Drop-Down Arrow allows the user to complete several common tasks with only a quick mouse click. Features that can be accessed include: Clone, Cut, Copy, Paste, Delete, Check Spelling, Locking, Grouping, Flip, Order, Infinite Cloner, Link, Sound, and Properties.</p>		<ol style="list-style-type: none"> 1. Insert an object (picture, text, drawing, etc.) 2. Select the object 3. Click the Object Drop-Down Arrow 	
Clone	Cut, Copy, & Paste	Delete	Check Spelling
<p>Creates an exact copy of the object(s) next to the original object.</p> 	<p>Cut removes the selected object(s) from the SMART Notebook page and places it on the clipboard.</p> <p>Copy creates an identical copy of the selected object on the clipboard.</p> <p>Paste places the object from the clipboard onto the page.</p>	<p>Deletes the selected object(s) or objects from the SMART Notebook page.</p> 	<p>Checks the spelling of the text object(s) selected.</p> 
Locking	Grouping	Flip	Order
<p>Protects an object or an entire group of objects from editing. Choose between:</p> <ul style="list-style-type: none"> - Lock In Place - Allow Move - Allow Move and Rotate 	<p>Combine two or more objects to act as one object. Select, change, move, delete, and resize a group as a single unit. To edit the objects individually, ungroup them.</p>	<p>Flip an object either horizontally (Left/Right) or vertically (Up/Down).</p> 	<p>Change the order in which objects are layered. Choose between:</p> <ul style="list-style-type: none"> - Bring to Front - Send to Back - Bring Forward - Send Backward 
Infinite Cloner	Link	Sound	Properties
<p>Make unlimited copies of an object on a SMART Notebook page. Select and drag the object to create as many clones as required.</p> 	<p>Link an object to a website, another page, a file on a computer, or a file residing in the Attachments tab.</p> 	<p>Attach or record a sound file to any object.</p> 	<p>Change the visual characteristics of any object created in SMART Notebook.</p> 



SMART Notebook Main Screen

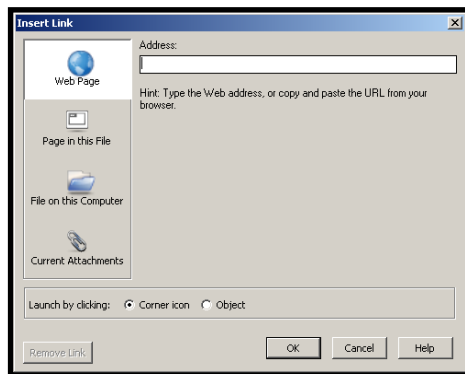
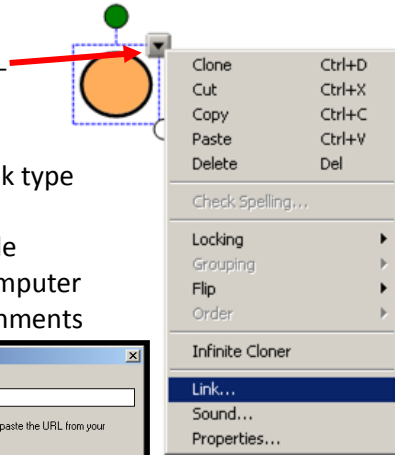
Helpful Hints



When adding a link to the whole object, it is beneficial to have the object in its final place before adding the link. After the link has been added to the whole object, you will have to go through a couple extra steps to reposition the object at a later time. Adding a link to the whole object for files being shared is not recommended because the end user may not realize there is a link associated with the object.

Adding a Link to an Object

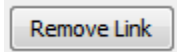
1. Select the object
2. Click the "Object drop-down arrow"
3. Click on **Link**
4. Choose the desired link type
 - a. Web Page
 - b. Page in this File
 - c. File of this Computer
 - d. Current Attachments



5. Choose the "Object" or "Corner icon" option
6. Click **OK**

Removing a Link from an Object

1. Select the object
2. Click the "Object drop-down arrow"
3. Click on **Link**
4. Click on the **Remove Link** button

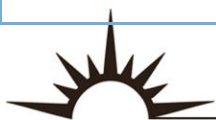
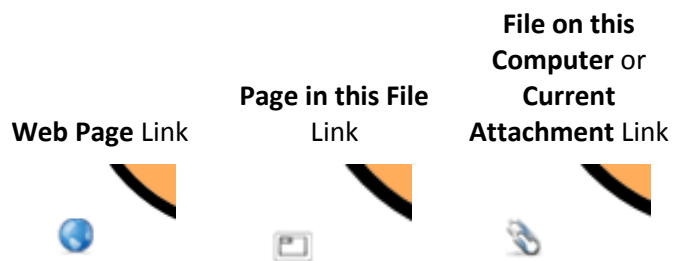


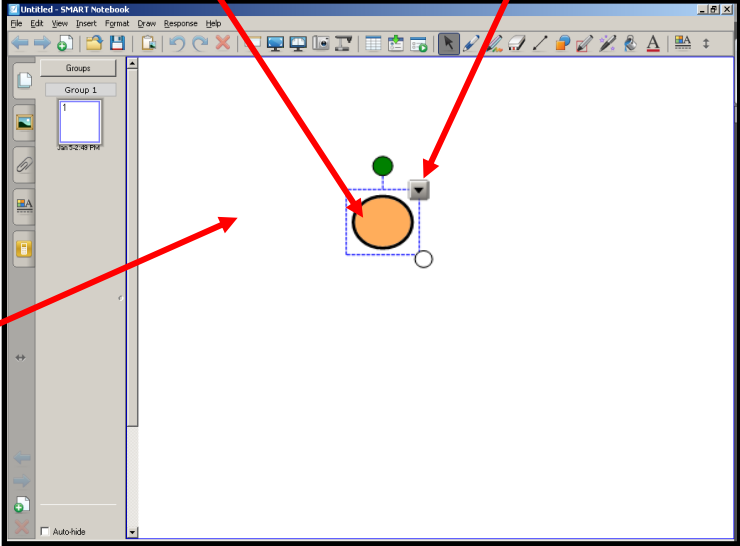
Object vs. Corner Icon Option

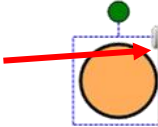
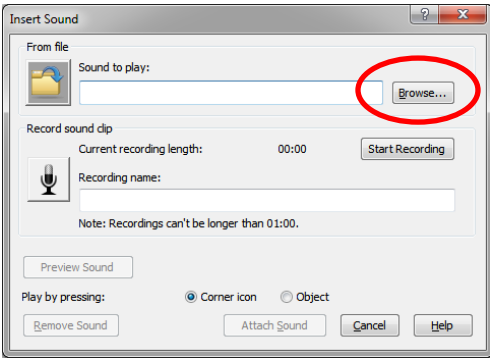

When choosing **Object** for the **Launch by clicking** setting, the entire object becomes an active link. Clicking anywhere on the object will activate the link.

When choosing **Corner icon** for the **Launch by clicking** setting, a small icon will appear in the bottom-left corner of the object. Clicking this icon will activate the link. The object itself can be clicked on without activating the link.

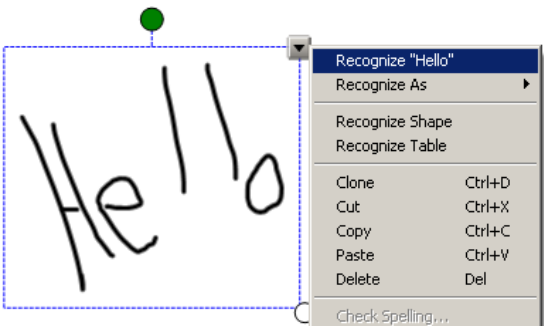
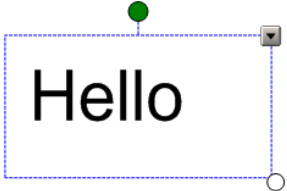
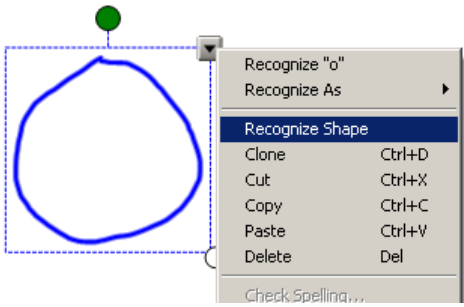
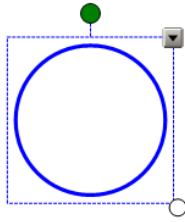
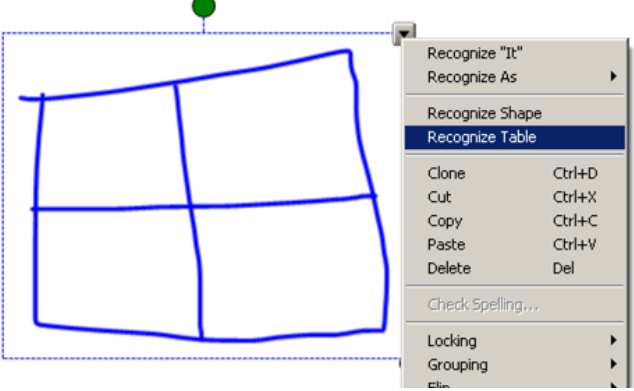
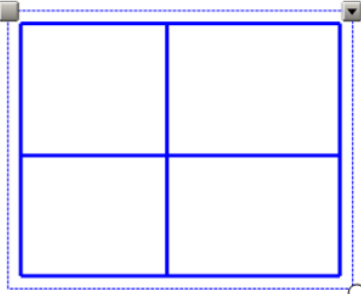
Corner Icon Appearances



SMART Notebook Main Screen	Helpful Hints
<p>SMART Object Object drop-down arrow</p>  <p>Workspace</p>	<p>When adding a sound the whole object, it is beneficial to have the object in its final place before adding the sound.</p> <p>After a sound has been added to the whole object, you will have to go through a couple extra steps to reposition the object at a later time.</p>

Adding Sound to an Object	Recording a Sound to an Object
<ol style="list-style-type: none"> 1. Select the object 2. Click the "Object drop-down arrow" 3. Click on Sound 4. Browse to the desired sound <ol style="list-style-type: none"> a. All sounds must be in one of these formats: b. aif, aiff, mp3, wav, or wma 	<ol style="list-style-type: none"> 1. Select the object 2. Click the "Object drop-down arrow" 3. Click on Sound 4. Click Start Recording (maximum recording length is one minute) 5. Click Stop Recording when finished 6. Choose the "Object" or "Corner icon" option 7. Click Attach Recording
 <ol style="list-style-type: none"> 5. Click Open 6. Choose the "Object" or "Corner icon" option 7. Click OK 	<p>Object vs. Corner Icon Option</p> <p>When choosing Object for the Launch by clicking setting, the entire object becomes an active link. Clicking anywhere on the object will activate the link.</p> <p>When choosing Corner icon for the Launch by clicking setting, a small icon will appear in the bottom-left corner of the object. Clicking this icon will activate the link. The object itself can be clicked on without activating the link.</p>  <p>Corner icon appearance</p>



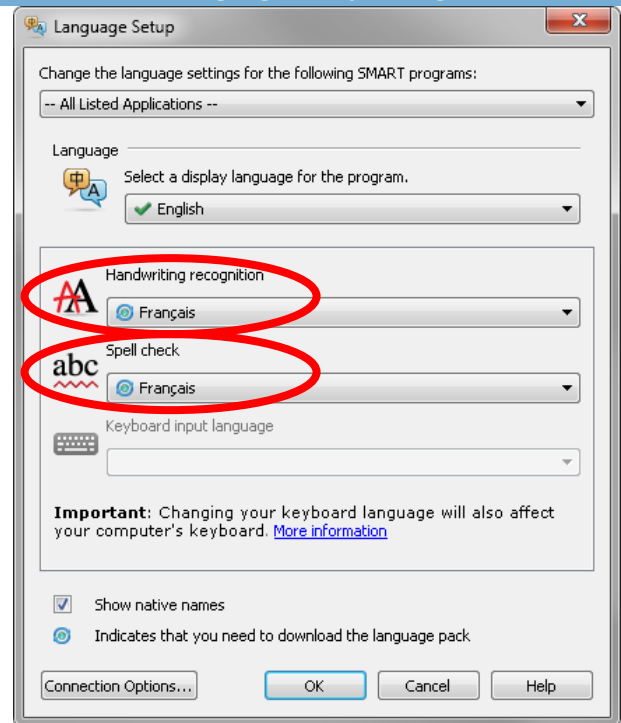
Text Recognition	Before	After
<ol style="list-style-type: none"> 1. Use any of the Pen tools on the Notebook software toolbar to write a word or phrase. 2. Use the select tool to select all the text. 3. Click the Object drop-down arrow. 4. Click Recognize "XXXX" to convert your handwriting to text. 		
Shape Recognition	Before	After
<ol style="list-style-type: none"> 1. Use any of the Pen tools on the Notebook software toolbar to draw a shape. 2. Use the select tool to select the shape. 3. Click the Object drop-down arrow. 4. Click Recognize Shape to convert your drawing to a shape. 		
Table Recognition	Before	After
<ol style="list-style-type: none"> 1. Use any of the Pen tools on the Notebook software toolbar to draw a table. 2. Use the select tool to select the entire table. 3. Click the Object drop-down arrow. 4. Click Recognize Table to convert your handwritten table to a table. 		



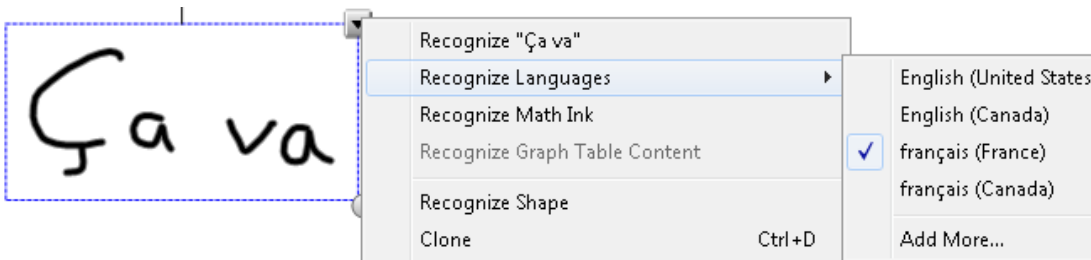
Text Recognition

1. Use any of the Pen tools on the Notebook software toolbar to write a word or phrase.
2. Use the select tool to select all the text.
3. Click the **Object drop-down** arrow.
4. Go to **Recognize Languages**
5. Click **Add More...**
6. Set the **“Handwriting recognition”** and **“Spell check”** to desired language
7. Click OK
8. Wait for Language pack to download and install
9. Click Finish when download completes (may take several minutes)
10. Wait for installation to complete (may take several minutes)
11. Restart SMART Notebook for installation to complete
12. Click **Recognize “XXXX”** to convert your handwriting to text.

Language Setup Dialog Box



Before



After

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Available Languages

Albanian	French	Kazakh	Russian
Arabic	Gaelic (Scotland)	Korean	Serbian
Basque	Gaelic (Modern Irish)	Latvian	Slovak
Catalan	Galician	Lithuanian	Slovenian
Chinese (simplified)	German	Macedonian	Spanish
Chinese (traditional)	Greek	Malay	Spanish (international)
Croatian	Gujarati	Malayam	Swahili
Czech	Hebrew	Maori	Swedish
Danish	Hindi	Marathi	Tamil
Dutch	Hungarian	Norwegian	Telugu
English (UK)	Icelandic	Polish	Turkish
English (U.S.)	Italian	Portuguese (Brazil)	Ukrainian
Estonian	Japanese	Portuguese (Portugal)	Valencian
Finnish	Kannada	Romanian	Welsh

