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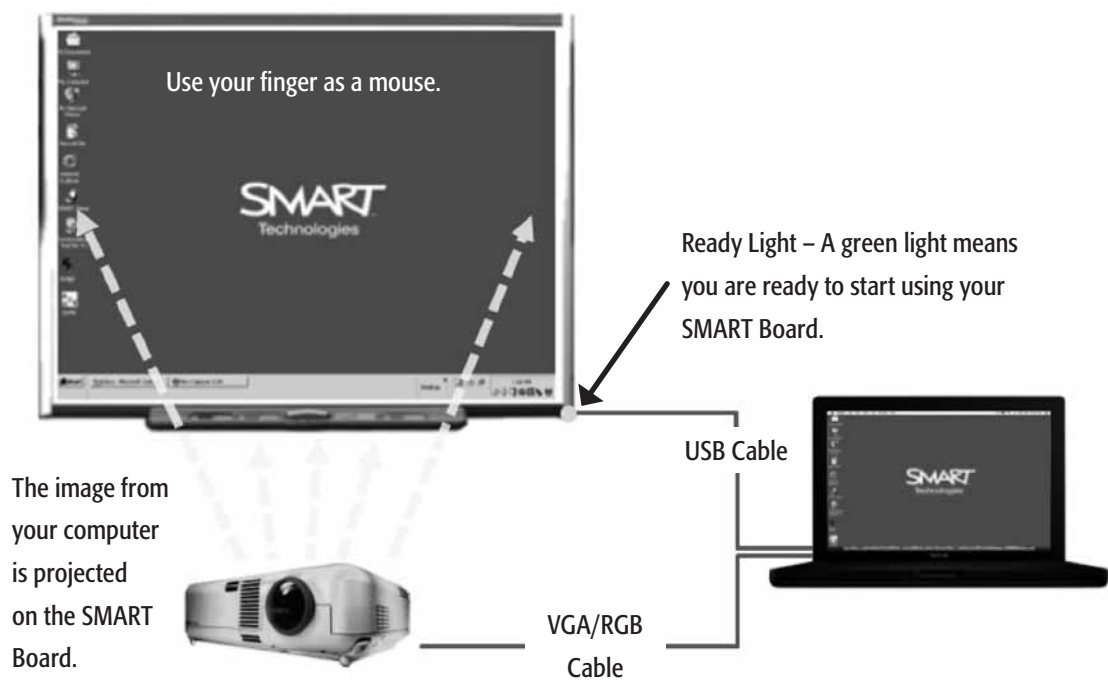
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Understanding How Your SMART Board Works

First, let's take a glimpse at how the SMART Board works:

The projector and the SMART Board are connected to a computer. Through the projector, an image of the computer screen is displayed on the SMART Board. The SMART Board then takes it a step further and acts as an interactive touch-screen monitor for the computer. By touching the SMART Board, you can open applications, write or draw with digital ink, save your notes and lessons, and much more. Once you have learned all the advantages and features of your SMART Board, you will never use a regular whiteboard or an overhead projector again!



Tip:

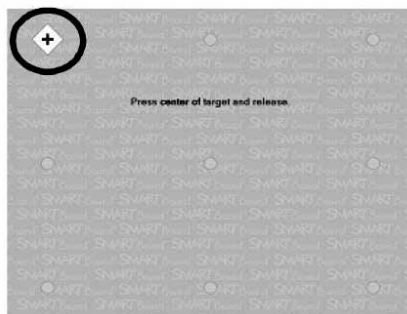
If you ever need assistance with setting up your SMART Board, don't hesitate to contact SMART Technologies technical support. Visit their Web site at <http://smarttech.com> for information on how to contact their technical support department.

Orienting Your SMART Board

After hooking up your SMART Board to your computer and projector, you will need to orient the board. Orienting the board helps provide a precise response to a finger or Pen Tool touch. There are many different ways to orient the SMART Board. The easiest and quickest way is to click the two buttons on the Pen Tray at the bottom of the SMART Board. Once clicked, a screen will appear with nine (or more, depending on the size of your SMART Board) spots on the board for you to touch and orient the board.



Press both buttons at the same time to begin the orienting process.



Begin the orienting process at the upper-left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in the order indicated by the white, diamond-shaped icon.

SMART Notebook Software

SMART Notebook is a feature-rich, dynamic software application that comes with your SMART Board. It enables you to create interactive and exciting lessons. This software comes with a multitude of digital resources that include pictures, clip art and diagrams, backgrounds, dynamic Flash files, word games, quizzes, and video/audio files. From an interactive hundred chart to a simulation that shows the relationship of time, distance, and speed, SMART Notebook has the resources to enhance instruction for every subject and grade level.

Tip:

If you are not satisfied with the precision of a particular orientation point while orienting, press one of the Pen Tray buttons or the left arrow key on your keyboard to redo the previous orientation point.

PART 1

SMART Notebook Basics

Using the SMART Notebook software, you can create highly engaging, interactive lessons and activities that include dynamic text, graphics, shapes, tables, and so much more. This section will show you how to get started by opening the software, adding text to your pages using a variety of fonts, utilizing the different pen tools, creating and manipulating shapes and lines, and more. You'll also learn about useful features, such as the Gallery, cloning, screen shade, dual screen display, and others. Don't forget to check out the bonus DVD for video clips and practice Notebook pages for extra help!



Watch the DVD

On the enclosed DVD, you'll find helpful tutorials, both in video and Notebook formats. To access the videos, click on ***Creating SMART Board Lessons.pdf***. This will launch a menu with links to the various video tutorials. (You'll need Adobe Reader 9.0 or higher. You can download it for free at <http://get.adobe.com/reader>.) To access the Notebook file, click on ***Practicing SMART Skills.notebook***.

Navigation Tips

Navigating SMART Notebook software is a snap. This section will show you how to open the software and help you find your way around.

SMART Notebook software can be opened in a variety of ways:

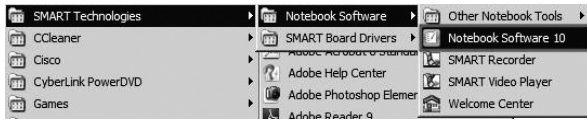
- 1 Click on the Notebook Software icon on your desktop.



Notebook
Software 10

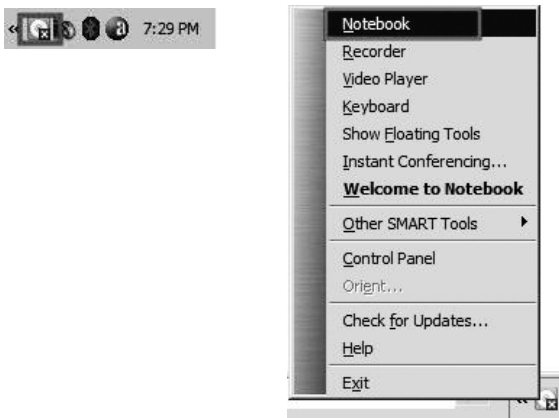
OR

- 2 Click on *Start > All Programs > SMART Technologies > Notebook Software > Notebook Software 10*

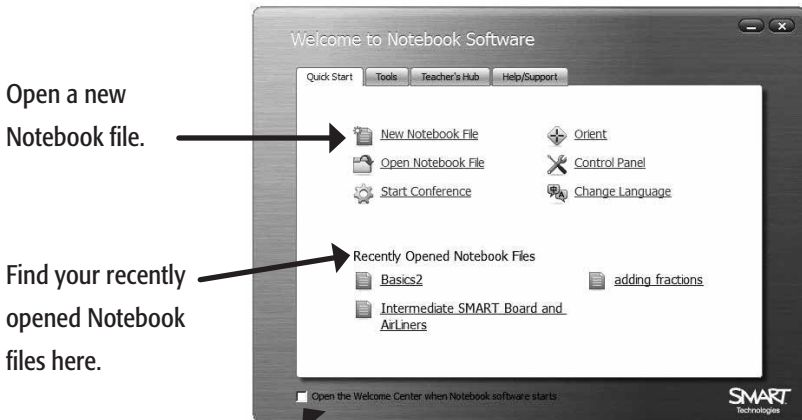


OR

- 3 Click on the SMART Board icon on your system tray and then select *Notebook*.

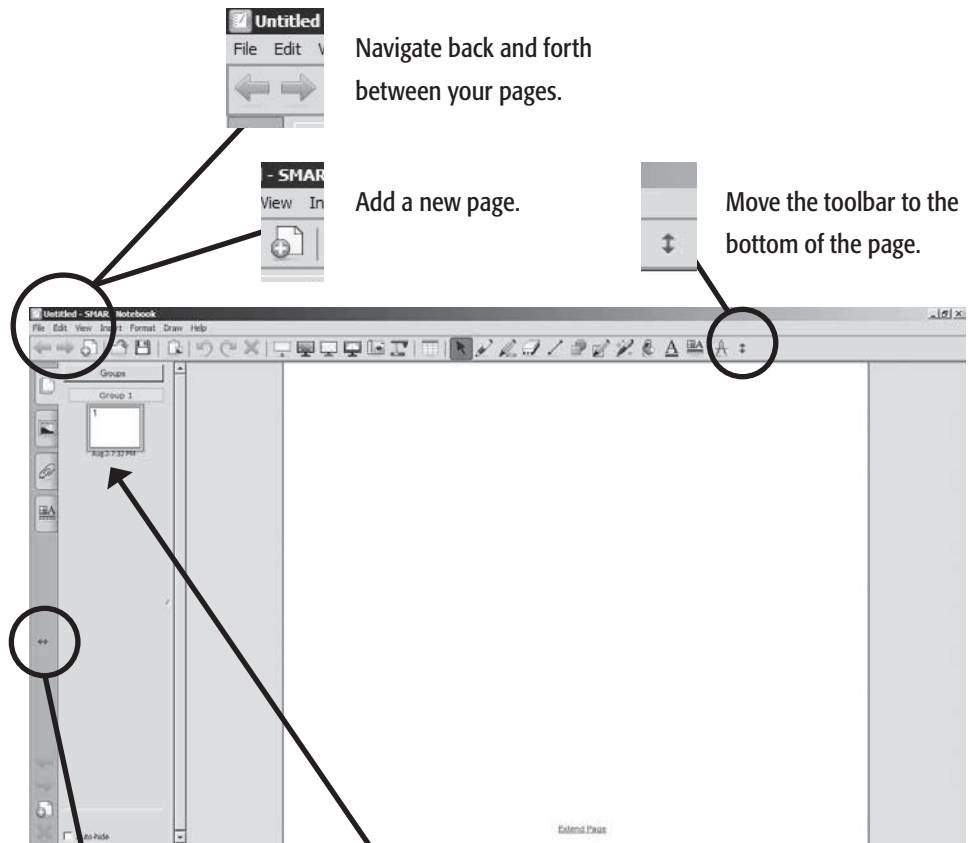


When you first open Notebook software, you will be taken to the Welcome Center. The SMART Welcome Center provides access to many of the tools, resources, and files you can use with your SMART Board.



Tip: Uncheck this option if you would prefer to bypass the Welcome Center every time you start Notebook software.

When you open a new Notebook file, you will see a blank page. You can add as many pages as you want to your file. Add a new page by clicking on the Add New Page icon on the toolbar in the top left-hand corner. Navigate back and forth between pages by using the blue arrows or by using the Page Sorter. The toolbars on the top and on the left can easily be moved to the bottom or to the right.



Navigate back and forth between your pages.

Add a new page.

Move the toolbar to the bottom of the page.

Move the side tabs to the right of the page.

The Page Sorter displays thumbnails of the pages in the current file. This allows you to organize pages and move objects from page to page. View any page by clicking on its thumbnail in the Page Sorter.



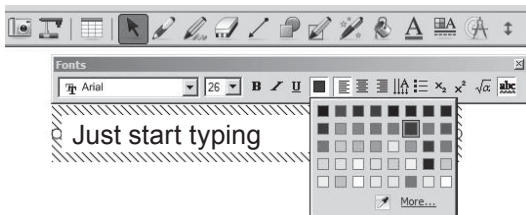
Watch the DVD

Want to learn more tips on how to navigate in SMART Notebook? Watch "Navigation Tips" on the DVD.

Typing Text

In order to create your own amazing Notebook lessons, you will need to know how to add text to your pages. This section shows you how simple it is to do.

To type text on a page, simply begin typing on the page with your computer keyboard. A textbox is automatically created as you type and the Font toolbar appears. To change font type, color, or size, highlight the text and make your selections on the toolbar.



Once you are finished typing, click on the Select arrow.

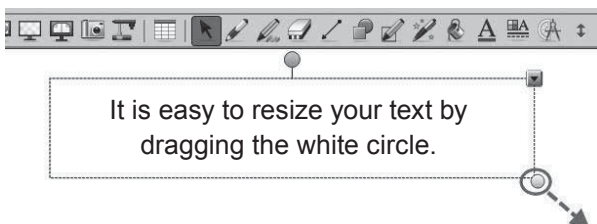


Now you can move your typed text anywhere on the page. Simply drag the text to the desired location. (Text will not move if you are editing the text and the Fonts toolbar is showing.)



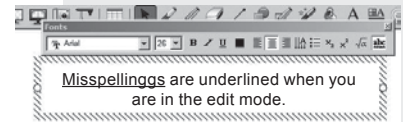
Drag this text to any location on the page.
Just click and drag.

You can also resize your text by clicking *once* on the textbox, clicking the resize handle (the white circle), and then dragging it to increase or reduce the object's size.



Tip:

SMART Notebook automatically checks spelling as you type text on a page. Misspelled words are underlined (just like in other word-processing programs). Just remember, the misspelled words will be marked only when you are editing the textbox. Right-click on a misspelled word to get suggested spellings.



Misspellings are NOT underlined when you are out of the edit mode.



Watch the DVD

Want to learn more tips on how to type text in SMART Notebook? Watch "Typing Text" on the DVD.

If you ever need to edit your text, just double-click on the textbox and make the desired changes.



Hands-on Practice

Ready to give your new Notebook skills a try? Open the *Practicing SMART Skills.notebook* file and click on the arrow next to "Typing, Editing, and Changing Text."

Pen Tools

Your SMART Board has four pens in the Pen Tray, but SMART Notebook software has an even wider variety of pens that you can utilize. Let your creativity run wild!

There are four types of pens in SMART Notebook software.



Pens – This basic tool has six colors of pens and two highlighters, all of which can be customized (see pages 41–42).



Creative Pens – If you want to add colorful elements to your presentations, you can draw freehand objects using the Creative Pens. The Creative Pens enable you to draw a line of rainbow colors, smiley faces, stars, and more.



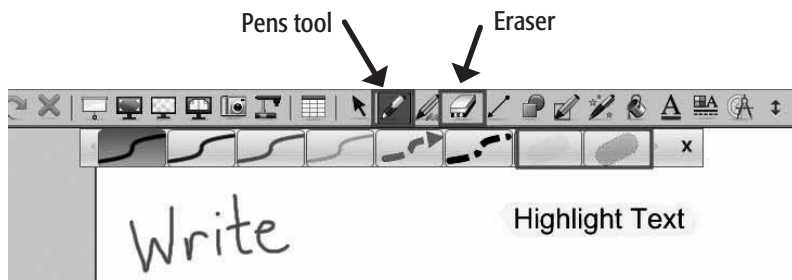
Shape Recognition Pen – You can use the Shape Recognition Pen to draw circles, ovals, squares, rectangles, triangles, and arcs.



Magic Pen – With this tool, you can create a spotlight, magnification area, or fading text.

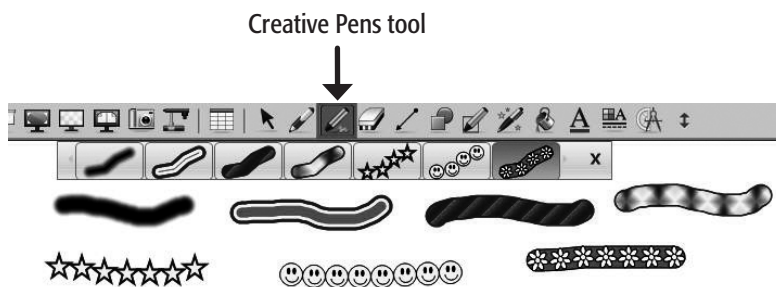
Pens

Once you click on the Pens tool, you can select from a variety of pen types, colors, and sizes. The last two selections are highlighters. Simply start writing or drawing on the page. To remove the pen marks, you can click on them and press the Delete key on your keyboard or use the Eraser tool. (You will learn later in this book how to customize the pens.)



Creative Pens

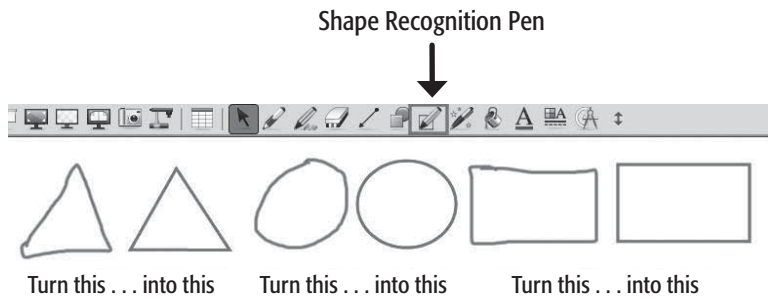
The Creative Pens tool gives you access to different “ink” types. After selecting the ink type, simply start writing or drawing on the page. To remove the pen marks, you can click on them and press the Delete key on your keyboard or use the Eraser tool. The Creative Pens are not customizable.



Some examples of SMART Notebook’s Creative Pens

Shape Recognition Pen

Click on the Shape Recognition Pen to start drawing a shape. If SMART Notebook recognizes your drawing as a circle, oval, square, rectangle, triangle, or arc, it will automatically replace the shape on the page. The Eraser tool doesn't remove shapes. To delete a shape, simply click on it and press the Delete key on your keyboard or use the menu arrow of the shape and select *Delete* from the list of options.



Great for creating graphic organizers and teaching math!

Magic Pen

The Magic Pen performs three main functions, depending on how you use it. To create a **spotlight**, simply draw a circle or oval on the page after selecting the Magic Pen. A spotlight will appear while the rest of the page darkens. This spotlight can be moved and resized. A great tool for bringing attention to part of a page!



Close the spotlight by clicking on the X.

Move the spotlight around the page by dragging in any direction.



Watch the DVD

Want to see the Magic Pen in action? Watch "Magic Pen" on the DVD.