

## Interacting with SMART Board

### Browsing the Internet

1. **Open** an Internet browser and go to any Web site you want to use. SMART Board allows you to **use your finger** as a mouse to scroll up/ down a page.
2. **Pick up** a pen from the Pen Tray located beneath the SMART Board to write, draw, highlight, or circle on an open Web page.  
**NOTE:** As soon as you pick up a pen, a transparent ink layer pops up. It looks like you are writing on the Web page, but you are actually writing on this transparent ink layer. The transparent ink layer in SMART Board functions the same way as Adobe Acrobat Pro— anything that you write, draw, or highlight does not change the original document you are using.

Before you can scroll down using your finger or visit another Web site or Web page, you need to either “Close Ink Layer” or “Save Ink.”

1. **Right click** the board and a pop-up menu appears.
2. **Choose** “Save Ink”  
**NOTE:** Once you choose “Save Ink,” SMART Notebook (software that comes with SMART Board) will automatically open. This page has captured and transferred what you have been working on (the Web page + the marks you made) entirely.

You have **three options on how to save this file:**

- Save it as a SMART Notebook file  
**NOTE:** You won’t be able to open it unless you have access to the software.
- Go to “File”→“Export” and you can export it as a Web page, an image, a PDF, or even PowerPoint
- Take a screen shot or capture part of the screen

In this following section, you will learn how to:

- work in a specific program (MS Word, Excel, PowerPoint)
- copy and paste text or page from one program to another
- edit a document

### Working in MS Word

1. **Open** MS Word
2. **Click the Keyboard icon** either beneath the Board or from the Floating Toolbar and a modified keyboard appears
3. **Type** your content
4. **Close the keyboard** when you’re done

If you do not wish to type, SMART Board allows you to use a pen to write in MS Word on the board. As soon as you pick up a pen, the “Aware Tools” box appears on the top right corner. You can convert your handwriting into an image or text.

### Working across Programs (copying and pasting text or image from one program to another)

1. **Open a program**, for example, MS Word
2. **Select the text or image** you want to move to another program
3. **Press the “Mouse” button** on the Pen Tray
4. **Right click** the selected text
5. **Choose** “Copy”
6. **Open another program** that you want to use, for example, PowerPoint
7. **Press the “Mouse” button** on the Pen Tray again
8. **Click the area** where you want to paste
9. **Choose** “Paste”

**NOTE:** You **CANNOT** drag text or an image from one program to another program when interacting with SMART Board unless you are using SMART Notebook. (See the section on how to use the SMART Notebook)

### Editing a Document in MS Office Suite

To edit a document, for example, a MS Word document, you can use either the keyboard to access “Track Changes” in Word or the pen tools to leave proofreaders’ marks on the document as you do hard copy editing. Your edited page in Word using the pen tools is usually saved as an “.rtf.” Both edited Excel files and PowerPoint files are saved in the original file type.

### Editing a PDF Using Adobe Acrobat Pro

**NOTE:** You may also edit a PDF document by using the pen tools. The process will be the same as you work on a Word file or a Web page by interacting directly on the transparent ink layer. Choose one option to save the ink layer.

1. Open Adobe Acrobat Pro
2. Go to “File”→ “Open” and browse a PDF file to open
3. Use the Acrobat editing tools to edit  
**NOTE:** You may need to access the keyboard to type comments.
4. Go to “File”→ “Save As” to save your edited PDF document

### Troubleshooting

**If permanent ink accidentally gets on SMART Board, you can clean it by using a high-odor dry erase marker. With the dry erase marker, write over the permanent ink and wipe clean before ink dries. If any permanent ink remains, use a glass cleaner, such as Windex, to remove.**

### Caution:

**Do not use the touch function while a computer mouse is in use.**

## Using SMART Notebook

The SMART Notebook application allows you to create and edit documents. SMART Notebook offers two ways to write: type with the keyboard or free write with pens from the Pen Tray.

The writing application is compatible with all programs in Microsoft Office Suite.

### Drawing or Writing with Pens

#### Writing in SMART Notebook Program

1. **Open** SMART Notebook
2. **Pick up** a pen from the tray
3. **Write** on the SMART Board

#### Writing in Microsoft Word Program

1. **Open** Microsoft Word
2. **Pick up** a pen from the tray
3. **Write** on the SMART Board

**NOTE:** When you begin, a transparent ink layer appears over the document.

### Using Different Functions of the Writing Application

#### Converting Handwriting into Text

1. **Double-click** on handwriting
2. **Open** the drop down box
3. **Select** “Recognize (Your Handwriting Here)” and your handwriting transforms into text

#### Converting Handwritten Annotations into Text

1. **Click the keyboard icon** on the Pen Tray
2. **Open** the drop down box
3. **Select** “Writing”
4. **Pick up a pen from the Pen Tray** and write in box

#### Dragging Text and Images

Once you are using SMART Notebook, you can simply drag text or an image from SMART Notebook to any program you’re using or drag text or an image from a program to SMART Notebook.

1. **Select text or image**
2. **Hold text or image and drag** across SMART Notebook or to another open program or vice versa  
**NOTE:** Both SMART Notebook and the program must be open at the same time.

## Starting the SMART Board

1. Turn on the computer
2. Log into the computer

**NOTE:** Make sure the extender at the back of the computer is attached to the monitor

**NOTE:** Allow approximately 3-5 minutes for the login screen to appear.

On the control box, press the 'pc' button and then press the 'display on' button

### NOTES:

- SMART Board software only works with the Windows operating system.
- The green light on the lower right side of the SMART Board should be on after you press the buttons on the control box.
- Close out any windows that may pop up while SMART Board loads.

## Turning Off the SMART Board

1. Save your work
2. Close out of SMART Board by clicking the 'x' in the upper right corner of the screen
3. Press the 'display off' button
4. Make sure the green light on the bottom right corner of the SMART Board is off
5. Turn off the computer

## Troubleshooting

If the green light is flashing, simply unplug and re-plug the extender.

## Warning

Do not use permanent markers.  
Do not look into the projector.

## SMART Board Tools

The image shows the SMART Board software interface. On the left is a vertical toolbar with icons for various tools. On the right is a 'Customize Floating Tools' dialog box. The toolbar includes: Stop using other tools and return the cursor to mouse mode, Write or draw in digital ink, Customize your digital ink, Highlight an area of the screen with translucent ink for emphasis, Erase digital ink, Launch SMART Notebook (software), Launch the on-screen keyboard, Undo your previous action, and Open the Customize Floating Tools menu to personalize toolbar functions. The 'Customize Floating Tools' dialog box contains a grid of tool icons: Pen, Eraser, Keyboard, Recorder, Calculator, Freehand Capture, Creative Pen, Line, Notebook, Video Player, Screen Capture Toolbar, Print Screen, Highlighter, Shape, Welcome Center, Screen Shade, Orient, Shape Pen, Undo, Instant Conferencing, Spotlight, Area Capture, Magic Pen, Right-click, Magnifier, Pointer, and Full Screen Capture. At the bottom of the dialog box are 'Columns: + -' and a 'Restore Defaults' button. A red circle highlights the 'Restore Defaults' button, and a red arrow points to it from the text below. A blue box highlights the 'Toggle the floating toolbar off the screen' option in the dialog box.

To customize the floating toolbar, drag tool icons to and from the toolbar.  
To reset the original toolbar, select "Restore Defaults" as shown above.

For technical support, call 828-227-7487 or press the PUSH TO TALK button to reach the Help Desk.