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Introduction

SMART Boards are interactive whiteboards that connect to the computer and projector, displaying the computer image. The board then becomes touch sensitive allowing you to control computer applications directly from the board. You can also write over any computer application in digital ink and save your work.

This brings a new level of interactivity to the classroom where students can connect to the lesson by manipulating various parts that are displayed on the board. This can prove to be an effective tool for incorporating visual and tactile learning techniques into the lesson which can assist the students who learn better with those styles. It also brings a level of excitement and “fun” to the lessons where the learner is learning without realizing it.

In this class you will learn some of the basics of the hardware including various SMART Hardware settings and orientation controls. You will also become familiar with the SMART Notebook software and the Lesson Activity Toolkit. In addition you will be creating a lesson that will incorporate various aspects of the SMART board software.

Interactive Whiteboard Basics

- **Using Your Finger as a Mouse**

A press on a SMART board is the same as a left-click with the mouse. To open an application, double-press the icon with your finger.

- **The SMART Pen Tray**

The pen tray has 4 color-coded slots for pens and one slot for the eraser. Each slot has a sensor that identifies when you pick up an object; the tray assumes the last item you picked up is the one you want to use. The pen tray also has 3 buttons: one to launch the on-screen keyboard, one to activate the right click mouse feature, and one to access the Help Center.

- **The Ready Light**

The ready light indicates the status of the whiteboard. Depending on the model of whiteboard you're using, the ready light is located either on the right side of the pen tray or on the lower-right rim of the frame.



The light will be red while the board and computer are establishing communication. When the Ready Light turns green, communication is established and the board is now touch sensitive.



This Ready light state...	Indicates that...
Extinguished	There isn't any power to the interactive whiteboard. Check the USB cable connections.
Solid green	The interactive whiteboard is successfully communicating with SMART Board software on the computer.
Flashing green	<p>The interactive whiteboard is successfully communicating with the computer's USB interface, but either SMART Board software hasn't been installed or the SMART Board software service isn't running.</p> <p>NOTE: In this mode, the interactive whiteboard operates as a touch screen. The SMART Board tools, such as the pens and eraser, won't work, but you can move the mouse pointer and perform mouse functions by touching anywhere on the screen. This mode may be desirable for occasional or guest users who don't require the use of SMART Board tools or pen tray functions.</p>
Solid red	The interactive whiteboard has power, but isn't communicating with the computer. First, check the connection to the computer, and then reset the computer and the interactive whiteboard (see next page).
Solid or flashing amber	The interactive whiteboard is in a problem state. Reset the interactive whiteboard (see next page).

SMART Tools

- **Accessing the SMART Tools**

- Press the SMART board icon in the windows notification area.
- If you don't see the icon, go to **Start>Programs>SMART Technologies>SMART Board Drivers>SMART Board Tools.**



- **Using SMART Tools**

- **Recorder**



Use SMART Recorder to record the screen; if you connect a microphone to the computer, you can record your narration. The recording can be saved as a SMART Recorder video file that you can view using the SMART video player or as a Windows Media video file that you can view using Windows Media Player.

- Press the record button on the floating toolbar.
- To record the entire screen, press the record button on the recording tool bar or press F8.
- To record a screen area, click the drop down arrow next to the record button, select **Record Area**, and draw a rectangle around the area you want to record.
- To record a window, click the drop down arrow next to the record button, select **Record Window**, and select the window you want to record.



- To pause the recording, press the pause button.
- To resume recording, press the record button.
- When you are finished, press the stop button.
- To save the file, type a file name in the Save As box, choose a location, and click **Save**.
- To save the file as a Windows Media video file,
 - Save the file as above, making sure you select **Share Recording**.
 - Select **WMV**.
 - Click **Next**.



- Browse to where you'd like to save the file, type a file name, and click **Save**.
 - Click **Next**.
 - Click **Finish**.
- To view what you recorded, press the video player button and follow the instructions.

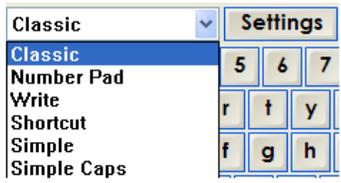
○ **Video Player**

The SMART Video Player allows you to play a video on the screen and write digital notes over it.

- Press the SMART board icon in the windows notification area and choose Video Player or click the Video Player icon on the floating toolbar. 
- Click **File>Open** and browse to the video you want to show or click **File>URL** and enter the URL of the video you want to view.
- Click **Settings>Video Player Settings>Pause when tool(s) lifted** if you want the video to pause when you pick up a pen. If you want the video to continue to play, clear the **Pause when tool(s) lifted** checkbox.
- Click **Play**.
- To write over the video, pick up a pen and write on the screen. (If the video is from a VCR or DVD player you must press Pause on it to make the video stop.)
- Press **Full Screen View** to expand the video display to the largest possible area. 
- To exit the full screen view, press **Normal View**. 
- Press the red X to delete your notes. 
- Press the clear button if you need to retrieve your notes.
- Press **Capture to Notebook** to take a screen capture of the current video frame. 
- Press the close button in the video player to close it.

○ **On-Screen keyboard**

- Press the SMART board icon in the windows notification area and choose **Keyboard** or click the keyboard icon on the floating toolbar.
- The keyboard opens in the most recently used view; you can change the view by selecting it from the drop down list.
 - Classic view displays a standard QWERTY layout.
 - Number Pad displays numbers and symbols.



- Write view converts written text to typed characters.
- Shortcut view displays keyboard shortcuts.
- Simple view displays the keys in alphabetical order.
- Simple Caps view displays the keys as capital letters in alphabetical order.
- To change the keyboard settings
 - Click **Click**, **Speech**, or **No Sound** to set a sound for each key press.
 - Select **101**, **102**, or **106** for the number of keys in classic view.
 - Select a time delay the keyboard waits before converting your writing into typed text.
 - Choose **Left** or **Right** to position the keys in shortcut view.
 - Select a level of transparency.
 - If you want the keyboard to appear automatically when the computer starts, choose **Display Keyboard for system logon**.
 - Click **OK**.

○ Floating tools

- To customize the floating tools, click the Customize button on the Floating Tools toolbar. 
- Drag and drop the icon you want onto the toolbar.
- To remove a button, drag the button off the toolbar.
- To add another column, press the + button; to remove a column, press the – button.
- To return the toolbar to its original configuration, click **Restore Defaults**.
- To minimize the Floating Tools toolbar, click the minimize arrows on the toolbar. 
- When you are finished customizing the toolbar, click **Done**.
- To move the toolbar, click **Move** on the toolbar and drag it to the new location. 
- To hide the Floating Tools toolbar, click the SMART Board icon in the notification area and select **Hide Floating Tools**.

○ Other tools

▪ Screen shade

- Press the SMART board icon in the windows notification area and select **Other SMART Tools>Screen Shade** or click the Screen Shade icon on the floating toolbar. 
- Click and drag one side of the screen shade to cover and uncover the screen.
- Click the close button in the upper right hand corner to remove the screen shade.

▪ Spotlight

- Press the SMART board icon in the windows notification area and select **Other SMART Tools>Spotlight** or click the spotlight icon on the floating toolbar.
- The spotlight icon highlights an area of the screen.
- To move the highlighted area, click the spotlight icon and drag it to the new location.
- To make the highlighted area larger or smaller, click the edge of the area and drag it outward or inward.
- To change the shape of the highlighted area, click the spotlight icon's menu arrow and select **Shape** and choose the shape you want.
- To close the spotlight, click the menu arrow and select **Exit**.



▪ Magnifier

- Press the SMART board icon in the windows notification area and select **Other SMART Tools>Magnifier** or click the magnifier icon on the floating toolbar.
- The Magnifier dialog box opens and displays a magnified image of a part of the screen.

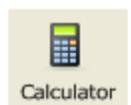


- To magnify a different part of the screen, click the hand icon and drag the hand to another location on the screen.
- To display a red border around the area displayed, press
- To shade everything outside of the area you're magnifying click
- Click the red X to close the magnifier.



▪ Calculator

- To open the computer's default calculator, press the SMART board icon in the windows notification area and select **Other SMART Tools>Calculator** or click the calculator icon on the floating toolbar.



▪ Pointer

- To use a large pointer to draw attention to the screen, press the SMART board icon in the windows notification area and select **Other SMART Tools>Pointer** or click the pointer icon on the floating toolbar.
- To move the pointer, press and drag it to another location on the screen.
- To remove the pointer, double-click it.



▪ Screen capture toolbar

• Area Capture

- Press the Area Capture button on the toolbar.
- Make sure **Capture to new page** is checked.
- Drag a box around the area you wish to capture.
- The selection is captured as a graphic in the Notebook software.



• Full Screen Capture

- To take a screen capture of the entire screen, press **Full Screen Capture** in the Screen Capture toolbar.
- Tap once on the SMART board.
- A capture of the entire screen appears on a Notebook page.



• Window Capture

- Press **Window Capture** in the Screen Capture toolbar.
- Select the window you want to capture.
- An image of the window appears on a Notebook page.



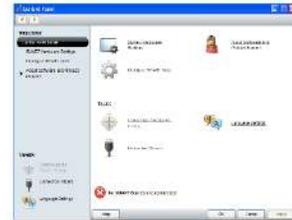
• Freehand Capture

- Press **Freehand Capture** in the Screen Capture toolbar.
- Press and drag the cross hairs pointer to define the area you want to capture.
- An image of the area appears on a Notebook page.



■ SMART Settings

- Press the SMART board icon in the windows notification area and choose **SMART Settings**.
- To change the settings on the pen tray buttons,
 - Click **SMART Hardware Settings** and choose **Pen and Button Settings**.
 - Press **Button Settings**.
 - Change the settings for each button.
 - Click **OK** to save your settings.
 - Click **OK** to close the control panel.



- To change the eraser settings
 - Click **SMART Hardware Settings** and choose **Pen and Button Settings**.
 - Click **Eraser Settings**.
 - Select an eraser size and click **OK**.
 - Click **OK** to close the control panel.



- To change the pen settings
 - Click **SMART Hardware Settings** and choose **Pen and Button Settings**.
 - Click the pen you want to change the settings for.
 - Click **Line Style** and adjust the color, thickness, and line styles.
 - Click **Fill Effects** to adjust the transparency.
 - Click **Save Tool Settings** if you want to save the changes.
 - Click **OK** to close the control panel.



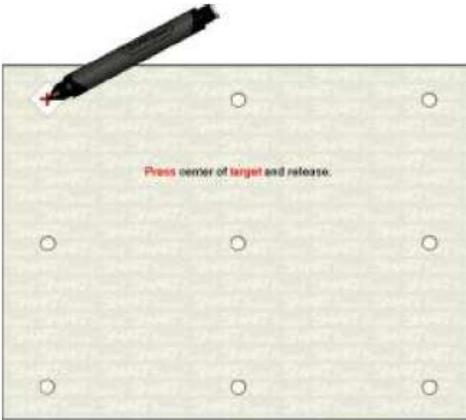
- To change the orientation settings
 - Click **SMART Hardware Settings** and choose **Orientation/Alignment Settings**.
 - Select **Fine (20 Points)**.
 - Click **OK** to close the control panel.



▪ **Orient**

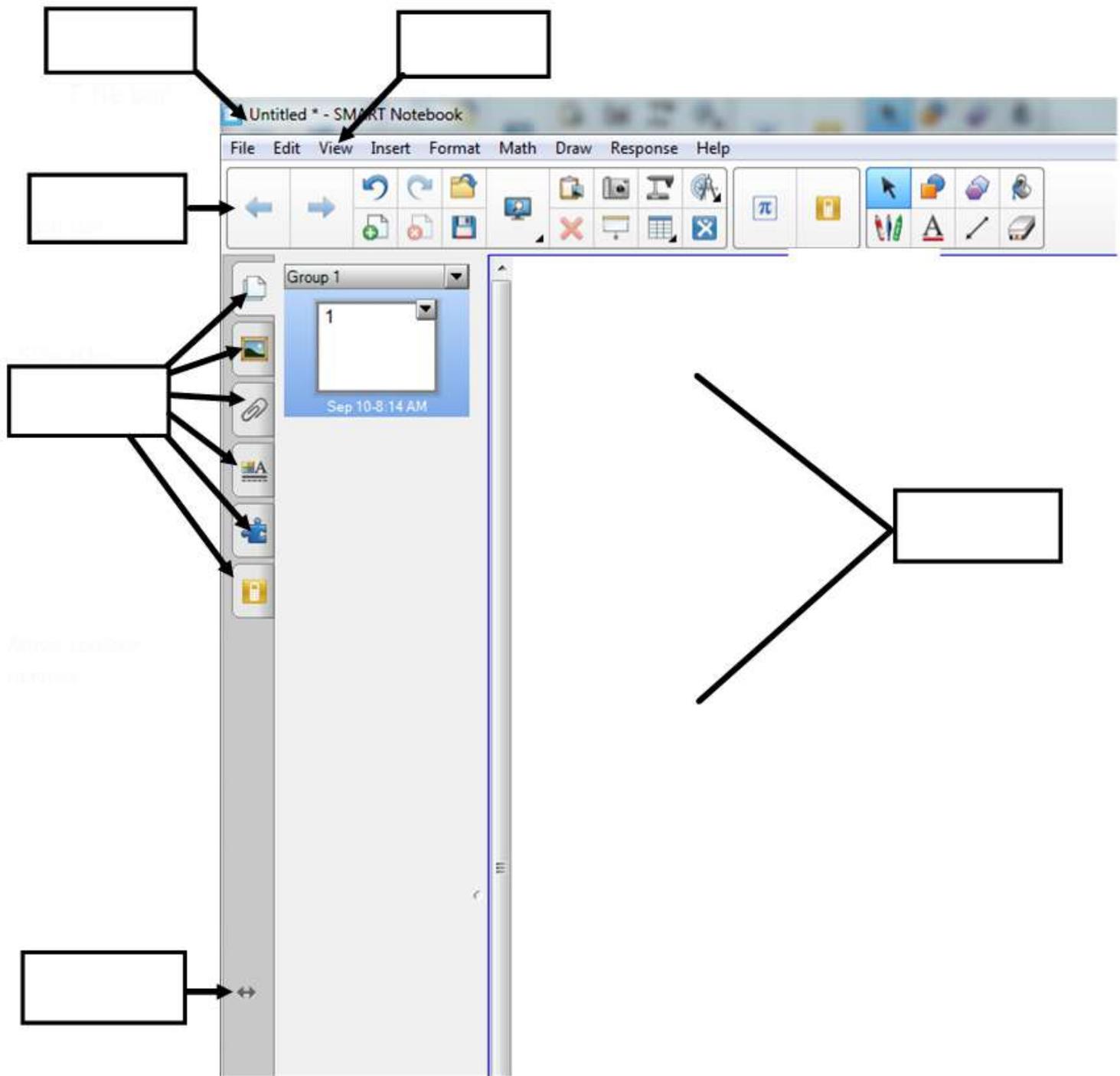
If your finger or pencil doesn't align accurately with the mouse pointer on the screen, you need to orient the device.

- Click the SMART Board icon on the taskbar.
- Select **Orient**.
- The orientation screen will appear.
- Press and release the nib of the pencil on the center of the upper-left cross.
- Move to the next cross and press and release the pencil.
- Continue this process in order until all points have been touched.



- After you've pressed the last point, the orientation screen will close and you will return to the screen you were on prior to orienting the board.
- To change the orientation settings, click the SMART Board icon in the windows notification area and click **Control Panel**. Click **SMART Hardware Settings**. Then click **Orientation/Alignment Settings** from the drop down menu. Select the setting you want, click **OK**, and then click **Orient**.

SMART Notebook Software



[Extend Page](#)

The Notebook Page

- **Side tabs**

- **Page Sorter Tab (1)** displays all of the pages as thumbnails
 - **Displaying pages**
 - To display a page, click the page sorter icon, then click the thumbnail of the page you want to display.
 - To display the next page click the Next Page arrow or swipe your finger across the page from right to left.
 - To display the previous page, click the Previous page arrow or swipe your finger across the page from left to right.
 - **Inserting pages**
 - To insert a page click the thumbnail of the page you want to new page to appear after, click the thumbnail's drop down arrow, and select **Insert Blank Page**.
 - **Clearing pages**
 - To clear a page, click the page you want to clear, click the thumbnail's drop down arrow and select **Clear Page**.
 - **Deleting pages**
 - To delete a page, click the page you want to delete, click the thumbnail's drop down arrow and select **Delete Page**.
 - **Rearranging pages**
 - To change the order of the pages, select the page you want to move (a blue border appears around the thumbnail) and drag it to its new position in the page sorter.
 - **Cloning pages**
 - To insert a clone (duplicate) of a page, select the page you want to clone, click the thumbnail's drop down arrow and select **Clone Page**.
 - **Renaming pages**
 - To change the name of a page (Notebook automatically names the page with the date and time it was created), select the page you want to rename, click the thumbnail's drop down arrow, and select **Rename Page**.
 - Type a new name for the page and click anywhere else on the screen.
- **Gallery Tab (2)**
 - Use the Gallery to find clip art, backgrounds, multimedia content, notebook files, and pages to use in your lessons.
 - **My Content**
 - **Gallery Essentials**
 - **Lesson Activity Toolkit**
 - **Online Resources**



- **Attachments Tab (3)**
 - Use the attachments tab to attach a copy of a file, a shortcut to a file, or a link to a web page.
 - The attachments tab lists all attachments in your current notebook file.
 - Attaching copies of files
 - Click the Attachments Tab.
 - Click **Insert>Insert Copy of File**.
 - Locate the file you wish to attach.
 - Click **Open**.
 - The file's name and size appear in the attachments tab.
 - Attaching shortcuts to files
 - Click the Attachments Tab.
 - Click **Insert>Insert Shortcut to File**.
 - Locate the file you wish to attach.
 - Click **Open**.
 - The file name and **Shortcut** appear in the attachments tab.
 - Attaching Hyperlinks
 - Click the Attachments Tab.
 - Click **Insert>Insert Hyperlink**.
 - Type the web page address in the hyperlink box.
 - Type a name for the link in the display name box.
 - Click **OK**.
 - The display name and URL appear in the attachments tab.

- **Properties Tab (4)**
 - Click on the Properties Tab to format shapes, objects, and text.

- **Add-Ons Tab (5)**
 - Click the Add-ons tab to work with SMART Notebook software add-ons like the Activity Builder

- **SMART Response Tab (6)**
 - Click the SMART Response tab to run SMART Response software (only available if you have SMART Response installed)

- **Move Tabs (7)**
 - Click the move arrows to move the Page Sorter to the other side of the whiteboard.
 - Click the arrows again to move it back.

- **Auto Hide (8)**
 - To automatically hide the Page Sorter, click the **Auto-hide** checkbox at the bottom of the screen and then click or select an object in the whiteboard area.
 - To open the Page Sorter again, click the Page Sorter icon.
 - To turn off the Auto-hide option, click the **Auto-hide** check box again.



Notebook software Version 11 Toolbars



Display the previous page



Display the next page



Insert a blank page after the current page



Open an existing file



Save the Notebook file



Paste



Undo the last action performed



Redo the last action performed



Delete an object



Show or Hide the Screen Shade



Switch to Full Screen mode
(found in the View action panel)



Open Transparent View
(found in the View action panel)



Switch to Dual Page mode
(found in the View action panel)



Open the Screen Capture toolbar



Activate a SMART Document camera



Insert a table



Select tool



Pen tool
(found in the Pens contextual panel)



Creative pen tool
(found in the Pens contextual panel)



Magic Pen tool
(found in the Pens contextual panel)



Calligraphic pen tool
(found in the Pens contextual panel)



Crayon
(found in the Pens contextual panel)



Highlighter
(found in the Pens contextual panel)



Shape Recognition pen tool
(found in the Pens contextual panel)



Line tool



Shape tool



Eraser



Fill an object or shape



Text box tool



Open the Properties tab



Measurement Tools



Clear Digital ink



SMART Exchange



Toggle the toolbar to the bottom or opposite side of the page

Objects

Anything you can select inside the work area of the page is an object. You can add an object to a page by typing text, drawing or writing with a pen tool, creating shapes with the drawing tools, and inserting content from the gallery, your computer, or the internet.

• **Creating Objects**

○ **Using the Shapes Tool**

- Click the shapes icon.
- Select the shape you want.
- Click and drag to create the shape.



○ **Using the Shape Recognition Pen**

- Click the Shape Recognition Pen.
- Draw the shape you want on the screen.
- If the software recognizes your drawing, it will add the shape to the page.



○ **Using the Pen Tool**

- Click the pen.
- Select a line type.
- Write or draw on the page to create your object.



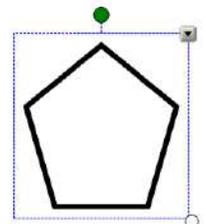
○ **By Typing**

- Click the text icon and select a font style.
- Click where you want the text.
- Change the font style, size and color in the fonts toolbar.
- Type your text.
- Click outside of the text object when you have finished typing.



• **Manipulating Objects**

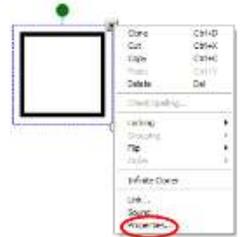
- To move the object, use the pointer tool to select it and drag it where you want it.



- To resize the object, click the white handle in the bottom right hand corner and drag the object to the desired size.
- To rotate the object, click the green handle and drag the object to the desired position.

- **Modifying an Object's Properties** (the properties you can change depend on the object selected)

- Select the object.
- Click the drop down arrow and select **Properties**.
- Click **Fill Effects** to change the object's fill, transparency, line style, and animation.



- **Copying and Pasting an Object**

- Use the mouse pointer to select the object you want to copy.
- Click the drop down arrow and select **Copy**.
- Click where you want to paste the item and click **Paste** (if you are pasting the item on a different page, display that page first).

- **Cloning an Object**

- **Using Clone**

- To create a duplicate of an object, select the object you want to clone.
- Click the drop down arrow and select **Clone**.
- A duplicate object appears on the same page.

- **Using the Infinite Cloner**

- To create multiple copies of an object, select the object you want to clone.
- Click the drop down arrow and select **Infinite Cloner**.
- Click the object again; the infinity symbol appears in place of the object's drop down arrow.
- Drag the object to another place on the page.
- Repeat as many times as you need to.
- To turn off Infinite Cloner, click the original object, press the infinity symbol, and click **Infinite Cloner** to remove the selection.



- **Locking and Unlocking Objects** – You can lock an object to keep it from being edited, moved, or rotated. There are 3 different options for locking objects:

- **Locking an Object in Place**

- To lock an object in place, select the object.

- Click the drop down arrow and select **Locking>Lock in Place**.
- Click the object again. A lock symbol appears; you will not be able to move, rotate or modify the object until it is unlocked.
- **Locking an Object in Place but Allowing Movement**
 - Select the object and click the drop down arrow.
 - Click **Locking>Allow Move**.
 - Click the object again. A lock symbol appears; you can move the object but will not be able to rotate or modify it until it is unlocked.
- **Locking an Object in Place but Allowing Movement and Rotation**
 - Select the object and click the drop down arrow.
 - Click **Locking>Allow Move and Rotate**.
 - Click the object again. A lock symbol appears; you can move and rotate the object but cannot modify it until it is unlocked. 
- **Unlocking an Object**
 - Select the object.
 - Click the lock icon and select **Unlock**.
- **Grouping Objects** – Objects on a Notebook page that are grouped together can then be moved, edited, and sized as a single object.
 - Use the mouse pointer to drag across the objects you wish to group.
 - Click the drop-down arrow on any of the selected objects.
 - Click **Grouping>Group**.
 - To ungroup the objects, select the group, click the drop down arrow, and select **Grouping>Ungroup**.
- **Adding Links to Objects**
 - Select the object.
 - Click the drop down arrow and select **Link**.
 - To add a web page, click **Web Page** and type the address in the box.

- To add a link to another page in this notebook file, click **Page in this File**, and click the page you want to link to.
- To add a link to a file on your computer, click **File on this Computer** and browse to the file. Select **Copy of file** to attach a copy to the file or **Shortcut to file** to insert just a shortcut on the page.
- To add a link to an attachment, click **Current Attachments** and select the attachment from the list.
- To open the link by clicking an icon, select **Corner Icon**; to open it by clicking anywhere on the object, select **Object**.
- Click **OK**.
- To remove a link select the object, click the drop down arrow and select **Link**. Click **Remove Link** and click **OK**.
- ***Animating Objects***
 - Select the object.
 - Click the Properties tab.
 - Click **Object Animation**.
 - Select the type of animation, the direction, speed, when it occurs and when it repeats.

Print Capture

SMART Notebook Print Capture works like any other printer except it saves the output in a notebook file instead of printing it on paper. Each page of the imported file is an object on its own page.

- On the menu bar, select **File>Print**.

- Click the Printer Setup tab.
- Select **SMART Notebook Print Capture** from the printer list.
- Click **Properties** or **Preferences** to change the page orientation or graphics resolution.
- Select a **Page Range** and click **OK**.

The SMART Notebook Gallery

The gallery contains more than 6,600 objects including notebook pages, clip art, Flash animations and video files. This content is organized into searchable collections, allowing you to add engaging detail to your lessons.

• **Gallery Essentials**

- Open the gallery by clicking the **Gallery** tab.
- Click a category's plus sign to view its subcategories.
- Select a category or subcategory to display its contents.
- The contents appear in 4 areas in the bottom section of the gallery.



- **Pictures** shows a thumbnail of clip art items.
- **Interactive and Multimedia** contains videos which appear as a frame from a movie, sound objects with a speaker icon in the lower left corner, and Flash files with a Flash icon.
- **Notebook Files and Pages** contains pre-made pages or series of pages such as a complete lesson activity.
- **Backgrounds and Themes** contains backgrounds (shown as pages with a folded bottom-right corner) and themes (shown as thumbnails).

- To search the gallery, type a keyword in the **Type search terms here** box, and click **Search**.



- To add an item to the page, double-click its thumbnail or drag the thumbnail image to the work area.

• **My Content**

- To add a file to **My Content** so that it's readily available
 - Click the gallery tab if the gallery isn't visible.
 - Select **My Content** and click the drop down arrow.
 - Click **Add to My Content**.
 - Locate the item you want to add to the gallery.

- Click **Open**.
- To add an object from the current page to **My Content**, drag the object from the page to the **My Content** category.
- To add a page to the gallery
 - Select **File>Save Page as Gallery Item**.
 - Browse to where you want to save the page.
 - Enter a file name in the file name box.
 - Click **Save**.
 - Select **My Content** in the gallery.
 - Click the drop down arrow and select **Add to My Content**.
 - Locate the item you saved earlier and click **Open**.

- ***Lesson Activity Toolkit***

The Lesson Activity Toolkit contains customizable tools and templates to help make creating interactive lessons easier. (See “Lesson Activity Toolkit Guide”)

The SMART Internet Browser

- Click **Insert** on the menu bar.
- Click **Internet Browser**.
- Scroll to the bottom of the box and type the address of the page you want to go to.



- Use the arrow buttons to navigate thru the website like you normally would.
- To make that page appear on this page of the notebook file every time the notebook file is opened, click the pin button.
- To return to a pinned page, click the pin button with the green arrow.
- Click the refresh button to reload the page.
- To move the options to the top of the browser, click the double headed arrow.



Miscellaneous

- **Changing Orientation Settings**

To have more precise control, select a precise orientation; to orient the screen as quickly as possible, select a quicker orientation.

To change the orientation level

- Click the SMART Board tools icon in the windows notification area.
- Select **SMART Settings**.
- Select **Orientation/Alignment Settings**.
- Select the level you want.
 - Quick orientation (4 alignment points) is suitable for most purposes.
 - Standard orientation (9 alignment points) provides a slightly higher level of accuracy.
 - Wide orientation (12 alignment points) is suitable for wide-screen products.
 - Fine orientation (20 alignment points) provides a more precise orientation.
- Click **OK**.

- **Combining Pages from Multiple Notebook Files**

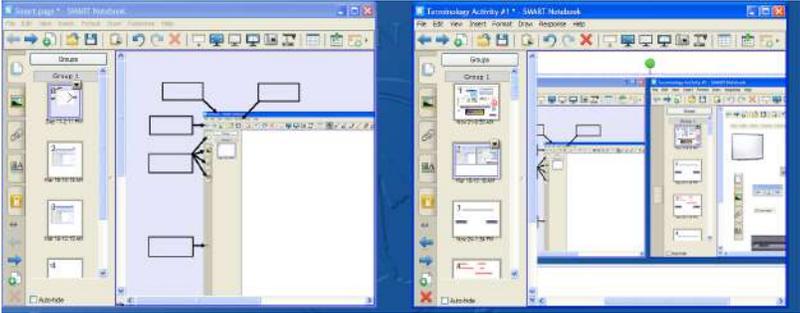
- Open the notebook file you would like to copy into.

- Click the **Restore** button to resize the window so it's not full screen.

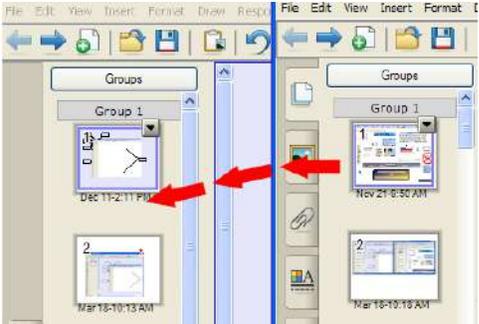


- Open the notebook file with the page you want to copy.
- Click the **Restore** button to resize the window so it's not full screen.

- Drag the two files next to each other.



- Click and drag the page from its original file to the page sorter of the other file.



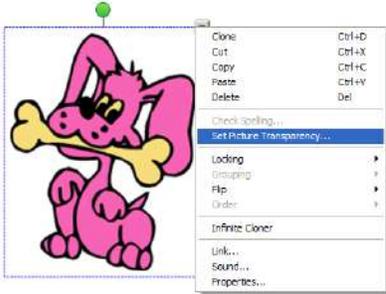
- Close the file you're no longer using.

- **Picture Transparency**

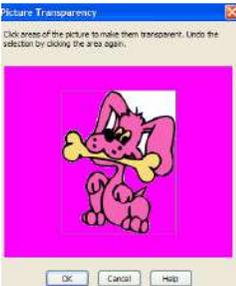
When you copy and paste a picture from the internet onto the notebook page it looks fine when the page background is white. If the background is a different color, you see all the white space in the graphic. There's a very simple way to fix that white box on many clip art graphics:



- Click the image.
- Click the drop down arrow and choose **Set Picture Transparency**.



- When the Picture Transparency box appears, move your cursor over the image. The cursor changes to an eye dropper.



- Click the eye dropper in all the sections that you want to become transparent.
- NOTE: Sometimes it takes several clicks; sometimes it may only take 1 or 2.

- Click **OK** and the extra white space is gone.

Before



After



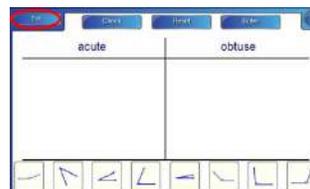
- **Capturing Pictures From the Internet Into Lesson Activities**

To insert a picture capture into a LAT activity

- Click the Gallery  tab.
- Click the plus sign next to Lesson Activity Toolkit 2.0 and locate the activity you're going to use.
- Double click the activity or drag it to the notebook page.



- Click **Edit** to open the activity's edit



screen.

- Press the Screen Capture icon on the  toolbar.
- Uncheck the Capture to new page check box on the screen capture toolbar.



- Minimize Notebook software by clicking the minimize button in the top right hand corner of the page.



- Open your web browser and locate the image you want to capture.

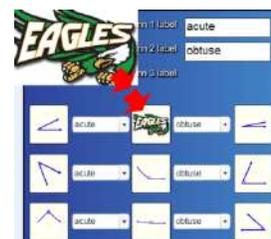
- Press the Area Capture icon on the toolbar; the pointer will change to cross hairs.



- Click and drag the cross hairs on the screen to choose the area you want to capture.

- An image of this area is now on your notebook page.

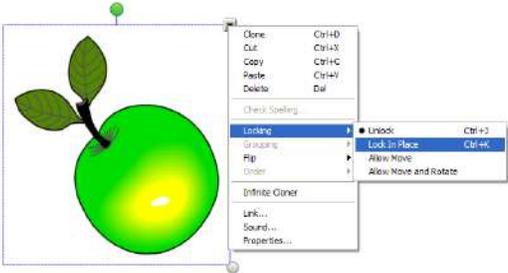
- Drag the image into the appropriate box on the activity page (the image will automatically resize to fit the box).



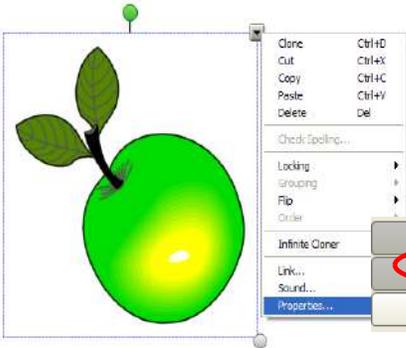
- **Creating a Click To Reveal Activity**

- Create the words, math problems, etc. that you want revealed.
- Create the shapes or clip art you'll use to cover the objects.
- Drag the first object to where you want it on the screen.

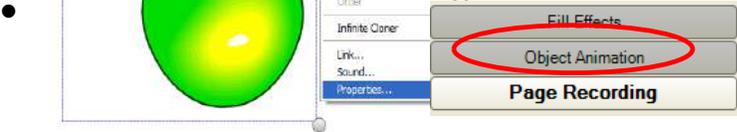
- Click the drop down arrow and choose **Locking>Lock in place.**



- Drag the shape or clip art over the object so it covers it completely.



Click the drop down arrow and choose **Properties.**



On the properties tab, choose **Object Animation.**

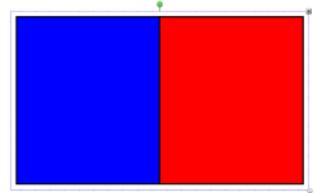
- Choose **Fade Out** for the type and **When Object is Clicked** for when the animation occurs.



- Click the drop down arrow next to the shape or clip art again and choose **Locking>Lock in place.**

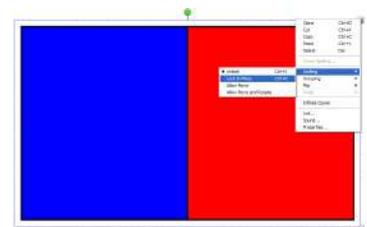
- **Creating a Magic Tunnel Activity**

- Create 2 columns with contrasting colors.
- Select each column.



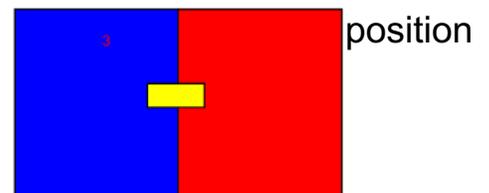
- Click the drop down arrow on one of the columns and choose **Grouping>Group**.

- Click the drop down arrow again and choose **Locking>Lock in Place**.



- Type the text in a text box and change the color of the words you want displayed in the second column to the color of that column. **9 3**
- Repeat for each word, number, etc.

- Use the shape tool to create the tunnel and it in the middle of the columns.



- Lock the tunnel in place by clicking the drop down arrow and choosing **Locking>Lock in Place**.

- Drag the text from the column on the left through the tunnel to the column on the right to reveal the answer.

• Creating a Balloon Pop Activity

The Balloon Pop is a flash object in the gallery used to reveal information. When students touch it, the balloon makes a popping noise and then reveals whatever is sitting behind the balloon. You can use it to show correct answers, words, or any type of information you want to hide until the balloon is popped.

To create a Balloon Pop activity:

- Open a blank page and click the gallery tab. 
- In the search box type the word balloon and click the magnifying glass.
- Click the arrow next to the Interactive and Multimedia folder.
- Click and drag the balloon unto your notebook page.

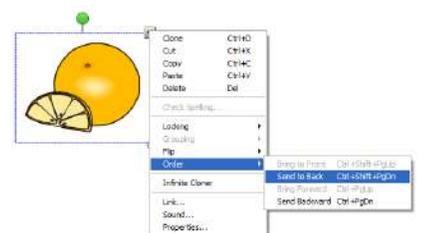


- To resize the balloon, move your cursor over the resize handles on the bottom right of the balloon and then click and drag out to increase the size.



- To edit the text on the balloon, click the double arrow on the bottom left of the balloon; then select the text and type in the new text.
- Touch the double arrow again to get out of edit mode.

- To add an image behind the balloon, go to the gallery, search for whatever picture you want, and drag it onto the page.
- Click on the picture to select it, click the drop down arrow and choose **Order>Send to Back** so the image will be behind the balloon, not in front of it.



- Move the image to where you want it.
- Move the balloon over the image.
- Click the balloon to reveal the image behind it.
- To reset the balloon, touch it again.

