



Interactive Whiteboard (SMART Board) Guide

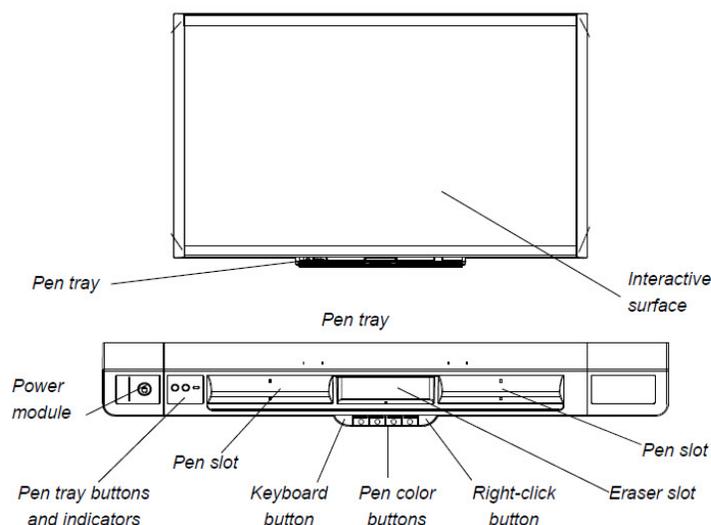
This document is a guide to getting started using the interactive whiteboard in a classroom.

Some classrooms and conference rooms on campus are equipped with an interactive whiteboard. These are touch-controlled interactive whiteboards which can be used for presentations and/or teaching purposes.

The interactive whiteboard comes with pen tools used to interact with the screen. The screen shots in this guide may vary from room to room.

You can save any notes or annotations you make on the interactive whiteboard and make them available to your students online.

Note: In order to interact with the interactive whiteboard, the SMART Notebook software needs to be installed. For classrooms with a local PC, the SMART Notebook software is installed.



Many classrooms do not have a local PC. If you wish to use your own laptop, you need to [Download the SMART Notebook Software](#).

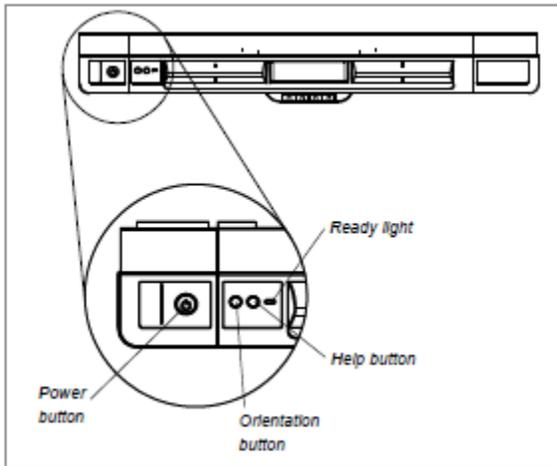
Turning on the interactive whiteboard and data projector (s)

Go to the instructions on the Data Projector to find out how to turn on the interactive whiteboard and data projector (s), and how to connect your laptop in that classroom.

Orienting the interactive whiteboard

1. Orientation of the screen is necessary to ensure accurate calibration.

From the pen tray, click the Orientation button (on some models this is located to the left of the Help button).



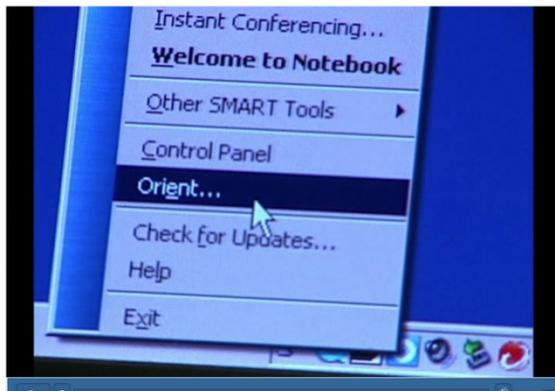
OR

On the computer.

- a. Click on the **SMART Board** icon  found on the system tray.



- b. Select **Orient...**



The *Orientation* screen appears.

2. Pick up a pen from the pen tray and begin the orientation process starting from the upper left corner of the Orientation screen by touching the center of the target firmly with the pen. When you remove the pen, the target moves to the next orientation point. When you complete the orientation process, the Orientation screen closes.



Features of the interactive whiteboard

- Touch sensitive – use your finger as a mouse
- Digital writing – write or draw using a pen from the pen tray, use the eraser to erase
- Multi-touch capabilities – enables two users to draw simultaneously on the interactive whiteboard surface (applies to 800 series)
- On-screen keyboard - type or edit text without leaving the whiteboard
- Save and share your work
- Some interactive whiteboards also have a video source input (located on the left-hand side of the pen tray) which allows you to connect a DVD player, VCR or Handycam digital camera.

SMART tools – Some activities!

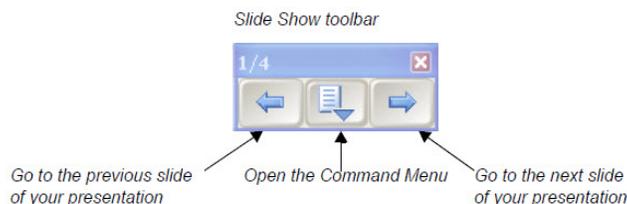
Annotate a web site:

1. Using your finger, open a browser window.
2. Touch the search box to ensure the cursor is ready for typing and use the on-screen keyboard to type in your keyword(s).
3. Select a hyperlink.
4. Pick up a pen from the pen tray and choose the colour you wish to use by selecting one of the colour buttons. The Digital Ink Layer border will appear on your screen.
5. Annotate directly on the screen.
6. Save your annotations by clicking on the Screen Capture button in the top right hand corner of the border. An image of the screen including your annotations will be saved in a new SMART Notebook file.
7. You can also choose to export your Notebook file as a PDF file. (File > Export >PDF)



Annotate a PowerPoint presentation:

- Using your finger, browse for and open a PowerPoint presentation.
- When in slide show mode, you will notice the Slide Show toolbar which allows you to navigate through the slides and use options such as adding a blank slide.



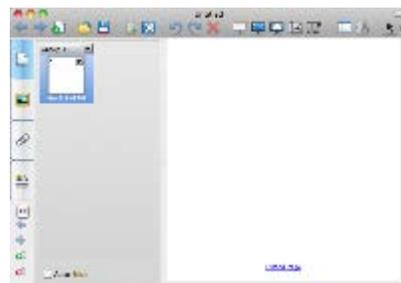
- Pick up a pen from the pen tray and choose the colour you wish to use by selecting one of the colour buttons.
- You can also use the Floating Tools to highlight text on your slide, change pen colour and return cursor to mouse mode.
- When you have come to the end of your slideshow (or if you press the Esc key), you will be prompted to save your annotations.

Tip: Save your PowerPoint file containing the annotations with a new filename (e.g. lecture1_annotated) so that you will have both the original PowerPoint file and the PowerPoint containing the annotations.

Using SMART Notebook:

SMART Notebook software allows you to create lessons or presentations and is a great tool for brainstorming /bringing together the ideas of your students. Each notebook file can contain a series of pages and each page can have its own content, objects, properties and settings. You can add and manipulate images or objects, apply themes to the pages, import content, etc. You can also export your notebook pages into a PDF file to distribute to your students.

- From the desktop, click the SMART Notebook icon  Smart Notebook opens and a blank file opens automatically. You will notice the following sections within the SMART Notebook window: Menu, Toolbar, Tabs (Page Sorter, Gallery, Attachments and Properties) as well as the Page Area.
- You can add a theme or objects to a page by selecting the Gallery tab and browsing through the various folders. You can drag a theme or objects from the Gallery to the page and explore the various tools on the toolbar (e.g. Screen Shade, Magic Pen, Calligraphic Pens, etc.).
- Save your notebook file. You may also wish to export your pages as PDF (select File > Export> PDF).



Resources:

- [General information on Classroom A/V support at McGill](#)
- [SMART Notebook Guide](#)
- [SMART Board User's Guide \(800 series\)](#)
- [SMART Tech website](#)
- [SMART Exchange Community](#)