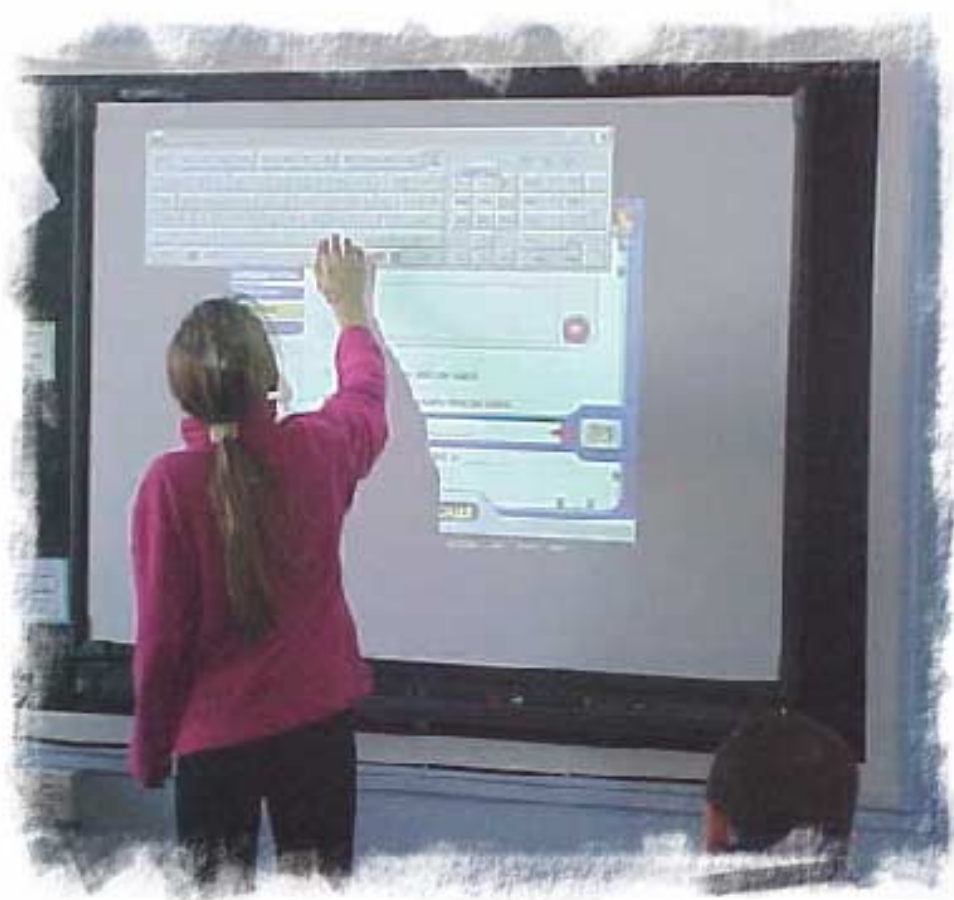


# Using the Smart Notebook



The opening statement on the Smart board website (<http://www.smarttech.com> or <http://www.steljes.co.uk>) states that.....

**The SMART Board is an interactive whiteboard that improves the way you meet, teach, train and present.**

It combines the look and feel of a regular whiteboard with the power of a computer so you can save and print notes, collaborate on electronic documents, share information and run multimedia materials.

- When combined with an LCD panel or projector, the SMART Board becomes a large, touch-sensitive screen.
- Control Windows or Macintosh applications by simply touching the Board.
- Use your finger on the Board just as you would use a mouse at your desktop to move between spreadsheets, word-processing documents, presentation software, CD ROMs or Web sites.

Pick up a pen from the SMART Pen Tray and write notes over your applications in electronic ink to focus your audience's attention, then save or print your notes to create handouts that will help everyone remember your message.

**All this is true and much more.** The software which accompanies the Smart board is called the Smart notebook. This can be freely loaded onto PC's or laptops enabling the staff to produce notebook pages to enhance their lessons and presentations.

The notebook becomes your 'electronic whiteboard', no longer requiring waiting for the slowest pupil to copy down your notes or instructions. With some easily affordable clip art, stunning presentations can be quickly assembled to catch the attention of pupils. Due to the board's interactivity, the large screen can then become:

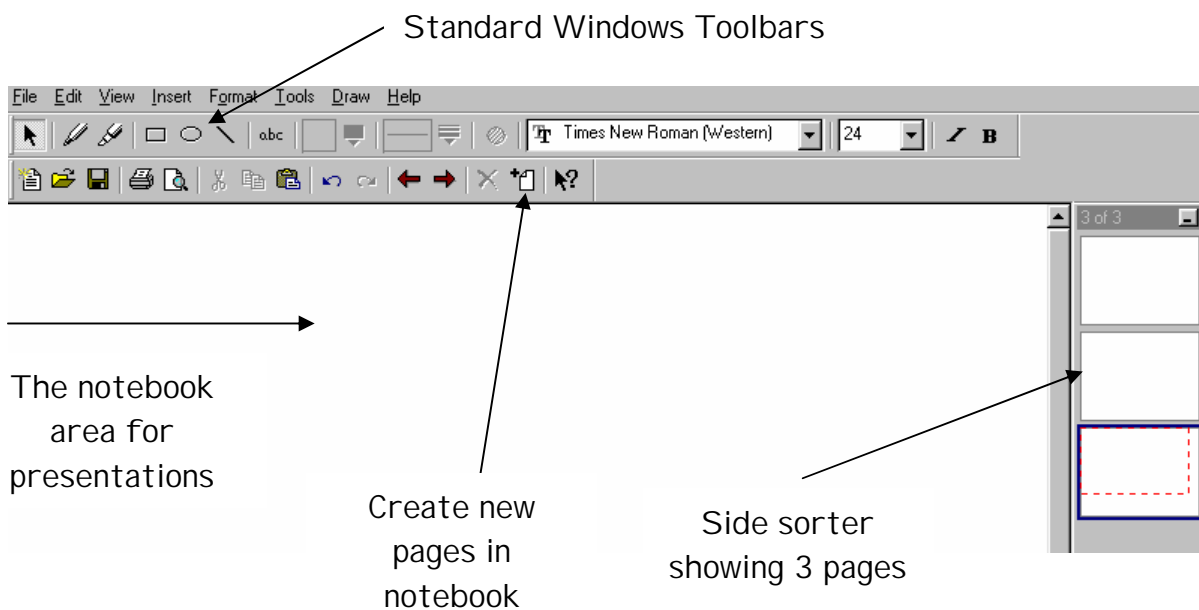
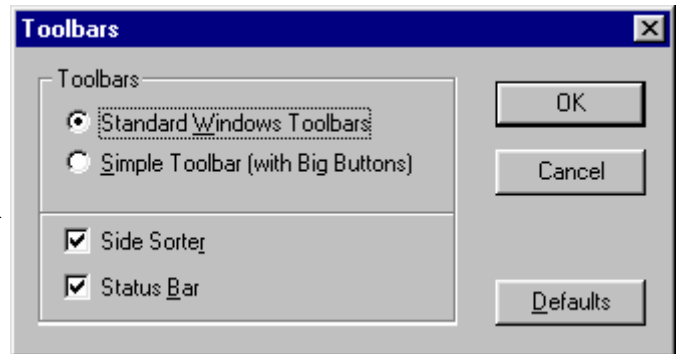
- ◆ a design area
- ◆ a forum for a brainstorming session
- ◆ a drag and drop interactive exercise
- ◆ a powerful media for a PowerPoint presentation
- ◆ a mind map for a PHSE session
- ◆ a detailed instruction area for a new I.C.T. skill.....
- ◆ and whole lesson preparation which can be saved, printed out, evaluated and updated for future use.

## The Layout and 'Getting Started'

The Notebook can be viewed in a variety of ways depending on the needs of the teacher and the audience. Below are some of the variations with the possible reasons for the layout in each case.

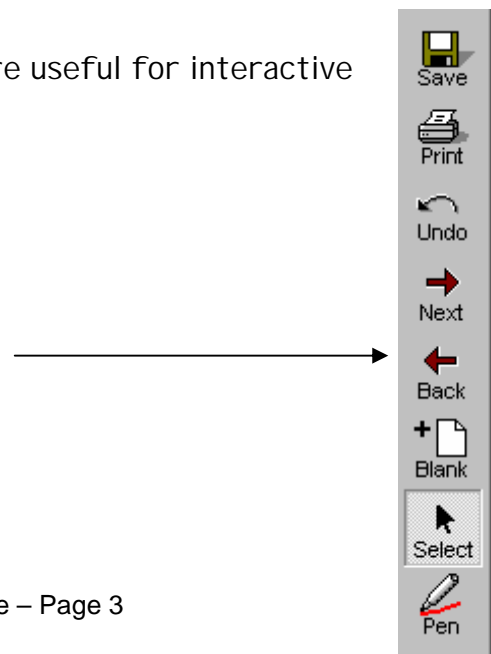
### Notebook plus side sorter

From the 'view' menu scroll to toolbars to get this active window:



A simple toolbar with big buttons might be more useful for interactive work with younger children.

This toolbar appears down the left hand side of the notebook page and allows basic orientation of the page, plus a pen option.



## Notebook without side sorter

This view could be used when future notebook pages need to be hidden from pupils/audience. Any lesson preparation can be assembled in 'notebook' and then presented one slide at a time. To hide side sorter, go to 'view' menu – toolbars – then deselect Side Sorter.

## Whole page view

This layout is particularly useful for the final presentation of lesson content and in particular the running of a PowerPoint presentation. It does inhibit the interactivity although a way round this is to have a floating toolbar available.

There are two ways to access the full screen view:

1. If status bar is showing along the bottom of the notebook page (status bar check box is just below the side sorter option in toolbars), click 'Full Screen' button at the extreme bottom right of the screen.
2. Go to 'view' menu and then 'Full Screen' (Ctrl+F)

## Accessing the floating toolbar

If you are in notebook, minimise and select 'Smart Board's Driver' icon. Go to the 'Smart' menu and select 'Floating Toolbars' (Alt+F)



← The floating toolbar menu

This floating bar will also stay alive over Word, Access, Excel etc. When annotating over another program eg. Word, the toolbar enlarges to give an extra three buttons:

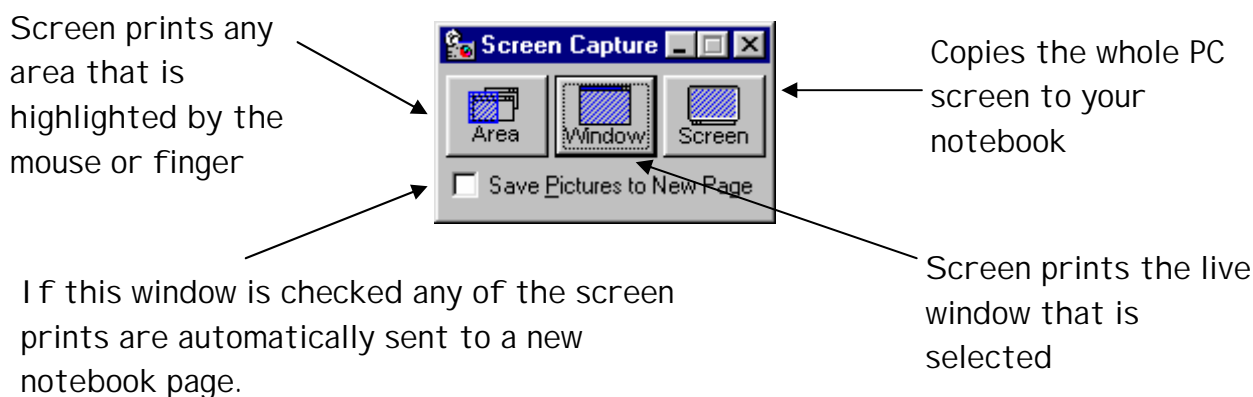
- ◆ Full screen capture to notebook
- ◆ New notebook page
- ◆ Print option



## Working with your Notebook

One of the most useful tools in the Smart software is the screen capture option. It is very versatile and like the previous toolbar, it will float over the notebook, internet or any program running on your PC.

Go to 'Tools' menu and 'Launch Screen Capture'. The three buttons should suit all your screen capture requirements. See below for details:



## Running PowerPoint on the Smart Board

The Smart Board is an excellent media for presentation of PowerPoint. When you open PowerPoint in Slide Show view, you'll notice a two-button navigational toolbar in the lower-right corner of the board. These 'previous' and 'next' slide buttons facilitate moving forwards and backwards through your presentation. This toolbar floats and can be positioned anywhere on the screen.



N.B.

If you're using SMART Board driver 5.6 or higher, you can use the "double tap" method to advance through PowerPoint slides. Simply tap your Smart Board from left to right to advance to the next slide, and from right to left to go back a slide.

Any annotations that you make over your PowerPoint presentation will disappear when you advance to the next slide. These annotations can be easily saved to the notebook. See your User Guide, page 54.

## Setting up a 'drag and drop' activity

The Smart Board is an excellent media for designing your own:

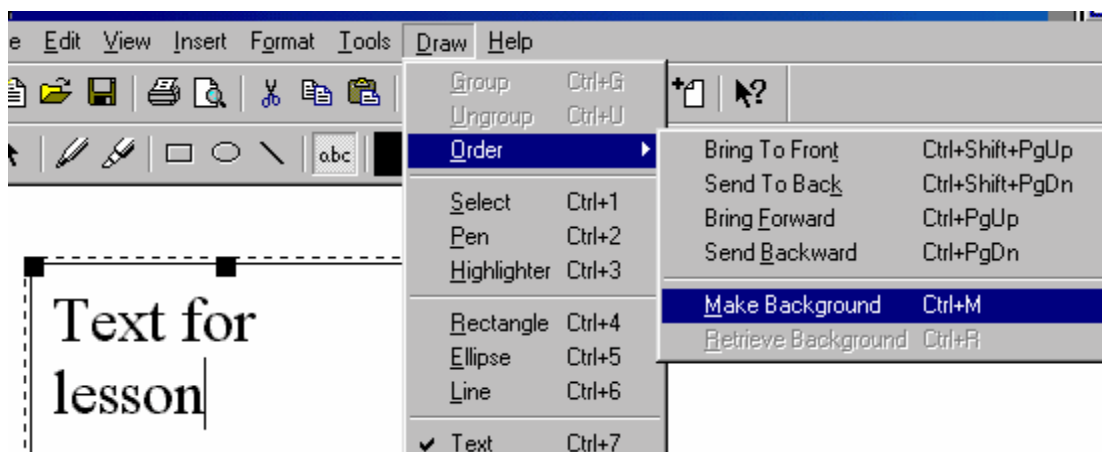
- Cloze procedures
- Missing word exercises
- 'drag and drop' answers

There is a quick method to secure the text of your lesson in the 'background' of the Notebook page, thus giving you, or the pupils, the chance to add extra text.

Create your text in a text box using the abc tool on your tool bar



Go to the Draw menu - Order - Make Background and your text is now safely locked to the page. Any other text added can be dragged and dropped into any position on the page.



Occasionally when a large object or graphic is placed on a Notebook page, it automatically becomes 'The Background'. To retrieve this object, use the same procedure i.e. Draw menu - Order - Retrieve Background and the object will then show 'handles' with which it can be moved or resized.