

This guide will address the following tasks for getting started with Smart boards:

1. Working with the Floating Toolbar.
2. Working with Smart boards in PowerPoint.
3. Working with other Microsoft applications.
4. Find Smart board Assistance.

Detailed Instructions

1 Working with the Floating Toolbar.

The most common features are at your fingertips with the Floating Toolbar (Fig. 1).












	Stop using other tools and return the cursor to mouse mode.
	Write or draw in digital ink, and select the ink color.
	Highlight an area of the screen with translucent ink for emphasis, and select the ink color.
	Erase digital ink, and select the size of the eraser.
	Draw a line, and select the format of the line.
	Draw a pre-formed shape, and select the shape.
	Make your next press on the interactive whiteboard a right-click.
	Launch the on-screen keyboard.
	Launch Notebook software.
	Undo your previous action.
	Open the Customize Floating Tools menu.



Fig. 1

The buttons that have side menus can be further customized. Click the gear icon to open the Properties dialog box where you can change settings for the tool. Click the **Save Tool Settings** button at the bottom of the dialog box after you've set the parameters above.

Use the **Customize Floating Tools** menu to personalize toolbar functions.

- To add a button to the Floating Tools drag and drop the icon onto the toolbar.
- To remove a button, drag the button off the Floating Tools toolbar.
- To return the toolbar to its original configuration press the **Restore Defaults** button.
- When you are finished customizing the toolbar press the **Done** button.

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Working with Smart boards in PowerPoint.

When you are presenting a slide show with PowerPoint software on a SMART brand product, you can navigate, save your notes as images, and save screen captures to Notebook software.

Fig. 2

The **Slide Show toolbar** (Fig. 2) appears automatically when you run a PowerPoint slide show.



- a. The left arrow navigates back one slide.
- b. The right arrow navigates to the next slide.
- c. The middle button opens the **Command Menu** which features the following options:
 - **Capture to Notebook:** capture an image of the current slide to Notebook software.
 - **Insert Drawing as Image:** save your notes directly into your PowerPoint software presentation.
 - **Clear Drawing:** delete your notes from the page.
 - **Add Blank Slide:** add an additional slide to your presentation.
 - **PowerPoint Commands:** launch the PowerPoint Commands submenu.
 - **Settings:** launch the Settings submenu.
 - **SMART Floating Tools:** launch the Floating Tools toolbar.
 - **End Show:** end the Slide Show.

3

Working with other Microsoft applications.

Microsoft Word, Excel and PowerPoint software are **Ink Aware** applications. Ink Aware applications allow you to write and draw directly into an active file and your notes and drawings saved to the file.

When you pick up a pen while Microsoft Word or Excel is open, a new **Aware Tools** toolbar appears with three buttons (Fig. 3):



Fig. 3

- **Save as image:** inserts your drawing or image as a picture in your document.
- **Save as text:** converts your writing as typed text and inserts it at the cursor location in the chosen color.
- **Save to notebook:** opens the Notebook software and captures the current screen to a new notebook page.

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Find Smart board Assistance.

Smarttech includes excellent training resources on their website from simple handouts to video tutorials at <http://smarttech.com/trainingcenter/material.asp>

For technical assistance with the Smart boards call the helpdesk at (817) 531-4428 ext. 2.

For additional Smart board training contact Meghan Foster at 817-531-6584 or mfoster@txwes.edu.