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

Technologies



Working with the Floating Toolbar.

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

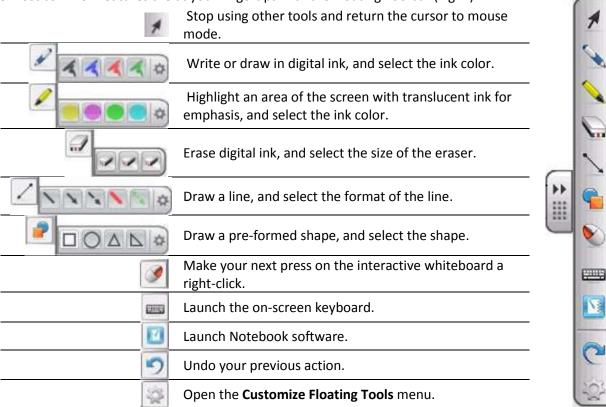


Fig. 1

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.



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.



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):

 Save as image: inserts your drawing or image as a picture in your document.

Fig. 3

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- 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.



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.