



“The SMART Board is an interactive whiteboard that turns your computer and projector into a powerful tool for teaching, collaborating and presenting. With a computer image projected onto the Board, you can simply press on its large, touch-sensitive surface to access and control any application. Using a pen from the SMART Pen Tray, you can work naturally at the Board to take notes and highlight important information. Whenever you meet, teach, train or present, the SMART Board helps your group save time, increase interactivity and improve communication.”

<http://www.smarttech.com/products/smartboard/index.asp>

For more in depth training materials on the SmartBoard, go to <http://www.smarttech.com/trainingcenter/index.asp> or use the Tutorial in the **Help** menu.

For lesson plans using the SmartBoard, go to <http://www.smarttech.com/lessonplans/index.asp>

Getting Started

NOTE: Each school set up is slightly different, so check with your Media Specialist or TSS for possible differences.

1. Plug in the power supplies for the computer and the projector.
2. Connect the cable from the computer to the bottom, right side of the Smart Board.
3. Turn on the projector, then the computer.
4. Double click (tap) on the **Smart Board** icon on the Smart Board or the task bar.



5. Double click (tap) on the **Orient** button.



6. On the pop-up menu, select **Quick** or **Standard**, and then tap **Next**.



7. Follow the directions on the screen. *Be careful not to touch the board with your hand!*



(If for some reason the Smart Board gets moved, you may need to re-orient the Smart Board again.)

Where's the Mouse? And the Keyboard?

1. Your finger is the mouse! Use your finger to tap or double tap on the Smart Board just as you would use the mouse.
2. To get the onscreen keyboard, press the Keyboard button on the Pen Tray.



3. To get to the right click functions of the mouse, press on the Right Mouse button on the Pen Tray and tap the board once.

Writing on the Smart Board in Notebook

The **Smart Board Notebook** is a great place to take notes where you can save them easily to the computer and print out copies for each student. To write on the Smart Board, just pick up a stylus from the Pen Tray and write. You may also write with your finger once you have picked up the stylus. When writing, press firmly, but remember not to let your hand rest on the Smart Board.

The Smart Board Notebook also has a tool bar that allows you to change the pen to a highlighter, change the color of the pen, and the thickness of the line. The tool bar also allows you to change the font style and size.

Using PowerPoint with the Smart Board

1. Create your PowerPoint presentation.
2. While viewing the PowerPoint on the Smart Board, make markings, drawings, or highlightings on a page.
3. Before going to the next slide, click (tap) on the middle icon on the floating tool bar that appeared.
4. On the menu, click (tap) on "Save Annotations to PowerPoint."
5. Then click the arrow to the next slide.

NOTE: You must save the annotations on each page before moving on or the annotations will disappear.

Using Word

When using Word with the Smart Board, changes to a document cannot be made directly to Word; however, a toolbar automatically appears that has a camera on it. Click on the camera to take a picture of you Word document with the changes. This camera function will put a copy of the page into Smart Notebook which may them be saved or printed.

NOTE: Any software that is one the computer or network can be used with the Smart Board just as you would use it on any other computer. Think of the Smart Board as a large monitor with a touch screen.

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