



Outsmarting the SMART Board

The SMART Boards that are installed in ETSU Multimedia Classrooms are much more than just a projector screen. They come with a host of software and tools that can make your teaching more effective and dynamic, and can save you time and energy.

Accessing the SMART Software

To start the various SMART software tools, click the Smart Board Icon in the system tray (bottom right of your Windows desktop). **Note:** basic functionality of the SMART Board begins when the computer is booted into Windows. You only need to click the SMART Board icon to start the advanced features.



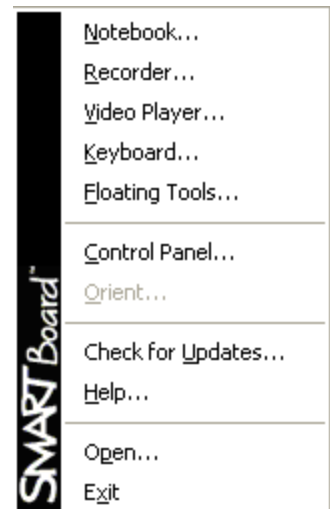
When you click the icon, you are presented with a menu of available tools. Select the tool you would like to use.

Orienting the SMART Board

For effective use of the SMART Board the unit must be in correct orientation. In short, it has to know where on the screen you are seeing what it is placing. To orient the board, select orient and then touch the screen in the middle of the red plus signs (+) as they appear.

Floating Tools

The Floating Tools palette is a portable, customizable set of tools that floats over all applications and allows you to perform a wide variety of operations. With the Floating Tools open, you have access to a virtual version of the pen tray tools. Press the Pen button, for example, and your next contact with the interactive whiteboard produces electronic ink. In addition, the default Floating Tools palette includes a number of tools you won't find in your pen tray, such as tools for producing a right-mouse click, creating geometric shapes, displaying a large pointer, producing a spotlight,* capturing your annotations and restoring cleared annotations.



SMART Notebook

* Some features require the newest version of SMART software. The availability may vary from room to room.

The SMART Notebook provides you with a digital whiteboard. Here you can handwrite notes, draw diagrams, etc.

But the SMART Notebook has several advantages over a traditional whiteboard:

- You can save your notes (in a variety of formats, including html and pdf) and reuse them or post them for students to review.
- You can import images.
- You can display discipline specific images such as maps, the periodic table of the elements, mathematical symbols, music paper, etc, that are built into the software.*
- You can incorporate screen captures.
- You can attach supplemental files to your SMART Notebook file so they are easily available and not accidentally left behind.

Video Recorder

The SMART Video Recorder allows you to create a permanent record of what projected on the SMART Board. You can, for example, start the recorder and then demonstrate a particular piece of software, edit a paper in Word on screen, or demonstrate how to access a web-based database, and then save the video. You could then take that file, convert it to a more web-friendly format, and post it for students to access, or burn it to cd for distribution.

- By default, the file is saved in Microsoft Video format (.avi) using 256 colors
- You can also select the SMART Recorder Video format. This format uses 16 millions colors, so it will often look better. It is also more compressed than the standard Microsoft format, but to view the file you must either have the SMART software installed or have saved the file using the Pack and Show feature.
- If you have a microphone, you can also save audio with the video. TIP: if you do not need audio, turn it off to make the file size smaller.
- You can adjust the video quality by going into the options menu.
- The video recorder is optimized for applications such as Word, Excel, etc. It does not do a good job of recording photographs or other detailed images.

SMART Video Player

The SMART Video Player allows you to play video files or to present live video from a video source. All video files playable by Windows Media Player should be compatible with the SMART Video Player. The advantage of using the SMART Video Player is that you can annotate the video as it is playing.

- You can use a pen or many of the floating tools to annotate your video.
- You can set the player to pause whenever you pick up a pen.
- You can set the player to automatically fade your markings after a selected time.
- You can capture your annotations to SMART Notebook.

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Working with SMART Aware Applications

SMART Aware works in the background whenever SMART Board software is active. It works with many popular third-party presentation, word-processing, graphics, tablet PC and conferencing applications. When you use an application that is Aware, whatever you write or draw on the interactive whiteboard automatically becomes an actual component of the file, rather than an external annotation created over the file. Supported applications are automatically Aware. You don't need to activate anything but the third-party application itself.

The following applications are SMART Aware:

- AutoCAD® and AutoCAD LT® software
- AutoVue™ Professional software
- CorelDRAW® software
- Corel® Grafigo™ software
- Corel Presentation™ software
- Imaging for Windows software
- Microsoft Excel software
- Microsoft NetMeeting® software (Whiteboard component only)
- Microsoft Paint software
- Microsoft PowerPoint program
- Microsoft Windows Journal software
- Microsoft Word software
- Volo View™ Express software

Using PowerPoint Software on an Interactive Whiteboard

SMART Board software is optimized for use with PowerPoint software. You can write annotations over any slide with a pen tray stylus, and your annotations will disappear when you advance to the next slide. However, you can also save your annotations with your PowerPoint presentation or Notebook file. When you open PowerPoint software in the Slide Show view on an interactive whiteboard, the Slide Show toolbar appears:



The two arrow buttons on the Slide Show toolbar allow you to navigate through your presentation and the middle button provides access to the menu commands.

Touch Shortcuts in PowerPoint Software

When you're running a slide show on an interactive whiteboard, you can use several touch shortcuts:

- To advance your presentation by one slide, press twice on the screen, making the second press to the right of the first
- To reverse your presentation by one slide, press twice on the screen, making the second press to the left of the first

- To use a floating mouse, touch the screen and slide your finger across its surface
NOTE: If you prefer to advance each slide with a single press, press the middle button of the Slide Show toolbar and uncheck the Settings > Double-Press to Advance option.

Saving the Annotations You Make over Your PowerPoint Presentation

To retain annotations written over a presentation, you can:

- save the annotations on the current slide in PowerPoint software
- automatically save the annotations you make on any slide in PowerPoint software
- save the annotations on the current slide in Notebook software (without altering the actual slide)

NOTE: These functions are not available if you're using the read-only PowerPoint Viewer program.

To save your annotations on the current slide in PowerPoint software

Press the Menu button on the Slide Show toolbar and select Save Annotations to PowerPoint. The annotation becomes part of the slide and is saved with the .ppt file.

To automatically save the annotations you make on any slide in the PowerPoint software

Press the Menu button on the Slide Show toolbar and select Settings > Auto-Save Annotations on Slide Advance. Every time you advance to the next slide, the annotations you made on the previous slide become part of the PowerPoint presentation.

To save your annotations on the current slide in Notebook software

Press the Menu button on the Slide Show toolbar and select Capture to Notebook. Notebook software opens automatically, and a captured image of your slide and the annotations are inserted on a new page. Your PowerPoint presentation remains unaltered.

Clearing/Restoring the Annotations You Make over Your PowerPoint Presentation

You can clear all your annotations on the current slide or restore the annotations that you accidentally cleared.

To clear your annotations:

Press the Menu button on the Slide Show toolbar and select Clear Annotations.
All the annotations on the current slide disappear.

To restore your annotations

Press the Menu button in the Slide Show toolbar and select Restore Annotations. SMART Board software restores the last cleared annotations.

To inject annotations into a non-Aware application

1. Press and hold on the annotation for about three seconds. The following shortcut menu appears:



2. Select the Inject “your annotation” here command.
3. Your handwriting is converted to typewritten text and inserted at the cursor position in the underlying application.

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