

Smartboard and Notebook 10 Quick Reference Guide



ICT Training & Development

Before you begin:

Before you are able to use the interactive smartboard you must have the smartboard notebook 10 software loaded onto your laptop. The ICT Service Desk can add this for you (contact details on the back page of this QRG).

This guide covers the newer model of Smartboard in Northgate House Conference Centre and King House, however the software and hardware should be similar on older models.

Hardware connections

In order to use the interactive smartboard you must connect the monitor cable, usb cable, and the speaker jack where there is one (sometimes the speakers are already wired and just need switching on). There will be a **red** light on the board itself and this should flash **green** whilst the PC is booting up and then become solid **green** when loaded. If the **green** light continues to flash this means that the software is not loaded correctly on the laptop.

The pen tray and pens

1

This opens the onscreen keyboard for text input

2

This provides a right mouse click



1

2

The pens don't hold any colour, the device will recognise the last item picked up i.e. if you have picked up the red pen and then the blue pen they will both write in blue so the colour of the pen only indicates the colour if selected individually one at a time. For this reason it is good to get into the habit of putting one pen tray item down before picking another up.

You can also use your finger to write and select the pen colour by using the floating toolbar (see section "The Floating Toolbar")

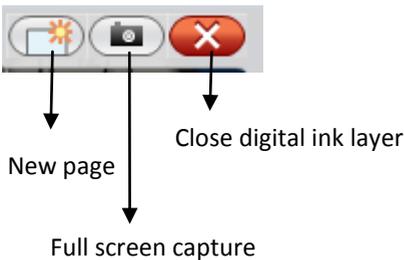
You can right click by pressing and holding on the screen

You can delete a large amount of text by drawing a circle around the text with the eraser and then touch the middle of the circle.

Digital Ink Layer

As you select a tool from the pen tray a layer appears over the screen. This is so you can write on the screen—for example your desktop and then save these changes if required. You will notice that some applications such as Word and Excel are actually 'Ink Aware' applications so don't need the Digital Ink Layer—these will then have a separate toolbar of available icons.

At the top right of the screen you have the following options :



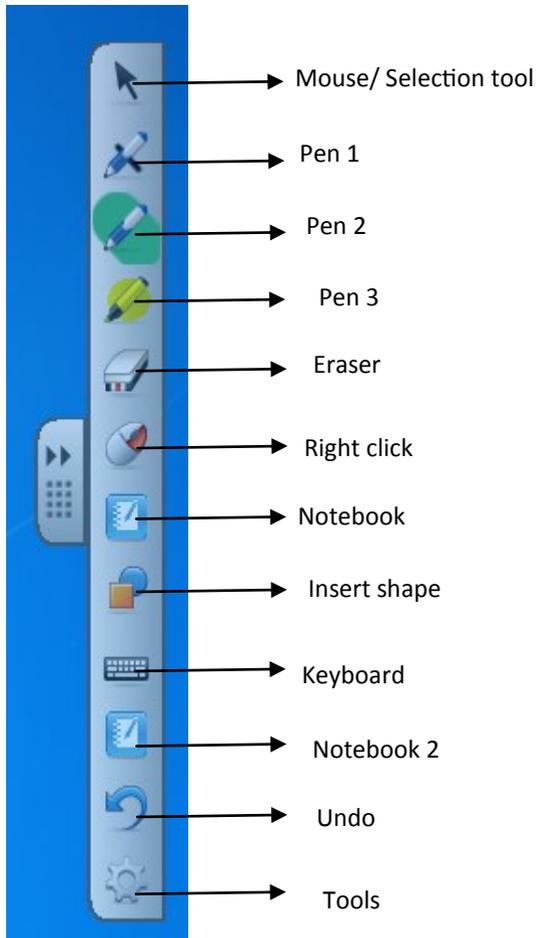
If you want to save the digital ink layer then you need to capture the screen and this will place the screenshot into the notebook. You can also capture part of a screen by using the Smartboard icon (found in the notification area in the bottom right of your pc) select 'Other Smart tools' and then use the screen capture toolbar.



The Smartboard Icon

The Floating toolbar

The floating toolbar provides different options to interact with the smartboard. You can add different pen colours and styles and add and remove tools. A typical example of the toolbar icons is shown below.

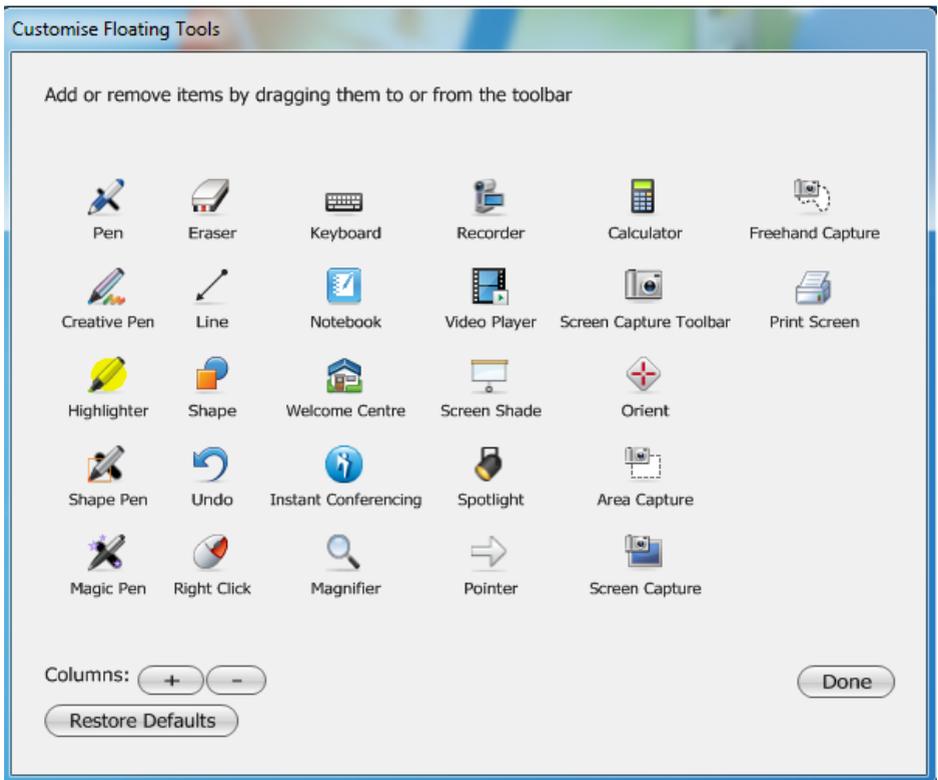




The tools icon expands to offer other tools, as shown below.

These can be added to the floating toolbar by clicking and dragging.

You can also remove tools from the floating toolbar by clicking and dragging them to this screen.



You can hide the floating toolbar by using the Smartboard icon in the notification area and selecting Hide floating tools (particularly useful when not using a smartboard as the floating toolbar can get in the way!)



The Smartboard Icon

Notebook

The notebook opens automatically if capturing a screen but you can open it from the smartboard icon in the notification area and select “Notebook”. You can also open this through “Start” and then “Smart Technologies” and “Smart Notebook”.

You can move the notebook icons to the bottom of the screen if easier to use and also move the side bar to the right if easier for you.

You can write in the notebook and save it. You can also export it to pdf if you wish to share it with others. This option is available in the file menu (File—Export)



This icon moves the toolbar to the bottom of the screen



This icon moves the sidebar to the opposite side



The toolbar in the notebook has many useful options some of which you will recognise from the floating toolbar.



Screen shade (hide part of the notebook and reveal it later)



Full screen view



Two page view



Screen capture



Creative pen



Shape recognition pen

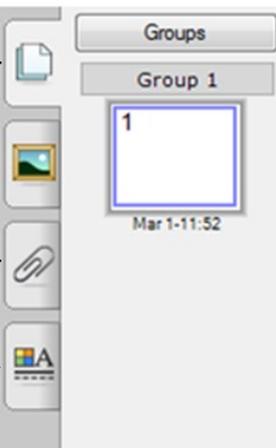


Magic pen



Colour fill

Page sorter tab



Gallery tab



Attachments tab



Properties tab



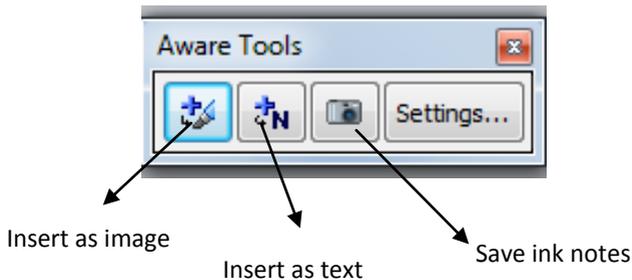
The Welcome Centre

The welcome centre is also a place you can find useful tools—this opens automatically on start up unless you have deselected the check box “Open the Welcome Center when notebook software starts”. it is also available under the smartboard icon in the notification area.

The welcome centre will list recently opened notebook files.

‘Ink Aware’ applications

These are applications such as Word and Excel that you can write directly into without needing the digital ink layer—you will recognise when you are in one of these applications as you will get an additional toolbar



For more information on available courses
(and more hints, tips and FAQs) visit:

warwickshire.learningpool.com

For support please contact the
ICT Service Desk
using the 'Service Desk Online' icon
on your PC desktop or,
if you have a problem to report,
call on **01926 41 41 41**

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