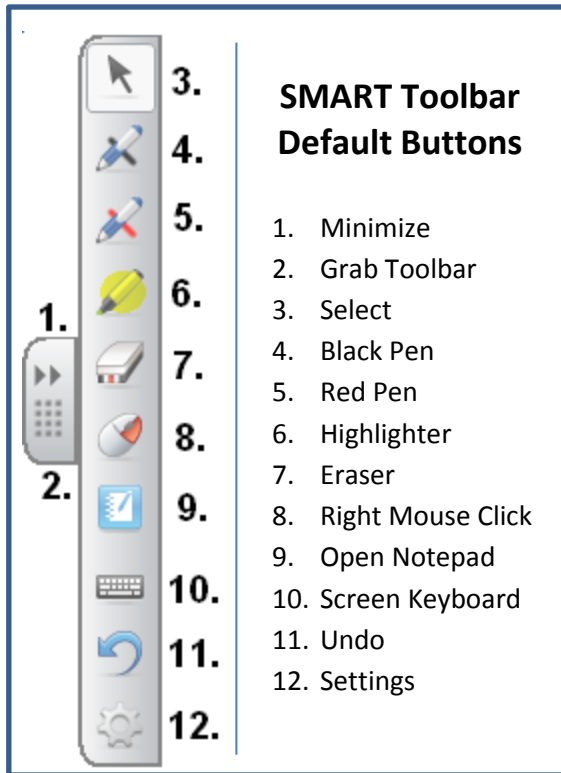



## Guide for SMART Board Basics



### SMART Toolbar Default Buttons

1. Minimize
2. Grab Toolbar
3. Select
4. Black Pen
5. Red Pen
6. Highlighter
7. Eraser
8. Right Mouse Click
9. Open Notepad
10. Screen Keyboard
11. Undo
12. Settings

**Alignment:** If you notice that the SMART Board is not responding right at your finger or the pen/stylus, the board is in need of alignment. This can be done a few ways – the two most direct are:

1. From the SMART Toolbar (above) click on Settings and then select *Orient*
2. From your computer's toolbar (near the clock) right click on the  icon and then select *Orient*.

Once you get into the *Orient* function a screen will appear. Use a stylus (not finger) to press on the center of each red cross.

**When using the **Mobile SMART Board** this must be done at each set-up.**

**SMART Exchange:** Located at <http://exchange.smarttech.com/#tab=0>, SMART Exchange has many interactive lesson plans ready made with little or no editing needed. This is an excellent resource for all SMART Board users, but is especially helpful for those new to using SMART Boards.

**Free Video Trainings from SMART:** Through the SMART website, many 3-5 minute videos are offered which feature tips and tutorials about how to use the SMART Notebook software. In the [Free Resources](#) section of the website you can access these videos that will teach you features which you may not even knew were possible.

**Care & Maintenance:** Never write on the SMART Board screen. If the screen gets a little grimy, wipe the board with a moistened (water only) microfiber cloth – Never use chemicals.

### Using Features in SMART Notepad

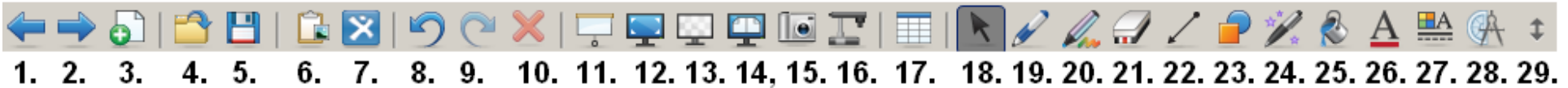
**Grouping:** When designing your lessons, the grouping function may be the most useful. Click and drag your mouse (or finger) to highlight the portions you would like to group; it doesn't matter if it is text, writing, images, or any combination. Then, right click on one of the blue dotted boxes which appeared and select *Group*. This can be undone at any time by completing the same process and selecting *Ungroup*. This method can also be used to create/move/rotate shapes that are not found on the toolbar.

**Locking:** By locking an object into place, you will not be able to accidentally move or edit it. To do this, select the object(s) you wish to lock, right click on the blue dotted box, and select *Locking > Lock into Place*. To undo this, right click on the object and select *Unlock*.

**Saving Lessons to your Website:** After saving the Notebook file, there are two options that you can take to post the lesson/activity to your website:

1. **For lessons with only images and text:** With the notebook file open click on *File > Export > PDF*. This option will allow for the notebook page(s) to be opened in Adobe, which is a free program that most computers have. Once you select *PDF* a window will open. You can edit the header and footers if you wish, but for optimum viewing and printing, select *Full Page* on the left hand side of the window.
2. **For lessons with interactivity & animations:** SMART Express allows students to open files using a simpler, web-based version of the SMART Notebook software. To use this, you must direct your website visitors to go to <http://express.smarttech.com/#> after they download your file, or it will not be possible for them to open it. Post your saved notebook file to your website.

## SMART Notepad Toolbar

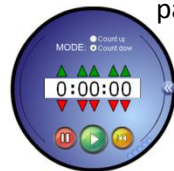
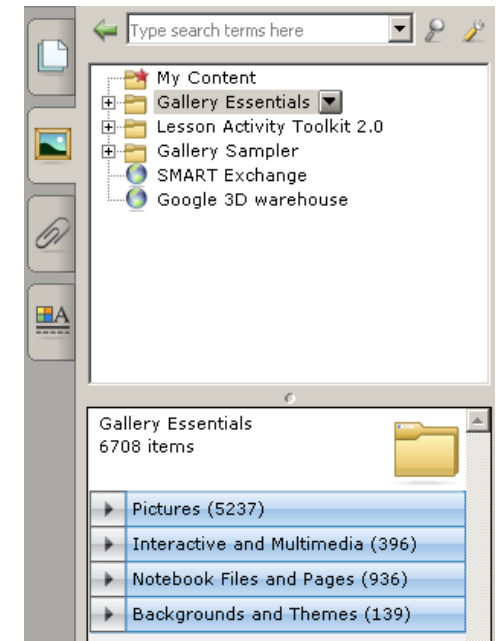
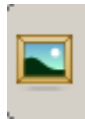


1. Previous Page
2. Next Page
3. Add a Page
4. Open a File
5. Save File
6. Paste
7. SMART Exchange link
8. Undo
9. Redo
10. Cancel
11. Show/Hide Shade
12. Expand to Full Screen
13. Transparent Background
14. Dual/Single Page Display
15. Screen Capture
16. Document Camera  
(Not Connected)
17. Insert Table
18. Select
19. Pens
20. Creative Pens
21. Eraser
22. Lines
23. Shapes
24. Magic Pen (Disappears)
25. Fill
26. Text
27. Properties
28. Measurement Tools
29. Move Toolbar

**Changing the Background of Notepad:** On an empty space on the page, right click and select *Set Background*. The bar on the left is expanded, and you are given the option of using a solid color, gradient fill, pattern fill, or an image stored on your computer. This can also be done, without the right click, by clicking on the properties tab on the vertical toolbar (pictured left).



**Using the Gallery:** By clicking on the portrait tab (pictured left) on the vertical toolbar, you will gain access to the gallery and other activities which have already been loaded on the computer. The toolbar will expand to show something similar to the image on the right. If you are looking for something in particular, you can type it into the search box on the top. If you are browsing, click on the plus sign to expand the folders. Notice that the bottom section displays the number of items and the type of items available. To preview the items click on the triangle to the left to expand the type of media. When you find the picture/media you wish to include in your lesson, click and drag it to the page.



**Timers to Keep Students on Track:** Need a visual reminder to keep students on track? Search for timer in the gallery and there are two timers that can be enlarged for the whole class to see.



Both timers also include a sound when the timer counts down to zero.

**Adding Animations to Images & Text:** Select the images/text you wish to animate, and right click within the blue dotted box and select *Properties*. You can also click on the gray triangle that appears on the dotted blue box and select *Properties*. Once you do either of these, the vertical toolbar expands. Click on the *Object Animation* button on the top. Change none to your desired animation. *Fade Out* is great for revealing an answer to a multiple choice question! Choose *When the Object is Clicked* to make this animation occur when you tap the image/text on the board. Optional Step: If you wish to get rid of the blue dotted box when the object/text is selected, right click the object and select *Locking > Lock in Place*. To see this in action on a SMART Board video, [click here](#).