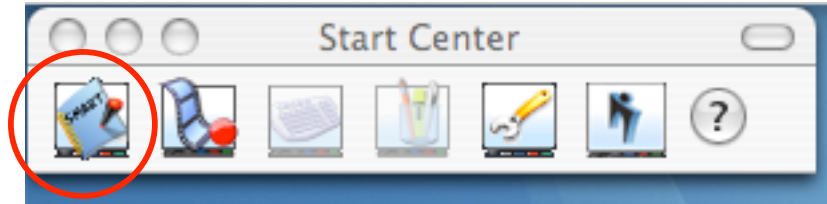


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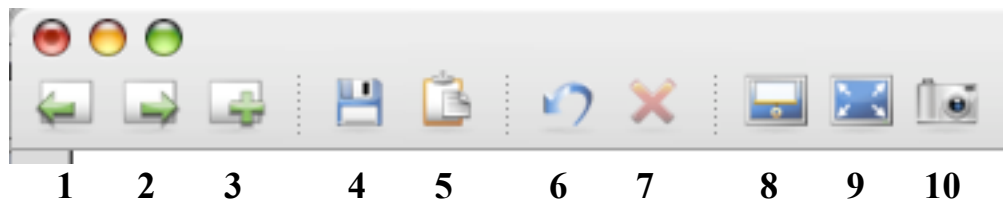
## Opening Smart Board

- Smart Board can be opened through the far left icon on the Smart Board tool bar. This is called Notebook.
- 



## Using the Tool Bar

- There are two tool bars on the top of the page. Each one performs various tasks.



1. Returns to **previous** page.
2. Go to the **next** page in the file.
3. Add a **new** page to the file.
4. **Save** the current file.
5. **Paste** what has been copied.
6. **Undo** what object/text that was previously done.
7. **Delete** the currently selected object.
8. Show or hide the **screen shade**.
9. Go to **full screen** view.
10. Takes a **screen capture** of what is on the page and puts to the clipboard.

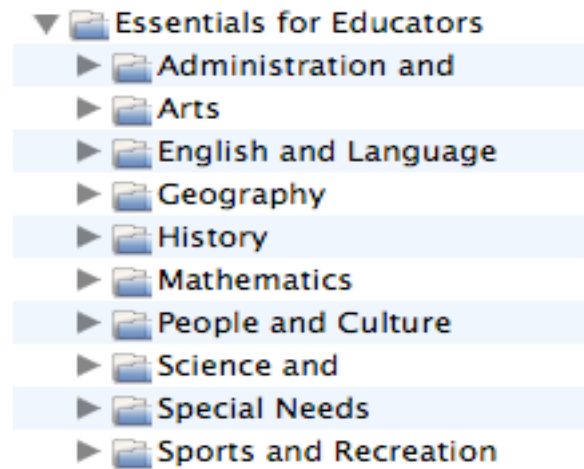


1. Allows you to **select** objects.
2. Selects the **pen** utensil.
3. **Creative pen** allows drawing of colorful lines/objects.
4. **Erase** removes text that was drawn.
5. Allows you to draw **lines** with various thickness/beginning/ending.
6. Adds various **shapes** and objects.
7. Adds **text** to the current page.

8. **Color** controls the color of objects.
9. **Transparency** allows you to make an object transparent.
10. **Lines** controls the beginning/thickness/ending of the lines.

## The Gallery

The Gallery contains multiple images for a variety of subjects. Images are located under “Essentials for Educators”. These are divided into various subjects.



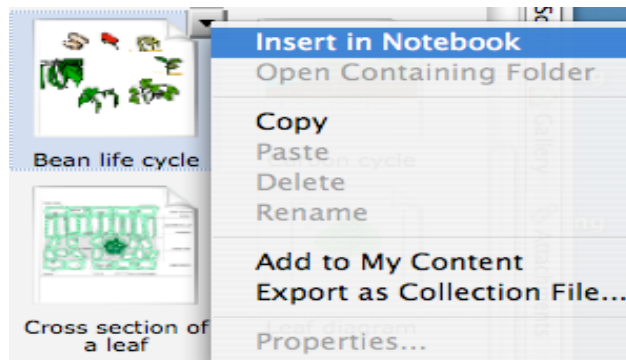
The images are divided into 4 main groupings:



- **Pictures and Backgrounds:** provides various pictures relating to the topic and backgrounds to provide a foundation for a lesson.
- **Interactive and Multimedia:** these are interactive programs that have the student match or complete an activity on the selected topic.
- **Lesson Activities:** lessons that provide guidance through a specific topic.
- **Notebook Files & Pages:** these are full-page backdrops that model various skills and concepts on selected topics.

To insert a clipping or page from the gallery:

- Click once on the image and you will see a arrow pointing down.
- Click on “Insert in Notebook”.



## The Pen

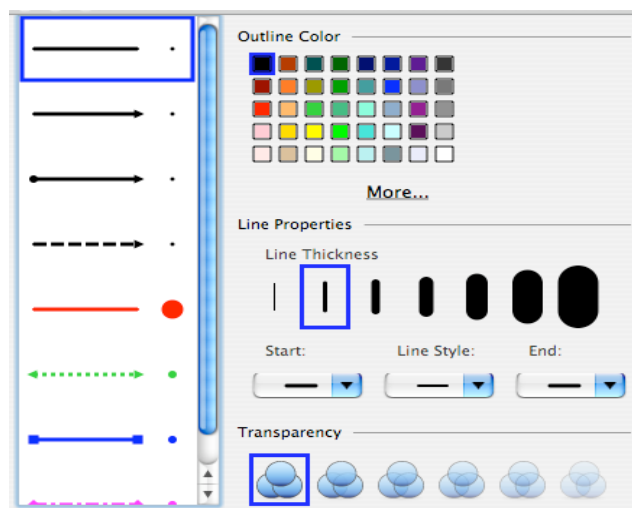
The pen does not need to be pressed very hard. Be sure to **not** have your hand resting on the board. This will mark other areas of the board.



## Using the Lines:

Under the “Draw” menu, choose “Line”. At the bottom of the menu is “Customize Lines”.

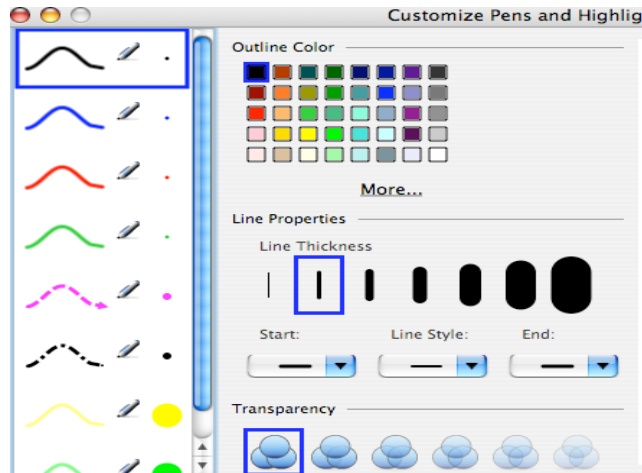
- This allows you modify or customize the lines.



### Using the Pen:

Under the “Draw” menu, choose “Pen”. At the bottom of the menu is “Customize Pens & Highlighters”.

- This allows you modify or customize and pen writing.



### Using the Creative Pen:

Under the “Draw” menu, choose “Creative Pen”.

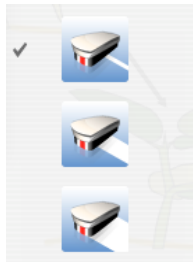
- This allows you modify or customize and pen writing.



### Using the Eraser:

Under the “Draw” menu, choose “Eraser”.

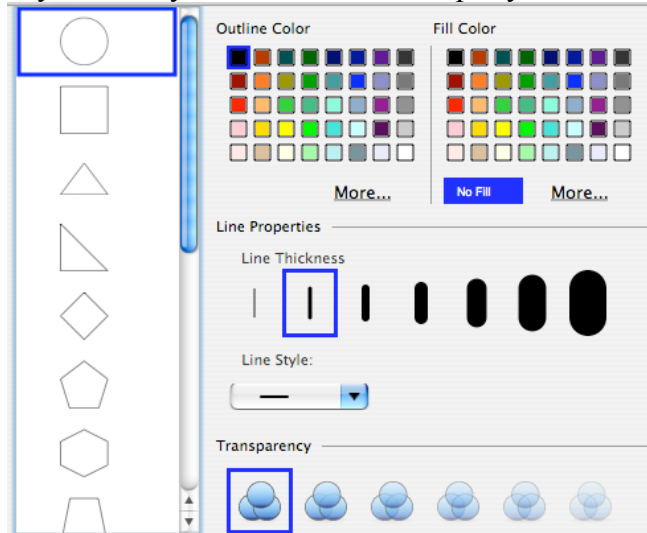
- This allows you modify the eraser function.



## Using the Shapes:

Under the “Draw” menu, choose “Shapes”.

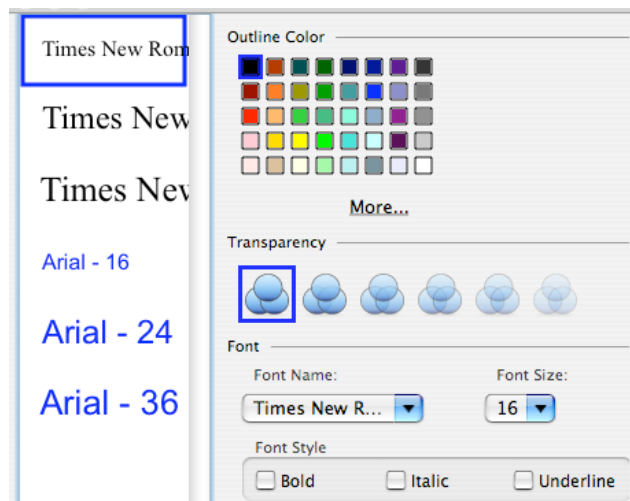
- This allows you modify or customize the shapes you use.



## Using the Text:

Under the “Draw” menu, choose “Text”.

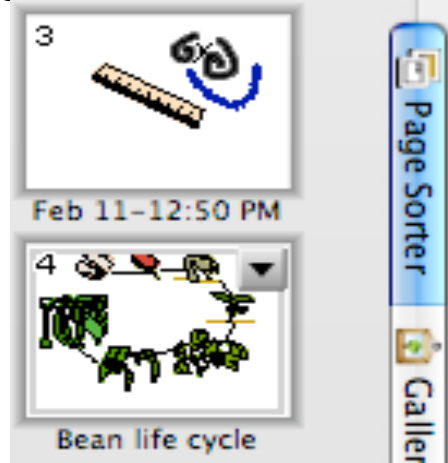
- This allows you modify the text within the program.



### Page Sorter Organizer:

This orders your pages and shows you them in a list format.

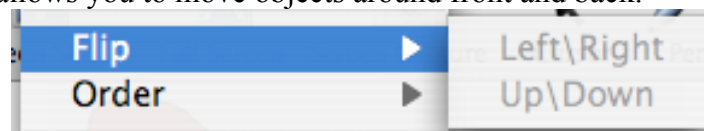
- If you are using a formatted page, the name will be listed.
- If you are creating your own page, the date and time will be listed.



### Flip & Order Objects:

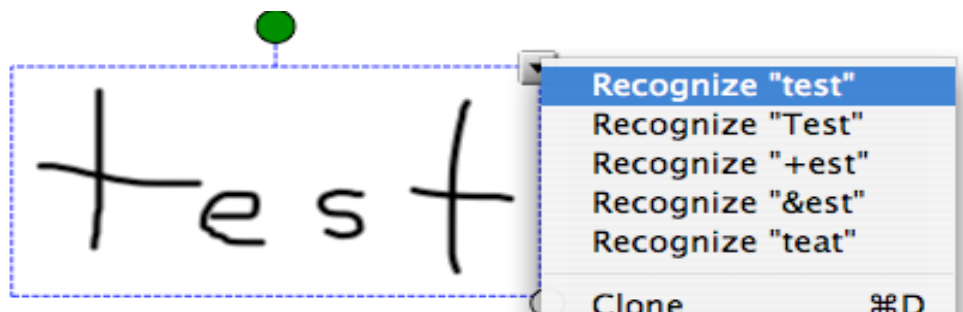
Under the “Draw” menu, choose “Flip or Order”.

- Flip allows you to flip left/right or up/down any object.
- Order allows you to move objects around front and back.



### Handwriting Recognition:

Upon writing text with the pen function, you can transform it into typed text. The handwriting function can be reached by clicking on the object, and then the down arrow. Select “handwriting recognition”.





### Using the Control Panel:

Use the wrench icon to get into the control panel to check on the function of your Smart Board and whether something is non-operational. If there are no problems a **Green Check Mark**. A **Red Exclamation Mark** means there is a problem.



### Using the Help Function:

The help menu will link to the help center from Smart Technologies. There is a variety of help options.

