

# Software Application Training

WEST CHESTER UNIVERSITY



## Introduction to Smart Board

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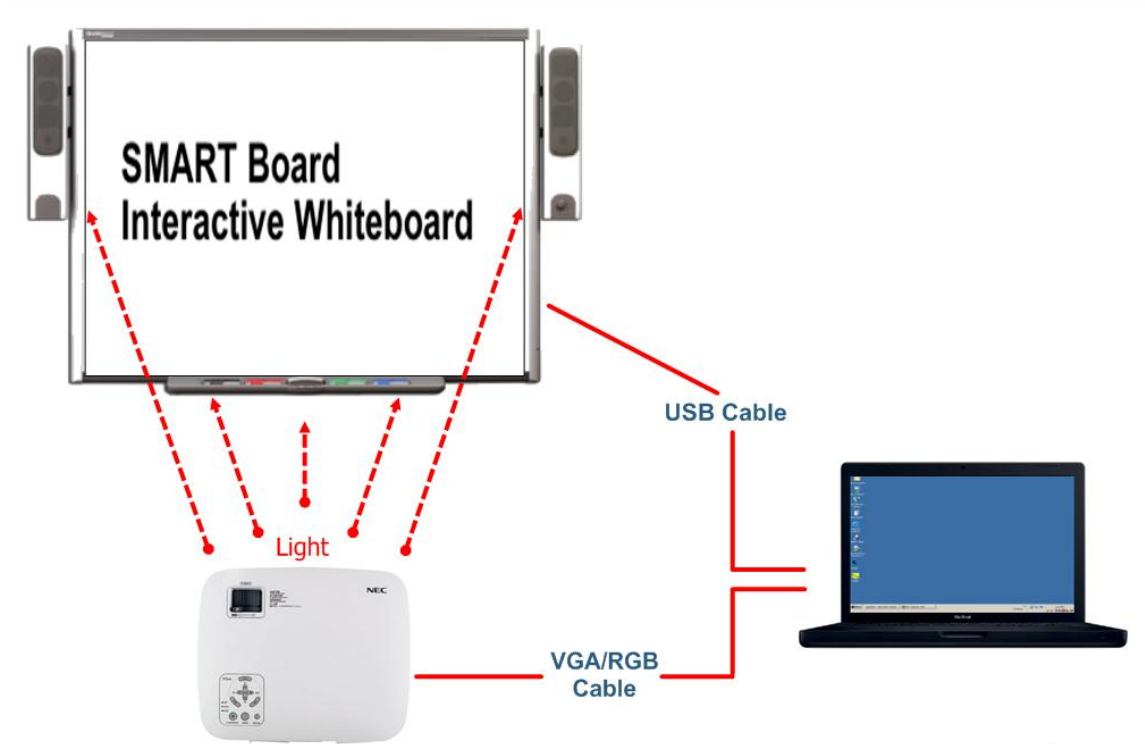
For assistance, contact the IT Help Desk, x3350



The SMART Board is a multifunctional, large touch screen, white board, where you can make any image from your computer screen interactive. You may also create interactive activities using the Smart Notebook software.

To use the SMART Board, you need a computer with the SMART Notebook software installed on it and a projector. The SMART Notebook software allows your computer and the Smart Board to work cooperatively and makes the image interactive. If you need SMART Notebook software installed, please visit the Help Desk in Anderson 21 or call x3350.

This is how the hardware is connected:



Once everything is connected, the projector and computer need to be turned on. **The computer display configuration needs to be set to “clone” for PC and “mirroring” for Mac. If any type of screen “extend” mode is used, the SMART Board will not interact properly with the**

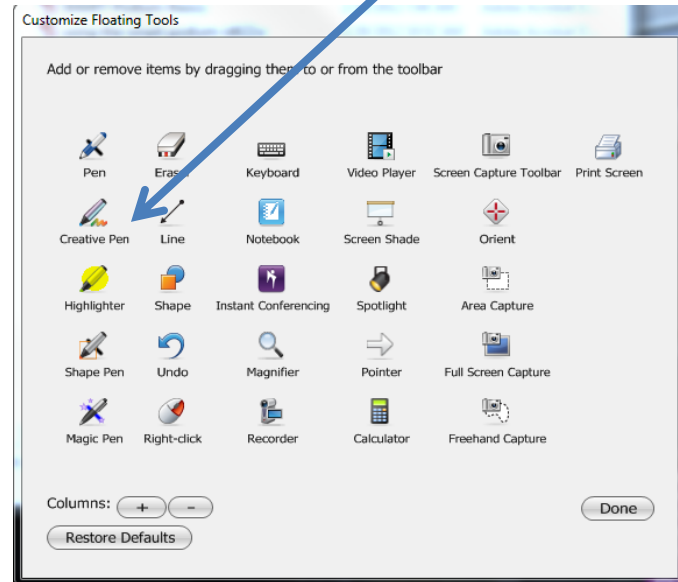
**computer.** Next, turn on the projector. When both screens are on, both images should be exactly the same.

After your hardware is connected, and images are on the screens, you need to **orient** the board. This synchronizes the finger movements on the board with the board itself. This is one of the tools found in the tool bar and menu:

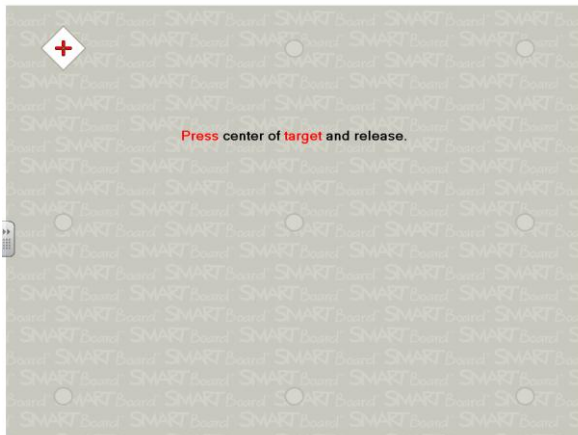


First This

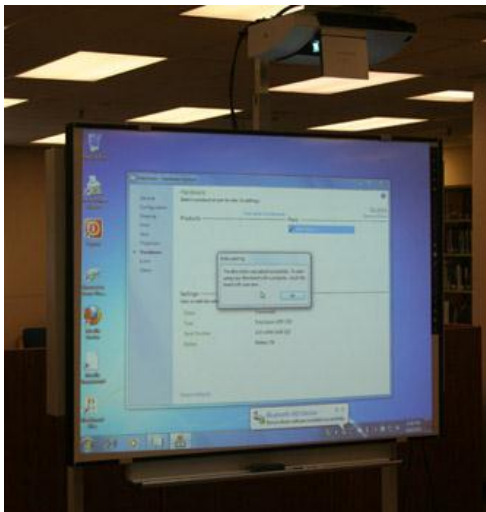
Then This



Then press the targets as prompted with your fingers:



After your board is set up you can use it interactively with:



Presenting lessons with the internet, PowerPoint or other software of your choice, or



An interactive lesson created with the Smart Notebook software.

To interact with the Smart Board all you need is YOU!



Anywhere you touch will work like the click (tap 2x) or drag of a mouse.

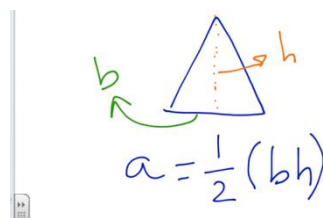
But you can also write:

You can use a pen from the tray:



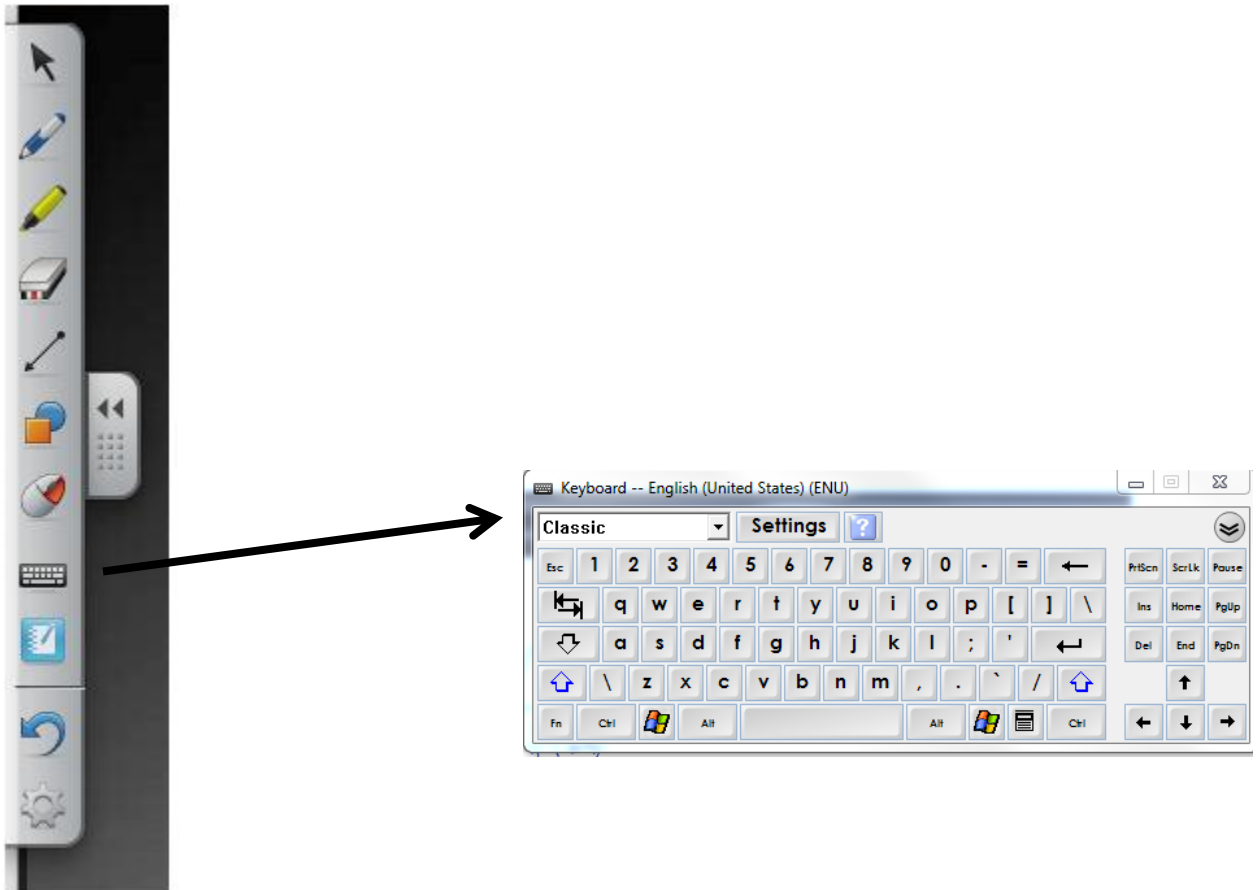
To write on the Smart Board, you need to choose one pen from the tray and just write on the board, the same way you would write on any white board. To write in a different color, put down the first pen in its designated place and pick up a different color pen. To erase notes, replace the pen and pick up the eraser and move it over your notes.

The tool bar also offers options for writing on the board, such as pen colors, highlighting, drawing lines and shape etc. Just choose from the tool bar:



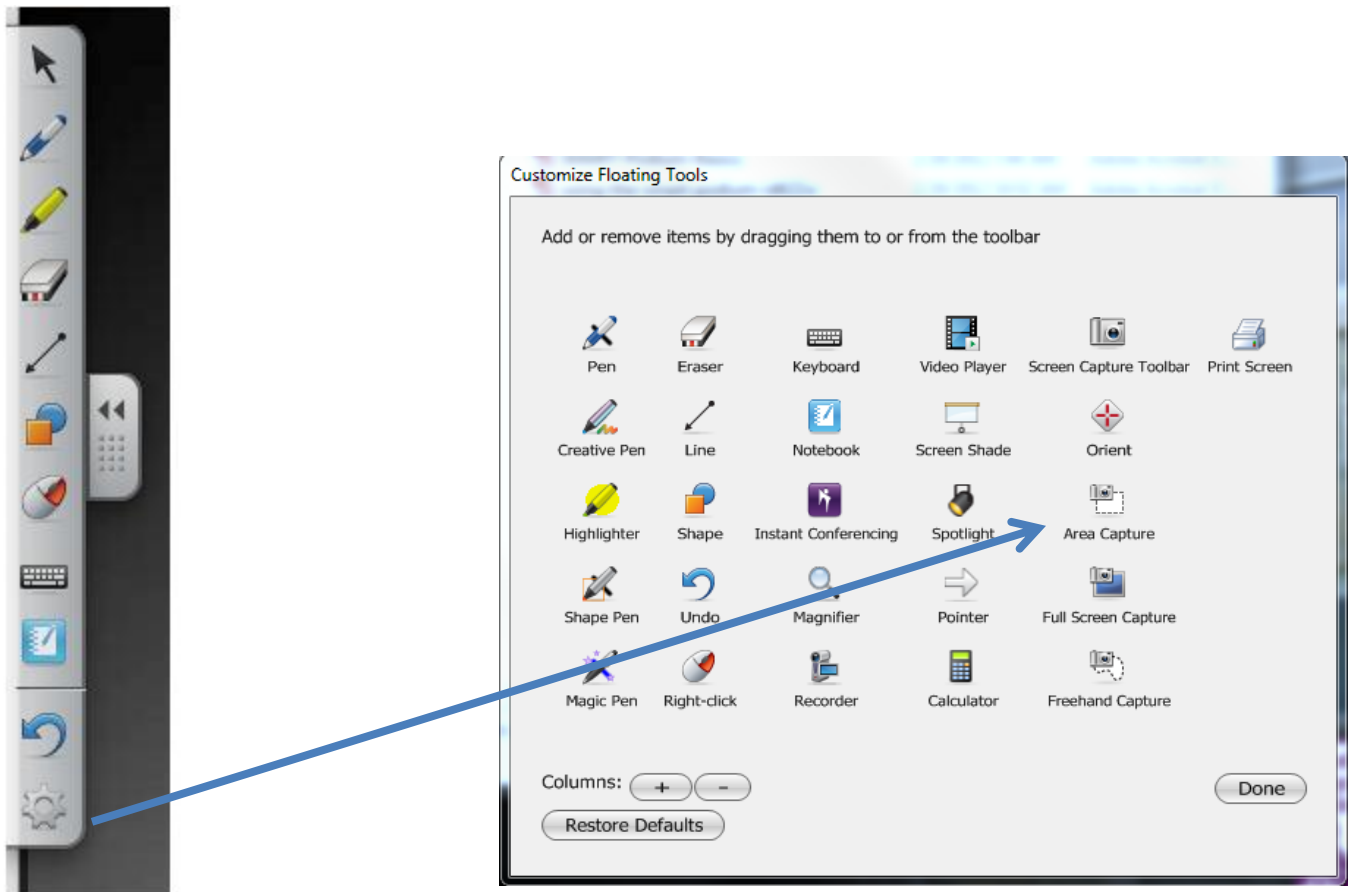
Or you can type on your Smart Board.

Just choose the keyboard from the tool bar and it will appear on the screen. Touch the screen, a cursor will appear and when keys are pressed, letters will also appear.



You may also “capture” images from your screen and save them.

Choose the wheel from your tool bar and the “capture” tool from the menu:



There are 3 capture tools to choose from: area, full screen and freehand.

After you select your tool, drag the tool over the area you wish to capture. Your captured image will then be entered into a Smart Notebook document for editing. You can also export your captures from Smart Notebook into Power Point and convert into other types of files (image etc...).

When you capture images from your Smart Board , they are inserted in Smart Notebook for editing. All of the tools are available on the Notebook can be used to edit captured images. You can also export images to different formats and places:



