

SMART Board Tools

The SMART Board™ Tools menu provides quick access to the functions that help you operate the SMART Board interactive whiteboard more effectively. In addition to basic functions such as the On-Screen Keyboard and Floating Tools, you will also find tools that allow you to create and present engaging content.

Accessing SMART Board Tools

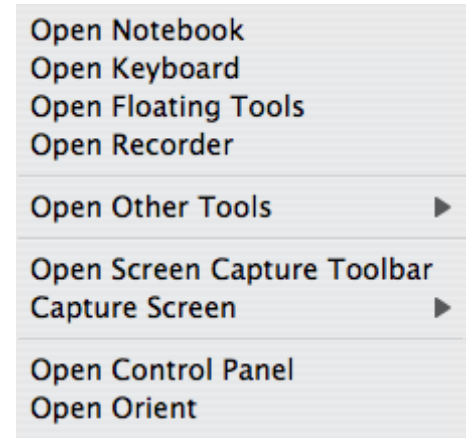
Press and hold the **SMART Board** icon in the Dock to access the SMART Board Tools menu.

If the SMART Board icon is not visible, select **Finder > Applications > SMART Board Software > SMART Board Tools**. The SMART Board icon will appear in the Dock.

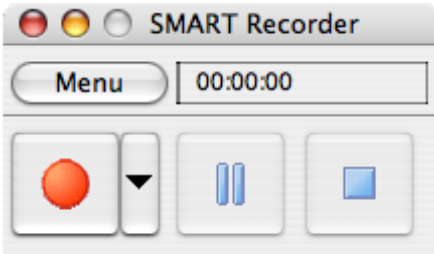
Using SMART Board Tools

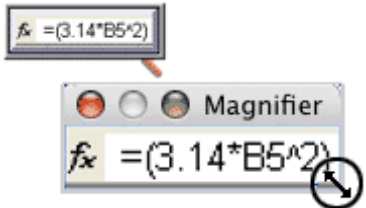
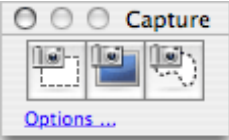
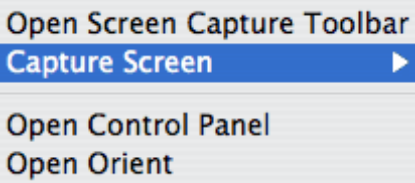
The chart below outlines each of the options available on the SMART Board Tools menu. The touch sensitivity of your interactive whiteboard allows you to operate each of these tools with your finger.

SMART Board Tools menu



The Dock

Selecting	Opens	Use this tool to
Notebook™ Software		Save notes written on your interactive whiteboard or at your computer as a series of pages. Search for objects stored in the Gallery, such as images, video and Macromedia® Flash® content. Export your Notebook file to HTML, PDF or as a series of image files.
Keyboard		Type or edit text in any application without leaving the interactive whiteboard.
Floating Tools		Quickly access the pen, highlighter, eraser and other frequently used tools. Take screen captures, undo or redo an action on your interactive whiteboard and customize the Floating Tools toolbar.
Recorder		Record all actions that take place on your interactive whiteboard, such as training or workflow processes, as a QuickTime® file. Add audio with a microphone and control recording quality.

Selecting	Opens	Use this tool to
Other Tools > Screen Shade		Gradually reveal information to create suspense or hide text and graphics by dragging the shade left or right, up or down.
Other Tools > Spotlight		Focus the attention of your audience to a specific part of the screen. Change the shape of your spotlight, set the transparency level of the shaded area or exit the spotlight view.
Other Tools > Magnifier		Enlarge small text or images, such as a cell in a Microsoft Excel® spreadsheet to make them easier to see. Two windows will appear; the smaller window is used to select the area you would like to magnify, and the larger window displays the magnified view.
Other Tools > Pointer		Use the Pointer to direct audience attention to an important piece of information on the screen.
Screen Capture Toolbar		Enhance your lesson activity by capturing a selected area or a full screen grab from your desktop. The captured image will automatically appear as a page in your Notebook file.
Capture Screen		Similar to the Screen Capture Toolbar, the Capture Screen menu provides you with the option to capture a selected area or a full screen grab of any notes or drawings created on your desktop. Your captured image will automatically appear as a page in your Notebook file.
Control Panel		Configure a variety of software and hardware options: adjust SMART Board Settings; orient your SMART Board; personalize the pen tray; connect to a new SMART Board; check for software upgrades and access the Help Center.
Orient		Orientation ensures that your touch is registered accurately on the SMART Board when you press or double-press an icon to launch an application from your desktop or the Dock, for example.