User's Guide

MACINTOSH VERSION

SMART Board™ Software

for Mac OS X

SMART Board Interactive Whiteboard
Rear Projection SMART Board Interactive Whiteboard
SMART Board *for Flat-Panel Displays* Interactive Overlay
Sympodium™ Interactive Lectern

Registration Benefits

In the past, we've made new features such as USB support and SMART Recorder available as free software upgrades. Register your SMART product to be notified of free upgrades like these.

Keep the following information available in case you need to contact Technical Support:

Serial Number _____

Date of Purchase _____

Register online at: www.smarttech.com/registration

Important Information

WARNING ⚠	If you use a projector with your SMART Board™ interactive whiteboard, do not stare into the beam of light created by the projector. Instruct children not to look in the direction of, or stare at, the beam of light created by the projector.

WARNING ⚠	To reduce the risk of fire or electric shock, do not expose any interactive product to rain or moisture.

NOTE: The precautions provided in this section of the guide apply to the SMART Board interactive whiteboard (500 series). If you have a *Rear Projection* SMART Board interactive whiteboard, a Sympodium™ interactive pen display, or a SMART Board *for Flat-Panel Displays* interactive overlay, refer to the installation manual that came with your model for warnings, precautions, maintenance and cleaning instructions.

Other Precautions

For operating safety and to avoid damage to a front projection SMART Board interactive whiteboard, carefully read and observe the following instructions.

- If you move a SMART Board interactive whiteboard that is mounted on a floor stand, do so with care. Quick stops, excessive force and uneven surfaces may cause the interactive whiteboard to overturn.

- If you are transporting the interactive whiteboard over a distance, we strongly urge you to completely repackage it using the original packaging. If the original packaging is no longer available, pack all components with as much padding as reasonably possible to ensure that they are not exposed to excessive vibration or shock.

- Avoid setting up and using the interactive whiteboard in an area with excessive levels of dust, humidity and cigarette smoke.

- Avoid leaving cables on the floor. If you must run a cable over the floor, lay the cable in a flat, straight line and secure it to the floor with tape or a cable management strip in a contrasting color. Handle cables carefully and avoid excessive bending.

- If you require replacement parts, make sure the service technician uses the replacement parts specified by SMART Technologies Inc. or parts with the same characteristics as the original.

Cleaning the Writing Surface of an Interactive Whiteboard

Before you clean the SMART Board interactive whiteboard, log off the computer. Otherwise, you will scramble the desktop icons or activate application components when you touch the screen. You should also put the projector in standby to more easily view dirt and streaks.

For optimal clarity, clean a frequently used interactive whiteboard approximately once a week using a standard glass or whiteboard cleaner. Just spray the screen with cleaning fluid and wipe with a paper towel.

To remove marks made with a permanent marker, completely cover the marks with the ink from a dry-erase marker and wipe with a soft cloth while the ink is still wet. Dry-erase ink contains solvents that work to remove permanent ink. If any trace of the original permanent ink remains, spray the area with standard glass or whiteboard cleaner and wipe clean.

> **TIP**
>
> Do not use low-odor or non-scented dry-erase markers because they do not contain the appropriate solvents.

Preventing Damage to the Writing Surface

While the front projection SMART Board interactive whiteboard is very durable, sharp writing instruments, such as ballpoint or fine-point pens, can damage the analog-resistive surface if they're applied with heavy pressure. Keep these types of pens away from the interactive whiteboard and avoid abrasive erasers and cleaning materials.

General Tips for Trouble-Free Performance

These tips apply to a SMART Board interactive whiteboard that is ready for use, with SMART Board software installed and running.

- Make sure all the styluses and the eraser are placed securely in the pen tray
- Verify that the Ready Light on the pen tray is illuminated green
- Ensure that the interactive whiteboard is connected to a USB port that's recognized by the operating system and is not being used by another application

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Overview

SMART interactive products are easy and natural tools to use, requiring no special expertise. They provide basic annotation tools, and SMART Board software includes other tools that you can use to make your next presentation truly powerful. This guide introduces you to these features and describes ways to use the software and interactive hardware together to communicate your ideas and information.

With an interactive whiteboard or Sympodium lectern, you can create and edit annotations over any computer application using the tools available for writing, erasing and capturing annotations, including:

- the hardware buttons on the pen tray or the product surface (page 7)
- the Floating Tools (page 8)
- SMART Keyboard (page 9)
- the screen capture tools (page 10)
- SMART Recorder (page 10)
- SMART Notebook™ software (page 11)

This guide includes information on delivering interactive presentations (page 19), using more than one interactive display (page 21), using the software in non-projected mode (page 23), and using shortcuts to become more efficient in Notebook software (page 25). For specific procedures, read the Help, which you can access from the **Help** menus and buttons in the applications that comprise SMART Board software.

Although you can install SMART Board software on any computer, it is intended for use with front projection SMART Board interactive whiteboards, *Rear Projection* SMART Board interactive whiteboards, Sympodium interactive pen displays and SMART Board *for Flat-Panel Displays* interactive overlays. For setup or installation information, read the documentation that came with your interactive product.

NOTE: This guide is for SMART Board software users who are running the Mac OS X operating system and SMART Board software version 8.1.1 or later. If you have an older version of the operating system, you must use an older version of SMART Board software, which you'll find on the installation CD or on our Web site (www.smarttech.com). There, you'll also find a version of the *SMART Board User's Guide* that will help you use that version of the software.

For best results and performance when using this software, you should:

- use a computer with a 500 MHz CPU or faster
- use Mac OS X operating system version 10.1.5 or later and Java technology version 1.3.1 Update 1. You can download these and other updates from the Apple Web site by selecting **Systems Preferences > Software Update** from Finder.
- use QuickTime software version 6.02 or later with SMART Recorder. However, for best results, you should use version 6.1 or later.

SMART Board Software Components

SMART Board software has two main components, which are:

- the service – the driver component that translates contact with the interactive screen into mouse behavior

- the tools – the access point to all the functionality beyond basic touch control and button use, including annotation and tool-configuration capabilities

With the SMART Board software service open on a computer that's connected to a SMART interactive product, you can control the computer by touching the interactive screen. However, to use the pen tray styluses, or pen tool and function buttons, you must have the SMART Board tools running. If the SMART Board icon is in the Dock, the tools are running.

SMART Board Tools

You can access the SMART Board tools from the SMART Board icon in the Dock. To open any tool, press and hold the **SMART Board** icon in the Dock and select a tool from the menu that appears.
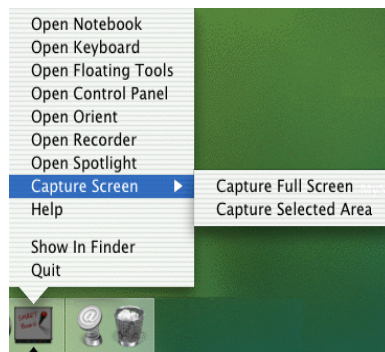

Figure 1: The SMART Board Icon and Its Menu

The *SMART Board Control Panel* is the primary configuration tool in SMART Board software. On the **Boards** tab of this dialog box, you can:

- view status information on your connected hardware and access the status log for information and diagnostic purposes

- orient your interactive whiteboard (page 5)

- access advanced settings, such as the level of orientation

  NOTE: Use the other advanced settings only when Technical Support advises you to do so because some alterations can adversely affect your hardware.

- configure the interactive screen for projected (page 5) or non-projected (page 23) use

- control the connection between your SMART hardware and your computer

Use the **Pen Tray** tab of the *SMART Board Control Panel* to customize the pen tray tools or the pen tool buttons to accommodate your individual preferences. On this tab, you can also quickly return the tools to their default settings. See page 7 for more information.

The Pen Tray and Its Tools

Some interactive products are equipped with a pen tray, which includes the following tools:

- the styluses and the eraser for adding and removing electronic ink
- buttons for quick access to other software tools
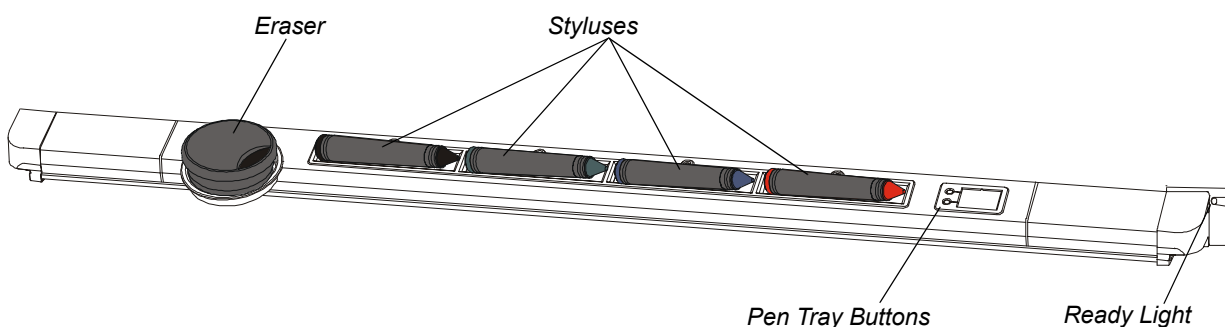- the Ready Light for visual diagnosis of the state of the interactive screen

Figure 2: The Pen Tray

To left-click on the interactive screen, leave all the tools in the pen tray and touch the interactive screen.

To use the styluses and the eraser

To write over top of the computer image, just pick up one of the four colored styluses from the pen tray and write on the screen. To erase, pick up the eraser and drag it across the annotation.

You can change any or all of these tools to suit your needs (page 7).

To use the pen tray buttons

Press the top pen tray button to open the SMART Keyboard. Press the bottom button to make your next contact with the interactive screen a right click.
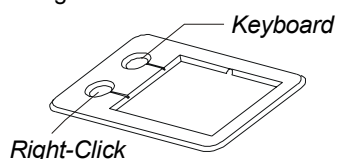
If you frequently use other tools and would like to access them with a press of a button, reconfigure either button on the pen tray (page 7).

To understand the ready light

A green Ready Light means that your pen tray is fully operational: power is being received and the hardware and installed software are fully integrated. A red Ready Light indicates the pen tray is receiving power through the SMART USB cable but it isn't yet integrated with SMART Board software. When the light flashes between red and green, the pen tray is powering up.

The Pen Tool and Function Buttons on Sympodium Products

As soon as you turn on the Sympodium interactive lectern and power up the connected computer, you can left click by touching the stylus to the screen. If you have a Sympodium interactive pen display, you can access various software functions by using the pen tool and the function buttons.

To use the pen tool buttons

To write over top of the computer image, just press one of the three **Colored Ink** buttons and then write on the screen with the stylus. If you like, you can change the ink's transparency, color and width for any of these buttons (page 7).

To erase, press the **Eraser** button and drag the stylus across the ink you want to erase. The eraser is also resizable (page 7).

To return to a left-click, press the **Left-Click** button.

To use the function buttons (interactive pen displays only)

To have your next screen contact behave as a right click, press the **Right-Click** button. After you touch the screen, the stylus behavior reverts to a left click.

To open specific SMART Board tools, press the appropriate button. Read the guide that came with your product for more information.

If you like, you can change the behavior of the **Right-Click** button and the **Keyboard** button (page 7).

Using SMART Board Software in Projected Mode

You can run SMART Board software in one of two modes: Projected (Mouse) or Non-Projected (Whiteboard) mode. Projected (Mouse) mode offers you the most functionality at the interactive screen. In fact, if you're using a *Rear Projection* SMART Board interactive whiteboard, a SMART Board *for Flat-Panel Displays* interactive overlay or a Symposium product, you must always keep SMART Board software in projected mode.

To change the mode

1. Press and hold the **SMART Board** icon in the Dock and select **Open Control Panel**.

2. On the **Boards** tab, press the correct mode (**Projected** or **Non-projected**) and then click **OK**.

Orienting the Screen

To accurately and appropriately respond to your touch, the SMART Board driver needs to know exactly where the image from your computer is located on the interactive screen. The driver gets this information from the screen's orientation settings. With a correct orientation, the cursor appears directly beneath your fingertip or the stylus of the Symposium interactive pen display, and the system accurately tracks screen contact.

Although SMART Board software assigns a default orientation to your interactive screen, you can improve the screen's response by performing an orientation procedure – a very simple process of precisely touching red crosses (targets) on the screen. If your interactive whiteboard gets jostled and the projected image becomes misaligned, you can repeat the orientation procedure to correct the alignment.

TIPS	To access the *Orientation* screen, press both the **Right-Click** and **Keyboard** buttons.
	During the orientation, firmly press in the small yellow square in the center of each red cross. If you neglect to do this, the SMART Board driver won't track your screen contact correctly.
	If you're dissatisfied with the precision of a particular orientation point, you can retract the poorly aligned point by pressing the **Right-Click** or **Keyboard** button, or the LEFT ARROW key on the keyboard.

To obtain a greater amount of tracking precision, you can change the orientation level. Choose from three orientation levels: Quick (4 points), Standard (9 points) and Fine (20 points). Depending on your situation, you may want to re-orient quickly and with minimal interruption, or you may want to obtain the most precise tracking level possible if you have a higher-resolution system.

When you change the orientation level, that level becomes the default for future orientations.

To orient the interactive screen

1. Press and hold the **SMART Board** icon in the Dock.

2. Select **Open Orient**.

   The *Orientation* screen appears. Follow the on-screen instructions.

To change the orientation level

1. Press and hold the **SMART Board** icon in the Dock and select **Open Control Panel**.

2. Press the **Advanced** button on the **Boards** tab.

    The *Edit Advanced Board Settings* dialog box appears.

3. On the *Pick Orientation Precision* tab, press the orientation level that you prefer.

4. Press **Apply**, and then press **OK** to close the *Edit Advanced Board Settings* dialog box.

5. If you want to orient the screen, press the **Orient** button on the *SMART Board Control Panel.*

6. Press **OK** to close the *SMART Board Control Panel*.

Adjusting a Projected Image

For both front and rear projection interactive whiteboards, you can fix many image problems by shifting the projector or adjusting the zoom lens. Optimally, you should have a margin of approximately 3/8" (1 cm) on both the right and left sides of the screen.

You should set the projector to its optimal image resolution by following the instructions in your projector's manual. Then set your computer's resolution to match. If the resolutions don't match, the on-screen image won't properly fill the interactive screen, and may shimmer or be distorted.

To set your computer's resolution

1. Select **Systems Preferences** from the **Apple** menu.

    The *Systems Preferences* dialog box appears.

2. Press **Displays**.

    The *Displays* (or *Monitors*) window for your computer opens.

3. Select the new resolution on the **Display** tab.

4. Close the *Displays* (or *Monitors*) window.

Writing, Erasing and Capturing with SMART Board Software

SMART products make it easy to work with any computer application. You can write on the screen with the styluses, the various tools available in the Floating Tools, or a combination of both. After you annotate on the screen, you can erase the notes or capture and save them using various methods.

This section of the guide describes how to:

- create annotations using the pen tray or pen tool buttons (this page)
- configure the pen tray tools or pen tool buttons (this page)
- use the Floating Tools (page 8)
- configure the Floating Tools (page 8)
- add text with the SMART Keyboard (page 9)
- erase what you've written (page 9)
- capture what you write into Notebook software (page 10)
- capture your actions in a movie with SMART Recorder (page 10)

Writing over Applications at the Interactive Screen

To write over an application on your interactive screen, select one of the four colored styluses from the pen tray (SMART Board interactive whiteboard) or press a **Colored Ink** button (Sympodium interactive pen display), and then write on the screen. If your interactive product has a pen tray, you can pick up a stylus but write on the screen with your finger to produce the behavior of the lifted tool.

NOTE: If you're using regular dry-erase markers, leave the caps on. You're writing in virtual, electronic ink rather than physical ink.

To write in a different color, pick up a different stylus or press a different **Colored Ink** button. On SMART Board products that have a pen tray, you must return each stylus to the slot with the corresponding color, because color recognition comes from the slots in the pen tray, rather than the styluses themselves.

NOTE: You can't annotate over Classic applications, which are applications that were written for Mac OS operating system version 9.x and earlier.

Reconfiguring the Pen Tray Tools, the Pen Tool Buttons or the Function Buttons

You can alter the line thickness, color or transparency of the pen tray styluses or the **Colored Ink** buttons with the *SMART Board Control Panel*. You can also change the eraser size and the function of the **Right Click** and **Keyboard** buttons to suit your needs. (For more information, refer to the Help file.)

To change the behavior of a tool, open the *SMART Board Control Panel* to the **Pen Tray** tab and press one of the large tool buttons on the left side. Then select the options you want for that tool.

If you need more information on changing the eraser, stylus or buttons, press the **Help** button in the dialog box and open the appropriate topic under **Configuring the Software**.

NOTE: SMART Board software retains your settings until you log off or shut down your computer.

Using the Floating Tools at the Interactive Screen

The Floating Tools palette is a portable palette that appears over any open application on your interactive screen and gives you access to a variety of annotation tools. To access these tools, press and hold the **SMART Board** icon in the Dock and select **Open Floating Tools**. Then press a tool and your cursor takes on that behavior. If you want, you can change the color, size and transparency of the annotation tools so they suit your presentation needs. Along with a virtual stylus and eraser and other unique tools for creating geometric shapes, the Floating Tools palette contains a special button for clearing annotations or restoring deleted annotations.
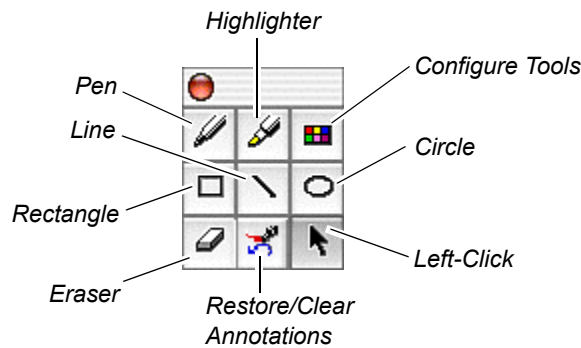
Figure 3: The Floating Tools Palette

NOTE: You must have a SMART interactive product connected to your computer to use the Floating Tools. However, you can also control these tools with your computer's mouse as long as the interactive product is connected.

If your product has a pen tray, pick up a stylus, select a tool from the Floating Tools palette and press the interactive screen for electronic ink to appear in the color of the stylus. This is an easy way to insert a geometric shape in a specific color.

> **TIP**
> The **Rectangle** button on the Floating Tools palette is ideal for highlighting large areas of data on the interactive screen in a transparent box. To do this, configure the transparency, fill and color properties of the Rectangle tool.

To configure the Floating Tools

1. Press the **Configure Floating Tools** button.

   The C*onfigure Floating Tools* dialog box appears.

2. Select the drawing tool you want to configure from the **Tool** list.

   > **TIP**
   > Double-press the **Pen**, **Highlighter**, **Rectangle**, **Ellipse** or **Line** tool for the *Configure Floating Tools* dialog box to open with that tool selected in the **Tool** list.

3. Select a width between 1 and 32 pixels for the selected tool in the **Width** box.

4. Select a color from the 16-color palette under **Color**.

5. Press **OK**.

The **Restore Annotations/Clear Annotations** button is helpful for quickly removing annotations or for restoring them. When you write something on the interactive screen, the button is in the Clear Annotations state, but after you delete an annotation, the button changes to the Restore Annotations state.

This button is especially useful if you accidentally lose an annotation or if you want to view a deleted annotation again. Even if the Floating Tools aren't open, you can restore the annotation. To do this, press and hold the **SMART Board** icon in the Dock, select **Open Floating Tools**, and then press the **Restore Annotations** button.

Adding Text with the SMART Keyboard

While your interactive product is a great tool for presenting information, there are situations where you need to use a keyboard. For example, if you want to rename a file you're saving, you'll need to type the new name in the *Save As* dialog box. You can do this without moving to a physical keyboard by using the SMART Keyboard to type into a dialog box (or into any application) right at the interactive screen. To open the SMART Keyboard, press and hold the **SMART Board** icon and select **Open Keyboard**.

Figure 4: The SMART Keyboard

NOTE: You must have a SMART product connected to your computer to use the SMART Keyboard.

TIP	Press the **Keyboard** button on the pen tray or the function buttons on the interactive pen display to open the SMART Keyboard.
	You can drag the keyboard to any screen location or even resize it. To try ten-fingered typing, move the keyboard to a relatively high location and resize it until it suits your hand size.

Erasing What You Write

It's easy to remove any annotation you made on the interactive screen. If your interactive product has a pen tray, pick up the eraser and drag it across your annotation. If you're using a Sympodium interactive pen display, press the **Eraser** button and touch the stylus to the screen.

If you'd prefer to remove all annotations at once, you can configure one of the pen tray buttons so that it clears all annotations when you press it. Alternatively, you can press the **Clear Annotations** button in the Floating Tools palette or, if your product has a pen tray, you can return the pen to the tray and touch the interactive screen.

You can change the size of the eraser to suit the annotations that you're erasing. For details on doing this, read the Help. Make the eraser small to erase fine details or big to erase large areas of the screen.

Capturing What You Write

SMART Board software makes it easy to capture an image of the annotation and the application. Just use the screen capture tools to capture an area of the screen or the entire screen. Your capture then appears on the current page of your Notebook file. If you don't have Notebook software open, SMART Board software opens it for you.

To capture a screen

1. Press and hold the **SMART Board** icon in the Dock.

2. Select **Capture Screen**.

   A menu appears.

3. To capture the entire screen, select **Screen Capture > Capture Full Screen**.
   To capture a region, select **Screen Capture > Capture Selected Area**, and then press and drag to select the area you want to capture.

> **TIP**
>
> If you're using a Symposium interactive pen display, press the **Capture** button to capture an image of the entire screen into Notebook software.

Recording Your Actions with SMART Recorder

While working at the interactive screen, you may want to make a movie of your presentation or lesson so you don't lose a single detail. You can use SMART Recorder to record everything you do and say on the interactive screen or at your computer. Your recording is saved as a MOV file, which you can play using QuickTime player. To access SMART Recorder, press and hold the **SMART Board** icon in the Dock and select **Open Recorder**.

You can set the options for your recording by pressing the **Options** button. For example, you can set a higher sound and video quality. However, this will increases the file size, which is a concern if your computer has limited hard disk space, or if you intend to e-mail the file or post it on a Web site. Also, you can change the default save directory and the location of the temporary files that are created when you record the movie. At the same time, you can prevent the loss of your recording by setting SMART Recorder to warn you when disk space is low.

To use the SMART Recorder, you must have a SMART interactive product connected to your computer. For best results, you should also install QuickTime software version 6.1 or later. If you want to use the audio features of Recorder, you must have a microphone connected to your computer.

NOTE: While you can record your actions in most applications, there are a few graphics-processing applications that you can't record.

> **TIPS** To improve the quality of your recordings, use the fastest computer available. Because screen recording requires a lot of computing power, faster machines do a better job.
>
> When you're recording, use electronic ink, which shows up clearly and gives people something to watch. Also, write often to keep your audience's attention.
>
> Repeat audience questions so the microphone can pick them up.
>
> Don't use animations because they dramatically increase file size. Complex graphics and high-resolution photographs also increase the file size. Read the online Help for tips on keeping the file size low.

Using Notebook Software

Notebook software includes many annotation, graphic- and text-creation tools that you can use to create a dynamic presentation. As your audience provides comments and suggestions, capture the input on the page by using these tools.

All the notes you make are selectable objects on your Notebook page. Also, you can use the tools in Notebook software to organize, save or print each page at your workstation or at the interactive screen.

The simplest way to add notes to a page is to use the pen tray tools or the pen tool buttons to create or erase objects. However, you can also create annotation objects by using the available menu commands and toolbars, the Gallery or the screen capture tools. If you need more details, you can refer to the Help.

NOTE: While you can use Notebook software on a computer that's not connected to any SMART hardware, you'll notice a watermark on each Notebook page if you do. This watermark disappears when you open this file on a computer that's connected to a SMART interactive product. Also, the watermark won't appear on printed pages, so you can use a desktop computer to create your meeting notes, lesson outline or presentation and then you can present your Notebook file using a computer that's connected to a SMART interactive product.

Opening Notebook Software

Press and hold the **SMART Board** icon in the Dock and select **Open Notebook**. A new file appears and the Notebook icon is added to the Dock.

Working with the Views of Notebook Software

Notebook software has three distinct views: Whiteboard, Page Sorter and Full Screen.

Notebook software always opens in the Whiteboard view. In this view, you can create and edit objects on the current page and see the pages that make up your file in a vertical strip of thumbnail images, called the Side Sorter. These thumbnails automatically update as your page content changes. You can also move objects by dragging them onto a thumbnail or press a thumbnail to go to a different page.

The Page Sorter view displays all the pages in your current file as if you physically spread the pages out on a desk. In this view, you can rearrange the pages by dragging them to new positions.

Use the Full Screen view to deliver your information or presentation. This view maximizes the page itself for better viewing by an audience.

In all views, you'll see a toolbar with buttons that provide you with access to the functions available in that view. For example, the toolbar in the Full Screen view helps you navigate the pages of your file or return to the Whiteboard view. Similarly, in the Whiteboard or Page Sorter view, you can access either the Simple toolbar or the Standard toolbar. These two toolbars provide a variety of shortcuts for performing tasks in Notebook software, including object-creation, navigation, file management and editing functions. You can switch between these two toolbars by checking or unchecking **View > Simple Toolbar**. For a complete list of toolbar actions and shortcuts, see page 25.

TIP
If you're unsure of what function a toolbar button performs, hover over the button to read its name.

Creating Objects on a Notebook Page

Objects are information (text, graphics and shapes) on a Notebook page. The easiest and most obvious way to create these objects is to use the styluses on the interactive screen. However, there are other ways to create specific objects, such as:

- typed text (this page)
- objects drawn at your computer using the pen tool (this page)
- geometric shapes (page 13)
- pictures (page 13)

You can only create annotations in the Whiteboard and Full Screen views. As you annotate, Notebook software automatically groups objects that you create in close proximity, such as handwritten letters. However, you can easily ungroup these objects (page 14) or reorganize them (page 15).

To enter typed text

To enter typed text on a Notebook page, just start typing. A text box appears, enlarging as you add more text, and automatically wrapping when you reach the edge of the workspace. When you finish entering text, press outside the text box.

If you want, you can create a custom-sized text box before you begin typing. Also, you can resize an existing text box. With a custom text box, the text automatically wraps at the right boundary, so it remains within the width you established.

> **TIP**
>
> Consider using the on-screen keyboard for any keyboard input that you need to do at the interactive screen. By using this keyboard, you don't have to move away from the screen.

To annotate with the pen tool

1. Press the **Pen** button.
2. To use a different ink color, select **Current Color** from the **Format** menu, and then press a color square in the color palette.
3. To change the thickness of the pen's line, select **Line Width** from the **Format** menu, and select a new line width.
4. Draw on the interactive screen or with your mouse on the computer.

To highlight an object

1. Select **Highlighter** from the **Draw** menu.
2. To change the ink color, select **Current Color** from the **Format** menu, and then press a color square in the color palette.
3. To change the thickness of the line, select **Line Width** from the **Format** menu, and select a width.
4. Draw on the interactive screen or with your mouse on the computer.

To create geometric objects

1. Select **Rectangle, Ellipse, Line** or **Shapes** from the **Draw** menu.

    NOTE: If you select **Shapes**, and you have the Standard toolbar open, a list of available shapes appears. With the Simple toolbar open, you'll have access to the shape that you last used. To change toolbars, check or uncheck **View > Simple Toolbar**.

2. To change the ink color, select **Current Color** from the **Format** menu, and then press a color square in the color palette.

3. To change the thickness of the lines, select **Line Width** from the **Format** menu, and select a width.

4. Drag on the interactive screen or with your mouse on the computer to create the geometric object.

To add pictures to your page

You can add pictures (up to 1.5 MB) from your computer by selecting **Insert > Clip Art**. Then select an image file from your computer in either .bmp, .jpg, .tiff, .gif or .png format.

Another method for adding pictures is to drag them from the *Gallery* window onto your page. The Gallery contains pictures and page templates grouped in collections of related material (page 17).

Other ways to add information to your page

*   drag text from other applications onto your Notebook page

*   cut or copy text or graphics and paste them into or between the pages of your Notebook file

*   link a specific object on the page to a Web site or a file on your computer (see *To link to an object* on page 15)

*   use the screen capture tools (for complete details, see page 10)

Editing Objects in Notebook Software

You can modify the objects on your page in either the Whiteboard or Full Screen view. However, before you can edit any object, you must select it. Do this by pressing it at the interactive screen or, in the Whiteboard view, you can press the **Select** button and then press the object. When you select an object, it is surrounded by a selection rectangle with both a resize and a rotation handle.

Rotation Handle

Resize Handle
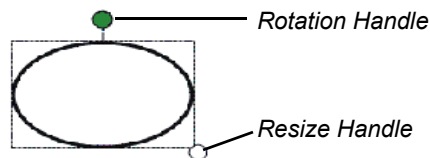
Figure 5: A Selected Object in Notebook Software

> **TIP**
>
> You can select multiple objects by dragging the pointer to enclose them with selection rectangles or by holding down the SHIFT key as you press on each object.
>
> To select all objects on a page, press **Edit > Select All**.

Once you've selected one or more objects, you can edit them in a variety of ways. For example, you can:

- copy or move objects
- rotate and resize objects
- group or ungroup objects
- move objects to the background and retrieve them
- reorder objects within a stack
- change the object attributes
- link objects to a Web page or a document on your computer
- delete or erase objects

To move or copy an object between pages

In the Whiteboard view, select an object on the current page and drag it to a thumbnail in the Side Sorter to move the object to that page.

In both the Whiteboard and Full Screen views, you can copy an object by selecting it and pressing **Edit > Copy**. Likewise, you can move an object by selecting it and pressing **Edit > Cut**. Then go to the new location and paste it by selecting **Edit > Paste**.

> **TIP**
>
> In the Whiteboard view, use the toolbar buttons to quickly copy or cut an object and paste it on a new page. See page 25 for a list of shortcuts.

To rotate and resize an object

If you like, you can rotate an object to any angle or resize it. To do this, select the object and drag the appropriate selection handle until you're satisfied with the angle or the size.

When you resize text objects, the size of the font doesn't change. To change the font size, see *To modify an object* on page 15.

To group or ungroup objects

You can group several objects together to make a single object. With this single object, you can move, edit, and size all the objects at the same time.

To group the objects, select them and then select **Draw > Group**. If you change your mind, you can easily ungroup them by selecting the group and then selecting **Draw > Ungroup**.

To move objects to the background or to retrieve them

You can protect certain objects from changes by placing them in the background where they can't be selected. With this feature, you can make a background that remains constant and then create, move and change objects over top of it. To move objects to the background, select the objects and then select **Draw > Order > Make Background**.

To make all the background objects accessible, select **Draw > Order > Retrieve Background**.

To reorder objects within a stack

When you're working with many objects, they can become stacked (one in front of the other). However, you can control the order of objects in this stack. Select an object, and then select **Draw > Order > Bring Forward** or **Draw > Order > Send Backward** to move the selected object one position forward or backward. To move an object to either the front or rear of the stack, select **Draw > Order > Bring to Front** or **Draw > Order > Send to Back**.

> **TIP**
>
> You can place an object over another to hide it during your presentation. For example, write a question and its answer as two objects, but cover the answer under a rectangle. When you're ready to reveal the answer to your audience, drag the rectangle away to reveal the hidden text.

To modify an object

For text objects, use the options available on the **Format** menu to change the attributes of all the text in the object. You can change the font, including the size and style, by using the **Font** command. If you want, you can bold, underline, italicize and change the color of all the text. To change the attributes of specific words within a text object, select only those words.

For other objects, you can change their appearance by selecting them and selecting the new attributes from the **Format** menu.

To link to an object

You can keep related information *with* an object but not *in* the Notebook file by linking to it. You can link an object to either a Web site or a file on your computer. To create a link, select the object and select **Insert > Link**. Type or browse to the Web address or the path to the file in the *Insert Link* dialog box and press **OK**.

To open a link, press the arrow that appears beside the object. The Web site or file opens in your browser or the appropriate application.

To remove a link, press the **Remove Link** button in the *Insert Link* dialog box.

To erase or delete an object

You can erase an object that you created with a stylus or the pen button by using the eraser in the pen tray or the **Eraser** pen tool button. For these objects and any other kind of object, you can also use the commands on the **Edit** menu. To do this, select the object and press **Edit > Delete**. To clear all objects from a page, select **Edit > Clear Page**. This action won't delete any background objects (page 14). If you need to do this, retrieve the objects from the background and then delete them.

To remove the entire page from your file, select **Edit > Delete Page**. This option is available in both the Whiteboard and Page Sorter views.

Managing Notebook Pages and Files

Notebook software lets you control the look and organization of the pages in the Notebook file, as well as the entire file. For example, you can:

- hide your page content with the screen shade, which is especially useful for presentations and lessons. (For more details on presenting with SMART Board software, see page 19.)

- change the background color of specific pages

- customize your pages with templates. You can access these templates individually or through the Gallery. Also, you can create your own templates and save them for repeated use.

- correct mistakes using the undo and redo commands

- save the file in a variety of formats, including a series of images or HTML files, or as a PDF file

- print your file or specific pages from your file

Notebook software includes the Gallery, which contains collections of page templates and pictures that you can insert on your page. For example, a teacher might store commonly used templates and pictures for a math class in a Math collection and science templates and pictures in a Physics collection.

To use the screen shade

The screen shade is an opaque screen that covers the content of each page in Whiteboard or Full Screen view. Select **View > Screen Shade** to activate the shade. You can draw the shade down to reveal the contents of your page when you're ready to do so. See page 20 for more tips on using this tool during a presentation.

To change the background color of a page

You can change the color of your current page by selecting **Format > Background Color** and then selecting a color square from the palette that appears.

To create a page template

You can preserve a commonly used page layout by saving it as a template. Do this by selecting **File > Save Page as Template**. If the file that you're saving as a template has more than one page in it, SMART Board software saves only the current page as a template. After you save the file, you can insert it on any page in any Notebook file.

To insert a template onto a page

Select **Insert > Select Template**. Select a template (in .xbt format) and press the **Insert** button for it to appear on your current page. When you insert a page template, it becomes your current page template, which appears whenever you select **Insert > Current Template**.

To correct errors

You can reverse an action that you have performed in Notebook software by using the **Edit > Undo** command. Also, you can use the **Edit > Redo** command to repeat an action that you've undone.

To save your file

After you create your Notebook file, you can save it in .xbk format, which you can open with Notebook software for Windows®, Mac OS X or UNIX® operating systems. You can also select **File > Save As** to open the *Save As* dialog box, where you can save the file with another name.

To print your file or selected pages from your file

Select **File > Print**. When the *Print* dialog box appears, accept the default settings or change them as necessary to print all the pages or a few selected pages. This dialog box also lets you save the Notebook file as a PDF document. If you just want to print your current page, select **File > Print Page**.

To export your file

You can cut or copy text from a Notebook page and paste it into other applications. However, if you want to save your entire file in another format, you must export it. You can export a Notebook file as:

- a series of .bmp, .jpg, .tiff, or .png image files, where each page becomes an individual image file

- a series of HTML files so that others can view your file with a Web browser or you can post it to a Web server

- a PDF file

To use the Gallery

The Gallery is a companion application to Notebook software that contains collections of page templates and pictures. Use these collections (in .xbc format) to easily add graphic detail to your pages and to store your commonly used files in a collection.

Because the Gallery is a separate application, you can leave it open as you work with other tools in Notebook software. However, you can only use it with Notebook software.

To access the *Gallery* window, select **View > Gallery** and then open a collection or start a new one. With the *Gallery* window open, you can drag a page template or a picture from a collection onto any page in any view.

To add a page template or a picture from a Gallery collection to your page

Press **View > Gallery** and then open the appropriate collection (in .xbc format).

To add a page template, drag a template from the **Page Templates** tab onto your current page. If your page already has a template on it, the new template appears on a new page following the current one.

To add a picture, press the **Pictures** tab and drag a picture from the Gallery to your current page.

TIP	To replace or remove a template, you must delete the page. If your page has objects on it that you want to keep, drag them to a new page before you delete it.

To modify and organize your Gallery collections

You can store pictures and templates that you use often with other related pictures and templates in a Gallery collection. To do this, drag an object from the Notebook page or from the Side Sorter onto the **Pictures** tab of the Gallery collection. You can also add pictures to the Gallery collection by selecting **Insert > Clip Art** and then selecting the file to add. However, make sure your graphic files aren't larger than 1.5 MB.

If there's no relevant collection for the picture or template that you want to add, create your own by selecting **File > New** in the *Gallery* window.

You can augment your collections by selecting **Insert > Browse for Online Content**. Your Web browser opens to our Web site, where we'll post new collections as they become available.

You can organize your collections by combining new collections with existing ones. Select **Insert > Additional Collections** and select another .xbc file to add both page templates and pictures from the selected collection to your current collection. You can also give items more meaningful names by selecting **Edit > Rename Item**. If you modify a read-only collection (like the collections that come with Notebook software), you must save that collection with another name, because you can't overwrite the original.

TIPS	Open a different collection by selecting **File > Open**.
	Save your new or altered collections by selecting **File > Save** or **File > Save As**.
	Remove an unused item from a collection by selecting it and then selecting **Edit > Delete**.

Presenting on the Interactive Whiteboard

The interactive screen can help to maximize the impact of a presentation. You'll find a variety of software and hardware features that make the job of presenting easy, including the SMART Board tools and especially Notebook software.

If your presentation uses other applications, you can use a variety of tools in SMART Board software to emphasize and capture information. However, if you're delivering a presentation with Notebook software, you can use both the SMART Board tools and Notebook software to make your presentation lively and interactive.

You can create your presentation on any computer and then deliver it using a computer that is connected to a SMART product. On a computer that's not connected to an interactive product, you'll see a watermark on each Notebook page, but this watermark disappears when you open the file on an interactive product. If your computer isn't connected to a SMART product, some of the SMART Board tools won't be available.

Using the SMART Board Tools

At the interactive screen, you can draw over your presentation to highlight or emphasize important information and you can jot down notes and suggestions that are made by the audience. Then you can capture these important points and screen annotations with the screen capture tools. If you used the QuickTime Player (version 6.0.2 or later) to deliver your presentation, you can still use these tools to capture any annotations that you make. Read page 10 for details on using the screen capture tools.

Don't miss a single detail by using SMART Recorder to capture everything you do on the screen. This application synchronizes data and audio in a movie (.mov) file. Read page 10 for more information.

To further emphasize important screen elements, use the desktop spotlight. This tool shows only a specific area while it dims or hides the rest of the screen, so it helps to focus your audience's attention.

To use the desktop spotlight

To open the spotlight, press and hold the **SMART Board** icon in the Dock and select **Open Spotlight**. With the spotlight open, you can annotate anywhere on the screen, but you can only activate screen components inside the spotlit area.

You can easily change the spotlight to suit your needs by using the options available from the **Menu** button to modify its shape and transparency. You can also relocate, resize or rotate the spotlight, just by dragging, so it displays the screen area that you want shown. To remove it, press **Menu > Exit**.

> **TIP**
>
> When you change the spotlight's transparency setting, you're actually specifying how much of the screen (the non-spotlit area) is visible. A higher transparency percentage makes the non-spotlit area of the screen more visible.

Presenting Your Notebook File

After you create your presentation in the Whiteboard view, deliver it using the Full Screen view. This view maximizes the large viewing space of the screen by minimizing the toolbar clutter.

In the Full Screen view, you'll see a three-button navigation toolbar (the Full Screen toolbar). This toolbar lets you return to the Whiteboard view with the press of a button.

Previous Page   *Return to the Whiteboard View*

Next Page
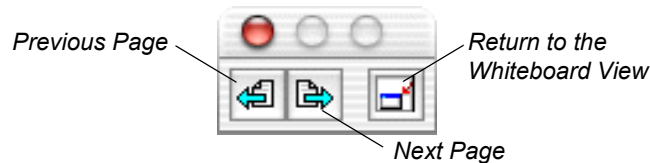
Figure 6: The Full Screen Toolbar

While you can use the SMART Board tools to make annotations and emphasize and control what the audience sees, you can also use the tools in Notebook software to create objects, link to details and control the audience's view of your information. These tools are detailed in the section entitled *Using Notebook Software* on page 11 and in the Help. You can also use the screen shade to conceal your pages.

To use the screen shade

When you deliver your presentation, you may not want to reveal the content of each page to the audience all at once. In this case, activate the screen shade to limit the view of your audience. When you check **View > Screen Shade**, an opaque cover hides each page. When you're ready to reveal your page, draw the shade by dragging it down. The thumbnail images in the Side Sorter remain visible, so you can still navigate through your file with the screen shade active in the Whiteboard view.

TIPS	In any view, you can navigate through the pages of your Notebook software presentation by pressing:

• the **Next Page** button on the pen tray or the function buttons on the Sympodium interactive pen display

   NOTE: You can also configure the other pen tray button to function as a **Previous Page** button. For detailed instructions, see *Reconfiguring the Pen Tray Tools, the Pen Tool Buttons or the Function Buttons* on page 7).

• the **Next Page** or **Previous Page** buttons on the toolbars of Notebook software

• the RIGHT ARROW or LEFT ARROW keys on your keyboard

• any Side Sorter thumbnail in the Whiteboard view to go to the corresponding page

Using Multiple Displays

You can operate multiple SMART interactive products simultaneously from the same computer.

For front projection SMART Board interactive whiteboards, you'll need a projector for each unit, and one of the following:

- a separate video card for each projector and interactive whiteboard
- a video card that splits the video signal into multiple signals
- a connection to the computer's video card for each projector
- a video distribution amplifier between the computer and the projectors

For all multiple displays operating in projected mode, you have three options for image display. You can:

- display an identical desktop on every interactive whiteboard, so people in various locations can see the same image
- display different parts of one desktop on each interactive whiteboard (for example, one application on one screen and a different application on another)
- display the same application split across more than one interactive whiteboard, so you can use the wider display surface to show greater detail

   NOTE: You must orient each display separately.

Orienting Multiple Displays

You can orient the displays in any order that you like, but you must orient each display that you use.

To orient multiple displays

1. Press and hold the **SMART Board** icon in the Dock and select **Open Orient**.

   The *Orientation* screen opens.

2. Orient the first screen.

3. Open the *Orientation* screen again (repeat step 1) and press the **SPACE BAR** on the keyboard.

   The *Orientation* screen moves to the next display.

4. Repeat the orientation process for that display and continue until you have oriented every display in your setup.

Displaying the Same Image on Multiple Displays

With this setup, anything you do on one interactive screen is displayed on *all* connected interactive screens. Also, each interactive screen has touch control. More than one person can write over a projected application at a time, with the exception of Notebook software, where only one person can write on an interactive screen at a time.

To send the same desktop image to more than one interactive screen, you must do one of the following:

- connect the projectors in a daisy-chain pattern
- use a distribution amplifier to send the same signal to more than one projector

Displaying Different Applications on Multiple Displays

With this setup, you can display one application on one interactive whiteboard and another application on a different interactive whiteboard. You'll have touch control on all displays. Also, more than one person can write over a projected application at a time, with the exception of Notebook software, where only one person can write on an interactive screen at a time.

To send the applications to more than one interactive screen, you must do one of the following:

- connect each projector to a separate video card on your computer
- have a video card that splits the video signal into multiple signals, so you can send each projector its own signal

NOTE: You may need to change the display settings on your computer to reflect your arrangement. For more information, read the documentation for your video card.

To move a window from one display to another

1. Make sure the application isn't in full screen mode.
2. Drag the application sideways until you see it on the other screen.
3. On the other screen, move the application to a convenient location.

Displaying Applications over Multiple Displays

With this setup, you can display one application across more than one interactive whiteboard to enlarge the view and to show greater detail. Also, you'll have touch control on all displays. More than one person can write over a projected application at a time, with the exception of Notebook software, where only one person can write on an interactive screen at a time.

To send an application to more than one screen, you must do one of the following:

- connect each projector to a separate video card on your computer
- have a video card that splits the video signal into multiple signals, so you can send each projector its own signal

To split an application across more than one display

1. Open the application.
2. Ensure the application isn't in full screen mode.
3. Drag the edge of a window sideways past the interactive whiteboard's frame.

   The application moves to the adjacent interactive whiteboard.
4. At the other display, drag the application until you can see it properly on the display.

Using SMART Board Software in Non-Projected Mode

| **CAUTION** ⚠️ | If you own a SMART Board interactive whiteboard with an OptiPro™ surface, disregard this section. The OptiPro surface is optimized for use with a projector and should not be marked with dry-erase ink.

Also, if you have a *Rear Projection* SMART Board interactive whiteboard, SMART Board *for Flat-Panel Displays* interactive overlay or Sympodium interactive pen display, don't use SMART Board software in non-projected mode. |
|---|---|

In non-projected (whiteboard) mode, you can write on the screen with dry-erase markers just as you would on an ordinary whiteboard. However, unlike an ordinary whiteboard, what you write is simultaneously displayed on a Notebook page.

In this mode, the computer automatically scales the entire surface of the SMART Board interactive whiteboard into an image the size of the writing area of Notebook software. Since this scaling is automatic, you don't need to perform an orientation procedure.

Setting Up the Pen Tray for Non-Projected Use

When you set up the pen tray that comes with your SMART Board interactive whiteboard, remove the **Projection** button label from the label recess, and turn it over to reveal the **Whiteboard Mode** button label.
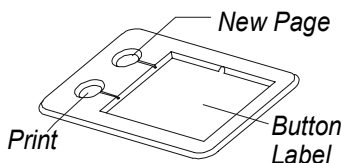
Figure 7: The Whiteboard Mode Label for the Pen Tray

This label matches the default settings of for SMART Board software in non-projected mode. Remember that you can still change the default settings for these buttons (page 7).

The upper pen tray button is the **New Page** button, which is a very important button for non-projected use. When you press this button, a new page opens in the current Notebook file for receiving your notes. The bottom button is the **Print** button, which sends your current page of notes to the computer's default printer.

To equip the pen tray, purchase a set of high-quality, dry-erase markers in black, blue, red and green to use with the interactive whiteboard. Place each pen in the matching color slot of the pen tray.

Configuring SMART Board Software for Non-Projected Use

When you initially install SMART Board software, it is set to the default Projected (Mouse) mode. However, if you're using an interactive whiteboard without a projector, you should change the software mode to non-projected (whiteboard) in the *SMART Board Control Panel*. Otherwise, when you write anywhere other than on the Notebook page, you may accidentally activate menu commands or other program elements.

To switch SMART Board software to non-projected mode

1. Click and hold the **SMART Board** icon and select **Open Control Panel**.

   The *SMART Board Control Panel* opens.

2. On the **Boards** tab, click the **Non-Projected (Whiteboard Mode)** option.

3. Click **OK**.

Working with Your Notes in Non-Projected Mode

Open Notebook software. As soon as you write on the interactive whiteboard in non-projected mode, you can see your annotation on the Notebook page.

If you don't want to keep your annotations, simply erase the dry-ink markings on the interactive whiteboard. This erases the electronic ink on the computer as well.

To keep your annotations, save your Notebook file (page 17).

To annotate on a new page, press the **New Page** button on the pen tray or press the **Insert Blank Page** button in SMART Board software. With this blank page open, erase the dry-erase ink on your whiteboard and create a new set of notes.

*Before you erase, press the **New Page** button to retain the existing notes in Notebook software*
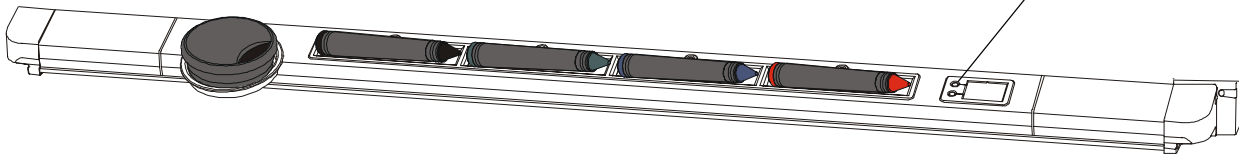
Appendix A: Shortcuts in Notebook Software

The following table shows the various shortcuts that are available in Notebook software.

Action	Standard Toolbar Button	Simple Toolbar Button	Menu Access	Keyboard Shortcut	Comments
Adding an Object Circular object	⬭		**Draw > Ellipse**	⌘ + 6	Drag to create an ellipse
Freehand object	✎	✎ Pen	**Draw > Pen**	⌘ + 2	Changes cursor to a pen
Highlighter ink	✎		**Draw > Highlighter**	⌘ + 3	Changes cursor to a highlighter
Line	＼		**Draw > Line**	⌘ + 7	Drag to create a line
Picture			**Insert > Clip Art**		Also see the Gallery (page 17)
Picture	🖼		**View > Gallery**	The *Gallery* window has its own keyboard shortcut keys	Opens the *Gallery* window (page 17)
Rectangle	▢		**Draw > Rectangle**	⌘ + 5	Drag to create a rectangle
Shape	Shapes ▾		**Draw > Shapes**	⌘ + 8	Drag to create the selected shape
Text box	abc		**Draw > Text**	⌘ + 9	Drag to create a text box
Adding Page Elements Page	🗋	🗋 Blank	**Insert > Blank Page**		Inserts *after* the current page
Page color			**Format > Background Color**		Colors only the current page
Page template	🗋		**Insert > Current Template**		Inserts the previously selected page template
Page template			**Insert > Select Template**		Selects a page template

Action	Standard Toolbar Button	Simple Toolbar Button	Menu Access	Keyboard Shortcut	Comments
Changing Objects Color			**Format > Current Color**		Applies to the selected object or the next object you create
Color fill			**Format > Fill**		Applies to the selected object or the next object you create
Link to other info			**Insert > Link**		Opens the *Link* dialog box for you to add or remove a link
Outline width			**Format > Line Width**		Applies to the selected object or the next object you create
Transparency			**Format > Transparency**		Applies to the selected object or the next object you create
Changing Text Appearance Bold	**B**		**Format > Bold**	⌘ + B	Applies to the selected text or the next text you create
Color			**Format > Current Color**		Applies to the selected object or the next object you create
Italicize letters	*I*		**Format > Italics**	⌘ + I	Applies to the selected text or the next text you create
Font and font size	Serif ▼ 24 ▼		**Format > Font**		Applies to the selected text or the next text you create
Underline letters	U		**Format > Underline**	⌘ + U	Applies to the selected text or the next text you create
Displaying Different toolbar			**View > Simple Toolbar**	⌘ + T	Toggles between the Simple and Standard toolbar in the Whiteboard and Page Sorter views
Full Screen view			**View > Full Screen**	⌘ + F3	
Next page		Next	**View > Next Page**	PAGE DOWN	Full Screen Toolbar:
Page Sorter view			**View > Page Sorter**	⌘ + F2	
Previous page		Back	**View > Previous Page**	PAGE UP	Full Screen Toolbar:
Whiteboard view			**View > Whiteboard**	⌘ + F1	Full Screen Toolbar:

Action	Standard Toolbar Button	Simple Toolbar Button	Menu Access	Keyboard Shortcut	Comments
Opening a File Existing	🗁		**File > Open**	⌘ **+ O**	
New	📄		**File > New**	⌘ **+ N**	
Opening a Tool Gallery	🖼		**View > Gallery**	The *Gallery* window has its own keyboard shortcut keys	Opens the *Gallery* window (page 17)
Screen shade	⬓		**View > Screen Shade**		Covers your pages with an opaque shade (in the Whiteboard and Full Screen views)
Picking an Object All objects			**Edit > Select All**	⌘ **+ A**	Surrounds all objects on the current page with selection handles
Individual objects	▸	Select	**Draw > Select**	⌘ **+ 1**	Allows you to select (left-click) objects
Multiple objects	▸ , and hold down the SHIFT key while pressing the objects	Select , and hold down the SHIFT key while pressing the objects			You can also drag a selection rectangle across the page to select objects
Printing File	🖨	Print	**File > Print**	⌘ **+ P**	
Page only			**File > Print Page**		Sends only the current page to the default printer
Removing An object	✖	Delete	**Edit > Delete**	**DELETE**	Deletes the selected object
			Draw > Eraser	⌘ **+ 4**	You can also use the physical eraser
	✂		**Edit > Cut**	⌘ **+ X**	Places the object on the clipboard
Objects from a page			**Edit > Clear Page**	⌘ **+ L**	
Page	📄		**Edit > Delete Page**	⌘ **+ D**	

Action	Standard Toolbar Button	Simple Toolbar Button	Menu Access	Keyboard Shortcut	Comments
Rearranging Objects Combine			**Draw > Group**	⌘ + G	Groups the selected objects into one object
Copy selected object	📋		**Edit > Copy**	⌘ + C	
Move to the background			**Draw > Order > Make Background**	⌘ + M	Moves the selected objects to the background
Paste from clipboard	📋		**Edit > Paste**	⌘ + V	
Retrieve from the background			**Draw > Order > Retrieve Background**	⌘ + K	Retrieves *all* objects from the background
Ungroup objects			**Draw > Ungroup**	⌘ + R	
Stack			**Draw > Order > Bring to Front**	**SHIFT +** ⌘ + **PG UP**	Moves the selected object(s) to the front of the stack
			Draw > Order > Send to Back	**SHIFT +** ⌘ + **PG DOWN**	Moves the selected object(s) to the back of the stack
			Draw > Order > Bring Forward	⌘ + **PG UP**	Moves the selected object(s) one layer forward
			Draw > Order > Send Backward	⌘ + **PG DOWN**	Moves the selected object(s) one layer deeper
Saving File	💾	💾 Save	**File > Save**	⌘ + S	Keeps the same file name and file type
			File > Save As		Use this action to give the file a different name and/or format
			File > Export As Images, HTML, or PDF		Use this action to save the file in a format that other applications can use
Page template			**File > Save Page as Template**		Saves the current page as an .xbt file
Undo/Redo Undo	↺	↺ Undo	**Edit > Undo**	⌘ + Z	
Redo	↻		**Edit > Redo**	⌘ + Y	Repeats the last action reversed with **Undo**

Appendix B: Configuring the Pen Tray or Function Buttons

You can change the behavior of the **Right Click** button and the **Keyboard** button.

To change these button settings, open the *SMART Board Control Panel* to the **Pen Tray** tab. Press the **Buttons** button and select an available behavior (refer to the table below).

Figure 8: The Buttons Button

These buttons have a default behavior when SMART Board software is in projected mode.

- The **top** or **right** pen tray button (or the **Keyboard** button on a Symposium lectern) – activates the SMART Keyboard

- The **bottom** or **left** pen tray button (or the **Right Click** button on a Symposium lectern) – makes your next contact a right click

Button Setting	Result
Print Page	Prints the current Notebook page to the default printer
Next Page	Moves ahead one page in Notebook software
Previous Page	Moves back one page in Notebook software
Clear Screen	Clears all annotations from the current Notebook page
Right Mouse	Next contact produces a right click
Middle Mouse	Next contact produces a middle click
Float Mouse	Next contact produces a floating mouse
Keyboard	Opens the SMART Keyboard

TIP	A "floating mouse" is similar to moving your mouse on your workstation screen *without* clicking it. You may want to replicate this mouse state so you can view help tags or simply relocate the pointer when you touch the interactive screen (without activating a program component).
	If your interactive product uses Digital Vision Touch (DViT™) technology or is a Symposium lectern, you can also produce a floating mouse as long as the hover feature is on. You can make sure it's on by opening the *SMART Board Control Panel*, pressing the **Advanced** button, and checking the **Use Hover** option on the **Hover** tab.

Customer Support

SMART's Technical Support team welcomes your call. However, you may want to contact your local reseller if you experience problems with your SMART Board software, as they may be able to solve the problem without delay.

All SMART products include free telephone, fax and e-mail support.

> **Telephone:** 1.866.518.6791 (toll-free in Canada/U.S.) or +1.403.228.5940 (all other countries)
> (Available 7 a.m. - 6 p.m. Mountain time from Monday to Friday)
>
> **Fax:** +1.403.806.1256
>
> **E-mail:** support@smarttech.com
>
> **Web Site:** www.smarttech.com

When you phone Technical Support, it will be helpful if you have access to your SMART product and a computer running SMART Board software during the call. The support representative may ask you for the following information:

- the serial number of the unit
- the version of the software that's causing the problem and the version of your computer's operating system

General Inquiries

> **Main Switchboard:** 1.888.42.SMART (toll-free in Canada/U.S.)
> or +1.403.245.0333 (all other countries)
>
> **Fax:** +1.403.228.2500
>
> **E-mail:** info@smarttech.com
>
> **Address:** SMART Technologies Inc.
> Suite 600, 1177 – 11th Avenue SW
> Calgary, AB CANADA T2R 1K9

Returning Defective Merchandise

All SMART Board 500 series interactive whiteboards and the Sympodium interactive pen displays are covered by a two-year limited equipment warranty. All *Rear Projection* SMART Board and SMART Board *for Flat-Panel Displays* models are covered by a one-year limited equipment warranty. To return defective merchandise, call Technical Support. You will receive the appropriate Return of Merchandise Authorization and instructions for transporting your unit to an authorized service center.

Warranty Shipping Charges

You are responsible for transporting the system to the service center, and SMART pays return shipping via ground service on any product that's returned for service within the warranty period. If you request a *rush order*, any associated charges are billed to you. Read the warranty that was included with your SMART product for details.

NOTE: After the warranty period, you are responsible for transporting the product to and from the service center.

Registration

A User Registration card was included with your SMART product. To help us serve you, fill in and mail this card to SMART Technologies Inc. or register online at www.smarttech.com/registration.

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