

SMART™ Tips and Tricks

Here are some tips and tricks that you can use with SMART™ Notebook and your interactive whiteboard.

Magic Pen Tool



- Using this tool, draw a circle and it will create a spotlight on the area.
- Using this tool, draw a complete box and it will magnify the area.
- Using this tool, write or draw and the ink will disappear in a few seconds.

Shape Recognition Tool



- Draw a square, circle, triangle, or any other shape using the shape recognition tool.
- The software will attempt to recognize your figure and draw it more accurately.

Spotlight Tool



- Select the spotlight tool from the floating toolbar on the side of your computer screen or using the SMART™ icon on your taskbar at the bottom of your screen. The spotlight is under “Other SMART™ Tools.”
- Change the shape (ellipse, square, star) using the drop-down arrow.
- Change the transparency (0%-90%) using the drop-down arrow.
- Change the size of the spotlighted area using the edge of the shape.
- Move the spotlight on the page by clicking and dragging the spotlight icon.

Magnifying Tool



- Select the magnifier tool from the floating toolbar on the side of your computer screen or using the SMART™ icon on your taskbar at the bottom of your screen. The magnifier is under “Other SMART™ Tools.”
- There are several options for magnifying the desired area. Experiment with your choices on the magnifier toolbar.
- Click the red X to remove the function.

Orient the Board



- On the pen tray attached to your SMART™ Board, click the keyboard and mouse buttons at the same time.
- Using a pen, drag the point into the yellow center of each red + sign and release.
- This will tell your computer where the projected image is located on the SMART™ Board.

Floating Toolbar



- Quickly access some of your favorite tools (pen, highlighter, eraser, camera, magic pen, spotlight, etc.) here.
- Customize the toolbar by selecting the last icon (gear). Add or remove tools by dragging them to or from the toolbar.
- Tuck these tools away or bring them back by clicking once on the double arrow.
- Remove or add this toolbar temporarily by using the SMART™ icon on your taskbar at the bottom of your screen. Click on “Hide Floating Tools” or “Show Floating Tools.”

Erase to Reveal



- Select a pen color that matches your background.
- Color over the text you’d like to hide with that pen color.
- Use the eraser to remove the ink and reveal the hidden text.

Fill Effects



- To change the color of your background, text, etc. to match a color from another part of your slide, select the area. For the background, click on the background once. For text, highlight the words using your mouse.
- Click on the eyedropper tool under “Properties.”
- Then use the eyedropper to pick up another color from an image, text, etc. Simply click on the color you’d like to have matched with the eyedropper tool.

Circle and Tap



- Make a complete circle on the board using the eraser.
- Tap in the center of the invisible circle you drew. Your writing within that area will disappear.

Locking Items



- Click on the image or text you'd like to lock.
- To select several items, left-click and drag to collect them all. When you release the mouse button, you will see blue lines around all of the items that the action will be performed on.
- Using the drop-down arrow, select "Locking." You now have several choices.
- "Lock in Place" will not allow the image or text to be altered, rotated, or moved at all.
- "Allow to Move" will not allow the image or text to be altered or rotated, but it can be moved on the page.
- "Allow to Move and Rotate" will not allow the image or text to be altered, but it can be rotated or moved on the page.
- To unlock an item, click on the image or text once. A blue line will appear. Click on the padlock and select "Unlock."

Ordering Objects

- Bring to Front
- Send to Back
- Bring Forward
- Send Backward

- Click on your image or text. A blue line will appear around it to signify it was selected to have an action performed.
- Using the drop-down arrow, select "Order."
- Depending on the object's current order you'll have a few options to bring to front, send to back, bring forward, or send backward.

Set Picture Transparency



- Click on your image. A blue line will appear around it to signify it was selected to have an action performed.
- Using the drop-down arrow, select "Set Picture Transparency."
- Use the eyedropper to select the places you'd like to be the same color as the background of your page. The white area will be removed. These areas will become transparent. Select "OK" when you are done.

Infinite Cloner



- Click on your image or text. A blue line will appear around it to signify it was selected to have an action performed.
- Using the drop-down arrow, select "Infinite Cloner."
- Now you can create duplicates by simply dragging the image or text to a new area of the page.
- To remove, click on the infinity symbol and then click on the words "Infinite Cloner" to stop the infinite cloner function.

Linking



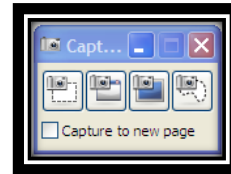
- Add a hyperlink to a website, an attachment, or another page within your file by first selecting your text or image. A blue line will appear around it to signify it was selected to have an action performed.
- Using the drop-down arrow, select "Link."
- Paste or type in the web address.
- Decide how you'd like your hyperlink to launch. Your choices include "Corner Icon" or "Object."
- Choose "Corner icon" to click directly on a small globe, paperclip, or page icon.
- Choose "Object" to click anywhere on the text or image.
- To remove this feature, click once on the image or text. A blue line will appear around it to signify it was selected to have an action performed. Use the drop-down arrow to select "Link" and "Remove Link."

Show All Links



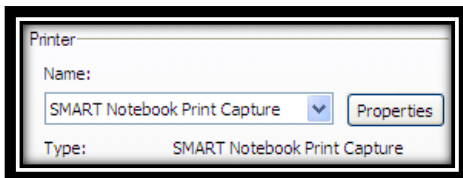
- Under "View" on your top toolbar, select "Show All Links" to find hyperlinks you've created on your pages. A green box will highlight the area(s) for a few seconds.

Screen Capture Tools



- Choose from four capture methods.
- The first option allows you to select a square/rectangular area. You left-click and drag to draw the border.
- The second option allows you to take a picture of a section of your screen (main page, toolbars, taskbar, etc.) After selecting this, move your cursor to the area you'd like to capture and then left-click.
- The third option takes a picture of your entire screen. When you select this, a screen shot will automatically be taken.
- The fourth option allows you to draw an irregular border around the area you'd like to capture. After selecting this, left-click and drag, drawing your irregular shape.
- If you want your captured image to go to a new page, be sure to check the "Capture to new page" box before choosing a capture tool.

Print Capture



- Send a Word document, pdf, etc. to your SMART™ Notebook file using this feature. Under "Print" use the printer drop-down arrow to select "SMART™ Notebook Print Capture." This was added as a printer when you download the software.
- When you select "OK," the pages of the Word document, pdf, etc. will be sent to the SMART™ Notebook file you last had up on your screen.

Creating Magic Paper with Color



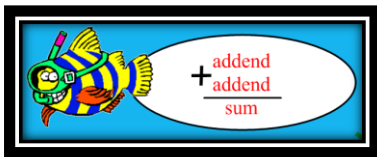
- Change the color of the text to match your background. This will hide the text.
- Draw a shape (such as a rectangle) and change the color to contrast with your background and text color.
- Use “Order” to “Bring Text To Front.”
- When you drag the text box onto the contrasting color, it will appear.

Creating Magic Paper with Order



- You will need three different colors (background color, box color, text color). The background is the layer in the very back. The colored box lies on top. The text will be the top layer or the layer between the background and box, depending on if you want the text to disappear behind it (wrong answer) or remain on top (right answer).
- Using the drop-down arrow on the selected object, click “Order” and play with moving your text boxes forward and backward. “Bring to Front” the right answers. “Send to Back” the wrong answers.

Creating Tabs



- Draw a shape (such as a rectangle or circle).
- Create a text box. Move it on top of your shape.
- Create a trapezoid shape and turn it on its side or insert a graphic to act as the pull tab. You may also create a text box that says PULL or TAB and turn it on its side.
- Select all of the pieces by left-clicking and dragging to collect them all. When you release the button, all of the objects you collected will be indicated with a blue border.
- Using the drop-down arrow, select “Grouping.” Then select “Group.”
- Click and drag your new tab off to the side so that the tab remains on the page, but the text is tucked away until needed.

Changing Handwriting to Text



- After writing a word using a pen, click once on the word to select it. A blue line will appear around it to signify it was selected to have an action performed.
- Using the drop-down arrow, choose from four text recognition possibilities.