

Task Card #1

Objectives:

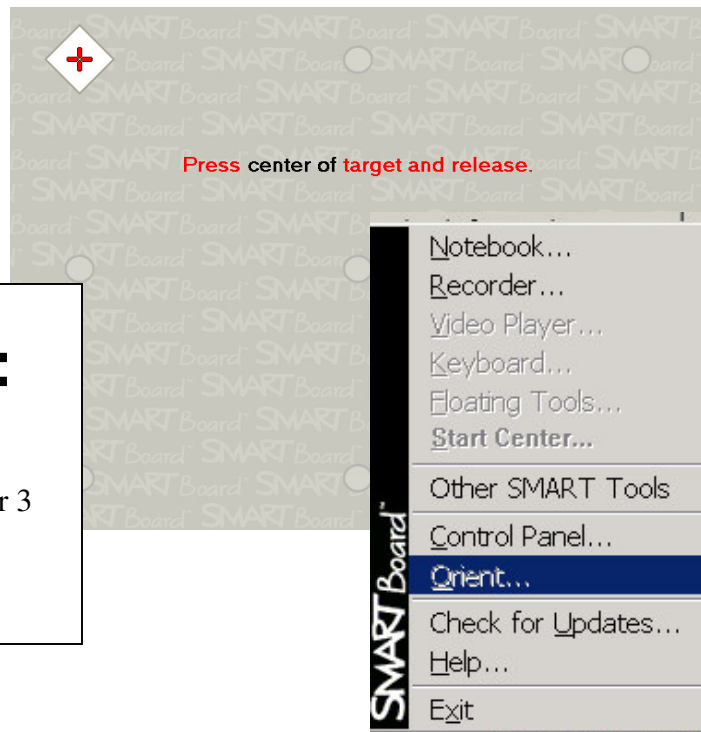
- Participants will be able to setup and use the basic function of a SMART Board.

Step #1: How do I set up the SMART Board?

- Once your LCD projector is pointed at your SMART Board and adjusted to the correct image size, then you are ready to “**Orient**” your board. Click on the SMART Board icon in your system tray (the bottom right hand part of your screen.)



- A pop up menu will appear. Click on the option “**Orient...**” and you will be instructed to “Press center of target and release”. Do this on the SMART Board and it will then know the location of a SMART Board touch in relation to the computer screen.
- To begin to write on the board with a SMART marker lift the marker from the tray and apply firm and consistent pressure. The colour on the marker does not matter, only the colour of the tray that you took the marker from. To remove the writing you can remove the eraser move it on the SMART Board where you would like to remove writing.
- To use the SMART Board as a mouse and navigate through programs and your computer, just leave all the markers in the holders and use your finger to apply pressure to the screen.



QUICK TIPS:

To quickly orient the board, hold down both the right click and keyboard buttons on the board for 3 seconds.

Step #2: Can I input text on the SMART Board without having to go back to my computer?

- Click on the SMART Board icon in the system tray, and select “**Keyboard...**” from the pop up menu. To enter text simply type on the keyboard using the SMART Board.
- A second way to access the keyboard is to click the button beside the picture of the keyboard on the SMART Board tray. The same SMART keyboard will appear on the screen.
- To close the keyboard on the screen simply click on the “X” in the top right hand corner of the keyboard window.



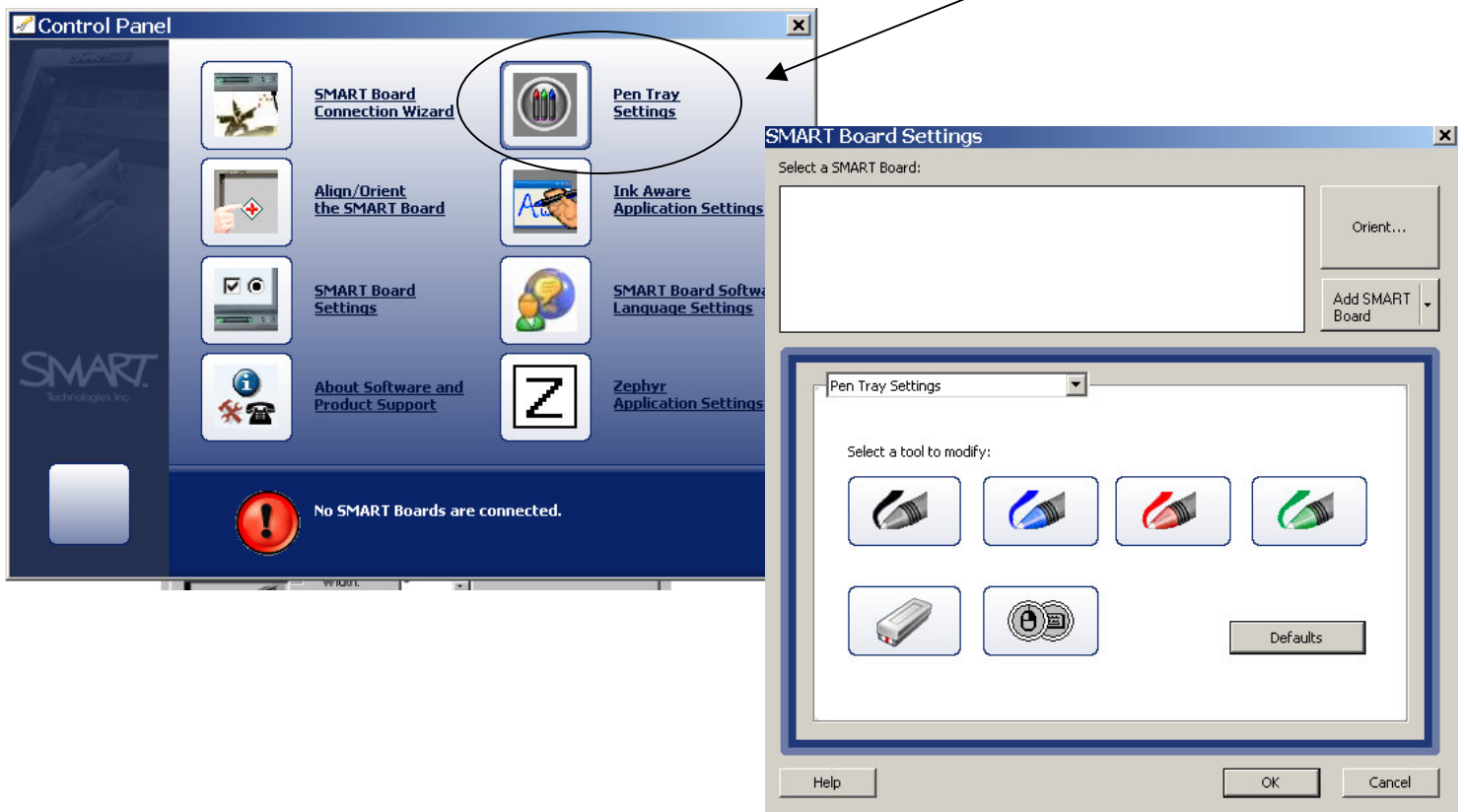
Step #3: Am I able to click my mouse from the SMART Board?

- The SMART Board is pressure sensitive. To click your mouse, simply tap the screen at the desired location.
- To “right” click on the SMART Board, simply press the button beside the picture of the mouse on the SMART Board tray. Then tap the desired location on the SMART Board.



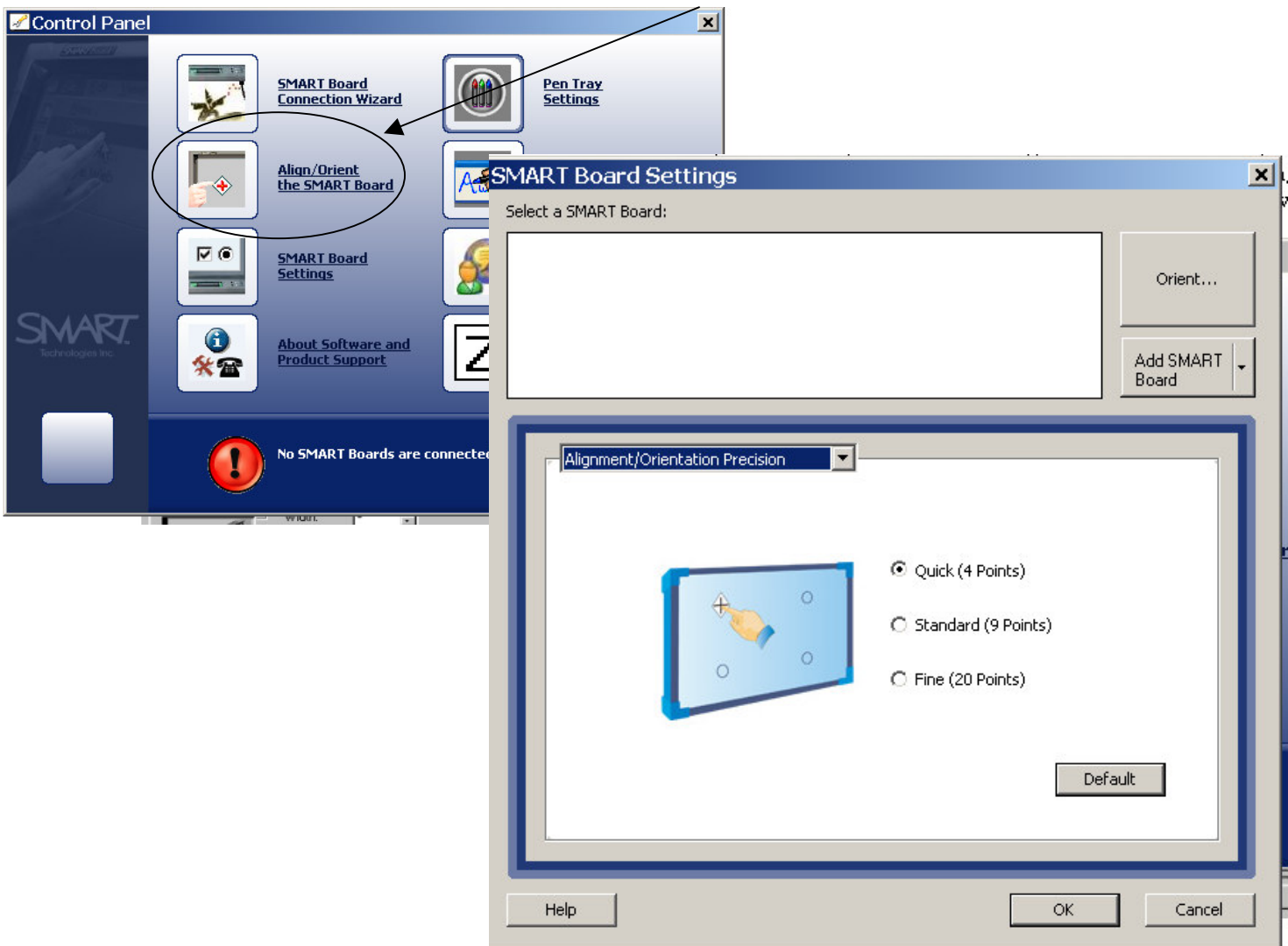
Step #4: How do I use the SMART Board markers?

- To begin to write on the board with a SMART marker lift the marker from the tray and apply firm and consistent pressure. The colour on the marker does not matter, only the colour of the tray that you took the marker from. To remove the writing you can remove the eraser move it on the SMART Board where you would like to remove writing.
- To use the SMART Board as a mouse and navigate through programs and your computer, just leave all the markers in the holders and use your finger to apply pressure to the screen.
- To adjust the properties of the markers, click on the SMART Board icon in the system tray and select “**Control Panel...**” from the popup menu. You will see a “**SMART Board Control Panel**” window. Click on the option titled, “**Pen Tray Settings**”. To customize a tool, click on the item’s button that you would like to customize.
- For the pen options, you can customize width, colour, and make them transparent. (This makes them a highlighter!) When you are finished customizing, click “**OK**”.
- If you would like to restore the original settings, select the option and click the “**Defaults**” button. (This is important when you have completed a lesson about summarizing what you highlight in a text, or are using a board that some else has modified.)



Step #5: What other options should I know about in the control panel?

- Within control panel window, the “**SMART Board Settings**” buttons gives the user several key tools. An important trouble shooting strategy, is if your board is not working appropriately, look for the “**Mode**” section within the Boards tab. You have two options:
 1. Projected (Mouse Mode)
 2. Non-Projected (Whiteboard Mode)Always make sure that the “Projected (Mouse Mode)” is selected.
- If you need a more precise SMART Board then click the “**Align/Orient the SMART Board**” button. Only use the “**Pick the Orientation Precision**” tab. Within this tab, you have 3 options to select from. Quick, Standard, and Fine. Select your preference and then click “**OK**”.



Step #6: What does the “Floating Tools” option do for me?

- When you click on the SMART Board icon in the system tray, select the option “**Floating Tools...**” from the pop-up menu. This will put a small toolbar on your screen until you click on the “**X**”.
- The blue marker button, allows you to use the marker function when you do not have a marker selected or the SMART Board hooked up. Click on it and you will be using a blue marker until you click the button with a mouse pointer on it.
- The yellow marker is the highlighter function. Click on this button to quickly use the highlighter function when you do not have a marker selected, a marker specially configured or the SMART Board hooked up. To return to normal functions, click the button with a mouse pointer on it.
- The button displaying the pencil erasing a letter is the eraser button. Click on this button to erase any marker or highlighter marks. To return to normal functions, click the button with a mouse pointer on it.
- The button displaying the white arrow will put a large arrow beside any display area that you choose. To remove it, double click the large white arrow on the screen.
- The button displaying a backwards arrow, allows you to undo previous marker strokes. (This button may also display the letters CLR, for clear, on it at times.)



Step #7: What does the “SMART Boards toolbar” do for me?

