How to Use the SMART Board

NEVER USE THE EXPO MARKERS ON THE BOARD

How to hook up the SMART board to your laptop:

1.) Power on the SMART Board. The power button is located at the base of the SMART Board on the left.
2.) If the SMART Board starts to beep once it is powered on, check to make sure the sliding projector lens shield is open so that it does not block the light from hitting the mirror. (You can reach it by standing under the projector.)
3.) Plug the VGA cable that is connected to the base of the SMART Board into your laptop.
4.) Plug the USB cable that is connected on the right side of the base of the SMART Board into your laptop.
5.) Turn your laptop on and log in.
6.) Make sure the button for Computer 2 on the SMART Board is lit up, if not press the button.
7.) It may auto start; if not, to start the SMART Board open SMART Board tools.
8.) If the calibration is off or if this the first time running this SMART Board on your laptop, run the Orient application which can be found in the SMART Board directory.
9.) To draw, just pick up the pen you would like to use and it will draw that color on the screen. To erase, pick up eraser and do the same thing.

How to switch between pen and mouse:

1.) Open floating tools from the SMART Board tools menu.
2.) Click on the button that looks like a mouse pointer. This will switch you to select mode.
3.) To switch back to the pen either click the pen button or put the pen back in the slot and pick it up again.
4.) To use right click, go to the floating tools and click on the button that looks like an actual mouse. This will switch you to right click mode.

The buttons located on the base of the SMART Board:

1.) The one with a picture of a mouse will switch you to select mode automatically by pressing it.
2.) The one with a picture of a keyboard will bring up a keyboard that will allow you to type just by clicking on the keys.

How to set up SMART Board Floating tools to have highlighter mode:

1.) Open floating tools by clicking on the floating tools icon on the SMART Board tools window.

2.) Click on the …(more) button.
3.) Select Customize Floating Tools.
4.) Select from the available tools list the tool you would like to add, in this case highlighter.
5.) Click add and then okay to close the window.
6.) Now the highlighter option should be on the floating tools list.
7.) To modify the highlighter option, right click or double click on it.

How to turn of the SMART Board:

1.) Disconnect your laptop.
2.) Push the power button once and when prompted, push the power button again.
3.) Make sure the eraser and all SMART Board pens are back in their slots on the board.

Explanation of the Different SMART Board Tools:
(To bring tools up, open SMART Board tools from the start menu)

Notebook is a tool that allows you to draw and save work. Notable components: Can be used to draw straight lines with arrows, dotted lines and shapes.

Recorder allows you to record a video of what is displayed on the screen. Could be used to post a video recording of a lecture.

Video player will play videos for you, just like windows media player.

Keyboard has a simple QWERTY style keyboard as well as a function called write that allows you to write out words that will be read into the computer. Also, there is a keyboard in alphabetical order and a number pad.

Floating tools has pen options as well as a mouse and right click mouse option and many other things. Notable Components: Highlighter, screen shade, undo, area capture (copy), and eraser.

Control Panel allows you to modify some basic settings of the SMART Board like the default color of the pens as well as change orientation to 20 points to be a more precise orientation.

… (more) allows you to add more features to the SMART Board tools window.