

SMART Board™ Software for Windows® Computers: A Quick Reference of Features and Functions

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Notebook™ Software Overview

You can use Notebook software to create, organize and save notes on a SMART Board interactive whiteboard, Sympodium™ interactive lectern or your desktop computer. If you annotate over another application, you can capture an image of this application and your annotations to Notebook software. These annotations (as well as any other notes and images you make) then become objects that you can manipulate and reorganize.

Notebook Software Components

Notebook Files

- Notebook files can contain an unlimited number of pages
- Notebook files (.xbk) are cross-platform compatible. In other words, any computer running SMART Board software, regardless of the operating system, can open a Notebook file.
- You can attach documents, shortcuts to files and website links to Notebook files

Notebook Pages

- The Side Sorter displays a thumbnail of each page and can be placed on the left or right side of the workspace. It's also expandable (so you can display single or multiple rows of thumbnails)
- Drag-and-drop to sort pages (in both the Side Sorter or the Page Sorter)
- Drag pages into the Gallery from the Side Sorter. (The Gallery is a customizable collection of clip art images and templates that comes with Notebook software.)
- Automatic date and time stamping for each page you create
- Optional naming of individual pages
- Choose the page size you want
- Extendable pages
- Optional background color for individual pages
- Create your own single-page templates (reusable in any Notebook file)
- Cover a page with the pull-down shade to focus audience attention

Notebook Gallery Collections

The Gallery function of Notebook software organizes page templates and clip art into collections of related material.

Notebook software includes:

- 5,000 clip art images in 18 subject areas
- 400 templates
- 100 collections
- All this content is included with the software and also available for free download. New collections are added every month. Also, 750 Lesson Activities are available online, with more added each month.

Objects on the Notebook Page

You can modify the objects on a Notebook page in a variety of ways. You can:

- rotate an object
- resize it
- group and ungroup objects
- place them in the background to protect them from editing
- retrieve them from the background
- drag objects on or between Notebook pages
- link an object to a website
- change line color, line thickness, fill color or transparency of an object
- convert a handwritten object to typed text
- lock text objects in place
- use rich text formatting on text objects
- rearrange objects within a stack
- adjust the transparency of filled objects

Notebook Software Functions

Save Functions

In addition to standard Save and Save As functions, Notebook software lets you save any page as a template for repeated use.

Export Functions

- Export a Notebook file to a variety of formats, including HTML, PDF, JPEG and PNG
- Define automatic exporting at a specific interval or whenever you move to a new page

Print Functions

- Print all pages or a selection of pages
- Print 1, 2, 4 or 6 Notebook pages per printed page

Edit Functions

- Unlimited Undo and Redo functions
- Cut
- Copy
- Copy as Text
- Paste
- Delete
- Select All
- Recognize as text (handwriting conversion)
- Page Title (enter an optional page title)
- Clear Page
- Delete Page

View Functions

- Full Screen option (no toolbars)
- Resize the view with Zoom options of 50–300%
- Attachments view (attach and view files, shortcuts to files, and links to websites)
- Page Sorter view (thumbnails of all the pages in your Notebook file)
- Gallery (create a custom collection of images and templates; additional content available for download from the EdCompass™ website (EdCompass.com) or smarttech.com)
- Screen Shade (pull down to gradually reveal the page contents)

Insert Functions

- Insert a blank Notebook page anywhere in the file
- Insert clip art and templates (a large library of categorized clip art and page templates is available)
- Insert scanned pictures
- Insert BMP, JPEG, PCX, PNG, TGA, TIF and WMF graphic files
- Insert hyperlinks (both object and text links)
- Use the External Print Capture driver feature to import entire files from other applications with the formatting and page breaks intact
- Use the Screen Capture feature to insert screen captures of your annotations on the current page

Formatting Functions

- Use any TrueType font installed on your computer in any size supported by the Windows operating system
- Bold, underline, and italicize text
- Change the outline, fill color, line width and transparency of an object
- Lock text objects in place
- Change the background color of a page

Drawing Functions

- Draw rectangles, squares, circles, ellipses and lines
- Draw freehand using the pen and highlighter tools
- Draw a variety of defined shapes, such as triangles, diamonds, pentagons, hexagons, rhombuses, trapezoids, stars, arrows, check marks and X-marks
- Convert handwritten annotations to text
- Group, ungroup and reorder objects

Help Functions

- Comprehensive online Help
- User-friendly tutorial

Standard Toolbar Buttons

- New Document
 - Open Document
 - Save Document
 - Print
 - Delete
 - Cut
 - Copy
 - Paste
 - Undo
 - Redo
 - Previous Page
 - Next Page
 - Delete Page
 - Insert Blank Page
 - Insert Template Page
 - Show the Gallery
 - Zoom Out
 - Zoom In
 - Show/Hide Screen Shade
 - Full Screen
 - Launch the Screen Capture Toolbar
 - Context Sensitive Help
 - Mouse Pointer
 - Pen
 - Highlighter
 - Rectangle
 - Ellipse
- Line
 - Shapes
 - Triangles
 - Diamond
 - Pentagon
 - Hexagon
 - Rhombus
 - Trapezoid
 - Star
 - Arrow
 - Check Mark
 - X-mark
 - New Text Box
 - Color (40 colors displayed, unlimited colors available. Colors are applicable to all text, shapes and tools)
 - Tool Thickness
 - Fill Color (40 colors displayed, unlimited colors available)
 - Font Type (Supports all TrueType fonts installed on your computer)
 - Font Sizes (8–72 points)
 - Italic Text
 - Bold Text
 - Underline Text

Simple Toolbar Buttons

- Save, Print, Undo, Previous Notebook Page, Next Notebook Page, Insert Blank Notebook Page, Delete Notebook Page, Select, Pen, Eraser and Screen Capture

Other SMART Board Software Tools

In addition to Notebook software, SMART Board software includes many other tools and applications.

SMART Recorder

Record everything you do on the SMART Board interactive whiteboard. If you have a microphone, you can also record everything you say. SMART recorder produces Windows AVI files, which you can view with SMART Video Player or Windows Media® Player software.

Floating Tools

This palette of tools, which floats over all applications, contains many functions, including right-click, screen capture, spotlight and restore annotations. The Floating Tools are fully customizable with more than 20 tools available.

SMART Video Player

Use SMART Video Player to view videos and use the pen tray tools to annotate over them while they play. You can also configure Video Player to pause while you annotate.

SMART Keyboard

Use this virtual, on-screen keyboard just as you would a physical keyboard to quickly enter text in dialog boxes or windows. It also features a handwriting recognition component.

SMART Aware

SMART Aware works in the background with many popular third party presentation, word-processing, graphics, tablet PC and conferencing applications. When you use an application that is Aware, whatever you write or draw on the interactive whiteboard automatically becomes an actual component of the file, rather than an external annotation created over the file.

Supported applications are automatically Aware, and include:

- AutoCAD®, AutoCAD 2002 and AutoCAD LT® software
- AutoVue™ Professional software
- CorelDRAW® software (version 8.0 only)
- Corel® Grafigo™ software (trial version only)
- Corel Presentations™ software (version 7.0.71.20 only)
- Imaging for Windows software
- Microsoft Windows Journal
- Microsoft Excel software (Office 97 or greater)
- Microsoft NetMeeting® software (Whiteboard component only)
- Microsoft Paint software
- Microsoft PowerPoint software
- Microsoft Windows Journal software
- Microsoft Word software (Office 97 or greater)
- Volo View™ Express software (version 1.14)

SMART Board Control Panel

The SMART Board Control Panel includes a number of functions that let you control or customize the way your SMART Board interactive whiteboard works.

On-Screen Display Controller — The On-Screen Display Controller preserves your projector lamp or flat-panel display by detecting a screen saver and turning off the projector lamp or flat-panel display after the screen saver becomes active.

Multiple Display Capability — You can operate multiple SMART Board interactive whiteboards from the same computer in projected or non-projected mode (or a mixture of both).

Variable Orientation Levels — The default nine-point orientation level is ideal for nearly every purpose, but there's also a four-point orientation for extremely fast orientation and a 20-point level for extremely precise orientation.

Touch Gestures (DVIT™ Technology Only) — Use two fingers to perform a right-click or to scroll through files.

Multi-Touch (3- and 4-Camera DVIT Technology Only) — Two people can write or draw on one interactive whiteboard simultaneously, or one person can draw with both hands.

Configurable Pen Tray Tools

- Customize the color, width and transparency of the electronic ink produced by the pen tray styluses
- Change the size of the area erased by the pen tray eraser
- Customize the function of the pen tray buttons to move to the previous or next page, print the current page, produce a floating mouse, right- or middle-click, or clear the screen of all annotations
- Save your tool settings as a user profile: multiple users of the same interactive whiteboard can tailor the pen tray tools and Floating Tools to their specific needs and preferences, and never have to repeat the configuration procedure

NOTE: SMART Board software is available in 17 languages.

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