

Using your SMART Board™ interactive whiteboard

This brief guide to using your SMART Board interactive whiteboard and Notebook software is based on the training manual *SMART Board Interactive Whiteboard Masters Learner Workbook* © SMART Technologies Inc.

Your finger is your mouse

You can control applications on your computer from the interactive whiteboard. A press with your finger on a SMART Board interactive whiteboard is the same as a click with your mouse. To open an application on your computer through the interactive whiteboard, double-press the icon with your finger in the same way that you would use a mouse to double-click on your desktop computer.

The SMART Pen tray

The SMART Pen tray consists of four colour-coded slots for Pens (black, red, green and blue) and one slot for the Eraser. Each slot has a sensor to identify when the Pens or the Eraser have been picked up. You can write with the Pens, or with your finger, as long as the pen slot is empty. Likewise, if you remove the Eraser from the slot you can use either it or your hand to erase your digital ink.

The Pen tray has at least two buttons. One button is used to launch the On-screen Keyboard and the second button is used to make your next touch on the interactive whiteboard a right-click. Some interactive whiteboards have a third button, which is used to access the Help Centre quickly.

The On-screen Keyboard

The On-screen Keyboard allows you to type or edit text in any application without leaving the interactive whiteboard. It can be accessed either by pressing the appropriate button in the Pen tray, or through the SMART Board tools menu (see page 173).

A dropdown menu allows you to select which keyboard you would like to use. The default Classic setting is a standard 'qwerty' keyboard. Select the Simple setting to arrange the keyboard in alphabetical order, as a useful facility for supporting younger or less confident learners. A Number pad is also available through the On-screen Keyboard.

The Fonts toolbar appears while you are typing or after you double-press a text object. Use it to format properties such as font size and colour.

