

Smartboard Training Guide



Designed by
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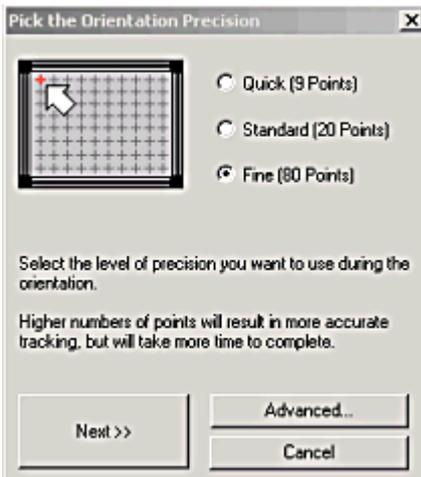
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Orientation

Before the **Smartboard** can be used it must be orientated so that the on-screen cursor corresponds to the pen or your finger. To orientate the board, double click on the **Smartboard** icon on the desktop. This menu will appear:

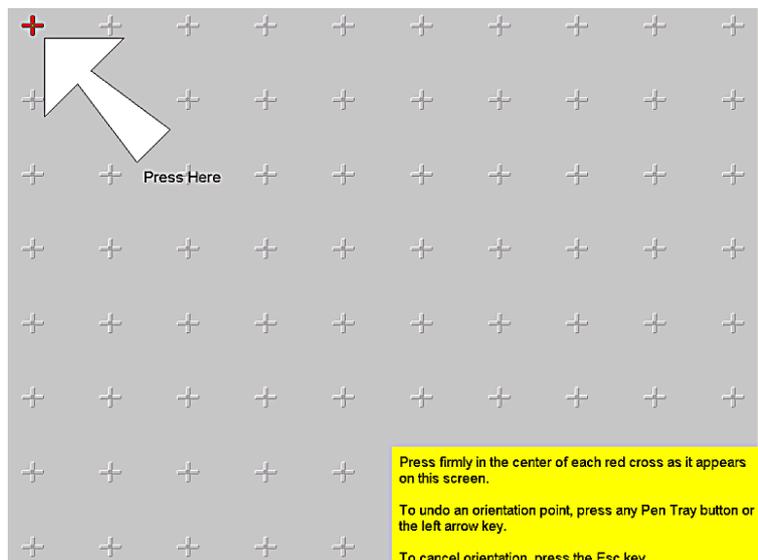


Click here to Orientate the board



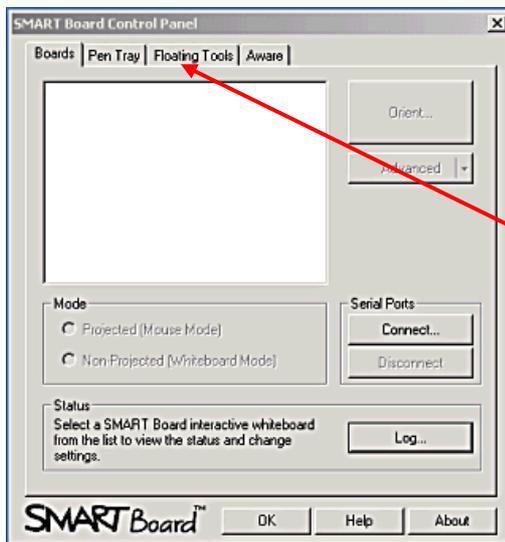
This image will appear on the screen. It is recommended that you use 80 points. Click on **Next** to continue.

When this image appears follow the on-screen instructions to complete the orientation.



Getting Started

After completing the orientation process select **Control Panel** from the menu.



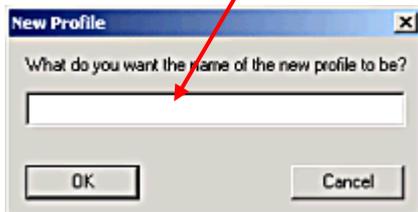
This new window will appear.

Click on **Floating Tools** tab.

It is possible to customise the floating toolbar by dragging tools to it.



To save your toolbar settings select **Save As**, then type your name in the **New Profile** window.



Using the Notebook



Click here to display the floating tools.

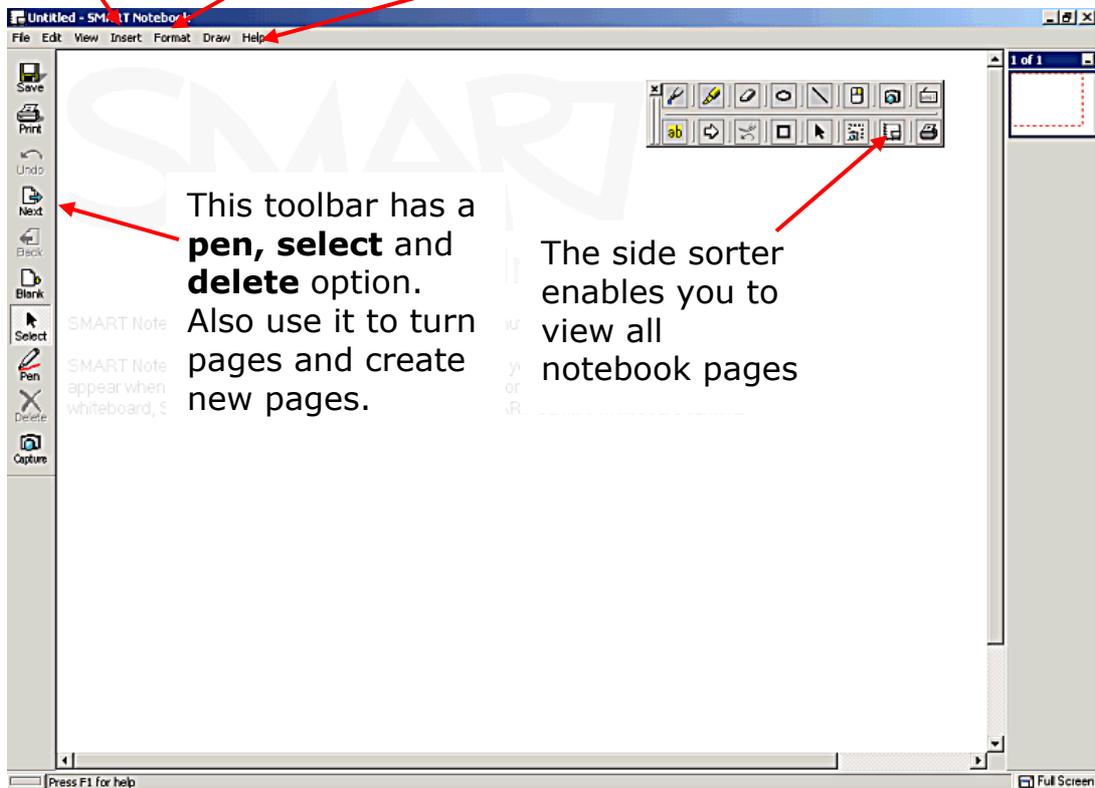
Then select **Notebook**.

This is the Notebook screen.

Click **insert** to access pictures or clip art

Click **format** for option to change background colour

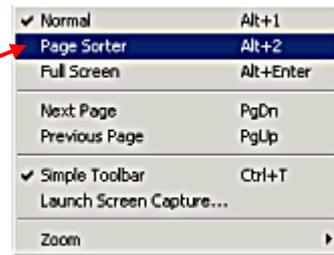
Click **help** to access tutorials



Page Sorter

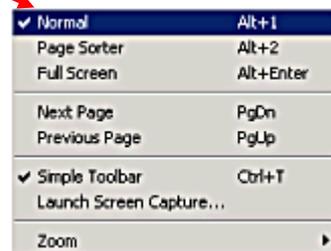
File Edit **View** Insert Format Draw Help

Select **view** to display this menu.
Select **Page Sorter** to open this window.



Rearrange pages by dragging to the required position then click on **View – Normal** to return to the notebook. It is also possible to insert or delete pages.

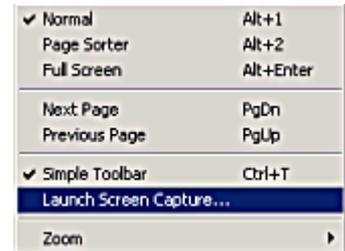
File Edit **View** Insert Format Draw Help



Screen Capture



Select **View** to display this menu and click on **Launch Screen Capture**.



It is also possible to launch **Screen Capture** by selecting this tool on the **Floating Tools**.



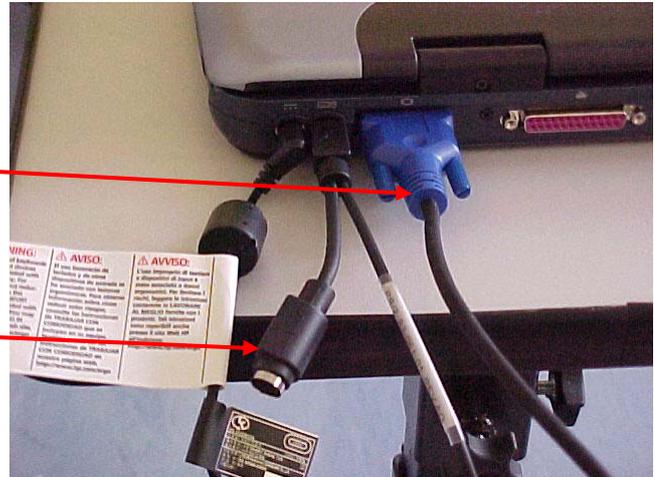
Select an area, window or whole screen.



If this box is ticked the capture is automatically sent to a new notebook page.

Smartboard Setup

The laptop is connected to the projector via a blue serial port lead.

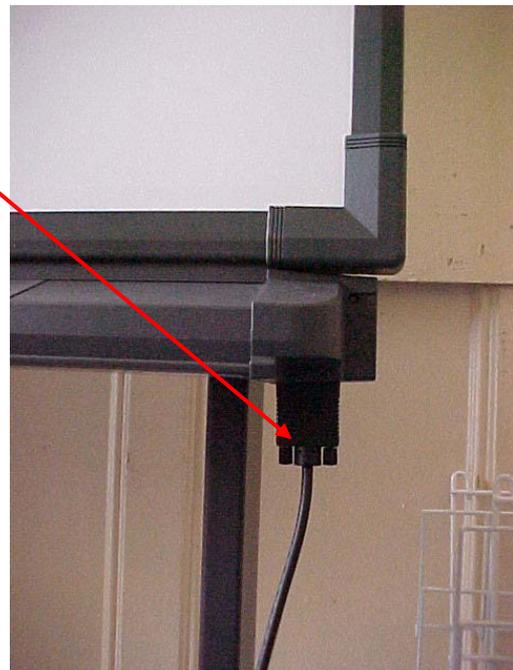


A mouse may be attached to the Smartboard connection cable at this mouse port.



This is where the blue serial lead connects to the projector.

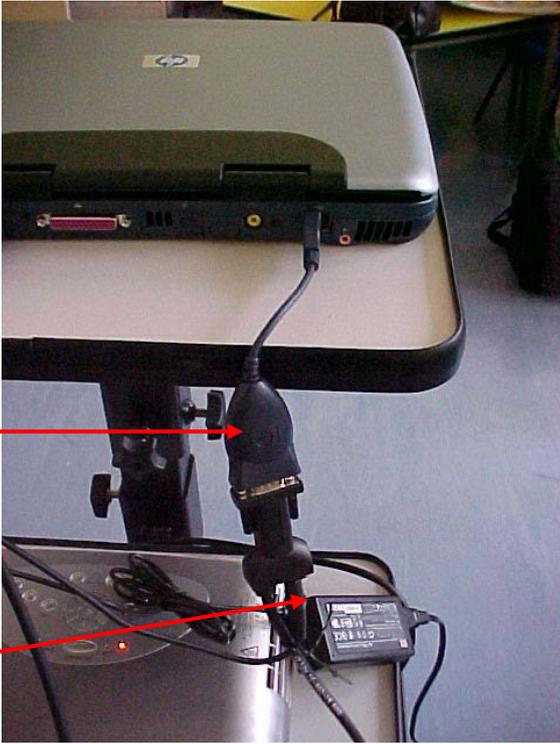
The Smartboard connects to the laptop via a black serial lead.



The other end of this lead connects to the lap-top via an adapter that plugs into the USB port on the laptop.

This is the adapter that connects the lead from the Smart board to the laptop.

There is another lead that plugs into this connection. This lead plugs into the mouse port on the laptop.



This is what the connections on the laptop and the projector should look like.

When the smart board is wired correctly and is receiving a signal from the laptop a green light will show. Otherwise a red light will show.

Position of signal light.

