

# SMART Board Software

## Tips and Tricks

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### Erasing a very small area (non-projection)

When you're using the SMART Board interactive whiteboard without a projector (non-projected mode), you can erase very small areas of electronic ink with your finger. Make sure all the tools are in the pen tray. Then erase the dry-erase ink from the interactive whiteboard using your finger, a cloth or even a tissue. The corresponding electronic ink is erased on your computer.

### Erasing a large area

You can use the *circle and tap* feature to easily erase a large area on a SMART Board interactive whiteboard. Pick up the eraser, encircle the area you want to erase, and then tap in the middle of the area.

### Erasing (and writing) with your finger

Did you know that you can both erase and write on the SMART Board interactive whiteboard with your finger? Any pressure that's applied to the screen from any source after a tool has been lifted is interpreted by SMART Board software as the behavior of the lifted tool. So, just pick up a stylus or the eraser from the pen tray with one hand and then touch the screen with your other hand to write or erase.

Erasing with your finger is a great way to erase very small screen areas with great accuracy. Before you start erasing, reduce the width of the eraser to ten pixels (the smallest size):

- 1 Press the **SMART Board** icon in the system tray.
- 2 Press **Control Panel**.
- 3 Press the **Pen Tray** tab.
- 4 Press the eraser button and change the width to ten pixels.

### Using Zoom > Entire Page (non-projection)

When using Notebook software on a SMART Board interactive whiteboard without projection, select **Zoom > Entire Page** from the **View** menu. This command enlarges the page, so you can see the entire workspace without scrolling. This ensures that whatever you write on the screen will be displayed on your monitor.

### Improving the appearance of your annotations on a monitor (non-projected)

To improve the appearance of your annotations on a monitor, reduce the pen width to one pixel.

- 1 Press the **SMART Board** icon in the system tray.
- 2 Press **Control Panel**.
- 3 Press the **Pen Tray** tab.
- 4 Press each pen button and change the width to one pixel.

## Prepare your Notebook software presentation on your computer

Use Notebook software to create a presentation for an upcoming meeting on your computer. Store the completed presentation on a diskette or CD and bring it along to your meeting room. Insert the diskette or CD into the computer connected to the interactive whiteboard, open the file and show it to the group. Alternatively, make the file accessible on your local area network and then browse to it on the interactive whiteboard.

## Quick orientation

Press both buttons on the pen tray to activate the orientation screen.


## Left click

A press on the interactive whiteboard is the same as a left click with a mouse.

## Right click

A press on the interactive whiteboard is the same as a left click with a mouse. Press the **Right Mouse** button on the pen tray and your next press on the interactive whiteboard will be the same as a right click. The next press reverts back to a left click.

## Floating-mouse click

Add the  button to your Floating Tools. Then press this button, touch the screen and slide your finger across the surface.

**NOTE:** A “floating mouse” is similar to moving the cursor on your workstation screen *without* clicking your mouse. You may want to replicate this state so you can view tool tips or simply relocate the pointer (without activating a program component) when you touch the interactive whiteboard.

## PowerPoint navigation shortcuts

When you conduct a PowerPoint slide show on an interactive whiteboard, you can either use the arrow buttons on the PowerPoint toolbar to navigate through your presentation, or use one of several touch shortcuts (when the styluses are in the pen tray):

- To advance your presentation by one slide, press twice on the screen, making the second press to the *right* of the first.  
If you prefer to advance the slide with a single press:
  - *For the Windows operating system*, press the middle button of the Slide Show toolbar and deselect **Settings > Double-Press to Advance**.
  - *For a Macintosh computer*, press the **SMART Board** icon, select **Control Panel**, press the **Aware** tab, and deselect the **Double-press to advance to the next slide** check box.
- To reverse your presentation by one slide, press twice on the screen, making the second press to the *left* of the first.