

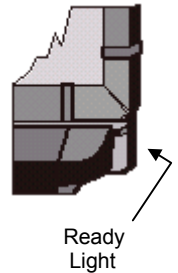
## SMART Board™ Basics for Macintosh® Computers

This Quick Reference provides an overview of the information you need to begin using a SMART Board interactive whiteboard in projected mode with a Macintosh computer. Before you begin, make sure the appropriate SMART Board software has been loaded on your computer.

### Starting the SMART Board Interactive Whiteboard

Once the board and projector have been connected to the computer, follow this procedure to get started:

- 1 Turn on the projector, then the computer. The board draws power from the computer and will be activated automatically. You'll know the board is receiving power when the Ready Light on the right side of the SMART Pen Tray turns red.
- 2 Log on, if required, using the computer keyboard. When the Ready Light on the Pen Tray turns green, the computer and board have established communication. The board is now touch sensitive and you're ready to open any application to begin your meeting or presentation.



### Orienting the SMART Board Interactive Whiteboard

Has your board been moved or jostled? Does the cursor not appear in the place where you've pressed? If so, you must orient the board by following this simple procedure with the projector, computer and SMART Board software running. Although you can perform a Quick (9 Points) orientation by selecting **Orient SMART Board** from the SMART Board tools, we recommend you use the Standard (20 Points) orientation explained below:



- 1 Press the SMART Board icon in the menu bar and select **Control Panel**. If the SMART Board icon isn't displayed in the menu bar, open the hard drive, select **SMART Board Software** and then select **SMART Service**.
- 2 Press the Orient button.
- 3 Select **Standard (20 Points)** and press the Next button. (The 80-point orientation provides a better orientation but takes more time.)
- 4 Begin orientation at the upper-left corner. Press your finger or stylus *squarely on the yellow center* of each red cross in the order specified by the large white arrow.

### Controlling Projected Applications

To control applications on the SMART Board interactive whiteboard, use your finger in the same way you would a mouse. For tasks that require a double-click, press the board twice in rapid succession.

### Writing and Erasing Annotations

To write on the board, pick up a stylus from the SMART Pen Tray and write over top of any projected image. When writing, press firmly and consistently on the board and avoid resting your hand on the surface. To erase your annotations, use the edge of the eraser in a smooth motion.

**NOTE:** The board only recognizes the last tool removed from the Pen Tray. For example, if you already have a stylus in your hand when you pick up the eraser, the board will assume you want to erase.

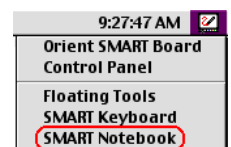
After you finish, return the stylus to the Pen Tray. The cursor will reappear and you'll regain touch control. Notes made over top of an application are temporary unless you save them.

**NOTE:** If you return the stylus to the Pen Tray without saving the annotation, your annotation will disappear the next time you touch the screen.

### SMART Notebook™ Software

Notebook software acts as an electronic notebook that can be used to record, edit, save and distribute information written on a SMART Board interactive whiteboard.

To open Notebook software, press the SMART Board icon in the menu bar and select **SMART Notebook**.



## Saving Your Annotations into a Notebook File

At some point, you may wish to save annotations written over top of projected applications.

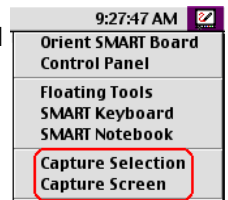
- 1 Pick up a stylus from the Pen Tray and write over top of the application projected on the board. Capture commands will be added to the SMART Board tools menu.
- 2 To save a selected area of your written notes plus the application background, press the SMART Board icon in the menu bar and select **Capture Selection**. Then press and drag your finger to outline the area you want captured.

To save everything written on the board and the application background, press the SMART Board icon in the menu bar and select **Capture Screen**.

**NOTE:** If you return the stylus to the Pen Tray without using one of the capture commands, your annotation will disappear the next time you touch the screen.

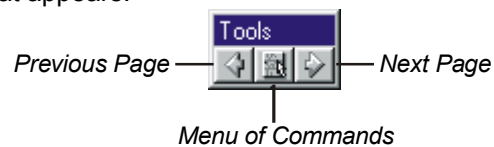
- 3 Switch to Notebook software to view and/or edit your notes.

**NOTE:** Remember to save the Notebook file before closing it if you want to keep these annotations.



## Controlling a PowerPoint Presentation

When you run PowerPoint software in Slide Show mode on the board, you can control your presentation using the three-button toolbar that appears.



- 1 Ensure that both Notebook software and the SMART Board driver are open.
- 2 Open PowerPoint and your presentation.
- 3 Select **View, Slide Show**.
- 4 To move backward or forward through the presentation, use the arrows in the three-button toolbar. By default, you can also advance to the next slide by pressing the board surface once.
- 5 To make annotations on your PowerPoint slide show at any time, pick up a stylus from the SMART Pen Tray and write over top of the slide.

**NOTE:** If you return the stylus to the Pen Tray without saving the annotation, your annotation will disappear the next time you touch the screen.

## Saving Your PowerPoint Annotations

- 1 Press the middle button in the three-button toolbar and a pop-up menu will appear.
- 2 To save your annotations in SMART Notebook software, select **Save Annotations and Slide to Notebook**.

## Shutting Down

- 1 Close all applications.
- 2 If required, switch the projector to standby mode to cool down before shutting it off.
- 3 Turn off the computer and the projector.