

### Introduction

This document will serve as a guide for working with the basic tools available on the SMART Board.

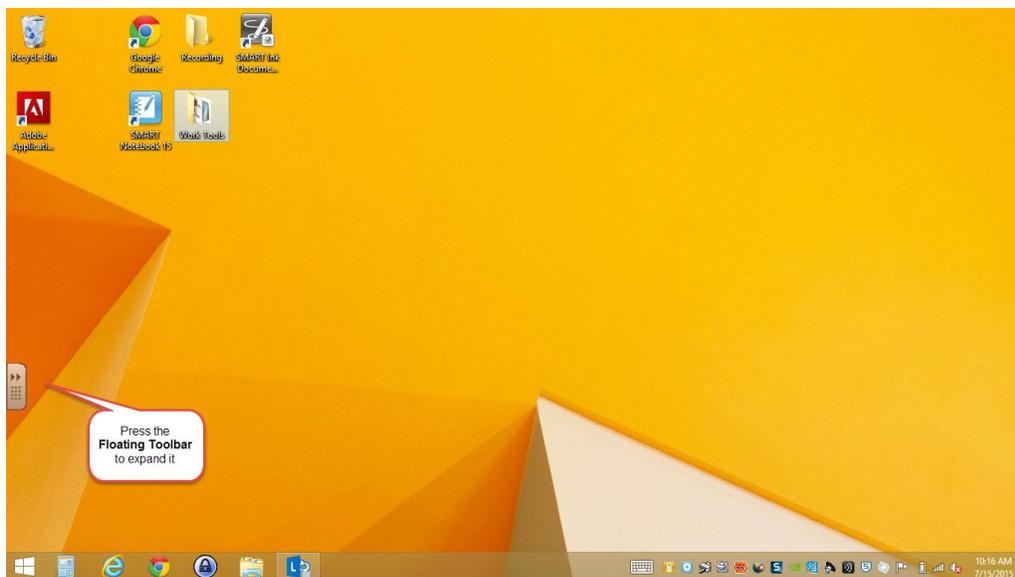
For technical assistance, please open a SNOW ticket at <https://ellucian.service-now.com>, or call the Help Desk at 615-963-7777.

**REMEMBER: NEVER WRITE ON THE SMART BOARD WITH MARKERS. ONLY USE THE SMART PENS OR YOUR FINGER.**

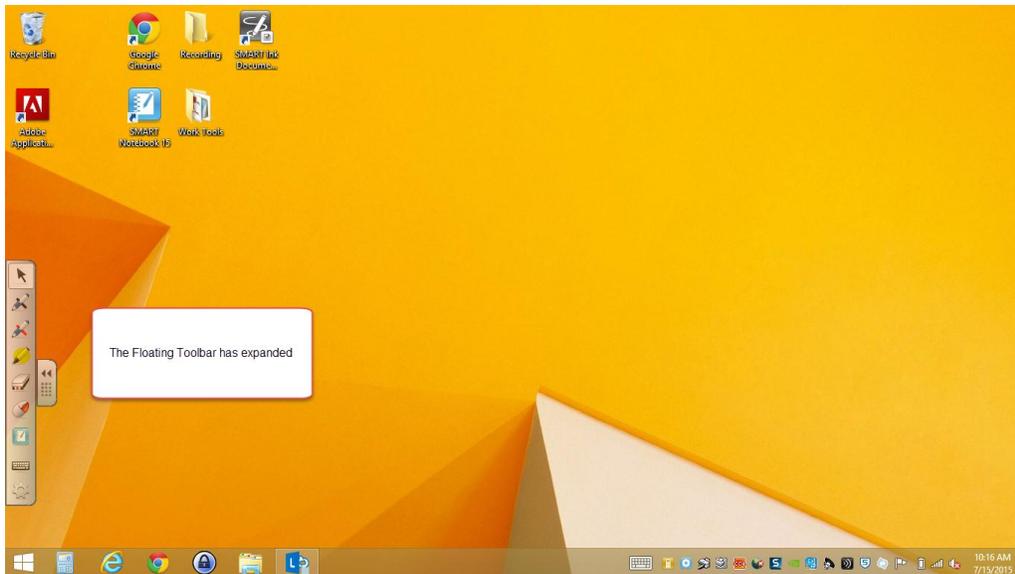
### Basic Tools

#### Floating Toolbar

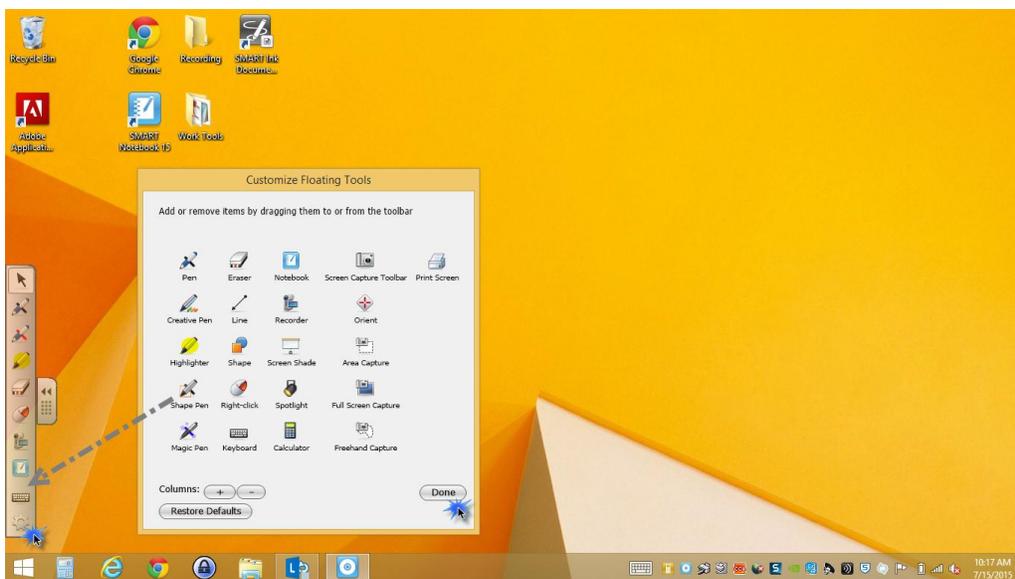
Set up the Floating Toolbar to add the tools you use frequently; keeping them all in one convenient location.



1. From the **SMART BOARD**, press the Floating Toolbar to expand it; or
  - a. From the **COMPUTER**, click the Floating Toolbar with your mouse



2. The Floating Toolbar will expand



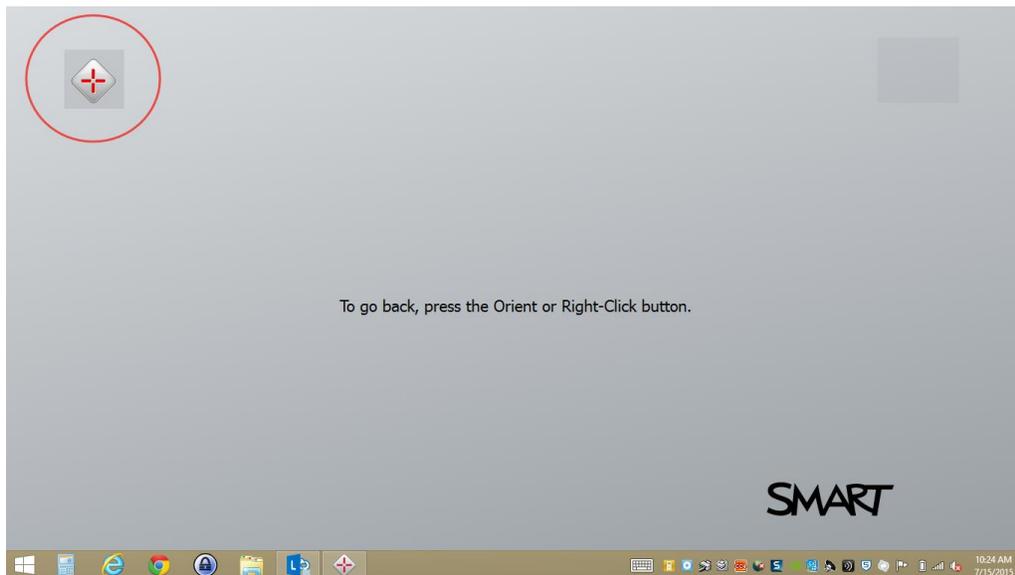
3. Click the **Settings icon** 
4. The **Customize Floating Tools window** will open
5. Drag and drop the item(s) you want added to the toolbar
6. Click **Done**

## Calibrate the SMART Board

Sometimes the SMART Board will need to be calibrated (electronics adjusted). If you notice that the SMART Board is not responding properly, such as pen is slow, or when you touch the board and the cursor doesn't land in the right spot, try calibrating the board.



1. Press the **Calibrate Button** located on the **Master Controller Tray** (or from your Floating Toolbar if you added it there)



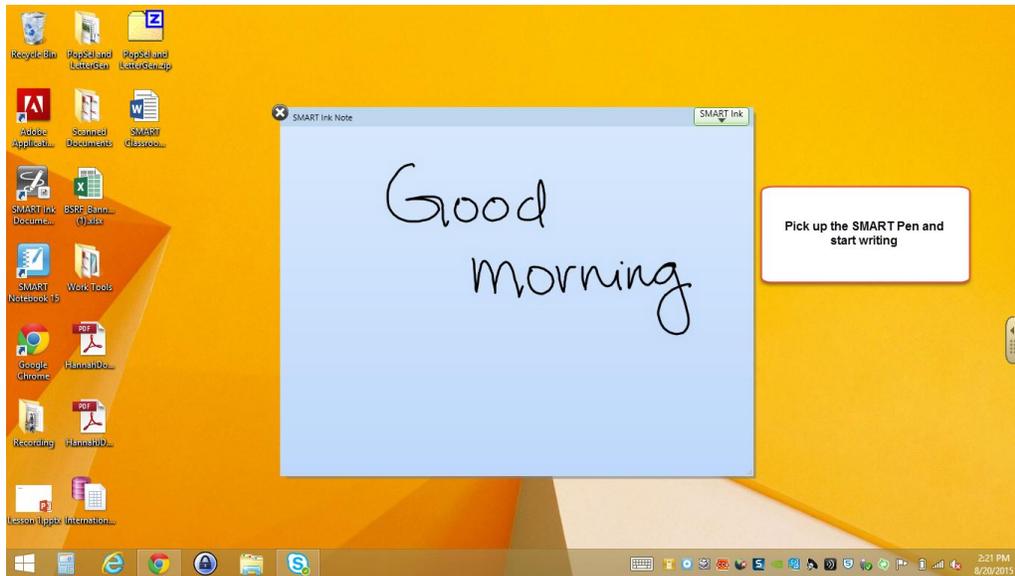
2. The first of four (4) **Orient Points** will display on the SMART Board
3. Press the first point and continue
4. Continue through the prompted Orient Points
5. The Calibrate Window will close when done

## Using SMART Ink

Use SMART Ink to write and draw over open applications such as files, websites and other open windows on the computer.

### Pick Up SMART Pen and Start Writing

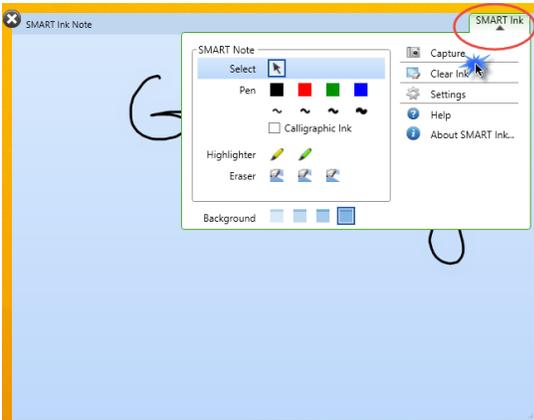
If want to write a note of the SMART Board (not on a file, document or other open window), you can easily create a note that can be copied into the SMART Notebook or deleted.



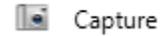
1. Pick up the SMART Pen (or use your finger if you have selected the pen from the Floating Tool Bar)
2. Start writing on the SMART Board
3. The SMART Ink Note application will automatically open and resize as you write

Capture (Save) the SMART Ink Note

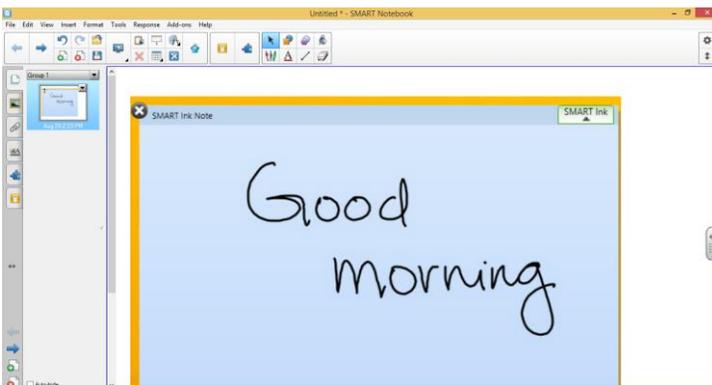
You may want to save your notes. This is easy to do with SMART Ink.



1. Click the **SMART Ink Options Tab** in the upper right-hand corner of the note
2. Click **Capture**



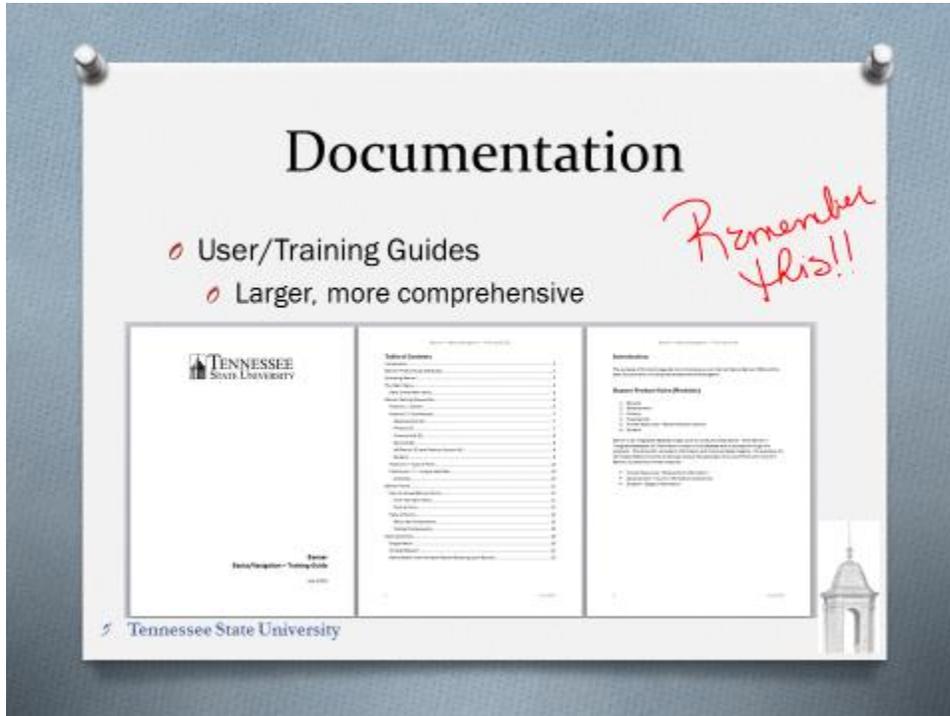
3. **SMART Notebook** will open



4. The note will be automatically pasted in the SMART Notebook

## Using SMART Ink with Files and Other Applications

SMART Ink allows you write on applications you have open such as PowerPoints, Documents and web pages.



1. Open your document as usual
2. Pick up the SMART pen and start writing on the file, document or web page
3. When you are finished working with the document:
  - a. You can close it and choose not to save your changes
  - b. You can choose to **Save As** the document and your notes will be saved into a new file, keeping your original document without the annotations (notes)

## Record Your Presentation

With the SMART Classroom Technology, you have the ability to record what is being displayed on the SMART Board and the audio (if a microphone is available on your computer).

### Recording

1. Select the **Recorder Icon**  (available through the Floating Toolbar)



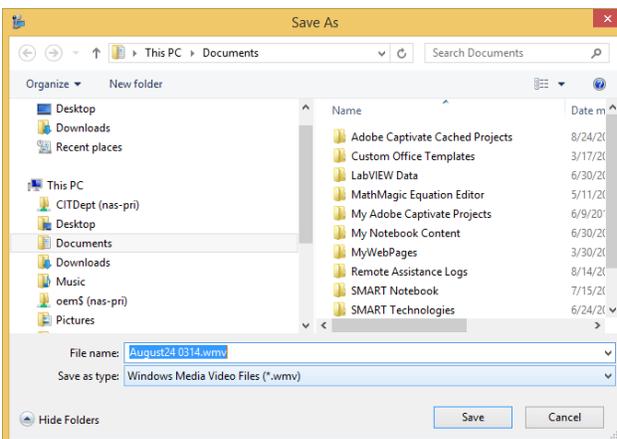
2. The **SMART Recorder Window** will open

3. Press the **Record Button** 

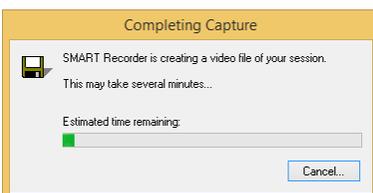
4. To temporarily stop recording, press the **Pause Button** 

5. When you are finished recording, select the **Stop Button** 

### Save Recording



1. After pressing the **Stop Button**, the **Save As** window will open
2. Save your file as usual
3. Message windows will display the progress



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