

Smart Board Class Notes

- The best way to interact with a document on the Smart Board is to put this file inside a Notebook file. The quickest way to do this is to use the “Smart Notebook Document Writer.”
 - File – Print.
 - Choose the “Smart Notebook Document Writer.” At the next menu chose “Smart Notebook pages with images.
 - **Make sure to use “Save As” in your new notebook file to save it to where you want it.**
- The Gallery is a great place to store commonly used images, files, and pages to use when you need it. You can drag the whole page or any object into the gallery. I recommend that you rename what ever you add to the gallery.
- There are 2 important tools you should add to your toolbar. Right Click on the toolbar and drag the “Zoom” and “Clear Page” icon onto the toolbar. You can also remove icons you are not using.
- To keep things from moving and from erasing you can lock that item. This is helpful when you are writing on top of another document.
- The Smart Board has several tools that can be used to emphasize keywords and concepts.
 - Use the resizing tool to emphasize a word by changing its size.
 - Use the zoom tool to make the part of the text you are working on larger.
 - Separate words, numbers, and other objects so you can move them around separately. If you cover up the pen tool sensor and wait 3 seconds between writing the words will be separate items.
 - Use the Magic Pen tool to zoom in on a word (draw a box), spotlight a word (draw a circle) or draw with it and it will disappear in 10 seconds.
 - You can throw things and bounce things by flicking them.
 - If you want to repeatedly show a steps to something (Showing how to borrow in subtraction) use the undo and redo button to repeat the steps over and over.
- If you want to have several copies of something use the infinite cloner. When using money bring in one copy of each coin and turn the infinite cloner on.
- The handwriting writing recognition is a good way to turn handwritten notes into typed text.
- When you have typed or written text selected you can change the properties of this text (color, opacity, font type).