

Instructions for Using the Electronics in Frost A-14

There are two remote controls for this room, one labeled **Video DVD Combo**, and the other **Monitor**. The former is used to control the video player (DVD, VHS, and cable TV). The latter is used to control the SMART Board and which device provides it with video or audio. Both remotes can control the audio volume.

When using either remote with the SMART Board, aim towards its *lower right corner*.

A. Turning on the Video and Audio

1. The SMART Board must be turned on to either see video or hear audio. Use the **Monitor remote** and press the green button **ON**.
2. When you have finished using the room, please turn off the SMART Board by again using the **Monitor remote** and pressing the green button **STBY** (Standby).

B. Controlling Audio Volume

- 1) Either remote can be used to control the audio volume.
- 2) Point the remote at the SMART Board (*not* at the DVD/VHS player).
- 3) With the **Video remote**:
 - The volume button is labeled **VOL**.
 - The mute button is labeled **MUTING**, but it only works if the device switch at the top of the remote is on **TV**.
- 4) With the **Monitor remote**:
 - The volume button is labeled with a triangle 
 - The mute button is labeled **MUTING**.
- 5) A computer may also need to have its volume turned up separately.

C. Using the Video Player (DVD/VHS/Cable TV)

1. Use the **Monitor remote** and select **Option 1**.
2. On the front of the video player, press the button **Power**  (or use the similar **green button** on the **Video remote**).
3. Insert a DVD or VHS tape, as appropriate.
4. Use the **Video remote** to control the video player:
 - a. Flip the switch at top of remote to **DVD/VIDEO**.
 - b. Point the remote at the video player (*not* the SMART Board).
 - c. To use a DVD, press the button **SELECT DVD**.
 - d. To use a VHS tape or the Cable TV, press the button **SELECT VIDEO**.
 - e. Press appropriate controls to change channels, advance the tape, etc.
5. When you are finished, remove any DVD or tape, and power off the video player.

D. Using the Installed Computer

Please leave the computer on at all times, so it can be updated over the network.

1. On the left side behind the SMART Board, select the **Rear Computer Video Input**.
2. Use the **Monitor remote** and select **Input 2**.
3. If the computer doesn't appear on the SMART Board:
 - a. Press any key on the keyboard, and wait a few seconds for it to wake up.
 - b. Use the **Monitor remote** again and select **Input 2**.
4. A wireless keyboard and mouse are provided.
 - *Please return the mouse to its cradle when you are finished so it can recharge; a green light will appear on its front surface.*
 - If the mouse doesn't work, make sure it is switched on (the red laser light on the underside should be on; use the recessed switch in the lower right corner).
 - If the keyboard doesn't work, it may need new batteries; contact Classroom Technology at x5069 for replacement.

E. Using a Laptop

Note: Laptops can be used for projection only; they cannot be used with the SMART Board. However, the SMART Board software (available from the web site <http://www2.smarttech.com/st/en-US/Support/Downloads/default.htm>) must still be installed on the laptop for projection to work.

1. Connect the laptop to the VGA cable below and left of the SMART Board.
2. If you want audio output, plug the small audio cable attached to the VGA cable into the laptop's audio-out port.
3. Toggle the laptop's video output to display on SMART Board (e.g. press the key combination **Function-F7** — the exact key will vary between laptops).
4. On the left side behind the SMART Board, select the **Front Computer Video Input**.
5. Use the **Monitor remote** and select **Input 2**.

Instructions for Using the SMART Board in Frost A-14

The SMART Board is designed to let you control a computer with the touch of a finger, reducing or eliminating the need to return to the keyboard and mouse. Like a white board it also provides electronic markers, allowing you to mark up displayed documents such as PowerPoint presentations (which can be saved). The markers and eraser are stored below the screen in a tray, which also has two physical buttons at the right edge.

IMPORTANT: *Never, ever use any other markers on the SMART Board screen besides the special ones provided!*

By default the SMART Board's touch interface is similar to a computer trackpad or mouse, but it also has a number of other touch-based tools. These tools allow you to:

- Type into applications;
- Mark (write and draw) on the screen;
- Save screen markings for reference and sharing (including into PowerPoint docs);
- Record video of the screen for later playback;
- Magnify part of the screen;
- Spotlight part of the screen.

The extra SMART Board tools become available by first pressing a button in one of **three places**:

- The physical buttons at the right end of the marker tray, shown above;
- The graphical buttons in the **Start Center** window, shown at the right;
- The **Floating Tools** palette, shown below.

Once a tool is activated, touching the screen will perform a different task than a simple mouse click would.

If the Start Center window isn't visible when you log in, you can display it by menuing

 **Start** => **All Programs** => **SMART Board Software**
=>  **SMART Board Tools**.



The Floating Tools palette can appear by itself in some circumstances, or you can call it up from the  **Start Center** by tapping the button  **Floating Tools**.



Both the Start Center window and the Floating Tools palette can be moved around to avoid obscuring underlying materials; just touch and drag their blue bars.

A few of the most useful tools will be described here to get you started and give you an idea of SMART Board capabilities. The full SMART Board documentation is available from the  **Start Center** by tapping the button  **Help**. If you would like a training session or other assistance, please contact Academic Technology Services, ats@amherst.edu.

A. Tapping the Screen is like Clicking a Mouse

In most cases, tapping the screen is similar to clicking a mouse, though it's closest in character to using a laptop trackpad with tapping turned on. One way that it's different, however, is that the tap (click) will occur wherever you touch, so you need to have your finger in position *before* making contact with the board. To reduce perspective:

Stand as directly in front of the spot to be tapped as possible.

The screen is also more sensitive than a trackpad, and it detects anything within about $\frac{1}{4}$ ". To avoid confusing it with multiple fingers, you should:

Make a fist and extend just a single finger.

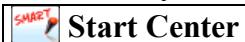
- **Left Click:** Tap the screen. You may prefer to use a “stylus” such as the eraser end of a pencil.
- **Left Click-and-Drag:** Touch the screen and drag across it.
- **Right Click:** At the right end of the marker tray, press the button  (mouse-right-click), and then tap the screen. The right-click state ends immediately after you tap something, or after five seconds, whichever comes first.

Warning: In many applications, hovering over (but not clicking) a button, image, etc. will bring up a “tool tip” that provides information about it. Unfortunately, this doesn’t work on the SMART Board without a special tool; see below.

B. Tapping with the On-Screen Keyboard

There are times when you may want to remain at the screen rather than return to the physical keyboard to type text into an application. The SMART Board therefore provides quick access to an on-screen keyboard.

- **Display the Keyboard Window:** At the right end of the marker tray, press the button  (keyboard), and a keyboard window will appear on the screen. You can also tap the similar button in the  **Start Center** window.
- **Insert Text into the Front-most Application:** Tap the keyboard window keys one at a time. It helps to be slow and deliberate because it can lag and miss some keystrokes.
- **Apply the Modifier Keys *Shift*, *Ctrl*, and *Alt*:** Tap these keys *before* you tap the letter/number/punctuation key, rather than simultaneously, as on a regular keyboard. You can apply them together in the same way, e.g. the login combination **Ctrl-Alt-Delete** requires three taps in sequence.

- **Move the Keyboard Window:** Touch and drag the palette's title bar.
- **Dismiss the Keyboard Window:** Press the tray button , the similar button in the  window, or the window button  to completely close it. Or, tap the taskbar button **Keyboard** at the bottom of the screen to minimize it.

C. Marking Up the Screen with Physical Markers

The SMART Board lets you mark (write and draw) on the screen in a layer that “floats above” the rest of the items on the screen. It provides four colored markers and an eraser in the marker tray under the screen. It recognizes when you pick one up, and turns on a light above the one it thinks you’re holding. The cursor arrow will also change to a marker or eraser icon, and a white border will appear around the screen.

- **Mark Up the Screen:** Pick up the desired colored marker, and write or draw as you normally would on a whiteboard or blackboard.
- **Erase Marks:** Pick up the eraser and drag it across the screen to remove any markings underneath it. Tap the button 

Note: *Any* touch on the screen will produce the same effect as the physical markers/eraser, including if you use a finger.

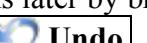
Caution: Only one of these tools will function at a time, so avoid picking up more than one to reduce confusion about which is active.

When you pick up a marker or the eraser, the **Floating Tools** palette (shown at right) will also appear automatically, providing an important additional tool.



- **Erase All Marks:** Tap the button .
- **Restore All Marks:** Tap the button  a second time.

The Floating Tools palette will disappear by itself when you replace the marker or eraser to the tray.

Warning: Your marks will disappear if the markers and eraser are all returned to the tray *and* you touch the screen. A dialog will briefly appear to ask if you want to restore them. If you don’t touch it then, you can restore the marks later by bringing up the full Floating Tools palette (see next) and tapping the button .

D. Marking Up the Screen With a Finger

An alternative to using the markers and eraser is to use a finger to mark up the screen. You can turn this feature on with the full **Floating Tools** palette (shown at right).



- **Turn on Floating Tools Palette:** From the , tap the button  **Floating Tools**. If it’s already displayed but minimized, press the button  to expand it.

- **Mark the Screen:** Tap either of the buttons  **Pen** or  **Highlighter**. Subsequent touches will mark the screen with thin blue and thick yellow marks, respectively.
- **Erase Marks on the Screen:** Tap the button  **Eraser** and then touch the area of the screen containing marks you want to erase.
- **Return to Normal Mouse-Left-Click Mode:** Tap the button  **Select**.
- **Customize the Pen, Highlighter, and Eraser Tools:** Double-tap any of the buttons  **Pen**,  **Highlighter**, or  **Eraser**, which will bring up the dialog **Customize Tool**. Options are provided to customize the thickness for all of these tools, and the color of the Pen and Highlighter. For the Pen, this dialog also includes options to produce dashed curves, arrows, etc.
- **Dismiss the Floating Tools Palette:** When you turn on the Floating Tools palette manually, you must also close it manually, by tapping the window button .

Additional markers can be defined by customizing the Floating Tools palette (see below).

E. Capturing a Screen Image for Review or Sharing

When you mark up the screen, you may also want to save your marks for future reference.

- **Capture an Image of the Entire Screen:** In the **Floating Tools** palette, tap the button  **Area Capture**. Then tap anywhere on the screen. An image of the entire screen will be saved in an application called the **SMART Board Notebook**.
- **Capture an Image of a Portion of the Screen:** In the **Floating Tools** palette, tap the button  **Area Capture**. Then imagine a rectangle covering the area you want to save; touch one corner of that rectangle and drag your finger to the opposite corner. An image of that rectangle will be saved in the Notebook.

The SMART Board Notebook is an application that starts up in the background whenever you save a screen image, and it remains there until you quit it or logoff. It should be visible in the Windows taskbar at the bottom of the screen. It is similar to PowerPoint, so later on you can add additional annotations (text and graphics) to the images you save, as well as erase markings you no longer want.

Important: Make sure you save the notebook when you're finished!

Notebooks can be exported into a number of common formats for sharing: PDF, images, web pages, and PowerPoint.

F. Using PowerPoint and Other Ink-Aware Applications

SMART Board markings can be included in many Windows applications that are “ink aware”. However, they must have add-on software to recognize the SMART Board’s marker stylings; otherwise, they use their own tools and interpret only “mouse” actions. In all cases, they are simply graphics additions (sometimes interpreted as text), so they can be modified later with the application’s own tools.

Most Microsoft Office applications recognize the SMART Board. In Word and Excel, look for the **SMART Aware Toolbar** (shown at the right). With it you can:

- **Insert Drawings as Image**
- **Insert Drawings as Text** (making an attempt to interpret your handwriting).
- **Capture to Notebook** (an image of the document window).



PowerPoint will also let you save any markings you make during a presentation directly into the PowerPoint document. It’s slightly more integrated, so it will remember all of your markings page-by-page, and when you end the show it will ask if you want to save them.

When using PowerPoint, the SMART Board software also provides a special palette that makes it easier for you to advance slides and mark the board at the same time (shown at the right). You should use these controls rather than the ones normally provided in the lower left corner of a PowerPoint slide, which could be marked rather than “clicked”.



G. Recording and Playing Video

All of your screen activities can be easily recorded and saved as a video:

- **Recording Video:** From the window **Start Center**, tap the button **Recorder**. Then, in the dialog **Smart Recorder**:
 - **Record** Tap this button to begin recording.
 - **Stop** Tap this button when you are finished recording. A dialog will appear to ask where you want to save the file.

This tool could be used to record a lecture, which could possibly be combined with an audio recording using software such as MovieMaker or iMovie.

- **Playing Video:** From the **Start Center**, tap the button **Video Player**. Either:
 - Menu **File**, select **Open...**, and navigate to a local video; or
 - Menu **File**, select **Open URL...**, and type or paste the address of a web video.

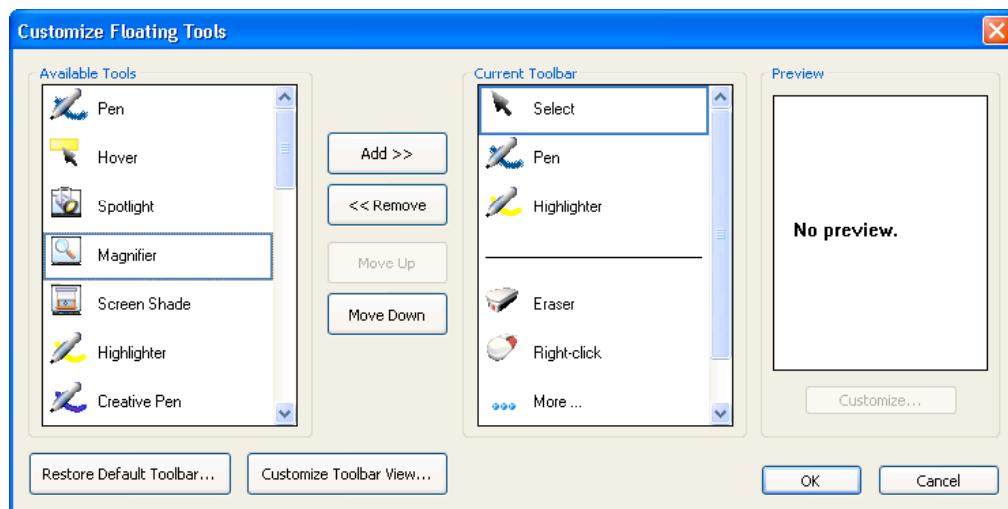
In either case, you can mark up the video using SMART Board tools.

H. Additional Tools

The Floating Tools palette can have a number of additional tools added to it.

- **Customizing the Floating Tools Palette:**

1. Tap the button  **More...**, and in the menu that appears tap the menu item **Customize Floating Tools...**. This will open a dialog that lets you add additional tools to the Floating Tools palette:



2. In the list **Available Tools**, tap any of the tools, then tap the button **Add >>** to include them in the palette. Additional rows can be introduced in the palette by adding a horizontal line from the end of the list.
 3. In the list **Current Toolbar**, touch-and-drag a tool up or down to position it. You can also tap a tool once and tap the buttons **Move Up** and **Move Down**.
 4. Tap the button **OK** to finish.
- **“Duplicate” Tools:** The palette can have more than one pen, highlighter, eraser, et al., each with a different color, thickness, etc. After you’ve added them and closed the dialog, double-tap on them to customize their features.
 - **Other Marking Tools:** There are additional tools to draw straight lines (rather than free-hand curves), shapes such as rectangles, ellipses, and stars, and stamp on the screen one of a small set of images (such as ). Double-tap to customize.
 -  **Hover Tool:** As discussed above, many applications notice a cursor that’s hovering over (but not clicking on) a button, image, etc., and they’ll display a “tool tip” that provides information about it. Because this doesn’t work on the SMART Board, the Hover tool is provided; tap on it and then when you tap something else, it will simply move the cursor over it instead of “clicking” it. The normal mode returns after you “hover” once, or tap the tool  **Select**.

The following tools can also be added to the Start Center window in the same was as for the Floating Tool palette. Even without buttons they are accessible from the Start Center by tapping the button  More... and selecting from the menu that pops up.

-  **Pointer Tool:** On a computer screen you may sometimes use the cursor or a laser pointer to “point” at something. The SMART Board provides dedicated pointer arrows that can be positioned and rotated. Just tap on this tool, and a pointer will appear; touch and drag it where you want it. If you touch and drag the arrow tip, it will point in the direction it’s traveling so you can reorient it (imagine bringing it in for a “landing”). Multiple pointers with different colors are available.
 - **Move the Spotlight Around:** Touch and drag any part of the *darkened* area.
 - **Resize the Spotlight:** Touch and drag the spotlight’s border.
 - **Change the Spotlight’s Shape:** Tap the button , tap the menu item **Shape**, and select a degree of transparency.
 - **Change the Transparency of the Darkened Area:** Tap the button , tap the menu item **Transparency**, and select a degree of transparency.
 - **Exit Spotlight Mode:** Tap the button , and tap the menu item **Exit**.
-  **Screen Shade Tool:** This is an alternative to the spotlight that covers the screen with a rectangular “shade”.
 - **Reveal or Cover Part of the Screen:** Touch and drag near any edge of the shade.
 - **Exit Screen Shade Mode:** Tap the button .
-  **Magnifier Tool:** While it’s a good idea in a presentation to avoid small font sizes or other details that could be hard to see from the back of the room, they may still show up from time to time. If the application you’re using doesn’t include a way to zoom in on them, you can use this tool to magnify a portion of the screen. It provides two windows, a *gray window* with a little orange handle that covers the area to be magnified, and a *blue window* (with a title bar) that displays the magnified image.
 - **Magnify a Portion of the Screen:** Touch and drag the gray window over it.
 - **Reposition the Magnified Image:** Touch and drag the title bar of the blue window.
 - **Change the Shape of the Magnified Image:** Touch and drag the edges of the *blue window* to change the shape of the *gray window* (the magnified area). Sometimes the latter can disappear; keep dragging to restore it.
 - **Exit Magnifier Mode:** Tap the button  on the blue window.