Instructor Station Handouts Index

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Getting Started:

1. Choose Audio Only Presentation OR Video Presentation on the touch screen panel. Choose Audio Presentation when you will not be using the projector.

   Note: You DO NOT have to shut down the system in order to change sources.

2. Choose Video Presentation when using the Mac computer. When the system powers on, choose your icon at the top of the screen.

3. Start the Mac computer by manually pressing the “On” button on the top right of the monitor OR – manually press the “On” button located on the BACK right corner of the Mac Mini.
   OR – connect your laptop using the alternate instructions.

4. Log In by entering your KSU NET ID and Password.
Using the Instructor Station

Using the Touch Screen:

1. Choose Audio Only Presentation OR Video Presentation on the touch screen panel.
   
   **Note:** To switch from the Audio to the Video Presentation source, you **DO NOT** have to switch the system off and then restart.

2. Choose your desired source from the icon at the top of the screen.

   ![Touch Screen Options](image-url)
### Using the Instructor Station

#### Connecting your Peripherals:

1. **VGA + Audio**
   - VGA w/audio to VGA w/audio cable:
     - Use to connect a laptop with a VGA port.

2. **HDMI**
   - HDMI to HDMI cable:
     - Use to connect a laptop with an HDMI connection.

3. **Internet**
   - Internet Cable
     - Use the Internet Cable to connect to the Internet.

4. **DVI Connection**
   - If your laptop has a DVI connection – use the DVI to HDMI adaptor.

**Note:** If you can't find the adaptor – it may already be on the end of the HDMI to HDMI cable.

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#### Cables and connections

<table>
<thead>
<tr>
<th>Connection</th>
<th>Cable</th>
<th>Description</th>
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<tr>
<td>VGA Connection</td>
<td><img src="vga.png" alt="VGA Cable" /></td>
<td>VGA w/audio to VGA w/audio cable: Use to connect a laptop with a VGA port.</td>
</tr>
<tr>
<td>Internet</td>
<td><img src="internet.png" alt="Internet Cable" /></td>
<td>Internet Cable Use the Internet Cable to connect to the Internet.</td>
</tr>
<tr>
<td>HDMI Connection</td>
<td><img src="hdmi.png" alt="HDMI Cable" /></td>
<td>HDMI to HDMI cable: Use to connect a laptop with an HDMI connection.</td>
</tr>
</tbody>
</table>
Using the Blu-ray DVD player:

1) Choose the Blu-ray icon at the top of the touch panel.
2) Press the Eject button on the touch screen to insert or eject the DVD (drawer will open).
3) Put the DVD in the Blu-ray (DVD) drawer and use the arrow to close the drawer.
4) The video will automatically show on the projection screen AND in the small square in the middle of the touch screen.

   Note: Choose “Full Screen Video” to show the video on the entire touch screen. The controls will appear on a transparent layer over the video.

5) Control the DVD functions through the touch screen.
6) Control the audio through the touch screen.

The Blu-ray DVD player will play all DVD’s and CD’s.
Using the Instructor Station

Using the mic:

1. Choose Audio Only Presentation OR Video Presentation on the touch screen panel. Both work with the mic. The system DOES NOT have to be on in order for the mic to work.

   Note: Each mic has been preset to achieve optimal audio for the room and preset to a specific frequency.

2. Control Mic Audio through the Audio Controls (if necessary)

   Warning! Only use the top button on the mic! Otherwise you will change the frequency of the mic.

   Be sure the cable is hooked up

   Press and Hold top button to turn ON/OFF
   OR
   Press top button once to MUTE

   Do Not Use! Changes Frequency!

   Audio will come out of the speakers in the ceiling
Quick Directions for Using the Smart Technologies Software

To start:
• Open any type of file on the computer desktop
• Open Smart Tools:
  • On a Mac – Click the Smart Tools icon on the dock
  • On a PC – Click the Smart Tools icon on desktop OR launch the SMART Board Tools by going to Start > Programs > SMART Technologies > SMART Product Drivers > SMART Board Tools
• Open Notebook software:
  • On a Mac – Click the Notebook icon on the dock
  • On a PC – Click the Notebook icon on desktop OR launch the Notebook by going to: Start > Programs > SMART Technologies > SMART Notebook > SMART Notebook 10

NOTE: Make sure that “Automatically insert Drawing As Image” is NOT checked on the floating Aware toolbar that appears somewhere on the desktop. You will use it to Insert and Capture your annotations for Word and Excel files.

PC Instructions:
If you have opened a Word or Excel file on a PC:
1. First, choose a pen and ANNOTATE directly on the file
2. Second, INSERT the annotation by clicking on the first icon on the floating Aware toolbar
3. Third, CAPTURE by clicking on the camera (3rd icon in the floating Aware toolbar) to capture the file to the Notebook software
4. To see the file, click on “Untitled” at the bottom of the screen.

If you have opened any file type other than Word, Excel or Power Point on a PC:
1. First, choose a pen and ANNOTATE on the transparent layer that appears
2. Second, INSERT the annotation by clicking on the first icon on the floating Aware toolbar
3. Third, CAPTURE by clicking on the camera icon (top right on transparent layer)
4. To see the file, click on “Untitled” at the bottom of the screen.

Mac Instructions:
Note: You can annotate on a Power Point file in the Slide Show mode – but you cannot save annotations or save to the Notebook software.
If you have opened a Word or Excel file on a Mac:
1. First, choose a pen and ANNOTATE directly on the file
2. Second, INSERT the annotation by clicking on the first icon on the floating Aware toolbar
3. Third, CAPTURE by clicking on the camera (3rd icon in the floating Aware toolbar) to capture the file to the Notebook software
4. A camera with a cross hair shows up. Click and drag the area that you want to capture. When you release the mouse – the selected area is captured to the Notebook
5. The file automatically opens in the Notebook software.

If you have opened any file type other than Word, Excel or Power Point on a Mac:
1. First, right click on the Smart Tools icon on the dock and choose “Screen Capture Toolbar”
2. Second, choose a pen and ANNOTATE directly on a transparent layer that appears
3. Third, CAPTURE the annotation to the Notebook by clicking on the first icon in the Screen Capture Toolbar.
4. A camera with a cross hair shows up. Click and drag the area that you want to capture. When you release the mouse – the area is captured to the Notebook software.
5. The file automatically opens in the Notebook software.

NOTE: If you want to capture the entire screen, click on the camera (on top left of transparent layer)

EXPORT a Notebook file as:
• On a PC – export as a web page, image, pdf, or power point
• On a Mac – export as a web page, image or pdf
Note: The pen is located on the upper back of the monitor. If the pen is missing, the mouse can be used.

**Using the Mac Instructor Station**

**Using the SMART Technologies Tools and Notebook**
The pen is your mouse when you’re using the SMART Technologies interactive screen. Interact with computer applications by choosing a tool and pressing the pen to the screen. The SMART Board Tools and the SMART Notebook software are installed on the Instructor Station.

The SMART Board Tools can be selected and used through:
1. The SMART Tools and associated floating toolbars
2. The buttons and functions at the top of the monitor

**Remember:** Open the file that you want to annotate BEFORE you choose a tool. Otherwise, a transparent layer will appear that you have to close in order to open the desired file.

SMART Technologies designates software programs into "Ink Aware" and "Non Ink Aware" programs and works slightly differently with the two types of programs. With "Non Ink Aware" programs, you will annotate by using the SMART Tools on a transparent layer that appears over the file. In “Ink Aware” programs, you will write directly on the file. The two different types of files can be captured into the SMART Notebook software and then Saved or Exported.

**Before You Start**

1. **Launch the SMART Board Tools (if needed)**
   *Note: The pen does not work unless the SMART Board Tools are running.*
   - Double click the SMART Board Tools icon on the dock,

2. **Orient the pen (if needed)**
   *Note: The pen is located on the upper back of the monitor.*
The tool functions (EX: lines, highlighting) should be registering at the point of the pen. If the tool functions do not appear accurately, use the steps below to re-orient the pen.
   - Press and hold the Keyboard and Right Mouse button (top of monitor) simultaneously until the Orientation screen appears.
   - Press the pen firmly in the middle of each target.
   - Repeat for each target point.
   When all of the orientation points have been set, the orientation screen disappears.

3. **Customize Your SMART Floating Toolbar**
   Click on a tool to open a selection of changes. A gear icon appears. Click on the gear icon to change the individual tool settings.
Overview of the Basic Process

Ink Aware and Non Ink Aware programs
SMART Technologies designates software programs into “Ink Aware” and “Non Ink Aware” programs and works slightly differently with the two types of programs. With “Non Ink Aware” programs, you will annotate by using the SMART tools on a transparent layer that appears over the file. In “Ink Aware” programs, you will write directly on the file. The two different types of files can be captured into the SMART Notebook and then Saved or Exported.

Overview of “Ink Aware” files
Note: The SMART Tools work with the floating Aware Toolbar. The floating Aware Toolbar appears when annotating Word, Excel or a PowerPoint file that is NOT in the Slide Show mode.

Microsoft Word, Excel and PowerPoint are examples of “Ink Aware” Programs. After writing directly on the file, the annotations can be INSERTED into the “Ink Aware” file as an image by:
- Clicking the first button on the floating AWARE toolbar
- By selecting “Settings> Insert Drawing as Image” in the drop down menu on the floating AWARE toolbar

TO SAVE A SCREEN CAPTURE
Clicking on the camera (3rd icon) in the Aware tools will save a screen capture into the Notebook software. The capture will automatically transfer to the SMART Technologies Notebook software (if already opened).

You can then Save or Export the file from the Notebook.

NOTE: If you are annotating when your file is in the SLIDE SHOW mode of PowerPoint – see the next section.

1. Open your Ink Aware file.
2. Choose the pen and Select a tool from the toolbar. The pen is located on the top back of the monitor.

Overview of “Non Ink Aware” files
Note: The SMART Tools work with the three buttons that appear in the upper right corner of the transparent layer.

A transparent layer will be placed over a “Non Ink Aware” file opened on the computer screen. Use the pen from the pen tray (top back of monitor) to choose a tool and write with electronic ink on the layer. After annotating, the ink layer can be captured by clicking on the camera icon (top right of the transparent ink layer). The capture will automatically transfer and open in the SMART Technologies Notebook software (if the software is already opened).

The Notebook icon appears on the dock next to the Tools icon when it is opened. You can Save the file as a Notebook file OR Export the file in the desired format.

Export options:
- New
- Open
- Open Recent
- Close
- Save
- Save As
- Save All
- Save Page as Gallery Item
- Page Setup
- Print
- Web Page
- Image Files
- PDF

1. Open your Non Ink Aware file.
2. Choose the pen and Select a tool from the toolbar. The pen is located on the top back of the monitor.
“Ink Aware” continued

If your software program is “Ink Aware”, write directly on the file.

4

Annotate the file with the SMART Tools.

**Erasing:**
- To erase ALL ink, press the black arrow button at the top of the monitor or press black arrow tool at the top of the floating toolbar AND then press the monitor and all ink disappears. If you clear the ink accidentally – click on the “restore ink” pop-up within 5 seconds to restore.

Erase selected portions of ink by:
- choosing the eraser tool on the SMART tools toolbar
- by erasing with the top of the pen
- by choosing the eraser button on the monitor

Use the floating AWARE toolbar to:

1. **Insert** drawing/writing as an image into the file.
2. **Convert writing to typed text**
3. **Save a screen capture** into the Notebook software
4. **Press “Settings”** to modify options for inserting images.

**Note:** If you are in Slide Show mode in PowerPoint – see separate instructions in the next section.

“Non Ink Aware” continued

A transparent layer appears over the “Non Ink Aware” file when you choose a tool. (shown by a border around the monitor screen). Write on the transparent layer.

Annotate on the transparent layer with the SMART Tools.

**Erasing:**
To erase ALL ink, press the black arrow button at the top of the monitor or press black arrow tool at the top of the floating toolbar AND then press the monitor and choose “Clear Ink” from the drop down menu that appears. If you clear the ink accidentally – click on the “restore ink” pop-up within 5 seconds to restore.

• - or - click on the Clear the Ink button (button number 1) at the top right of the transparent layer (see picture below).

Erase selected portions of ink by:
- choosing the eraser tool on the SMART Tools toolbar
- by erasing with the top of the pen
- by choosing the eraser button on the monitor

Use the three buttons (upper right corner) of the transparent layer to:

1. **Clear the ink** while keeping the transparent layer.
2. **Save a screen capture** into the Notebook software.
3. **Close the ink layer** by touching on the red X button. If you press the Close button, the transparent layer will close and discard all digital ink notes. Your original file is untouched.
Capturing Your Notes:

• **Insert** your digital ink notes into an "Ink Aware" file by choosing button #1 on the floating AWARE toolbar. **NOTE:** Save the file under a different name if you want to keep your original file intact.

• **Capture** your digital ink notes into SMART Notebook software by pressing the Camera icon on the AWARE toolbar (#3). Open the Notebook software before capturing a file into the software. The SMART Notebook software will then import your screen capture as a new file.

**Note:** If your annotations are being inserted into your file without prompting – check the Settings drop down menu on the AWARE toolbar to see if “Automatically Insert Drawing As Image” is chosen.

Clear the settings on the Aware toolbar by clicking on Settings > Clear Insertion Settings.

**Using SMART Tools with PowerPoint (when in the Slide Show mode)**

**NOTE:** You can annotate a power point file while in the Slide Show Mode BUT you cannot capture or save the annotations. When you try to capture the annotations, you will be kicked out of the Slide Show Mode into the Slide view.

1. Launch the SMART Tools (if needed)
   **Note:** The pen does not work unless the SMART tools are running.

2. Open your PowerPoint file

3. Select View > Slide Show to begin your presentation

4. When you enter Slide Show mode, the **Slide Show Toolbar** appears

5. Click on the right and left arrows in the floating toolbar to move back and forth between the slides

6. Annotate your file using the SMART Tools OR using the buttons at the top of the monitor.
The Notebook software works with the SMART Tools. When you capture a picture of your annotations, the Notebook software opens and the image will be inserted. Make sure the software is already opened. 

Note: This may take several seconds.

After an image of your annotations has been captured into the Notebook software, it can be Saved as a Notebook file or Exported as a Web Page, Image File, or PDF.

Using the buttons and functions on the monitor

The interactive pen display has a group of pen-tool buttons and a set of function buttons that offer quick access to a number of the most frequently used tools. The tethered pen on the back of the monitor allows you to write or draw in digital ink over any application.

Functions (#4a):
1) Launches Capture toolbar
2) Launches Notebook software

Functions (#4b):
1) Launches On-Screen Keyboard
2) Makes next pen contact a right-click

Note: Press these two buttons simultaneous to get the Orientation screen.
A Note about the Notebook software

This handout shows how the Notebook software works with the SMART Tools when you capture your annotations. However, the Notebook software can also be used independently to create a separate presentation or to continue to work with the image of your annotation.

For a quick overview of how the Notebook software can be used independently, click on the link below.

YouTube video link: http://www.youtube.com/watch?v=5_l8BaS2ZEA
The features you use most are literally at your fingertips with the Floating Tools toolbar.

If it is not already on your screen, you can launch the Floating Tools by selecting the SMART Board™ icon located in Windows Notification Area at the bottom right of your screen, and choosing **Show Floating Tools** from the menu.

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<tr>
<th>Button</th>
<th>What the button does</th>
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<tr>
<td><img src="image" alt="Button" /></td>
<td>Stop using other tools and return the cursor to mouse mode</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Write or draw in digital ink, and select the ink color</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Highlight an area of the screen with translucent ink for emphasis, and select the ink color</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Erase digital ink, and select the size of the eraser</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Draw a line, and select the format of the line</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Draw a pre-formed shape, and select the shape</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Make your next press on the interactive whiteboard a right-click</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Launch the on-screen keyboard</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Launch Notebook software</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Undo your previous action.</td>
</tr>
<tr>
<td><img src="image" alt="Button" /></td>
<td>Open the <strong>Customize Floating Tools</strong> menu to personalize toolbar functions</td>
</tr>
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</table>
Customizing Floating Tools

Press the **Customize** button in the Floating Tools toolbar to choose from a variety of toolbar buttons. You can choose as many buttons as you like to fully customize Floating Tools with the buttons you need.

To add a button to the Floating Tools drag and drop the icon onto the toolbar. To remove a button, ensure the Customize button has been pressed, and drag the button off the Floating Tools toolbar.

To return the toolbar to its original configuration press the **Restore Defaults** button.

When you are finished customizing the toolbar press the **Done** button.
The buttons that have side menus can be further customized.

Right click on the side menu. The Properties dialog box will appear where you can change the settings for the tool.

You can save the new settings so they become the default for that tool by clicking the Save Tool Settings button at the bottom of the dialog box after you’ve set the parameters above.

Example of Pen tool’s Properties dialog box