

The SymposiumTM Interactive Pen Display

A guide to using SMART NotebookTM software to present documents and lecture notes on an interactive screen at the touch of a stylus.

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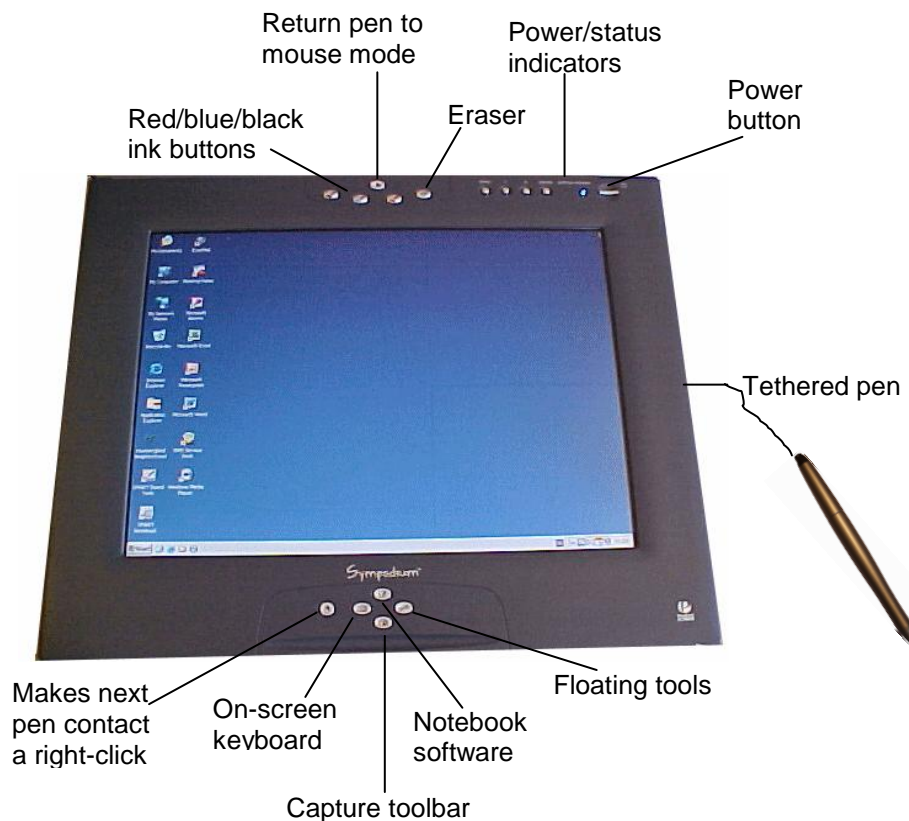
CONTENTS

The Symposium™ Interactive Pen Display	1
What you can do with the Interactive Pen Display	1
Getting Started	2
Orienting the Screen.....	2
Beginners - Using it with PowerPoint	2
Annotating PowerPoint Presentations with the Tethered Pen	2
Erasing	3
Returning to Mouse Mode.....	3
Saving Annotations in PowerPoint	3
Capturing PowerPoint Slide Annotations	4
Beginners – Using it as a Whiteboard	4
Creating Objects.....	4
Using the Eraser.....	5
Creating Shapes.....	5
Selecting Objects.....	5
Changing an Object's Colour	5
Moving Objects.....	5
Grouping Objects.....	6
Deleting Objects	6
Adding a New Page	6
Deleting a Page	6
Typing.....	6
Converting Handwriting into Editable Text	7
Saving your Presentation.....	7
Saving Annotations in Word or Excel	7
Saving Annotations as a Graphic.....	7
Saving Handwritten Annotations as Typewritten Text	8
Capturing Word or Excel Annotations	8
Further Features of SMART Notebook™	8
Rearranging Pages.....	9
Attaching Files and Hyperlinks.....	9
Taking Screen Captures with SMART Notebook™ Software	10
Importing Information from Other Applications	10
Microsoft PowerPoint Files.....	10
Graphics Files.....	10
Using SMART Notebook™ Print Capture.....	11
Exporting SMART Notebook™ Files	11
Exporting as HTML	11
Exporting as an Image File	11
Exporting as PDF.....	11
Exporting as a PowerPoint File	11
Using The Floating Tools Toolbar	12
Presentation Tips	13
Screen Shade.....	13
Spotlight	14
Full Screen	14
Care of the Equipment	14
Further Information	14

The Sympodium™ Interactive Pen Display

The Sympodium Interactive Pen Display is an interactive LCD display screen, which allows you to write directly on it in digital ink. It is connected to both a computer and projector, allowing the audience to see the on-screen image simultaneously projected onto the projection screen.

The display screen contains quick access pen and function buttons and a tethered electronic pen (stylus), and can be tilted backwards for comfort while adding annotations.



The following lecture rooms contain this equipment:

Richmond: C7, E59, F21, H33, J19, N3, N4, Great Hall, Small Hall

Horton: D01.27 (The Barn); **Chesham:** C4.1, C4.2; **J B Priestley:** 01.58

WHAT YOU CAN DO WITH THE INTERACTIVE PEN DISPLAY


- Emphasise points by writing and drawing over any computer application in electronic ink, using an electromagnetic stylus, while facing your audience.
- Save Microsoft® Word, Excel® or PowerPoint® notes directly in the application, or capture all or part of your annotations for use in other software.
- Create and erase text or graphics as you would on a conventional whiteboard.
- Save annotated documents to enable students to access them later.
- Convert handwriting into editable text.
- Use visual aids to enhance your presentation.

GETTING STARTED

1. Ensure the system unit and the interactive display are both switched on. (The console light should glow blue).
2. If necessary, adjust the tilt of the display unit by lifting the small lever at the rear of the unit (beneath the cables) and lowering or raising as necessary.
3. Log in using the keyboard. The console will display a cluster image, enabling all supported applications to be opened as normal, using the mouse.

Orienting the Screen


To ensure accurate tracking while using the stylus, it is very important that you take a few moments to orient (calibrate) the screen.

1. Click the mouse on the SMART Board™ tools icon  in the system tray.
2. From the menu select **Orient**.
3. Pick up the stylus (pen) attached to the right-hand side of the monitor, and click firmly and accurately inside each target as guided by the software.

With correct orientation, the cursor will appear directly below the stylus when the screen is touched.

BEGINNERS - USING IT WITH POWERPOINT

Annotating PowerPoint Presentations with the Tethered Pen

(To close the Floating Tools toolbar press the Floating Tools button  at the bottom of the monitor.)

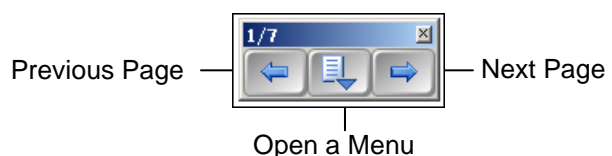
The easiest way to create annotations is to use one of the three coloured pen buttons positioned at the top of the interactive screen.



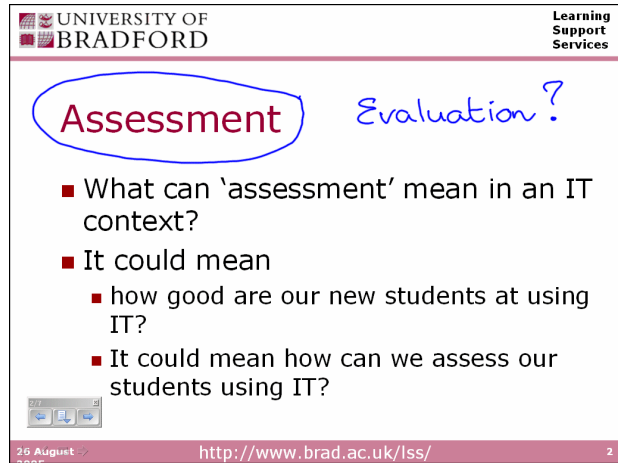
1. Open the file you wish to display with PowerPoint.
2. Click on the **Slide Show** button.

The Slide Show toolbar appears.

3. Touch the stylus on the Previous or Next Page buttons to move through the slides. (To end the Slide Show at any time, touch the **Menu** button and choose **End Show**.)
4. Press the desired coloured pen button at the top of the interactive screen.



5. Using the stylus, write or draw directly on the screen, over the relevant text.
6. To change the pen colour, simply press another pen button.



Erasing

Press the eraser button at the top of the screen, and then touch and drag the stylus over the annotation.



Returning to Mouse Mode

To return the stylus to mouse mode after using a tool, press the mouse button at the top of the display unit.



Saving Annotations in PowerPoint

Only annotations made on a Slide Show can be saved directly into a PowerPoint presentation.

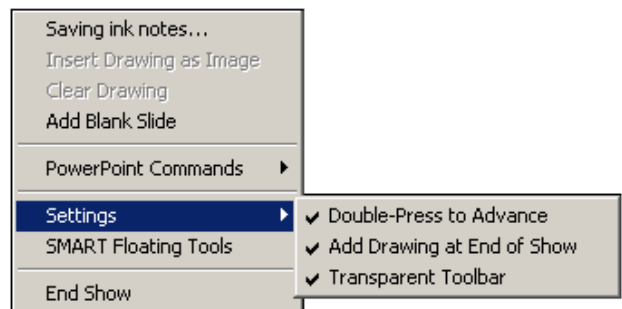
You can opt to have all your notes added automatically to the slide(s) at the end of the presentation. (If you do not do this, any notes will disappear when you move to the next slide.)

1. Touch the **Menu** button on the Slide Show toolbar and select **Settings**.



2. From the sub-menu ensure **Add Drawing at end of Show** is selected.

When the show is over, you will be prompted to Save the PowerPoint file; the note(s) will then be saved as a drawing.



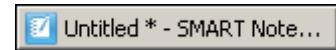
You can also "capture" individual slides with their annotations during the presentation, and leave the original PowerPoint slide intact. The captured note and image of the slide will be inserted into the SMART Notebook™ software, which you can access after the slide show has finished.

Capturing PowerPoint Slide Annotations

1. Touch the **Menu** button on the Slide Show toolbar.
2. Select **Settings** and then deselect **Add Drawing at End of Show**.
3. Select the **Saving Ink Notes** option.

Repeat for any other slides you want to save.

4. When the slide show is over, touch the **Untitled* SMART Note...** button on the task bar to open the SMART Notebook™ application.



BEGINNERS – USING IT AS A WHITEBOARD

You can use the SMART Notebook™ software as a conventional whiteboard, to record feedback from the audience, or make notes to clarify a point. Unlike a conventional whiteboard however, where notes are wiped away after use, they can be saved and exported for use elsewhere.

Creating Objects

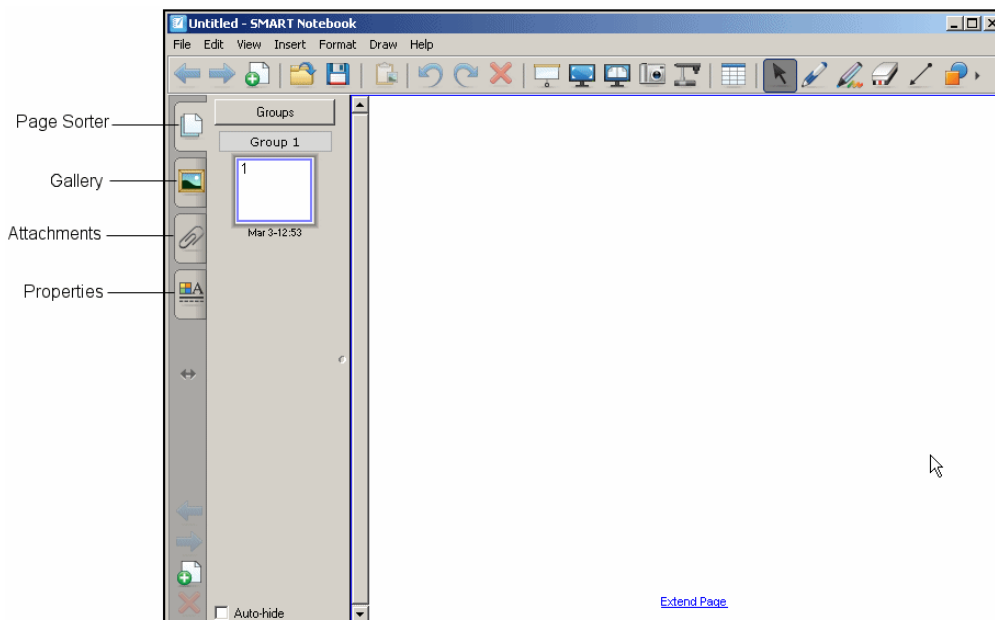
Everything entered on a SMART Notebook™ page, whether it is handwriting, typed text, a drawing, etc, is an "object" and therefore can be moved around the screen, changed or deleted.

1. If not already open, press the Notebook button at the bottom of the monitor.
2. Close down the Welcome to Notebook Software screen.




The SMART Notebook™ application will display a new blank page.

Down the left-hand side of the window are tabs for opening the Page Sorter, Gallery, Attachments, and Properties panes. The Page Sorter pane is currently open.




3. It is advisable to name and save the file immediately in a suitable directory, using the **File, Save As** option. (It will be saved in the .notebook format.) Remember to save the file regularly as you work on the document in front of your audience.

Note: In many instances, you can use the mouse in place of the stylus; however, the intention of this guide is to familiarize users with the interactive pen.



4. To write on the screen, pick up the stylus and touch the **Pen** button  on the SMART Notebook™ toolbar. (To choose an alternative colour select from the list.)

Using the Eraser

To wipe out handwriting, touch the stylus on the **Eraser** toolbar button  . Choose a suitable eraser type, and then drag over the text.


Alternatively, after selecting the Eraser button, circle around all the text, and then tap inside.

Creating Shapes


1. To create a specific shape, touch the Shapes tool button  and select one of the available shapes.
2. Hold down the stylus in the work area and drag to form the shape. (If the result is unsatisfactory, touch the Undo button  on the toolbar and try again.)

Selecting Objects

As with most applications, objects must first be "selected" before any changes can be made to them.

1. Touch the stylus on the **Select** button. 
2. Press on the edge of the object. A selection rectangle will surround the object. A rotation and resize handle will also be visible.

Changing an Object's Colour

1. To change an object's colour, select it and then click the Fill  button. This will open the Properties tab.
2. Select **Fill Effects**, choose a colour, and then press the object.

Moving Objects


To move an object, first select it and then hold the stylus inside the object and drag it to the new position.

Note: Objects can also be dragged from the current page onto the thumbnails in the Page Sorter tab.

Grouping Objects


1. To group a number of objects together, hold down the CTRL key while pressing each object.
2. From the **Draw** menu choose **Group**.

Deleting Objects

1. Touch the stylus on the **Select** button .
2. Tap on the object. Click the arrow in the top-right corner of the hatched box.
3. From the drop-down menu select **Delete**.



Adding a New Page

To add a new, blank page at any time, select the **Insert Blank Page** icon  on the toolbar. This will be inserted immediately after the current page. The previous page will show as a thumbnail image in the Page Sorter panel on the left-hand side. To display the previous page again, touch the thumbnail.

Deleting a Page

Ensure the page you want to delete is displayed, then select the **Edit** menu and choose **Delete Page**.

Typing

You can enter normal typewriting on the SMART Notebook™ page by using the keyboard attached to the PC.

1. Press the Mouse mode button at the top of the display unit to ensure any other tools are deselected, and then touch the stylus on the screen where you want to place the text.
2. Start typing the text – this will appear in a hatched box. (If necessary, change the font and size in the accompanying Fonts box.)




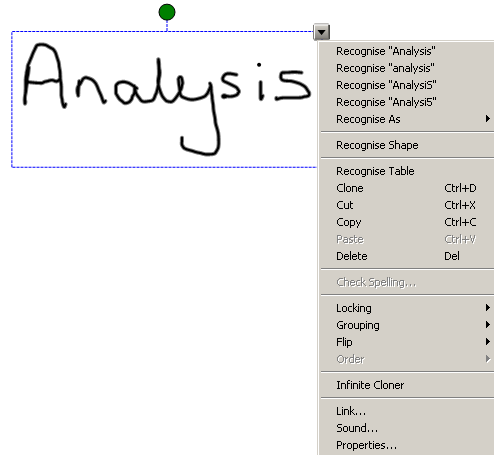
The box will automatically re-size to accommodate more text.

3. When you have finished typing, touch the stylus outside the box. The text will then appear without the box.
4. To return to the text entry box at any time, double-touch the text.

Converting Handwriting into Editable Text

Note: Successful conversion depends very much on neat and clear handwriting.

1. Touch the stylus on **Select** button  on the toolbar and then touch the handwritten object to select it.
2. Touch the small arrow in the top right-hand corner of the selected text box.



This will display a list of possible conversions.

3. Select the appropriate one.

If all the suggestions are unacceptable, select **Delete** from the menu and try again.

Saving your Presentation

At the end of the presentation, save your work. The file can then be exported in a variety of formats, including HTML, PDF, PowerPoint or an image format. See the section "Exporting SMART Notebook™ Files".

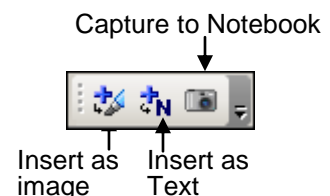
SAVING ANNOTATIONS IN WORD OR EXCEL

If you are working in Microsoft Word or Excel, you can add annotations directly to the page at the point of the cursor, in the following ways:

- as a graphic, or
- by converting the note and inserting it as text.

Alternatively, instead of saving your annotations in the source document, you can "capture" your notes along with an underlying image of the Word or Excel background, and save it in the SMART Notebook™ software. From there you can export it in another format. See "Exporting SMART Notebook™ Files".

As soon as you start writing on the screen, the Aware Tools toolbar will appear.



Saving Annotations as a Graphic

1. Click on the **Insert as Image** button on the toolbar.

A message briefly appears indicating that the annotations are being saved.

2. Ensure you Save the document as normal for the changes to be included in the file.

Saving Handwritten Annotations as Typewritten Text

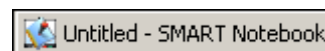
Note: accuracy depends very much on neat and clear handwriting.

1. Click on **Insert as Text** button.
2. Now Save the document as normal for the changes to be included in the file.

Capturing Word or Excel Annotations

1. To save the notes along with a background image of the Word or Excel file, click on the Capture to Notebook icon.

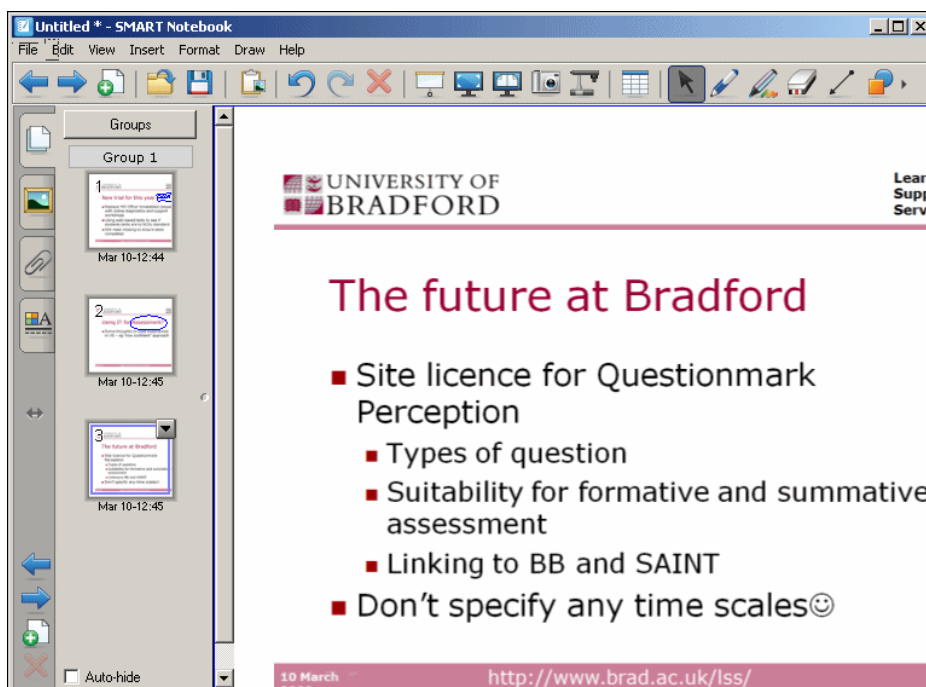
The SMART Notebook™ software will launch automatically and display a button on the taskbar.



2. Touch the **Untitled – SMART Notebook** button to display captured document in the Notebook™ application.

FURTHER FEATURES OF SMART NOTEBOOK™

The following example shows a captured page from a PowerPoint presentation; other captured pages with annotations appear as thumbnails in the Page Sorter pane on the left-hand side of the window.



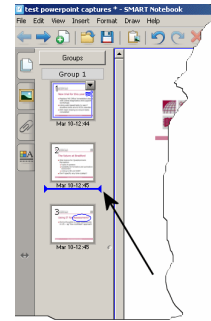
1. To move to another page, touch the stylus on the relevant thumbnail.
2. If desired, you can change the annotations, but you cannot edit the text in the underlying application.

Note: The file can only be saved and re-opened as a Notebook™ file, but you can export it for use in other applications as a PDF, PowerPoint, HTML or image file.

Rearranging Pages

To change the order of the pages in the SMART Notebook™ application:

1. On the Page Sorter tab, press on the page to be moved to select it.
2. Press and drag the page to the new position.
A thick line marker will appear to guide you.



Attaching Files and Hyperlinks

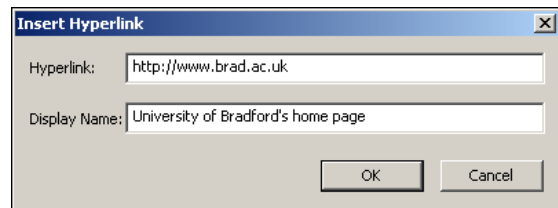
You can attach copies of files and hyperlinks to a SMART Notebook™ file for easy access.


1. Select the **Attachments** tab at the left-hand side of the window.
2. At the bottom of the attachments pane, touch the **Insert** button and then select **Insert Copy of File**.
3. In the Insert Copy of File dialog box, navigate to the relevant directory, choose the file and select **Open**.
4. The file will now appear in the Attachments tab. To open the file, double-touch the filename with the stylus.



Hyperlinks can be a link to a web page, or a specific object.

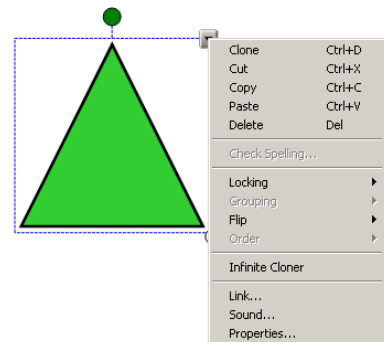
1. To attach a link to a web page, open the Attachments tab as described above and then touch the **Insert** button at the bottom of the pane.
2. Select **Insert Hyperlink**.
3. In the Insert Hyperlink box, type the URL for the link, and a display name.
4. Select **OK**.
5. To open the web page at any point, double-touch the link on the attachment's tab.



6. To add a link to a specific object, touch the stylus on the select tool  and then touch the object.

When selected, the object is surrounded by a hatched outline with an arrow in the top right-hand corner.


7. Touch the arrow to display a list of options and then select **Link**.

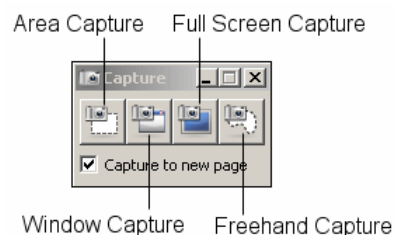


8. In the Insert Link box, type in the URL.
9. Select whether you want to open the link by pressing a corner icon or the object itself, and then select **OK**.

Taking Screen Captures with SMART Notebook™ Software

The capture facility lets you take a picture of a specific area on the screen (or a particular window, or the entire screen), and include it in the current SMART Notebook™ file. Each capture will appear on a separate page in SMART Notebook™.

1. Press the SMART Board™ tools icon  in the system tray and select **Other Smart tools, Capture** to open the Screen Capture toolbar.
2. Open the application from which you wish to take the capture.
3. Select the appropriate button for the capture – Area, Window, Full Screen or Freehand.



Area Capture: Touch the stylus on the screen and drag to form a box over the area you want to capture. (The pointer changes to a cross hairs icon.)

When the stylus is raised, the area will be transferred into the SMART Notebook™ file.

Window Capture: Select the window button on the capture toolbar and then touch the stylus on the Title bar of the window you want to capture.

Full Screen Capture: Touch the screen and everything visible on the screen will be transferred into SMART Notebook™.

Freehand Capture: Press and drag the cross hairs to define the area to be captured.



Importing Information from Other Applications

You can import text, pictures and other content into SMART Notebook™ from a variety of sources.

Microsoft PowerPoint Files

1. In the SMART Notebook™ window, select **File, Import**.
2. In the Open dialog box, locate and select the file to be imported.
3. Press **Open**.

Graphics Files

1. Select **Insert, Picture File**.
2. In the Open dialog box, locate and select the graphics file to be imported.
3. Press **Open**.

Using SMART Notebook™ Print Capture

The print capture feature works like a printer, except that instead of printing out the pages on paper, it captures the output in a notebook file.

1. In the source document, select **File, Print**.
2. In the Print dialog box select **SMART Notebook Print Capture** from the list of printers and then select **Print**.

The file will then open with each page from the source file on a separate SMART Notebook™ page.

Exporting SMART Notebook™ Files

Files can be exported as HTML, PDF, PowerPoint or image file format.

Exporting as HTML

1. Click on **File, Export, Web Page**.
2. Locate the folder into which you want export the file.
3. In the File Name box, type a name for the file.
4. Press **Save**.

Exporting as an Image File

1. Click on **File, Export, Image File**.
2. Locate the folder into which you want export the file.

Note: Each page in the SMART Notebook™ file will be exported as a separate image file, with the default file name followed by the page number.

3. Select a suitable **Image Type**, and **Size**.
4. Press **OK**.

Exporting as PDF

1. Click on **File, Export, PDF**.
2. In the **Print What** column, select whether to print **Thumbnails, Handouts** or **Full Page**.
3. If desired, add a header, footer, date, or page numbers in the relevant boxes.
4. For Thumbnails or Handouts, in the **Layout** section, choose the desired size of thumbnails/pages to appear on each printed page.
5. Press **Save**, and then locate the folder into which you want to export the file.
6. Name the file and then press **Save**.


Exporting as a PowerPoint File

1. Click on **File, Export, PowerPoint**.
2. Locate the folder into which you want export the file.
3. In the File Name box, type a name for the file.
4. Press **Save**.

USING THE FLOATING TOOLS TOOLBAR

Instead of using the pen tool buttons at the top of the monitor, users may prefer to use the Floating Tools toolbar, which floats on top of other applications.

To open or close the toolbar, press the Floating Tools  button at the bottom of the monitor.

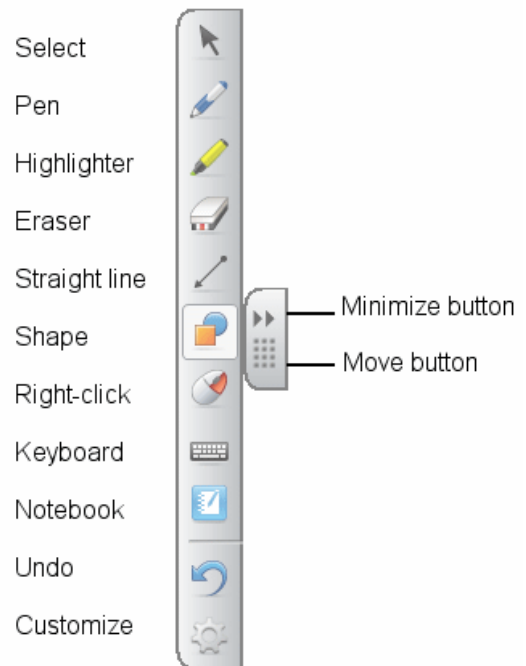
(Alternatively, click on the SMART Board™ tools icon  in the system tray and select either **Show** or **Hide Floating Tools**.)

To move the toolbar, click and drag on the dotted **Move** button on the right-hand side.

To minimize the toolbar, click the **Minimize** button – this hides the tools, but leaves the Maximize and Move buttons visible.

To use a tool, press the desired shape on the toolbar and then press on the screen.

By default, the Floating Toolbar contains the following buttons:




TOOL	ACTION
Select	Left-click.
Pen	Write or draw in digital ink.
Highlighter	Highlight in digital ink.
Eraser	Remove digital ink.
Straight line	Draw a straight line.
Shape	Add a shape.
Right click	Right-click.
Keyboard	Opens the Smart Keyboard.
Notebook	Opens SMART Notebook™.
Undo	Reverses last action.
Customize	Opens the gallery of additional tools, which can be dragged onto the toolbar.

PRESENTATION TIPS

To use the visual aids in this section, you will need to add the items to the Floating Tools toolbar. If this is not visible, press the Floating tools button at the bottom of the monitor.



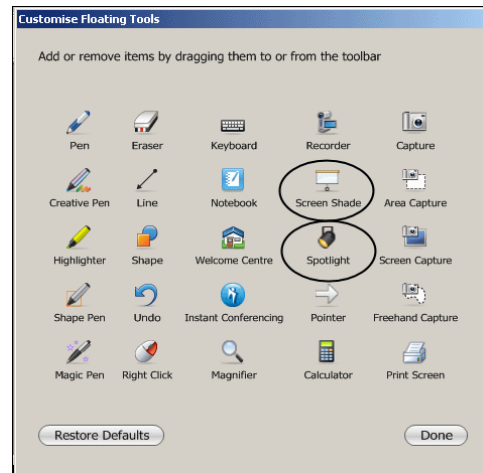
1. On the Floating Tools toolbar, touch the **Customize** button  at the bottom of the toolbar.

2. In the Customise Floating Tools window select the **Screen Shade** icon and drag it onto the toolbar.

3. Repeat the process with the **Spotlight**.

4. Select **Done**.

The Floating Tools toolbar should now display the extra buttons.



Screen Shade


When delivering a presentation, you can use the pull down screen shade feature to reveal information on the page, as and when it is required.

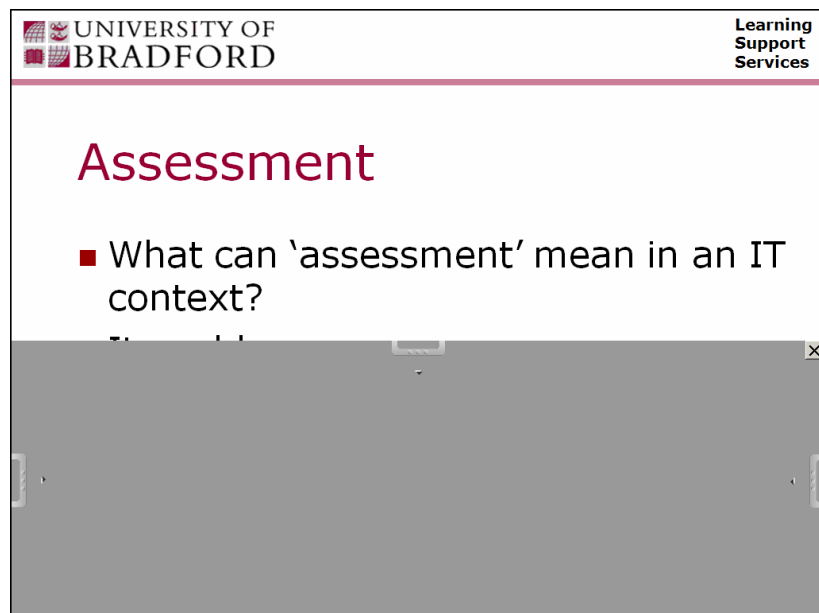
1. Touch the **Screen Shade button**  on the Floating Tools toolbar, or on the SMART Notebook toolbar.



Initially the shade will completely cover the screen.


2. Drag the down pointing arrow at the top of the shade as and when you wish to reveal information.

3. To remove the shade completely, touch the close  button in the top right-hand corner.



Spotlight

The spotlight highlights a specific area of the presentation. It can be resized, or dragged around the screen, using either the stylus or the mouse.

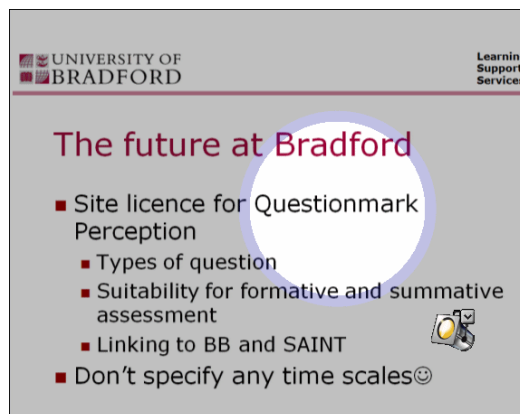
1. Touch the Spotlight button  on the Floating Tools toolbar.

Note: Once the spotlight is on an area, you can activate items within it.

2. To move the spotlight, touch an area outside the circle and drag in the intended direction. (Touching the rim and dragging will resize it.)
3. The percentage of transparency can be altered by choosing **Transparency** from the Menu icon.

You can also choose a different shape for the beam.

4. To close down the spotlight, choose **Exit**.



Full Screen

1. While presenting from the Notebook™ application, select **View, Full Screen** to maximize the workspace and hide the toolbars.
2. Use the Full Screen toolbar to move through the pages.
3. To return to the default view, press the ESC key.



CARE OF THE EQUIPMENT


To clean the screen, use a slightly moistened, anti-static cloth. (Glass cleaners such as detergents, alcohol or organic solvent must not be used.)

To clean the stylus, use a soft cloth moistened with diluted mild detergent.

After time, the stylus will wear down to a sharp or angled tip, which will damage the screen. When this happens, please contact Lecture Room Services to replace the tip.

The interactive LCD display screen is a fragile piece of equipment and sharp knocks will affect the behaviour of the stylus. Always orientate the screen before use, for maximum performance.

FURTHER INFORMATION

For more in-depth assistance, and advanced features, click on the SMART Board™ icon  in the system tray and select **Help** from the menu.

Support documentation is also available on the SMART™ Technologies web site at:

http://onlinehelp.smarttech.com/english/windows/help/notebook/10_0_0/helpcenter.htm.