

## Tip 1:

The Gallery has over 6,000 pieces of specific educational content broken down by subject which can simply be dragged onto the Notebook page you are creating.

## Tip 2:

If you accidentally write on your SMART Board™ interactive whiteboard with a permanent marker, remove the ink by writing over the area with a dry marker pen then rubbing off.



## ▲ Tip 3:

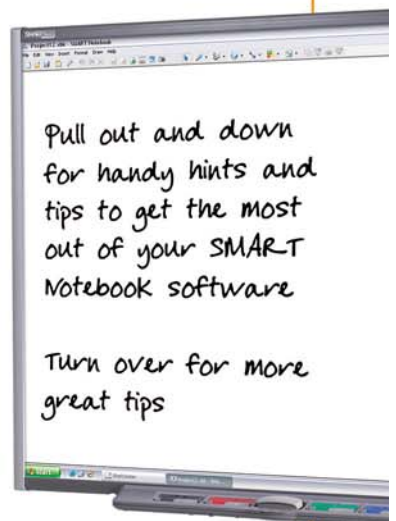
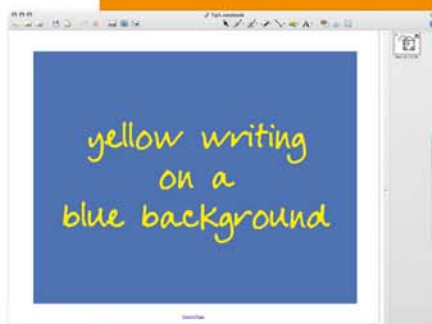
Microsoft® software such as Word® and Excel® are ink aware. This means that you can write and save your comments in these applications when using the board, and they will still be visible next time the file is opened.

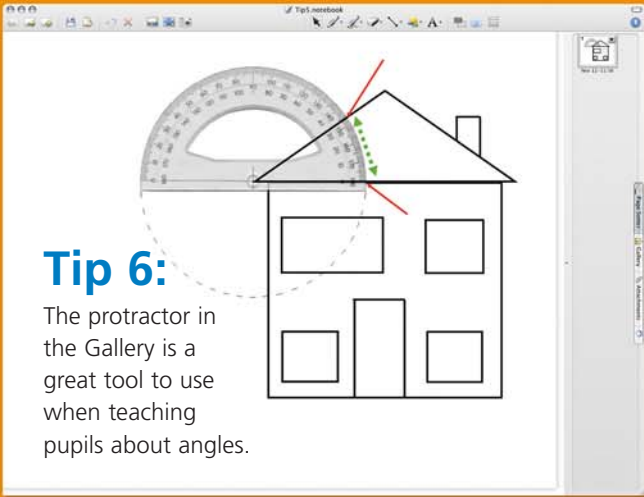
## ▲ Tip 4:

The spotlight is a great tool to help focus a pupil's attention on a specific part of the screen. You can also add the spotlight to the floating tool bar so it is readily available when you lift a pen.

## Tip 5:

It is easier for Dyslexics to read yellow writing on a blue background.





### Tip 6:

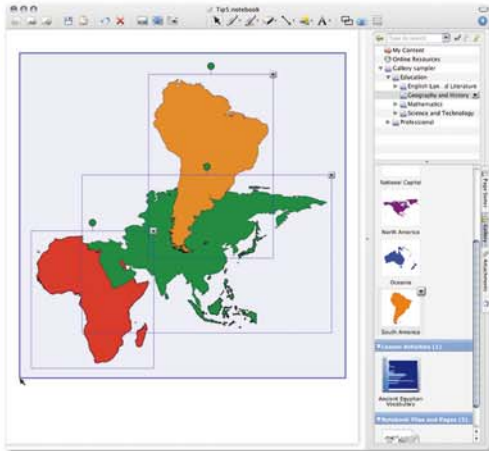
The protractor in the Gallery is a great tool to use when teaching pupils about angles.

LITTLEBOOK  
PULL OUT  
AFFIX TO COVER

INK/VARNISH  
FREE AREA

### Tip 7:

Find objects hidden behind other objects by using 'area select'. Objects can then be dragged elsewhere on the screen.



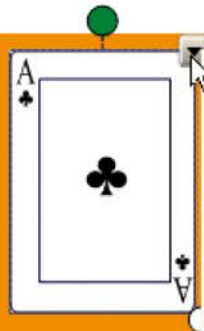
### Tip 8:

To move an object accurately to a certain point in your Notebook file, select the object and use the arrow keys to place it.



### Tip 9:

In PowerPoint® slide show mode you can move from slide to slide without the tool bar - you simply press twice on the board. To advance, ensure the second press is to the right of the first. To reverse, make the second press to the left of the first.



Clone	Ctrl+D
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del

Check Spelling...

Locking	▶
Grouping	▶
Flip	▶
Order	▶

Infinite Cloner

Link...
Sound...
Properties...

### Tip 10:

The object drop down menu gives you one touch access to the objects' properties. For example, you can lock an object in place preventing it from being moved or altered.