



## Tip 1:

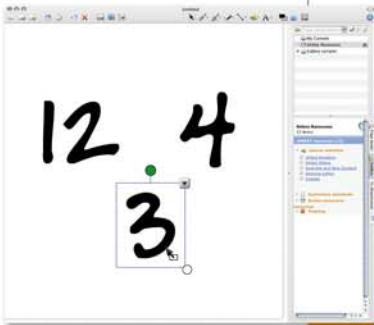
To quickly calibrate your SMART Board interactive whiteboard tap the two centre buttons on the pen tray at the same time and release, this will bring up the orientation screen.

## ▲ Tip 2:

To avoid causing a shadow on your board, get into the habit of holding onto one edge of the board.

## Tip 3: ▶

To quickly clear all content drawn with the pen, take the eraser from the pen tray and draw a complete circle around all annotations. Tap in the centre of the circle and, as if by magic, the board will be clear of pen annotations!



## ▲ Tip 4:

When you want words to appear as separate objects and have the ability to move them around the screen, cover the pen light in the tray with your fingers at the end of each word as you are writing.



## Tip 5:

Sometimes it is better to use the 'undo' button when you make a mistake rather than rubbing out.





## ▲ Tip 6:

To capture any area of the screen or your work, press the capture tool button and press on any corner of the area you wish to capture.

Press and drag until you surround the entire area. Once you release, the area will be captured as an object in Notebook.



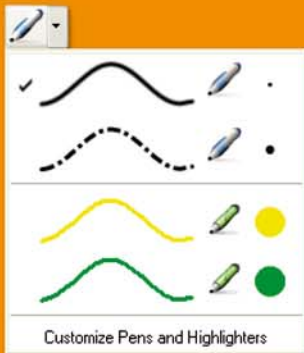
## Tip 7: ▶

Younger pupils can sometimes press and hold on the board for a long period of time, bringing up the right click menu. This can be turned off in the SMART software control panel.



## ▲ Tip 8:

For the smaller pupils in your class you can move the tool bar down to the bottom of the screen so that they can reach by pressing the blue arrow.



## Tip 9:

To help your pupils practise formulating letters and words, change the line styles into dotted lines with a specific start point, which they can then draw over the top.

## Tip 10:



If you have a technical problem with your SMART Board interactive whiteboard contact Steljes Technical Services on **08450 724 999** or email [services@steljes.co.uk](mailto:services@steljes.co.uk)

Don't forget to keep an eye out for the next **10 Top SMART Notebook Tips** which can be found on the February 2008 issue of 5 to 7.