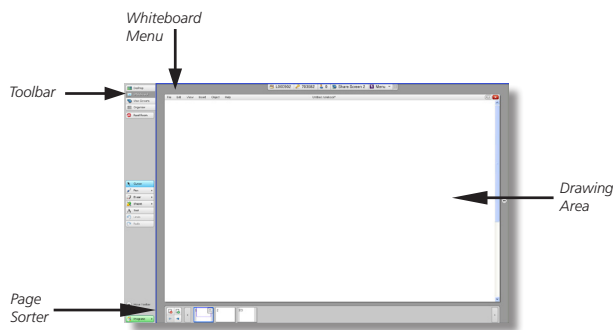


Using Whiteboard Mode in SMART Meeting Pro™ Premium



Introduction

The *Whiteboard* mode in SMART Meeting Pro™ Premium allows you to capture notes and drawings in digital ink on your SMART product. Use *Whiteboard* mode for brainstorming, note taking and other activities that involve your SMART product's digital ink tools.



You can access *Whiteboard mode* at any time by pressing  **Whiteboard** on the toolbar.

In this lesson you will learn how to:

- Modify the Whiteboard mode interface
- Create and open a Whiteboard file
- Create and erase meeting notes
- Navigate Whiteboard pages
- Add and delete Whiteboard pages
- Save and e-mail your Whiteboard file
- Reset the room

Presenting in Whiteboard Mode

You can use the following features to modify the Whiteboard mode interface when you're presenting, or if you want a larger drawing area:

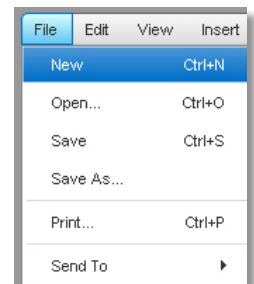
- Collapse the toolbar by pressing 
- Restore the toolbar by pressing 
- Move the toolbar to the right or left of the screen by pressing 
- Switch to full screen by pressing  in the top-right corner of the screen
- Exit full screen by pressing  in the top-right corner of the screen

Creating a New Whiteboard File

You can save your digital meeting notes as a Whiteboard file. You can open, view, edit and share this file at your convenience. SMART Meeting Pro Premium automatically creates a new Whiteboard file when it starts, but you can create a new Whiteboard file at any time.

To create a new Whiteboard file

Select **File > New** from the Whiteboard menu.

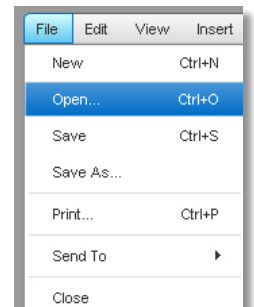


Opening a Whiteboard File

You can save your Whiteboard file with a .notebook file extension. If you want to work with a Whiteboard file that you previously saved, simply open the .notebook file.

To open .notebook files

1. Select **File > Open** from the Whiteboard menu. The *Open* dialog box appears.
2. Browse to and select the .notebook file you want to open
3. Press the **Open** button



This is particularly useful if you want to save notes for a recurring meeting in the same file, or if you'd like to review previous meeting notes.

NOTE: You can also open your Microsoft® PowerPoint® files in SMART Meeting Pro Premium by selecting your PowerPoint file from the *Open* dialog box.

Note that some PowerPoint features are not supported by SMART Meeting Pro Premium.

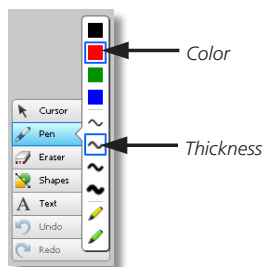
Using Whiteboard Mode in SMART Meeting Pro Premium

Creating Meeting Notes

Create digital meeting notes quickly and easily.

To write/ draw notes

1. Pick up a pen from your SMART product's pen tray
2. Select a color and thickness
3. Write in the drawing area

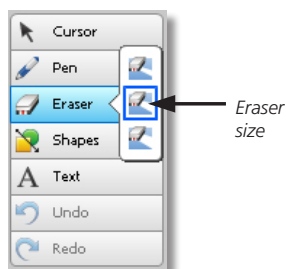


Erasing Meeting Notes

Erase digital meeting notes quickly and easily.

To erase notes

1. Pick up the eraser from your SMART product's pen tray
2. Select the eraser size
3. Erase your digital ink notes

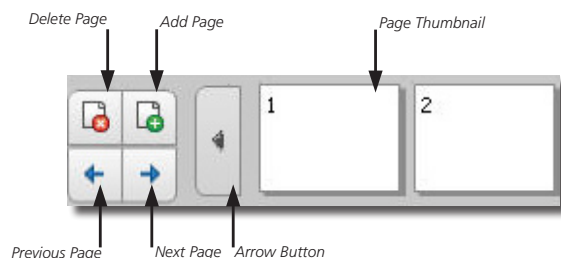


Navigating Pages

You can use the Page Sorter to easily navigate the pages in your Whiteboard file.

Page Sorter functions:

- Select a page by pressing the page thumbnail
- Select the next page in the file by pressing **Next Page**
- Select the previous page in the file by pressing **Previous Page**
- If you have many pages in your file, you can scroll through the page thumbnails by pressing the arrow buttons
- Rearrange pages by pressing and dragging the page thumbnails in the Page Sorter



NOTE: If you are viewing Whiteboard mode in full screen, the **Next Page** and **Previous Page** buttons are located on the toolbar and you are unable to add or delete pages.

Adding a Page to Your Whiteboard File

One of the great advantages of SMART Meeting Pro Premium is the limitless supply of pages. Simply add another page to your Whiteboard file when you need more space to write.

To add a blank page

Press in the Page Sorter.
A blank page appears.

Deleting a Page From Your Whiteboard File

If you want to remove some of your notes, you can easily delete a page from your Whiteboard file.

To delete a page

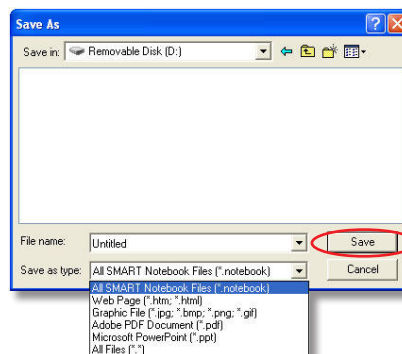
1. Select the thumbnail of the page you want to delete.
2. Press in the Page Sorter. A confirmation dialog box appears.
3. Press **OK**

Saving Your Whiteboard File

You can save your Whiteboard file as a SMART Notebook, Microsoft PowerPoint, Web Page, Adobe® PDF Document or Graphic file.

To save your Whiteboard file

1. Select **File > Save As** from the Whiteboard menu
2. Select a name and location to save your file
3. Select a file type from the **Save as type** drop-down menu
4. Press **Save**

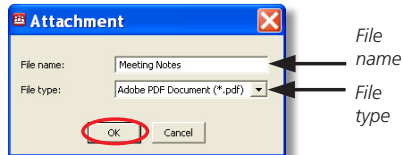


E-mailing Your Whiteboard File

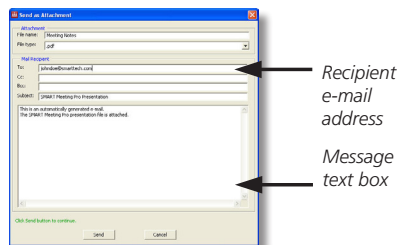
You can e-mail your meeting notes quickly and easily to any recipient you want. Send the meeting notes to meeting participants instantly so that everyone has a copy, or distribute them to anyone who was absent.

To e-mail your Whiteboard file

1. Select **Send To > Mail Recipient (as Attachment)**. The *Attachment* dialog box appears.



2. Type a file name in the **File name** text box
3. Select a file type from the **File type** drop-down menu
4. Press **OK**. The *Send as Attachment* dialog box appears.
5. Type the desired information in the appropriate fields
6. Press **Send**

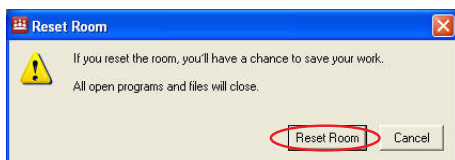


Resetting the Room

Press the **Reset Room** button on the toolbar to close all programs and files that you used in your meeting. SMART Meeting Pro Premium is then ready for the next meeting.

To reset the room

1. Press **Reset Room** on the toolbar. The *Reset Room* dialog box appears.



2. Press **Reset Room**
3. You are prompted to save any open files before closing

NOTE: Resetting the room closes all programs and files that you opened on the computer after you started SMART Meeting Pro Premium.

Conclusion



Use *Whiteboard* mode in SMART Meeting Pro Premium to capture your digital ink meeting notes.

In this lesson you have learned how to:

- Modify the Whiteboard mode interface
- Create and open a Whiteboard file
- Create and erase meeting notes
- Navigate Whiteboard pages
- Add and delete Whiteboard pages
- Save and e-mail your Whiteboard file
- Reset the room

For more information about SMART Meeting Pro Premium, visit <http://www.smarttech.com/us/Resources/Training/Training+Search+Pre-filter>

Using the Desktop with SMART Meeting Pro™

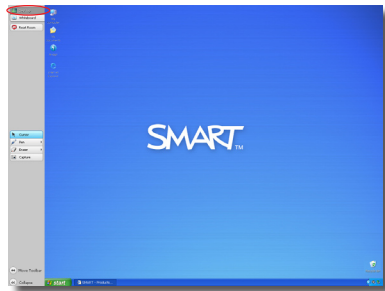
SMART™



Introduction

You can use SMART Meeting Pro and your SMART interactive product to work with any program or application on your computer. Open files, websites or programs and write digital notes that you can save to your Whiteboard file.

You can access the desktop at any time by pressing **Desktop** on the toolbar.



Working in Desktop Mode

When you're working in Desktop mode, you can use your finger as your mouse to interact with programs and applications.

To left-click

With the pens and eraser in the pen tray, a press with your finger is the same as a left-click with the mouse. Simply double-press to perform a double-click.

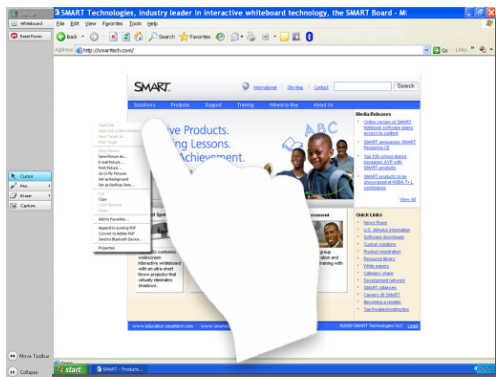
To right-click

1. Press the **Right-Click** button on your interactive product
2. Press the screen

OR

1. Press and hold your finger on the screen for 3 seconds

NOTE: Your next contact with the interactive screen is a right-click. Subsequent presses revert to a left-click.

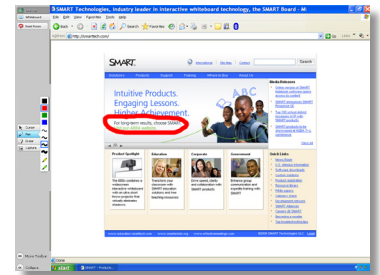


Writing Notes Over Websites and Applications

Use your finger or the Cursor tool to open a website, document or application just as you would on your computer. You can write and draw digital ink notes over the display. Refer to the section titled *Working in Desktop Mode* for instructions on using your finger to interact with programs and applications.

To write notes over websites and applications

1. Double-press your Internet browser, file or application icon
2. Pick up a pen from your SMART product's pen tray
3. Select a color and thickness
4. Write over the website, file or application

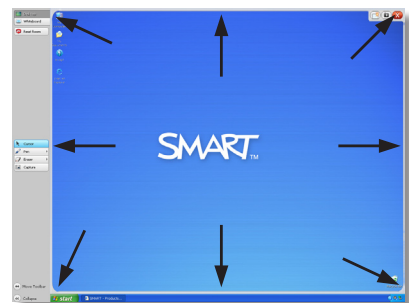


Capturing Notes to Your Whiteboard File

When you write over websites and applications that are not Ink Aware, you can capture an image of the screen to your Whiteboard file using the Digital Ink Layer. Refer to the section titled *Using Ink Aware* for a listing of Ink Aware applications, and instructions on using Ink Aware tools. When you make a note on any application that isn't Ink Aware, the Digital Ink Layer appears, as indicated by the frame around the screen.

Press **Capture** on the toolbar to capture your notes to a new page in your Whiteboard file.

TIP: Press the **Close** button in the top-right corner to close the Digital Ink Layer. Press the **Clear** button to clear all your digital ink notes from the screen.



Using the Desktop with SMART Meeting Pro

Using Ink Aware

SMART Meeting Pro integrates with many popular third-party word processing, graphics, Tablet PC, presentation and conferencing applications. When you use an Ink Aware application you can inject your digital ink notes directly into the file, rather than over the file. Refer to the section entitled *Ink Aware Applications List* for a listing of Ink Aware applications.



When you write in Microsoft® Excel®, Word or PowerPoint®, the *Aware Tools* toolbar appears either as a floating toolbar, or at the top of the screen with the application's other toolbars.

- Press  to insert your digital ink notes into the document as a graphic. Your notes behave like any other graphic in your file.
- Press  to convert your digital ink notes to typed text, and insert them at the cursor position. The typed text appears in the same color as the digital ink notes.
- Press  to take a screen capture of your digital ink notes and the underlying application. The screen capture appears in a new page in your SMART Meeting Pro Whiteboard file.

Ink Aware Applications List

The following applications are Ink Aware:

- Microsoft Word (all versions through 2007)
- Microsoft Excel (all versions through 2007)
- Microsoft PowerPoint (all versions through 2007)
- Microsoft Visio® (2002 and 2003 versions)
- Adobe® Acrobat® Pro (version 6.0, 7.0, 8.0 and 9.0)

Conclusion



Use *Desktop* mode to work with any program or application on your computer.

In this lesson you have learned how to:

- Interact with the computer using your finger
- Write notes over websites and applications
- Capture your notes to *Whiteboard* mode
- Use Ink Aware

For more information about SMART Meeting Pro, visit

<http://smarttech.com/trainingcenter/material.asp>

Collaborating with SMART Meeting Pro™ Premium

SMART™



Introduction

SMART Meeting Pro™ Premium includes integrated SMART Bridgit™ collaboration functions as part of a client/server application that lets you share applications and information with anyone, anywhere in the world.

When you install SMART Meeting Pro Premium, you're asked to provide information about the SMART Bridgit Server that you and other meeting members use to connect to each other. When you start SMART Meeting Pro Premium, it automatically creates a meeting as indicated by the name and password in the SMART Bridgit Collaboration Bar at the top of the screen.

Participants (remote or local) use the meeting name and password to join your meeting. When your meeting participants are connected, you can share your screen with them so that everyone can see and work with the same information, at the same time.

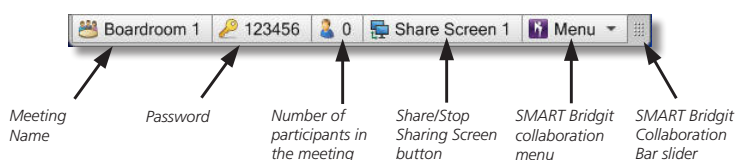
In this lesson you will learn how to:

- Create a meeting with SMART Meeting Pro Premium
- Invite meeting participants
- Share your screen
- Join a meeting with SMART Bridgit client software

NOTE: The SMART Bridgit collaboration feature connects meeting participants through a SMART Bridgit Server. This feature is only available if the meeting host has access to a SMART Bridgit Server. For more information about SMART Bridgit Servers, refer to the *SMART Bridgit System Administrator's Guide*.

The SMART Bridgit Collaboration Bar

The SMART Bridgit Collaboration Bar contains all of the information and tools you need to join, host and control your collaborative meetings. SMART Meeting Pro Premium creates a new password each time it starts, but you can easily change the meeting name and password to suit your preference.



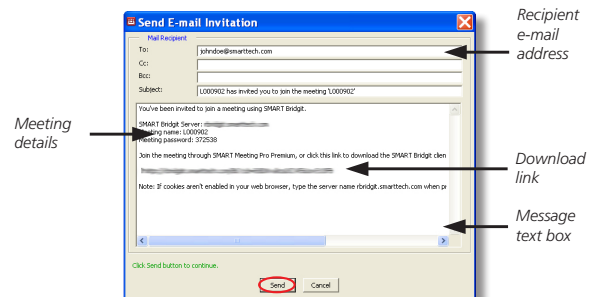
Creating a Meeting

SMART Meeting Pro Premium automatically creates a meeting when it starts, or after you press **Reset Room** on the toolbar. As a meeting host, all you need to do to create a meeting is communicate the meeting name and password to the participants and share your screen with the participants once they have joined.

NOTE: To change the meeting name and password, select **Menu > Change Meeting Name and Password** from the SMART Bridgit Collaboration Bar, enter your new meeting information and press **OK**.

To e-mail meeting details

1. Select **Menu > E-mail Invitation to Others** from the SMART Bridgit Collaboration Bar. The *Send E-mail Invitation* window appears.
2. Type the desired information in the appropriate fields
3. Press **Send**



To share your screen

1. Press **Share Screen** on the SMART Bridgit Collaboration Bar. *Preparing to share your desktop. Please wait...* appears on your screen briefly.
2. A thin blue border appears around your screen indicating that your screen is being shared

NOTE: To stop sharing your screen, press **Stop Sharing** on the SMART Bridgit Collaboration Bar.

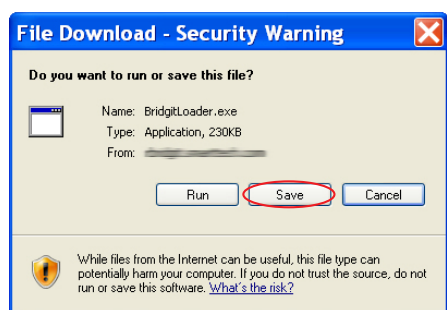
Collaborating with SMART Meeting Pro Premium

Joining a Meeting with SMART Bridgit Client Software

SMART Meeting Pro Premium integrates with SMART Bridgit software to connect meeting participants. Participants that want to join your SMART Meeting Pro Premium meeting (either locally or remotely), download and install SMART Bridgit client software on their computer or laptop, and use it to connect to your meeting.

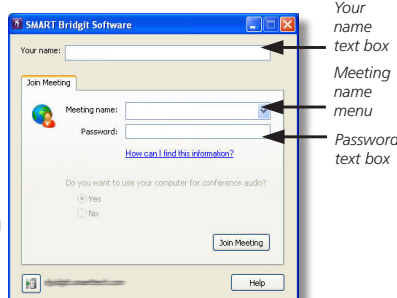
To download and install SMART Bridgit client software

1. Click the download link in the e-mail invitation you received from the meeting owner. A *File Download* window appears.
2. Click **Save**. The *Save As* dialog box appears.
3. Select the Desktop as the file save location, and then click **Save**. A SMART Bridgit icon is created on the Desktop.



To join a meeting with SMART Bridgit client software

1. Double-click the **SMART Bridgit** desktop icon. The *SMART Bridgit Software* dialog box appears.
2. Type your name in the **Your name** text box
3. Select the name of the meeting from the **Meeting name** drop-down menu
4. Type the password in the **Password** text box
5. Select your preferred audio settings
6. Click **Join Meeting**



NOTE: To connect to a different server, click the  button. The *server information* dialog box appears. Select the **Server name** from the drop-down menu, or type the server name in the text box and click **Connect**.

Joining Another Meeting with SMART Meeting Pro Premium

You can easily connect to another meeting using SMART Meeting Pro Premium. This is particularly useful for team projects, multiple site meetings, or if you have more participants than a single meeting room can accommodate.

To join another meeting with SMART Meeting Pro Premium

1. Select **Menu > Join Another Meeting**. The *SMART Bridgit Software* dialog box appears.
2. Type your name or location in the **Your name** text box
3. Select the name of the meeting from the **Meeting name** drop-down menu
4. Type the password in the **Password** text box
5. Press **Join Meeting**

Conclusion



You can use SMART Meeting Pro Premium to collaborate with local or remote meeting participants.

In this lesson you have learned how to:

- Create a meeting with SMART Meeting Pro Premium
- Invite meeting participants
- Share your screen
- Join a meeting with SMART Bridgit client software

For more information about SMART Meeting Pro Premium, visit <http://www.smarttech.com/us/Resources/Training/Training+Search+Pre-filter>