

# Smart board instructions

<http://www.econ.jhu.edu/pdf/SmartboardHandout.pdf>

- Press *Power* on the remote to start the projector; after warm-up, the board will display the classroom computer desktop
- Place the eraser and markers as appropriate on the board (make sure you align all the pens in one direction)
- The Smart Board is *touch sensitive*: you can do all of the following procedures by *either* tapping on the board directly *or* using the mouse

# Smart board instructions

- Double click/tap on the Smart Tools icon on the desktop to enable them; this enables you to use the electronic pens and eraser as you would on a normal board; however, you can only use *one instrument at a time* and the others must be placed in their appropriate positions
- The Smart Board supports two presentation file types: Adobe Acrobat and Powerpoint

# Smart board instructions

- **PDF files** – double tap/click the file icon to open it in Adobe Acrobat and then touch Window – Full Screen View;
  - For *navigation*, you should use the remote keyboard provided
  - For *writing*, use the electronic pens and eraser ONLY
    - **Note 1:** if you move to the next page, the annotations you made using the electronic pens will disappear

# Smart board instructions

- **POWERPOINT files** - double tap/click on the file icon to open in Powerpoint and then touch Slide Show – View Show;
  - For *navigation*, you can *either* tap on the forward and back arrows that appear on the lower left corner of the Smart Board *or use* the remote keyboard provided
  - For *writing*, use the electronic pens and eraser ONLY
    - **Note 1:** if you move to the next page, the annotations you made using the electronic pens will disappear
    - **Note 2:** if you want the text of your annotations to be saved in the presentation, tap/click on the button between the back and forward arrows in the lower left hand corner of the screen, choose Settings – Enable “Auto Save Annotations on Slide Advance”

# Smart board instructions

- **Using the Smart Board and a laptop**  
(note that this will allow you to use the board as a simple screen only; it will not be touch sensitive):
  - connect the laptop to the existing white video signal cable plugged into the wall outlet besides the PC in the classroom
  - Press the Fn + Crt/Lcd keys on your laptop simultaneously and repeatedly to switch the image from the screen to the Smart Board

# Smart board instructions

- **Troubleshooting:** if the Smart Board is not responding to tapping or the electronic pens and eraser don't work:
  - make sure that the switch located to the right of the the PC is turned to position A
  - make sure the electronic pens and eraser are enabled by double clicking/tapping on the Smart Tools icon on the desktop