**Smartboard Assistance**

**Smartboard Freeze/Mute:**  
You can have one image frozen on the SMARTboard while you continue to work on your computer.  Use your remote button  to FREEZE the SMARTboard image.   The frozen SMARTboard screen allows you to work on your PC (ex: check email, etc) in private.  Simply press FREEZE again to restore.  
  
You can hide the image on your SMARTboard and still see it on your computer.  Use your remote to MUTE the SMARTboard screen.  The SMARTboard will go dark.  Simply press MUTE again to restore the image to the SMARTboard.  NOTE:  Please don’t forget to power down your projector at the end of each day.  
  
**Smartboard Cleaning Tips:**  
Remove excess dry-erase ink residue with a damp cloth.  Use an alcohol-free household glass cleaner such as Windex, to clean the writing surface.   Do not spray cleaner directly on the surface.  Also, try to use a dry-erase marker cleaner, such as Sanford Expo whiteboard cleaner.  For stubborn stain, use isopropyl alcohol sparingly.  
  
To remove permanent marker, use  Sanford Expo whiteboard cleaner over the permanent ink stain, allow the solution to dry, then wipe the surface clean with a soft cloth.  Also cover the permanent ink with high-odor dry-erase ink.  While the ink is still wet, wipe the screen with a soft cloth.  
  
**Smartboard Beeps:**  <http://smarttech.com/us/Support/Browse+Support/Support+Documents/KB3/131847.aspx>  
[Indicator.pdf](http://hpswebs.hinghamschools.com/PRS/departments/computerlab/Indicator.pdf)  
  
**Converting  files to Notebook Software:**  
1.  Scan pages and import them into SMART Notebook software:  
\*You will need a scanner attached to your computer  
Launch Notebook software  
Choose Insert/Picture from Scanner   
Choose SCAN  
Choose SCAN again  
  
2.  Convert a PDF file into SMART Notebook:  
Open the PDF file in Adobe Reader  
Choose File/Print  
Choose Advanced  
Choose Print as image  
OK    OK  
It may take a few moments but SMART Notebook will open.  You will see each page as a separate slide.  
  
3.  Convert a Powerpoint file into SMART Notebook:  
Open Notebook  
Choose File/Import  
Choose the PPT file  
OK   
  
4.  Convert Microsoft (Word, Excel, Publisher) file to SMART Notebook:  
Open (Word, Excel or Publisher) file  
Choose File/Print/Printer Name: SMART Notebook  
This file will be saved as a  .notebook file to your desktop  
Open SMART Notebook and  choose File/Open/filename  
  
5.  Use Screen Capture to paste a window to SMART Notebook:  
Open the file you would like to capture (for example an MS-Word file)  
Choose "File/Print Preview" in order to view the document in full-page mode  
Click on the Notebook icon on bottom right of your screen  
Choose "Other Smart Tools", then choose "Screen Capture Toolbar".  A small window will open  
Choose the first option, then drag your mouse over the region of interest  
 Notebook will automatically open with a picture of the file you want to view in Notebook  
 Be sure to save your Notebook file.  
  
**Orienting your Smartboard 600:**    
When orienting your SMARTboard, you may find that a *finer alignment* allows for more precise use.  Here are directions to change the setting from the standard 9 point alignment to 20 point alignment.

1. Launch Notebook
2. At the Welcome Screen, choose Control Panel
3. Choose SMART Hardware Settings
4. At dropdown menu that reads “Pen and Button Settings, choose “Orientation/Alignment Settings”
5. Choose the radio button named FINE (20 points)
6. Choose OK
7. Choose ORIENT
8. Press the center of each target and release

**Calibrating and Orienting your Smartboard 800:**  
    1.  click the SMART software icon in the Windows notification area  
    2.  select SMART hardware settings  
    3.  click Advanced settings, then click Calibrate  
    4.  using the tip of a pen tray pen, press the red targets as they appear.  **Hold til the target turns green**. Repeat  
    5.  when done, the orientation screen will appear.  
    6.  using the tip of a pen tray pen, press the red targets as they appear.  Repeat until done.