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FOR
DUMMIES®

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- Create and deliver interactive lessons and presentations
- Incorporate multimedia to capture your audience
- Collaborate on files in real-time with remote attendees
- Save and distribute digital meeting notes

Radana Dvorak



***SMART Board[®] Interactive
Whiteboard For Dummies[®]***
by Radana Dvorak



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Radana Dvorak holds a PhD in computer science from the Queen Mary, University of London, a master's degree in artificial intelligence from the University of Sussex, and a BA from the University of Michigan. Radana has been involved in eLearning since 1989, when her research in human computer interaction focused on computer-based training. She has been a researcher and a university instructor in the United Kingdom, the Cayman Islands, and the United States. She also has spent time in the software industry. Currently, she's an associate dean at Saint Martin's University in Lacey, Washington, where she heads an office charged with providing the general oversight and strategic planning for the improvement, growth, and development of Saint Martin's online and off-campus learning opportunities. Her focus is combining her love for technology and education to help organizations with the transitions impacted by the enormous changes technology has brought to education.

Dedication

I dedicate this book to my children, Anna and James, and to my dear Paul, for encouraging and believing in me.

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Introduction

Odds are, years ago, you used chalk and a blackboard. Then you progressed to a whiteboard. And now you're moving to the SMART Board[®] interactive whiteboard. This book is the resource you need to make this transition a smooth one.

You're probably familiar with the SMART Board interactive whiteboard. You may even have sat through a workshop and realized that you need more guidance, but you don't want to spend hours reading online manuals or spend more time in training sessions. You just want a reference that you can keep by your side, something that'll help you use the interactive whiteboard to accomplish your goals. You want a book that cuts through the vast amount of information out there and gets to the nuts and bolts you need.

About This Book

SMART Board Interactive Whiteboard For Dummies is a reference book. You don't have to read it straight through, from beginning to end, to get what you need out of it. Instead, you can use the table of contents and index to locate the information you need when you need it. You don't have to commit anything to memory — you can return to it anytime to make using the interactive whiteboard a breeze.

Conventions Used in This Book

I don't use many conventions in this book, but I do use a few to make information easier for you to find:

- ✓ When I introduce new terms, I *italicize* them and define them nearby, often in parentheses.
- ✓ Numbered steps you need to follow and characters you need to type are set in **bold**.
- ✓ Web addresses and e-mail addresses are set in monofont. **Note:** When this book was printed, some web addresses may have needed to break across two lines of text. If that happened, rest assured that we haven't put in any extra characters (such as hyphens) to indicate the break. So, when using one of these addresses, just type in exactly what you see in this book, pretending as though the line break doesn't exist.

What You're Not to Read

You can safely skip text in gray boxes — those are sidebars, and although they're interesting, they're not critical to your understanding of the subject at hand. You also can skip anything marked with the Technical Stuff icon (see “Icons Used in This Book,” later, for more information).

Foolish Assumptions

I make a few basic assumptions about you as the reader:

- ✓ You've used a whiteboard and an overhead projector and presented in front of a crowd or a classroom using applications such as PowerPoint.

- ✓ You're an educator, involved in some kind of training, or you work in the business sector where you're required to give presentations.
- ✓ You have basic computer skills and access to the Internet.

How This Book Is Organized

SMART Board Interactive Whiteboard For Dummies is divided into five parts. Here's an overview of what each part covers.

Part I: Getting Started with Your SMART Board Interactive Whiteboard

This part is a great place to start if you want to find out everything there is to know about your interactive whiteboard. Here, I present the hardware, show you how to identify which model of interactive whiteboard you have, explain the software, and demonstrate a few tricks.

Part II: Creating Lessons and Presentations with SMART Notebook™ Collaborative Learning Software

In this part, I fill you in on SMART Notebook software. Here, you start creating fabulous lessons and presentations. You find out how to use cool objects, animate your content, and create new content with your finger, pen, or keyboard.

Part III: Adding Interactivity Tools and Collaborating Activities

In this part, you get an introduction to interactivity, how to use multimedia features, Bridgit[®] conferencing software, and SMART Meeting Pro[™] software. When you know how to use these SMART Board interactive whiteboard capabilities, you can impress all your colleagues and (more important) your audience with your newly acquired knowledge and interactive whiteboard skills.

Part IV: The Part of Tens

This part is where to go if you're short on time but want a heavy dose of useful information. Here you find answers to ten frequently asked questions; ten cool SMART accessories; ten tips, hints, and shortcuts; and ten creative ways to involve your audience in your presentation.

Icons Used in This Book

Icons are those little pictures you see in the margins throughout this book. Here's what the icons mean:



When you see the Tip icon, you're sure to find information that'll make your job easier.



When you see anything marked by the Remember icon, pay attention — you'll need to use this information again, and it's worth remembering.



When I channel my inner geek, I mark the text with a Technical Stuff icon. You can ignore these paragraphs if all you want is the information you absolutely need — but if you have your own inner (or not so inner) geek, read on!



When I give you a heads-up about something that could cause you a real hassle or headache, I flag the text with the Warning icon.

Where to Go from Here

If you're just getting started with the interactive whiteboard, you can start at the very beginning — a very good place to start. If you're trying to figure out how to set up your interactive whiteboard, turn to Chapter 2. If someone else has already set up and configured your interactive whiteboard, skip Chapter 2 and head straight for Chapter 4. Or, if you just want to figure out how to do something specific, use the table of contents or index to find the information you need.

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Part I

Getting Started with Your SMART Board Interactive Whiteboard

The 5th Wave

By Rich Tennant



"Here's your SMART Board. Want me to set it up for you?"