



SmartMedia IWB Software V5.1

User Manual

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Statements

This manual is for SmartMedia IWB Software V5.1.

Use this product strictly according to detailed operation instruction in this manual so as to ensure proper use. Before you install this product, please read this manual carefully to save your time.

Opening the package means you have agreed to purchase this product, SmartMedia will not accept returns of opened packages.

The product specification may be subject to change without prior notice. The sample pictures in this User Manual may differ from the real product.

SmartMedia reserves all rights to charge the fee at anytime for product replacement, revision and update. The information in this manual is subject to regular change without prior notice. SmartMedia will make no warranties with respect to this product and disclaims any warranties, whether express or implied, of merchantability and fitness for a particular purpose.

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Chapter 1 Product Introduction

SmartMedia IWB Software V5.1 is an integration of professional Multi-media Interactive Teaching, Courseware Making and Demonstrating Tool, catering for both solid and virtual Interactive Whiteboard. Through SmartMedia IWB Software V5.1, various interactive teaching and demonstrating functions can be achieved, such as write, erase, label (in character, line, dimension and angle), drag, zoom, reveal screen, spotlight, screen capture and save, screen record and playback, handwriting recognition, on-screen keyboard, text input, text to speech, hyperlink to video, sound and webpage, and remote conference by NetMeeting. SmartMedia IWB Software V5.1 also has colorful object animation effects, page switching effects and interactive questions. Therefore, with SmartMedia IWB Software V5.1, users can make more interactive courseware by designing unique object animation, adding sound or hyper linking.

With SmartMedia IWB Software and SmartMedia CCD Series Interactive Whiteboard (solid or virtual), marvelous interactive communicating effects can be achieved in live demonstration, teaching, product exhibition, business conference, video communication, news broadcast, securities evaluation, military command, entertainment, medical consultation, engineering design, competition tactics analysis, weather analysis, etc.

The software interface adopts toolbar and embeds graph-text design. It has friendly software interface, easy operation, and strong human-computer interaction. You can master operation within 10 minutes without specialized training and checking manual in detail. The system is compatible with other software, supports usage of any special effect tool therewith, also supports writing, text editing, marking, picture inserting, drawing, and various special demonstrating effects and assistant functions in PPT demonstrating and slide demonstrating mode and the editing mode of third party editor, such as WORD, EXCEL, etc.

The software has strong system expandability and openness, you can customize your software system, e.g. you can save or import any picture, element, background, photo, and mode into Resource Library, thus affluent teaching resource can be fully shared inside a school, between schools and over the network, and you can also manage and adjust the Resource Library, define and rearrange toolbar function buttons according to your own custom, and add common used applications and tool shortcuts by yourself, etc.

This manual is for SmartMedia IWB Software V5.1, which can be adapted to SmartMedia's various interactive whiteboards and virtual whiteboards. For the usage and operation of these whiteboards, please refer to the corresponding user manuals.

Chapter 2 Install, Uninstall, Register and Update

2.1 System Requirements

Windows XP/2003/Vista/7/8
Celeron 2.1 or higher
128MB RAM (256MB recommended)
Microsoft DirectX8.0 or above
1G free hard disk space (for full installation)
Screen resolution: 800×600, 1024×768 (16bit high color or above)

2.2 Install

SmartMedia IWB Software and SmartMedia IWB Resource Library can only be installed to Windows system under Administrator user account, but can be used in Windows system under any kind of user account. If your operating system is Windows XP SP1, the system will prompt you to update Windows Installer. Click “Yes” to update Windows Installer first.

2.2.1 Install SmartMedia IWB Software

Double-click “*SmartMedia IWB Software V5.1*” in the installation CD, then follow the on-screen instruction to install the software.



Note: During installation, the system will prompt a Hardware Installation window. Click “Continue Anyway” to finish installation. Video Codec 9 will be also auto-installed by this step.



2.2.2 Install SmartMedia IWB Resource Library

Double-click “*SmartMedia IWB Resource Library V5.0 (Full)*” in the installation CD, then follow the on-screen instruction to install the Resource Library.



Note:

1. Software will auto-choose the installation language according to your system language. If you want to finish installation by other languages, simply select from the drop-down menu.
2. You can choose Full installation, Compact installation or Custom installation.

2.3 Uninstall

2.3.1 Uninstall SmartMedia IWB Software

1. Three ways to start uninstallation of SmartMedia IWB Software:
 - 1) Click “Start > Programs > SmartMedia IWB Software V5.1>Uninstall”;
 - 2) Open “Control Panel”, select “Add/Remove Programs”, and in the list of Currently Installed Programs, select “SmartMedia IWB Software V5.1”, then click “Remove”;
 - 3) Click “SmartMedia IWB Software V5.1” on the installation CD again.
2. Follow the on-screen instruction to uninstall the software.



Note: You can also choose Repair in Uninstallation window to repair errors in the most recent installation.

2.3.2 Uninstall SmartMedia IWB Resource Library

1. Three ways to start uninstallation of SmartMedia IWB Resource Library:
 - 1) When you uninstall the SmartMedia IWB Software, the system will prompt you whether to uninstall the SmartMedia IWB Resource Library at the same time;
 - 2) Open “Control Panel”, select “Add/Remove Programs”, and in the list of Currently Installed Programs, select “SmartMedia IWB Resource Library V5.0 (Full)”, then click “Remove”;
 - 3) Click “SmartMedia IWB Resource Library V5.0 (Full)” on the installation CD again.
2. Follow the on-screen instruction to uninstall the resource library.

2.4 Register

2.4.1 Trial

You can download SmartMedia IWB Software from our website <http://www.smartmediaus.com>. After you have finished the downloading, install the software, then you can try it out immediately. SmartMedia IWB Software has 30 trial times, which are counted by the times you start the software. After the trial times have run out, please register if you want to continue using the software.

2.4.2 Register

We provide three ways to register SmartMedia IWB Software. You can register by Product SN, USB Key or Hardware Verification.

2.4.2.1 Register by Product SN

When you start the unregistered SmartMedia IWB Software, the following Register window will appear. You can also open the Register window by selecting “Register” on

the taskbar icon.

Register Smartmedia IWB

This software has 30 times of trial, 14 times left!

Information

Product SN: * (16 characters)

Company: * (Cannot exceed 100 characters)

Name: * (Not more than 20 characters)

Telephone: * (Cannot exceed 20 digits)

E-mail: * (Cannot exceed 50 characters)

Address: * (Not more than 100 characters)

Country: * (Not more than 50 characters)

Note:

1. Before you register Smartmedia IWB, please make sure your computer has been connected to Internet.
2. In order to effectively provide you our after-sales service, please enter your E-mail address and telephone number.
3. Software with single user license can only be registered on one computer, while Software with enterprise license can be registered on several computers. When registering software, you will be reminded how many computers you can still register the software on. Please check in time whether you can register the software on computers up to the amount stipulated on the software license.

Trial Register Exit

Input Product SN (which is acquired when purchasing the software), User Name, Telephone, E-mail, and Country in the Register Window, then click “Register” to finish the registration.

After registration, the software will prompt how many computers you can still register the software on. If you can't register the software on computers up to the amount stipulated on the software license, the reasons may be:

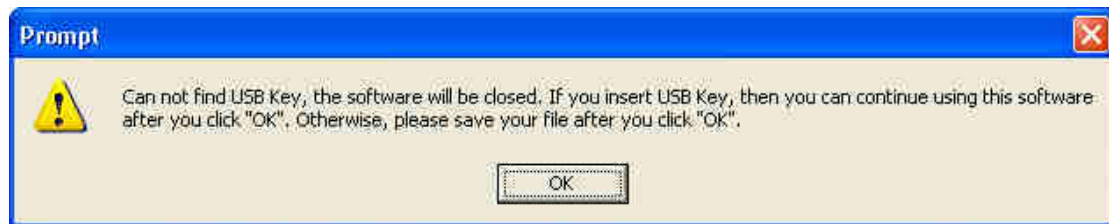
1. This SN has been used by other people;
2. The retailers sell illegally, please appeal to consumer organization for compensation.

2.4.2.2 Register by USB Key

If you want to register by USB Key, please plug the accessory USB Key into any free USB port on your computer. If no Register window appears when you start the SmartMedia IWB Software, the registration is successful. In case your 30 trial times have run out, the computer will prompt you to register every time you start the software, here you can also plug the USB Key before starting the SmartMedia IWB Software for registration.



Note: If you remove USB Key when using SmartMedia IWB Software, prompt will popup as below.

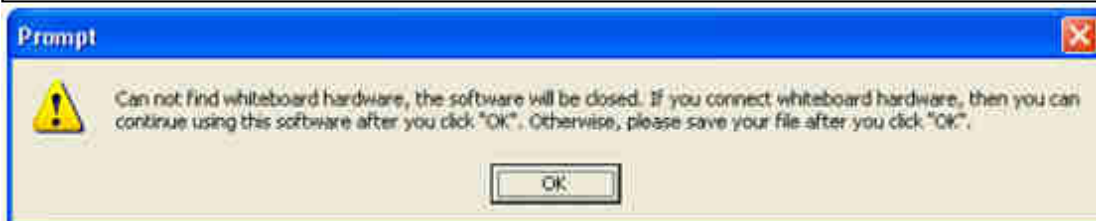


2.4.2.3 Register by Hardware Verification

SmartMedia IWB Software V5.1 can be registered by connecting with any SmartMedia IWB, except virtual series. If you want to register by Hardware Verification, please install relevant whiteboard driver and connect whiteboard with your PC. If no Register window appears when you start the SmartMedia IWB Software, the registration is successful. In case your 30 trial times have run out, the computer will prompt you to register every time you start the software, here you can also connect whiteboard with your PC before starting the SmartMedia IWB Software for registration.



Note: If you disconnect SmartMedia IWB with PC when using SmartMedia IWB Software, prompt will popup as below.



2.5 Update

After starting SmartMedia IWB Software, the system will automatically check whether the update package is available. If so, it will prompt you to update. Operation is as follow:

1. Click "Yes" to update the software, click "No" if you don't want to update now. You can also click the taskbar icon, and select "Update" to enter Update window. If it is the first time you update the software, you may need to enter your user information.

Verifying updating information

Please enter the following user information before updating.

User information

Company: * (Cannot exceed 100 characters)

Name:

Address:

Telephone: * (Cannot exceed 20 numbers)

E-mail: * (Cannot exceed 50 characters)

Country:

Note:

1. Before you update SmartMedia IWB, please make sure you have connected to Internet.
2. In order to effectively provide you our after-sales service, please enter your correct E-mail address and Telephone number.

Submit Exit



Note:

1. Only the registered SmartMedia IWB Software can be updated.
2. If the update service has expired, you should pay the update fee to continue updating the software.
3. When updating the software, if the software prompt "You cannot update unregistered software", please uninstall the software and register again, then update the software.

2. Click "Update" on Update window to download update package.

Update

Welcome to use SmartMedia IWB Software updating program!

Update Info:

Current version: V5.1 Software update date: 2013-4-15

Ready to update, click "Update" to start updating!

Update

3. After the downloading is finished, the updating process will automatically begin. If there is no need to update SmartMedia IWB Software, click "Exit" to exit this window.

Chapter 3 Explore the SmartMedia IWB Software Interface

3.1 Start SmartMedia IWB Software

To start SmartMedia IWB Software, operation is as follow:

1. Two ways to get into login interface:
 - 1) Double-click the “SmartMedia IWB Software” desktop shortcut;
 - 2) Click “Start>Programs> SmartMedia IWB Software>SmartMedia IWB Software”.



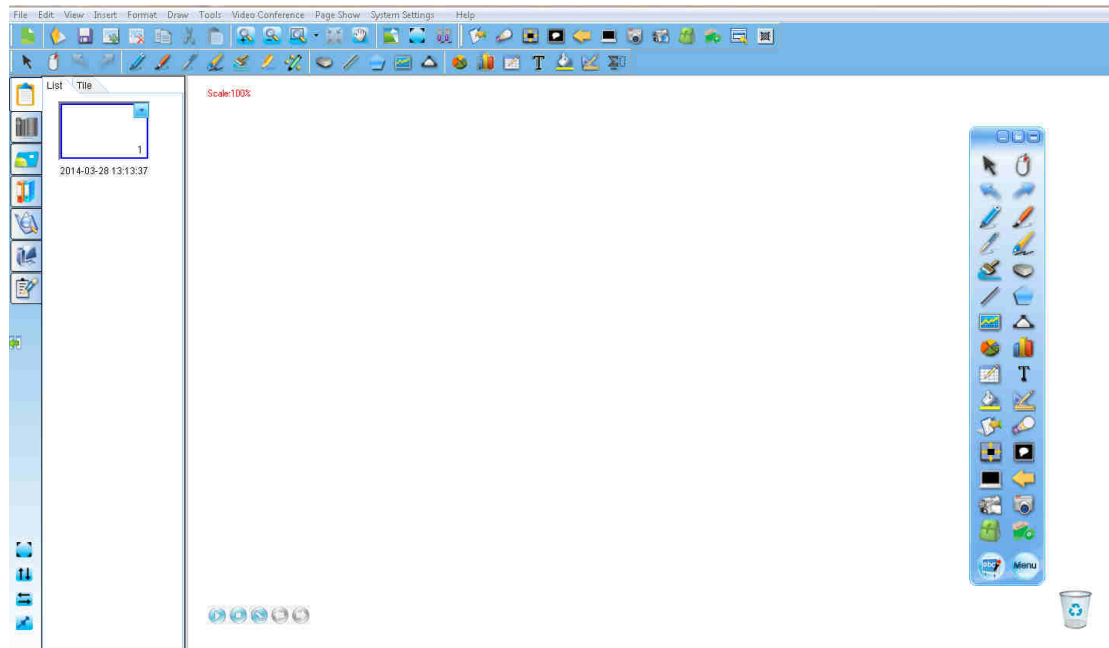
2. Enter User Name and Password, and click “OK”.

After starting SmartMedia IWB Software, You can see the main window, floating tools toolbar, and taskbar icon of SmartMedia IWB Software at bottom right corner.



Note:

1. The default User Name and Password are empty. You can add other user accounts by “Users Management”. Please see details in “Users Management” section of this manual.
2. After login, each user may customize the software interface and taskbar icons array.



3.2 Main Window

The main window of SmartMedia IWB Software consists of:

Menu Bar: Provide menus for all functions.

File Edit View Insert Format Draw Tools Video Conference Page Show System setting Help

Common Tools toolbar: Provide common page and object manipulating tools.



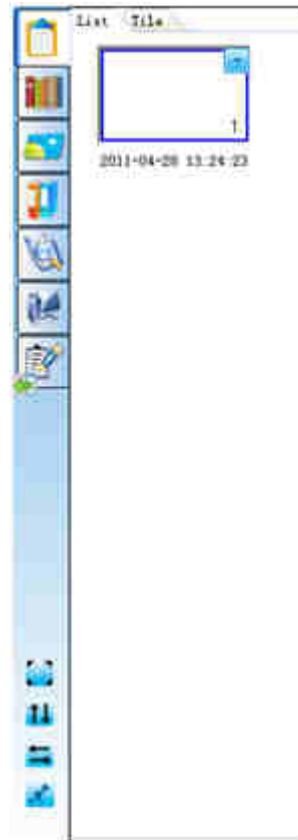
Assistant Tools toolbar: Provide some screen tools and presenting tools.



Drawing Tools toolbar: Provide all drawing tools.



Resource Panel: Provide page, subject tools, templates, resource library, search tools, courseware making panel and local panel.



Comment Column: In this column, you can use 6 kinds of drawing tools to add comment or explanation for current page. Comment in this column can also be manipulated as an object.



Whiteboard Area: Display the current page and enable you to create, edit and manipulate objects on a page.



Note:

1. You can hide Resource Panel, Common Tools toolbar, Assistant Tools toolbar, and Drawing Tools toolbar by deselecting them in "View - Toolbars".
2. You can move the toolbar by clicking on the double lines on the left side of the toolbar.
3. You can click  on Resource Panel to move the toolbars to the bottom of the screen, and click it again to move them back to the top.
4. You can click  to move Resource Panel to right or left side.

3.3 Floating Tools Toolbar

The Floating Tools toolbar enables you to quickly access frequently used tools and features. Unlike the traditional toolbar, Floating Tools toolbar is capable of being anywhere on the screen and being moved.



Switch Floating Tools toolbar's position: Wherever the Floating Tools toolbar is, there is a position switching arrow  on the contrary side. Click this arrow to move the Floating Tools toolbar from one side to the other. This function allows you to access the Floating Tools toolbar conveniently on large screen.

Minimize Floating Tools toolbar: Click  to minimize the Floating Tools toolbar. After the toolbar is minimized, click "Floating Tools" on the Taskbar icon menu to display the toolbar.

Move Floating Tools toolbar: Click on any part of the Floating Tools toolbar and drag the toolbar to new location.

Switch Floating Tools toolbar style: Click  to display the Floating Tools toolbar horizontally or vertically.

Lock/Unlock Floating Tools toolbar: Click  to lock the Floating Tools toolbar position. Click this button again to unlock.

Dock Floating Tools toolbar: Move the Floating Tools toolbar to any edge of the screen and the toolbar will automatically hide itself. To show the toolbar, move the cursor to the edge to which the toolbar is docked, or click  button.

Customize Floating Tools toolbar: You can customize buttons on the Floating Tools toolbar so that the toolbar includes the tools you use most frequently. Refer to System Settings for details. The Floating Tools toolbar can display 30 tools at most.

3.4 Taskbar Icon

After starting the SmartMedia IWB Software, a small taskbar icon will appear at lower right corner of the screen. Click the taskbar icon, a menu will appear as follow:



Main Window: Minimize/display the main interface of SmartMedia IWB Software.

Floating Tools: Minimize/display the Floating Tools toolbar.

Right-click/Left-click: Select “Right-click” or “Left-click” to switch the click function.

Single Click to Open Item/Double-click to Open Item: Select “Single Click to Open Item” or “Double-click to Open Item” to switch the way you open items. Under “Single Click to Open Item” circumstance, single clicking any program, file or folder icon will perform an open action, just like you double-click them in normal circumstance.

Gesture/Touch Recognition: Enable/disable Gesture Recognition for SmartMedia IWB CCD Series.

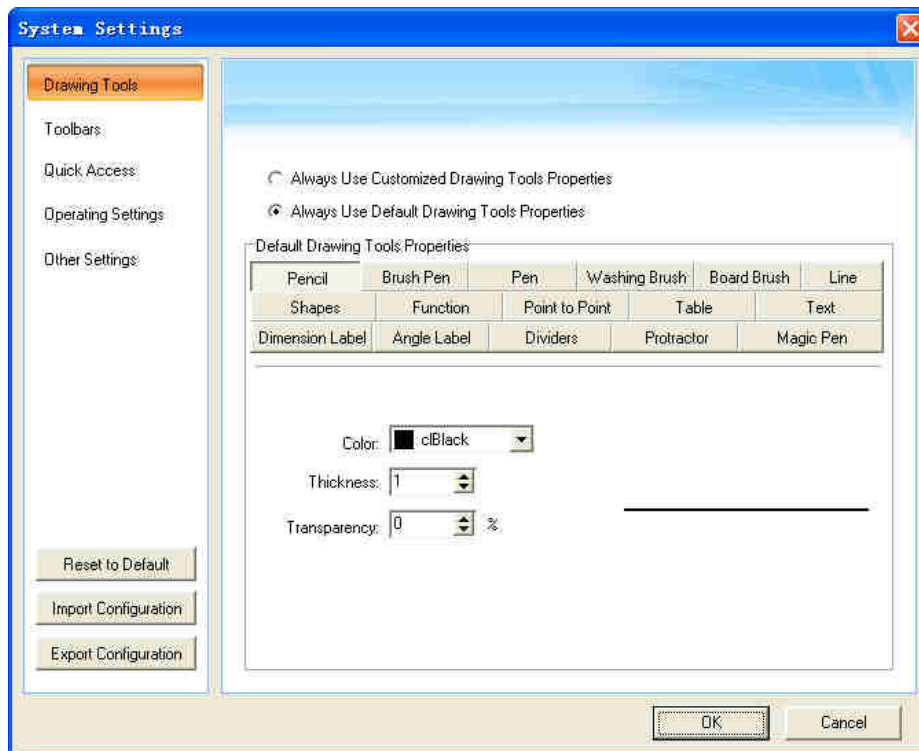
Three ways to enable/disable Gesture/Touch Recognition:

- 1) Click  on Floating Tools toolbar;
- 2) Select “Enable Gesture/Touch Recognition” from “Tools” menu;
- 3) Select “Enable Gesture/Touch Recognition” from menu of taskbar icon.



Note: By default, the  button is not displayed on the Floating Tools toolbar and Assistant Tools toolbar. You can add them manually through “System Settings > Toolbars”.

System Settings: Click this item to enter System Settings window.



Update: Click this item to update SmartMedia IWB Software.

About: Click this item to view the software version and our contact information.

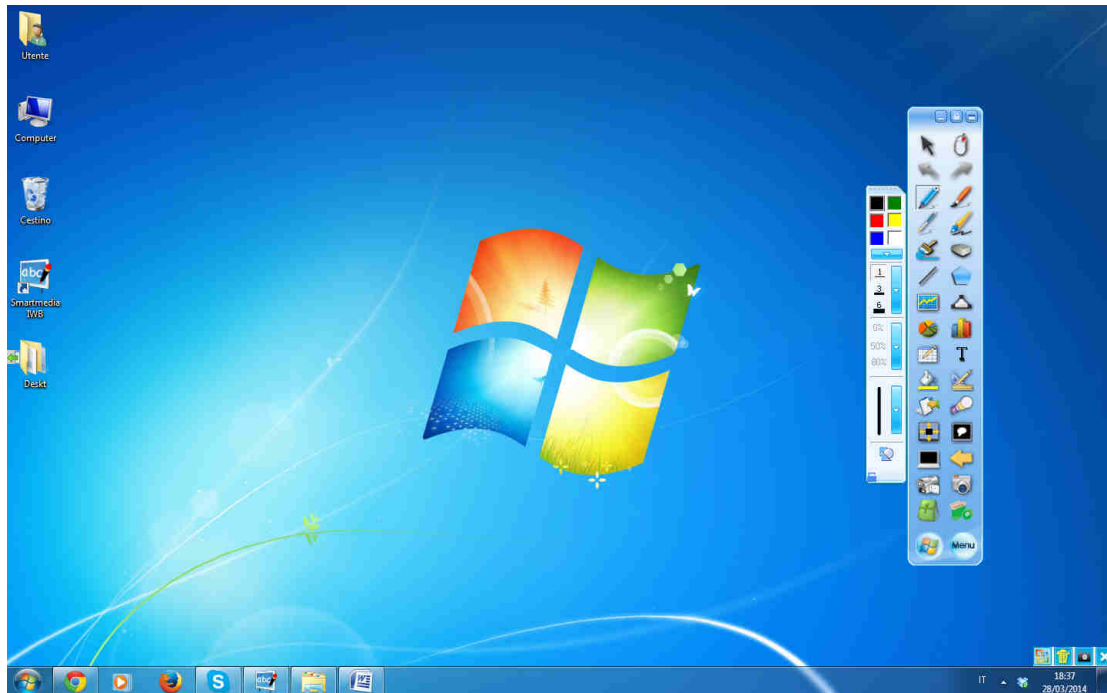
Exit: Click this item to exit SmartMedia IWB Software.

Chapter 4 Working Modes

SmartMedia IWB Software has 3 main working modes: Windows Mode, Board Mode and Show Mode. In Windows Mode, you can perform normal computer operation, annotate on screen in digital ink, and use some basic tools in Floating Tools toolbar. Board Mode displays whiteboard pages on screen. If your courseware contains animation effects or interactive questions, you can use Show Mode to display it.

4.1 Windows Mode

You can enter Windows Mode by clicking  button on the Floating Tools toolbar or minimizing the main window of SmartMedia IWB Software.



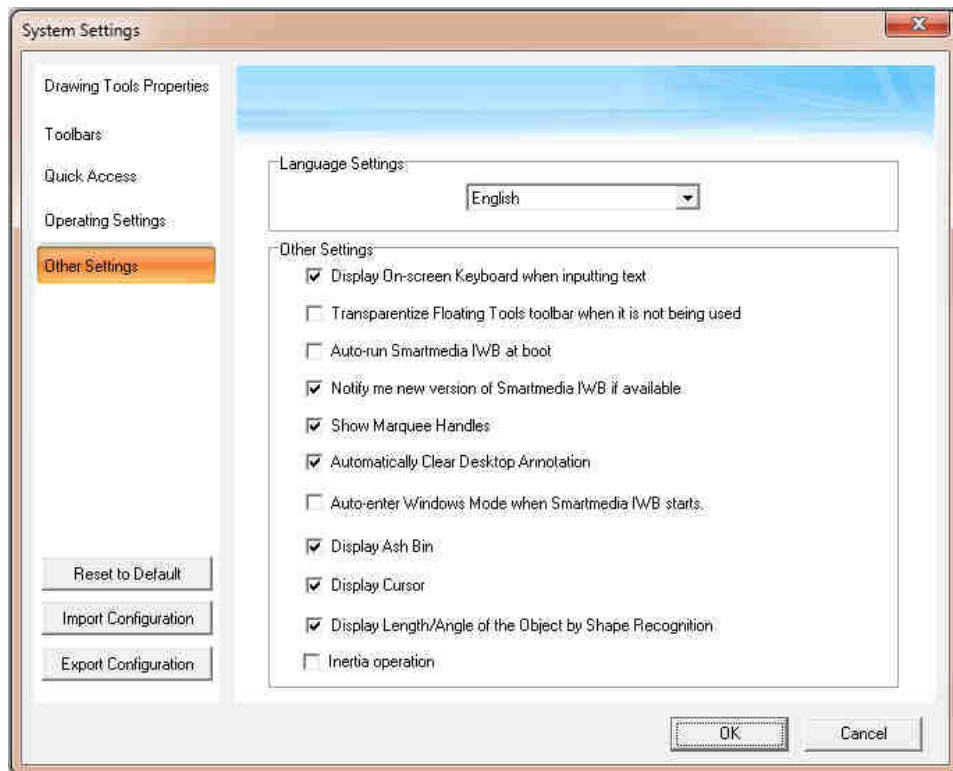
Followings are some useful functions in Windows Mode:

Annotate on screen: Select any drawing tool on the Floating Tools toolbar to enter annotating mode, an annotating frame will appear around the screen. You can annotate on screen in digital ink.

Operate Windows: When you are not in annotating mode, you can perform normal computer operation as you usually do with mouse. In annotating mode, you can also perform normal computer operation by clicking  button on the Floating Tools toolbar.

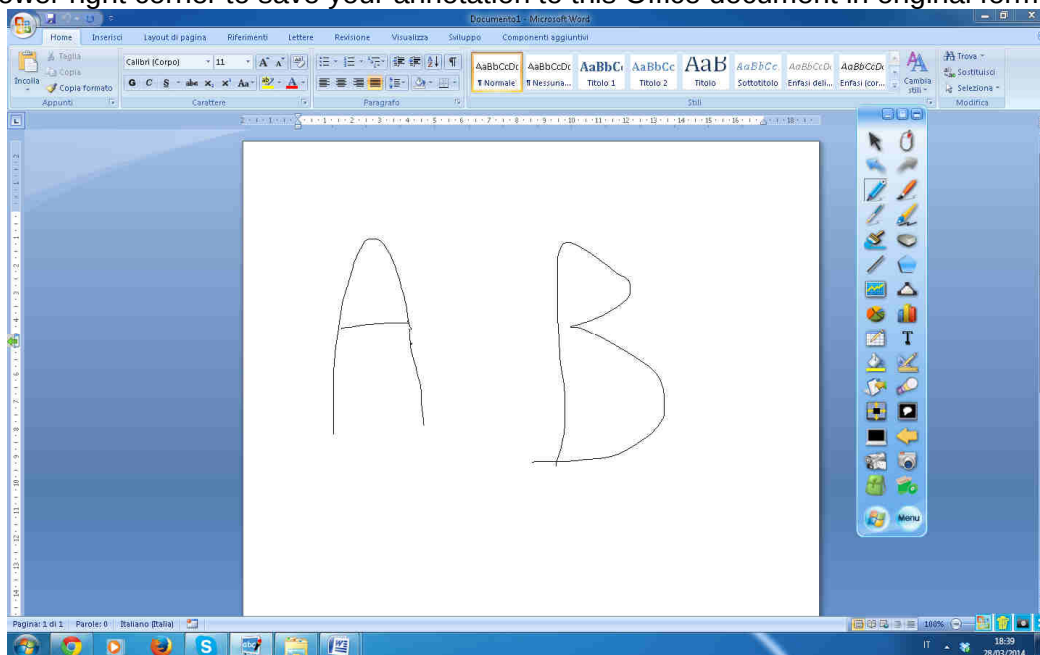
Clear annotation: Click  button at lower right corner, all annotations created by SmartMedia IWB Software will be cleared.

Auto-clear annotation: All annotations created by SmartMedia IWB Software will be auto-cleared when you switch or shut down the window. To enable this function, please select *"Automatically Clear Desktop Annotation"* in *"Other Settings"* from *"System Settings"*. This function is selected by default.



Capture Screen: Click  button at lower right corner, you can capture the current screen to whiteboard page in Board Mode. All annotations created by SmartMedia IWB Software can be edited again.

Save annotation to Office document: In case you have opened a Word, Excel or PowerPoint document and made your annotation directly on it, you can click  button at lower right corner to save your annotation to this Office document in original form.



Go to previous or next page in Office file: You can click  or  button on the Floating Tools toolbar to go to the previous or next page for Office file you are showing.



Note: By default, the  and  buttons are not displayed on the Floating Tools toolbar, you can add them manually through "System Setting > Toolbars".

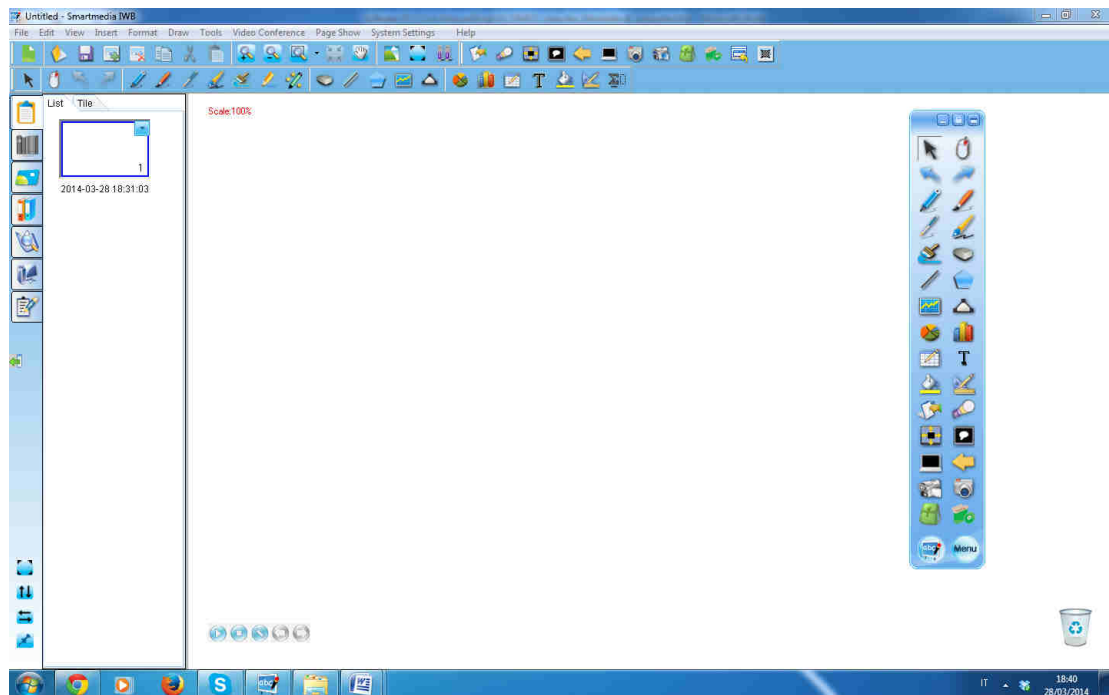
Exit annotating: Click  button at lower right corner to close the annotating frame.

4.2 Board Mode

Click  button on the Floating Tools toolbar to enter Board Mode including Full Screen Mode, Window Screen Mode and Frame Screen Mode. In this mode, there's a bin in the bottom right corner of the whiteboard page. You can drag an object from the page into the bin to delete it, or select an object then click the bin to clean it.

Window Screen Mode

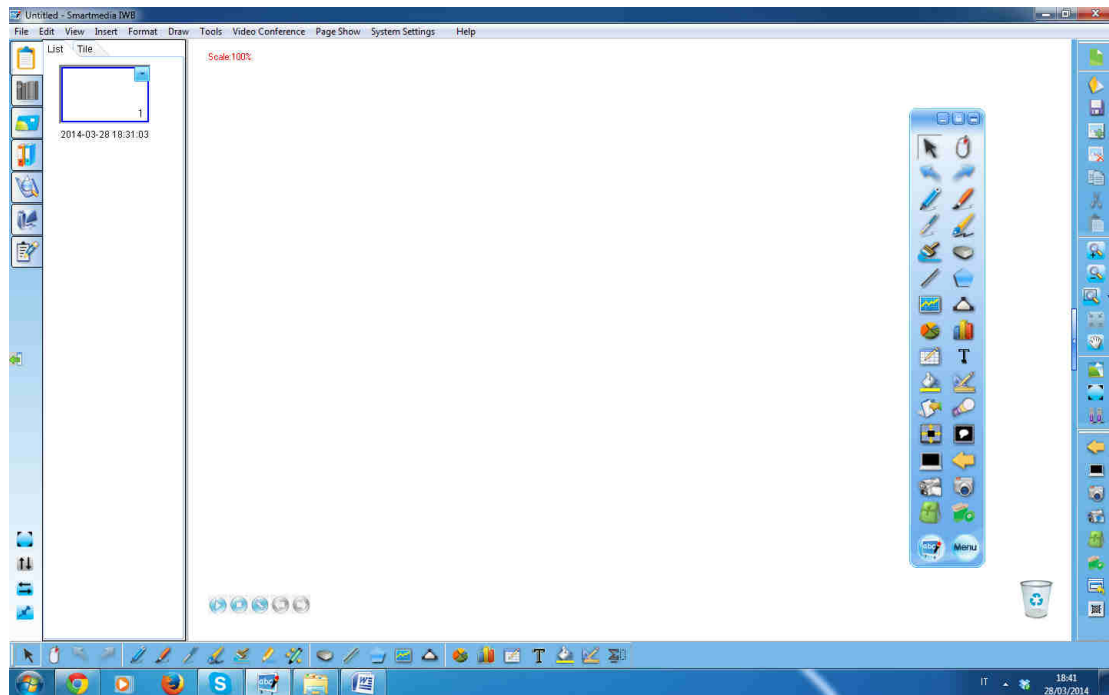
Start SmartMedia IWB Software V5.1, and it will automatically enter into Window Screen Mode. You can use tools in main window and Floating Tools toolbar under this mode.



Frame Screen Mode

You can use tools in main window and Floating Tools toolbar under this mode.

To enter Frame Screen Mode, please select "*View > Frame Screen*".



Full Screen Mode

Click  on Common Tools toolbar or Resource Panel, or select “View > Full Screen” to enter into Full Screen Mode.



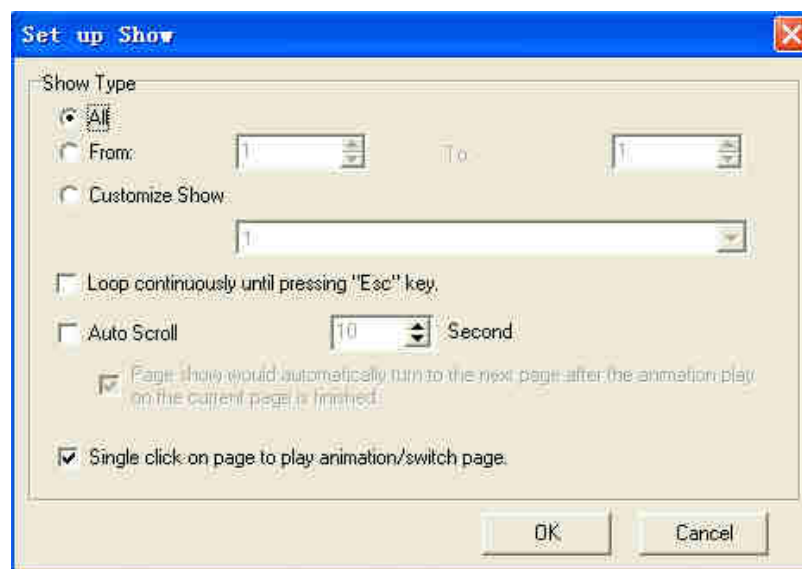
Under this mode, you can use tools in the Floating Tools toolbar. To exit full screen, click  at lower left corner of the screen.

4.3 Show Mode

If your courseware contains animation effects or interactive questions, you should present the courseware in Show Mode. During showing, you can do annotation with drawing tools on Floating Tools toolbar or do other auxiliary operations, but you cannot manipulate the objects, e.g. copy, paste and move.



To customize Show Mode, please click “Show Mode > Set Up Show” on Menu Bar.



Page Settings: You can choose to show all pages or appointed page(s).

Loop Show: Courseware will loop continuously until you press “Esc” Key.

Auto Scroll: You can set interval time of turning page automatically.

Turn Page: Click  or  at lower left corner to switch to previous or next page.

You can select “One-click on Page to Play Animation” to turn page by single clicking on blank part of page.



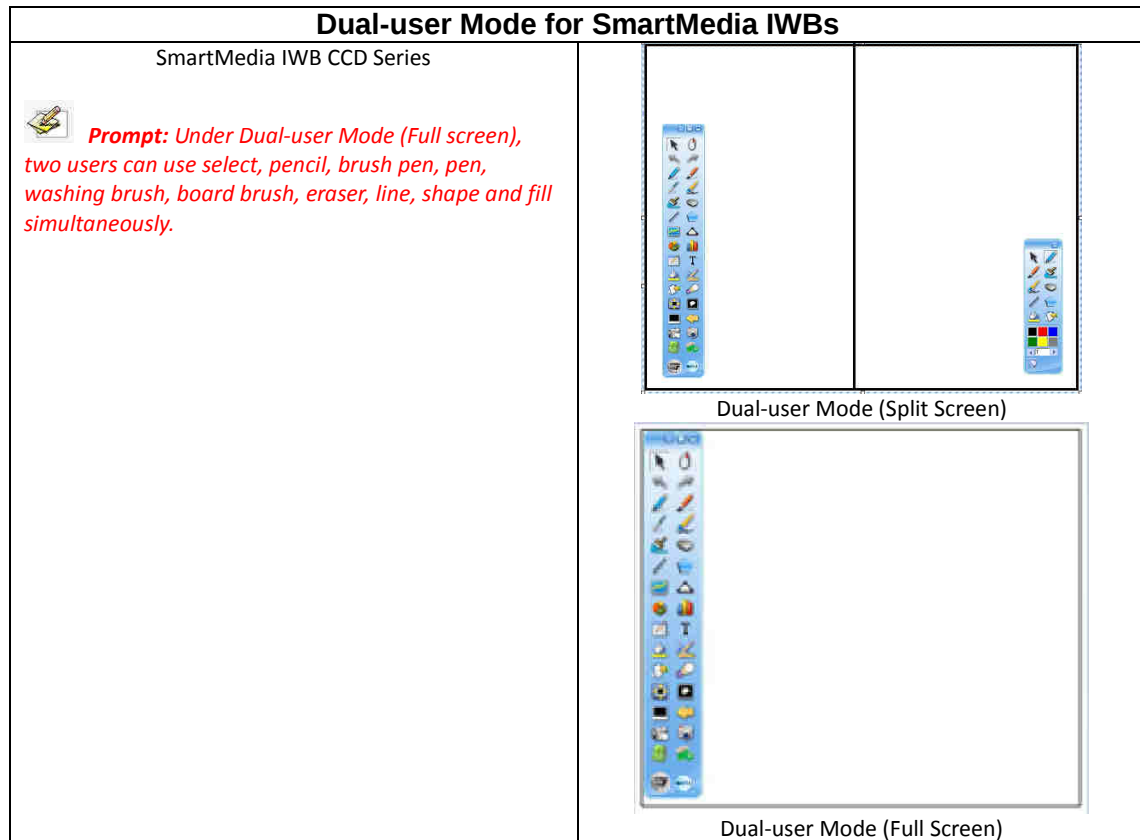
Note:

1. By default, all pages will be shown from beginning to end once without Loop Show and Auto Scroll.
2. Interval time for Auto Scroll is 1-99 seconds.

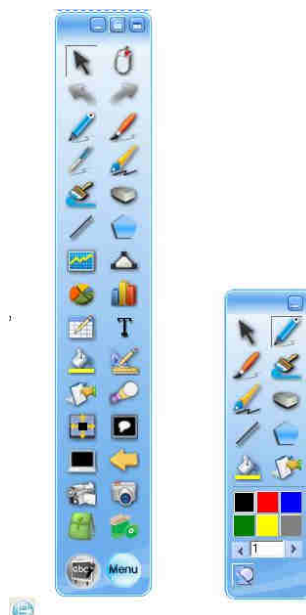
4.4 Dual-user Mode

Under Dual-user Mode, two people can write on the SmartMedia IWB simultaneously.

1. To enable Dual-user mode, please select “Tools > Dual user” on Menu Bar, or click  on Common Tools toolbar.



2. In Dual-user Mode, two pens can write on the board simultaneously; however, Teacher Pen and Student Pen can only control its own Floating Tools toolbar respectively. See operation details below:



- The handwriting will be recognized automatically while Student Pen uses “Handwriting recognition”.

- The eraser (except “Erase All”) can clean the digital ink of the other when such writing process is paused.
- When choosing “Erase All”, Teacher Pen can clean all the digital ink of both Teacher Pen and Student Pen, while Student Pen can only clean its own digital ink.
- In Dual-user Mode, the mouse can only control teacher’s Floating Tools toolbar.
- The Student Pen can not control the floating window or other tools, such as timer or screen tools.
- Left hotkeys which teacher can use in Dual-user Mode: Select, Pens (double-click to change between four colors), Eraser, Application Shortcuts, Tool Shortcuts and Start (show minimized teacher’s Floating Tools toolbar); Right hotkeys which student can use in Dual-user Mode: Select, Pens, Eraser and Start (show minimized student’s Floating Tools toolbar).

3. To exit Dual-user Mode: You have to use Teacher Pen to click on the button at the lower left corner of the board. If Student Pen has been manipulated in Dual-user Mode, when Teacher Pen wants to quit Dual-user Mode, a prompt window will popup like below:



4.5 Multi-user Mode

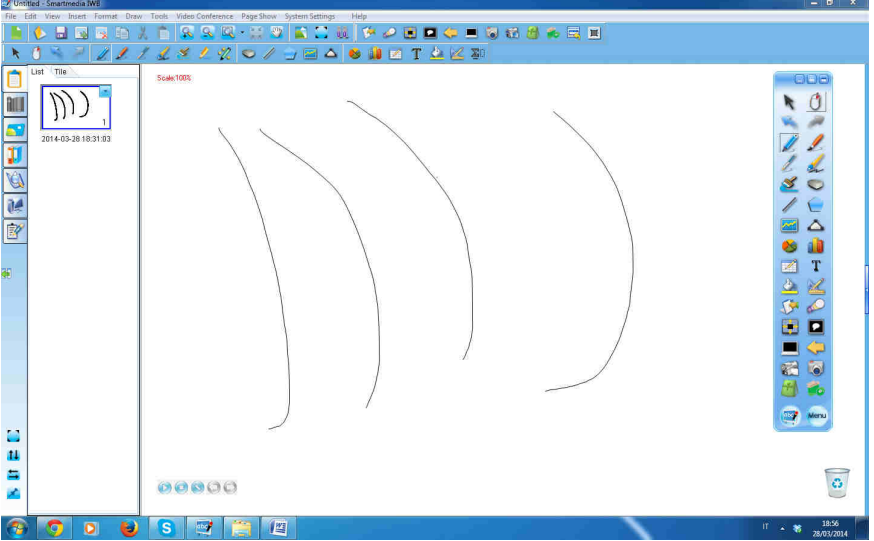
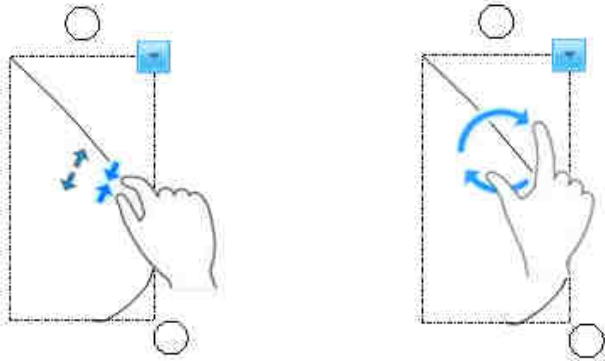
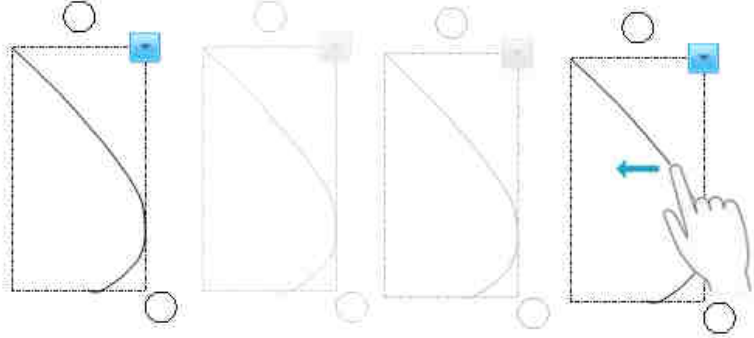
Under the Board Mode, multi-users can write simultaneously, and recognize gestures such as Zoom, Rotate, etc., by input devices supporting Windows multi-touch.

Before use Multi-user Mode, please make sure:

1. Multi-touch is available in the whiteboard or touch screen you are using.
2. The operation system you are using is WIN7 or WIN8.
3. SmartMedia IWB software has been registered by a multi-user SN or USB Key.
4. The Multi-user Mode can be activated by connecting computers with SmartMedia IWB CCD Series, without SN or USB Key need.

To use Multi-user Mode:

1. Activate Multi-user Mode as means mentioned above, then enter into Board Mode or Full Screen Mode in SmartMedia IWB software.
2. Select a Pen from Drawing Tools toolbar, such as Pencil, Brush Pen, Pen, Board Brush, Washing Brush and Creative Pen, then multi-users can write simultaneously.
3. You can Rotate or Zoom one or several objects selected in the whiteboard page by Gesture Recognition in Windows OS.
4. Tick the *Inertial Movement* under “System Setting > Other Settings”, the object will speed up automatically according to the moving speed when moving the object.

Multi-user Mode	 Tips: Multi-users should use the same pen tool to write in Multi-user Mode.
Gesture Recognition (Zoom and Rotate)	 Zoom Rotate
Inertial Movement	 Select and pull the object to move it forward automatically.

Chapter 5 Working with SmartMedia IWB Software Files

5.1 Create a New File

When you start SmartMedia IWB Software, a new file opens automatically. However, you can create a new file at any time.

Four ways to create a new file:

- 1) Click “*File > New*” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar;
- 4) Click “  > *New*” on Floating Tools toolbar.

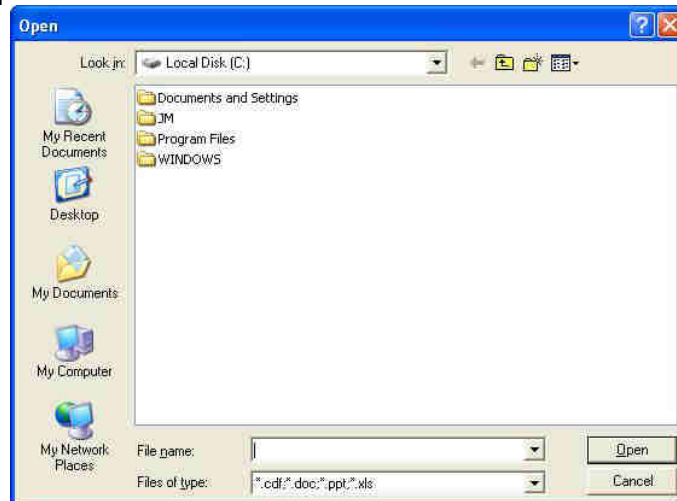
5.2 Open a File

With SmartMedia IWB Software, you can open .CDF, .CDP, .pdf, .doc, .ppt, .xls, .docx, .pptx and .xlsx files in your local disk. Operation is as follow:

1. Four ways to open a file:

- 1) Click “*File > Open*” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar;
- 4) Click “  > *Open*” on Floating Tools toolbar.

Open window appears as follow:



2. Browse to select the file you want to open.

3. Click “*Open*”.

You can also drag the video files and office documents (.doc, .docx, .ppt, .pptx, .xls, .xlsx) directly into the whiteboard page to open.



Note: You can double-click a CDP file to enter Show Mode.

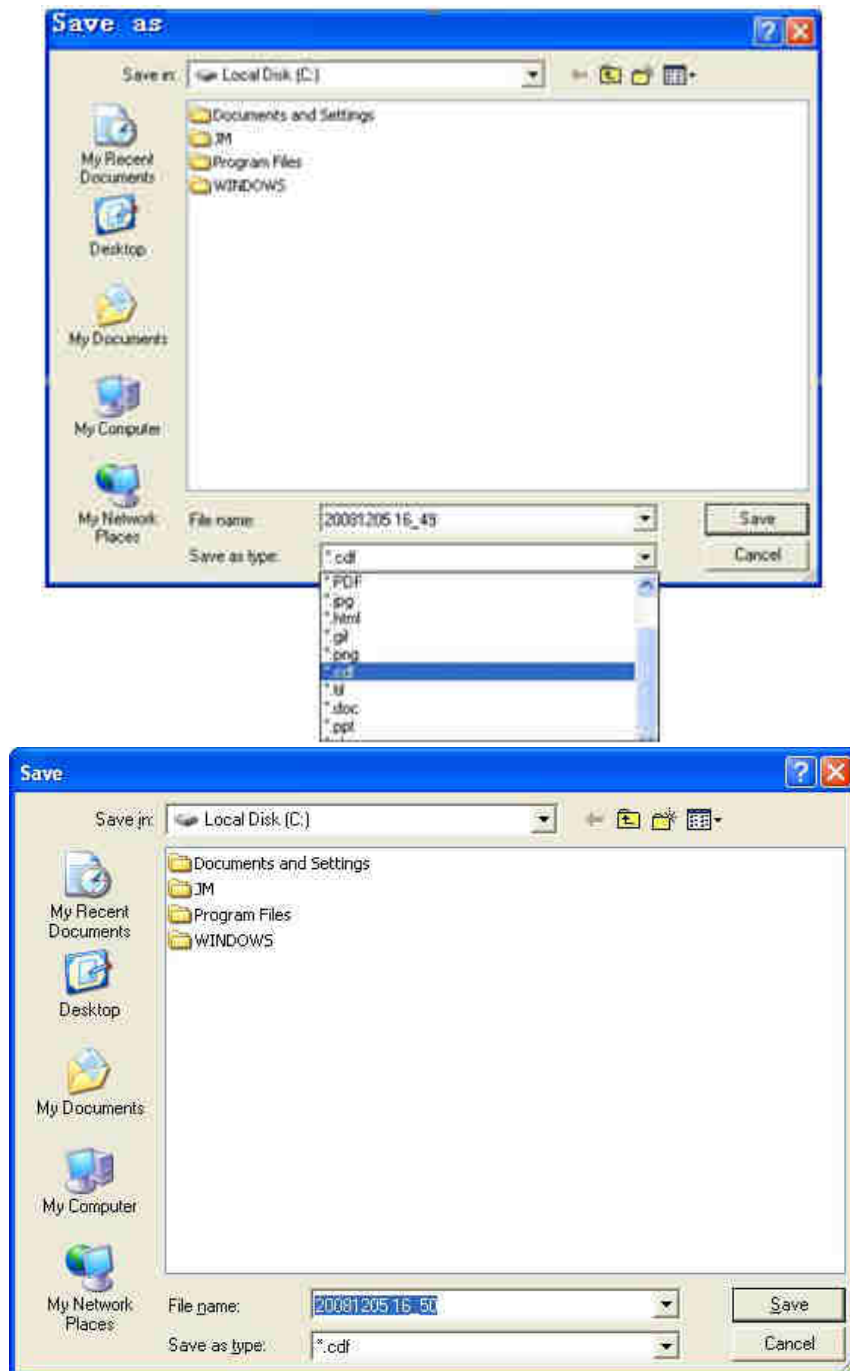
5.3 Save a File

SmartMedia IWB Software can save your file in .cdf format. You can also save your file in other formats, including document format (.doc, .ppt, .xls), webpage format (.html) and picture format (.bmp, .emf, .wmf, .jpg, .gif, .png, .tif,). Object and page in .cdf file can be re-edited by SmartMedia IWB Software.

1. Four ways to save a file:

- 1) Click “*File > Save/Save as*” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar;

4) Click “ > Save/Save as” on Floating Tools toolbar.
Save as or Save window appears as follow:



2. Select the destination folder and file type, enter a file name, and click “Save”. By default, the file will be named according to current time.



Note: You can only save an existing file as to .bmp, .emf, .wmf, .jpg, .gif, .png and .tif formats. In Windows System, only under Administrator account can you save .doc, .xls, .ppt, .docx, .xlsx and .pptx files.

5.4 Save a File as Template

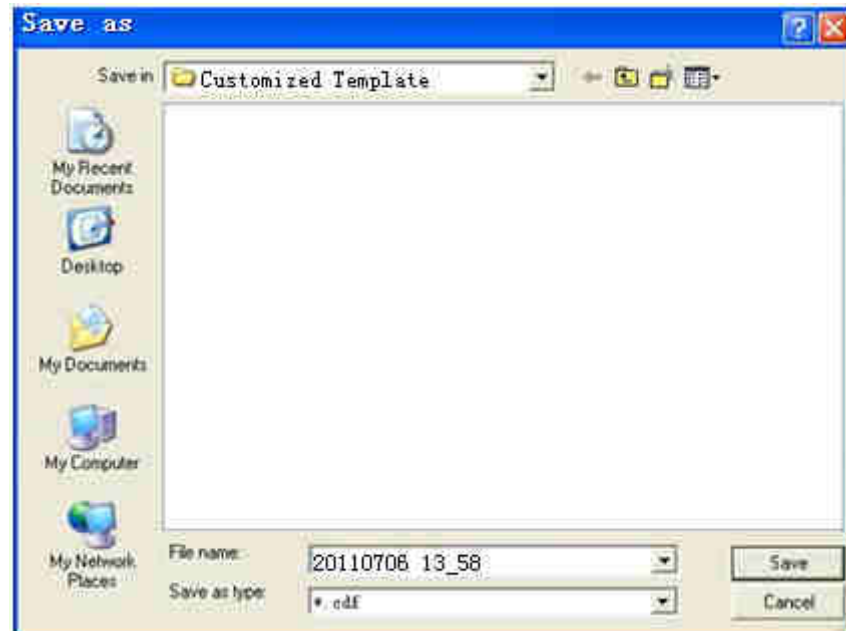
If the layout of current file may be frequently used in future, you can also save it as

template, which can be retrieved from Template tab.

1. Two ways to save your file as template:

1) Click “*File > Save as Template*” on Menu Bar;

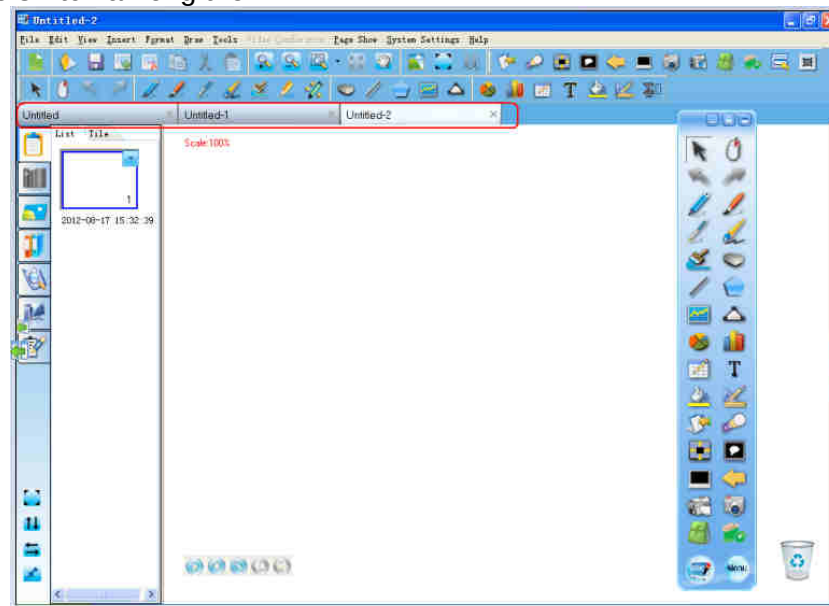
2) Click “ > *Save as Template*” on Floating Tools toolbar.
Save as window appears:



2. Click “Save” to save current file as template. By default, the template is saved in Customized Template folder and named according to current time.

5.5 Multiple Tabs

You can create or open several files at the same time in SmartMedia IWB Software, and click tabs to switch among them.



5.6 Encrypt a File

You can encrypt .cdf file. The encrypted file cannot be opened without correct password.

1. Two ways to encrypt a file:

1) Click “*File > Encrypt*” on Menu Bar;

- 2) Click “  > Encrypt” on Floating Tools toolbar.
Input Password window appears:



2. Enter password and confirm it, then click “OK”.
3. Save current file in .cdf format.
To modify the password, open the encrypted .cdf file and repeat above steps.

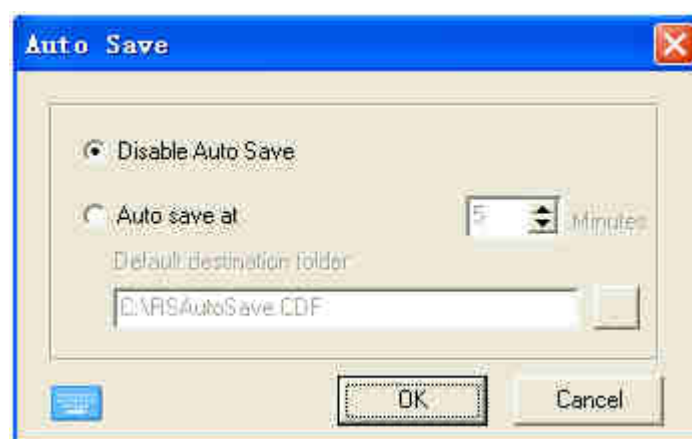


Note: Password can be any character (case sensitive), with length up to 8 characters. Please be sure to remember the password after setting. Our company does not provide any service to crack any encrypted file.

5.7 Enable Auto-save Function

Auto-save function can minimize your data loss in case of unexpected problems.

1. Two ways to enable Auto-save function:
- 1) Click “File > Auto-save” on Menu Bar;
- 2) Click “  > Auto-save” on Floating Tools toolbar.
Auto-save window appears as follow:



2. In this window, you can enable or disable Auto-save function; you can also set time interval and destination folder.

5.8 Print a File

We provide Print function in SmartMedia IWB Software.

To print the current file, click “File > Print” on Menu Bar.

To preview the pages before you print, click “File > Print Preview” on Menu Bar.

To set the printer, click “File > Printer Options”.



Note: If you have not added a printer, a Note window will prompt as follow when you print.



5.9 Send a File

Two ways to send current file as e-mail attachment in .cdf, .pdf, .ppt formats:

- 1) Click “File > Send Mail” on Menu Bar;
- 2) Click “ > Send Mail” on Floating Tools toolbar.



Note: For the first time you use “Send Mail”, please set Outlook correctly.

Chapter 6 Working with Pages

6.1 Insert a Page

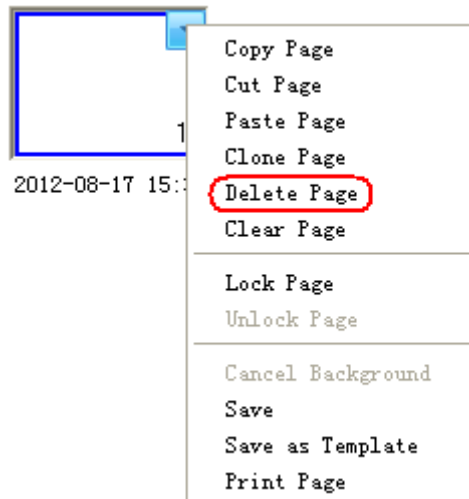
Three ways to insert a blank page:

- 1) Click “Insert > Blank Page” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar.

A blank page appears after the current page.

6.2 Delete a Page

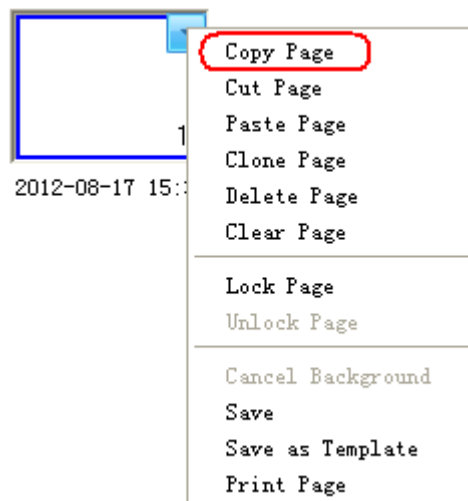
1. Select the thumbnail of the page you want to delete on Page tab.
2. Then do one of the followings:
 - 1) Click *"Edit > Delete Page"* on Menu Bar;
 - 2) Click  on Common Tools toolbar;
 - 3) Click  on Floating Tools toolbar;
 - 4) Click the menu arrow on page thumbnail, then select *"Delete Page"*;
 - 5) Right-click on page thumbnail, then select *"Delete Page"*.



6.3 Copy/Cut/Paste a Page

To copy a page:

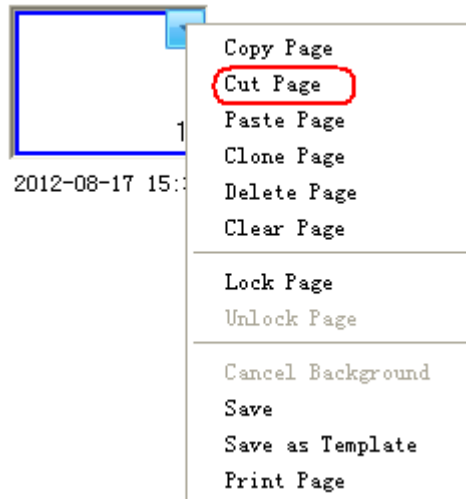
1. Select the thumbnail of the page you want to copy on Page tab.
2. Then, do one of the followings:
 - 1) Click the menu arrow on page thumbnail, then select *"Copy Page"*;
 - 2) Right-click on page thumbnail, then select *"Copy Page"*.



To cut a page:

1. Select the thumbnail of the page you want to cut on Page tab.
2. Then, do one of the followings:
 - 1) Click the menu arrow on page thumbnail, then select *"Cut Page"*;

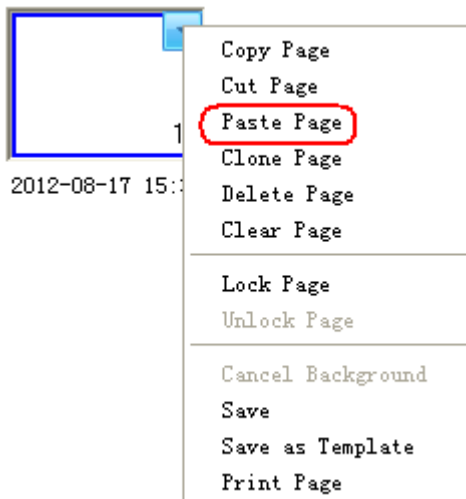
2) Right-click on page thumbnail, then select “Cut Page”.



To paste the copied or cut page:

Do one of the followings:

- 1) Click the menu arrow on page thumbnail, then select “Paste Page”;
- 2) Right-click on page thumbnail, then select “Paste Page”.

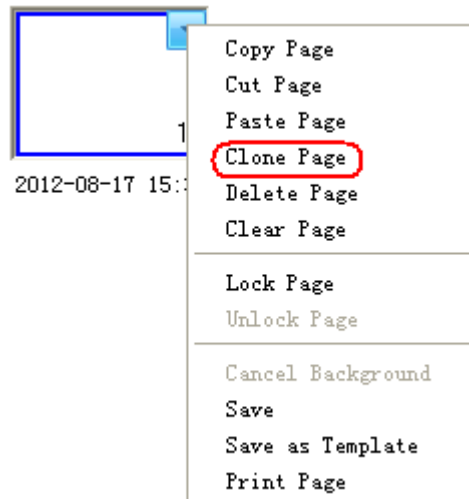


The copied or cut page appears before the current page.

6.4 Clone a Page

This function allows you to insert a duplicate of an existing page. Operation is as follow:

1. Select the thumbnail of the page you want to clone on Page tab.
2. Then do one of the followings:
 - 1) Click the menu arrow on page thumbnail, then select “Clone Page”;
 - 2) Right-click on page thumbnail, then select “Clone Page”.

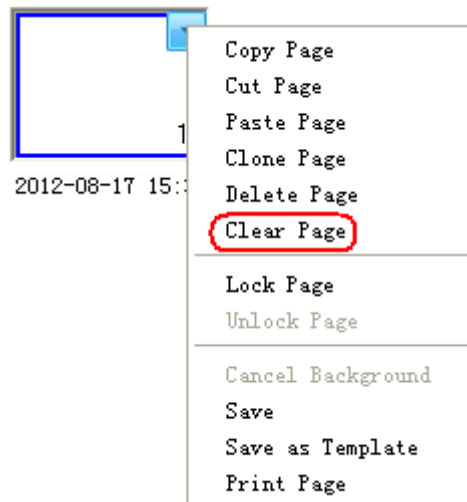


The cloned page appears immediately after the current page.

6.5 Clear a Page

Three ways to clear all content on current page:

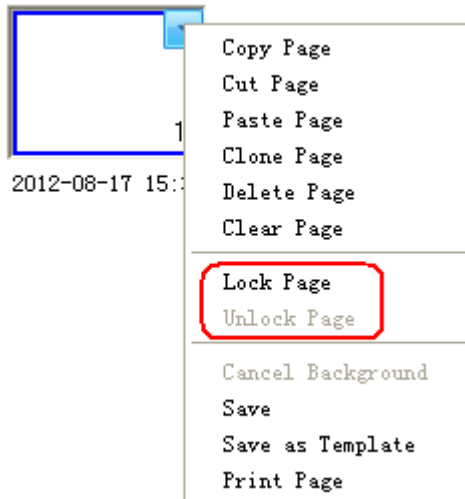
- 1) Click *"Edit > Clear Page"* on Menu Bar;
- 2) Click the menu arrow on page thumbnail, then select *"Clear Page"*;
- 3) Right-click on page thumbnail, then select *"Clear Page"*.



6.6 Lock/Unlock a Page

During Dual Page Display, you can select a thumbnail of the page you want to lock, and click its menu arrow to select *"Lock Page"*. When you switch pages, this page is locked, while the other one can be switched in Dual Page Display mode.

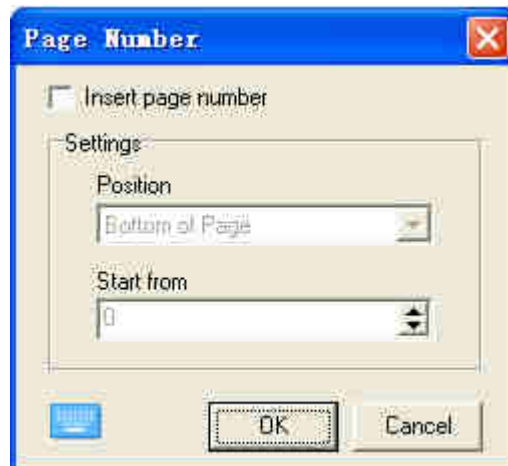
To unlock a page, please select *"Unlock page"* in related thumbnail's menu arrow.



6.7 Insert Page Number

To insert page number:

1. Click "*Insert > Page Number*" on Menu Bar, then Insert Page Number window appears.



2. In this window, you can set page number position and starting page number.

6.8 Display a Page

You can display any page on whiteboard area.

To display a page: Click a thumbnail of the page you want to display in Page tab.

To display the first page: Click "*View > First Page*" on Menu Bar; or click  at bottom left corner of the page, then select "*First Page*".

To display the last page: Click "*View > Last Page*" on Menu Bar; or click  at bottom left corner of the page, then select "*Last Page*".

To display previous page: please do one of the followings.

- 1) Click "*View > Previous Page*" on Menu Bar;
- 2) Click  at bottom left corner of the page, then select "*Previous Page*";
- 3) Click  at bottom left corner of the page;
- 4) Click  on Floating Tools toolbar.

To display next page: please do one of the followings.

- 1) Click “View > Next Page” on Menu Bar;
- 2) Click  at bottom left corner of the page, then select “Next Page”;
- 3) Click  at bottom left corner of the page;
- 4) Click  on Floating Tools toolbar.

6.9 Move a Page

A whiteboard page can be infinitely extended. You can move a page to get more space or to display any part of the page on screen.

Three ways to move a page:

- 1) Click “View > Move Page” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar.

6.10 Return a Page

Three ways to return a moved page to its original position:

- 1) Click “View > Return Page” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar.

6.11 Zoom a Page

By default, whiteboard pages are displayed in their actual dimensions. But you can use the zoom tools to enlarge or reduce the size of whiteboard page.

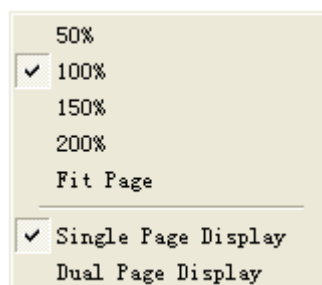
To zoom in or zoom out a page:

1. Three ways to get the function of zoom tools:
 - 1) Click “View > Zoom in/Zoom out” on Menu Bar;
 - 2) Click  or  on Common Tools toolbar;
 - 3) Click  or  on Floating Tools toolbar.

2. After the mouse pointer becomes a magnifier, click the page to enlarge or reduce it. When you click , you can also hold and drag a square to zoom in an area.

To zoom a page to a preset percentage:

1. Click “View > Zoom to” on Menu Bar, or click  on Common Tools toolbar. A menu will appear:



2. Specify a zoom percentage between 50% and 200% or select “Fit Page” to make the entire page fit your display.

6.12 Set Page Background

You can specify a single color, gradient, grid pattern, or an image as page background.

Operation is as follow:

To set page background:

1. Two ways to get the page background setting tool:

1) Click "*Insert > Page Background*" on Menu Bar;

2) Click  on Common Tools toolbar.

Following toolbar will appear:



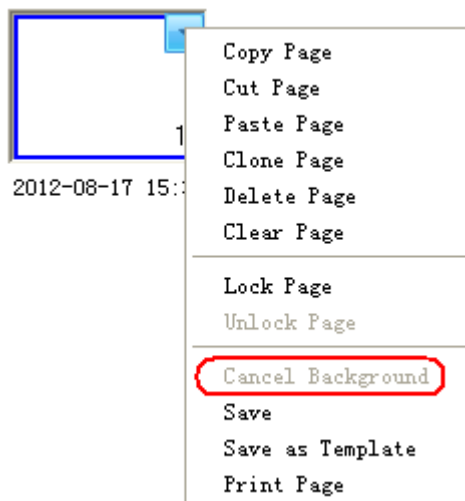
2. Select color, gradient, grid pattern, or image on this toolbar.

Four ways to cancel page background:

1) Click  on the above toolbar, then click the page;

2) Click "*Insert > Cancel Background*" on Menu Bar;

3) Click the menu arrow on page thumbnail, then select "*Cancel Background*";



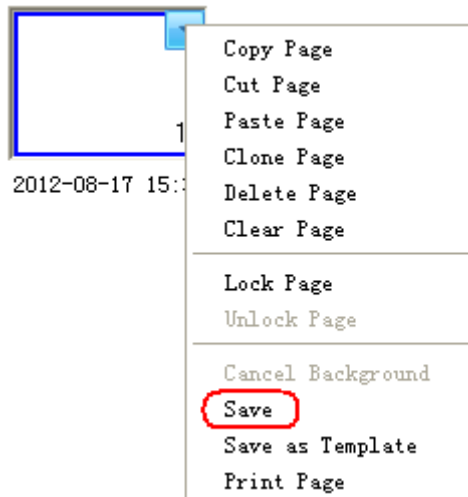
4) Right-click on page thumbnail, then select "*Cancel Background*".

6.13 Save a Page

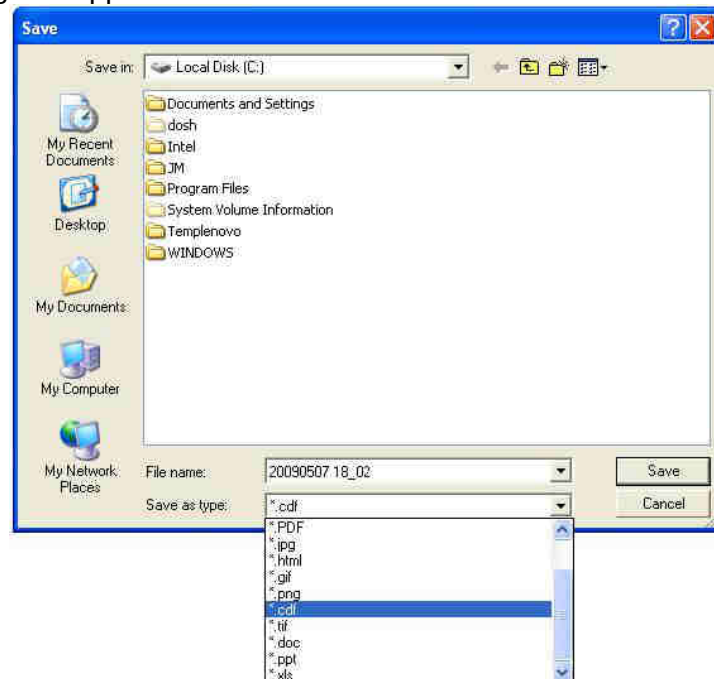
SmartMedia IWB Software can save every single whiteboard page in .cdf and .cdp formats. You can also save whiteboard page in other formats, including document format (.doc, .ppt, .xls), webpage format (.html), and picture format (.bmp, .emf, .wmf, .jpg, .gif, .png, .tif). Object in .cdf file can be re-edited by SmartMedia IWB Software. Operation is as follow:

1. Select the thumbnail of the page you want to save on Page tab.

2. Click the menu arrow on page thumbnail, and then select "Save".



The Save dialog box appears:

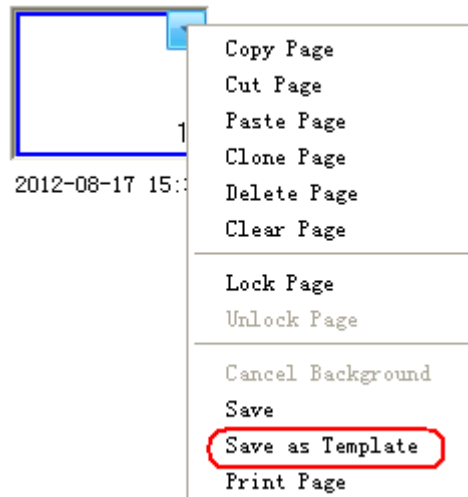


3. Select the destination folder and file type, enter a file name, and click “Save”. By default, the file will be named according to current time.

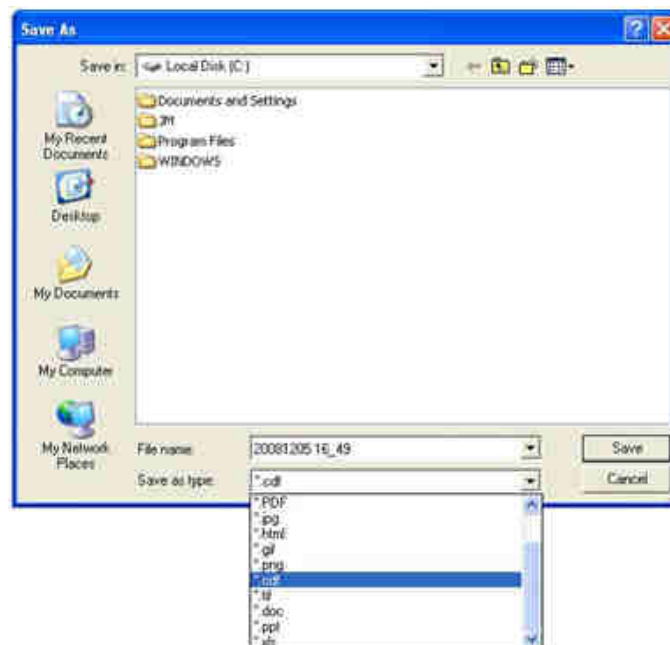
6.14 Save a Page as Template

If the layout of current whiteboard page may be frequently used in future, you can also save it as template, which can be retrieved in Template tab. Operation is as follow:

1. Select the thumbnail of the page you want to save on Page tab.
2. Click the menu arrow on page thumbnail, and then select “*Save as Template*”.



The Save as dialog box appears:



3. Click “Save” to save the current page as template. By default, the template will be saved in User-defined Template folder and named according to current time.

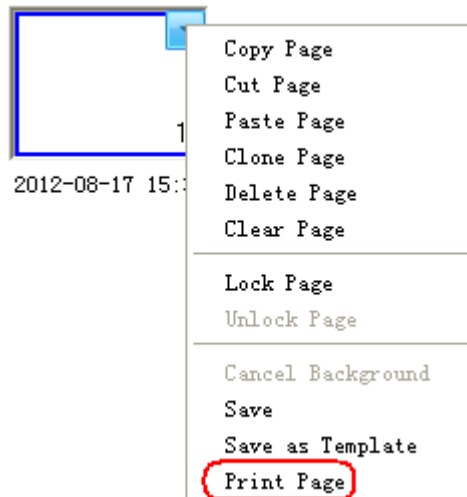
6.15 Print a Page

1. Select the thumbnail of the page you want to print on Page tab.

2. Three ways to print a page:

1) Click “File > Print Current Page” on Menu Bar;

2) Click the menu arrow on page thumbnail, then select “Print Page”;



3) Right-click on page thumbnail, then select “Print Page”.

Chapter 7 Creating Objects

SmartMedia IWB Software provides many tools to create various objects. In Windows Mode, you can use tools on Floating Tools toolbar. In the main window, you can use tools on Menu Bar, Drawing Tools toolbar and Floating Tools toolbar. In Full Screen Mode, you can use drawing tools on Floating Tools toolbar.



Note: When creating objects, if the stroke color is the same as the background color, the stroke will be displayed in reversed color automatically.

7.1 Freehand Drawing Tools

Freehand Drawing Tools are the most frequently used tools, with which you can annotate, write and draw on the interactive screen. SmartMedia IWB Software provides seven Freehand Drawing Tools, including Pencil, Brush Pen, Pen, Washing Pen, Broad Pen, Creative Pen and Magic Pen. Each tool has its unique characters.

1. Three ways to select a Freehand Drawing Tool:

- 1) Click “Draw > Freehand Drawing Tools” on Menu Bar, then select a Freehand Drawing Tool;
- 2) Select a Freehand Drawing Tool from Common Tools toolbar;
- 3) Select a Freehand Drawing Tool from Floating Tools toolbar.

2. Adjust its properties if necessary. Refer to [7.1.8 Customize Freehand Drawing Tools](#) for details.

3. Create freehand objects by writing or drawing on the interactive screen.

7.1.1 Pencil

Pencil  has the characteristic of trim and smooth writing, and is fit for calligraphy of letter, figure and common character. You can adjust color, thickness, transparency and arrow effect for Pencil tool.

7.1.2 Brush Pen

Brush Pen  is a writing effect based on the characteristic of traditional calligraphy from some Asian countries, such as China, Korea and Japan. It shows the writing art of brush pen brilliantly. You can adjust color and thickness for Brush Pen tool.

7.1.3 Pen

Pen  has the pen-writing characteristic which can show the art of pen-writing brilliantly and is fit for superscription, signature and other cases that need pen-writing effect. You can adjust color, thickness and transparency for Pen tool.

7.1.4 Washing Brush

Washing Brush  is a writing effect based on the writing feature of Arabic. You can adjust color, thickness and transparency for Washing Brush tool.

7.1.5 Broad Brush

Broad Brush  is a writing effect of using several washing brushes in different colors to write together, usually used in case requiring special emphasis, such as title and frame, etc. You can adjust color, thickness and transparency for Broad Brush tool.

7.1.6 Creative Pen

Creative Pen  is a freehand drawing tool by which you can draw objects in gradient or pattern to add colorful elements to your courseware. You can adjust grid pattern, gradient, thickness and arrow effect for Creative Pen tool.

7.1.7 Magic Pen

Objects drawn by Magic Pen  will fade out in 8 seconds. Magic Pen also has tool recognition to open Reveal Screen, Spotlight, Magnifier and even to delete an object by drawing given shapes. You can adjust color, thickness and arrow effect for Magic Pen tool.

7.1.8 Customize Freehand Drawing Tools

You can customize the properties of Freehand Drawing Tools as follow.

7.1.8.1 Color

SmartMedia IWB Software provides 6 color buttons on Properties toolbar (except Creative Pen). Select one of them to change the color of Freehand Drawing Tool. To apply other colors, operation is as follow:

1. Double-click any color button or click the menu arrow of Color section.
2. Select the color you want from the Color list. The new color will replace the color in the current color button.



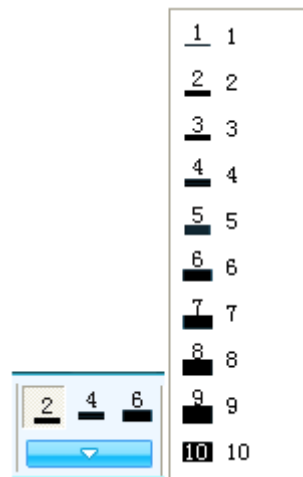
Note:

1. *Broad Brush is different from other Freehand Drawing Tools in color settings. There are 6 color buttons in total. By selecting a color for each color button, you will get a combined writing effect of 6 colors. In case you don't want to use 6 colors, for instance only 3, then set the last 3 color buttons as white.*
2. *Creative Pen provides 6 gradients and 6 patterns by default. You can adjust color by clicking menu arrow or double-clicking any color button.*

7.1.8.2 Thickness

SmartMedia IWB Software provides 3 thickness buttons on Properties toolbar. Select one of them to change the thickness of Freehand Drawing Tool. To apply other thicknesses, operation is as follow:

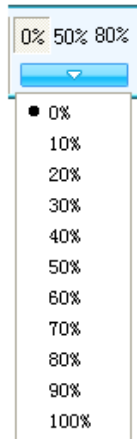
1. Double-click any thickness button or click the menu arrow of Thickness section.
2. Select the thickness you want from Thickness list. The new thickness will replace the thickness in the current thickness button.



7.1.8.3 Transparency

SmartMedia IWB Software provides 3 transparency buttons on Properties toolbar. Select one of them to change the transparency of Freehand Drawing Tool. To apply other transparencies, operation is as follow:

1. Double-click any transparency button or click the menu arrow of Transparency section.
2. Select the transparency you want from Transparency list. The new transparency will replace the transparency in the current transparency button.

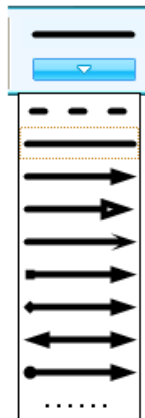


Note: You cannot set the transparency of Brush Pen tool.

7.1.8.4 Arrow Effect

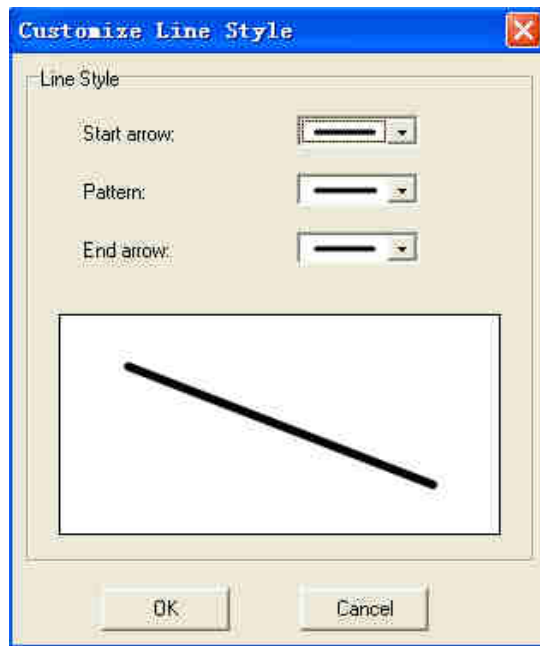
SmartMedia IWB Software provides several arrow effects for Pencil tool, Creative Pen tool and Magic Pen tool. To apply an arrow effect, operation is as follow:

1. Click the menu arrow of Arrow section.
2. Select the arrow effect you want from Arrow Effect list.



To customize your own line styles:

1. Click  at the bottom of Line Style list.
2. Select start arrow, end arrow and line pattern accordingly.

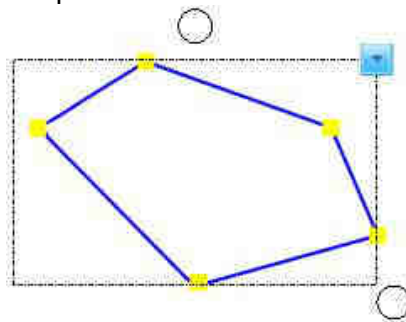


7.1.8.5 Fill

You can fill color, gradient, grid pattern, or image to a closed freehand drawing object. Refer to [7.11 Fill](#) for details.

7.1.8.6 Shape Recognition

Pencil tool also has Shape Recognition function. If you enable this function, the stroke drawn by Pencil will be automatically revised to Solid Line, Arc, Circle, Rectangle, Triangle or Polygon, and adjacent Solid Lines will be automatically combined to polygons. To enable this function, click  on Properties toolbar. You can click and drag any corner point to alter the shape.



7.1.8.7 Tool Recognition

Magic Pen tool also has Tool Recognition function. If you enable this function, you can open Spotlight, Magnifier, Reveal Screen and Object Eraser with Magic Pen.

	Drawing a circle to open Spotlight.
	Drawing a square to open Magnifier.
 	Drawing a left or right arrow to open Reveal Screen (Left-right).

	Drawing an up or down arrow to open Reveal Screen (Top-bottom).
	Drawing an inclined arrow to open Reveal Screen (All-directions).
	Scribbling on an object to clear it.

7.2 Line

SmartMedia IWB Software provides different kinds of straight lines. To draw a straight line on screen, operation is as follow:

1. Three ways to get Line tool:

- 1) Click “Draw > Line” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar.

2. Choose one of available lines, and adjust its properties if necessary. Refer to following **Customize Line** for details.

3. Create a straight line by pressing where you want the line to start and dragging to where you want the line to end.

Customize Line

To customize the properties of Line tool, for Color, Thickness, Transparency and Arrow Effect , please refer to [7.1.8 Customize Freehand Drawing Tools](#), details are as follow:

Color: refer to [7.1.8.1 Color](#)

Thickness: refer to [7.1.8.2 Thickness](#)

Transparency: refer to [7.1.8.3 Transparency](#)

Arrow Effect: refer to [7.1.8.4 Arrow Effect](#)

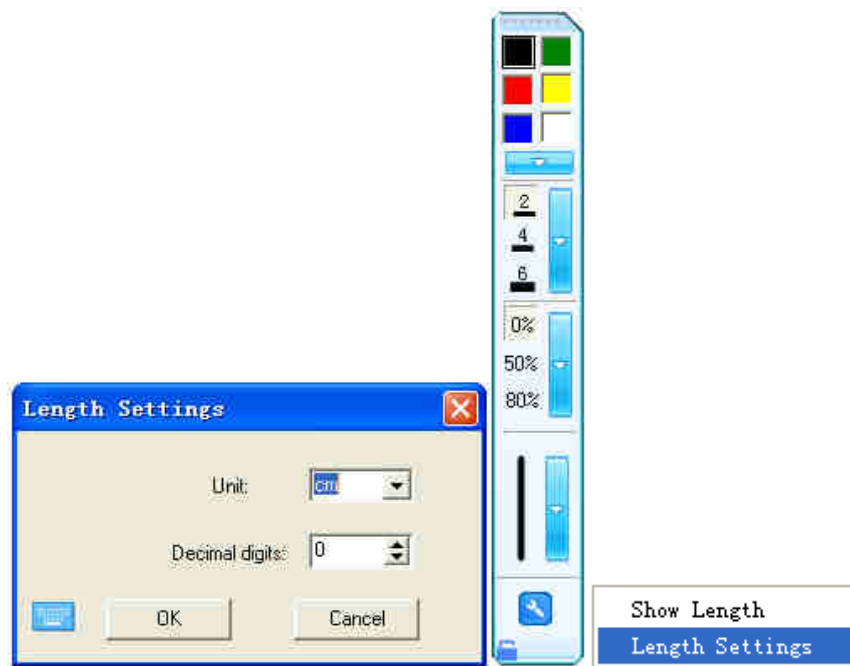
Show Length

When you add a line to your whiteboard page, you can display the line length. Operation is as follow:

1. Click  on Properties toolbar.
2. Select “Show Length”.

You can also set the unit and decimal digits of length. To modify the length properties, operation is as follow:

1. Click  on Properties toolbar.
2. Select “Length Settings”.
3. Set the unit and decimal digits of length.



Note: In order not to change the length display even when dragging the object, you can select "Lock" at right-click menu.

7.3 Shapes

SmartMedia IWB Software provides different kinds of 2D and 3D shapes. To add a shape on screen, operation is as follow:

1. Three ways to get Shape tool:
 - 1) Click "Draw > 2D Shapes/3D Shapes" on Menu Bar;
 - 2) Click  on Common Tools toolbar;
 - 3) Click  on Floating Tools toolbar.
2. Select a 2D or 3D shape, and adjust its properties if necessary. Refer to following **Customize Shapes** for details.
3. Create a shape by pressing where you want to place the shape on screen and dragging until the shape is shown in the size you want.



Note: You can create perfect circles, squares, triangles and other shapes by pressing and holding "Shift" key as you draw the shape.

Customize Shapes

You can customize the properties of Shapes tool. For Color, Thickness and Transparency, please refer to [7.1.8 Customize Freehand Drawing Tools](#), details are as follow:

Color: refer to [7.1.8.1 Color](#)

Thickness: refer to [7.1.8.2 Thickness](#)

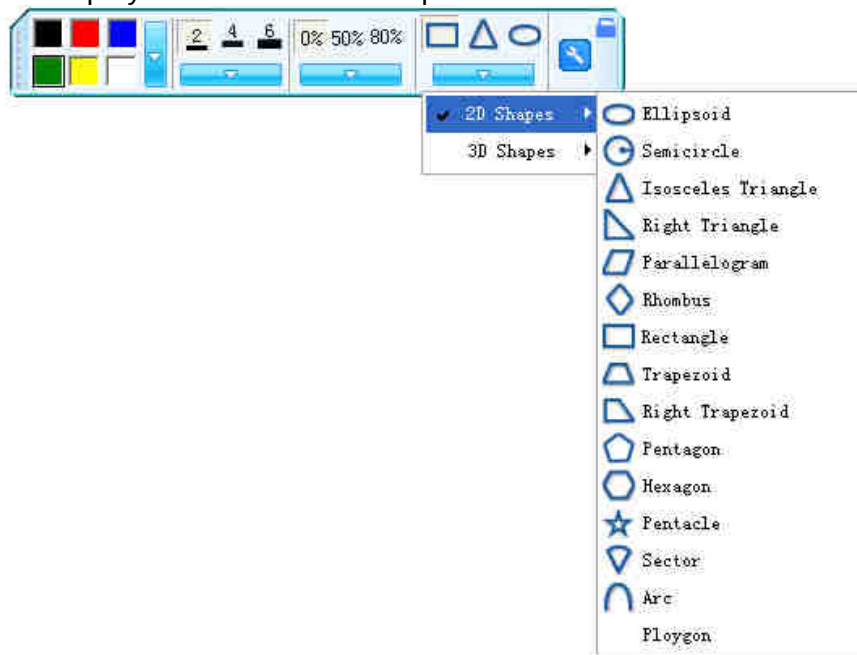
Transparency: refer to [7.1.8.3 Transparency](#)

For other properties, please see as follow.

Style

SmartMedia IWB Software provides 3 shape buttons on Properties toolbar of Shapes tool, including Rectangle, Triangle and Circle by default. To apply other shapes, operation is as follow:

1. Two ways to get Shape tool:
 - 1) Click “Draw > 2D/3D Shapes” on Menu Bar;
 - 2) Double-click any shape button or click the menu arrow of Shape section.
2. Select the shape you want from the Shape list.

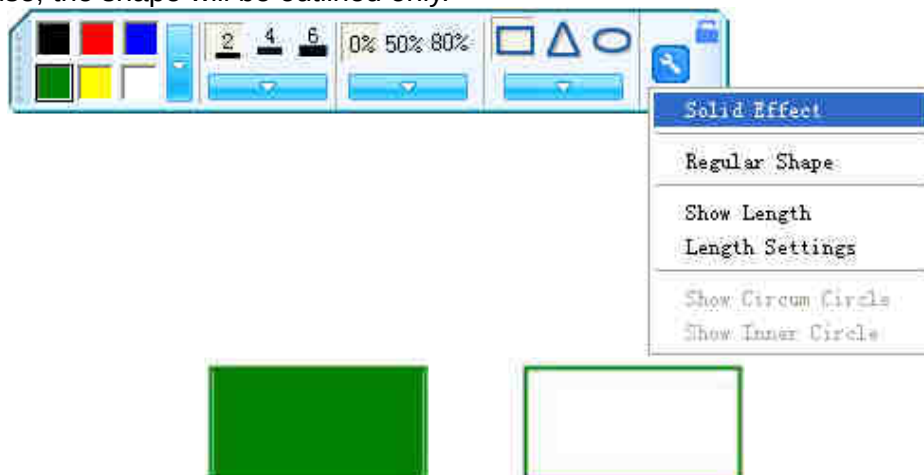


Solid/Outlined Effect

SmartMedia IWB Software allows you to adjust Solid/Outlined Effect for Shapes. To draw a solid shape, you can do as follow:

1. Click  on Properties toolbar.
2. Select “Solid Effect”.

Otherwise, the shape will be outlined only.

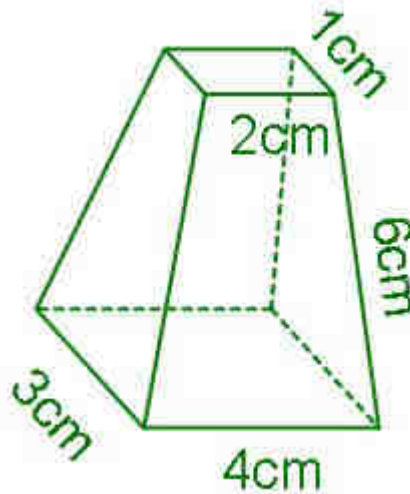


Regular Shape

When this item is selected, the shape you create will be regular.

Show Length

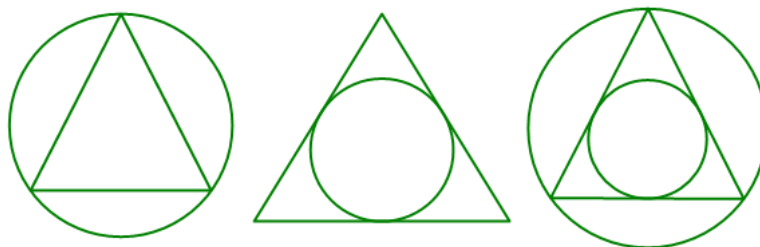
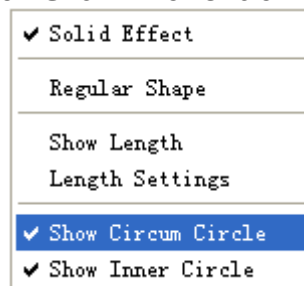
When you add a shape to your whiteboard page, you can display the length of each side. The operation is the same as [Show Length in 7.2 Line](#).



Show Circum/Inner Circle

You can display Circum Circle or Inner Circle for any Right Triangle, Isosceles Triangle or Regular Shape. Operation is as follow:

1. Click  on Properties toolbar.
2. Select "Show Circum Circle" or "Show Inner Circle".



Fill

You can fill color, gradient, pattern or image to a shape. Refer to [7.11 Fill](#) for details.

7.4 Point to Point

This tool allows you to create a polygon or a polyline. Operation is as follow:

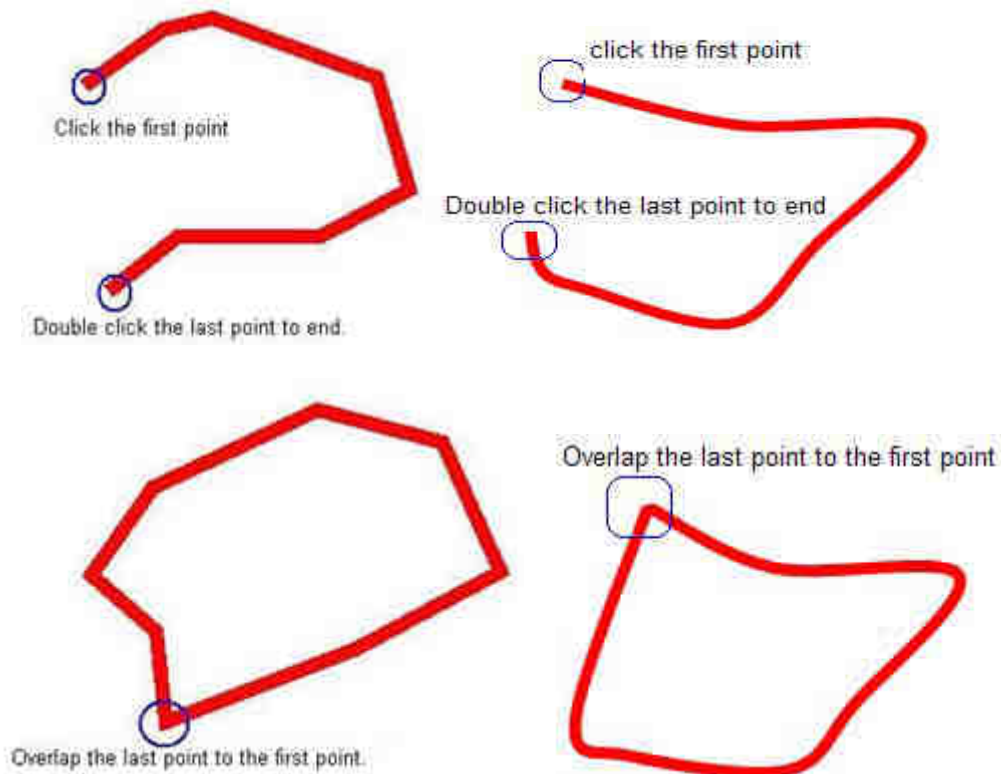
1. Three ways to get Point to Point tool:

- 1) Click "Draw > Point to Point" on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar.

2. Adjust its properties if necessary. Refer to following **Customize Point to Point** for details.

3. Click different points on screen to create a polygon or polyline. Double-click the last point to end the polygon or polyline. You can also overlap the last point with the first one

to make a shape.



Customize Point to Point Tool

You can customize the properties of Point to Point, including:

Color: refer to [7.1.8.1 Color](#)

Thickness: refer to [7.1.8.2 Thickness](#)

Transparency: refer to [7.1.8.3 Transparency](#)

Straight Line Segment/Curve Segment

You can use Straight Line Segment or Curve Segment to create a polygon or a polyline. Operation is as follow:

1. Click  on Properties toolbar
2. Select "Straight Line Segment" or "Curve Line Segment".

Solid/Outlined Effect

SmartMedia IWB Software allows you to adjust Solid/Outlined Effect for a polygon. Operation is the same as you do for Shapes. Please refer to [Solid/Outlined Effect in 7.3 Shapes](#).

Fill

You can fill color, gradient, pattern, or image to a polygon. Refer to [7.11 Fill](#) for details.

7.5 Function

SmartMedia IWB Software provides different kinds of function graphs. To create a function graph on screen, operation is as follow:

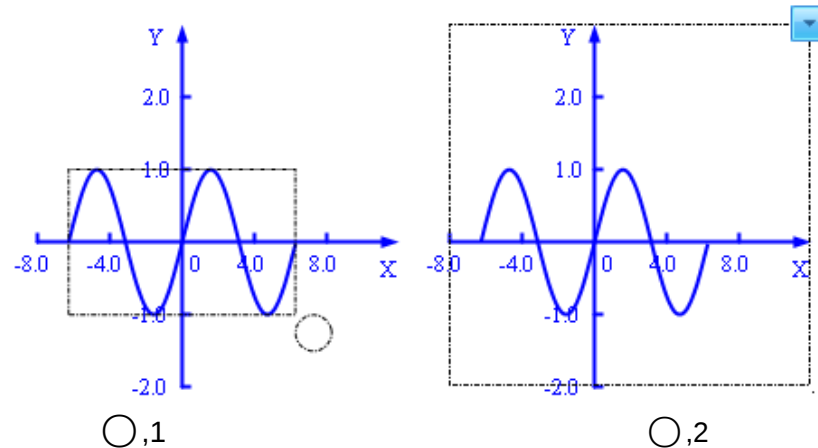
1. Three ways to get Function tool:
 - 1) Click "Draw > Function" on Menu Bar;
 - 2) Click  on Common Tools toolbar;

3) Click  on Floating Tools toolbar.

2. Choose one of the available function graphs, and adjust its properties if necessary. Refer to following **Customize Function** for details.

3. Click where you want to place the function graph on screen.

On whiteboard page, you can click on the area of function curve (a rectangle area surrounding the function curve) to select only the function curve, as the following Fig. ○,1; you can also click on the area of coordinate system (outside the area of function curve) to select the whole function graph, as Fig. ○,2.



Customize Function

You can customize the properties of Function tool, including:

Color: refer to [7.1.8.1 Color](#)

Thickness: refer to [7.1.8.2 Thickness](#)

Transparency: refer to [7.1.8.3 Transparency](#)

Function Expression

SmartMedia IWB Software provides various function expressions. To select a function expression, operation is as follow:

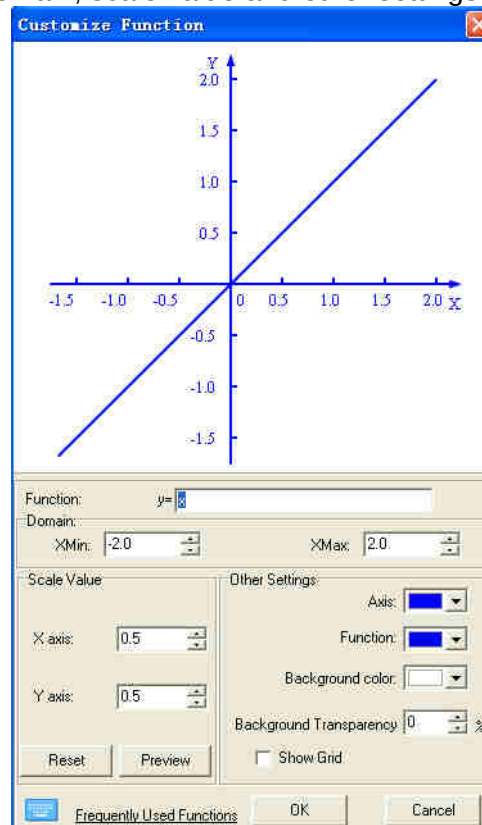
1. Click the setting button of Function section.
2. Select the function you want from the Function list.



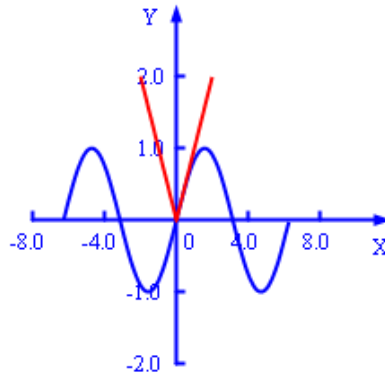
To customize your own function expression, you can do as follow:

1. Click "Customized" at the bottom of the Function list;

2. Define the function, domain, scale value and other settings.



You can put all functions together on one coordinate system by clicking  at the bottom of the Properties toolbar. If Share Coordinate System is selected already, you can click it again to cancel.



7.6 Pie Chart

You can use Pie Chart to illustrate related magnitudes, frequencies or percents. Operation is as follow:

1. Three ways to get Pie Chart tool:

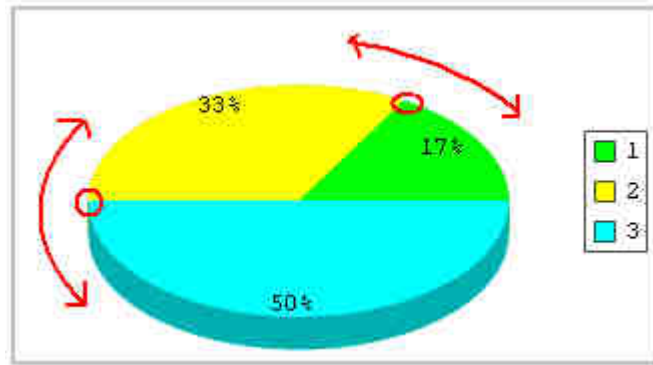
- 1) Click "Draw > Pie Chart" on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar.

2. Click where you want to put Pie Chart on screen. The setting window of Pie Chart will appear as follow.

Name	Value	Transparency

3. In above setting window, you can set Name, Value and Transparency for each section. You can also set Title, 3D Effect, Background Color, Transparency and Style for Pie Chart.

4. Click "OK" button on the setting window, then relevant Pie Chart will be displayed on the whiteboard page.



Note:

1. You can modify the magnitude of each sector and separate one or more sectors from Pie Chart. You can also use Fill tool to change the color of each sector.
2. A maximum 20 characters for Name and 10 for Value in setting Pie Chart.

7.7 Bar Chart

You can use Bar Chart to compare two or more values. Please do as follow to create a Bar Chart on screen.

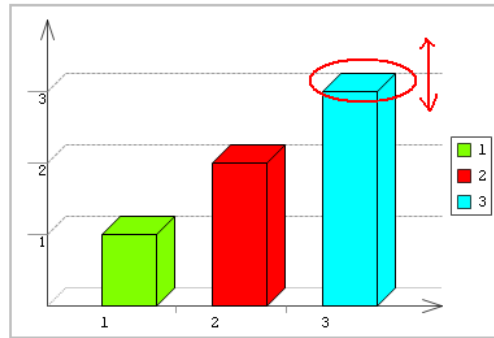
1. Three ways to get Bar Chart tool:

- 1) Click “Draw > Bar Chart” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar.

2. Click where you want to put Bar Chart on screen. The setting window of Bar Chart will appear as follow.

3. In above setting window, you can set Name, Value and Transparency for each bar. You can also set Title, Category (X) Axis, Value (Y) Axis, Background Color, 3D Effect, Transparency and Style for Bar Chart.

4. Click “OK” on the setting window, then relevant Bar Chart will be displayed on the whiteboard page.



Note:

1. You can modify the magnitude of each bar directly on Bar Chart. You can also use Fill tool to change the color of each bar.
2. A maximum 20 characters for Name and 10 for Value in setting Bar Chart.

7.8 Table

You can add tables to your page. After you create a table, you can insert text and object into the table cells and customize the table.

7.8.1 Create a Table

1. Three ways to get Table tool:

- 1) Click “Draw > Table” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Click  on Floating Tools toolbar.

2. Set row number and column number. You can also set the border color, thickness and transparency if you want. Refer to [7.8.9 Customize Table](#) for details.

3. Create a table by pressing where you want to place the table on screen and dragging until the table is in the size you want.

7.8.2 Resize Column and Row

To resize a column:

1. Rest the cursor on column boundary you want to move until it becomes a resizing pointer;
2. Drag the boundary to resize the column.

To resize a row:

1. Rest the cursor on row boundary you want to move until it becomes a resizing pointer;
2. Drag the boundary to resize the row.

7.8.3 Add Objects to Table

To add an object to the table:

1. Select the target object;
2. Drag the object to the table cell.

To move object from one cell to another:

1. Select the target object;
2. Drag the object from one cell to another.

To remove an object from a table:

1. Click ;
2. Select .
3. Click the cell which includes the object.

7.8.4 Select Table or Cell

To select a table:

1. Click ;
2. Then do one of the followings:
 - 1) Click inside the table;
 - 2) Click outside the table, and drag a rectangle surrounding the table.

To select a cell:

1. Click ;
2. Then do one of the followings:
 - 1) Click inside the table, and then click inside the cell;
 - 2) Click inside, but near to a corner of the cell, and then drag to the opposite corner.

To select multiple cells:

1. Click ;
2. Press inside the top and leftmost cell, and then drag to the bottom and rightmost cell.



Note: If you select multiple cells and drag them to a different position on the page, you will create a new table consisting of the selected cells and their contents.

7.8.5 Move Table

Operation is as follow:

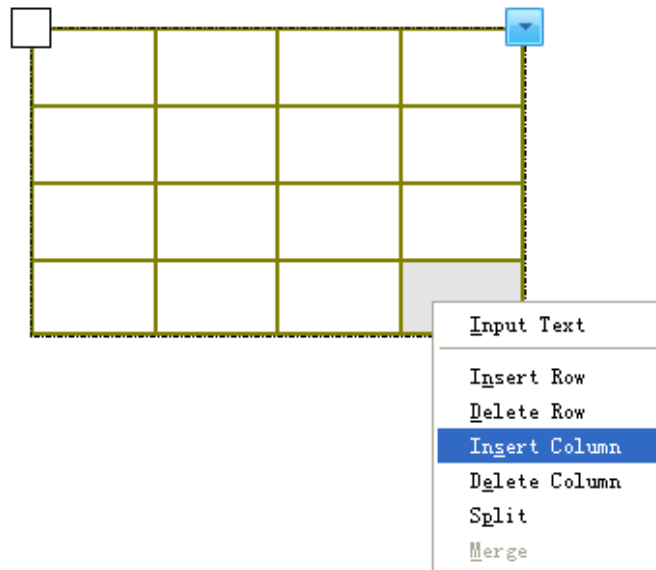
1. Select the table.
2. Click the square at the upper left corner of the table, and then drag the table to a different position on the page.

7.8.6 Add/Remove Column and Row

To add a column:

1. Select a cell.
2. Right-click in the cell, and then select "Insert Column".

A new column appears to the right of the current column.



To add a row:

1. Select a cell.
2. Right-click on the cell, and then select *"Insert Row"*.

A new row appears below the current row.

To remove a column/row:

1. Select a cell.
2. Right-click on the cell, and then select *"Delete Column"* or *"Delete Row"*.

7.8.7 Split and Merge Cell

To split a cell:

1. Select the cell.
2. Right-click on the cell, and then select *"Split Cell"*.

To merge cells:

1. Select the cells.
2. Right-click on the cells, and then select *"Merge Cells"*.

7.8.8 Insert Text into Cell

1. Select the cell.
2. Do one of the followings:
 - 1) Double-click the cell;
 - 2) Right-click on the cell, and then select *"Insert Text"*.

7.8.9 Customize Table

You can customize the properties of Table, including:

Color: refer to [7.1.8.1 Color](#)

Thickness: refer to [7.1.8.2 Thickness](#)

Transparency: refer to [7.1.8.3 Transparency](#)

Column and Row number

You can set column and row numbers directly on Properties toolbar.

Fill

You can fill color, gradient, pattern, or image to each cell. Refer to [7.11 Fill](#) for details.

7.9 Text

You can insert text on a page and customize its font, size and color.

7.9.1 Input Text on Page

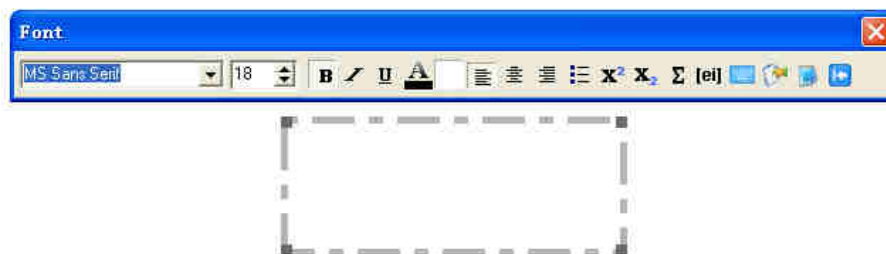
1. Three ways to input Text on the board page

1) Click “Draw > Text” on Menu Bar;

2) Click  on Common Tools toolbar;

3) Click  on Floating Tools toolbar.

2. Click where you want the text to start on the page. Text Box and Font toolbar will appear.



3. Change the text format through Font toolbar if necessary. You can also annotate phonetic symbols for text in English by clicking .



Note: If you are teaching Chinese in your class, you need change the interface language to Chinese first. Get Text tool the same way and then you can click  to annotate phonetic symbols (Pinyin) for text in Chinese. However, you need to install Microsoft Pinyin IME 2003 to enable this function.



4. Type your text.

5. After you finish inputting, click outside of Text Box.

7.9.2 Input Text through On-screen Keyboard

Click  on Font toolbar or Assistant Tools toolbar, then an On-screen Keyboard appears. You can input text through On-screen Keyboard.



7.9.3 Input Text through Handwriting

SmartMedia IWB Software offers Handwriting Recognition function that can support Chinese Simplified, Chinese Traditional, English U.S., English U.K., French, German, Italian, Spanish, Japanese and Korean. Operation is as follow:

1. Two ways to get Handwriting Recognition tool:

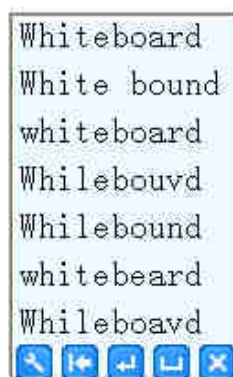
- 1) Click  on Font toolbar or Assistant Tools toolbar;
- 2) Click "Tools > Handwriting Recognition" on Menu Bar.

A Handwriting Recognition toolbar appears.



2. SmartMedia IWB Software can recognize your handwriting as Letter, Number or Symbol. You can click  on Handwriting Recognition toolbar, and select the recognition type.

3. Write on the whiteboard page, then a menu appears and displays the list of matching words.



4. Select a word from the list of matching words. If you have opened a Text Box, the selected word will appear on Text Box. Otherwise, it will appear on the whiteboard page.



Note:

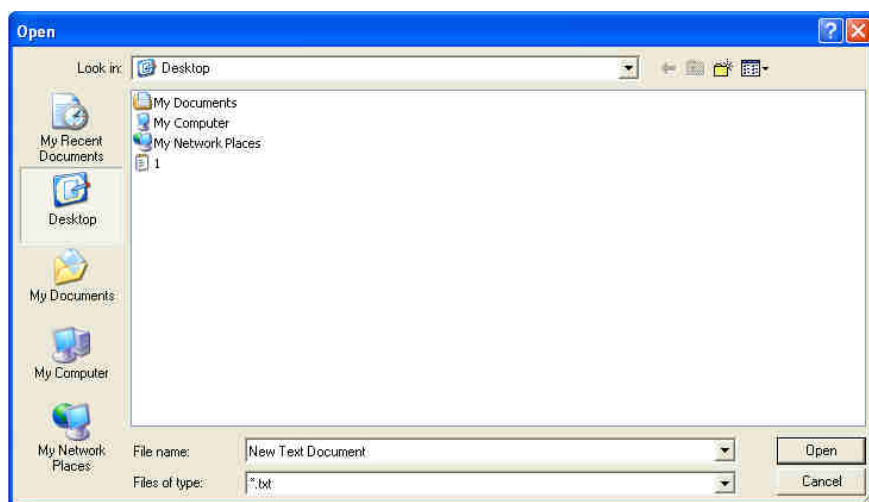
1. You can use  (Backspace),  (Enter) and  (Space) buttons on Handwriting Recognition toolbar to edit the text.
2. In Windows 7 System, if your system language is not supported by the software, SmartMedia IWB Software V5.1 will download handwriting recognition from the operating system once you click .

5. After you finish inputting, click  on Handwriting Recognition toolbar.

7.9.4 Import Text from .txt File

SmartMedia IWB Software allows you to import text from .txt file to Text Box. Operation is as follow:

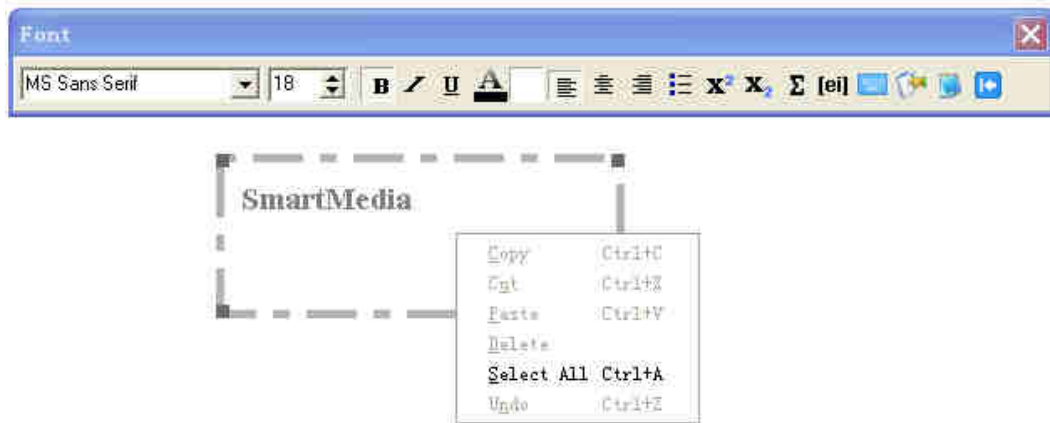
1. After Text Box and Font toolbar appear, click  on Font toolbar. Open window appears:



2. Browse to select the .txt file you want.
3. Click "Open", then text in the .txt file will be imported into Text Box.
4. Change the text format through Font toolbar if necessary.
5. Click outside of Text Box to finish.



Note: Right-click on Text Box, a menu with basic text editing functions will appear on the screen. See the picture as follow.



7.9.5 Edit Text

SmartMedia IWB Software also allows you to re-edit the text. Operation is as follow:

1. Do one of the followings:
 - 1) Double-click the text object;
 - 2) Right-click on the text object, then select "*Properties*";
 - 3) Select the text object, click its menu arrow, and then select "*Properties*".

Text Box and Font toolbar will appear.

2. Modify the text in Text Box, and change text format through Font toolbar.

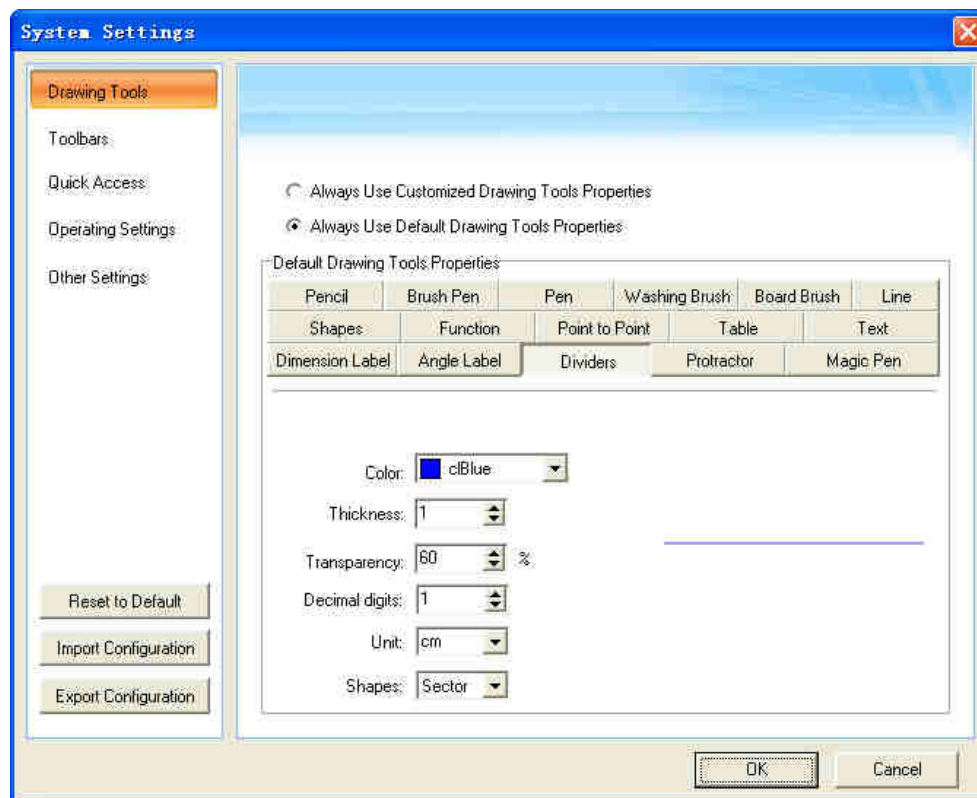
Backspace: Click  , the text cursor position will move a corner to the left, and delete the character on its left.

7.10 Math Tools

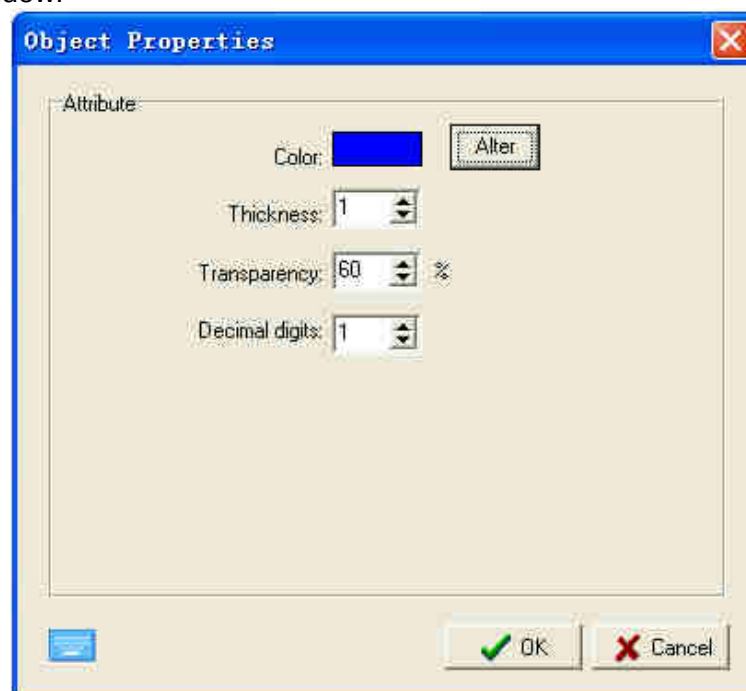
With Math Tools  , you can measure an object and make labels on it. You can set default properties of the math tools by the following two ways:

With Math Tools  , you can measure an object and make labels on it. You can set default properties of Math Tools in the following two ways:

1. Click "*System Settings > Drawing Tools Properties*". The following window appears, and you can set color, thickness, transparency, decimal digits, unit, shape, etc. Then click "OK";



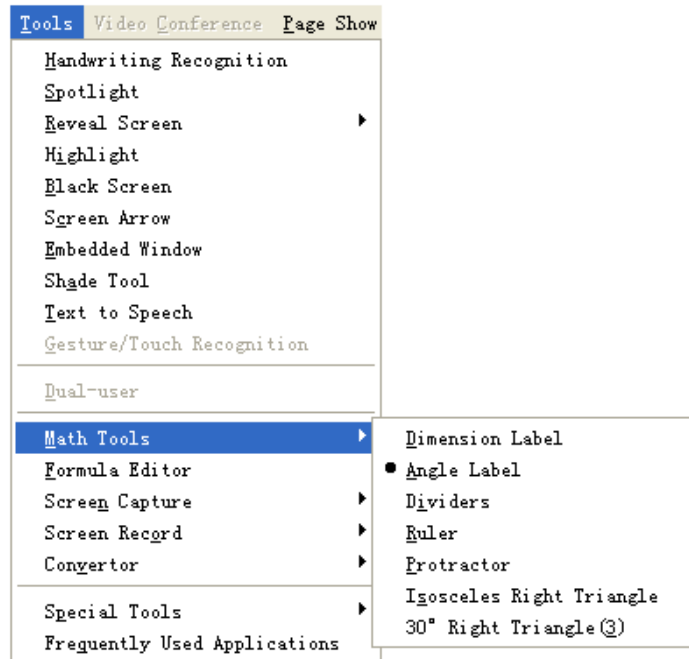
2) Right-click on the label object, and then set the properties on the following Object Properties window:



7.10.1 How to Get Function of Math Tools

Three ways to get Math Tools:

1) Click "Tools > Math Tools" on Menu Bar, then select the math tool you need;



2) Click  on Drawing Tools toolbar, and Math Tools toolbar appears as follow. Then select the math tool you need;



3) Click  on Floating Tools toolbar, the above Math Tools toolbar appears upright. Then select the math tool you need.

7.10.2 Dimension Label

You can make a Dimension Label  for annotating distance between two points.

How to add a Dimension Label on page after selecting the tool :

1. Move the cursor onto the whiteboard page, determine the start point of the dimension, and click.
2. Move the cursor to another point on the whiteboard page and click. These two points will be linked automatically, and the length will be displayed as follow.

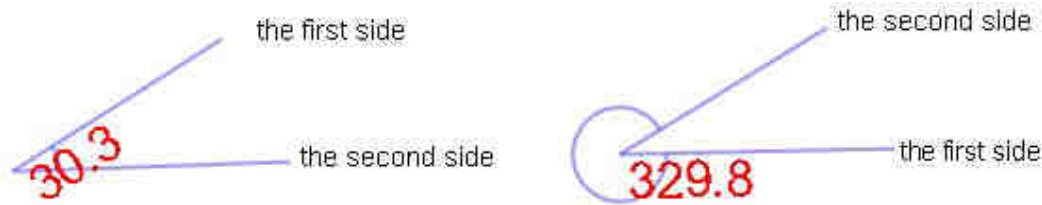


7.10.3 Angle Label

You can use Angle Label tool to measure an angle, and modify the magnitude of the angle again.

How to add an Angle Label on page after selecting the tool :

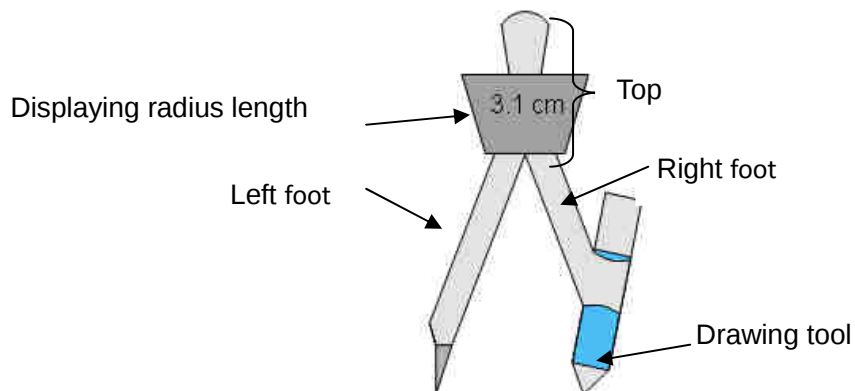
Move the cursor onto the whiteboard page and click to determine the vertex, click again to determine one side of the angle, then move the cursor, relevant angle will be displayed on the page as follow:



Note: The displayed degree of Angle Label is the degree created by the second side rotating from the first side counterclockwise.

7.10.4 Dividers

You can use Dividers tool to draw an arc or a sector.



Operations guide:

Movement: Click top or left foot of the dividers, and hold to move the dividers to change its position;

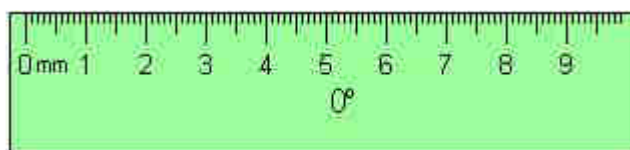
Radius: Click right foot of the dividers, and hold to move to left or right horizontally, then the length of radius will change and get displayed on the dividers;

Drawing: Click and hold the drawing tool on the dividers, then rotate it for drawing.

7.10.5 Ruler

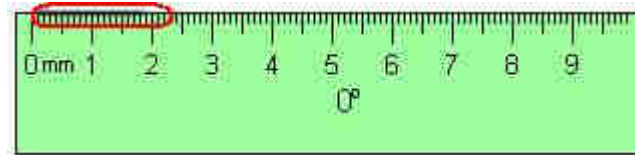
You can use Ruler tool  to measure objects and to draw a line in any particular size (10cm by default; able to be extended infinitely). Operation is as follow:

1. After selecting Ruler tool , move the cursor onto the whiteboard page, determine the position of the ruler and click, then the ruler will be displayed on the whiteboard page as follow:



2. When rotating the ruler, the current angle of rotation is displayed in the center of the ruler.

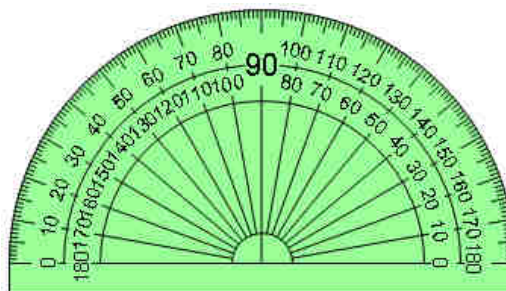
3. You can also use Freehand Drawing tools or Line tool to draw a straight line with a particular length along the scales of the ruler.



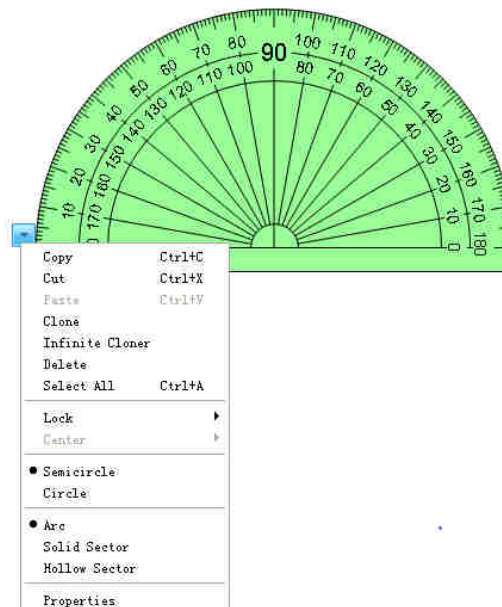
7.10.6 Protractor

You can add a protractor on the whiteboard page. You can also use the protractor to measure angle and draw arcs with a particular angle. Operation is as follow:

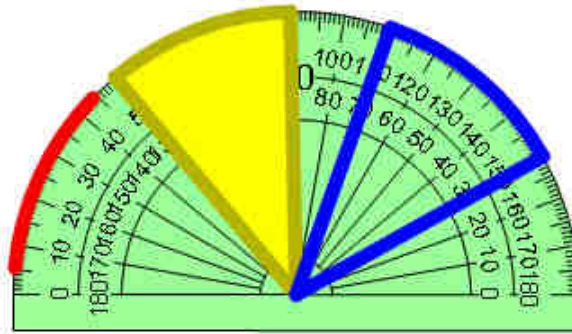
1. After selecting Protractor tool , you can move the cursor onto the whiteboard page, determine the position of the protractor and click, then the protractor will be displayed on the whiteboard page as follow:



2. You can select “Semicircle” (default) or “Circle” to display the protractor by clicking  or right-clicking the protractor as follow:



3. Click  or right-click the protractor to get the above menu for choosing Arc, Solid Sector or Hollow Sector, and then use Freehand Drawing Tools or Line tool to draw the selected shape along protractor scales as follows:



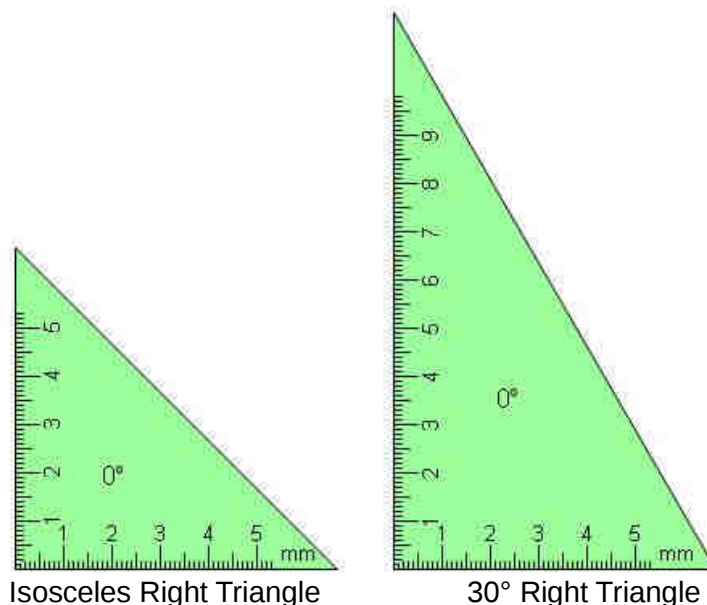
To draw an arc:

- 1) Select "Arc" from the right-click menu.
- 2) Select a Freehand Drawing Tool or Line tool.
- 3) Move the cursor near the outside edge (the edge with scales) of the protractor. The cursor will become an arc, indicating that you can start drawing an arc.
- 4) Click and drag the cursor along the outside edge of the protractor to draw an arc. Release the click when the arc is in the desired angle.

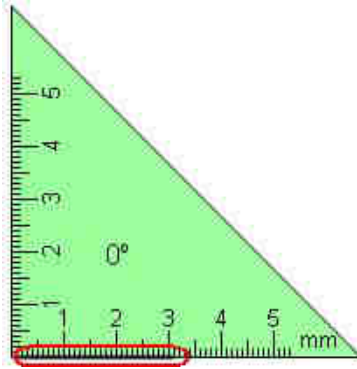
7.10.7 Right Triangle

For your convenience, SmartMedia IWB Software offers two Right Triangle tools, including Isosceles Right Triangle and 30° Right Triangle. Operation is as follow:

1. Move the cursor onto the whiteboard page, determine the position of the right triangle and click, then the right triangle will be displayed on the whiteboard as follows:



2. You can use Freehand Drawing Tools and Line tool to draw a straight line along the scales of the right triangle. When you rotate the right triangle, the current rotation angle will be displayed in the center of the right triangle.



Note:

All Math Tools can be manipulated as an object. Refer to **Chapter 8 Manipulating Objects** for details.

7.11 Fill

You can fill color, gradient, pattern or image to any closed geometry.

To fill geometry:

1. Do one of the followings:
 - 1) Click “Draw > Fill” on Menu Bar;
 - 2) Click  on Common Tools toolbar;
 - 3) Click  on Floating Tools toolbar.

The Fill toolbar appears.



2. Select one of the available colors, gradients, patterns, or images.
3. Click the geometry.

To apply other color:

1. Double-click any color fill button, or click the setting button beside.
2. Select the color you want from Color list.

To apply other gradient:

1. Double-click any gradient fill button, or click the setting button beside.
2. Set the gradient in Gradient Editor.

To customize the foreground and background colors of a Pattern Fill:

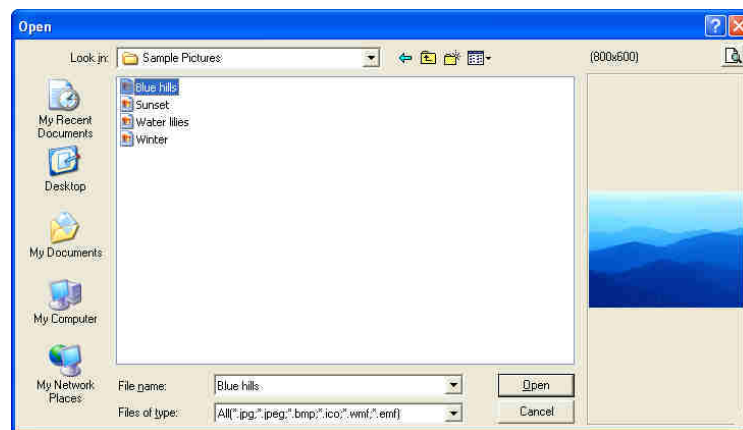
1. Double-click any pattern fill button, or click the setting button beside.
2. Set the foreground color and background color.



To select an image as Image Fill:

1. Double-click the image fill button, or click the setting button beside.

Open window appears.



2. Browse to select an image file.

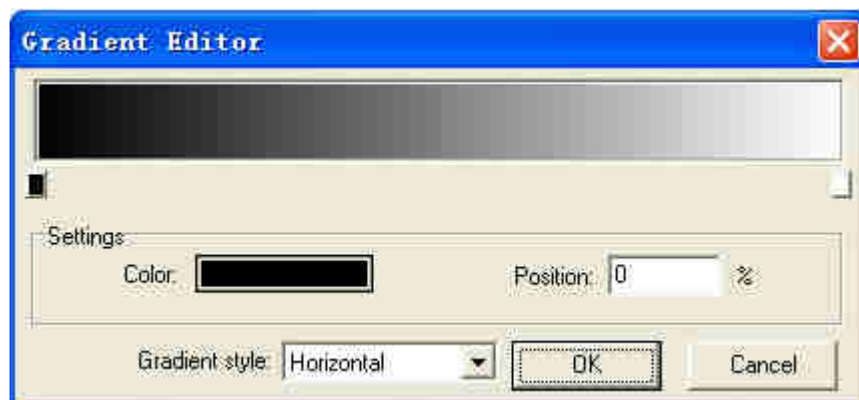
3. Click "Open".

To clear the fill effect:

1. Click  button.
2. Click the geometry.

Gradient Editor

Gradient Editor allows you to define a new gradient.



To add a new gradient:

1. Click below the gradient bar to define color stop(s).
2. To adjust the color, click Color bar in Settings section, and select a color from the popup window.



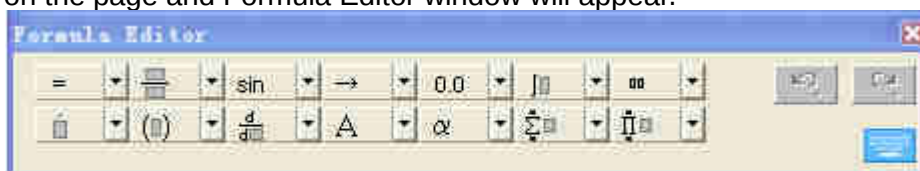
Note: To delete an intermediate color stop, simply right-click the stop.

7.12 Formula Editor

Formula Editor allows you to add complicated math formula or chemistry equation on the whiteboard page.

To input a formula on a page:

1. Do one of the followings:
 - 1) Click “Tools > Formula Editor” on Menu Bar;
 - 2) Click  on Drawing Tools toolbar;
 - 3) Click  on Floating Tools toolbar.
2. Click on the page and Formula Editor window will appear.



3. Enter formula in Formula Edit Box.



4. Click on the page, and the formula you edit will appear.



Note: In Windows 7 System, you can click  in Formula Editor to enable Formula Recognition function, which allows you to enter formula through handwriting.

7.13 Eraser

SmartMedia IWB Software provides five erasing methods, including Normal Erasers, Circle Eraser, Area Eraser, Object Eraser and Erase All.

To select an eraser, do one of the followings:

- 1) Click “Draw > Eraser” on Menu Bar, then select an eraser;
- 2) Click  on Common Tools toolbar, then select an eraser;

3) Click  on Floating Tools toolbar, then select an eraser.

Normal Erasers



Normal Erasers are used for clearing the digital ink created by Freehand Drawing Tools. There are six Normal Erasers in different sizes and shapes. Select one and place it on the whiteboard page to erase the digital ink.



Note: Digital ink refers to objects drawn on screen by Pencil, Brush Pen, Pen, Washing Brush, Board Brush and Creative Pen.

Circle Eraser



Circle Eraser can delete any object in the selected circle. Select “*Circle Eraser*” and draw a circle around the object(s) you want to erase.

Area Eraser



Area Eraser can clear any object in the selected area. Select “*Area Eraser*” and drag a rectangle around the object(s) you want to erase.

Object Eraser



Object Eraser can erase any object on the whiteboard page. Select “*Object Eraser*” and click an object to clear it.

Erase All



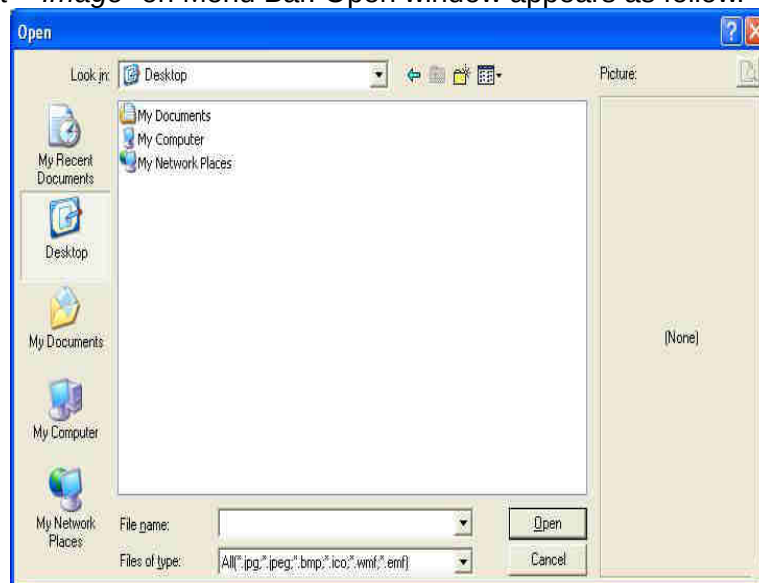
Select “*Erase All*” and click on a page to remove all objects from the page.

7.14 Insert Picture

You can insert pictures into a page. SmartMedia IWB Software supports .bmp, .wmf, .emf, .jpg, and .jpeg formats.

To insert a picture:

1. Click “*Insert > Image*” on Menu Bar. Open window appears as follow.



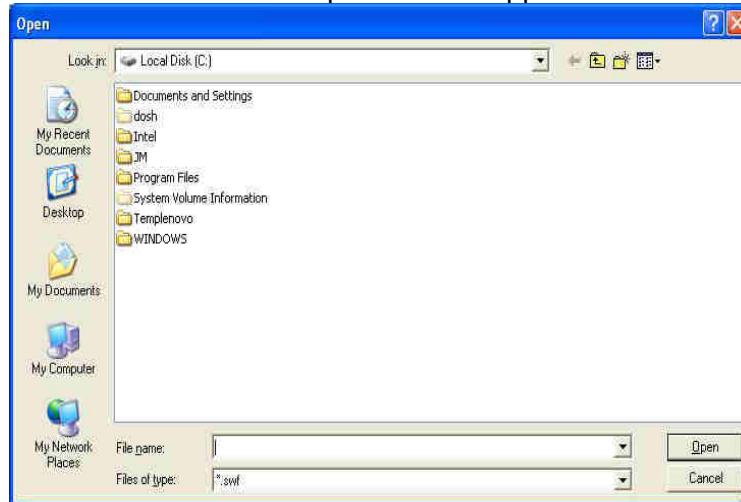
2. Browse to select the picture you want to insert, and then press “*Open*”.

3. Click on the page, then the picture will appear at the upper left corner of the page.

7.15 Insert Flash

To insert a Flash file into a page:

1. Click "*Insert > Flash*" on Menu Bar. Open window appears as follow:



2. Browse to select the Flash file you want to insert, and then press "*Open*".

3. Click on the page, then the Flash file will appear at the upper left corner of the page.

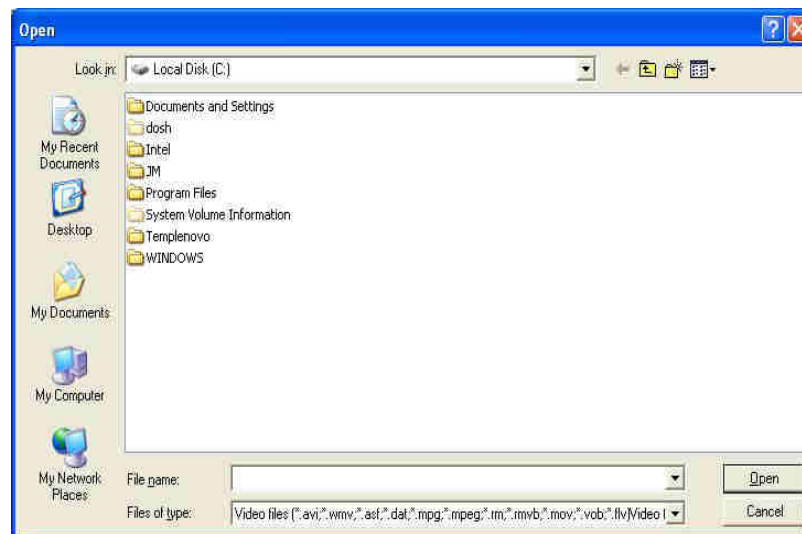
To play the Flash file, click  at its bottom left corner.

7.16 Insert Video

You can insert video files into a page, and play them as you like.

To insert a video file:

1. Click "*Insert > Video*" on Menu Bar. Open window appears as follow.



2. Browse to select the video file you want to insert, and then press "*Open*".

3. Click on the page, then the video will appear at the upper left corner of the page.

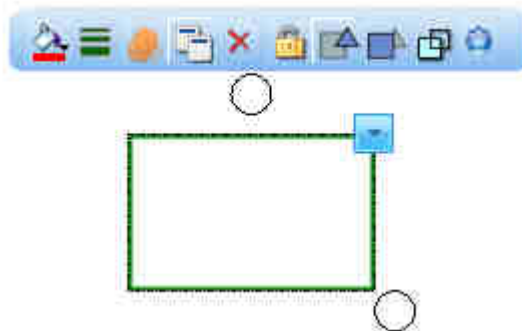
To play the video file, click  at its bottom left corner.

Chapter 8 Manipulating Objects

For each object created on whiteboard page, SmartMedia IWB Software provides a variety of ways to manipulate and edit it.

8.1 Marquee Handles

SmartMedia IWB Software V5.1 provides frequently used edit tools in Marquee Handles according to the object you select. You can choose from these tools to edit the object.



You need select the object first, and then Marquee Handles will appear. You can select a single object, multiple objects or all objects on a page.

To select a single object:

1. Do one of the followings:
 - 1) Click "*Draw > Select*" on Menu Bar;
 - 2) Click  on Drawing Tools toolbar;
 - 3) Click  on Floating Tools toolbar;
2. Click the object you want to select.

To select multiple objects:

1. Do one of the followings:
 - 1) Click "*Draw > Select*" on Menu Bar;
 - 2) Click  Drawing Tools toolbar;
 - 3) Click  Floating Tools toolbar.
2. Do one of the followings:
 - 1) Click the whiteboard page, and drag a rectangle around the objects you want to select;
 - 2) Press and hold "Ctrl" key, and then click the objects you want to select.

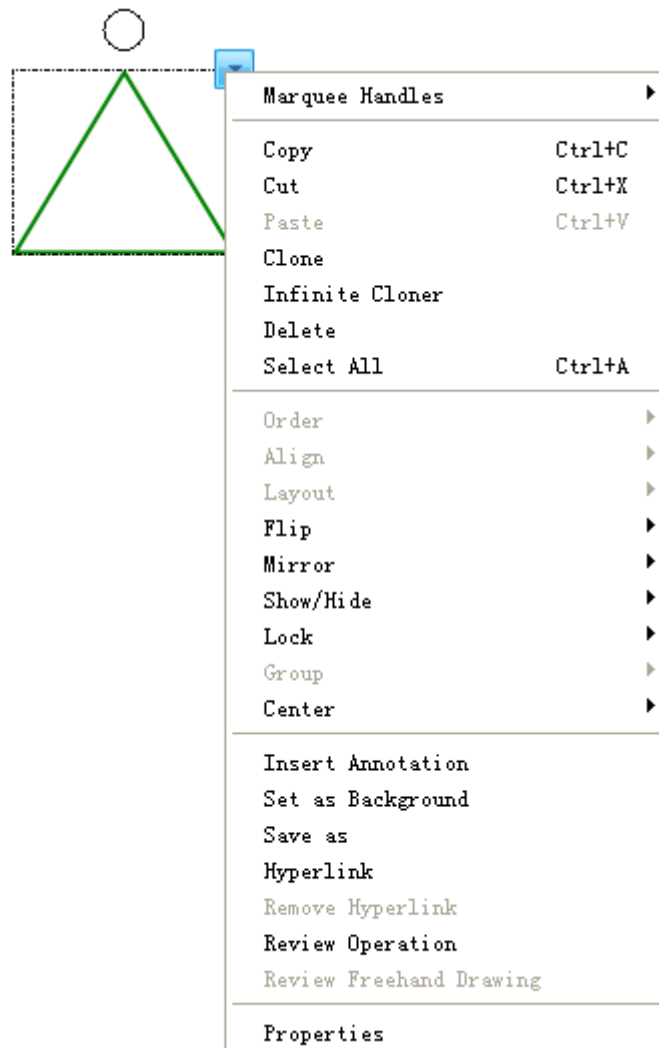
To select all objects on a page:

Do one of the followings:

1. Click "*Edit > Select All*" on Menu Bar;
2. Right-click the whiteboard page, then click "*Select All*";
3. Press "*Ctrl+A*".

When an object is selected, a selection rectangle appears around the object.

8.2 Right-Click Menu



8.2.1 Copy/Cut/Paste/Delete Object

You can copy or cut any object on a page, and paste it on the same or different pages.

To copy an object:

1. Select the object you'd like to copy.
2. Do one of the followings:
 - 1) Click *"Edit > Copy"* on Menu Bar;
 - 2) Click  on Common Tools toolbar;
 - 3) Click the menu arrow of the object and select *"Copy"*;
 - 4) Press *"Ctrl+C"*.

To cut an object

1. Select the object you'd like to copy.
2. Do one of the followings:
 - 1) Select *"Edit > Cut"* on Menu Bar;
 - 2) Click  on Common Tools toolbar;
 - 3) Click the menu arrow of the object and select *"Cut"*;
 - 4) Press *"Ctrl+X"*.

To paste the copied or cut object:

1. Follow the steps above to copy or cut one or more target objects.
2. If you want to paste the object onto a different page, display the page by selecting the

page thumbnail on Page tab.

3. Do one of the followings:

- 1) Select “*Edit > Paste*” on Menu Bar;
- 2) Click  on Common Tools toolbar;
- 3) Right-click where you want to paste the object(s) on page, and select “*Paste*”;
- 4) Press “*Ctrl+V*”.

8.2.2 Clone Object

You can use this function to create a duplicate of an object.

To clone an object:

1. Select the object you want to clone.
2. Do one of the followings:
 - 1) Click “*Edit > Clone*” on Menu Bar;
 - 2) Click the menu arrow of the object(s) and select “*Clone*”.

A duplicated object appears on the page.

To clone an object using the Infinite Cloner:

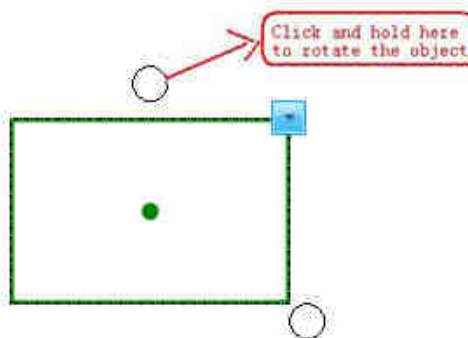
1. Select the object you want to clone.
2. Do one of the followings:
 - 1) Click “*Edit > Infinite Cloner*” on Menu Bar;
 - 2) Click the menu arrow of the object and select “*Infinite Cloner*”.
3. Drag the object to another position on the page.
4. Repeat Step 3 as many times as you want.
5. After cloning the object, repeat Step 2 to unselect Infinite Cloner.

8.2.3 Rotate Object:

1. Select the object

When an object is selected, a selection rectangle appears around the object. You can find a Rotation Handle above the rectangle.

2. Click the Rotation Handle, and then drag it in the direction you want to rotate the object.



3. By default, the object rotates around its central point. You can define another base point by dragging the central point.



Note: If you have selected several objects, drag the Rotation Handle of one object, and all other selected objects will rotate automatically.

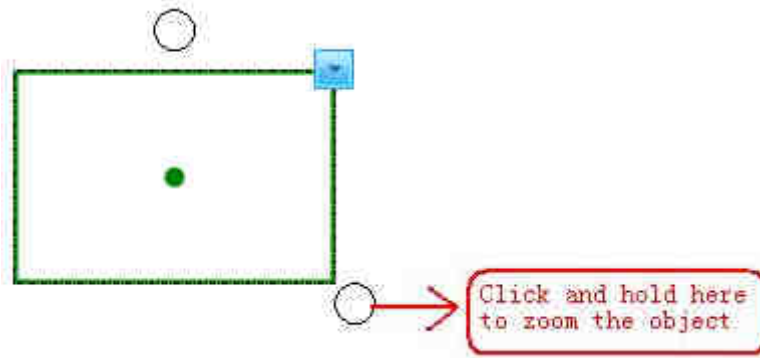
8.2.4 Resize Object:

1. Select the object

When an object is selected, a selection rectangle appears around the object. At the lower right corner of the rectangle, you can find a Resize Handle.

2. Click Resize Handle, and then drag it to increase or reduce the object size.

In case that you select several objects, simply drag the handle of any object



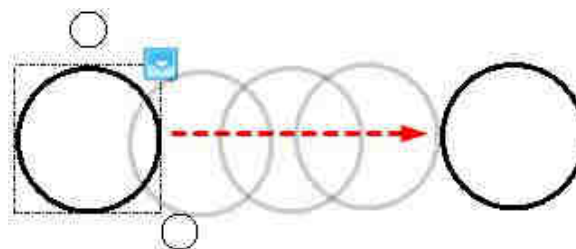
Note: If you have selected several objects, drag the Resize Handle of one object, and all other selected objects will be resized automatically.

8.2.5 Move object

You can move objects to another position on the same page. You can also move objects to another page.

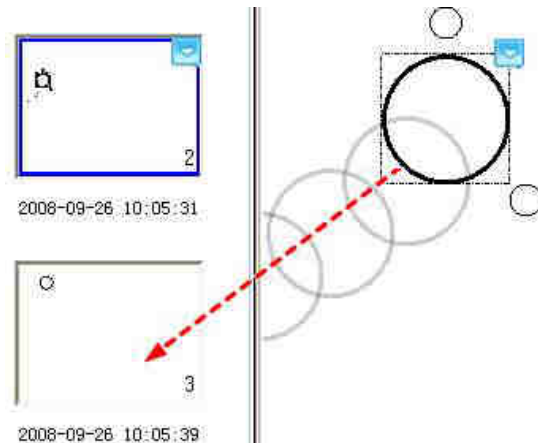
To move the object to another position on the same page:

1. Select one or more objects.
2. Drag the object(s) to a new position on the page.



To move objects to another page:

1. Select one or more objects.
2. Drag the object(s) onto the thumbnail of another page on the Page tab.



8.2.6 Group objects

You can group several objects together, and manipulate or edit them as though they were a single object.

To group objects:

1. Select the objects.
2. Do one of the followings:
 - 1) Select *"Format > Group"* on Menu Bar;
 - 2) Right-click any selected object, then select *"Group"*;
 - 3) Click the menu arrow of any selected object, and then select *"Group"*.



Note:

1. You can not group Label Tools, Function Tools, Math Tools, Pie Chart and Bar Chart.
2. When you draw or write on the whiteboard page with Freehand Drawing Tools, SmartMedia IWB Software can automatically group the objects you create in close proximity, enabling you to interact with these objects as a single object. Refer to Auto Group Settings for details.

To ungroup objects:

1. Select the group.
2. Do one of the followings:
 - 1) Select *"Format > Ungroup"* on Menu Bar;
 - 2) Right-click the group, then select *"Ungroup"*;
 - 3) Click the menu arrow of the group, then select *"Ungroup"*.

8.2.7 Arrange Stacked Objects

If objects overlap on a page, you can change the stacking order. Operation is as follow:

1. Select the object.
2. Do one of the followings:
 - 1) Select *"Format > Arrange"* on Menu Bar, and select *"Bring to Front"*, *"Send to Back"*, *"Bring Forward"*, or *"Send Backward"* from the submenu;
 - 2) Right-click the selected object, and select *"Bring to Front"*, *"Send to Back"*, *"Bring Forward"*, or *"Send Backward"*;
 - 3) Click the menu arrow of the object, and select *"Bring to Front"*, *"Send to Back"*, *"Bring Forward"*, or *"Send Backward"*.

8.2.8 Align Objects

1. Select the objects.
2. Do one of the followings:
 - 1) Select *"Format > Align"* on Menu Bar, and select an alignment type;
 - 2) Right-click the selected objects, select *"Align"* and then an alignment type;
 - 3) Click the menu arrow of the objects, select *"Align"* and then an alignment type.

8.2.9 Mirror Object

1. Select one or more objects.
2. Do one of the followings:
 - 1) Right-click any selected object, then select *"Mirror Left"*, *"Mirror Right"*, *"Mirror Up"* or *"Mirror Down"*;
 - 2) Click the menu arrow of any selected object, then select *"Mirror Left"*, *"Mirror Right"*, *"Mirror Up"* or *"Mirror Down"*.



Note: You can not mirror Simulation and Multimedia objects in Subject Tools, Label Tools, and Function Tools.

8.2.10 Show/Hide Object

1. Select one or more objects.
2. Do one of the followings:
 - 1) Right-click any selected object, then select *"Show"* or *"Hide"*;
 - 2) Click the menu arrow of any selected object, then select *"Show"* or *"Hide"*.



Note: You can not show or hide Simulation and Multimedia objects in Subject Tools, Brush Pen, Creative Pen, Label Tools, and Function Tools.

8.2.11 Insert Annotation

SmartMedia IWB Software allows you to add your own notes and annotations to an object, helping to make it easier to share and reuse.

To add annotation to an object:

1. Select an object.
2. Do one of the followings:
 - 1) Select *"Format > Insert Annotation"* on Menu Bar;
 - 2) Right-click the selected object, then select *"Insert Annotation"*.An annotation box appears on the right side of the whiteboard page.
3. Input annotation on the annotation box.
4. You can drag the annotation box to change its location.

To modify the annotation:

Double-click the annotation box, and then edit the content.

To remove the annotation:

Do one of the followings:

- 1) Select *"Format > Delete Annotation"* on Menu Bar;
- 2) Right-click the selected object, then select *"Delete Annotation"*.

8.2.12 Flip Object

1. Select one or more objects.
2. Do one of the followings:
 - 1) Select "*Format > Flip Horizontally/Flip Vertically*" on Menu Bar;
 - 2) Right-click any selected object, then select "*Flip Horizontally*" or "*Flip Vertically*";
 - 3) Click the menu arrow of any selected object, then select "*Flip Horizontally*" or "*Flip Vertically*".

8.2.13 Insert Object to Background

1. Select one or more objects.
2. Select "*Format > Insert to Background*" on Menu Bar.

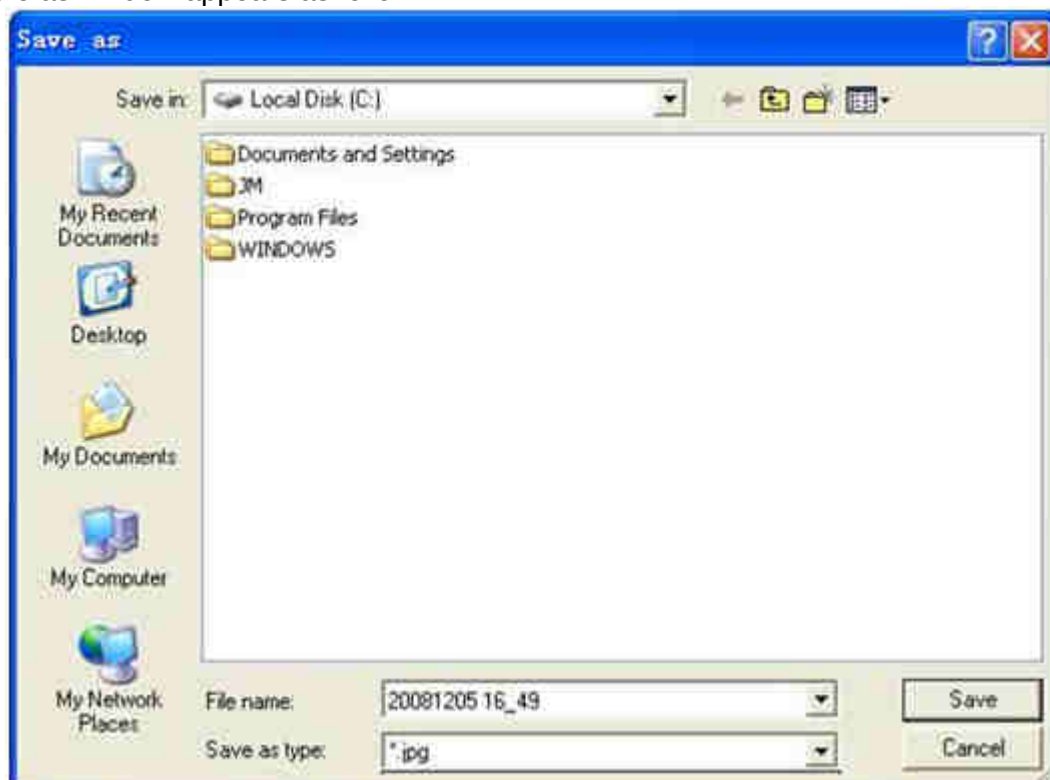
Once inserted to background, the object(s) cannot be manipulated and edited.

8.2.14 Save Object as Image File

You can save one or more objects as image files in .bmp, .png, .gif, .jpg, .emf, .wmf, or .tif format. Operation is as follow:

1. Select the object you'd like to save.
2. Click the menu arrow of the object and select "Save as".

Save as window appears as follow:



3. Select the destination folder and file type, enter a file name, and click "Save".

8.2.15 Lock Object

You can lock an object to prevent its modification, movement or rotation. You may also unlock it at any time.

To lock the object in place:

1. Select one or more objects.
2. Do one of the followings:
 - 1) Select "*Format > Lock*" on Menu Bar;

- 2) Right-click any selected object, then select *"Lock"*;
- 3) Click the menu arrow of any selected object, then select *"Lock"*.

To unlock the object(s):

1. Select one or more locked objects.
2. Do one of the followings:
 - 1) Select *"Format > Unlock"* on Menu Bar;
 - 2) Right-click any selected object, then select *"Unlock"*;
 - 3) Click the menu arrow of any selected object, then select *"Unlock"*.

To unlock object

1. Select one or more locked objects.
2. Do one of the followings:
 - Select *"Format > Unlock"* on the Menu Bar.
 - Right-click any one of the selected objects, then select *"Unlock"*.
 - Click the menu arrow of any one of the selected objects, then select *"Unlock"*.

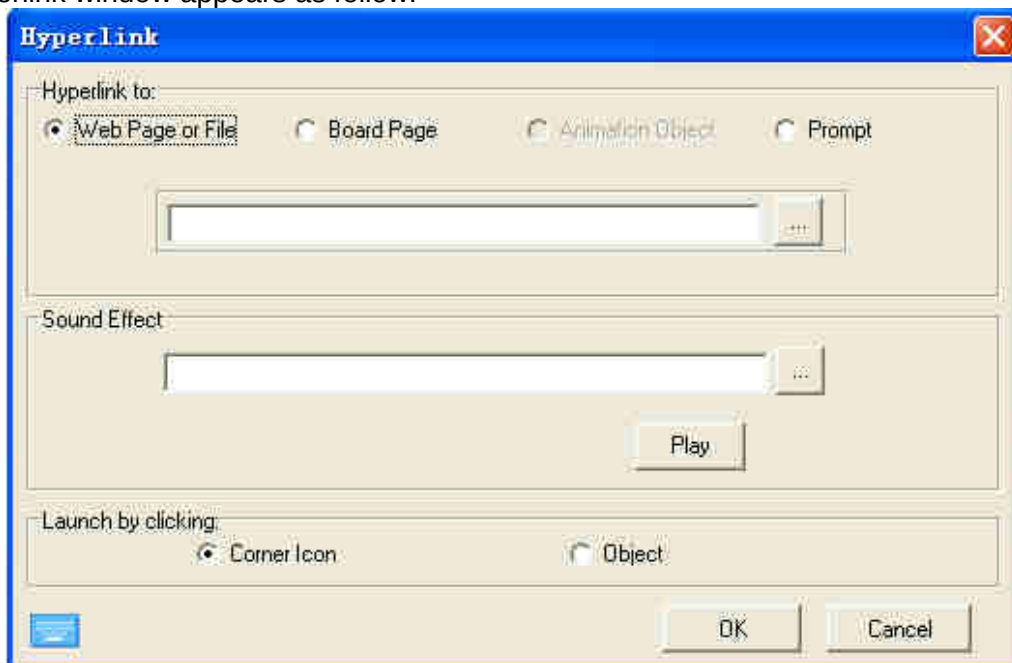
8.2.16 Add Hyperlink to Object

You can hyperlink any object on the whiteboard page to a web page, or a file on your computer.

To add hyperlink to an object:

1. Select the object.
2. Do one of the followings:
 - 1) Right-click the selected object, then select *"Hyperlink"*;
 - 2) Click the menu arrow of the object, then select *"Hyperlink"*.

Hyperlink window appears as follow:



3. Do one of the followings:
 - 1) To hyperlink the object to a web page or a file on your computer, select *"Web Page or File"*, and then enter the address of the web page or file. You can also browse and select the file directly;
 - 2) To hyperlink the object to a whiteboard page, select *"Board Page"*, and then specify the page number.
4. If you want to add sound effect when launching hyperlink, browse and select an audio file for Sound Effect section. You can also enter the audio file path directly in the address box.

5. Do one of the followings:

- 1) If you want to open the link by clicking the corner icon, select *"Corner Icon"*;
 - 2) If you want to open the link by clicking anywhere in the object, select *"Object"*.
6. Click *"OK"*.

If you select *"Corner Icon"*, an icon  appears at the lower left corner of the object.

When the object is hyperlinked to an image file, audio file, or video file, our software will display or play the file directly on the whiteboard page. Meanwhile, you can use Freehand Drawing Tools to annotate on the hyperlinked files.

To stop displaying or playing the linked image/audio/video file:

1. Do one of the followings:
 - 1) Click *"Draw > Select"* on Menu Bar;
 - 2) Click  on Drawing Tools toolbar;
 - 3) Click  on Floating Tools toolbar.
2. Click outside the displaying or playing window.



Note:

1. If you want to hyperlink an object to a video or audio file, please install Windows Media Player V9.0 (or above) first.
2. The supported video and audio file formats include .mp3, .midi, .wav, .wma, .avi, .wmv, .mpg, .mpeg, .dat, .asf, .rm, .rmvb, .vob and .flv.
3. The supported audio file formats for Sound Effect include .mp3 and .wav.

To remove the hyperlink from an object:

1. Select the object.
2. Do one of the followings:
 - 1) Right-click the selected object, then select *"Remove Hyperlink"*;
 - 2) Click the menu arrow of the object, then select *"Remove Hyperlink"*.

8.2.17 Review Operation

When you are creating and manipulating objects, SmartMedia IWB Software automatically records your operation, and allows you to review them anytime. Operation is as follow:

1. Select the object.
2. Do one of the followings:
 - 1) Right-click the selected object, then select *"Review Operation"*;
 - 2) Click the menu arrow of the object, then select *"Review Operation"*.

8.2.18 Review Freehand Drawing

SmartMedia IWB Software can review the stroke order for objects created by Freehand Drawing Tools. Operation is as follow:

1. Select the object.
2. Do one of the followings:
 - 1) Right-click the selected object, then select *"Review Freehand Drawing"*;
 - 2) Click the menu arrow of the object, then select *"Review Freehand Drawing"*.

8.2.19 Change Object Properties

You can select an object on the page and change its properties. The properties you can change depend on the object you select. Operation is as follow:

1. Select the object.

2. Do one of the followings:

- 1) Double-click the object;
- 2) Right-click the object, then select "*Properties*";
- 3) Click the menu arrow of the object, then select "*Properties*".

Chapter 9 Operation Review

When you are creating and manipulating objects, SmartMedia IWB Software automatically records your operation, and allows you to review them anytime.

By default, you can find Operation Review toolbar at the bottom left of the whiteboard area.



1. Click  to start reviewing your operation on the whiteboard page. When SmartMedia IWB Software is playing your operation record, you can use Freehand Drawing Tools to annotate on the page. After the playing is finished, SmartMedia IWB Software will prompt you to save your annotations.
2. To play at a specific point, simply move the tracking button on the position slider.



3. Click  to pause playing.
4. Click  to stop playing. If you have added some annotations during playing, SmartMedia IWB Software will prompt you to save your annotations.
5. Click  to pop up the setting menu.



First Page/Previous Page/Next Page/Last Page: Click these buttons to snap to relevant pages. In case you click these buttons during operation review, SmartMedia IWB Software will snap to relevant pages.

Play: Play your operation record on the whiteboard page.

Stop: Stop playing your operation record.

Speed: Set the playing speed. Large the multiplication is, higher the speed will be.

Play from Current Page: Play your operation record from current page to the last page.

Play Current Page Only: Play your operation record on current page only.

Loop: Repeat playing when selected.

Toolbar Position: Adjust the position of Operation Review toolbar.

6. You can also snap to previous page or next page by clicking  or .

Chapter 10 Resource Panel

On the left side of SmartMedia IWB Software main window is Resource Panel, which allows you to browse, search, access, and manage resources for SmartMedia IWB Software, and also make a courseware. Resource Panel consists of 6 tabs, including Page, Subject Tools, Template, Resource Library, Search Tool, Local and Courseware Making Panel.

To move Resource Panel:

Click  at the bottom left to move Resource Panel to the other side of the main window.

Click  again to move back Resource Panel.

To hide Preview pane of Resource Panel:

Click  at the bottom left.

To hide/display the entire Resource Panel:

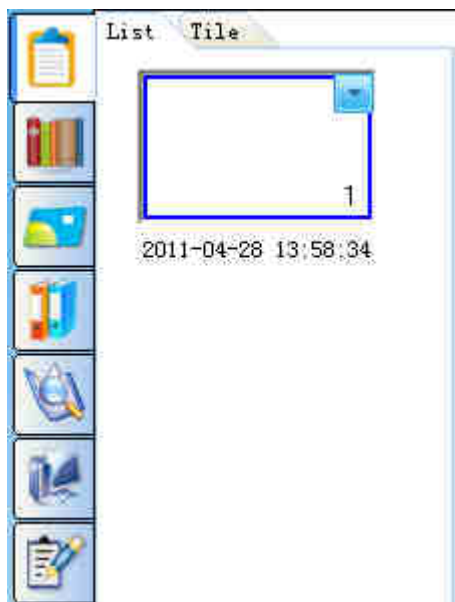
Deselect/select it in "View > Toolbar".

To hide/display some tabs in Resource Panel:

Deselect/select them in "System Settings > Toolbars > Resource Panel".

10.1 Page

Page tab provides an overview of current files, displays all of the pages as thumbnails, and automatically updates these thumbnails as you change page contents.



Page tab provides 2 preview modes: List Mode and Tile Mode. In List Mode, click the page thumbnail to enter the relevant page. In Tile Mode, double-click the page thumbnail to enter the relevant page.

To rename the page, double-click the title under the page thumbnail, and then enter a new name.

10.2 Subject Tools

In Subject Tools tab, you can find numerous useful interactive tools categorized by

subject.

Two ways to add a subject tool:

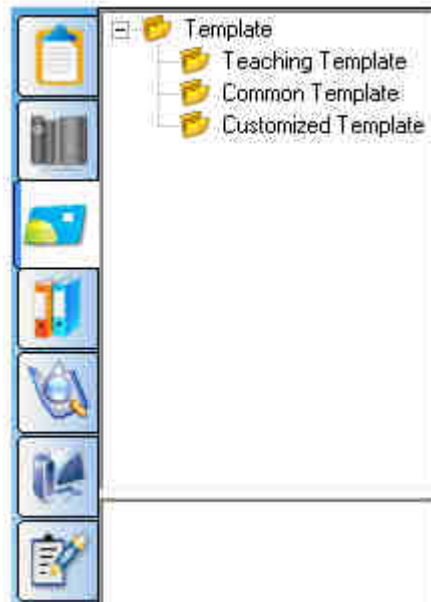
1. Select a subject tool thumbnail and click on the page, then the subject tool will appear on the page;
2. Select a subject tool thumbnail and drag a rectangle on the whiteboard page, then the subject tool will appear on the page.



Note: Subject Tools tab is available only after SmartMedia IWB or a USB Key is connected to your computer.

10.3 Template

Template tab offers various templates. You can also save a whiteboard page or a whiteboard file as template.



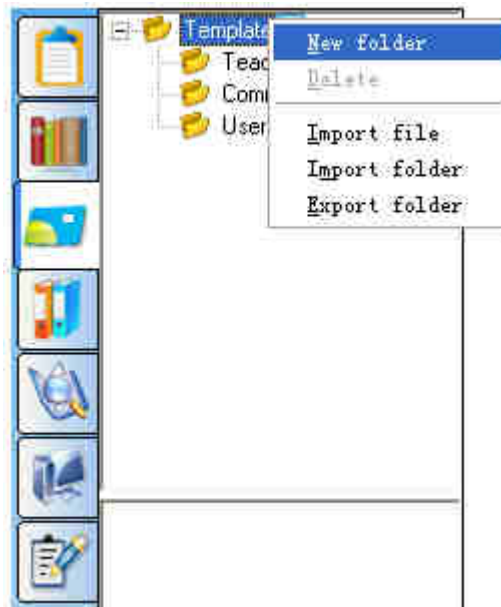
To open a template:

1. Select the template thumbnail you want to insert to the whiteboard in the preview area.
2. Click on the page (you can also drag the template onto the page), the relevant template will be inserted into next page.

To manage the template resources:

1. Select a template folder.
2. Do one of the followings:
 - 1) Right-click the selected folder;
 - 2) Click the menu arrow of the folder.

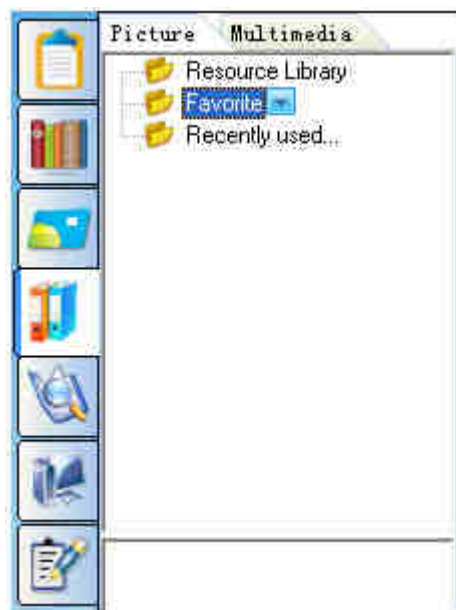
A menu appears as follow:



3. In this menu, you can create new subfolder, delete folder, import template file, import and export template folder.

10.4 Resource Library

Resource tab provides huge amount of pictures and multimedia resources for you to use in the presentation.



Three ways to add a picture or multimedia resource to whiteboard page:

1. Select a resource thumbnail and click on the page, then the resource will be inserted into the page;
2. Select a resource thumbnail and drag a rectangle on the whiteboard page, then the resource will be displayed according to the size of the rectangle. When dragging the object, you can press "Shift" key to keep its aspect ratio;
3. Select a resource thumbnail and drag it onto the page, then the resource will be inserted into the page.

You can also insert resources into whiteboard page from "Insert" on Menu Bar, and select "Image File", "Flash File" or "Audio/Video File" as you need.

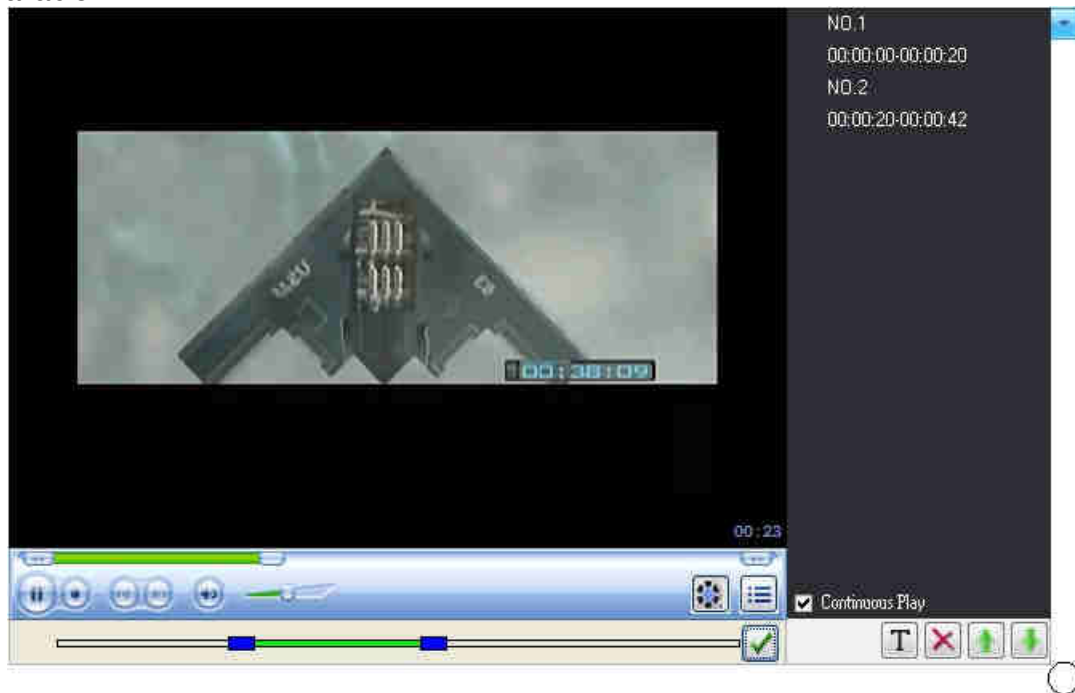


Note: When you want to use picture resource in .edf format from Favorite folder, only the first and third methods are available.

To play the audio/video resource in the page:

You can set a video clip to play, or capture an image from the video and insert it into page.

To set a video clip, please click “Video Clip” button, then a time bar and a list will show. Please drag the time bar to set the beginning and ending points, and click “Clip”, then clipped videos will be added into the list. You can rename or delete these clipped videos from the list. Please select a clipped video and click “Play” to watch it. “Play in Order” is available.



To annotate on the video:

During video playing, you can also do annotation on it. When you annotate, the video will stop playing. The annotation will be sent to back layer when the video play again.

SmartMedia IWB Software also provides Favorite folders for picture and multimedia resources. You can add pictures or multimedia objects on the page to these folders.

To add a picture or multimedia object on page to Resource Library or Favorite folder:

1. Select Resource Library or Favorite folder on Resource tab.
2. Select an object on the page.
3. Drag the object onto the preview area.

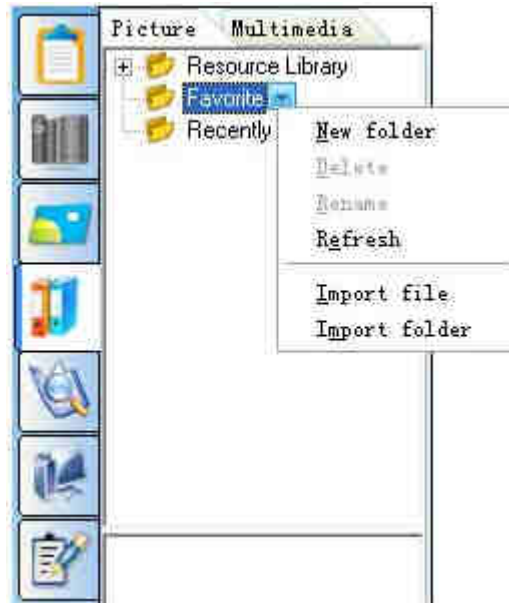
To delete an object on page to the Resource Library or Favorite folder

1. Select Resource Library or Favorite folder on Resource tab;
2. Right-click the object in the preview area, and select “Delete”.

To manage Resource Library or Favorite folder:

1. Select Resource Library or Favorite folder on Resource tab.
2. Do one of the followings:
 - 1) Right-click the folder;
 - 2) Click the menu arrow of the folder.

A menu appears as follow.



3. In this menu, you can create new subfolder, delete, rename, refresh folder, and import resource file and folder in your computer.



Note:

1. Recently Used folder will automatically save your currently used pictures to facilitate your future use.
2. You can only delete and rename the self-added folders.
3. You can only import picture resources in .bmp, .wmf, .emf, .jpg, .jpeg and .gif formats, and multimedia resources in .avi, .wmv, .asf, .dat, .mpg, .mpeg, .rm, .rmvb, .mov, .vob, .mp3, .mp4, .wav and .flv formats.

10.5 Search Tool

By Search Tool, you can translate a word or sentence into target language, look it up in dictionary, and search images for it. It also allows you to insert search results into the page.



To translate or look up a word/sentence:

1. Enter the word or sentence you want to translate or look up in dictionary.

2. Select *“Translation”* or *“Dictionary”* in Type options.
3. Choose the source language and target language.
4. Click *“Search”*. You can insert search results into current page by clicking *“Insert to Current Page”*.
5. You can re-edit the search result inserted into page by double click it.

To search images for a word:

1. Enter the word you want to search.
2. Select *“Gallery”* in Type options.
3. Click *“Search”*. You can select *“Open from Webpage”* to show search results in a webpage. If you want to insert an image in search results into page, you can click and drag it to any blank part of the page.

10.6 Local

Local tab allows you to add EDF, BMP, EMF, WMF, TIF, JPG, GIF, PNG, CDF, SWF, AVI, WMV, ASF, DAT, MPG, MPEG, RM, RMVB, MOV, VOB and FLV files in your computer to the whiteboard page.

Operation is as follow:

1. Select relevant file in the preview area.
2. Click on the page, or drag the file onto the page, then the file will be inserted into the page as an object.

The inserted file can be manipulated as an object and saved into Favorite folder.

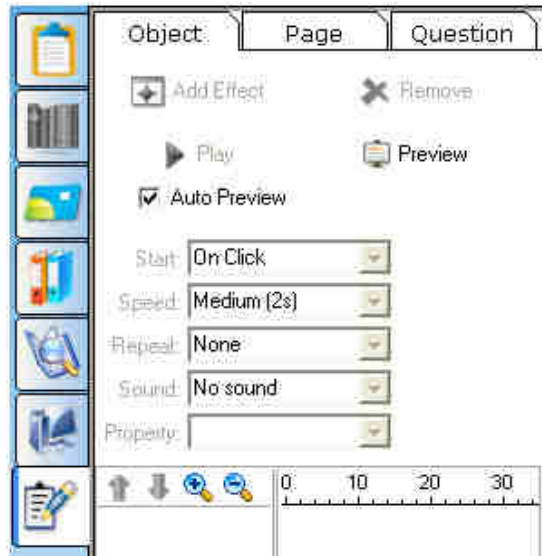


Note:

1. The preview area can display files in any format, but only EDF, BMP, EMF, WMF, TIF, JPG, GIF, PNG, CDF, SWF, AVI, WMV, ASF, DAT, MPG, MPEG, RM, RMVB, MOV, VOB, MP3, MP4, WAV and FLV files can be added to the whiteboard page. For a file in other format, you can double-click the thumbnail to open it.
2. For a picture in BMP, JPG, JPEG or TIF format, you can adjust its transparency by changing its properties.

10.7 Courseware Making Panel

In Courseware Making Panel, you can add animation effects for objects and pages, and can also insert questions into your courseware.



10.7.1 Object Effect

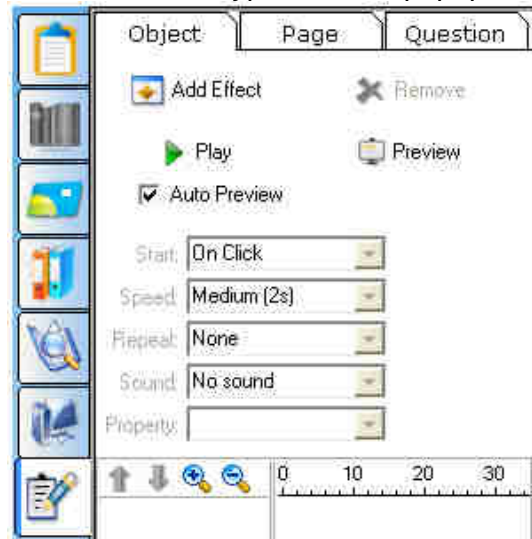
You can set Entrance, Emphasis and Exit effects for any object on the page. Meanwhile, you can make the object move along the preset motion paths.

Add Effect

You can add four kinds of animation types for the single or several selected objects on the current page, such as “Entrance”, “Emphasis”, “Exit” and “Motion Paths”.

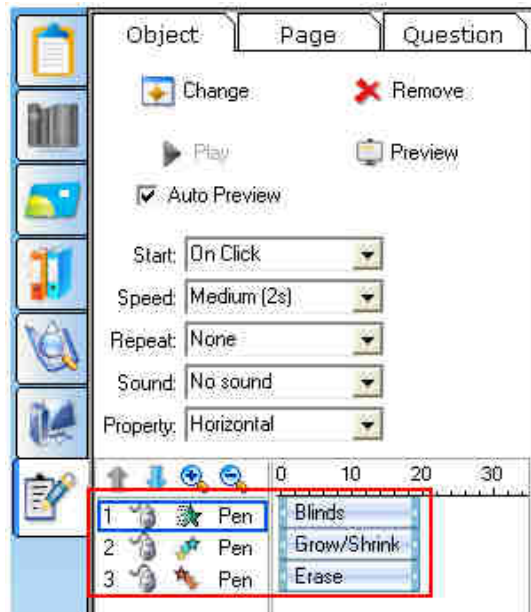
Operation is as follow:

1. Select one or several objects that you want to add effects.
2. Click “Add Effect”, and select an effect type from the popup menu.



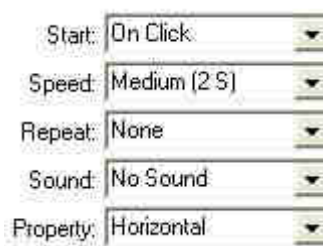
Note: When adding effects, you can preview the added effects if you check “Auto Preview” beforehand.

3. After adding effects, the effects will be displayed in Effects list according to the order.



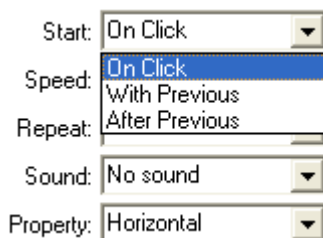
Set Effect

You can customize the current selected effects.



Start

You can customize the way of playing the effects. The system offers you three ways: "On Click" (default), "With Preview" and "After Preview".



Note: By moving the animation path shown in Animation Track list, you can adjust the playing time for every animation.

Speed

You can customize the playing speed of the effects. The system offers you five different speeds, including "Very Slow (5s)", "Slow (3s)", "Medium (2s; default)", "Fast (1s)" and "Very Fast (0.5s)".

Two ways to customize the speed:

1. Select the object from Effects list, and then select an appropriate speed value from the drop-down speed box;
2. Adjust the animation track in Animation Track list. Longer the track is, lower the speed will be.

Start:	On Click
Speed:	Medium (2 S)
Repeat:	Very Slow (5 S)
Sound:	Medium (2 S)
Property:	Very Fast (0.5 S)

Repeat

The system offers many different kinds of repeat times (“No Repeat” by default). To customize the repeat times, simply select an item from the drop-down repeat box.

Start:	On Click
Speed:	Medium (2s)
Repeat:	None
Sound:	None
Property:	2
	4
	6
	Until Next Click
	Until the End of Current
	Customize

Sound

The system offers you more than 20 kinds of sound effects (“No Sound” by default). To customize the sound effect, simply select an item from the drop-down sound box. Besides, you can add sounds as you like.

Start:	On Click
Speed:	Medium (2s)
Repeat:	None
Sound:	No sound
Property:	No sound
	Explode
	Suction
	Hammer
	Typewriter
	Click
	Voltage
	Chime

Property

The drop-down menu of property may vary according to different animation effects. You can adjust the property value to change the playing effect. (e.g.: As for “Blinds”, you can adjust it to “Blinds Horizontal” or “Blinds Vertical” by changing the property value.)

Start:	On Click
Speed:	Medium (2s)
Repeat:	None
Sound:	No sound
Property:	Horizontal
	Horizontal
	Vertical

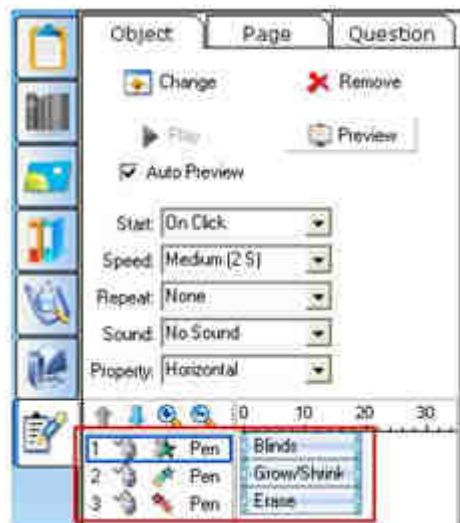
Edit Effect

You may change animation effects and adjust their playing order.

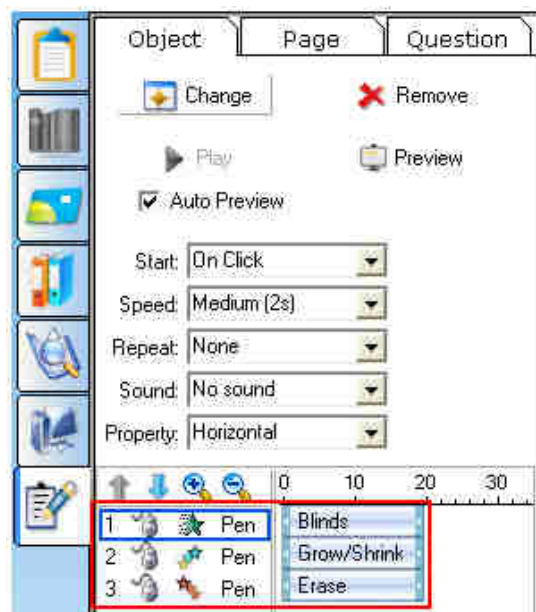
Change Effect

Operation is as follow:

1. Select the object that you want to change.

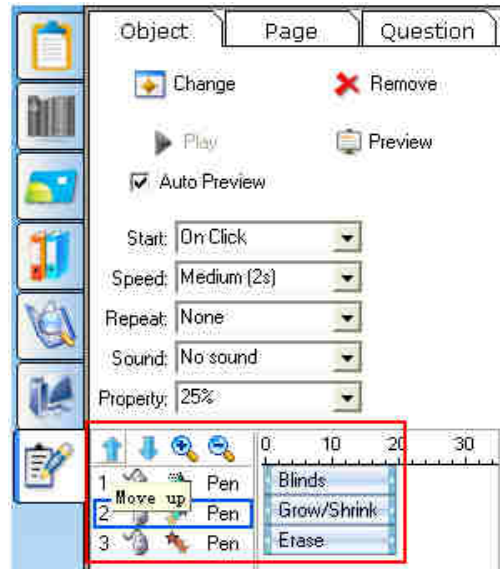


2. Click “Change”, and select appropriate animation effects from the drop-down menu.



Change Playing Order

1. Select the object from Animation Object list.

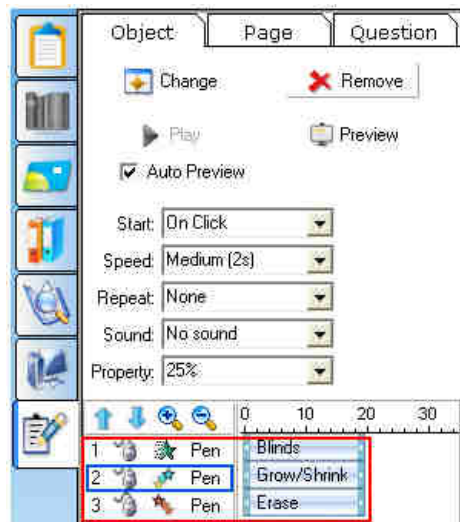


2. Click “Move up”  or “Move down” .

Remove Effect

You can remove the object effects that you don’t need from Animation Object list. Operation is as follow:

1. Select the animation object that you want to remove.



2. Click “Remove”.



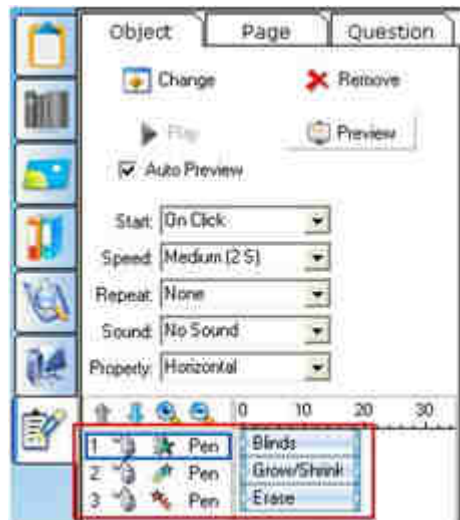
Note:

1. When the object is removed, all the effects added on it will be deleted automatically.
2. You can remove several animation objects at the same time by pressing “Shift” key.

Auto Preview

Users can preview the selected object effects. Operation is as follow:

1. Select the object that you want to preview.
2. Click “Current Preview”.



3. After the effect preview is over, the software will stop preview automatically.

Playing Preview

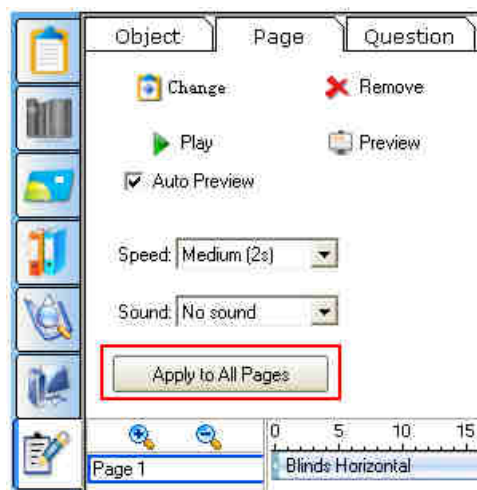
This function enables you to preview all of the object effects from the current page.

10.7.2 Page Effect

Add Page Effect

Several effects can be added to a page, including Blinds Horizontal, Blinds Vertical, Comb Horizontal, Comb Vertical, Cover down, Split Horizontal in, etc. Operation is as follow:

1. Click "Page".
2. Select relevant effect from the drop-down menu.
3. Click the selected effect.
4. Click "Apply to All Pages", then all other pages will share the same effects with the current one.



Customize Page Effect

You can customize the page effects, including playing speed and sound. Operation is as follow:

1. Click "Page".
2. Select the page effect you want to customize.
3. Select the desired speed from Speed list.

Speed: Medium (2s) ▼

Sound: Very Slow (5s)
Slow (3s)
Medium (2s)
Fast (1s)
Very Fast (0.5s)



Note: By default, the speed is “Medium (2s)”.

4. Select the desired sound effect from Sound list.

Speed: Medium (2s) ▼

Sound: No sound ▼

No sound
Explode
Suction
Hammer
Typewriter
Click
Voltage
Chime

Change Page Effect

You can change page effects upon actual needs. Operation is as follow:

1. Click “Page”.
2. Click “Change”, then select the page effect you want to change.

Object Page Question

Change Remove

Play Preview

☒ Auto Preview

Speed: Medium (2s) ▼

Sound: No sound ▼

Apply to All Pages

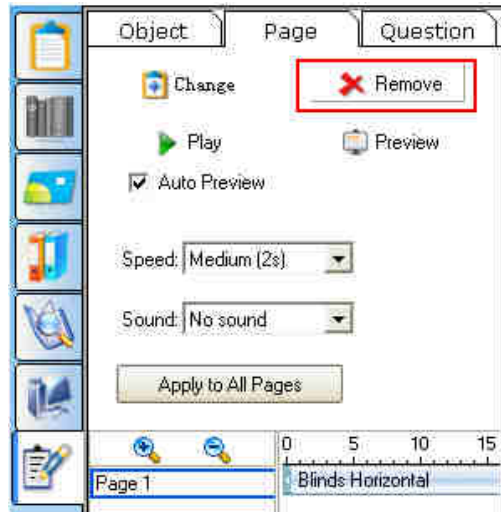
Page 1 Blinds Horizontal

3. Click the desired page effect.

Delete Page Effect

You can delete any page effect as you want. Operation is as follow:

1. Click “Page”.
2. Select the page effect you want to delete.



3. Click “Remove”.



Note: You can also remove page effects by deleting the page. To delete several animation effects at the same time, press “Shift” key and select them one after another.

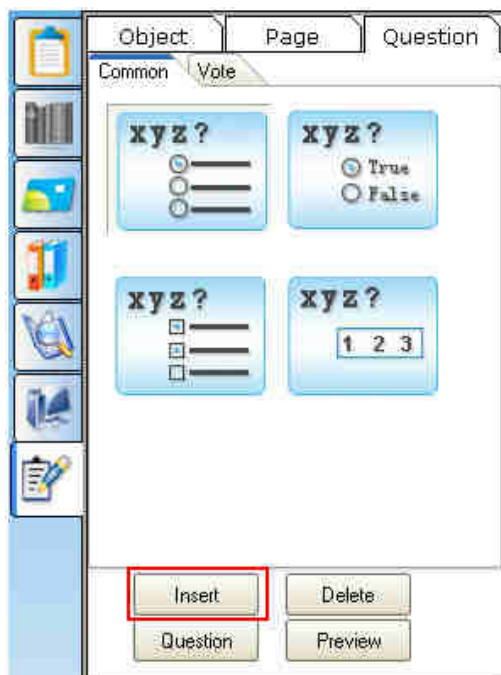
10.8 Add Interactive Quiz

You can carry out interactive quizzes in your classroom. The software provides you with common question types, including Monomial Choice, Multiple Choice, True or False, Gap Filling and Vote, which can help to engage your students to greater extent.

10.8.1 Insert Question

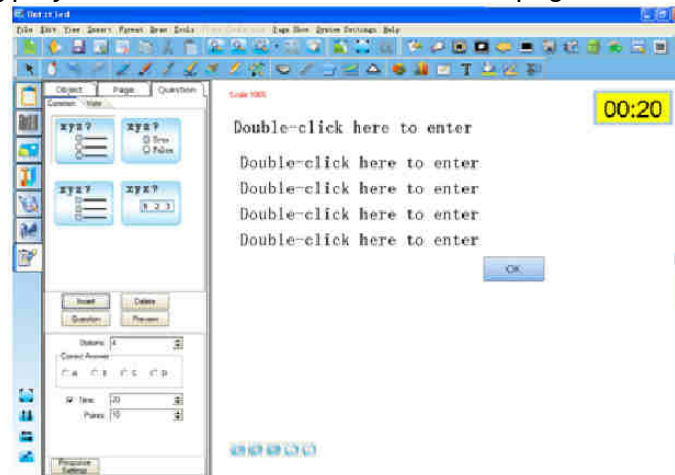
You can add one or more questions to your page. Operation is as follow:

1. Click the icon of question type you want to insert on Question Setting Panel.



2. Click “Insert”.

3. The question type you select will be shown on current page.



Note:

1. You can only insert one interactive question per page.
2. To change the question type, simply select another question icon and click "Insert".
3. You can delete the inserted question by clicking "Delete".

10.8.2 Edit Question

You can edit the interactive questions you insert.

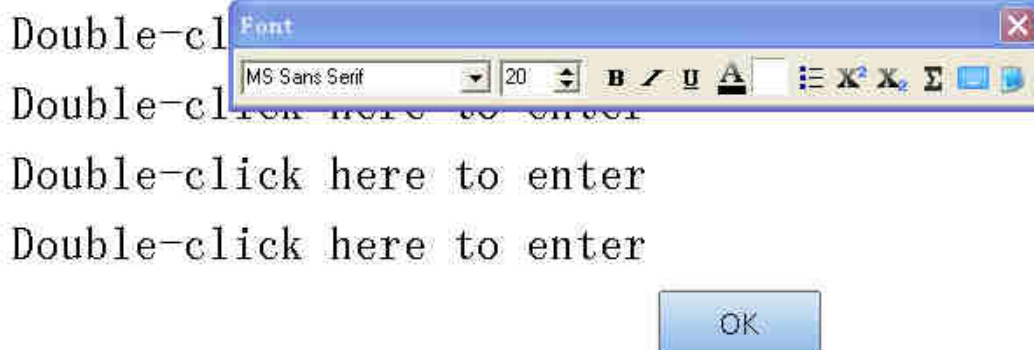
Operation is as follow:

1. Activate Title or Option text box.

Do one of the followings:

- 1) Double-click Title or Option text box;
- 2) Click "Insert Text" and Title or Option text box in consequence.
- 3) Select the Title or Option text box, and click  on Marquee Handles.

Double-click here to enter question.



2. Edit the question in the text box.

3. To exit the text box, simply click any blank part of the page.

Scale: 71%

00:20

1+1=?

- A. 1
- B. 2
- C. 3
- D. 4

OK



Note:

1. You can drag the title or option text box to change its position.
2. You can not input text in the gap when you insert a Gap Filling Question.
3. You can double-click "OK" to customize properties of the button, such as name and background.

The image shows a dialog box titled "Object properties" with a blue title bar and a red close button. It contains two sections: "Name Setting" and "Background Setting". In the "Name Setting" section, there is a "Name:" label followed by a text box containing "1+1" and a "Font:" label followed by a dropdown menu showing "MS Sans Serif" and a font selection button. In the "Background Setting" section, there is a "Color:" label followed by a color selection box showing a blue color and a color selection button. At the bottom right, there are "OK" and "Cancel" buttons with green and red checkmarks respectively.

Customize Question

You can change the properties of your question.

Options: The number of options for Monomial Choice and Multiple Choice can range from 2 to 8 (default: 4). You can adjust it by typing a number in Options text box or operating Options button.

Correct Answer: You can set a correct answer for the question.

Time: The time range is between 1s and 120s (default: 20s). You can adjust it by typing a number in Time text box or operating Time button.

Points: It ranges from 1 point to 100 points (default: 10 points). You can adjust it by typing a number in Points text box or operating Points button.

Chart: You can select Pie Chart or Bar Chart to reflect voting statistics.



Note: In Gap Filling, you can set one or more correct answers to a question.

Chapter 11 Assistant Tools

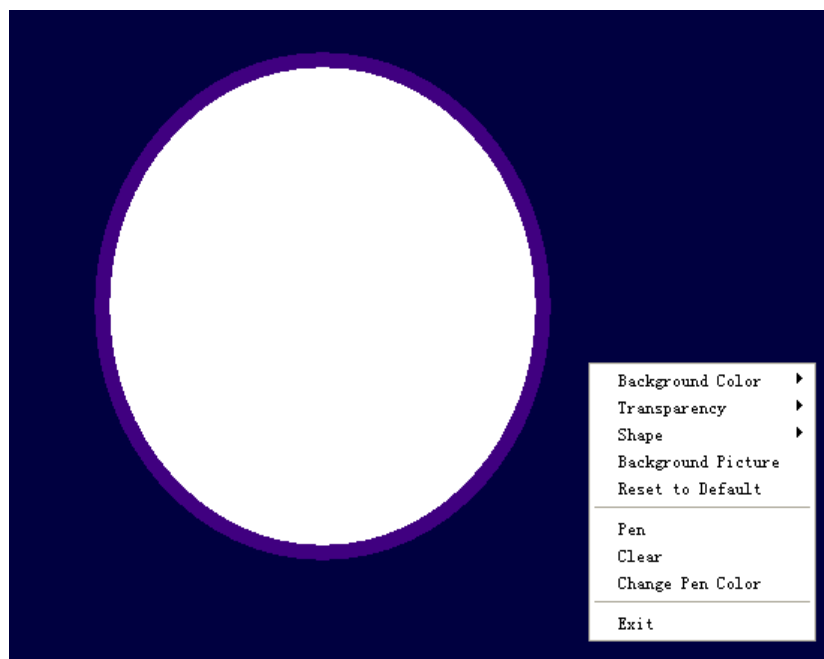
SmartMedia IWB Software features with some useful assistant tools to make your teaching and presenting more convenient and efficient. The assistant tools include Screen Tools, Math Tools, Screen Capture, Screen Record, Special tools, and Quick Access to Application.

11.1 Screen Tools

11.1.1 Spotlight

Spotlight can draw attention to an area of the screen. You can operate Windows system in the highlighted area. Operation is as follow:

1. Four ways to get the function of Spotlight:
 - 1) Click *"Tools > Spotlight"* on Menu Bar;
 - 2) Click  on Assistant Tools toolbar;
 - 3) Click  on Floating Tools toolbar.
 - 4) Click *"Start>Programs>SmartMedia IWB Software V5.1 > Screen Tools>Spotlight"*.
2. Default shape of Spotlight is circle. You can drag the rim to zoom and move the Spotlight.
3. You can click  on the screen bottom right to adjust the properties of Spotlight, such as Shape, Background Color and Transparency, and you can do annotation on the Spotlight background area by clicking *"Annotation"*. Click *"Clean Annotation"* to clean your annotation. If you close Spotlight without selecting *"Clean Annotation"* or *"Reset to Default"*, your annotation will be shown next time when you use Spotlight.



4. To close Spotlight, do one of the followings:
 - 1) Click  on the screen bottom right, then select *"Exit"*;
 - 2) Click  on the screen bottom right.

11.1.2 Reveal Screen

The Reveal Screen function can cover and reveal the information on your screen. You can operate Windows system in the revealed area. Three revealing methods are provided: top-bottom, left-right, all directions.

1. Four ways to get Reveal Screen function:

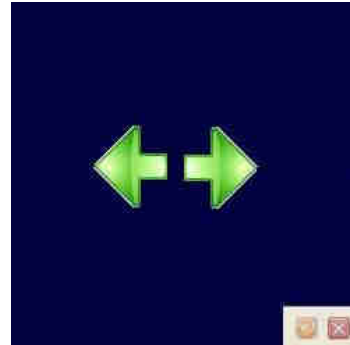
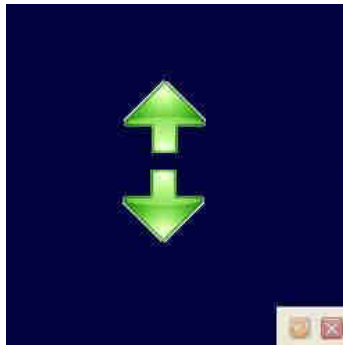
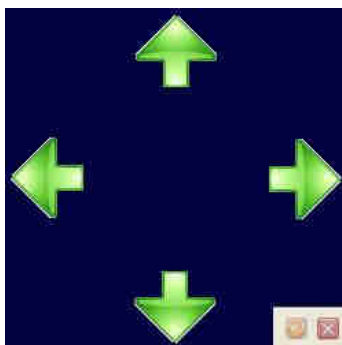
- 1) Click “*Tool > Reveal Screen*” on Menu Bar, then select a revealing method on the submenu;
- 2) Click any Reveal Screen button on Assistant Tools toolbar;
- 3) Click any Reveal Screen button on Floating Tools toolbar;
- 4) Click “*Start>Programs>SmartMedia IWB Software V5.1>Screen Tools>*”, select a revealing method.



Note: In Default, the Reveal Screen button on Assistant Tools Toolbar and Floating Tools Toolbar is “all directions”; if you want other revealing methods, you can click “System setting>Toolbars>” on Menu Bar and then add other revealing methods to “Assistant Tools” and “Floating Tools” respectively.

2. You can drag the arrows to reveal screen horizontally and longitudinally, and from center to all directions.

3. You can click  on the screen bottom right to adjust the properties of Reveal Screen function, and you can do annotation on the Reveal Screen background area by clicking “*Annotation*”. Click “*Clean Annotation*” to clean your annotation. If you close Reveal Screen without selecting “*Clean Annotation*” or “*Reset to Default*”, your annotation will be shown next time when you use Reveal Screen.



4. To exit the Reveal Screen function, do one of the followings:

- 1) Click  on the screen bottom right, then select “*Exit*”;
- 2) Click  on the screen bottom right.

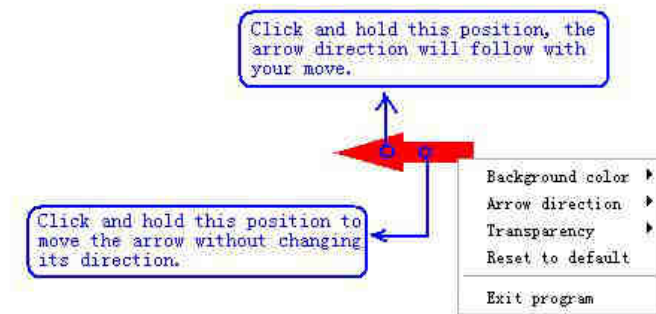
11.1.3 Screen Arrow

You can place a large arrow on the interactive screen to draw attention to a screen area. Right-click the arrow, you can change the background color, direction and transparency of the arrow.

1. Four ways to get Screen Arrow function:

- 1) Click “*Tools > Screen arrow*” on Menu Bar;
- 2) Click  on Assistant Tools toolbar;
- 3) Click  on Floating Tools toolbar;
- 4) Click “*Start>Programs>SmartMedia IWB Software V5.1>Screen Tools>Screen Arrow*”.

2. You can drag the arrow to another location on the screen. When you drag the head of the arrow, it points in the direction that you drag it. And you can also click and hold the arrow end for translational motion.



3. To close the Screen Arrow, right-click it, then select “Exit”.

11.1.4 Black Screen

You can display a black screen to draw attention or prompt the next teaching step.

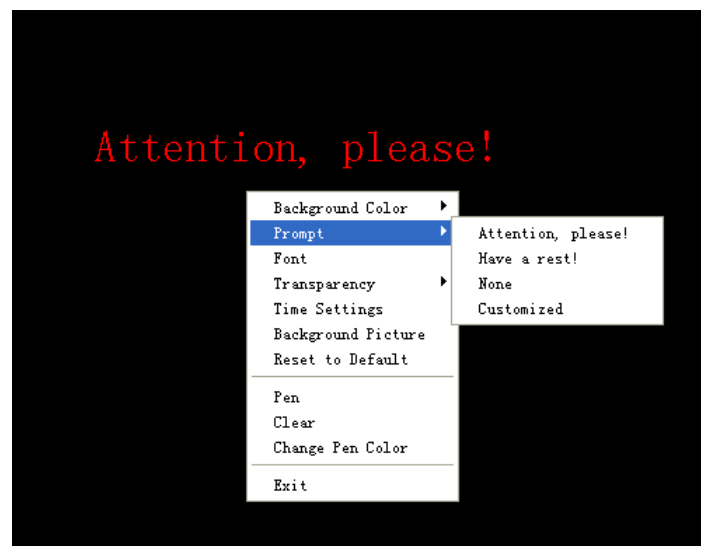
1. Four ways to get Black Screen function:

- 1) Click “Tools> Black screen” on Menu Bar;
- 2) Click  on Assistant Tools toolbar;
- 3) Click  on Floating Tools toolbar;
- 4) Click “Start>Programs>SmartMedia IWB Software V5.1>Screen Tools>Black Screen”.

2. You can click the  button in the bottom right of screen to adjust the properties of Black Screen, such as background color/picture, prompt message, font, transparency, time setting, and you can also do annotation on the Black Screen background area by clicking “Annotation”. Click “Clean Annotation” to clean your annotation. If you close Black Screen without selecting “Clean Annotation” or “Reset to Default”, your annotation will be shown next time when you use Black Screen.

3. You can close the Black Screen by doing one of the followings:

- 1) Click  on the screen bottom right, then select “Exit”;
- 2) Click  on the screen bottom right;
- 3) When you start this function, you can set time for displaying the black screen. Once the time is up, the black screen disappears automatically;
- 4) Press “Ctrl+Alt+E”.



11.1.5 Highlight

You can highlight one or more areas on screen to draw attention.

1. Four ways to get Black Screen function:
 - 1) Click *"Tools> Highlight"* on Menu Bar;
 - 2) Click  on Assistant Tools toolbar;
 - 3) Click  on Floating Tools toolbar;
 - 4) Click *"Start>Programs>SmartMedia IWB Software V5.1>Screen Tools>Highlight"*.

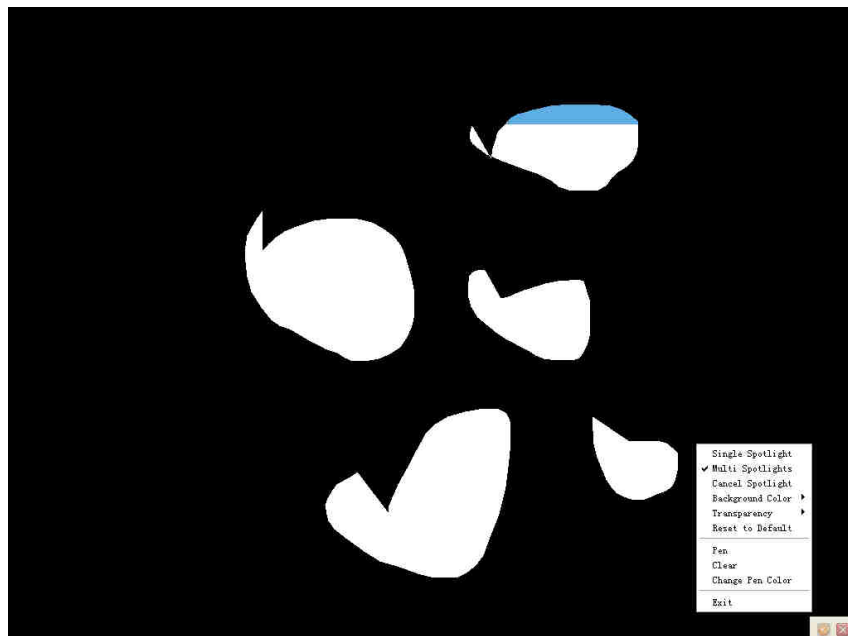


Note: By default, the  button is not on the Floating Tools toolbar, you can add it yourself. You can click *"System setting>Toolbars>"* on Menu Bar and then add  to *"Floating Tools"*.

2. How to highlight?

You create the highlighted area by moving the cursor.

3. You can click  in the bottom right of screen to adjust the properties of Highlight, such as background color and transparency. And you can select Single Spotlight or Multi Spotlights to highlight one or multi areas for attention. You can also do annotation on the Highlight background area by clicking *"Annotation"*. Click *"Clean Annotation"* to clean your annotation. If you close Highlight without selecting *"Clean Annotation"* or *"Reset to Default"*, your annotation will be shown next time when you use Highlight.



11.1.6 Screen Capture

1. Four ways to get Screen Capture function:

- 1) Click *"Tools> Screen capture"* on Menu Bar;

- 2) Click  on Assistant Tools toolbar, the Screen Capture toolbar appears as follow:



- 3) Click  on Floating Tools toolbar, the above Screen Capture toolbar appears

upright.

2. Four ways to capture a screen”:

- 1) To capture a full screen: click “Full Screen Capture” to capture the whole screen;
- 2) To capture a window on screen: click “Window Capture” button on the toolbar, select the window you want to capture, and click the window;
- 3) To capture a rectangle screen area: click “Area Capture”, then press and drag the cursor to define the rectangle area you want to capture;
- 4) To capture a freehand area: click “Freehand Capture”, then press and drag the cursor to freely define the area you want to capture.

3. Before capturing screen, you can click  to select the inserting method of the captured screen. You can select “Insert to current page” or “Insert to new page”.

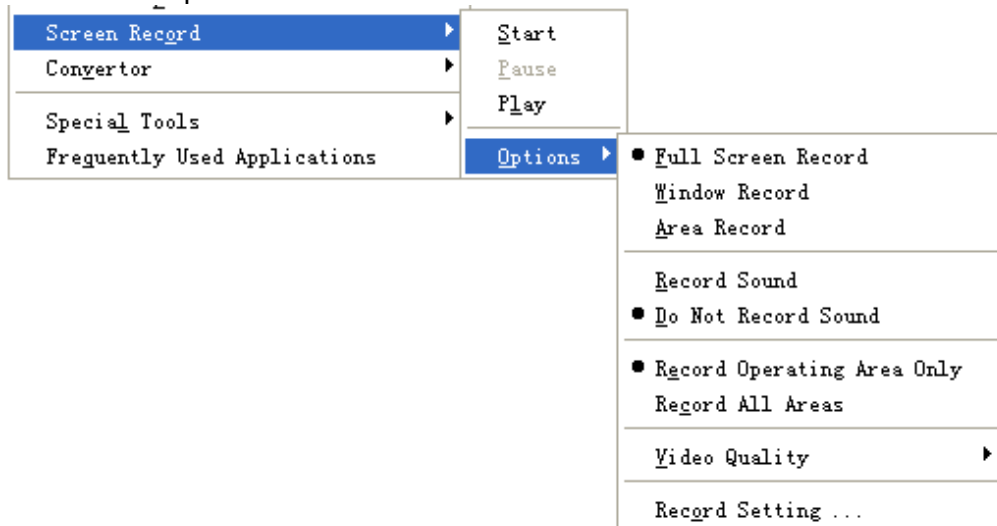
After you capture the screen, the system will insert the captured image to relevant page according to the inserting method you select.

11.1.7 Screen Record and Playing

SmartMedia IWB Software provides 3 ways to record the actions you take on the interactive screen, including Full Screen Record, Area Record, and Window Record. You can also record sound simultaneously. The recorded file can be saved in AVI format, and can be converted to WMV, SWF (FLASH file), or EXE formats. You can play the record using SmartMedia Player or other media players, such as Windows Media Player.

1. Three ways to get Screen Record function:

- 1) Click “Tools > Screen Record” on Menu Bar, and select from “Options” the recording style you want. The picture is as follow:



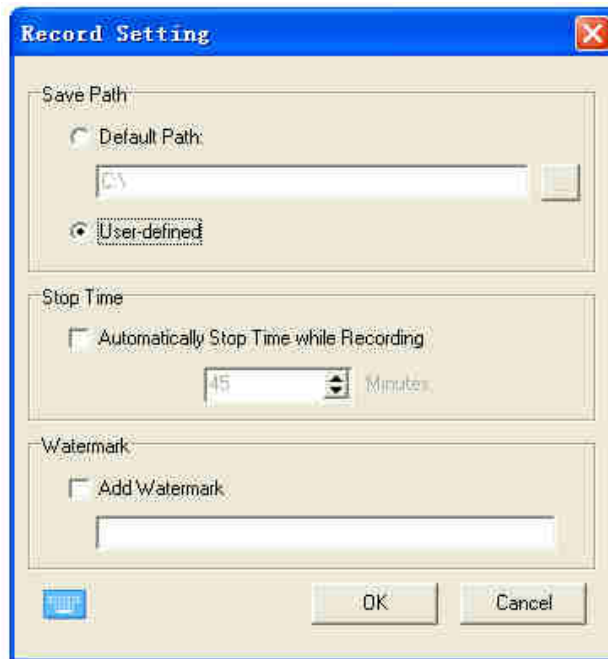
- 2) Click  on Assistant Tools toolbar, the Screen Record toolbar appears as follow:



- 3) Click  on Floating Tools toolbar, the above Screen Record toolbar appears upright.

2. How to record a screen:

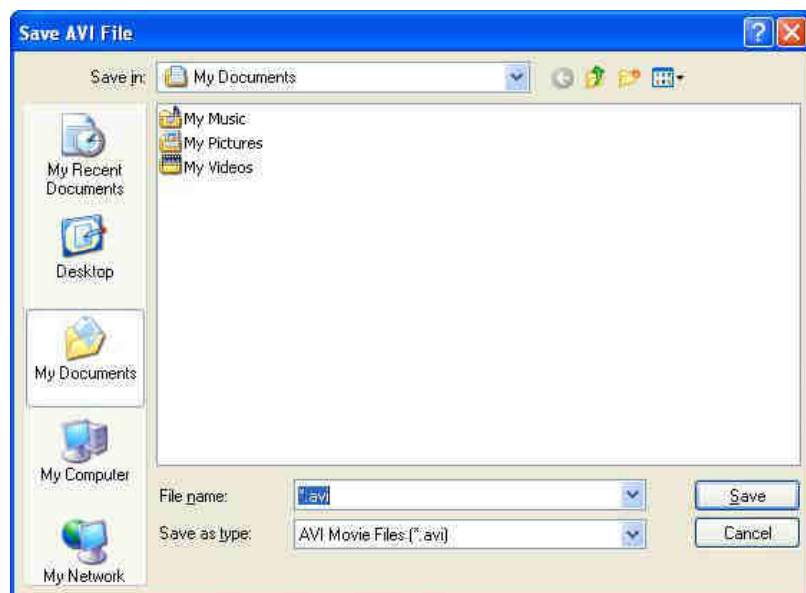
- 1) Before starting recording, you can click  on the Screen Record toolbar to select the recording style you want. In “Record Settings”, you can set the save path, save time, and watermark which will be shown in the bottom right corner of your screen record file.



2) Click , a Prompt window appears, click “OK”, then the file saving window appears.



3) Determine the file name and path, then click “Save” to start recording.



Note: You can default video saving path from “Options > Save Path > Default Path”.

In case you have selected “Full screen record”, SmartMedia IWB Software would record the entire screen;
 In case you have selected “Window record”, select the window you want to record, and click the window;

In case you have selected “Area record”, press and drag the cursor to define the area you want to record.

4) During recording, you can click  to pause your recording; and you can click  to finish the recording.

3. How to play the recorded screen:

After you finish recording, the SmartMedia player will automatically appear for playing the recorded screen. You can also click  on the Screen Record toolbar to manually start the player. And then click  on the player to play it.



Note: You can use other player, such as the Windows Media Player to play the recorded video files.

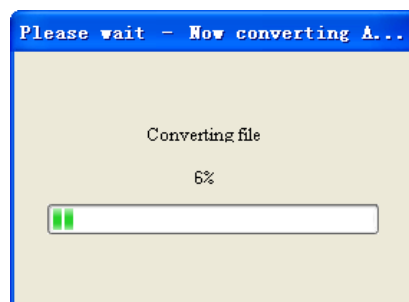
4. How to convert the video format

1) To convert the recorded AVI file to SWF format:

Click  on the Screen Record toolbar, then Select “AVI to SWF”, SWF Converter window appears as follow:



Open the AVI file you want to convert by clicking “File” on “SWF converter”, click  button on the converter window or select “Convert to SWF” in the pulldown menu of “File”, enter the name and path of the SWF file, the converting starts;

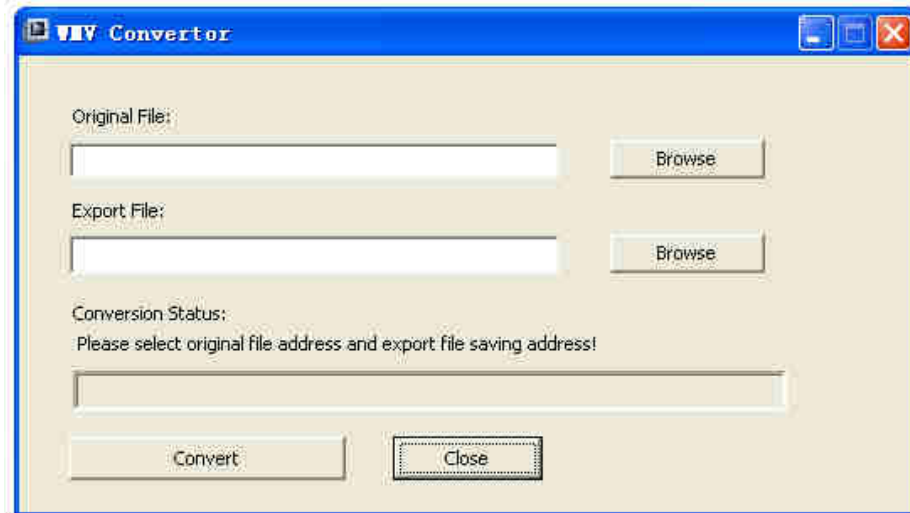


When the converting is finished, the software will prompt the success of converting, click “Ok” to complete the converting.



2) To convert the recorded AVI file to WMV format:

Click  on the Screen Record toolbar, then select “AVI to WMV”, WMV Converter window appears as follow:



Open the AVI file you want to convert by clicking “Browse” button at “Original file”, then click “Browse” at “Output file” to select an address for saving the WMV file. Then you can click “Start converting” to start the converting. When the converting is finished, the software will prompt the success of converting, click “Ok” to complete the converting.

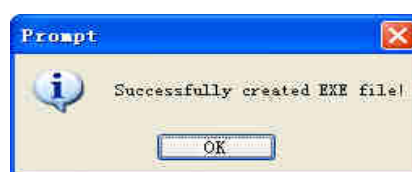


3) To convert the SWF file to EXE format:

Click  on the Screen Record toolbar, then select “SWF to EXE”, Flash to EXE Converter window appears as follow:



Click “Open Flash file” button to open the SWF file you want to convert, then click “Convert to EXE file” to start converting; When the converting is finished, the software will prompt the success of converting, click “Ok” to complete the converting.



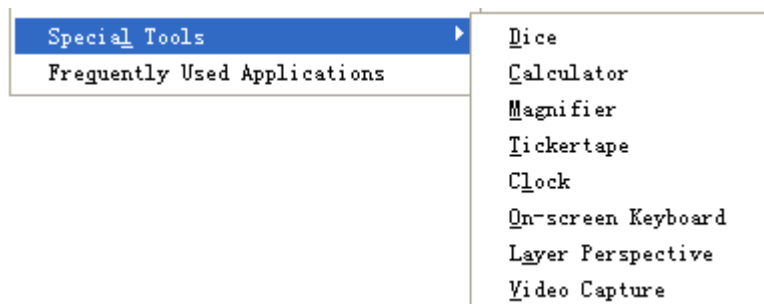
11.2 Special Tools

SmartMedia IWB Software also provides some useful tools, including Dice, Calculator,

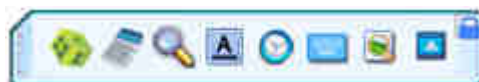
Magnifier, Tickertape Scrolling, Clock and On-Screen Keyboard, Layer Perspective, Video Capture.

11.2.1 How to Get Functions of Special Tools

1. Click “Tools > Special tools”, select corresponding tool from the submenu; please see the picture as follow:



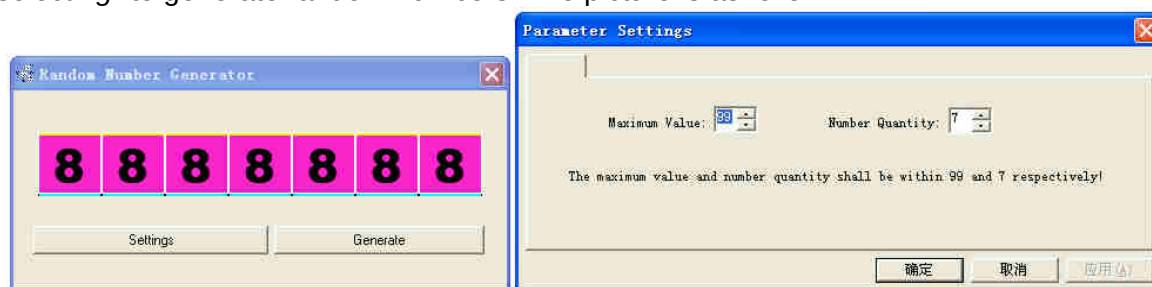
2. Click  on Assistant Tools toolbar, then select corresponding tool from the Special Tools toolbar as follow:



3. Click  on Floating Tools toolbar, then select corresponding tool from the Special Tools toolbar displaying upright.

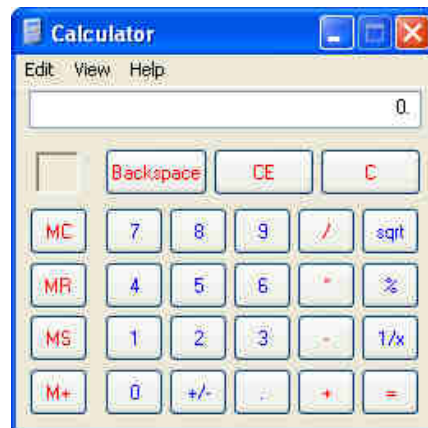
11.2.2 Dice

You can use Dice  to generate 1-7 random numbers. And you can click “Parameter setting” to set the maximum value and the number quantity. And then click “Start selecting” to generate random numbers. The picture is as follow:



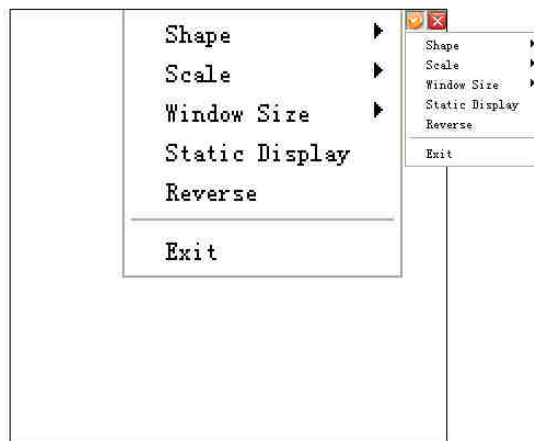
11.2.3 Calculator

SmartMedia IWB Software provides a Calculator  for performing mathematical calculations.



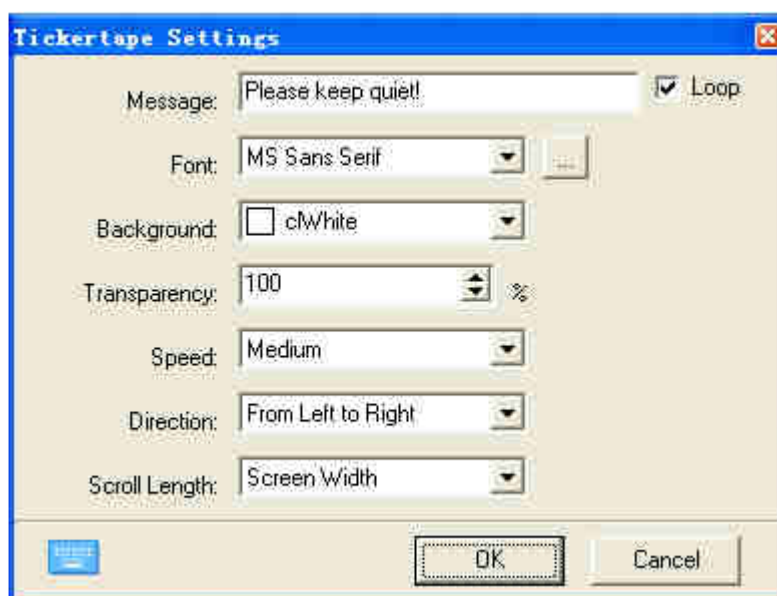
11.2.4 Magnifier

Magnifier  can easily magnify areas of the screen. You can click  or right-click the magnifying window to change the Magnifier Properties, such as magnifying shape, scale, window size, and etc.



11.2.5 Tickertape Scrolling

You can create tickertape scrolling  on screen to prompt message. Tickertape Settings window appears as follow:



You can change the properties if necessary; click “OK”, the prompt message scrolls from left to right at the bottom whiteboard page as follow:

Please keep quiet!

Click the tickertape on screen, a toolbar appears on the screen.



The functions of each icon are as follows:

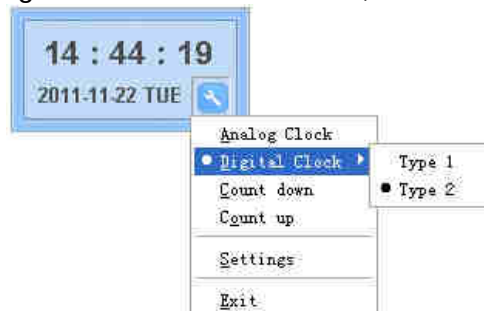
- Move tickertape, the displaying position can be moved as you like;
- Enter Tickertape Settings window and change properties you want;
- Lock or unlock the tickertape position;
- Close tickertape.

11.2.6 Clock and Timer

The Clock tool allows you to display a clock or a counter on the screen.



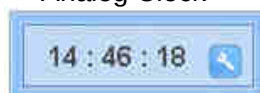
Click on the bottom right to customize the Clock, as follows:



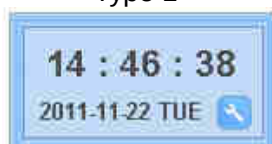
Clock styles



Analog Clock



Type 1

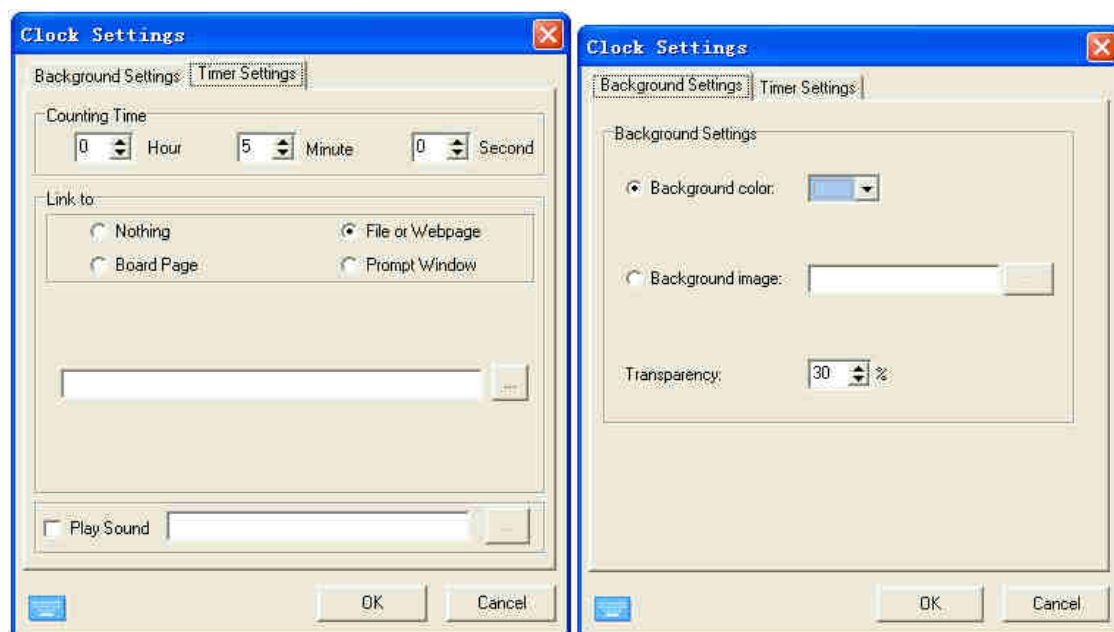


Type 2

Timer



Count Down/Up: Display a digital counter. The counter will count down from or up to the time entered in Counter Setting window as follow. When you select one of the counters and define the counting time, the counter will start counting automatically when it appears on screen. Click on  button to temporarily stop and resume counting. Click on  button to end and restart counting. You can set an automatic link to nothing, file or webpage, board page, or prompt window after the counting. You can also set sound for the clock.

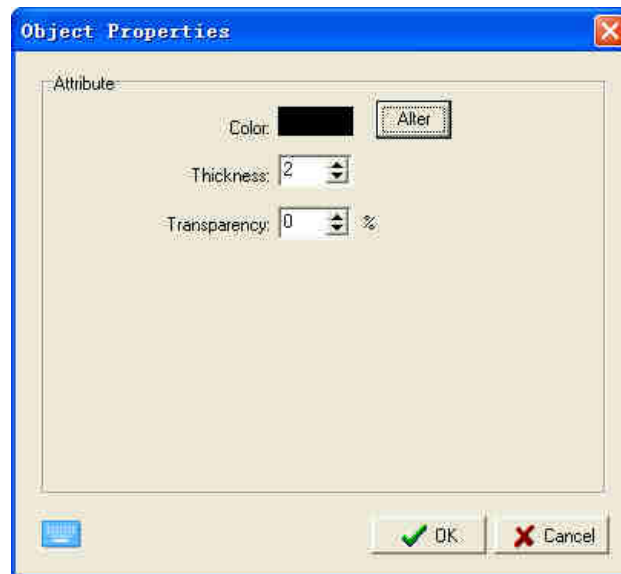


Clock Setting

Click "Setting" on the popup menu to open the Clock Settings window, which includes Background Setting tab and Counter Setting Tab.

11.2.7 On-screen Keyboard

On-Screen Keyboard is a virtual keyboard on the screen that allows you to type and interact with your computer directly on the interactive whiteboard. For getting this function, besides the ways similar to other Special Tools, an additional way is to right-click any object and select "Properties", Object Properties window appears as follow, and then click  at the lower left corner.

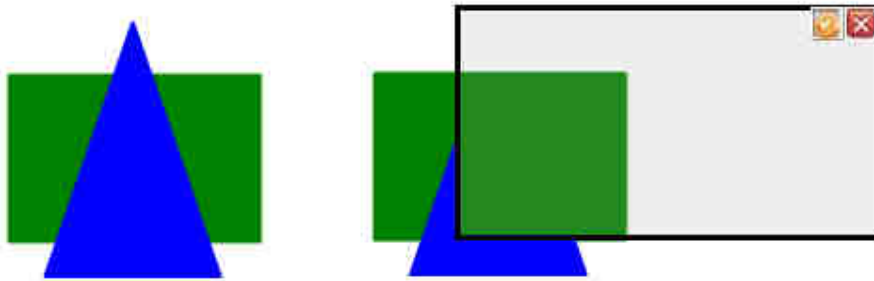


11.2.8 Layer Perspective

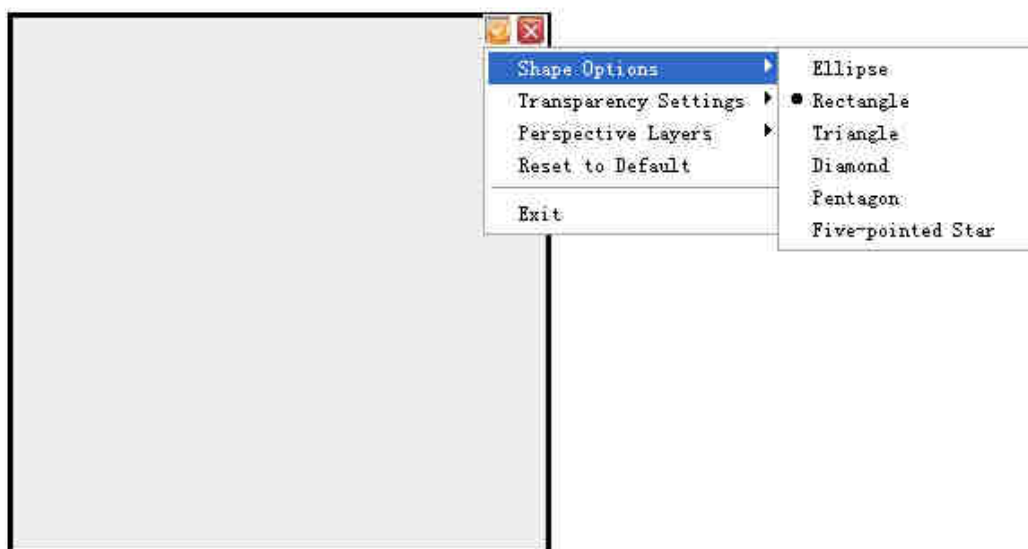
With Layer Perspective, perspective of multiple objects layers and display of the below object or image can be achieved.

Operation guide:

1) After getting the Layer Perspective, move it onto the superimposed layers as the following picture:



2) By default, the perspective layer(s) number is one layer; but you can right-click the tool or click  at top right to set the shape, transparency, and perspective layers.



11.2.9 Video Capture

With Video Capture, the connecting camera or DV video can be displayed. And you can capture the video onto the board page.

Operation guide:



- 1) Click  on the Video Capture window as above, the connecting camera or DV video will be displayed on the software. And you can click  to set the resolution of the video.
- 2) You can choose to insert the captured video to current page or new page;
- 3) After setting, click  to start the capture.



Note: If there are several cameras and DV videos connecting to the computer at the same time, you can change the video source.

11.3 One-key Wizard: Close and Minimize Current Window

Click  on the Floating Tools toolbar to close current window.

Click  on the Floating Tools toolbar to minimize current window.



Note: By default, these two icons are not on the Floating Tools Toolbar, you can customize the Floating Tools Toolbar in System Settings>Toolbar on Menu Bar.

11.4 Quick Access to Frequently Used Applications

With Frequently Used Applications, you can get quick access to any external program and file.

Operation guide:

1. Click "Tools>Frequently Used Applications" on Menu Bar or
2. Click  on Assistant Tools toolbar or
3. Click  on Floating Tools toolbar.

The Application toolbar appears as follow (displaying IE Program by default):



Then click a shortcut icon on the toolbar to directly open the external program or file.

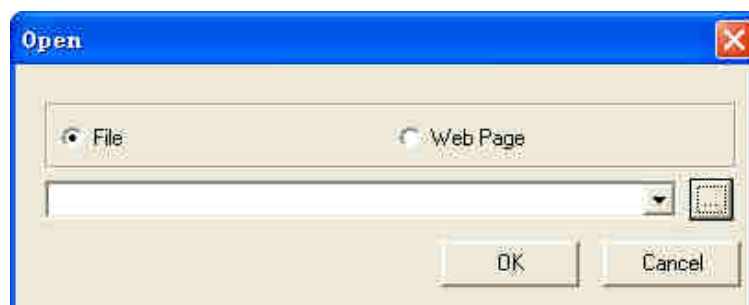
Meantime, you can click  to add and delete any application.

11.5 Embedded Window

With Embedded Window , you can embed office documents (doc, xls, ppt, docx, xlsx, and pptx) to board page and can edit them as well.

Operation guide:

1. Click “Tools>Embedded Window” on Menu Bar or click  on Assistant Tools toolbar or click  on Floating Tools toolbar;
2. Move the cursor to the position you want to embed and single click it. Open window appears as follow:



3. You can select a file or webpage you want to open, and then click “OK”, your selected file or webpage will be embedded into the board page.



4. Click the icons at the bottom for corresponding operation:

Open		To reopen the file or webpage you want to embed.
Read		To read the file or webpage you have opened.
Play		To play the opened file.
Pause		To pause current playing.
Stop		To Stop current playing.

Save		To save word and excel revised by current user.
Zoom in		To zoom in the opened office document or webpage.
Zoom out		To zoom out the opened office document or webpage.
Maximize		To Maximize the window.
Restore		To restore the maximized window to original.
Close		To close the embedded window and it will display on the board page as an object



Note: For windows XP, you need update to IE7 for zooming in/out the webpage.

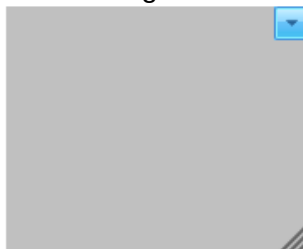
11.6 Shade Tool

With Shade Tool, you can shade some content on the board page. Sometimes it's useful in teaching or demo.

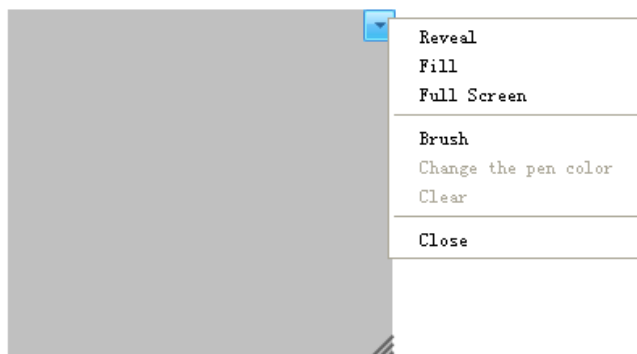
Operation guide:

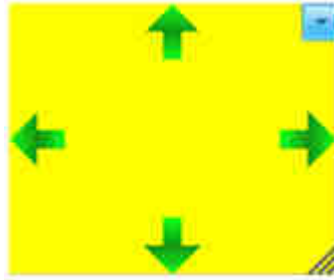
1. Click “Tools>Shade Tool” on Menu Bar or click  on Assistant Tools toolbar or click  on Floating Tools toolbar to get Shade Tool;

2. To drag a rectangle to shade the content on the board page, you can change the shading size by clicking the rectangle and holding on to move it or clicking the drag button  at lower right corner and holding to move it.



3. Right-click the Shade Tool, you can set its display effect by selecting “Reveal” or “Fill” or “Full Screen”. You can also do annotation on the Shade Tool background area by clicking “Annotation”. Click “Clean Annotation” to clean your annotation. If you close Shade Tool without selecting “Clean Annotation” or “Reset to Default”, your annotation will be shown next time when you use Shade Tool.





4. To close the Shade Tool, you can double click it or select "Close" at the right-click menu.



Note: Several shade tools can be embedded into the same page; the shading tool cannot shade floating windows including video, flash, embedded window and gif dynamic image.

11.7 Text to Speech

With Text to Speech tool, the text on the board page can be read with voice.

Operation guide:

1. Click "Tools>Text to Speech" on Menu Bar or click  on Assistant Tools toolbar or click  on Floating Tools toolbar to get the function. A setting toolbar appears as follow:



2. Move the cursor to the text you want voice reading and click the text, voice reading of the text begins. By default, the text is read in Chinese. You can click  on the above setting bar to change from Chinese to English. And you can adjust the reading speed  and volume .

Chapter12 Video Conference

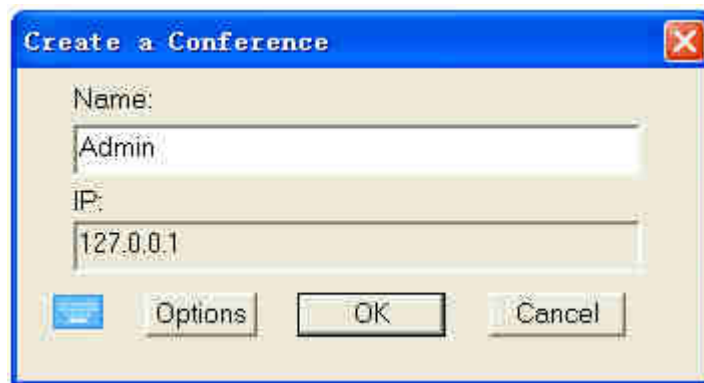
Video Conference can bring people at different sites together for a meeting as if they were in the same meeting room. With this function, all kinds of real-time interactive features such as video conversation, screen sharing, voice intercom, and text chat can be achieved.



Note: This function is available only when an SmartMedia IWB whiteboard or USB dongle is connected.

12.1 Create a Conference

1. Select "Video Conference > Create Conference" on Menu Bar. Create a Conference window appears, displaying the default "Name" and "IP". You can change the name if necessary, and if you have several IPs, you can select an IP by dropping down at the IP address inputting box. The picture is as follow:

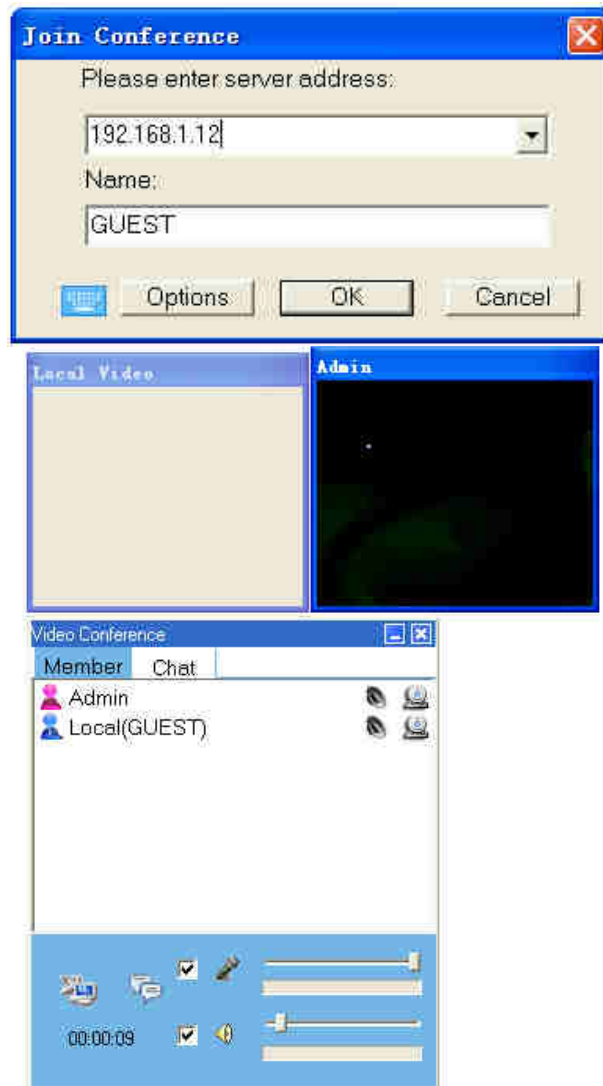


2. On the Create a Conference window, you can click "Options" button to select audio input device or video device;
3. Click "OK". The video conference is created. Picture is as follow:



12.2 Join a Conference

1. Select "Video Conference > Join Conference" on Menu Bar.
2. Enter User and Sever IP;
3. Click "Options" button on the Join Conference window, and set the local IP, audio input device and video device.
4. Click "OK", now you can enter the conference window to join it. The picture is as follow:



12.3 Operations During Conference

1. To hide or show the video window of any participant

After joining the conference, local video window and the conference presenter's video window are displayed automatically on the desktop. You can hide and show any participant's video window by doing as follow:

- 1) Select the "User" tab on the Video Conference window;
- 2) Click  beside the participant's name to alternatively hide or show his or her video window.

2. To share desktops of participants

The participants can share desktops with each other by doing as follow:

- 1) Select the "User" tab on the Video Conference window;
- 2) Click .

3. To enable and disable microphone and speaker

You can tick  and  or not to enable or disable your microphone and speaker. You can also use the sliders beside to adjust the volume of microphone and speaker.

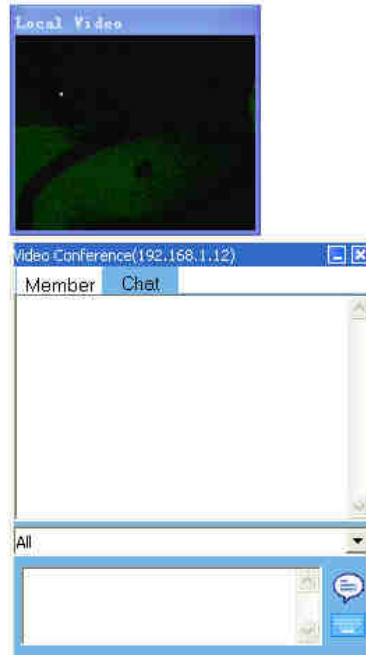
In addition, you can enable and disable the microphone and speaker by clicking  beside the participant's name in the User Tab.

4. To send message to other participants

Any participant can send message to others by doing as follow:

- 1) Select the "Chat" tab or click  button;
- 2) Select one or all participants to receive your message;
- 3) Input your message in the text box below;
- 4) Click  to send the message.

Picture is as follow:



12.4 Leave a Conference

Any participant can click  on the top right of the Video Conference window to quit the conference;

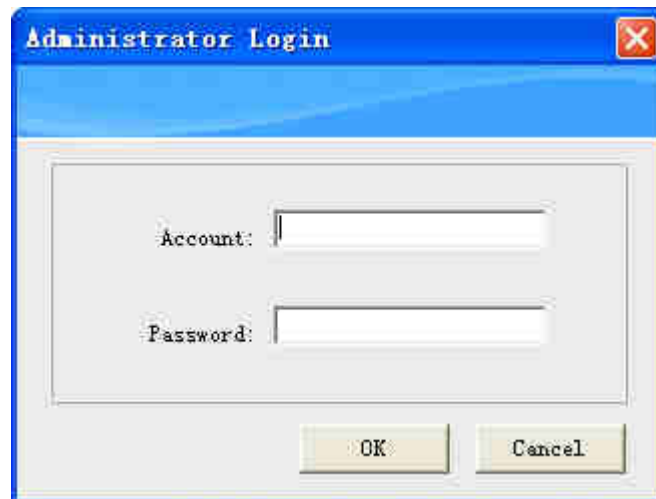
Presenter of a conference can force a participant to leave the conference by clicking  beside the participant's name in the User Tab.

Chapter 13 User Account Management

If more than one person uses the SmartMedia IWB Software with the same computer, you can set up different user accounts so that everyone can keep their information separate and private. The operation is as follow:

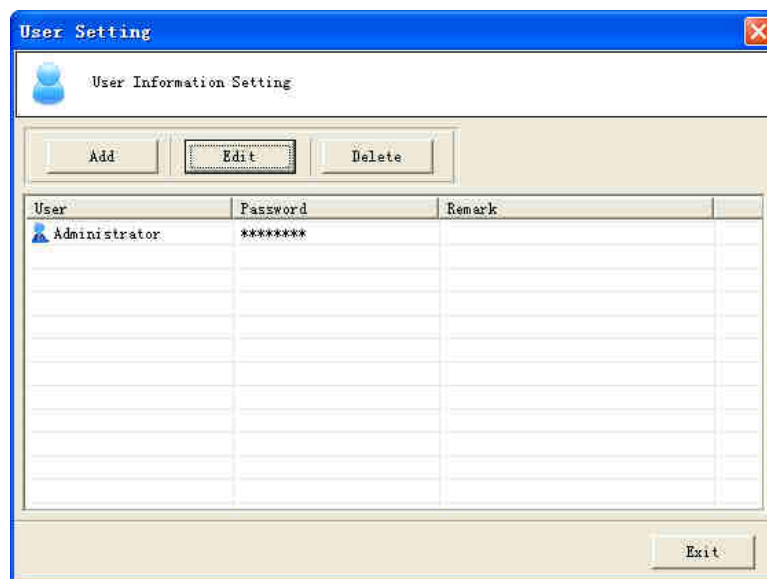
13.1 Login

Click "Start>Programs> SmartMedia IWB Software V5.1>User Account". Administrator Login window appears.



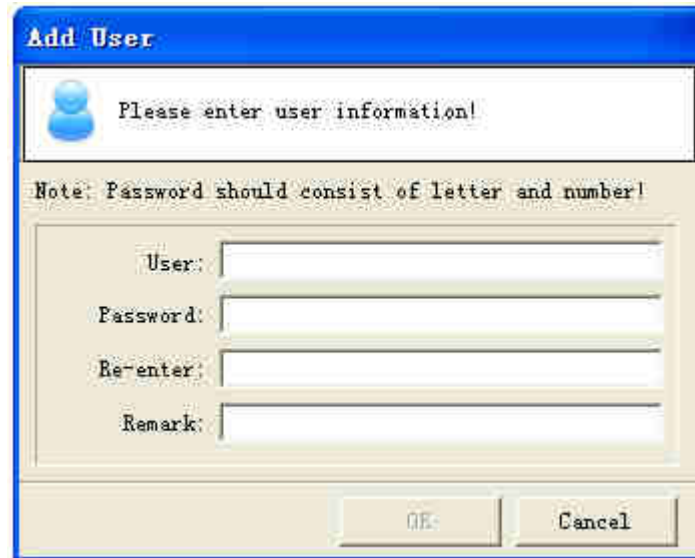
13.2 User Settings

Enter Account name "administrator" (default name) and Password "12345678" (default password), and click "Ok". User Settings window appears as follow:



13.3 Add a User Account

Click "Add" to add a user account. Please see the picture as follow:



Add User

Please enter user information!

Note: Password should consist of letter and number!

User:

Password:

Re-enter:

Remark:

OK Cancel

13.4 Edit User Information

Click “Edit” to edit and change the selected user information as following picture:



Edit User

Please edit the selected user information!

Note: Password should consist of letter and number!

User:

Password:

Re-enter:

Remark:

OK Cancel

13.5 Delete a User

Select an unwanted user and then click “Delete” to delete it.

Chapter14 System Settings

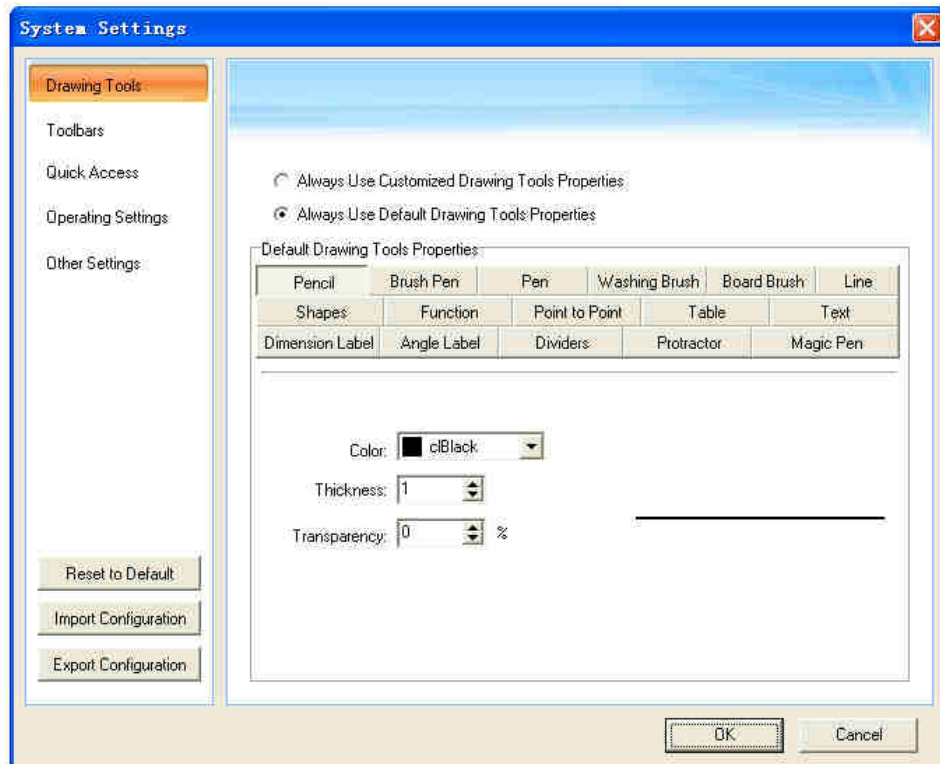
System Settings Panel allows you to change the default properties of Drawing Tools, Toolbars, Quick access, Operating setting and Other Settings.

14.1 System Setting Panel

To open System Settings Panel, do as follow:

Click “System Settings” on Menu Bar; or click the SmartMedia IWB Software taskbar

icon at the right lower corner, and then select “*System Settings*” to enter into System Settings Panel.



14.2 Reset to Default

To restore factory settings: click “*Reset to default*” on System Settings Panel.

14.3 Import Configuration

To import setting from a configuration file: click “*Import configuration*” on System Settings Panel to import the configuration file which was saved before.

14.4 Export Configuration

To export setting to a configuration file: click “*Export configuration*” on System Settings Panel. After you finish all the setting, you can export the setting and save it as a configuration file for later use.

14.5 Customized/Default Freehand Drawing Tool Properties

To customize or default Drawing Tools properties:

You can change the default properties of Drawing Tools. You can also select whether to customize or default Drawing Tools properties;

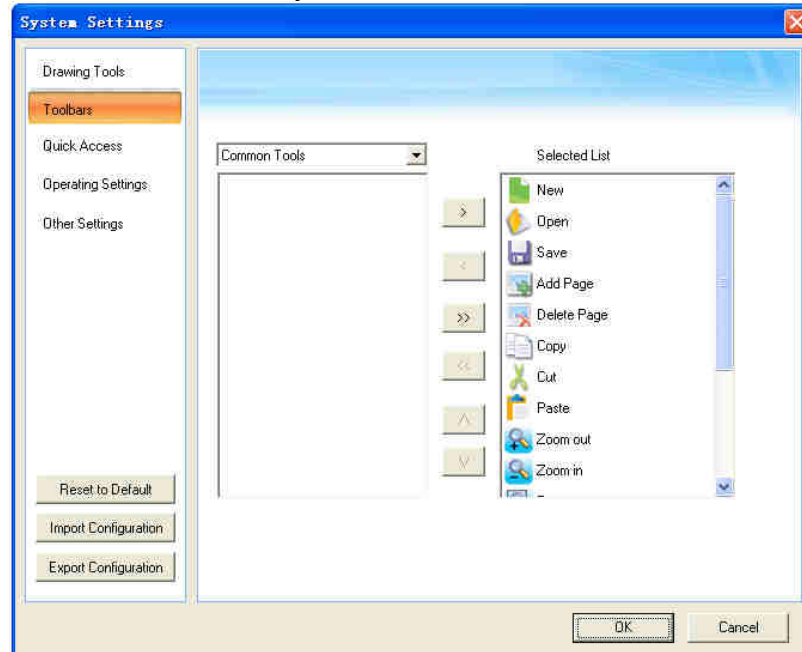
If you choose “*Always use customized Drawing Tools properties*” after clicking “*Drawing tool properties*” on System Settings Panel, every time you restart SmartMedia IWB Software, it will apply the properties you customized last time for Drawing Tools;

If you choose “*Always use default Drawing Tools properties*” after clicking “*Drawing tool properties*” on System Settings Panel, every time you restart SmartMedia IWB Software,

it will apply the default properties for Drawing Tools.

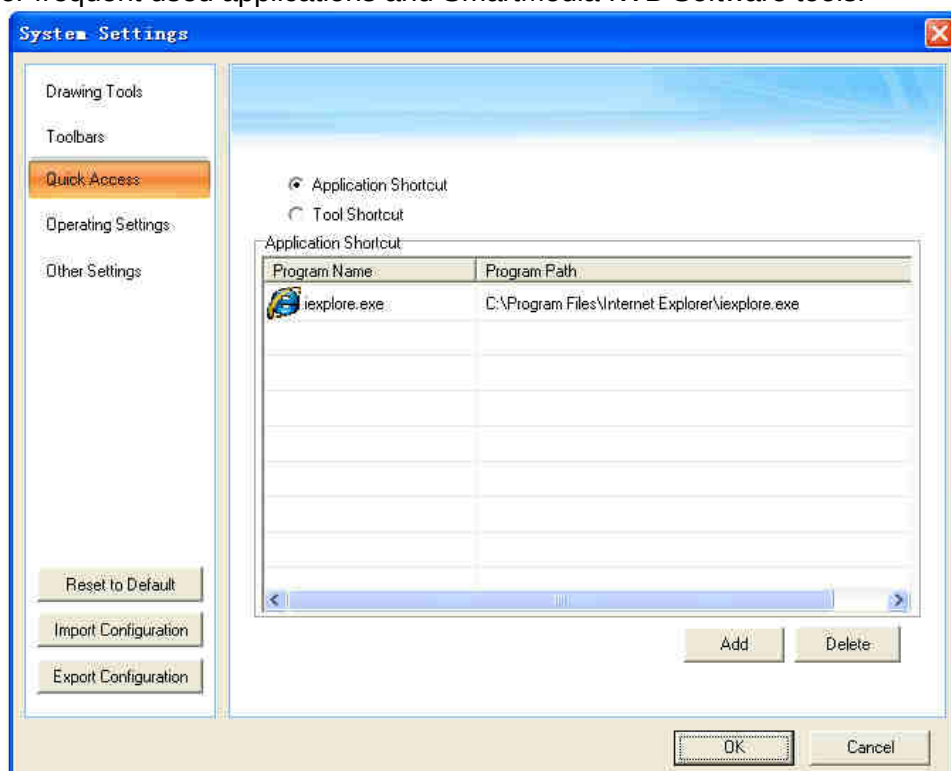
14.6 Toolbar Settings

By clicking “*Toolbars*” on System Settings Panel, you can customize the icons on Drawing Tools toolbar, Common Tools toolbar, Assistant Tools toolbar, Floating Tools toolbar, Resources Panel, and Subject Tools.



14.7 Quick Access Settings

By clicking “*Quick access*” on System Settings Panel, you can customize the shortcut icons for frequent used applications and SmartMedia IWB Software tools.



14.8 Operating Settings

By clicking “*Operating Setting*” on System Settings Panel, you can do Save Setting, Page Background Setting, Symbol Setting and Auto Group Setting.

Save Settings

- 1) If you choose “Save Inserted File as Duplicate”, the inserted file such as video, Flash, and files opened in embedded window will be saved as duplicate into cdf or cdp resources list;
- 2) If you choose “Save Inserted File as Shortcut”, the inserted file such as video, Flash, and files opened in embedded window will be saved by memorizing the files’ location.

Page Background

You can set default background color and default background picture with this function.

Symbol

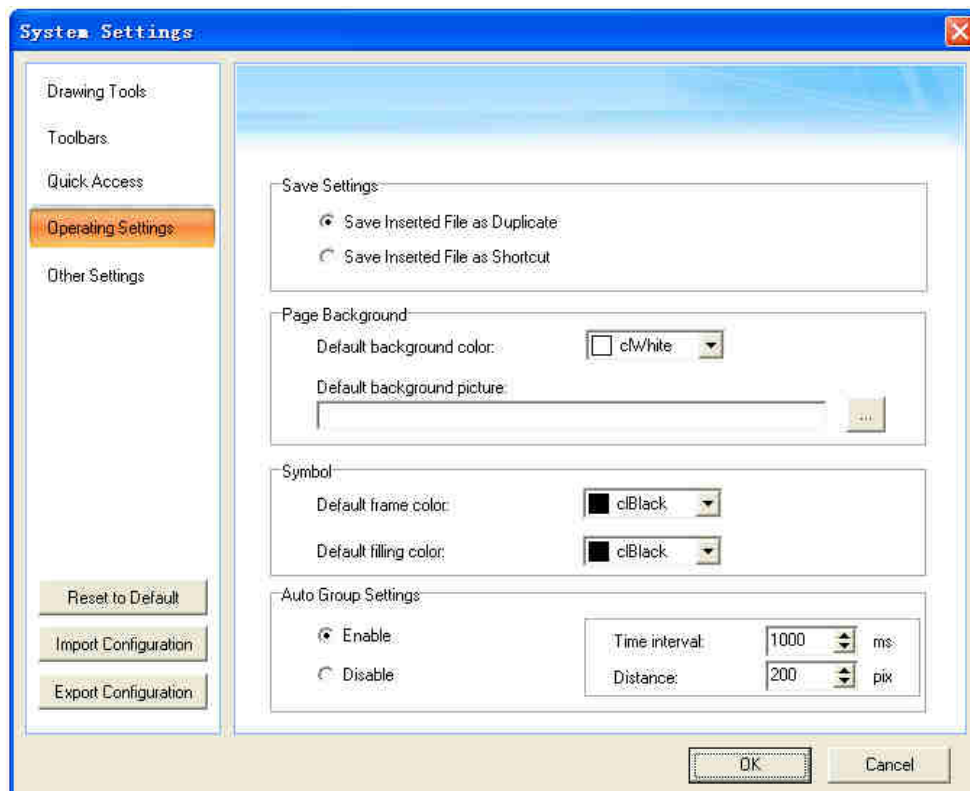
With this function, you can set default frame color and default filling color of the symbol.

Auto Group Settings

If you enable this function, when you draw or write on an interactive screen with Freehand Drawing Tools (including pencil, pen, brush pen, washing brush and creative pen), SmartMedia IWB Software will automatically group the objects you create in close proximity, enabling you to interact with these objects as a single object. For example, if you write the letters of a word, SmartMedia IWB Software groups the individual letter into a single object, allowing you to interact with the whole word. You can customize the Time Interval and Distance to determine whether two objects will be grouped.

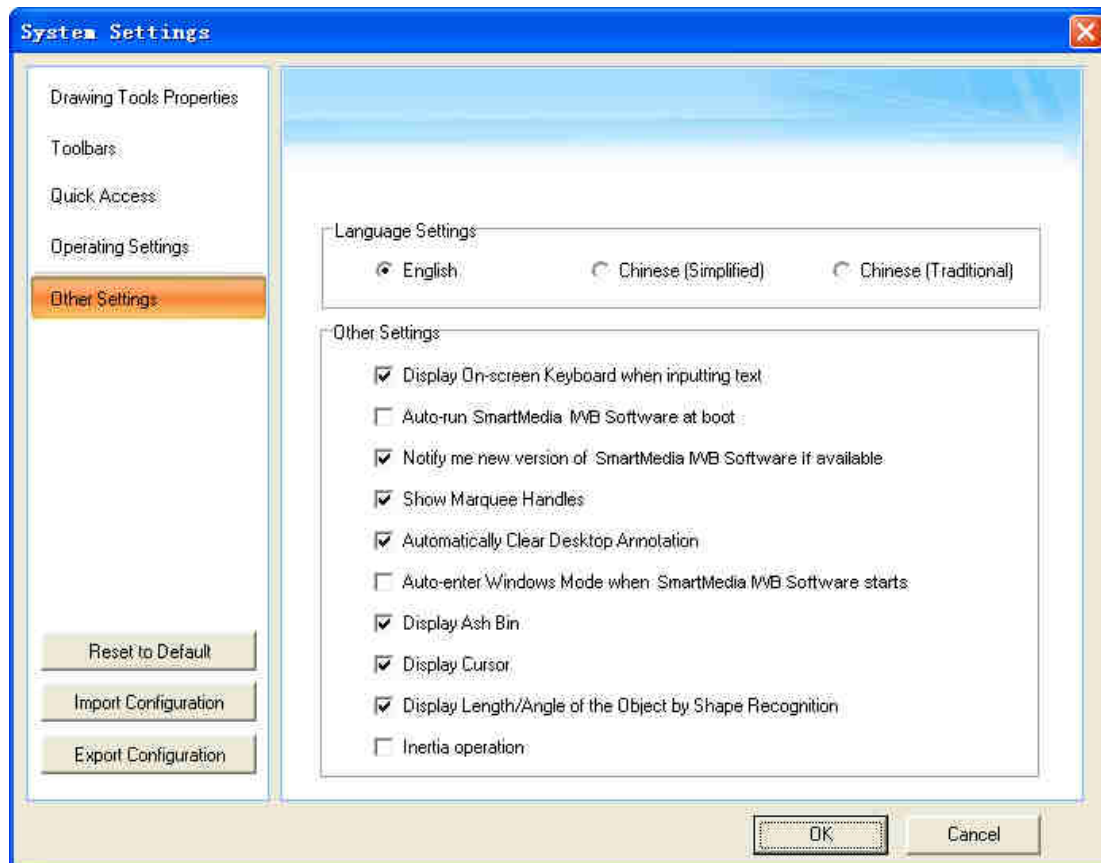
Time Interval: the duration between creating two different objects.

Distance: the intervening space between two different objects.



14.9 Other Settings

By clicking “*Other settings*” on System Settings Panel, you can change the languages between English, Simple Chinese and Traditional Chinese, and do some other settings for SmartMedia IWB Software as the following picture.



Chapter 15 Statement on Version and Update

SmartMedia IWB Software is a set of software that will be constantly updated. In addition to the update of Symbol Library and Resource Library, we will continually increase its functions and make some improvement. So we strongly recommend the clients to update the software regularly.

Chapter 16 FAQ

1. While installing the software, the installation interface window is stretched; and meantime, when I start the software, it prompts unwanted error message. What can I do?

This problem will not occur if your computer is in normal use. If it occurs, the main reason is DPI of display is too high. Please right click windows desktop blank and get the “*Properties*” menu, choose “*Settings*” and then “*Advanced*”, change DPI into “*Normal size (96dpi)*” at DIP Setting. Then restart the computer.

2. After using the function of Screen Record, I cannot see some windows in the saved recorded video, such as floating toolbar, the annotating window in Windows Mode. How can I do?

It is because the system only records the operating area by default in order to control the size of video files. If you want to record all windows and the floating toolbar, then before recording please click  Screen Record, and then click  Options on the secondary toolbar of Screen Record, select “Record all areas”.

3. When operating and writing on the whiteboard with the software, the system response is slow, or the stroke is intermittent. What's up?

The computer is not under normal running or the memory is occupied too much. Please close some applications or restart the computer.

Or the operating or writing force is uneven. Sometimes the force is too light to be sensed.

4. When inserting a video file into the whiteboard page and playing it, the video images cannot be displayed, but a black screen there. How to handle it?

- 1) The video file doesn't exist at all, please select and insert again.
- 2) The video file has been damaged already, please repair and reinsert it.
- 3) Hardware acceleration is not enough, please do as follow: right click windows desktop blank, “*properties>Settings>Advanced>Troubleshoot*”, and set “*Hardware acceleration*” from “*None*” to 3rd rank.

5. While using the “Spotlight” tool, the concentrated area cannot be highlighted, what's up?

The reason is the color quality in system is not enough to support this software function, please right click windows desktop blank, get the “*Properties*” menu, select “*Settings*” and then change “*Color quality*” to “*Highest (32bit)*”.

Other questions, please consult our service center or local dealer.



SmartMedia IWB

Manuale Utente

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Capitolo 1

Installazione, disinstallazione e registrazione

1.1 Requisiti di sistema

Windows XP/2003/Vista/7

Celeron 2.1 o superiore

128MB RAM (256MB raccomandato)

Microsoft DirectX8.0 o successivo

1GB di spazio libero (per installazione completa)

Risoluzione schermo: 800×600, 1024×768 (16bit o superiore)

1.2 Installazione

Il software Smartmedia IWB e la libreria risorse Smartmedia IWB possono essere installati solo su un sistema Windows con permessi di amministratore, ma possono essere utilizzati in Windows con qualsiasi tipo di account utente. Se il sistema operativo è Windows XP SP1 il sistema chiederà di aggiornare Windows Installer. Fare clic su “Sì” per aggiornare prima Windows Installer.

1.2.1 Installazione di Smartmedia IWB

Fare doppio clic su “Smartmedia IWB” nel CD d’installazione e seguire le istruzioni per installare il software.



Nota: Durante l’installazione il sistema chiederà l’installazione Hardware. Fare clic su “Continua lo stesso” per completare l’installazione. Anche Video Codec 9 sarà auto installato in questo passo.



1.2.2 Installazione libreria risorse Smartmedia IWB

Fare doppio clic su *“Libreria risorse Smartmedia IWB (Completa)”* nel CD d'installazione e seguire le istruzioni per installare la libreria risorse.



Nota:

1. Il software selezionerà automaticamente la lingua d'installazione del sistema operativo.
Se si vuole completare l'installazione in altre lingue selezionare la lingua dal menu a discesa.
2. E' possibile scegliere l'installazione completa, compatta o personalizzata.

1.3 Disinstallazione

1.3.1 Disinstallazione di Smartmedia IWB

1. Tre modi per avviare la disinstallazione del software Smartmedia IWB:
 - 1) Fare clic su *“Start > Programmi > Smartmedia IWB > Disinstalla”*;
 - 2) Aprire il *“Pannello di controllo”*, selezionare *“Aggiungi/Rimuovi programmi”* e nella lista corrente dei programmi installati selezionare *“Smartmedia IWB”*, poi fare clic su *“Rimuovi”*;
 - 3) Fare di nuovo clic su *“Smartmedia IWB”* sul CD d'installazione.
2. Seguire le istruzioni per disinstallare il software.



Nota: E' possibile scegliere *Ripara* nella disinstallazione per riparare gli errori della più recente installazione.

1.3.2 Disinstallare libreria risorse Smartmedia IWB

1. Tre modi per avviare la disinstallazione della Libreria risorse Smartmedia IWB:
 - 1) Quando si disinstalla il software Smartmedia IWB, il sistema chiederà di disinstallare anche la Libreria risorse Smartmedia IWB;
 - 2) Aprire il *“Pannello di controllo”*, selezionare *“Aggiungi/Rimuovi programmi”* e nella lista corrente dei programmi installati selezionare *“Libreria risorse Smartmedia IWB (Completa)”* e fare clic su *“Rimuovi”*;
 - 3) Fare di nuovo clic su *“Libreria risorse Smartmedia IWB(Completa)”* sul CD di installazione.
2. Seguire le istruzioni per disinstallare la libreria risorse.

1.4 Registrazione

1.4.1 Prova

E' possibile scaricare Smartmedia IWB dal nostro sito web <http://www.smartmediaschool.com>. Dopo il completamento installare il software ed è possibile provarlo immediatamente. La prova di Smartmedia IWB ha validità di 30 utilizzi a partire dal primo avvio del software. Prima dello scadere del tempo di prova, registrarsi se si vuole continuare ad utilizzare il software.

1.4.2 Registrazione

Ci sono tre modi per registrare il software Smartmedia IWB. Si può effettuare la registrazione tramite SN del prodotto, chiave USB o verifica hardware.

1.4.2.1 Registrazione tramite SN prodotto

Quando si avvia il software Smartmedia IWB, la finestra di registrazione appare automaticamente. E' possibile anche aprire la finestra di registrazione selezionando "Registra" dalla barra delle funzioni.

Inserire il SN del prodotto (che si ottiene acquistando il prodotto), Nome utente, Telefono, E-mail, Paese nella finestra di registrazione e fare clic su "Registra" per completare la registrazione.

Dopo la registrazione il software chiederà quanti computer si vogliono ancora registrare. Se risulta impossibile registrare il software sui computer fino all'ammontare stabilito sulla licenza del software, le ragioni possono essere:

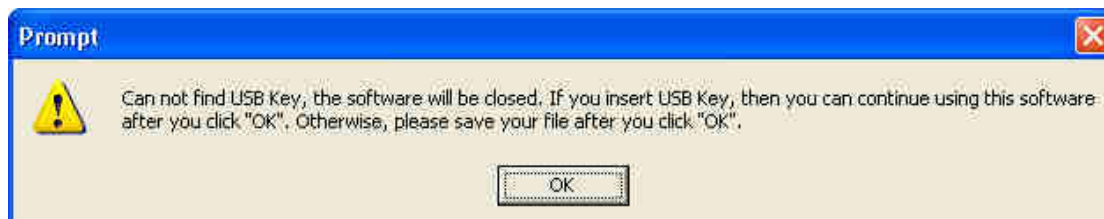
1. Questo SN è stato utilizzato da altre persone;
2. I rivenditori vendono illegalmente, si prega di fare appello a un'organizzazione per i consumatori per il risarcimento.

1.4.2.2 Registrazione con chiave USB

E' possibile registrare tramite chiave USB inserendola in una porta USB libera. Se non appare la finestra Registra quando si avvia il software Smartmedia IWB, la registrazione è riuscita. Nel caso in cui i 30 utilizzi sono esauriti, il computer vi chiederà di registrare ogni volta che si avvia il software, si può anche collegare la chiave USB prima di avviare il software Smartmedia IWB per la registrazione.



Nota: Se si rimuove la chiave USB quando si utilizza il software Smartmedia IWB si aprirà una finestra come mostrato sotto.



1.4.2.3 Registrazione tramite verifica Hardware

Smartmedia IWB può essere registrato con la connessione alla lavagna Smartmedia CCD

Series. E' possibile effettuare la registrazione tramite verifica Hardware installando i driver della lavagna e connettendola al PC. Se la finestra di registrazione non appare quando si avvia il software Smartmedia IWB, la registrazione è andata a buon fine. Nel caso in cui i 30 utilizzi siano esauriti, il computer aprirà una finestra di registrazione ogni volta che si avvia il software, si può connettere la lavagna prima della registrazione del software Smartmedia IWB.



Nota: Se si disconnette la lavagna Smartmedia CCD Series dal PC durante l'utilizzo di Smartmedia IWB si aprirà una finestra come segue.



Capitolo 2

Esplorare l'interfaccia del software Smartmedia

2.1 Avviare Smartmedia IWB

Per avviare Smartmedia IWB, procedere come segue:

1. Due modi per entrare nell'interfaccia d'accesso:
 - 1) Doppio clic sull'icona del desktop "Smartmedia IWB";
 - 2) Cliccare "Start>Programmi>Smartmedia IWB>Smartmedia IWB".
2. Inserire nome utente e password e cliccare "OK".

Dopo aver avviato Smartmedia IWB è possibile vedere la finestra principale, la barra degli strumenti mobile e l'icona di Smartmedia IWB sulla barra delle applicazioni nell'angolo in basso a destra.



Nota:

1. Il nome utente e la password predefiniti sono vuoti. E' possibile aggiungere altri account utente tramite "Gestione utenti".
2. Dopo l'accesso ogni utente può personalizzare l'interfaccia del software e l'icona sulla barra delle applicazioni.

2.2 Finestra principale

La finestra principale di Smartmedia IWB consiste in:

Barra dei menu: fornisce i menu per tutte le funzioni.

File Edit View Insert Format Draw Tools Video Conference Page Show System setting Help

Barra degli strumenti comuni: fornisce strumenti di manipolazione pagine e oggetti comuni.



Barra degli strumenti assistente: Fornisce qualche strumento per lo schermo e strumenti di presentazione.



Barra degli strumenti disegno: Fornisce tutti gli strumenti per disegnare.



Pannello risorse: Fornisce la pagine, gli strumenti materie, i template, la libreria risorse, gli strumenti di ricerca, il pannello creazione corsi e il pannello locale.



Colonna commento: in questa colonna è possibile usare 6 tipi di strumenti da disegno per aggiungere commenti o una descrizione alla pagina corrente. Il commento in questa colonna può essere modificato come un oggetto.

Area lavagna: Visualizza la pagina corrente e consente di creare, modificare e manipolare oggetti sulla pagina.



Nota:

1. E' possibile nascondere il pannello delle risorse, la barra degli strumenti, la barra degli strumenti assistente e la barra degli strumenti disegno deselegnandoli da "Visualizza – Barra degli strumenti".
2. E' possibile spostare la barra degli strumenti facendo clic sulla doppia linea nella parte sinistra della barra degli strumenti.
3. Fare clic su  sul pannello delle risorse per spostare le barre degli strumenti in fondo allo schermo, cliccare ancora per spostarlo di nuovo.
4. Fare clic su  per spostare il pannello delle risorse nella parte destra o sinistra.

2.3 Barra degli strumenti mobile

La barra degli strumenti mobile consente un accesso veloce a strumenti e funzioni di uso frequente. A differenza della barra degli strumenti tradizionale, la barra degli strumenti mobile è in grado di essere in un punto qualsiasi dello schermo e può essere spostata.



Cambio posizione della barra degli strumenti mobile: ovunque sia la barra degli strumenti mobile, c'è una freccia  sul lato opposto. Fare clic sulla freccia per spostare la barra mobile da una parte ad un'altra. Questa funzione consente di accedere facilmente alla barra degli strumenti mobile sullo schermo intero.

Minimizzare la barra degli strumenti mobile: fare clic su  per minimizzare la barra degli strumenti mobile. Dopo averla minimizzata, fare clic su “Strumenti mobili” sull'icona della barra delle applicazioni per visualizzare la barra degli strumenti.

Spostare la barra degli strumenti mobile: fare clic su una parte della barra degli strumenti mobile e trascinarla in una nuova posizione.

Cambiare stile della barra degli strumenti mobile: fare clic su  per visualizzare la barra degli strumenti mobile orizzontalmente o verticalmente.

Bloccare/Sbloccare la barra degli strumenti mobile: fare clic su  per bloccare la posizione della barra degli strumenti mobile. Fare clic di nuovo sul tasto per sbloccare.

Ancorare la barra degli strumenti mobile: spostare la barra degli strumenti mobile su qualsiasi bordo dello schermo e la barra degli strumenti viene automaticamente nascosta. Per visualizzare la barra degli strumenti, spostare il cursore sul bordo in cui la barra degli strumenti è ancorata o fare clic su pulsante .

Personalizzare la barra degli strumenti mobile: è possibile personalizzare i tasti sulla barra degli strumenti mobile che include gli strumenti utilizzati più di frequente. Fare riferimento a impostazioni di sistema per i dettagli. La barra degli strumenti mobile è in grado di visualizzare 30 strumenti al massimo.

Capitolo 3 Modalità di lavoro

Smartmedia IWB ha 3 principali modalità di lavoro: modalità finestra, modalità lavagna e modalità visualizza. Nella modalità finestra è possibile utilizzare normalmente il computer, annotare sullo schermo con la penna digitale e utilizzare alcuni strumenti di base della barra degli strumenti mobile. La modalità lavagna visualizza le pagine sullo schermo. Se il materiale didattico contiene effetti di animazione o domande interattive, è possibile utilizzare la modalità visualizza per visualizzarlo.

3.1 Modalità doppio utente

Con la modalità doppio utente, due utenti possono scrivere sulla lavagna Smartmedia CCD Series contemporaneamente.

1. Per abilitare la modalità doppio utente selezionare “Strumenti > Doppio utente” nella barra dei menu, o fare clic su  nella barra degli strumenti comuni.

2. Nella modalità doppio utente, due utenti possono scrivere sulla lavagna contemporaneamente; tuttavia, il docente e lo studente possono solo controllare

rispettivamente la propria barra degli strumenti mobile. Vedi i dettagli di funzionamento di seguito:

- La scrittura manuale viene riconosciuta automaticamente, mentre la penna studente usa "il riconoscimento della scrittura manuale".
- La gomma (eccetto *"cancella tutto"*) può cancellare l'inchiostro digitale dell'altro quando tale processo di scrittura è in pausa.
- Scegliendo *"cancella tutto"*, il docente può cancellare tutto l'inchiostro digitale suo e dello studente, mentre lo può solo cancellare il suo inchiostro digitale.
- In modalità doppio utente, il mouse può solo controllare la barra degli strumenti mobile.
- Lo studente non può controllare la finestra mobile o altri strumenti, come l'orologio o strumenti schermo.
- Tasti di scelta rapida di sinistra che il docente può utilizzare in modalità doppio utente: seleziona, penne (doppio clic per cambiare tra quattro colori), gomma, scorciatoie applicazioni, scorciatoie strumenti e start (mostra barra degli strumenti mobile docente minimizzata); tasti di scelta rapida di destra che lo studente può utilizzare nella modalità doppio utente: seleziona, penne, gomma e start (mostra la barra degli strumenti mobile studente minimizzata).

3. Per uscire dalla modalità doppio utente: il docente deve cliccare il pulsante nell'angolo in basso a sinistra della lavagna. Se lo studente ha scritto nella modalità doppio utente, quando il docente vuole uscire dalla modalità doppio utente si aprirà una finestra come segue:



Capitolo 4 Lavorare con le pagine

4.1 Inserire una pagina

Tre modi per inserire una pagina bianca:

- 1) Fare clic su *"Inserisci >Pagina bianca"* sulla barra dei menu;
- 2) Fare clic su  nella barra degli strumenti comuni;
- 3) Fare clic su  nella barra degli strumenti mobile.

Una pagina Bianca apparirà dopo la pagina seguente.

4.2 Zoom di una pagina

Per impostazione predefinita, le pagine della lavagna vengono visualizzate nelle loro reali dimensioni. Ma è possibile utilizzare gli strumenti di zoom per ingrandire o ridurre le dimensioni della pagina sulla lavagna.

Per ingrandire o diminuire lo zoom:

1. Tre modi per ottenere la funzione zoom:

1) Fare clic su “Visualizza > Zoom in/Zoom out” nella barra dei menu;

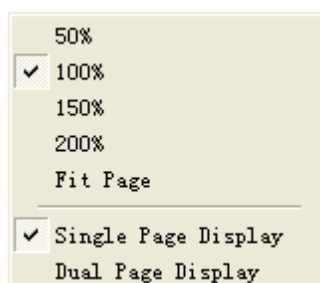
2) Fare clic su  o  nella barra degli strumenti comuni;

3) Fare clic su  o  nella barra degli strumenti mobile.

2. Dopo che il puntatore del mouse diventa una lente di ingrandimento, fare clic sulla pagina per ingrandirla o ridurla. Quando si fa clic su , si può anche tenere premuto e trascinare un quadrato per ingrandire un'area.

Per impostare lo zoom a una percentuale preimpostata:

1. Fare clic su “Visualizza > Zoom a” nella barra dei menu, o fare clic su  nella barra degli strumenti comuni. Apparirà un menu:



2. Specificare una percentuale di zoom tra 50% e 200% o selezionare “Adatta pagina” per creare un'intera pagina adattata al display.

4.3 Impostazione sfondo pagina

E' possibile specificare un singolo colore, la sfumatura, il modello di griglia o un'immagine come sfondo della pagina. La procedura è come segue:

Per impostare lo sfondo della pagina:

1. Due modi per ottenere lo sfondo della pagina:

1) Fare clic su “Inserisci > Sfondo pagina” sulla barra dei menu;

2) Fare clic su  nella barra degli strumenti comuni. Apparirà la seguente barra degli

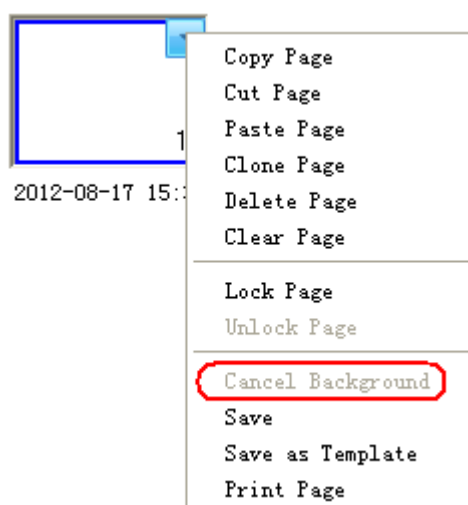
strumenti:



2. Selezionare il colore, la sfumatura, il modello di griglia o un'immagine sulla barra degli strumenti.

Quattro modi per cancellare lo sfondo della pagina:

- 1) Fare clic su **X** nella barra degli strumenti sopra, poi fare clic sulla pagina;
- 2) Fare clic su *"Inserisci > Cancella sfondo"* nella barra del menu;
- 3) Fare clic sulla freccia del menu sulla miniatura della pagina, poi selezionare *"Cancella sfondo"*;



- 4) Fare clic con il tasto destro del mouse sulla miniatura della pagina e selezionare *"Cancella sfondo"*.

Capitolo 5 Creazione oggetti

Smartmedia IWB fornisce molti strumenti per creare vari oggetti. Nella modalità finestra è possibile utilizzare strumenti nella barra degli strumenti mobile. Nella finestra principale è possibile utilizzare strumenti della barra dei menu, barra degli strumenti di disegno e barra degli strumenti mobile. Nella modalità a schermo intero è possibile utilizzare gli strumenti di disegno nella barra degli strumenti mobile.



Nota: Nella creazione degli oggetti, se il colore del tratto è lo stesso del colore di sfondo, il tratto sarà visualizzato in colorazione inversa automaticamente.

5.1 Strumenti di disegno a mano libera

Gli strumenti di disegno a mano libera sono usati frequentemente, è possibile annotare, scrivere e disegnare sullo schermo interattivo. Il software Smartmedia IWB fornisce sette strumenti di disegno a mano libera, tra cui matita, penna, pennello, pennello ad acqua, pennello pittura, penna creativa e penna magica. Ogni strumento ha le sue uniche caratteristiche.

1. Tre modi di selezionare uno strumento di disegno a mano libera:

- 1) Fare clic su *“Disegna > Strumenti di disegno a mano libera”* nella barra dei menu e selezionare lo strumento Disegno a mano libera;
- 2) Selezionare uno strumento di disegno a mano libera dalla barra degli strumenti comuni;
- 3) Selezionare uno strumento di disegno a mano libera dalla barra degli strumenti mobile.

2. Regolare le sue proprietà, se necessario.

3. Creare oggetti a mano libera per scrivere o disegnare sullo schermo interattivo.

5.1.1 Matita

La matita  ha la caratteristica di scrittura liscia ed è adatta per la scrittura di lettere, figure e caratteri comuni. È possibile regolare il colore, lo spessore, la trasparenza e l'effetto freccia per lo strumento matita.

5.1.2 Pennello

Pennello  è un effetto di scrittura basato sulle caratteristiche della tradizionale scrittura di qualche paese asiatico, come la Cina, Korea e Giappone. Visualizza l'arte della scrittura con pennello brillantemente. E' possibile aggiustare il colore e lo spessore del pennello.

5.1.3 Penna

La penna  ha la caratteristica di mostrare l'arte della scrittura con penna brillantemente, è adatta per i casi di scrittura della firma e altri che hanno bisogno dell'effetto scrittura con penna.

E' possibile cambiare colore, spessore e trasparenza dello strumento penna.

5.1.4 Pennello ad acqua

Il pennello ad acqua  è un effetto di scrittura basato sulle scritture Arabe. E' possibile personalizzare il colore, lo spessore e la trasparenza dello strumento pennello ad acqua.

5.1.5 Pennello pittura

Il pennello pittura  è un effetto di scrittura che utilizza più pennelli ad acqua di diversi colori che scrivono insieme, di solito utilizzato in casi speciali come per titoli ecc. E'

possibile personalizzare il colore, lo spessore e la trasparenza dello strumento pennello pittura.

5.1.6 Penna creativa

La penna creativa  è uno strumento di disegno a mano libera con cui è possibile disegnare oggetti in gradiente o un modello per aggiungere elementi colorati per il vostro corso. È possibile regolare l'effetto del modello, la sfumatura, lo spessore e l'effetto freccia per lo strumento penna creativa.

5.1.7 Penna magica

Gli oggetti disegnati dalla penna magica  svaniranno in 8 secondi. La penna magica ha anche il riconoscimento degli strumenti per aprire Sipario, Riflettore, Lente d'ingrandimento e anche per eliminare un oggetto disegnando varie forme. È possibile regolare il colore, lo spessore e l'effetto freccia per lo strumento penna magica

5.1.8 Personalizzare gli strumenti di disegno a mano libera

E' possibile personalizzare le proprietà degli strumenti di disegno a mano libera come segue.

5.1.8.1 Colore

Smartmedia IWB fornisce 6 pulsanti colore nella barra delle proprietà (eccetto la penna creativa). Selezionare uno di questi per cambiare il colore dello strumento di disegno a mano libera. Per applicare altri colori:

1. Doppio clic sul tasto colore o fare clic sulla freccia del menu della sezione colore.
2. Selezionare il colore che si vuole dalla lista dei colori. Il nuovo colore sostituirà il colore nel tasto corrente.



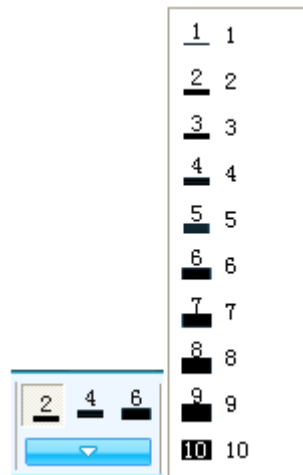
Nota:

1. Pennello pittura è diverso dagli altri strumenti di disegno a mano libera nelle impostazioni del colore. Ci sono in totale 6 tipi di colore. Selezionando un colore per ogni tasto colore è possibile ottenere un effetto di scrittura combinato di sei colori. In caso non si vogliano utilizzare 6 colori, impostare gli ultimi 3 bottoni colori come bianchi.
2. La penna creativa fornisce 6 gradienti e 6 modelli di default. E' possibile personalizzare il colore facendo clic sulla freccia nel menu o doppio clic su qualsiasi tasto colore.

5.1.8.2 Spessore

Smartmedia IWB fornisce 3 tasti spessore nella barra degli strumenti delle proprietà. Selezionare uno di questi per cambiare lo spessore dello strumento di disegno a mano libera. Per applicare altri spessori:

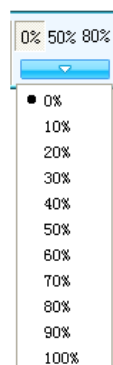
1. Fare doppio clic su qualsiasi tasto spessore o fare clic sulla freccia nella sezione Spessore.
2. Selezionare lo spessore che si vuole dalla lista spessore. Il nuovo spessore sostituirà lo spessore corrente.



5.1.8.3 Trasparenza

Il software Smartmedia IWB fornisce 3 tipologie di trasparenza nella barra degli strumenti delle proprietà. Selezionarne uno per cambiare la trasparenza allo strumento di disegno a mano libera. Per applicare altre tipologie di trasparenza:

1. Fare doppio clic su qualsiasi trasparenza o fare clic sulla freccia nella sezione trasparenza.
2. Selezionare la trasparenza che si vuole dalla lista trasparenza. La nuova trasparenza verrà sostituita con la trasparenza corrente.

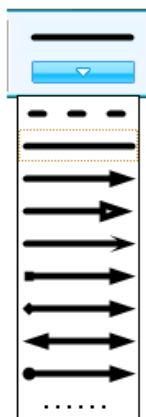


Nota: Non si può impostare la trasparenza allo strumento pennello.

5.1.8.4 Effetto freccia

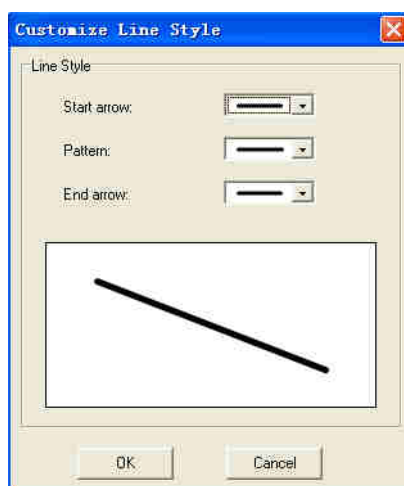
Il software Smartmedia IWB fornisce diverse tipologie di effetti freccia per lo strumento Matita, Penna creativa e Penna magica. Per applicare un effetto freccia:

1. Cliccare la freccia del menu nella sezione freccia.
2. Selezionare l'effetto freccia che si vuole applicare dalla lista Effetto freccia.



Per personalizzare gli stili di linea:

1. Fare clic su  in fondo alla lista stile linea.
2. Selezionare inizio freccia, fine freccia e il modello freccia.



5.1.8.5 Riconoscimento strumento

Lo strumento Penna magica ha anche la funzione di riconoscimento strumento. Se si attiva questa funzione è possibile aprire il riflettore, la lente d'ingrandimento, la gomma e il sipario con la penna magica.

	Disegnare un cerchio per aprire il riflettore.
	Disegnare un quadrato per aprire la lente d'ingrandimento.
	Disegnare una freccia per aprire il sipario (sinistra-destra).

	Disegnare una freccia per aprire il sipario (su-giù).
	Disegnare una freccia inclinata per aprire il sipario (tutte le direzioni).
	Scarabocchiare su un oggetto per cancellarlo.

5.2 Testo

E' possibile inserire del testo in una pagina e personalizzare il carattere, la dimensione e il colore.

5.2.1 Inserire testo nella pagina

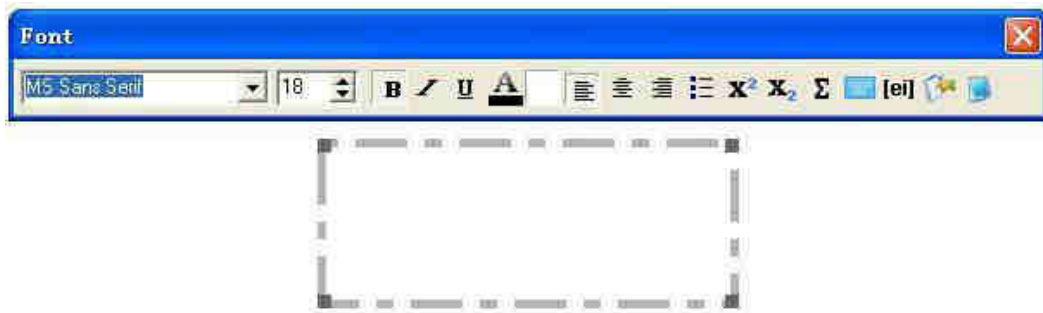
1. Tre modi per inserire del testo nella pagina

1) Fare clic su *“Disegna > Testo”* nella barra del menu;

2) Fare clic su  nella barra degli strumenti comuni;

3) Fare clic su  nella barra degli strumenti mobile.

2. Fare clic dove si vuole inserire del testo nella pagina. Apparirà un'area di testo e la barra degli strumenti del carattere.

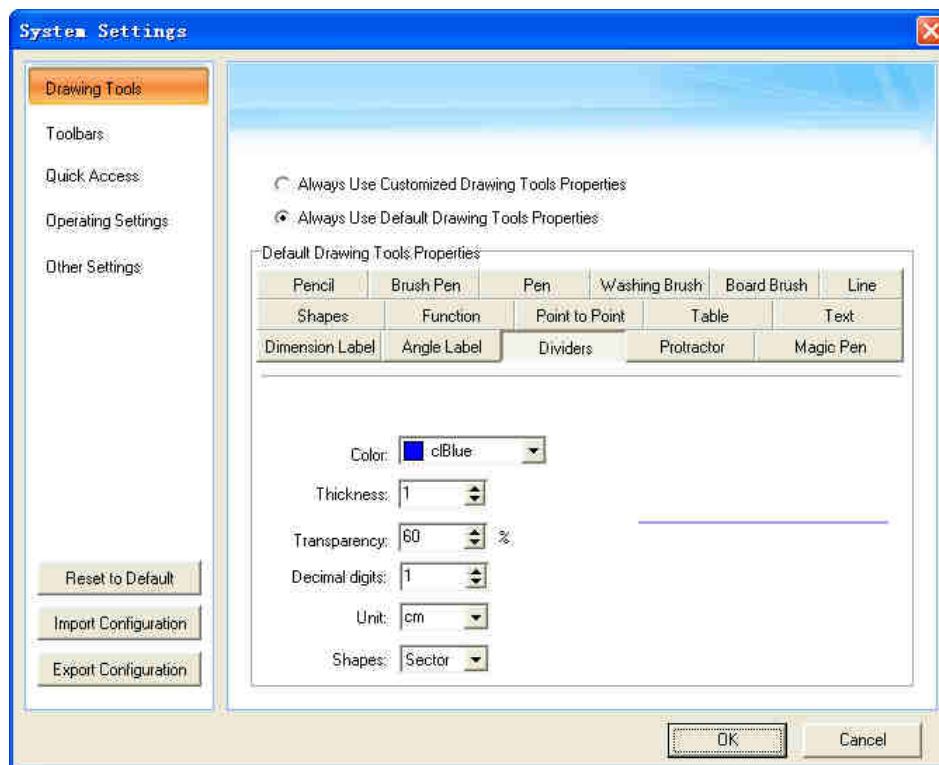


3. Cambiare il formato del testo con la barra degli strumenti del carattere se necessario. E' possibile anche annotare simboli fonetici per il testo in inglese cliccando **[ei]**.
4. Inserire il testo.
5. Finito l'inserimento cliccare all'esterno dell'area testo.

5.3 Strumenti matematici

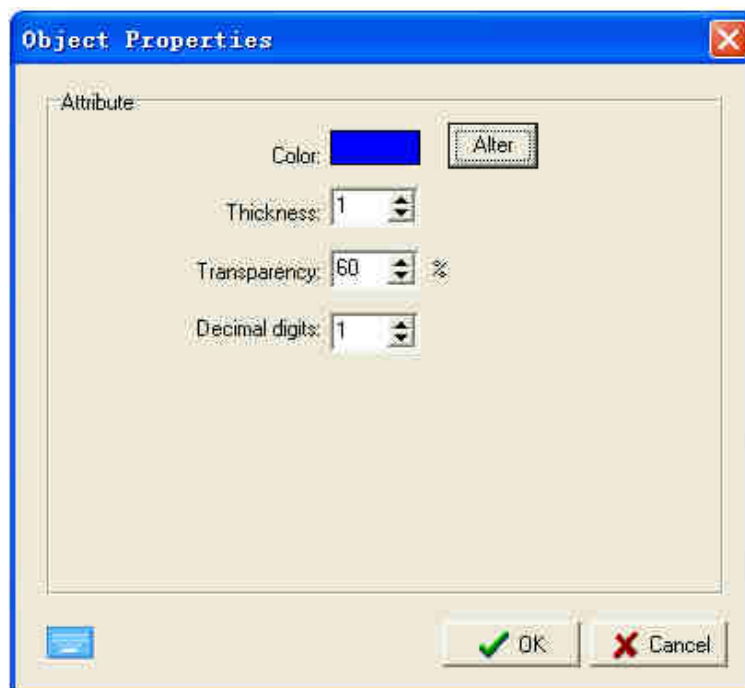
Con gli strumenti matematici , è possibile misurare un oggetto e creare etichette su di esso. È possibile impostare le proprietà predefinite degli strumenti matematici nei seguenti due modi:

1. Fare clic su *"Impostazioni sistema > Proprietà strumenti di disegno"*. Apparirà la seguente finestra da cui si può modificare il colore, lo spessore, cifre decimali, unità, forma, ecc quindi cliccare su "OK";



2) Fare clic con il tasto destro del mouse sull'etichetta dell'oggetto e impostare le proprietà.

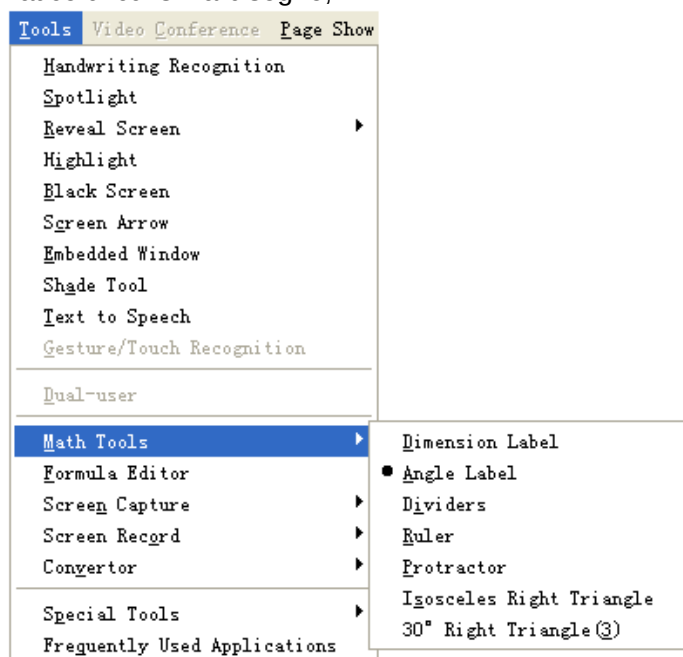
Finestra proprietà:



5.3.1 Come ottenere le funzioni degli strumenti matematici

Tre modi per ottenere gli strumenti matematici:

1) Fare clic su “*Strumenti > Strumenti matematici*” nella barra dei menu e selezionare lo strumento matematico di cui si ha bisogno;



2) Fare clic su  nella barra degli strumenti disegno, strumenti matematici e apparirà una barra degli strumenti matematici come segue. Scegliere lo strumento di cui si necessita;



3) fare clic su  nella barra degli strumenti mobile e appariranno gli strumenti matematici e selezionare lo strumento di cui si necessita.

5.3.2 Dimensione etichetta

E' possibile creare una dimensione etichetta  per annotare la distanza tra due punti. Come aggiungere la dimensione etichetta dopo la selezione dello strumento :

1. Spostare il cursore nella pagina della lavagna, determinare il punto di inizio della dimensione e cliccare.
2. Spostare il cursore in un altro punto sulla pagina della lavagna e cliccare. Questi due punti saranno collegati automaticamente, e la lunghezza verrà visualizzata come segue.



5.3.3 Etichetta angolo

E' possibile utilizzare lo strumento Etichetta angolo per misurare un angolo e modificare di nuovo la grandezza dell'angolo.

Come aggiungere un'etichetta angolo nella pagina dopo la selezione dello strumento :

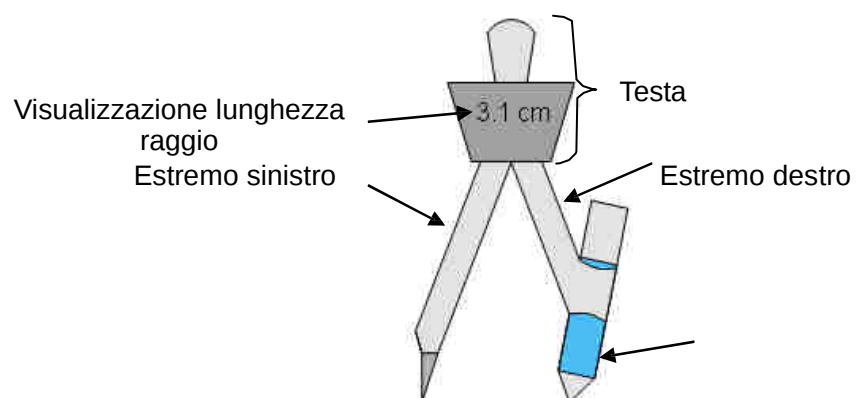
Spostare il cursore nella pagina della lavagna e cliccare per determinare il vertice, cliccare di nuovo per determinare un lato dell'angolo e poi muovere il cursore, l'angolo verrà visualizzato come segue:



Nota: Il grado visualizzato nell'etichetta angolo è il grado creato dal secondo lato ruotando dal primo lato in senso orario.

5.3.4 Compasso

E' possibile utilizzare il compasso per disegnare un arco o un settore.



Procedura:

Movimento: cliccare la testa o l'estremo sinistro del compasso e tenere premuto per spostare il compasso nella posizione desiderata;

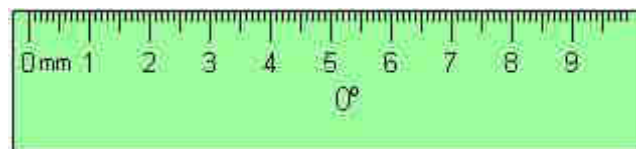
Raggio: cliccare l'estremo destro del compasso e tenere premuto per spostarsi a sinistra o a destra in senso orizzontale, quindi la lunghezza del raggio varierà e sarà visualizzata sul compasso;

Disegno: cliccare e trascinare lo strumento di disegno del compasso, poi ruotare per disegnare.

5.3.5 Righello

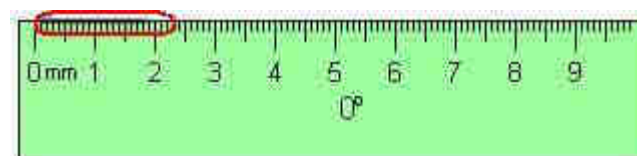
E' possibile utilizzare lo strumento righello  per misurare oggetti e per disegnare una linea di qualsiasi dimensione (10cm standard; in grado di essere esteso). L'operazione è la seguente:

1. Dopo aver selezionato lo strumento righello , spostare il cursore dentro la pagina della lavagna, determinare la posizione del righello e cliccare, in seguito il righello sarà visualizzato sulla pagina come segue:



2. Ruotando il righello, l'angolo di rotazione verrà visualizzato al centro del righello.

3. E' possibile utilizzare gli strumenti di disegno a mano libera o lo strumento linea per disegnare una linea retta di una particolare lunghezza lungo il righello.

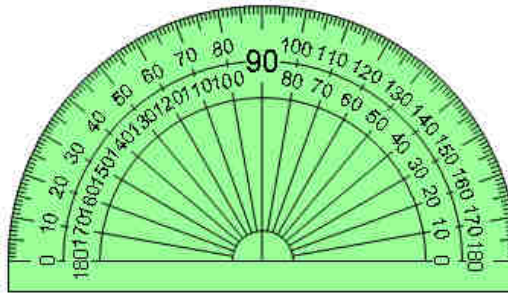


5.3.6 Goniometro

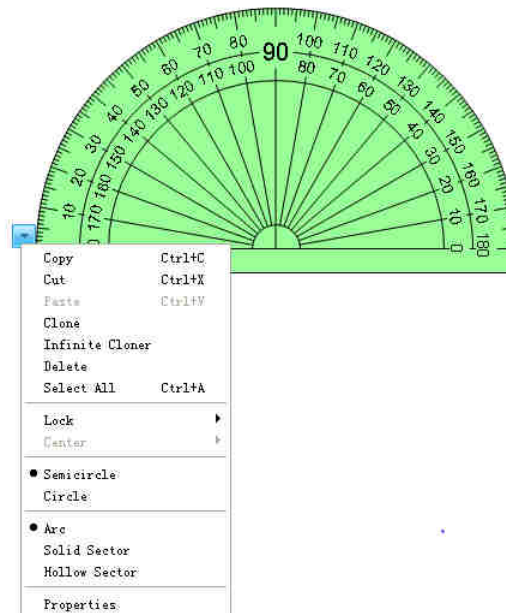
E' possibile aggiungere un goniometro sulla pagina della lavagna. E' possibile anche utilizzarlo per misurare un angolo e disegnare archi con un particolare angolo. L'operazione è la seguente:

1. Dopo aver selezionato lo strumento Goniometro , è possibile spostare il cursore nella pagina della lavagna, determinare la posizione del goniometro e cliccare, in seguito il

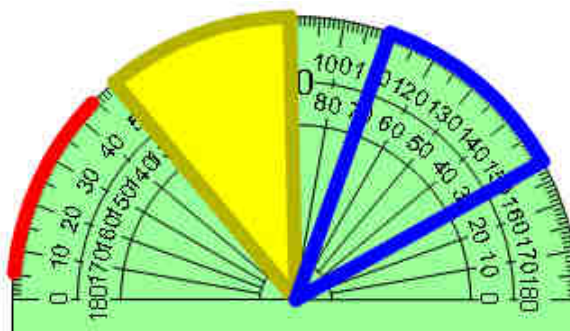
goniometro sarà visualizzato sulla pagina della lavagna come segue:



2. E' possibile selezionare "Semicerchio" (preimpostato) o "Cerchio" per visualizzare il goniometro cliccando  o clic destro sul goniometro come segue:



3. Fare clic su  o clic destro sul goniometro per ottenere il menu qui sopra per la scelta di arco, settore pieno o settore vuoto e quindi utilizzare a mano libera gli strumenti di disegno o lo strumento linea per disegnare la forma selezionata lungo il goniometro come segue:



Per disegnare un arco:

- 1) Selezionare "Arco" dal menu facendo clic destro.
- 2) Selezionare uno strumento di disegno a mano libera o lo strumento linea.
- 3) Spostare il cursore vicino il bordo esterno (il bordo con la scala) del goniometro. Il cursore

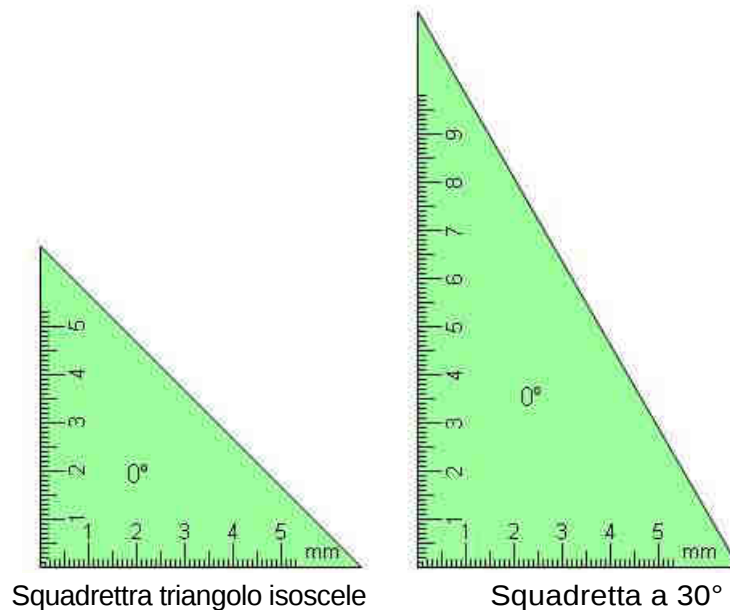
diventerà un arco, indicando che sta disegnando un arco.

4) Fare clic e trascinare il cursore lungo il bordo esterno del goniometro per disegnare un arco. Rilasciate il clic quando l'arco ha l'angolo desiderato.

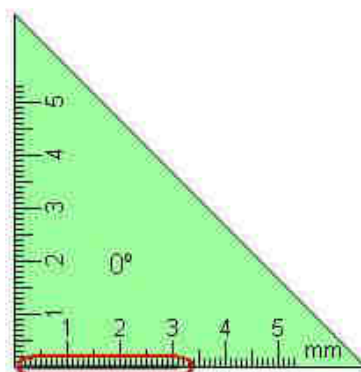
5.3.7 Squadretta

Per convenienza, Smartmedia IWB offre due strumenti squadretta, ovvero squadretta triangolo isoscele e squadretta a 30°. L'operazione è la seguente:

1. Spostare il cursore nella pagina della lavagna, determinare la posizione della squadretta e cliccare, verrà visualizzata come segue:



2. E' possibile utilizzare gli strumenti di disegno a mano libera e lo strumento linea per disegnare una linea retta lungo la squadretta. Ruotando la squadretta, la rotazione dell'angolo corrente verrà visualizzata al centro della squadretta.



Nota:

Tutti gli strumenti matematici possono essere manipolati come un oggetto.

5.8 Gomma

Il software Smartmedia IWB fornisce 5 tipi di gomma che includono gomma normale, gomma circolare, cancella area, cancella oggetto e cancella tutto.

Per selezionare una gomma, eseguire una delle seguenti operazioni:

- 1) Fare clic su “Disegna > Gomma” nella barra dei menu, poi selezionare una gomma;
- 2) Fare clic su  nella barra degli strumenti comuni e selezionare una gomma;
- 3) Fare clic su  nella barra degli strumenti mobile e selezionare una gomma.

Gomma normale



La Gomma normale viene utilizzata per cancellare un tratto disegnato con lo strumento di disegno a mano libera. Ci sono sei gomme normali di diverse dimensioni e forme. Selezionarne una e posizionarla sulla parte di pagina della lavagna da cancellare.



Nota: il tratto disegnato si riferisce a un oggetto sullo schermo disegnato con matita, pennello, penna, pennello ad acqua, pennello pittura e penna creativa.

Gomma circolare



La gomma circolare può cancellare qualsiasi oggetto contenuto nel cerchio. Selezionare “Gomma circolare” e disegnare un cerchio intorno agli oggetti che si vogliono eliminare.

Cancella area



Cancella area può cancellare qualsiasi oggetto dell'area selezionata. Selezionare “Cancella area” e trascinare un rettangolo intorno agli oggetti che si vogliono cancellare.

Cancella oggetto



Cancella oggetto può eliminare qualsiasi oggetto sulla pagina della lavagna. Selezionare “Cancella oggetto” e fare clic su un oggetto da cancellare.

Cancella tutto



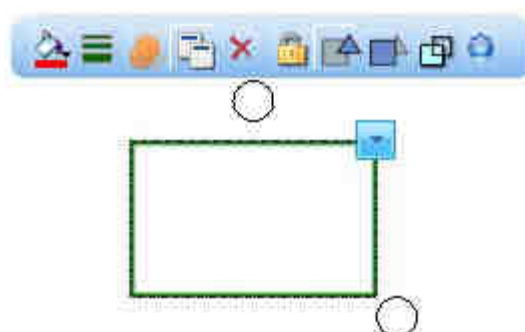
Selezionare “Cancella tutto” e fare clic sulla pagina per eliminare tutti gli oggetti dalla pagina.

Capitolo 6 Manipolazione oggetti

Per ogni oggetto creato sulla pagina della lavagna, Smartmedia IWB fornisce una varietà di modi per manipolarli o editarli.

6.1 Marquee Hands

Smartmedia IWB fornisce strumenti di modifica utilizzati di frequente in Marquee Handles. E' possibile scegliere da questi strumenti per modificare l'oggetto.



Si deve prima selezionare l'oggetto e poi appariranno i Marquee Handles. E' possibile selezionare un singolo oggetto, multipli oggetti o tutti gli oggetti sulla pagina.

Per selezionare un singolo oggetto:

1. Seguire una di queste procedure:
 - 1) Cliccare "*Disegna > Seleziona*" sulla barra dei menu;
 - 2) Clic  sulla barra degli strumenti di disegno;
 - 3) Clic  sulla barra degli strumenti mobile;
2. Cliccare l'oggetto che si vuole selezionare.

Per selezionare oggetti multipli:

1. Seguire una di queste procedure:
 - 1) Cliccare "*Disegna > Seleziona*" sulla barra dei menu;
 - 2) Clic  sulla barra degli strumenti di disegno;
 - 3) Clic  sulla barra degli strumenti mobile;
2. Seguire una di queste procedure:
 - 1) Cliccare sulla pagina della lavagna e trascinare un rettangolo intorno agli oggetti che si vogliono selezionare;
 - 2) Premere e tenere premuto il tasto "Ctrl" e poi cliccare gli oggetti che si vogliono selezionare.

Per selezionare tutti gli oggetti su una pagina:

Seguire una di queste procedure:

1. Cliccare "*Modifica > Seleziona tutto*" sulla barra dei menu;
2. Clic destro sulla pagina della lavagna e poi cliccare "*Seleziona tutto*";
3. Premere "*Ctrl+A*".

Quando un oggetto è selezionato, una selezione rettangolare appare intorno l'oggetto.

Capitolo 7 Pannello risorse

Sul lato sinistro della finestra principale di Smartmedia IWB c'è il pannello risorse che consente di sfogliare, cercare, accedere e gestire le risorse di Smartmedia IWB e anche realizzare un corso. Il pannello risorse consiste in 6 categorie che includono pagine,

strumenti materie, template, libreria risorse, strumento di ricerca, risorse locali e pannello creazioni corsi.

Per spostare il pannello risorse:

Cliccare  nella parte in basso a sinistra per spostare il pannello risorse sull'altro lato della finestra principale.

Cliccare  di nuovo per spostare il pannello risorse alla posizione iniziale.

Per nascondere il riquadro di anteprima:

Cliccare  in basso a destra.

Per nascondere/visualizzare l'intero pannello risorse:

Deselezionare/selezionare il pannello in *"Visualizza > Barra degli strumenti"*.

Per nascondere/visualizzare alcune categorie nel pannello risorse :

Deselezionare/selezionare le categorie in *"Impostazioni di sistema> Barra degli strumenti> Pannello risorse"*.

Capitolo 8 Strumenti assistente

Smartmedia IWB ha a disposizione alcuni utili strumenti assistente per rendere l'insegnamento e la presentazione più coinvolgenti ed efficienti. Gli strumenti assistente includono: strumenti schermo, strumenti matematici, cattura schermo, registra schermo, strumenti speciali e accesso rapido alle applicazioni.

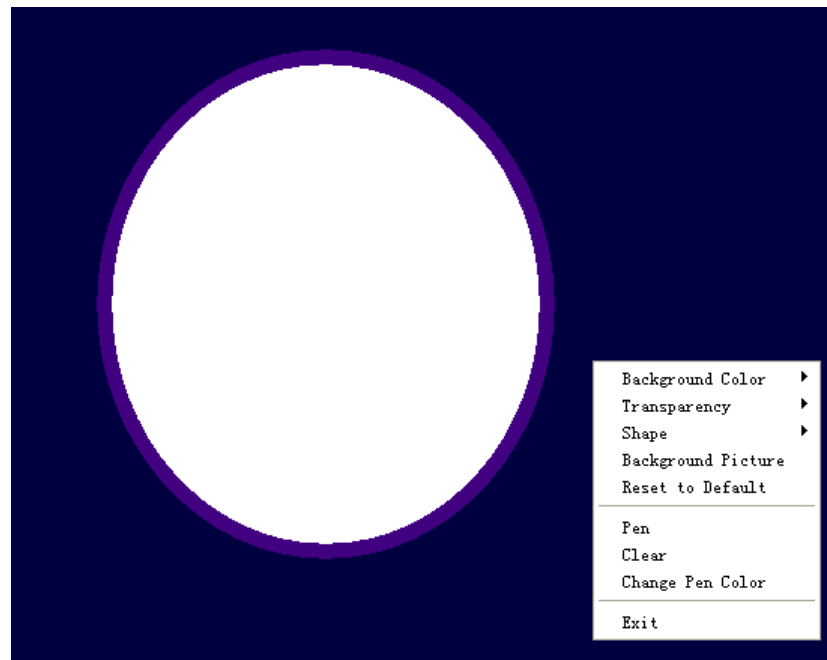
8.1 Strumenti schermo

8.1.1 Riflettore

Riflettore può attirare l'attenzione su un'area dello schermo. E' possibile utilizzare il sistema windows nell'area evidenziata. La procedura è come segue:

1. Quattro modi per ottenere la funzione Riflettore:
 - 1) Cliccare *"Strumenti > Riflettore"* sulla barra dei menu;
 - 2) Cliccare  sulla barra degli strumenti assistente;
 - 3) Cliccare  sulla barra degli strumenti mobile.
 - 4) Cliccare *"Start>Programmi>Smartmedia IWB > Strumenti schermo>Riflettore"*.
2. La forma predefinita del riflettore è il cerchio. Trascinare il bordo per ingrandire/ridurre e spostare il riflettore.
3. Cliccare  sullo schermo in basso a destra per regolare le proprietà del riflettore, come forma, colore di sfondo e trasparenza. E' possibile fare delle annotazioni nell'area di

sfondo del riflettore cliccando “Annotazione”. Cliccare “Pulisci annotazione” per cancellare l’annotazione. Se si chiude il riflettore senza selezionare “Pulisci annotazione” o “Ripristina a predefinito”, l’annotazione sarà mostrata la prossima volta che si utilizza “Riflettore”.



4. Per chiudere il riflettore, procedere in uno dei seguenti modi:

- 1) Cliccare  sullo schermo in basso a destra poi cliccare “Esci”;
- 2) Cliccare  sullo schermo in basso a destra.

8.1.2 Metti in evidenza

E' possibile mettere in evidenza una o più aree sullo schermo per attirare l'attenzione.

1. Quattro modi per ottenere la funzione “Metti in evidenza”:
- 1) Cliccare “Strumenti> Metti in evidenza” sulla barra dei menu;
- 2) Cliccare  sulla barra degli strumenti assistente;
- 3) Cliccare  sulla barra degli strumenti mobile;
- 4) Cliccare “Start>Programmi>Smartmedia IWB>Strumenti schermo>Metti in evidenza”.



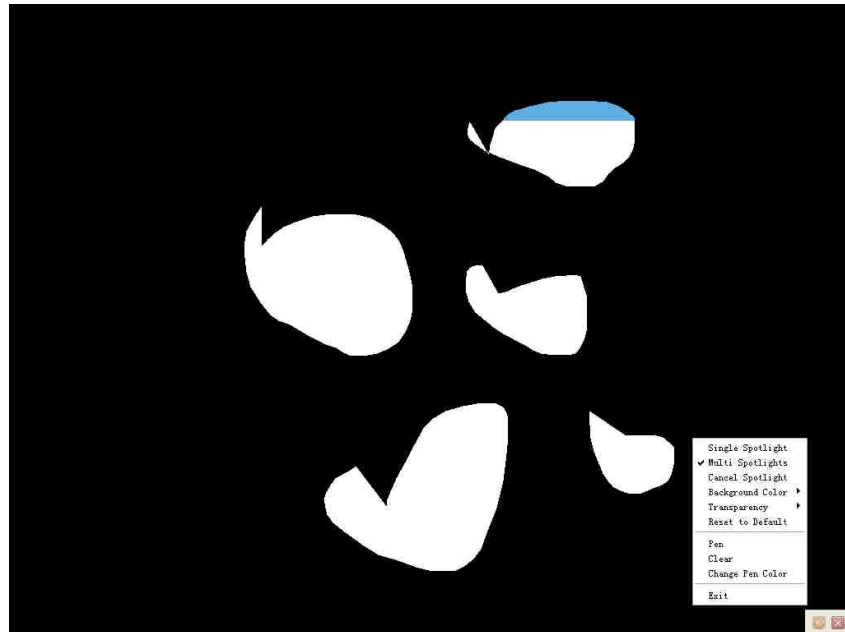
Nota: Di default, il pulsante  non è sulla barra degli strumenti mobile, è possibile aggiungerlo. Cliccare “Impostazioni di sistema>Barre degli strumenti>”  sulla barra dei menu e poi aggiungerlo alla “Barra degli strumenti mobile”.

2. Come mettere in evidenza?

Creare l’area da mettere in evidenza muovendo il cursore.

3. E' possibile cliccare  nella parte in basso a destra dello schermo per regolare le proprietà di “Metti in evidenza”, come il colore di sfondo e la trasparenza. E' possibile

selezionare riflettore singolo oppure riflettore multiplo per mettere in evidenza una o più aree per l'attenzione. E' possibile anche fare annotazioni sull'area di sfondo di "Metti in evidenza" cliccando "Annotazione". Cliccare "Pulisci annotazione" per cancellare l'annotazione. Se si chiude "Metti in evidenza" senza selezionare "Pulisci annotazione" o "Ripristina a predefinito", l'annotazione sarà mostrata la prossima volta che si utilizza "Metti in evidenza".



8.1.3 Cattura schermo

1. Quattro modi per ottenere la funzione Cattura schermo:

1) Cliccare "Strumenti> Cattura schermo" sulla barra dei menu;

2) Cliccare  sulla barra degli strumenti assistente, la barra di cattura schermo appare come segue:



3) Cliccare  sulla barra degli strumenti mobile, la barra di cattura schermo apparirà in alto a destra.

2. Quattro modi per catturare lo schermo:

1) Per catturare lo schermo intero: cliccare "Cattura a schermo intero  per catturare l'intero schermo;

2) Per catturare una finestra sullo schermo: cliccare il pulsante "Cattura finestra  sulla barra, selezionare la finestra che si vuole catturare e cliccare la finestra;

3) Per catturare un'area rettangolare sullo schermo: cliccare "Cattura area ", poi premere e trascinare il cursore per definire l'area rettangolare che si vuole catturare;

4) Per catturare un'area a mano libera: cliccare "Cattura a mano libera ", poi premere e

trascinare il cursore per definire liberamente l'area che si vuole catturare.

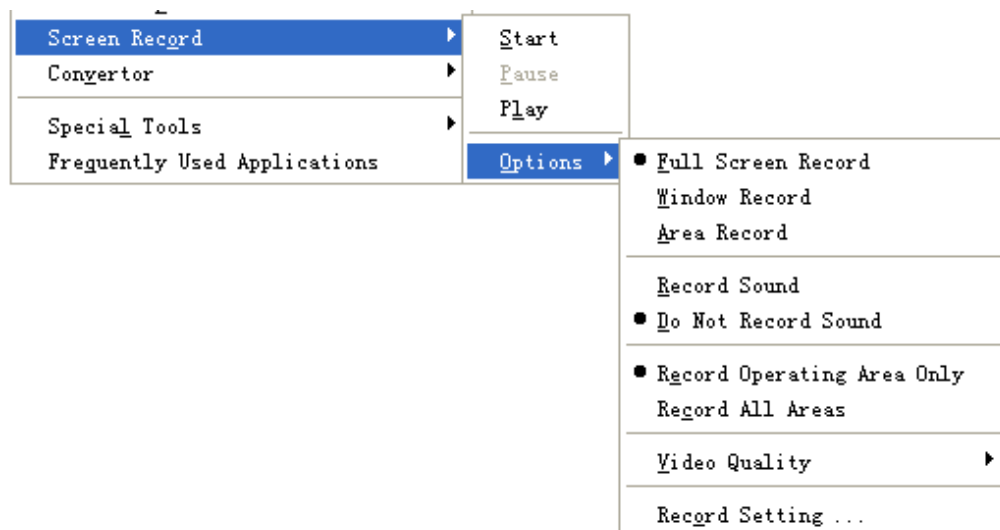
3. Prima di catturare lo schermo, è possibile cliccare  per selezionare il metodo d'inserimento dello schermo catturato. E' possibile selezionare "Inserisci nella pagina corrente" oppure "Inserisci in una nuova pagina". Dopo la cattura dello schermo, il sistema inserirà l'immagine catturata nella corrispondente parte della pagina in base al metodo d'inserimento che si seleziona.

8.1.4 Registrazione schermo e riproduzione

Smartmedia IWB fornisce 3 modi per registrare le azioni svolte sullo schermo interattivo, includendo registrazione a schermo intero, registra area e registrazione finestra. E' possibile anche registrare l'audio simultaneamente. Il file registrato può essere salvato in formato AVI e può essere convertito in formato WMV, SWF (file FLASH) o EXE. E' possibile riprodurre la registrazione utilizzando il player Smartmedia o altri media player come Windows Media Player.

1. Tre modi di ottenere la funzione registra schermo:

1) Cliccare "Strumenti > Registra schermo" sulla barra dei menu e selezionare da "Opzioni" lo stile di registrazione che si vuole. L'immagine è come segue:



2) Cliccare  sulla barra degli strumenti assistente, la barra di registrazione schermo appare come segue:

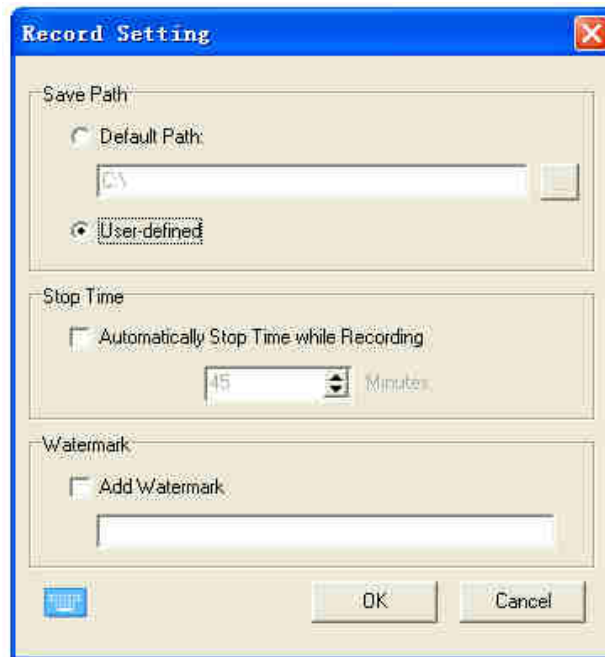


3) Cliccare  sulla barra degli strumenti mobile, la barra di registrazione schermo appare in alto a destra.

2. Come registrare lo schermo:

1) Prima di iniziare la registrazione, è possibile cliccare  sulla barra di registrazione schermo per selezionare il tipo di registrazione che si vuole. In "Impostazioni di registrazione",

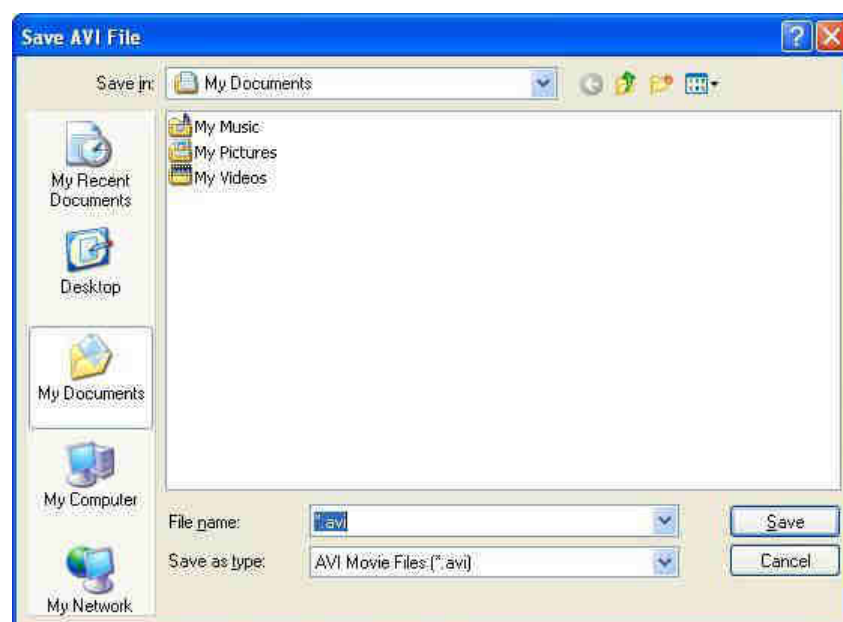
è possibile impostare il percorso di salvataggio, il tempo di salvataggio e il watermark che sarà mostrato nell'angolo in basso a destra del file di registrazione schermo.



2) Cliccare , apparirà una finestra di messaggio, cliccare "OK", poi apparirà la finestra di salvataggio file.



3) Determinare il nome del file e il percorso, poi cliccare "Salva" per iniziare la registrazione.





Nota : E' possibile cambiare il percorso di salvataggio del video da "Opzioni > Percorso di salvataggio > Percorso di Default".

Nel caso hai selezionato "Registra schermo intero", Smartmedia IWB registrerà l'intero schermo;

Nel caso hai selezionato "Registra finestra", selezionare la finestra che si vuole registrare e cliccare la finestra;

Nel caso hai selezionato "Registra area", premere e trascinare il cursore per definire l'area che si vuole registrare.

4) Durante la registrazione, è possibile cliccare  per mettere in pausa la registrazione; è possibile cliccare  per terminare la registrazione.

3. Come riprodurre lo schermo registrato:

Dopo aver finito la registrazione, il player Smartmedia apparirà automaticamente per la riproduzione dello schermo registrato. E' possibile cliccare  sulla barra di registrazione schermo per avviare manualmente il player, poi cliccare  sul player per riprodurlo.



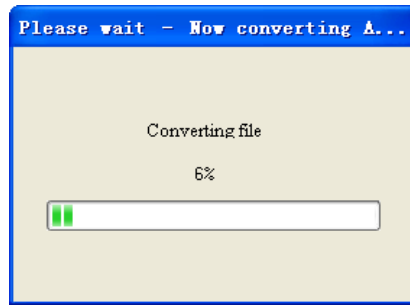
Nota: E' possibile utilizzare altri player, come Windows Media Player, per riprodurre i file video registrati.

4. Come convertire il formato video

1) Per convertire il file AVI registrato in formato SWF:

cliccare  sulla barra di registrazione schermo, poi selezionare "AVI a SWF".

Aprire il file AVI che si vuole convertire cliccando "File" sul "convertitore SWF", cliccare il pulsante  sulla finestra del convertitore o selezionare "Converti in SWF" nel menu a tendina di "File", inserire il nome e il percorso del file SWF, la conversione ha inizio;



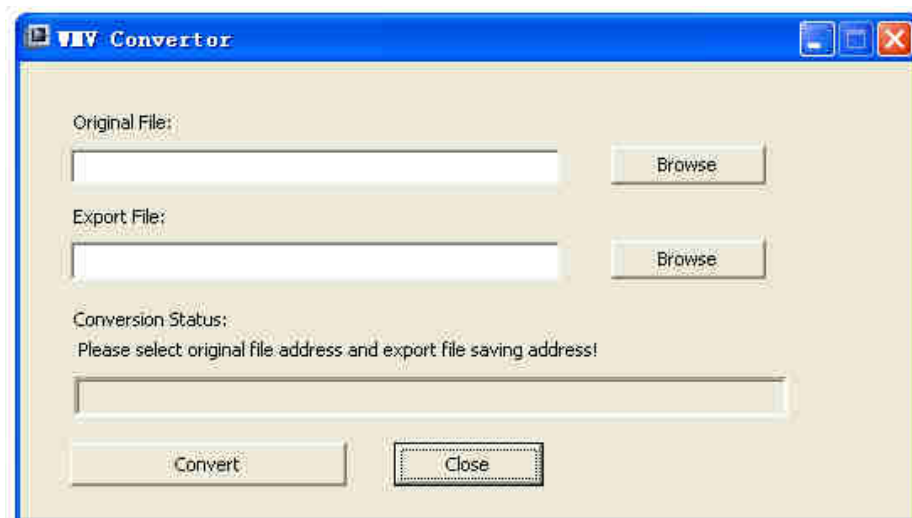
Quando la conversione è finita, il software mostrerà il successo della conversione, cliccare “Ok” per completare la conversione.



2) Per convertire il file AVI

Cliccare  sulla barra di selezione “AVI a WMV”, il convertitore WMV apparirà come segue:

registrato nel formato WMV:
registrazione schermo, poi



Aprire il file AVI che si vuole convertire cliccando il pulsante “Sfoglia” di “File originale”, poi cliccare “Sfoglia” di “File di uscita” per selezionare un indirizzo per il salvataggio del file WMV. Cliccare “Inizia conversione” per avviare la conversione. Quando la conversione sarà finita, il software mostrerà il successo della conversione, cliccare “Ok” per completare la conversione.



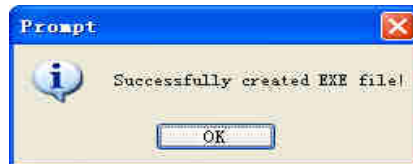
3) Per convertire il file SWF in formato EXE:

clickare  sulla barra di registrazione schermo, poi selezionare “SWF a EXE”, il convertitore EXE apparirà come segue:



Cliccare il pulsante “Apri file flash” per aprire il file SWF che si vuole convertire, poi cliccare “Converti in file EXE” per avviare la conversione.

Quando la conversione è finita, il software mostrerà il successo della conversione, cliccare “Ok” per completare la conversione.

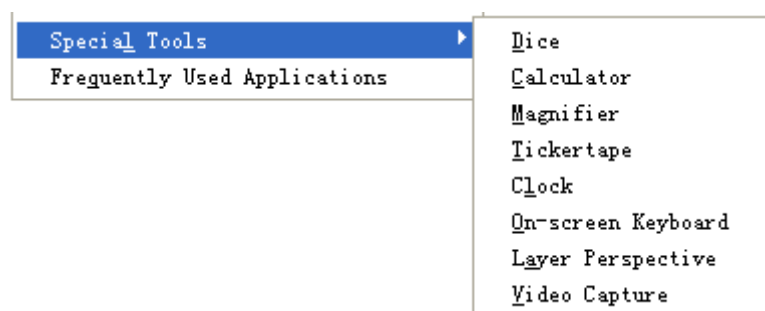


8.2 Strumenti speciali

Smartmedia IWB fornisce anche strumenti utili come: dadi, calcolatrice, lente d'ingrandimento, tickertape, orologio, tastiera su schermo, prospettiva strato, ecc.

8.2.1 Come ottenere le funzioni degli strumenti speciali

1. Cliccare “*Strumenti > Strumenti speciali*”, selezionare lo strumento corrispondente dal sottomenu; vedere la figura seguente:



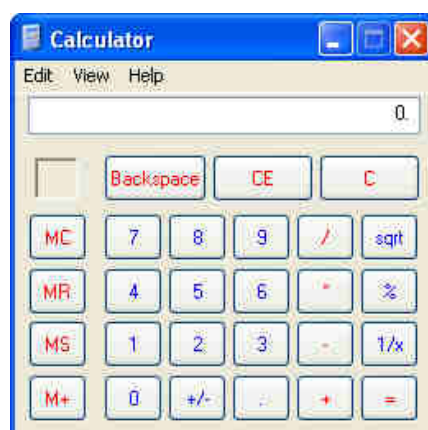
2. Cliccare  sulla barra degli strumenti assistente, poi selezionare lo strumento corrispondente dalla barra degli strumenti speciali come segue:



3. Cliccare  sulla barra degli strumenti mobile, poi selezionare lo strumento corrispondente dalla barra degli strumenti speciali visualizzata in alto a destra.

8.2.2 Calcolatrice

Smartmedia IWB fornisce una calcolatrice  per l'esecuzione di calcoli matematici.

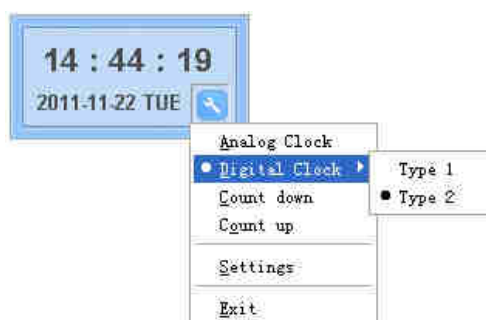


8.2.3 Orologio e timer

Lo strumento orologio  consente di visualizzare un orologio o un timer sullo schermo.



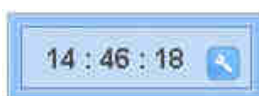
Cliccare  in basso a destra per personalizzare l'orologio, come segue:



Tipi di orologio



Orologio
analogico



Tipo 1

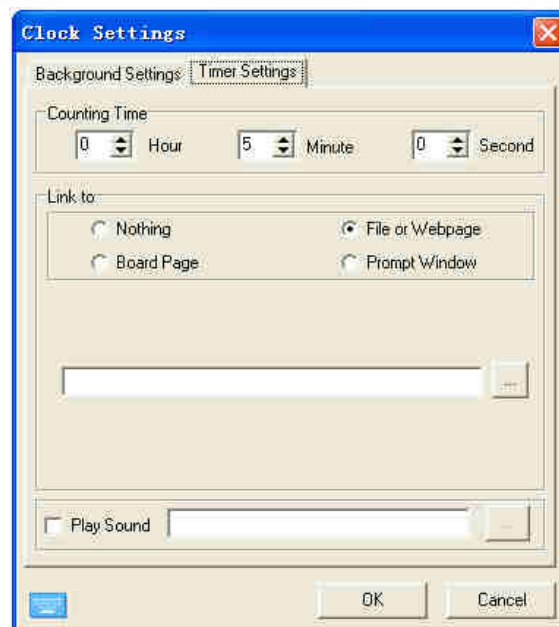


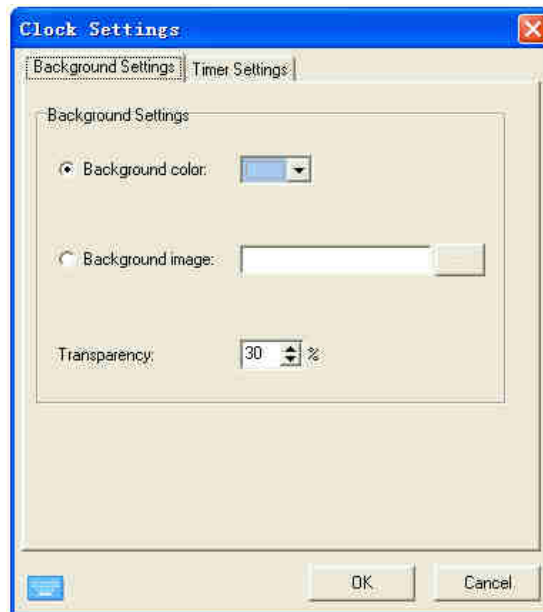
Tipo 2

Timer



Conto alla rovescia/Avvia tempo: visualizza un timer digitale. Il timer farà un conto alla rovescia o avvierà il tempo da 0 in base al tempo inserito nelle impostazioni dell'orologio come segue. Quando si seleziona uno degli orologi e si definisce il tempo, il timer avvierà il conto automaticamente quando appare sullo schermo. Cliccare sul pulsante  per interrompere temporaneamente e ripristinare il conteggio. Cliccare sul pulsante  per terminare e riavviare il conteggio. E' possibile impostare un collegamento automatico ad un file, pagina web, pagina della lavagna o una finestra di messaggio dopo il conteggio. E' possibile impostare anche un suono per l'orologio.





Impostazioni orologio

Cliccare “Impostazioni” sul menu a comparsa per aprire la finestra delle impostazioni orologio che include le impostazioni di sfondo e le impostazioni del timer.

8.3 Strumento sipario

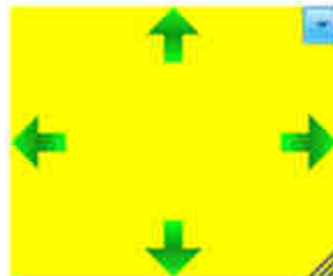
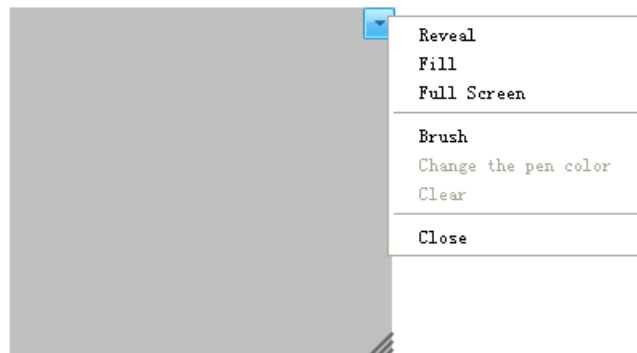
Con lo strumento sipario è possibile coprire il contenuto sulla pagina della lavagna. Qualche volta è utile nell'insegnamento o dimostrazione.

Procedura:

1. Cliccare “Strumenti>Strumento sipario” sulla barra dei menu o cliccare  sulla barra degli strumenti assistente o cliccare  sulla barra degli strumenti mobile per ottenere lo strumento sipario;
2. Per tracciare un rettangolo e coprire il contenuto sulla pagina della lavagna, è possibile cambiare la dimensione di copertura cliccando il rettangolo e tenendo premuto per spostarlo o cliccando e tenendo premuto il pulsante  in basso a destra.



3. Clic destro sullo strumento sipario, è possibile impostare il suo effetto display selezionando “Rivela”, “Riempi” o “Schermo intero”. E’ possibile anche fare delle annotazioni sull’area di sfondo dello strumento sipario cliccando “Annotazione”. Cliccare “Pulisci annotazione” per cancellare l’annotazione. Se si chiude lo strumento sipario senza selezionare “Pulisci annotazione” o “Ripristina a predefinito”, l’annotazione sarà mostrata la prossima volta che si utilizza lo strumento sipario.



4. Per chiudere lo strumento sipario, fare doppio clic su di esso o cliccare “Chiudi” nel menu del clic destro.



Nota : *diversi strumenti sipario possono essere integrati nella stessa pagina; lo strumento sipario non può coprire finestre mobili che includono video, flash, finestre incorporate e immagini gif dinamiche.*

8.4 Text to Speech

Con lo strumento Text to Speech, il testo sulla pagina della lavagna può essere letto tramite una voce elettronica. Procedura:

1. Cliccare "Strumenti>Text to Speech" sulla barra dei menu o cliccare  sulla barra degli strumenti assistente o cliccare  sulla barra degli strumenti mobile per ottenere la funzione. Una barra delle impostazioni appare come segue:



2. Spostare il cursore sul testo che si vuole leggere e cliccare il testo, la lettura del testo ha inizio. Di default il testo viene letto in cinese. E' possibile cliccare  sulla barra delle impostazioni sopra indicata per cambiare da cinese a inglese. E' possibile anche regolare la velocità di lettura  e il volume .