

SMART Sympodium User Guide for Mac

What is it?

The SMART Sympodium is an interactive electronic lectern available in an increasing number of classrooms at the University of Tennessee.

The Sympodium console surface contains the interactive screen and an electromagnetic tethered stylus.

Used for lectures, presentations, and more, the SMART Sympodium's interactive screen can display your computer's image and project to an auditorium screen for large audience viewing. With the electromagnetic stylus, you can create annotations and draw over computer applications while you remain facing your audience.



With the SMART Software, the annotations can be saved directly to the computer.

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For Technical Support, call IT Engineering Services at 974-9110 or email tec@utk.edu

For Training classes, call the Innovative Technology Center at 974-9670 or visit <http://itc.utk.edu/resources/smartclassrooms>

Before Using the SMART Sympodium

Computer Requirements: (For Version 9.5)

- A Macintosh laptop with the following:
 - 700 MHz processor (1GHz or faster recommended)
 - 128 MB of RAM (256 MB recommended)
 - 148 MB of free hard disk space for minimum installation, 423 MB for full installation with Gallery collections
 - Available powered USB port
 - Mac OS X version 10.3.9 and 10.4
 - Safari 1.3.2 or later
 - Macromedia Flash player version 8

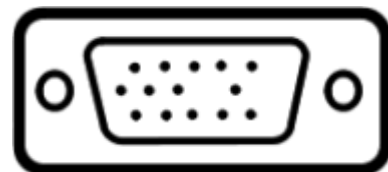
Note: If you are running Mac OS 8 or 9, use SMART Board software v6.

SMART Board Software

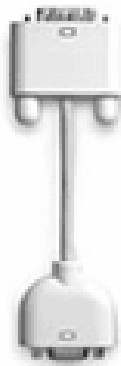
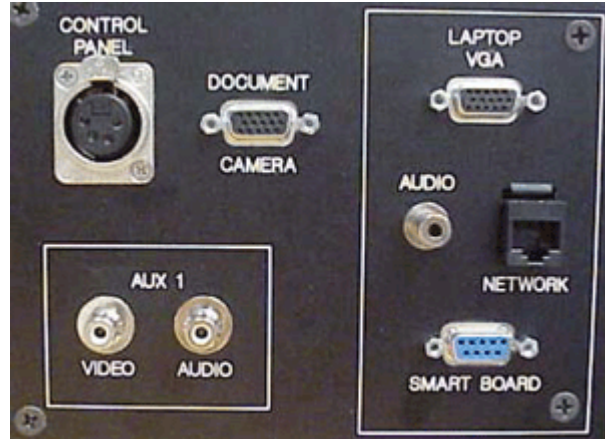
- Download the free SMART Board software from this website:
<http://www.smarttech.com/support/software/index.asp>
- Follow the installation instructions available on the web site above.
- Make sure you have the latest version and update periodically.
- If you experience trouble installing the software, call IT Engineering Services at 974-9110 for technical support.

CONNECTING TO THE SMART SYMPODIUM

1. Place your laptop near the SMART Sympodium.
2. Locate one of the two VGA cables stored in the bottom drawer of the podium.



3. Connect one end of the cable to the port on the back of your laptop; connect the other end of the cable to the VGA port in the Laptop section of the connection plate. The connection plate is generally on the right side of the podium. (An electrical outlet is there also).



Note: If you have a DVI Powerbook (the video connector has a flat pin and is a wider connector), you will need the DVI to VGA adaptor cable that came with your laptop. If you have an iBook, you will need the iBook video out to VGA cable that came with your laptop.

4. Connect the USB end of the SMART Board cable to the port on your laptop; connect the serial end of the cable to the SMART Board port in the Laptop section of the connection plate.

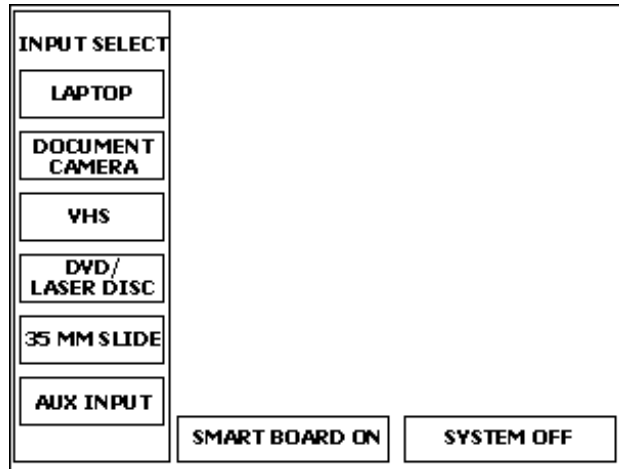


5. Before turning on the system, make sure all cables are connected. Turn on the system first, by pressing the ON button on the control panel, then turn on your computer.

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SYSTEM ON

6. Lower the projection screen using the wall switch. Wait for the warm up count down to end by selecting the input source.
7. Make sure to choose "Laptop" under Input Select on the control panel.



8. Turn on your computer.
9. Press the "SMART Sympodium On" button **O** from the on-screen display buttons located on the top right of the Sympodium screen (see below), or hit "SMART Board On" on the control panel (see above).



On Screen Display Button

10. If all connections are intact and the laptop button is selected, but there is a blue "No Signal Source" screen or the image on board is not the same as your desktop:
 - a. Go to System Preferences
 - b. In "Hardware" section, select "Displays"
 - c. Hit "Detect Displays" button, and then make sure "Mirror Image" is checked

THE FIRST TIME YOU USE THE SMART SYMPODIUM

A. Launching the SMART Software

1. If the SMART Board icon is not visible on the Dock, from "Application" find the SMART Board tools, and run the software.



2. A small SMART Board icon will then appear in the Dock.
3. Click on this icon and hold to display the SmartBoard menu (or click once, then you will see SMART Board Tools on the menu bar).



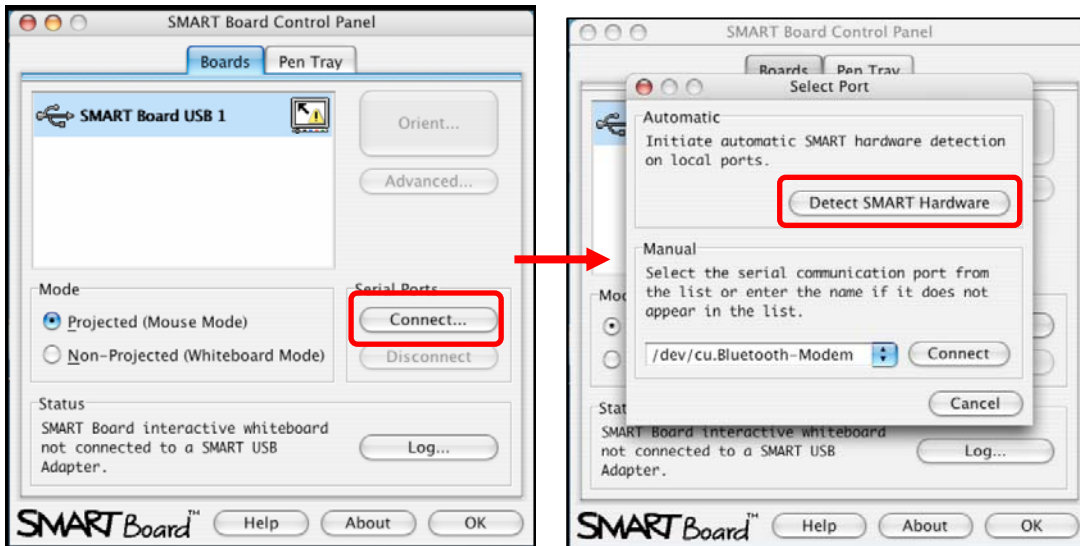
B. Detecting the SMART Board:

When having problems with the interactive features of the SMART Sympodium, like not being able to write on the screen, the SMART Sympodium might not be ready to use. Follow the directions given below to detect whether SMART Sympodium is successfully connected to your computer.

1. Click on the SMART Board Icon in the Dock and hold. Select "Open Control Panel" from the menu.
2. The SMART Board Settings window will appear. Check the SMART Board icon in the Control Panel window. If there is an exclamation point in the SMART Board icon, it means there is a connection error. Check the cables, if the problem still exists, continue to 3.



3. Click on “Connect ...” button, which will open “Select Port” window. Click on “Detect SMART Hardware” button. If the SMART Board detection process is successful, there will be no exclamation point. Click OK, and close the SMART Board Control panel to continue using your computer with SMART Board applications.



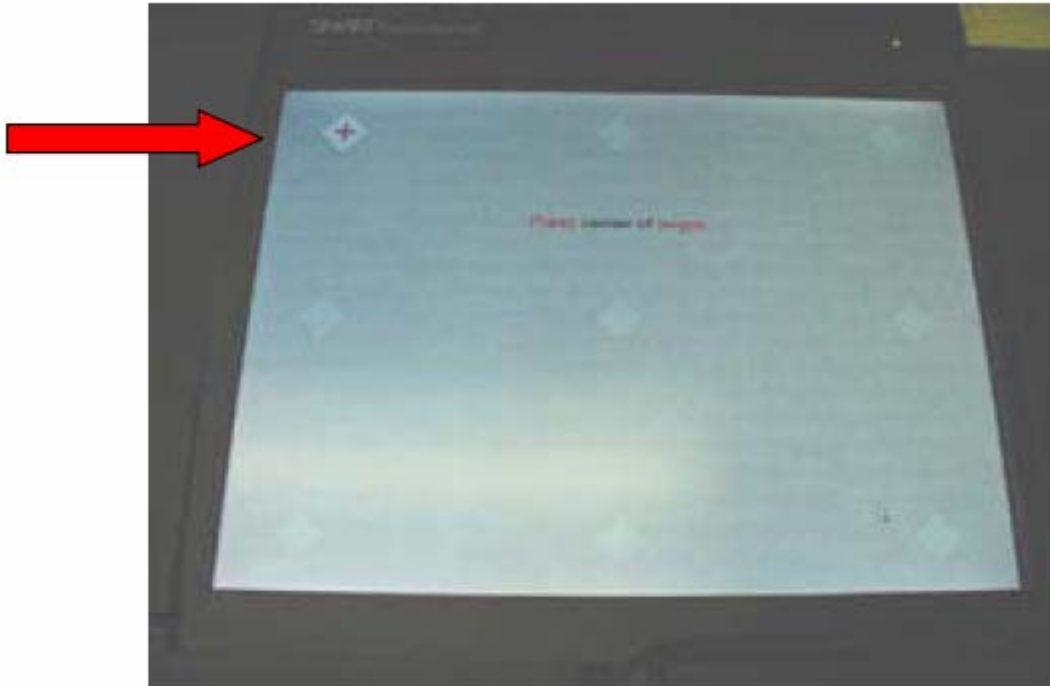
4. If it does not work, check your connections, and restart your computer. Then, try the detection process from the beginning.

C. Orienting the SMART Sympodium

The first time you use your computer with the SMART Sympodium, and subsequently if the sympodium does not appear to be working correctly, you may need to orient the sympodium.

1. Click on the SMART Board Icon in the Dock. Select “Open Orient” from the menu.
2. The standard orientation pattern will appear on the SMART Sympodium screen. Use the pen stylus to touch the center of the 9 points as shown below.





TEACHING WITH THE SMART SYMPODIUM

A. Displaying Images on the SMART Sympodium

Anything you can display on your computer monitor will be projected onto the SMART Sympodium when you are connected to the system. For example, you could display:

- Word Documents
- Images
- Pages on the Internet
- PowerPoint Presentations
- Statistical or Design Programs

Touching the SMART Sympodium screen with the pen stylus is equivalent to clicking on your computer screen using your mouse. Tap once on the symposium for a single mouse click; tap twice on the symposium for a double click.

B. Drawing on the Screen

Use the stylus attached to the SMART Sympodium to draw on the screen. Do **not** write on the SMART Sympodium screen with dry-erase markers or pens.

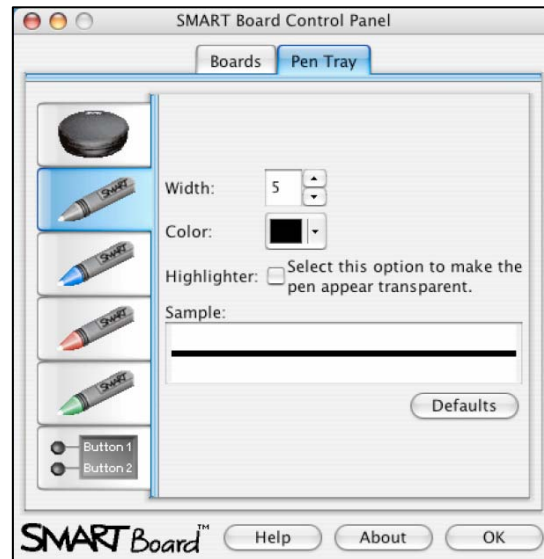
Note that the stylus pen color is changeable. It will write in the color you select by pen color selection buttons located at the top of the symposium screen. Also note that the pen and mouse are interchangeable. However if you lay the pen on the

screen, the mouse will not function properly. *Always rest the pen near the inside bottom of the screen when not in use.*

To customize your pen colors,

- Choose the “Open Control Panel” from the SMART Board menu. The SMART Board Control Panel will appear.
- Select the “Pen Tray” tab.

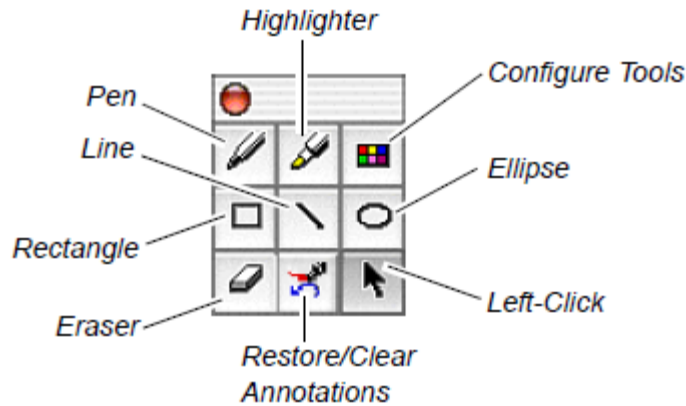
Select one of the four pen buttons, the eraser button, or mouse/keyboard buttons to customize. With the pens, you can change the color, transparency, thickness, and line style. With the eraser, you can change the eraser thickness, and with mouse/keyboard buttons, you can assign other actions to SMART Board mouse/keyboard buttons. Your customized settings will be kept on your computer until you hit the “Defaults” button.



C. Using the Floating Tools

The Floating Tools allow you access to a variety of one-touch controls. To launch the Floating Tools, select “Open Floating Tools” from SMART Board Tools menu. This will launch the default Floating Tools. To use Floating Tools, your computer needs to be connected to the SMART Sympodium. If you wish to move the Floating Tools around, grab by the bar located on the top of the Floating Tools, and drag to a desired position.

The default toolbar looks like this:



Using Restore/Clear Annotations:

Restore/Clear Annotations button allows you to clear or restore the annotations on the screen. If there are annotations on the screen, you will see “Clear” status and when you hit this button, all the annotations will be cleared. (Annotations can also be cleared by touching elsewhere on the screen in mouse mode.) If you intentionally or unintentionally clear the annotations, you can restore them by hitting this button.

Right Click:

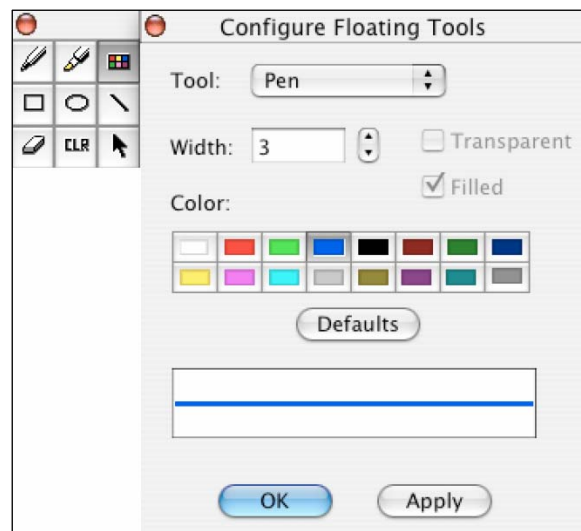
On Mac, right click is equal to CTRL + Click.



Customizing Floating Tools

To customize your toolbar,

- Launch the Floating Tools, if not started yet.
- Click on the “Configure Tools” button.
- Double click on a tool to customize that tool.



D. Using the SMART Notebook

There are three ways to get information into the Notebook.

- You can use the Screen Capture Tools while working with other programs such as Word or PowerPoint. The captured information will be transferred to the SMART Notebook.
- You can import image and Flash files to the SMART Notebook by using the SMART Notebook's "Insert" menu.
- You can create annotations while working with the SMART Notebook.

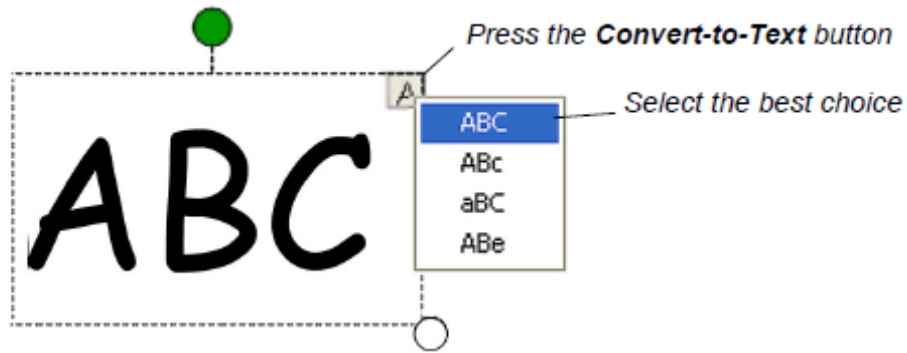
Using the Screen Capture Tools

You can take partial or whole screen captures by using Screen Capture Tools.

- From SMART Board Tools menu, select "Capture Full Screen" under "Screen Capture" to capture entire screen. Captured image will be located in SMART Notebook as another page.
- From SMART Board Tools menu, select "Capture Selected Area" under "Screen Capture," and then press and drag to select the area you want to capture. The image will be located in SMART Notebook as another page.

Creating Annotations in the SMART Notebook

1. If it is not started, start the SMART Notebook from SMART Board Tools menu.
2. Draw or write in the Notebook.
3. Select the mouse arrow again.
4. If you want to convert the handwriting to text, click on the object to select it. If you select it, a border around the object and arrow will appear. Click on the arrow button, and select one of the options to convert it to text. If none of them is appropriate, delete the object and try to write clearly.



NOTE: Handwriting recognition is available on Macs with OS X v10.3 or later.

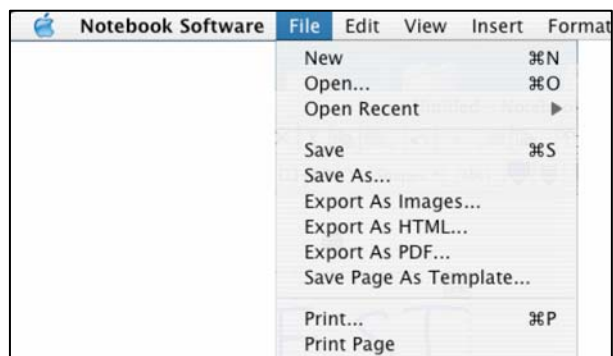
Typing Text:

You may also use the SMART Keyboard to write on a SMART Notebook page. Select the keyboard by pressing the button next to the pen trays with a picture of a keyboard on it (or choose “Open Keyboard” from the SMART Board Tools menu). The image of a keyboard will appear on the screen. First, tap at the desired location on the SMART Notebook page. Then, enter your information in the SMART Keyboard. The information will be displayed as typed characters at the desired location on the SMART Notebook page.



Saving or Exporting Notebook Files

You can save or export SMART Notebook files in several formats: Notebook files, Image files, HTML files, or PDF files. To save the annotations as SMART Notebook file, from File menu select “save.” To export as an image file or HTML file, or PDF file, from File menu select desired format, and enter a file name.



E. Recorder

The Recorder allows you to simultaneously record your voice and video of the screen as you draw and change the display on the screen, effectively creating a narrated video. The output file will be QuickTime (.mov) file.



To record, you will need a microphone either built-in or connected to your laptop. Make sure the volume is not muted.

To open the Recorder:

- From the SMART Board Tools menu, select “Open Recorder.”
- The Recorder controls will appear:
- Press the Record button to start recording, press Stop when you are finished. Your voice will be saved along with everything that is displayed or written on the board while you record.
- By default, the file saved will be in movie format (.mov) and can be viewed using Windows Media Player, Real Player, Quicktime, or similar software.

NOTE: Files tend to be about 10MB per minute, so if you record an entire lecture, your file will be very, very large. You will need special storage space on a server for files this size if you want to put them on the web.

F. Other Tools

For information about other tools available with SMART Board software, please refer to original User Guide at http://downloads.smarttech.com/media/products/sb/userguides/pdf/english/sb_macxuguide.pdf

SMART SYMPODIUM RESOURCES

Technical Support – call IT Engineering Services at **974-9110** or email **tec@utk.edu**.

SMART Technologies, Inc. & SMART Board Software: <http://www.smarttech.com>

User Guide and FAQs: <http://www.smarttech.com/support/product/sb/index.asp>

Training Classes – call ITC at 974-9670 or visit our website at: <http://itc.utk.edu/resources/smartclassrooms/training.shtml>

Note: This tutorial is adapted from SMART Board User Guide Macintosh Version, located on http://downloads.smarttech.com/media/products/sb/userguides/pdf/english/sb_macxuguide.pdf

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