

HOW TO USE THE SMART PODIUM (formerly called Sympodium)

PART A: The SMART Podium Monitor

There are five buttons at the top-centre of the monitor. These buttons perform the following functions:

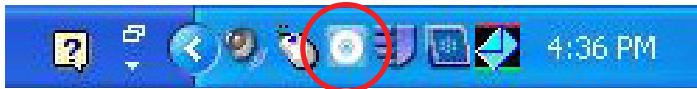
1. Black Arrow - simulates the left mouse-click function when using the stylus.
2. Black Ink - write/draw in black.
3. Blue Ink - write/draw in blue.
4. Red Ink - write/draw in red.
5. Eraser - erases what has been written/drawn.



PART B: The Tablet Function

The “SMART Board Tools” program needs to be running in order to enable the tablet function.

You will know that the “SMART Board Tools” program is running if the SMART Board icon is visible in the Windows Notification Area. If the icon is not present, double-click on the “SMART Board Tools” shortcut located on the desktop to start the program.



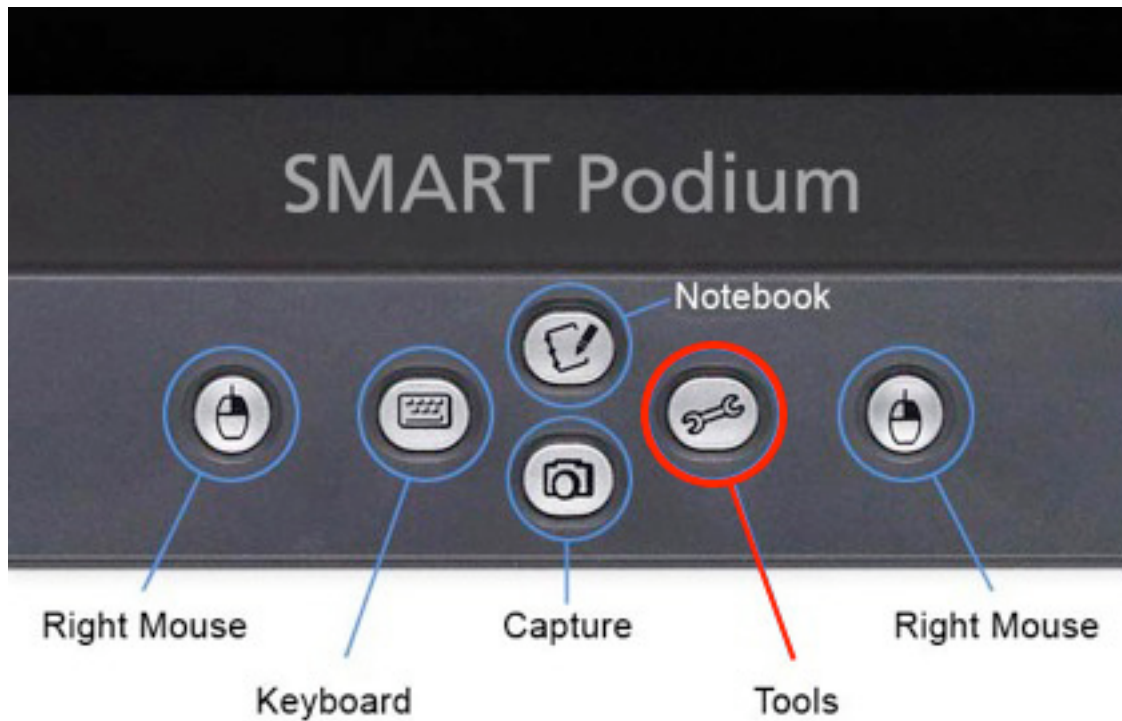
The tablet function will be enabled when any of the pen tools buttons located at the top-centre of the monitor are pressed. A Tool Box may also appear on the left side of the screen. If the Tool Box is hidden, it can be expanded by clicking or tapping (with the stylus) the double arrow. *(Please refer to the image below.)*

- The Tool Box gives you options for more tools such as a highlighter, more colour selection for pens, undo button, etc.




PART B: The Tablet Function (Continued)

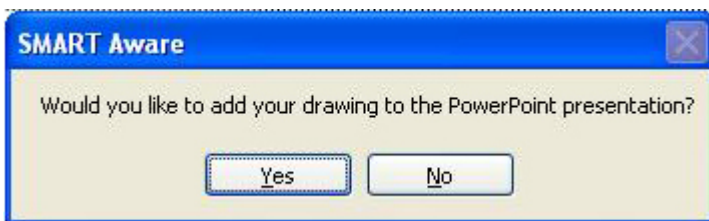
If the Tool Box is closed, it can be re-opened by pressing the Tools button located at the bottom-centre of the monitor.



PART C: The Tablet Function in MS PowerPoint

If the tablet function is enabled during presentation mode, you will be able to save your writing/drawing into a PowerPoint document once you exit the presentation mode and tablet function. You can exit the presentation mode by pressing the “ESC” key on the keyboard and exit the tablet function by enabling the left mouse-click by pressing the black arrow  located at the top-centre of the monitor.



You will see the following popup window:



If you select “yes,” the writing will be embedded into the slides, overwriting the original document.

If you select “no,” the writing will be erased and the presentation will be restored to its original state.

PowerPoint can retain all of your annotations on each slide in the presentation mode and allow you to save it when you exit your presentation.

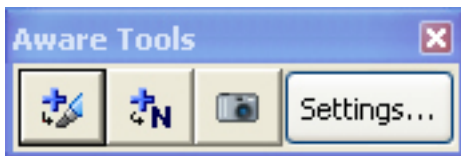
NOTE: Press  , located at the top left hand corner of the MS Office window, to save your notes to your original presentation OR press  > SAVE AS to save to a new PowerPoint file at the end of your session.

If you want to write on multiple blank slides, do the following:

1. Create multiple blank slides in PowerPoint.
2. Put the slides in presentation mode.
3. Begin writing on the SMART Podium.

PART D: The Tablet Function in MS Word and Excel

While using the tablet function in MS PowerPoint (non-presentation mode), Word or Excel, an “Aware Tools” box will appear in the top left corner of the screen.



These buttons perform the following functions:





Embed your writing / drawing as images.



Embed your writing as text.

Please write legibly. Otherwise, the program may not recognize your writing.

In Word and Excel, you should embed your annotations using the buttons outlined above if you want to save them. Once you exit the tablet function your annotations will be erased if they are not embedded into the document.

NOTE: Press  , located at the top left hand corner of the MS Office window, to save your notes to your original presentation OR press  > SAVE AS to save to a new PowerPoint file at the end of your session.

Part E: FAQs for the SMART Podium

1. How do I start the SMART Board program?

- Double click on the “SMART Board Tools” shortcut located on the desktop.
- Make sure the SMART Board icon is visible in the Windows Notification Area.



2. How do I begin writing on the tablet?


- Press any pen tools buttons located at the top of the monitor.
- Begin writing / drawing using the stylus.

NOTE: Please make sure the “SMART Board Tools” program is running.

3. How do I erase what I have just written?

- Press the eraser button.
- Carefully place the stylus on the monitor surface to where you would like to begin, removing what you have just written.
- Begin moving the stylus cursor over the areas you want to erase.

4. How do I perform a left mouse-click?

- Press the black arrow  on top of the SMART Podium monitor.

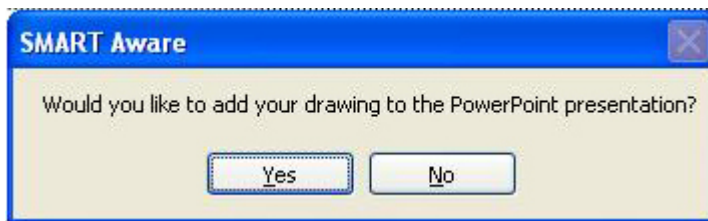
5. How do I perform a right mouse-click?



- Press the mouse button  at the bottom of the SMART Podium monitor.

Part E: FAQs for the SMART Podium (Continued)

6. How do I save what I have just written on my PowerPoint presentation?

- Exit the presentation mode by pressing “ESC” key on the keyboard OR selecting “END SHOW” with a right mouse-click.
- Make sure you exit the tablet function by enabling left mouse-click.
- Select “yes” when you are prompted.



- Press  , located at the top left hand corner of the MS Office window, to save your notes to your original presentation OR press  > SAVE AS to save to a new PowerPoint file at the end of your session.

7. How can I write on a blank slide?

- Open PowerPoint.
- Create multiple blank slides.
- Put the slides in presentation mode.
- Write on the SMART Podium.

Part F: FAQs for the SMART Board (HA 321)

The SMART Board is an interactive white board that uses the same program as the SMART Podium. The program can capture what is written on the board into the computer.

1. How do I start the SMART Board program?

- Double click on the “SMART Board Tools” shortcut located on the desktop.
- Make sure the SMART Board icon is visible in the Windows Notification Area.



2. How can I project the writing on the SMART Boards to the side screens?

- Open PowerPoint.
- Create some blank slides in PowerPoint.
- Put the slides in presentation mode.
- Write on the SMART Board.

3. Why is the SMART Board not recognizing my writing?

- Make sure the SMART Board software is running.
- Make sure the pen you've picked up from the pen tray corresponds to the board you are writing on.

NOTE: The pen trays are wired directly into the SMART Board. Each board is connected to the computer via a dedicated USB cable. The board will not be able to recognize pens or erasers from pen trays other than their own board. For example, if you try to write on Board #2 with the pen from Board #1, the pen will not be detected.

Part F: FAQs for the SMART Board (HA 321) (Continued)

4. The eraser works on the SMART Board but why is the software not recognizing it?

- Make sure all pens are put back into the correct pen tray slots.
- Make sure the eraser comes from the pen tray of the SMART Board you are erasing (*please see the NOTE on the previous page*).

5. Why is the software recognizing my writing in a different colour than the pen colour I selected?

The software will only recognize the colour of the pen tray that is activated. For example, if a black pen was put in the green pen tray and you pick up that pen, the software will see the pen as green, not black.

Part G: Hands On Experience with the SMART Podium

Please try the following exercises:

1. Create a blank presentation in PowerPoint, write on it, save and retrieve the file.
2. Create a blank Word document, draw and write on it, using the “Aware Tools” to embed the annotations into the document, save and retrieve the file.
3. Create a blank spreadsheet in Excel, write on it, using the “Aware Tools” to embed the annotations into the cells, save and retrieve the file.