










Quick Reference: Advanced Symposium

Using the Floating Tools

The Floating Tools toolbar provides easy access to different features. Press the Launching Floating Tools button  on the Symposium monitor to activate the Floating Tools toolbar.



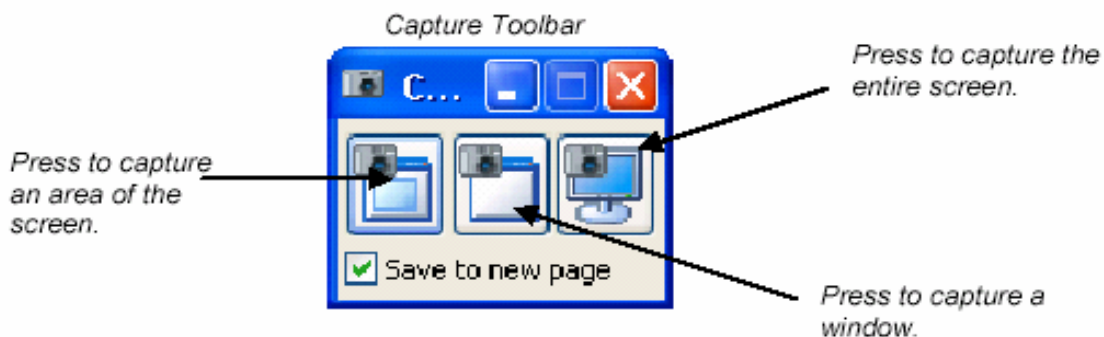
From here, you can:

-  Capture an area of the screen
-  Undo action
-  Activate the cursor (e.g. if you need to switch from pen mode to regular mouse cursor)
-  Use the eraser
-  Use a colored pen
-  Turn the next pen touch into right click
-  Use the mouse as a highlighter
-  See more options

You can also reduce or expand the Floating Tools toolbar by pressing  and  respectively.

Capturing Notes and Images

Press the  button on the display to activate the Capture tool bar.

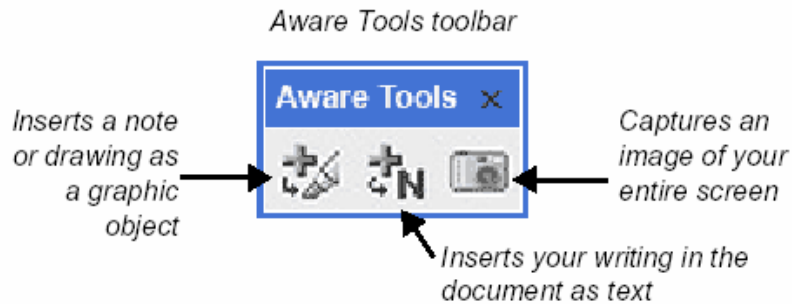


This will paste those images into the Symposium Notebook software from where you can save them.


Writing and Saving Notes in Microsoft Word and Excel

Using the *Aware Tools* in Microsoft Word and Excel, you have the ability to insert a drawing, or text into a Word or Excel document, either as an image or as text.

Note: *If the Aware Tools toolbar isn't shown on the screen, right-click on the toolbars of Microsoft Word or Excel, and choose SMART Aware Tool from the drop-down menu.*




Insert a Drawing

Draw the drawing, then press  and the drawing is inserted right into the document or spreadsheet.


Insert Text

You can write notes on the display in your own handwriting and then have those notes converted to text in a Word document or Excel spreadsheet. Insert text into your document by doing the following:



Write your text, then press  and your text is converted and inserted.

NOTE: *While correct the majority of the time, this technology isn't 100% accurate, so try to be as clear as possible when writing.*

Capturing Text and Images

You can save the contents of the current screen as an image in the Notebook Software by pressing the  button to capture the current window. This will automatically open a new Symposium Notebook window with the captured image.

Recording

Once you press the Recording button  on the **Start Center** (*) toolbar, the Smart Recorder window appears. You have the ability to record the entire screen, a selected area of the screen, or a specific window using the recording feature. To change the recording options, press the Recording Options button to open a drop down menu where you can select what you would like to record. Press the record button  to start recording.



NOTE: *When saving a recording, to ensure it can be viewed on a computer that does not have SMART Board interactive software, make sure that you save it as a Microsoft Format Media Files (*.avi). In addition, when saving, please make sure that you save to a portable storage device (e.g. USB drive) because the recording will be erased when the computer is restarted.*

*** If there is no Start Center toolbar on the screen, click the SMART Board icon in the taskbar on the screen, and choose Start Center from the pop-up menu.**

