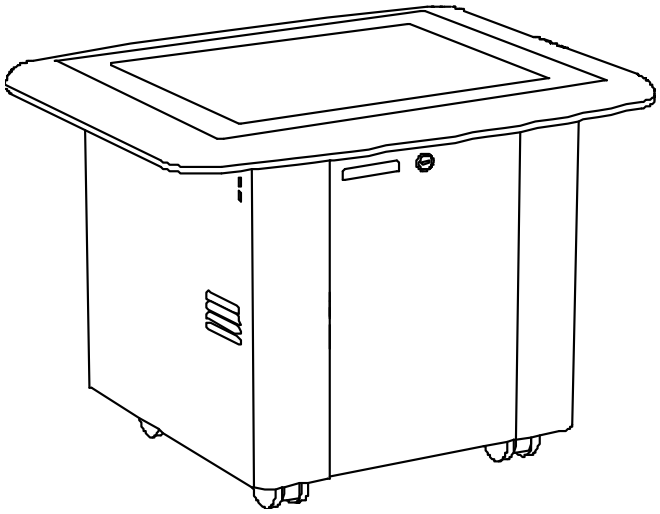

SMART Table™ software and SMART Table Toolkit

User's guide

Extraordinary made simple™ | SMART™

Product registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at smarttech.com/registration.

Keep the following information available in case you need to contact SMART Support.

Serial number: _____

Date of purchase: _____

Trademark notice

SMART Table, SMART Board, SMART Notebook, SMART Document Camera, SMART Sync, smarttech, the SMART logo and all SMART taglines are trademarks or registered trademarks of SMART Technologies ULC in the U.S. and/or other countries. Windows and Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the U.S. and/or other countries. Mac and Macintosh are registered trademarks of Apple Inc.,registered in the U.S. and other countries. All other third-party product and company names may be trademarks of their respective owners.

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One or more of the following patents: US6326954 and US7151533. Other patents pending.

08/2011

Important information

WARNING

- Failure to follow the installation instructions shipped with your SMART Table™ interactive learning center could result in personal injury and product damage.
- Ensure that any cables extending across the floor to your SMART product are properly bundled and marked to prevent a trip hazard.
- Make sure an electrical socket is near your SMART product and remains easily accessible during use.
- Lock the casters before allowing children to use your table.
- Do not climb (or allow children to climb) on your table. Climbing on your table could result in personal injury and product damage.
- To reduce the risk of fire or electric shock, do not expose your SMART product to rain or moisture.
- Use caution when servicing your table's internal parts even after you disconnect the power. The uninterruptible power supply (UPS) continues to provide dangerous voltages to the computer and projector after you disconnect the AC power source.
- Do not stare (or allow children to stare) directly into the projector's beam of light.
- Do not attempt to service the projector other than by performing routine lamp replacement. Only an authorized service provider should provide service. Aside from the lamp module, there are no user–serviceable parts inside the unit.
- Do not remove any screws other than those specified in the lamp replacement instructions.
- Do not touch or replace the projector lamp (which will be very hot) for at least an hour after shutdown. Touching the lamp can cause severe burns.
- Do not puncture, crush, heat or disassemble the remote control battery, expose it to fire or any liquid, short its terminals, or abuse the battery in any other way because this may cause the battery to explode or ignite, and could cause a fire or personal injury.
- If the remote control battery leaks, ensure that you do not get battery fluid in your eye. If you do, immediately rinse the affected eye with water and seek medical attention.

- Do not install the remote control battery backwards or reverse its polarity. Do not install battery types other than the one specified in the documentation. Both of these actions can cause damage to the remote control and can cause a fire or personal injury.

CAUTION

- Disconnect the power cable only after you turn off the table as documented in this guide and the indicator lights and fans turn off. Disconnecting the power cable at any other time can shorten the life of the projector lamp.
- Do not place cords, boxes or other items on the surface of your table. Doing so can scratch the surface.
- If your SMART product becomes wet, dry it completely before turning it on.
- SMART Technologies recommends that you use the remote control to complete only the procedures documented in this guide. Using the remote control for other purposes may change the projector's settings, which were specifically configured for the table.

IMPORTANT

- Do not operate your table's projector in environments that are higher than 10,000' (3,000 m) above sea level.
- Your table is sensitive to infrared light. Turn off or remove any pot lights or other incandescent lighting in the room and close any open blinds or curtains before calibrating your table.
- Your table's surface does not respond to touch until the computer completes its startup process. Wait 30 to 60 seconds after you turn on your table before you touch the surface.
- Before you clean your table, turn it off so that you do not inadvertently start applications when you wipe the surface.
- Do not place keyboards, mouse devices or other objects on the touch surface. The camera may interpret these objects as touches if they are placed on the touch surface.
- This product contains lithium button cell batteries in the computer and the remote control (perchlorate material—special handling may apply).

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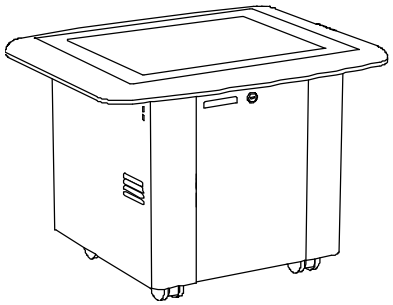
Introduction

This guide is intended for teachers and application developers. It introduces you to SMART Table software and explains how to use and customize the software after initial setup.

NOTE

For information on setting up your SMART Table interactive learning center or its accessories, see the *SMART Table 230i textless installation instructions* (smarttech.com/kb/141081) included with your table.

About your table



Your SMART Table interactive learning center has a touch-sensitive surface. By touching the surface, students can create, select, move and resize digital objects. More than one student can touch the surface at a time. This encourages collaboration and cooperation as students learn and play together.

Using a Wi-Fi® network connection to a SMART Sync™ Teacher computer, teachers can observe students' tabletop activities from a distance, take control of the table, and capture and print the tabletop image.

SMART Table software includes interactive applications, learning activities and educational games. You can also download any of the SMART Table activity packs available on the SMART Exchange™ website and customize the activities using SMART Table Toolkit. Install and run the toolkit on your computer and then transfer your activity packs using a USB drive or SMART Sync software.

You can use your table with other SMART products, including the SMART Document Camera™ and SMART Notebook™ collaborative learning software, as part of an overall learning solution. For example, you can introduce a new concept to students on a SMART Board™ interactive whiteboard, and then ask the students to explore the idea in detail using the SMART Table interactive learning center.

How your SMART Table software works

The computer runs SMART Table software, the projector projects the computer's display onto the surface, the speakers play the computer's audio and the camera detects students' touch on the surface. Combined, these components enable students to interact with SMART Table software.

NOTE

See *Updating SMART Table software* on page 65 for information on how to check the software version currently installed on your table's computer and how to download and install the latest version of SMART Table software available from the SMART Support website.

The SMART Table USB drive

This USB drive contains SMART Table Toolkit software as well as Web links to user's guides, which you can view with Adobe® Reader®. Use the USB drive to do the following:

- Install SMART Table Toolkit on a Windows® or Mac computer

  NOTE

  See *Installing SMART Table Toolkit software* on page 20 for more information on downloading and installing the latest version of SMART Table Toolkit software.

- Install new activity packs and applications on your table
- Update any SMART Table software

NOTES

- If you lose your SMART Table USB drive, you can either order one from your reseller or use another USB drive to transfer files to your table.

Navigating SMART Table Activities

SMART Table Activities is the primary software for your SMART Table interactive learning center. It starts automatically when you turn on your table. The SMART Table Activities menu has two modes, Student and Teacher.

Student mode

Student mode is the default mode. It enables students to start applications specifically designed for children in early primary grades.

Teacher mode

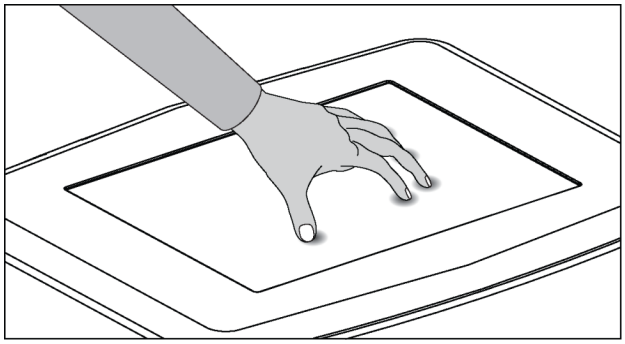
Teacher mode appears when you connect a USB drive to one of the USB receptacles located on the outside of your table. This mode enables you to set the number of students, orient the surface, synchronize and choose activity packs and applications, and complete other configuration tasks as documented in this guide.

Switching modes without inserting a USB drive

You can also switch from Student mode to Teacher mode without inserting a USB drive.

To switch from Student mode to Teacher mode without a USB drive

1. Steadily hold five fingers down on the center of the table.



   After approximately 10 seconds, the *Cog wheel* icon appears in one of the corners of the table.

2. While maintaining finger pressure on the center of the table, press the **Cog wheel** icon with your other hand.

   The menu switches to Teacher mode.

3. Press the *Cog wheel* icon to return to Student mode.

Initial setup using Teacher mode

In Teacher mode, you can orient your table, select the language that Teacher and Student mode menus appear in, specify the number of students and adjust the speaker volume before students use the table.

Orienting the surface

Whenever you or a student touch the table's surface, a small × or • should appear directly below the touch point. If the × or • doesn't align with your touch point, you might need to orient the surface.

To orient your table

1. Turn on the SMART Table interactive learning center.

   The *SMART Table Activities* menu appears.

2. Connect your USB drive to your table.

   OR

   Follow the procedure in *Switching modes without inserting a USB drive* on the previous page.

   The menu changes from Student mode to Teacher mode.

3. Press **Orient**.

   The orientation screen appears.

4. Press your finger on the center of the first target until the red cross moves to the next target, and then repeat this step for each target.

   The display changes to the edge orientation mode and eight arrows appear around the edge of the screen.

5. Use your finger to drag the highlighted arrow to the edge of the screen.

   The arrow changes to a **+** symbol and the next arrow is highlighted.

6. Repeat step 5 for all remaining arrows.

   When you complete the orientation procedure, the Teacher mode SMART Table Activities menu appears

7. Disconnect your USB drive.

   OR

   Press the *Cog wheel* icon.

   The menu changes from Teacher mode to Student mode.

Selecting the language

You select the language that both Teacher and Student mode menus appear in when you install SMART Table software. You can use Teacher mode to change the language after you complete the software installation.

To select the language

1. Connect your USB drive to your table.

   OR

   Follow the procedure in *Switching modes without inserting a USB drive* on the previous page.

The menu changes from Student mode to Teacher mode.

2. Press the **About SMART Table** icon.

The *SMART Table software* page appears.

3. Press the **Language** tab.
4. Select a language from the list, and then press **OK**.

Specifying the number of students

Your table can respond to input from up to eight students at a time. Before students use your table, specify the number of students that will use the table. Doing so changes several options in SMART Table Activities software. For example, if you specify three students, a Multiple Choice question will require three responses.

To specify the number of students

1. Connect your USB drive to your table.

   OR

   Follow the procedure in *Switching modes without inserting a USB drive* on page 5.

   The menu changes from Student mode to Teacher mode.

2. In the **Total Learners** control, press **+** to increase or press **-** to decrease the number of students.

3. Disconnect your USB drive.

   OR

   Press the *Cog wheel* icon.

   The menu changes from Teacher mode to Student mode.

Adjusting the speaker volume

You can adjust the volume of the table's speakers to provide a comfortable listening level for a variety of environments.

To adjust the speaker volume

1. Connect your USB drive to your table.

   OR

   Follow the procedure in *Switching modes without inserting a USB drive* on page 5.

   The menu changes from Student mode to Teacher mode.

2. Rotate the **Volume Control** icon clockwise to increase the volume or counter clockwise to decrease the volume.

   NOTE

   Press the small speaker symbol at the edge of the icon to mute or unmute the audio.

3. Disconnect the USB drive.

   OR

   Press the *Cog wheel* icon.

   The menu changes from Teacher mode to Student mode.

About applications

SMART Table software includes the following applications:

- Paint
- Media
- Multiple Choice
- Hot Spots
- Narrow It Down
- Addition
- Addition Plus
- Hot Spaces
- Puzzle
- SMART Notebook™

NOTES

- Download the Narrow it Down application if it's not included in your software. See *Downloading applications from the SMART Exchange website* on page 69.
- As SMART and third-party developers periodically introduce new applications for the table, SMART will provide instructions for customizing their content.

You can customize these applications and add other applications to your activity pack using SMART Table Toolkit.

Starting and closing applications

To start an application

While in Student mode, press an application icon.

The application appears.

To close an application and return to the menu

1. Press ✕.

   The ✕ button moves to another corner.

2. Repeat the previous step for each ✕ button that appears.

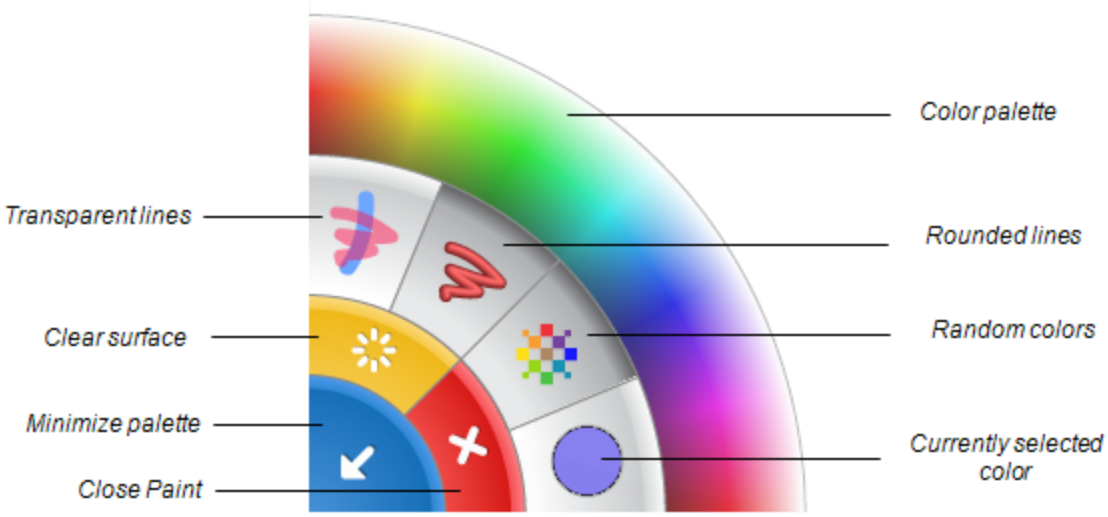
   NOTE

   The number of ✕ buttons that appear depends on the number of learners you specified.

Paint

In this virtual finger-painting application, students select colors and effects from the palette.

Students can use up to four palettes simultaneously. Each palette is located in a different corner of the surface. To open a palette, press it. The controls in the palette enable students to select colors and line effects, clear the screen and close Paint.



TIPS

- Each student must press **Clear Surface** to clear the entire surface and display the next background image.
- Each student must press **Close Paint** to close Paint.
- When one student selects a color or other option in a palette, that selection applies to all students.
- To erase, students can hold a finger down on the table's surface, then drag it over the areas that they want to erase.

Media

In this application, students interact with sets of images and videos. Students discuss and learn by dragging and resizing photos and videos. Students can resize the image or video by placing their fingers in opposite corners and dragging out to increase the size or dragging in to reduce the size. Teachers can use SMART Table Toolkit to add their own images and videos or import images from the Gallery to the Media application.

Capturing images from your SMART Document Camera

Students can use a SMART Document Camera to capture images directly into this application where they can rotate and scale these images like any other image. Refer to the *SMART Table 230i Hardware User's Guide* (smarttech.com/kb/141190) for information on connecting a SMART Document Camera to your table.

To capture images from your SMART Document Camera

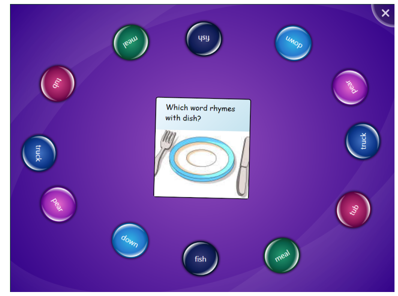
1. Press the document camera icon .

   An image with a row of control options on each side appears on the table's surface.

2. Adjust the image magnification using the zoom controls.
3. Press the check mark.

   The camera image appears on the table's surface.
4. Press the **X** to close the image.

Multiple Choice



In Multiple Choice, students work as a team to answer questions by dragging the answers to the middle of the table's surface. You can create your own questions to complement your class curriculum.

Each question appears in the center of the table's surface with its possible answers arranged in a circle around it. Students can rotate the question image so they can all read it, and then select an answer by dragging it to the question.

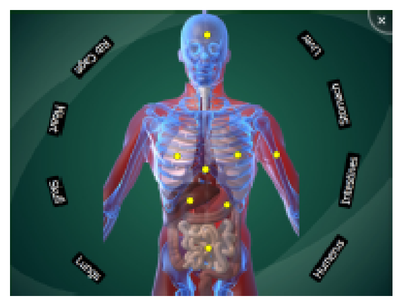
Depending on the settings you choose, the application requires different ways of completing questions. You can choose whether students must answer questions correctly to proceed to the next question. Then choose either of the following options:

- All students must agree on an answer to proceed to the next question

  OR

- A majority of students must agree on an answer to proceed to the next question.

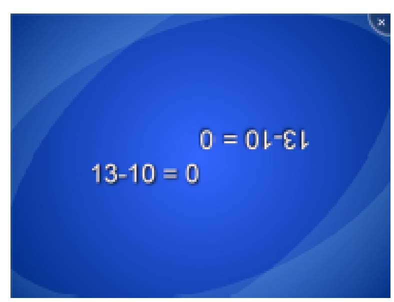
Hot Spots



In this application, students match labels and images by moving labels to the correct spot identified by yellow dots on the diagram. When a student places a label over the correct spot, the label changes color.

When students correctly identify all the parts of a diagram, Hot Spots displays its next activity.

Addition



In Addition students work together to solve a random math problem (for example, 25 + 3) by moving visual objects, such as blocks or coins, into the center of the surface or by pressing the surface with their fingers for a few seconds. Students can move a block or coin by dragging it across the surface, or they can rotate it by placing two fingers on opposite sides and rotating their fingers.

When students solve a problem correctly, Addition displays the next math problem.

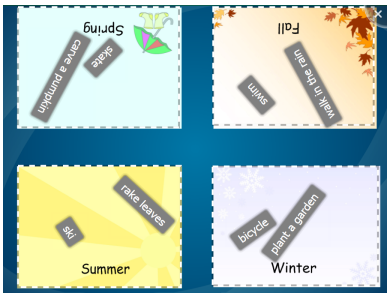
Addition Plus

In Addition Plus, students answer defined sets of math questions using visual objects such as blocks or coins. Students can move a block or coin by dragging it across the surface.

When students solve a math problem correctly, Addition Plus displays the next math problem.

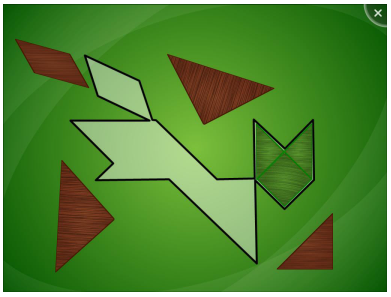
Hot Spaces

In Hot Spaces, students sort labels and images by moving them to their correct space. Students must identify the correct space, and then drag the label to that space. You can enable or disable visual feedback that indicates if a label or image is in the correct space. After the students place all the labels and images on the correct spaces, the application displays the next activity.



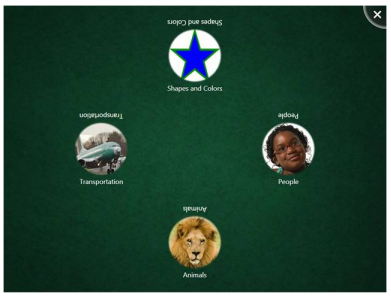
Puzzle

In this application students solve tangram puzzles by dragging and rotating the puzzle pieces to their correct locations. The pieces change color when students place them in the correct position. After the students have correctly placed all pieces, Puzzle displays another tangram puzzle.



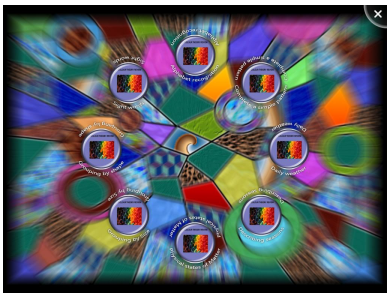
Narrow It Down

In this game, students work together to form and ask questions about a secret card in order to identify it. The objective is to discard all of the cards except the secret one in order to reveal the identity of the secret card.



SMART Notebook

In this application students view and interact with SMART Notebook files that are displayed as lessons on the table's surface. Students choose from a maximum of eight SMART Notebook lessons that you select when you create an activity pack. Hundreds of different pre-made SMART Notebook lessons are available from the SMART Exchange online communityfor you to include your activity packs.



You can easily add a SMART Notebook lesson to an activity pack by browsing to and selecting a lesson. SMART Table Toolkit automatically uses the first page and file name of the SMART Notebook lesson to create its icon in the SMART Table Activities menu.

Students open a SMART Notebook lesson from the SMART Table Activities menu. They can then navigate through a lesson by using the arrow buttons located in opposite corners of the table's surface. Students can also rotate the SMART Notebook lesson through 180 degrees by pressing a button located in the corner menus.

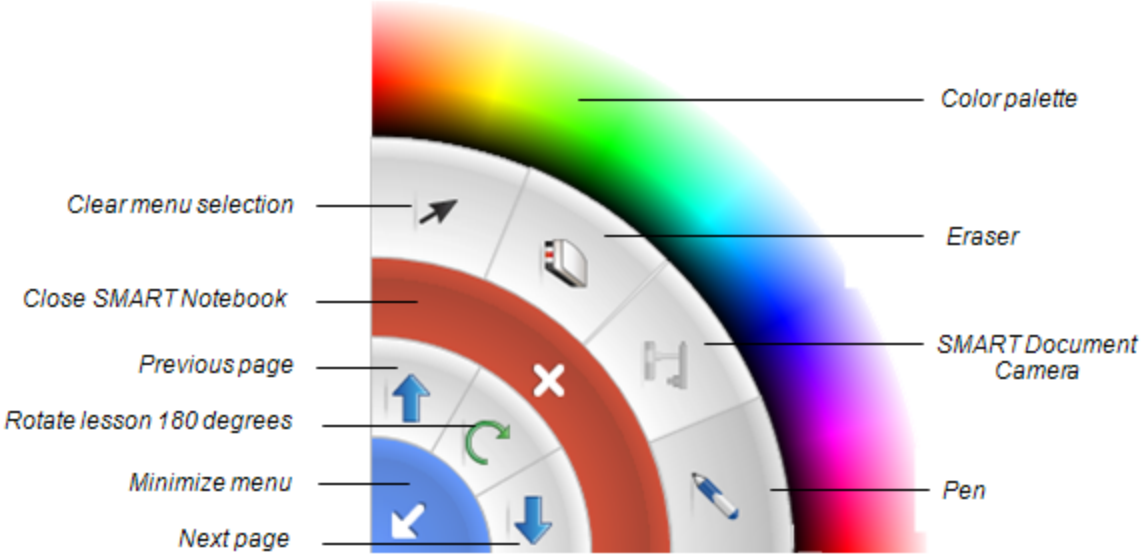
TIP

The SMART Table's SMART Notebook application supports numerous touches which enables multiple students to interact with the content simultaneously.

Students can expand the corner menus to access a set of tools.Simply press a corner menu to expand it. The tools in the menu enable students to use a pointer, a pen with color chooser, an eraser and a SMART Document Camera if one is connected.

TIP

Students can capture and import images into SMART Notebook files in real time using a SMART Document Camera (see *Capturing images from your SMART Document Camera* on page 11).



NOTES

- Each student must press to close the SMART Notebook lesson.
- When one student selects a color or other option in a menu, that selection applies to both menus.

Selecting an application or activity pack

When you connect a USB drive to your table, it switches to Teacher mode. In this mode, you can choose which applications or activity packs you want to copy to your table from the USB drive. You can also see what applications and activity packs are stored on your table and delete activity packs you don't need anymore. After you choose one, remove the USB drive to return to Student mode and run the activity.

Chapter 2

Working with SMART Table Toolkit

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Introduction

SMART Table Toolkit enables you to create SMART Table activity packs as well as import SMART Table activity packs and applications from the SMART Exchange website. See *Downloading applications from the SMART Exchange website* on page 69. Use these files to create your own SMART Table Activities for your class.

NOTE

SMART Table activity packs have the extension .tableContent, and SMART Table applications have the extension .tableApplication.

IMPORTANT

Before you download SMART Table Toolkit, make sure your computer meets the minimum requirements shown in *SMART Table Toolkit computer requirements* on the next page.

SMART Table Toolkit computer requirements

Windows computers

Minimum hardware

- Intel® Pentium® III 1 GHz or better processor
- 512 MB RAM
- USB 2.0 receptacle
- Video card and monitor with XGA (1024 × 768) resolution support

Supported operating systems

- Windows® 7 Home Premium, Business, Enterprise and Ultimate, including 64-bit editions
- Windows Vista® Home Premium, Business, Enterprise and Ultimate, including 64-bit editions
- Windows Vista SP1, SP2
- Windows XP SP3

> **NOTE**
>
> SMART Sync Teacher software doesn't support Windows XP SP2. You must have Windows XP SP3 installed to use SMART Sync Teacher software.

Other requirements

- Administrator privileges
- Internet access
- Up-to-date antivirus utility

Mac computers

Minimum hardware

- Intel Core Duo 1.83 GHz or better processor
- 512 MB RAM
- USB 2.0 receptacle
- Video card and monitor with XGA (1024 × 768) resolution support

Supported operating system software

- Mac OS X 10.5.8 and 10.6.7

> **NOTE**
>
> Mac OS X Lion 10.7 is currently not supported.

Other requirements

- Administrator privileges
- Internet access
- Up-to-date antivirus utility

Installing SMART Table Toolkit software

Uploading the SMART Table Toolkit installer on a USB drive

The SMART Table USB Drive provided with your table includes the SMART Table Toolkit installer. If you can't locate the bracelet or need additional copies of the toolkit, download the toolkit installer from smarttech.com/downloads.

> **NOTE**
>
> You must have an Internet connection to access and download SMART Table Toolkit from the SMART website, import images from the Gallery and download activity packs from the SMART Exchange website.

To download SMART Table Toolkit

1. Go to smarttech.com/downloads.
2. Browse to **SMART Table > SMART Table Toolkit**, and then follow the on-screen instructions to complete the download.

Installing SMART Table Toolkit

Before you install SMART Table Toolkit, ensure that your computer meets the minimum requirements listed on the previous pages.

TIP

You can install the SMART Table Toolkit on an unlimited number of computers.

IMPORTANT

SMART Sync Teacher software is no longer provided as part of the SMART Table Toolkit installer and must now be installed separately. See *Using SMART Sync software with your table* on page 74 for more information on downloading, installing and using SMART Sync software with your table.

To install the toolkit on a Windows computer

1. Connect your USB drive to the computer.
2. Locate and double-click the **SMART Table Toolkit.exe** file on the USB drive.

   NOTE

   Go to smarttech.com/downloads to download the current version of **SMART Table Toolkit.exe**.

   The *InstallShield Wizard* appears, and then the SMART Table Tookit installation wizard appears.
3. Follow the on-screen instructions to install the toolkit.

To install the toolkit on a Mac computer

1. Connect your USB drive to the computer.
2. Locate and double-click the **SMART Table Toolkit.dmg** file on the USB drive.

   NOTE

   Go to smarttech.com/downloads to download the current version of **SMART Table Toolkit.dmg**.

   The *SMART Table Toolkit* installation wizard appears.
3. Follow the on-screen instructions to install the toolkit.

Updating SMART Table Toolkit software

Installing software updates

SMART Table Toolkit includes SMART Product Update (SPU). SPU automatically checks for updates to all the SMART software installed on your teacher computer, including SMART Table Toolkit.

IMPORTANT

You must have an Internet connection to use SPU to check for updates.

To check for SMART Table Toolkit updates

1. Start SMART Table Toolkit (see page 17).

   The *SMART Table Toolkit* window appears.

2. Click **About** in the top-right corner of the window.

   The *About* dialog box appears.

3. Click the **Technical Support** tab, and then click **Check for Software Update**.

   The *SMART Product Update* window appears listing all the SMART software installed on your computer.

   IMPORTANT

   SPU always displays a message telling you that updates are available for your SMART Table software. However, you must manually update the software on your table (see *Updating SMART Table software* on page 65).

4. If updates are available for one or more software products, select **Update** for all that apply, and then follow the on-screen instructions.

Using SMART Table Toolkit

Starting the toolkit

After you install SMART Table Toolkit, use the following procedures to start it. You can then create a .tableContent file or open an existing one.

IMPORTANT

- You can have only one instance of SMART Table Toolkit running at a time, and only one file open within the toolkit.
- You must have an Internet connection to access and download Gallery images, or online activity packs from the SMART Exchange website.

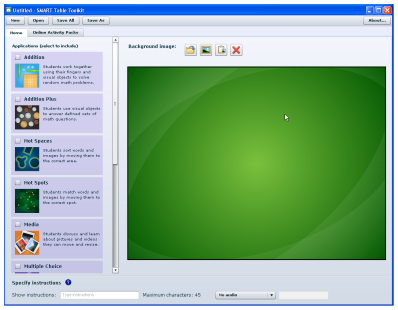
To start the toolkit on a Windows computer

Double-click the **SMART Table Toolkit** icon on your desktop.

OR

Select **Start > All Programs > SMART Technologies > SMART Table > SMART Table Toolkit**.

The *SMART Table Toolkit* window appears.



To start the toolkit on a Mac computer

Click the **SMART Table Toolkit** icon in the Dock.

OR

Select **Applications > SMART Technologies > Table Toolkit**

The *SMART Table Toolkit* window appears.

Creating and opening .tableContent files

To create or open a .tableContent file

Click **New** to create a .tableContent file.

OR

Click **Open**, locate and select the .tableContent file, and then click **Open**.

Saving activity packs

When you add an application to an activity pack, a tab for the application appears at the top of the window.

- If the tab's label is preceded by an asterisk (*), the tab contains unsaved changes.
- If the tab exists, the application is included in the .tableContent file.

To save a file for the first time

1. Click **Save As**.

   The *Save* dialog box appears.

2. Navigate to an appropriate location on the computer.
3. Type a name for the .tableContent file in the **File name** box, and then click **Save**.

To save a file subsequent times

Click **Save All**.

To transfer your saved activity pack to the SMART Table

To transfer your saved activity pack to your table, see *Synchronizing activity packs* on page 67.

To remove an application tab from a file

NOTE

The following procedure uses the removal of the Addition tab as an example of removing an application tab. Use the same procedure for all applications.

1. Clear the Addition application's check box on the left side of the *Home* screen.

   A dialog box appears with the message "All of your work in Addition will be removed permanently".

2. Click **Yes**.

   The *Addition* tab disappears.

Creating activities

This section provides tips and information on customizing the student menu and adding applications to an activity pack.

Tips for customizing activities

- SMART Table software supports only non-animated GIF files.

  NOTE

  You can import animated GIF files as part of an activity pack, but the images will be still on the table's surface.

- PNG files work well if you're importing colorful images, but SMART recommends that you use JPG files to import realistic photo images.
- You can import questions and answers as images or text.
- Use SMART Table Toolkit's touch and hear feature to add audio to instructions, questions, text and image labels. Your students can then touch objects on the table and hear text read or spelled out.

  TIP

  If you include multiple underscores (__) preceded by a space in a question or statement, this is heard as the word "blank". For example, the text "An apple is _____?" will be heard as "An apple is blank?".

  NOTE

  Currently, you can convert only English text to audio.

- You can add audio to any SMART Table application either by recording directly into SMART Table Toolkit or by importing sound files. Consider the following when you record audio:
  - If your computer has a built–in microphone, an external microphone might not be necessary.
  - See your computer's user manual to find out how to optimize your microphone and voice settings.
  - Ensure that the recording volume level meter registers when you speak.
  - Don't place your mouth too close to the microphone.

- Always face the microphone.
- Speak clearly, keeping the volume of your voice at about mid-range (medium volume).

> **TIP**
>
> You can adjust the volume on the table as required.

Customizing the Student menu

When you turn on your table, the *SMART Table Activities* menu for the open activity pack appears. Students can then select an application from this menu.

Using SMART Table Toolkit, you can customize the menu's background image and add text and audio instructions for students.

To customize the background

1. Click **Home**.
2. Add a background image using any of the following methods:
   - Drag an image or a page that contains an image from SMART Notebook software. The image automatically adjusts to the optimal size.

     > **NOTE**
     >
     > When you drag an image into SMART Table Toolkit, two windows appear. The first window enables you to crop the image and the second window shows you a preview of the results.

   - Click **Import image** to import a JPEG, GIF or PNG file.
   - Click **Paste image** to paste a graphics file that you copied.
   - Click **Gallery** to import a Gallery item.

   > **TIP**
   >
   > Click **Use Default** to delete the graphics file.

To add instructions for students

If you want to...	Then...
Add written instructions.	Type your instruction in the *Show instructions* box.
Add audio instructions read out from text that you write.	Select **Read instructions** from the drop-down list,and then type your instructions in the *Show instructions* box. **TIP** If you want the text that is read out to be different from your written instructions, type your audio instructions in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file that contains your audio instructions, and then click **Open**.
Record audio instructions directly into SMART Table Toolkit.	1. Select the **Import Audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your instructions. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your audio instructions to the application. **TIP** Click **Remove** to delete a recording.

Adding applications to an activity pack

You can choose up to eight applications for an activity pack (.tableContent file).

To add applications to an activity pack

From the *Applications* list on the left side of the screen, select the applications you want in your activity pack.

An icon for each application appears in the *Background image* window, and a tab appears that you can select to customize each application.

NOTE

You're unable to customize some applications, but you can still add them to your activity pack.

To remove an activity from an activity pack

1. Clear the activity's check box in the *Applications* list.

   A confirmation dialog box appears.

2. Click **Yes**.

Customizing applications

This section provides information on using SMART Table Toolkit to customize applications.

Previewing applications

While customizing your applications in SMART Table Toolkit, you can preview them to see how they'll appear when students use them on the table.

> **NOTE**
>
> The option to preview the SMART Notebook and Puzzle applications isn't currently available.

To preview an application

1. Click **Preview**.

   A web browser window appears showing your application.

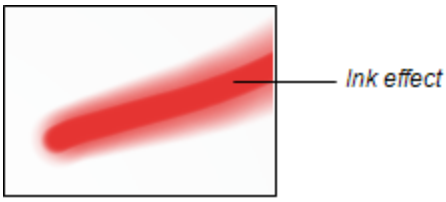
2. Experiment with your application to test its operation and layout.

   > **NOTES**
   >
   > - If you're unable to preview your application, check to see if a firewall is blocking access to your brows
   > - Touch and hear audio functionality isn't available in Preview mode.

3. Close the browser window.

   You can now return to SMART Table Toolkit.

Customizing Paint



You can create custom images in Paint that complement your curriculum. For example, you can create images of letters of the alphabet that students can trace or pictures that students can write over.

Customize Paint by specifying the following:

- Background images (up to 35)
- Whether to show an ink effect when students draw on the surface
- Line thickness
- Instructions for students

Adding a background image

Use the following procedure to add a background image.

To add a background image

1. Click **Paint**.
2. Add a background image using any of the following methods:
   - Drag an image or a page that contains an image from SMART Notebook software. The image automatically adjusts to the optimal size.

     NOTE

     When you drag an image into SMART Table Toolkit, two windows appear. The first window enables you to crop the image and the second window shows you a preview of the results.
   - Click **Import image** to import a JPEG, GIF or PNG file.
   - Click **Paste image** to paste a graphics file that you copied.
   - Click **Gallery** to import a Gallery item.

   TIP

   To delete a background image, click it, and then click **Remove**.
3. Repeat steps 1 and 2 for each background image you want to add to Paint.

To set the line effect and ink thickness

1. Select the **Use glowing ink effect** check box to show an ink effect when students draw on the screen.
2. Select from the *Ink thickness* drop-down menu to set the line thickness you want to use in Paint.

Specifying instructions

Use the following procedure to add instructions that your students see and hear when they open Paint.

To add instructions

If you want to...	Then...
Add written instructions.	Type your instruction in the *Show instructions* box.
Add audio instructions read out from text that you write.	Select **Read instructions** from the drop-down list,and then type your instructions in the *Show instructions* box. **TIP** If you want the text that is read out to be different from your written instructions, type your audio instructions in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file that contains your audio instructions, and then click **Open**.
Record audio instructions directly into SMART Table Toolkit.	1. Select the **Import Audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your instructions. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your audio instructions to the application. **TIP** Click **Remove** to delete a recording.

Customizing Media

You can use Media to provide images, graphics and videos that compliment your curriculum. Students can connect the SMART Document Camera (see *Capturing images from your SMART Document Camera* on page 11) to the table and use it to import their own images. For example, you can include pictures of shapes in Media and have your students use the SMART Document Camera to capture images of objects that have the same shape.

Customize Media by specifying the following:

- Image and video files
- Audio students hear when they press an image
- The background image
- Instructions for students

Adding images and videos

Use the following procedures to add images and videos with associated touch and hear audio options and to add a background image

To add images and videos

1. Click **Media**.
2. Add an image or video file using any of the following methods:
   - Click **Import image** to import a JPEG, GIF or PNG file.
   - Click **Paste image** to paste a graphics file that you copied.
   - Click **Gallery** to import a Gallery item.

CAUTION

Do not drag an image or a page that contains an image from SMART Notebook software into Media.

NOTE

If you want to import a video file into your presentation, SMART recommends using a video resolution of no more than 640 × 480 pixels. For Presentation mode media, 1024 × 768 (or 720p) pixels is sufficient. Large video files take longer to install.

TIP

3. Repeat step 2 for each image or video file you want to add to Media.

To add touch and hear audio to an image or video

1. Select an image or video object.
2. Do one of the following:

If you want to...	Then...
Add audio read from text that you write.	Select the **Read Text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add audio spelled out from text that you write.	Select **Spell out text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file, click **Open**.
Record audio directly into SMART Table Toolkit.	a. Select the **Import audio** from the drop-down list, and then click **Record** . b. Select your recording device, and then click **Start Recording** to begin recording your audio. c. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. d. Click **Attach Recording** to add your recording to the application. **TIP** Click **Remove** to delete a recording.

To adjust image and video settings

Select the **Enable zoom** check box to set the maximum scale and minimum scale that students resize graphics and video files.

TIP

If you don't want the students to change the size of the image, select **Original size** from both the *Maximum scale* and *Minimum scale* drop-down lists.

Select the **Display images and videos in Full Screen mode when zoomed over the maximum scale** check box to automatically maximize and orient a graphics or video file to the bottom of the table when students resize it to the maximum allowed value.

TIP

This feature is useful if you want to show pictures or videos in a slide show style presentation.

To create a background image

Create a background image using any of the following methods:

- Drag an image or a page that contains an image from SMART Notebook software. The image automatically adjusts to the optimal size.

  NOTE

  When you drag an image into SMART Table Toolkit, two windows appear. The first window enables you to crop the image and the second window shows you a preview of the results.

- Click **Import image** to import a JPEG, GIF or PNG file.
- Click **Paste image** to paste a graphics file that you copied.
- Click **Gallery** to import a Gallery item.

TIP

Click **Use Default** to clear the image file.

Specifying instructions

Use the following procedure to add instructions that your students will see and hear when they open Media.

To add instructions

If you want to...	Then...
Add written instructions.	Type your instruction in the *Show instructions* box.
Add audio instructions read out from text that you write.	Select **Read instructions** from the drop-down list,and then type your instructions in the *Show instructions* box. **TIP** If you want the text that is read out to be different from your written instructions, type your audio instructions in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file that contains your audio instructions, and then click **Open**.
Record audio instructions directly into SMART Table Toolkit.	1. Select the **Import Audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your instructions. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your audio instructions to the application. **TIP** Click **Remove** to delete a recording.

Customizing Multiple Choice

You can create questions that complement your curriculum using text, images or a combination of the two. For example, for pre-literate students, you can use a picture of a tree as a question and then use pictures of a bird, a fish and a snake as answers. You can also use the audio feature to read and then spell out questions and answers with a single tap on question and answer images.

Customize Multiple Choice by specifying the following:

- Question text, images and audio
- Audio students hear when they press a question image
- How students complete questions
- Answer text, images and audio
- Instructions for students

Creating a question and answer set

Use the following procedures to create and customize a question and answer set.

To create a question

1. Click **Multiple Choice**.
2. Type the first question in the *Question text* box.

> **NOTE**
>
> The first 22 characters of the question text identify the question in the *Question list*.

To add a question image

Add a question image by using any of the following methods:

- Drag an image or a page that contains an image from SMART Notebook software. The image automatically adjusts to the optimal size.

> **NOTE**
>
> When you drag an image into SMART Table Toolkit, two windows appear. The first window enables you to crop the image and the second window shows you a preview of the results.

- Click **Import image** to import a JPEG, GIF or PNG file.

- Click **Paste image** to paste a graphics file that you copied.
- Click **Gallery** to import a Gallery item.

> **TIP**
>
> Click **Use Default** to delete the image file.

To add touch and hear audio to an image

1. Select an image.
2. Do one of the following:

If you want to...	Then...
Add audio read from text that you write.	Select the **Read Text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add audio spelled out from text that you write.	Select **Spell out text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file, click **Open**.
Record audio directly into SMART Table Toolkit.	a. Select the **Import audio** from the drop-down list, and then click **Record** . b. Select your recording device, and then click **Start Recording** to begin recording your audio. c. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. d. Click **Attach Recording** to add your recording to the application. **TIP** Click **Remove** to delete a recording.

To select how students must answer questions

1. Select the **Correct answer required** check box to require students to select the correct answer to proceed to the next question.

TIP

If an opinion rather than a correct answer is required, don't select the **Correct Answer Required** check box.

2. Select one of the following options:

To have...	Select...
All students select the same answer before they can proceed to the next question	All must agree
The majority of students select the same answer before they can proceed to the next question **NOTE** If you want to use this option the number of students must be set to three or more (see *Specifying the number of students* on page 7).	Majority rules

TIP

When the *Correct answer required* checkbox is selected, students must give the correct answer before they can proceed. This is the default setting.

To create an answer

1. Typing the answer in the *Answer text* box.
2. Add an image for the answer by selecting the answer and then follow the procedure for adding an image to a question.

TIP

Multiple Choice works best if you use question images that are less than 500 pixels long.

3. Add touch and hear audio to an answer image by following the procedure for adding touch and hear audio to question images.
4. Click **Add New**, and then repeat steps 1 to 3 for each answer you want to include.

TIP

To delete an answer, select it, and then click **Remove**.

Editing the Question list

Use the following procedures to add another question, edit a question and edit the list of questions you created.

To add a question

Click ➕ to add a question to the *Question list*.

To edit a question

Select the question in the *Question list*.

To edit the question list

- Click ❌ to delete a question from the *Question list*.
- Select a question and then click ⬆ to move the question up the *Question list*.
- Select a question and then click ⬇ to move the question down the *Question list*.

Specifying instructions

Use the following procedure to add instructions that your students will see and hear when they open Multiple Choice.

To add instructions

If you want to...	Then...
Add written instructions.	Type your instruction in the *Show instructions* box.
Add audio instructions read out from text that you write.	Select **Read instructions** from the drop-down list,and then type your instructions in the *Show instructions* box. **TIP** If you want the text that is read out to be different from your written instructions, type your audio instructions in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file that contains your audio instructions, and then click **Open**.
Record audio instructions directly into SMART Table Toolkit.	1. Select the **Import Audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your instructions. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your audio instructions to the application. **TIP** Click **Remove** to delete a recording.

Customizing Hot Spots

You can create custom activities in Hot Spots to complement your curriculum. For example, if your class is studying the parts of speech, you can create a background with a set of sentences and have students label the nouns, verbs and adjectives in each sentence. You can also use images as labels for pre-literate students or use a combination of text and images.

Customize Hot Spots by specifying the following:

- Background images
- Text labels and images
- Audio associated with a text label or image
- Start and end positions of text labels and images
- Instructions for students

Creating and setting up activities

Use the following procedures to create activities and customize them by adding text labels, images and adding audio.

To create an activity

1. Click **Hot Spots**.
2. Type the name of the activity in the *Activity title* box.

To create a background image

Create a background image by using any of the following methods:

- Drag an image or a page that contains an image from SMART Notebook software. The image automatically adjusts to the optimal size.

  NOTE

  When you drag an image into SMART Table Toolkit, two windows appear. The first window enables you to crop the image and the second window shows you a preview of the results.

- Click **Import image** to import a JPEG, GIF or PNG file.
- Click **Paste image** to paste a graphics file that you copied.
- Click **Gallery** to import a Gallery item.

TIP

Click **Use Default** to delete the graphics file.

To add text labels

1. Click **Label**.

   A new label appears on the background image.

2. Double-click the label, type its text, and then click an area outside of the label.
3. Repeat steps 1 and 2 for each text label you want to add to the diagram.
4. Click **End positions** if it isn't already selected, and then drag the label to its end position.

To add an image

1. Add the image by using the procedure for creating a background image.
2. Click **End positions** if it isn't already selected, and then drag the image to its end position.

To add touch and hear audio to labels and images

1. Select the label or image.
2. Do one of the following:

If you want to...	Then...
Add audio read from text that you write.	Select the **Read Text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add audio spelled out from text that you write.	Select **Spell out text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file, click **Open**.
Record audio directly into SMART Table Toolkit.	a. Select the **Import audio** from the drop-down list, and then click **Record** . b. Select your recording device, and then click **Start Recording** to begin recording your audio. c. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. d. Click **Attach Recording** to add your recording to the application. **TIP** Click **Remove** to delete a recording.

To set the starting positions of labels and images

1. Click **Start Positions**.
2. Drag the labels and images to their starting positions.

To delete a label or an image

Select the label or image, and then click **Remove**.

Editing the activities list

Use one of the following procedures to add another activity, edit an activity or edit the list of activities you created.

To add an activity

Click ➕ to add an activity to the activities list.

To edit an activity

Select the activity from the activities list.

To edit the activities list

- Click ❌ to delete an activity from the activities list.
- Select an activity and then click ⬆ to move the activity up the activities list.
- Select a question and then click ⬇ to move the activity down the activities list.

Specifying instructions

Use the following procedure to add instructions that your students see and hear when they open Hot Spots.

To add instructions

If you want to...	Then...
Add written instructions.	Type your instruction in the *Show instructions* box.
Add audio instructions read out from text that you write.	Select **Read instructions** from the drop-down list,and then type your instructions in the *Show instructions* box. **TIP** If you want the text that is read out to be different from your written instructions, type your audio instructions in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file that contains your audio instructions, and then click **Open**.
Record audio instructions directly into SMART Table Toolkit.	1. Select the **Import Audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your instructions. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your audio instructions to the application. **TIP** Click **Remove** to delete a recording.

Customizing Addition

The Addition application creates questions automatically based on the counting type you select and the total number of learners you specify for the table (See *Specifying the number of students* on page 7).

You can customize Addition by specifying the following:

- Whether to use coins, blocks or fingers to count
- If applicable, the number of each coin or block type
- Speech options for all questions
- Audio students hear when they press a coin or block
- Background images
- Instructions for students

Setting counting options and the background image

Use the following procedures to select counting options and sound options associated with counting objects, add a background image and enable speech options for questions.

To select a counting type

1. Click **Addition**.
2. Select the type of coins or blocks.

To have students count in...	Select...
Canadian coins	**Canadian dollar**
American coins	**United states dollar**
European coins	**Euro**
British coins	**British pound**
Brazilian coins	**Brazilian real**
Russian coins	**Russian ruble**
Australian coins	**Australian dollar**
Mexican coins	**Mexican peso**
Chinese coins	**Chinese yuan**
Blocks	**Blocks**
Fingers	**Fingers**

3. If you selected **Canadian dollar**, **United states dollar**, **Euro**, **British pound**, **Brazilian real**, **Russian ruble**, **Australian dollar**, **Mexican peso**, **Chinese yuan**, or **Blocks** in step 1, select the number of coins or blocks you want to include for each coin/block type.

> **NOTE**
>
> The available coin denominations depend on the currency you select.

To add touch and hear audio to a counting object

1. Select the counting object.
2. Do one of the following:

If you want to...	Then...
Add audio read from text that you write.	Select the **Read Text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add audio spelled out from text that you write.	Select **Spell out text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file, click **Open**.
Record audio directly into SMART Table Toolkit.	a. Select the **Import audio** from the drop-down list, and then click **Record** . b. Select your recording device, and then click **Start Recording** to begin recording your audio. c. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. d. Click **Attach Recording** to add your recording to the application. **TIP** Click **Remove** to delete a recording.

To create a background image

Create a background image using any of the following methods:

- Drag an image or a page that contains an image from SMART Notebook software. The image automatically adjusts to the optimal size.

NOTE

When you drag an image into SMART Table Toolkit, two windows appear. The first window enables you to crop the image and the second window shows you a preview of the results.

- Click **Import image** to import a JPEG, GIF or PNG file.
- Click **Paste image** to paste a graphics file that you copied.
- Click **Gallery** to import a Gallery item.

TIP

Click **Use Default** to clear the image file.

To enable speech options for questions

Select the **Read all questions** check box to enable your students to hear questions and the sum total of counting items as students add them together.

Enabling speech options for all questions enables your students to hear questions as they appear.

Specifying instructions

Use the following procedures to add instructions that your students will see and hear when they open Addition.

To add instructions

If you want to...	Then...
Add written instructions.	Type your instruction in the *Show instructions* box.
Add audio instructions read out from text that you write.	Select **Read instructions** from the drop-down list,and then type your instructions in the *Show instructions* box. **TIP** If you want the text that is read out to be different from your written instructions, type your audio instructions in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file that contains your audio instructions, and then click **Open**.
Record audio instructions directly into SMART Table Toolkit.	1. Select the **Import Audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your instructions. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your audio instructions to the application. **TIP** Click **Remove** to delete a recording.

Customizing Addition Plus

The Addition Plus application creates questions automatically based on the counting items you select and the total number of learners you specify for the table (See *Specifying the number of students* on page 7.

You can customize Addition Plus by specifying the following:

- The questions that your students must answer, and the correct answers
- Whether to use coins or blocks to count
- The number of each coin or block type
- Enabling token distribution of counting objects
- Adding background images to questions
- Instructions for students

Creating questions and a background image

Use the following procedures to create a question and answer, and then select the counting objects and associated audio students hear when they press the counting objects.

To add a question

1. Click **Addition Plus**.
2. Type your question in the *Question text* box.

To add a speech option to a question

If you want to...	Then...
Add audio read from text that you write.	Select the **Read Text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add audio spelled out from text that you write.	Select **Spell out text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file, click **Open**.
Record audio directly into SMART Table Toolkit.	1. Select the **Import audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your audio. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your recording to the application. **TIP** Click **Remove** to delete a recording.

To add an answer

Type the correct answer in the *Answer* box.

To select the type of coins or blocks you want to include for each coin or block type.

1. Select the type of coins or blocks you want to include for each coin or block type.

To have students count in...	Select...
Canadian coins	**Canadian dollar**
American coins	**United states dollar**
European coins	**Euro**
British coins	**British pound**
Brazilian coins	**Brazilian real**
Russian coins	**Russian ruble**
Australian coins	**Australian dollar**
Mexican coins	**Mexican peso**
Chinese coins	**Chinese yuan**
Blocks	**Blocks**

2. Select the number of coins or blocks you want to include for each coin or block type.

NOTE

The available coin denominations depend on the currency you select.

To add touch and hear audio to a counting object

1. Select the counting object.
2. Do one of the following:

If you want to...	Then...
Add audio read from text that you write.	Select the **Read Text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add audio spelled out from text that you write.	Select **Spell out text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file, click **Open**.
Record audio directly into SMART Table Toolkit.	a. Select the **Import audio** from the drop-down list, and then click **Record** . b. Select your recording device, and then click **Start Recording** to begin recording your audio. c. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. d. Click **Attach Recording** to add your recording to the application. **TIP** Click **Remove** to delete a recording.

To select a Token distribution method

Select a *Token distribution* option to determine how counting items are distributed to your students.

To distribute...	Select...
All selected counting options to each student	**Allow each user to access all of the checked items**
A subset of the selected counting options to each student	**Allow each user to access a subset of the items**

TIP

Encourage collaboration by enabling each student to use a subset of the selected counting items.

To create a background image

Create a background image using any of the following methods:

- Drag an image or a page that contains an image from SMART Notebook software. The image automatically adjusts to the optimal size.

  NOTE

  When you drag an image into SMART Table Toolkit, two windows appear. The first window enables you to crop the image and the second window shows you a preview of the results.

- Click **Import image** to import a JPEG, GIF or PNG file.
- Click **Paste image** to paste a graphics file that you copied.
- Click **Gallery** to import a Gallery item.

TIP

Click **Use Default** to clear the image file.

Editing the Question list

Use the following procedures to add another question, edit a question and edit the list of questions you created.

To add a question

Click to add a question to the *Question list*.

To edit a question

Select the question in the *Question list*.

To edit the question list

- Click to delete a question from the *Question list*.
- Select a question and then click to move the question up the *Question list*.
- Select a question and then click to move the question down the *Question list*.

Specifying instructions

Use the following procedure to add instructions that your students see and hear when they open Addition Plus.

To add instructions

If you want to...	Then...
Add written instructions.	Type your instruction in the *Show instructions* box.
Add audio instructions read out from text that you write.	Select **Read instructions** from the drop-down list,and then type your instructions in the *Show instructions* box. **TIP** If you want the text that is read out to be different from your written instructions, type your audio instructions in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file that contains your audio instructions, and then click **Open**.
Record audio instructions directly into SMART Table Toolkit.	1. Select the **Import Audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your instructions. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your audio instructions to the application. **TIP** Click **Remove** to delete a recording.

Customizing Hot Spaces

You can create custom activities in Hot Spaces to complement your curriculum. For example, if your class is studying the four seasons, you can create areas or spaces on the table to represent each season and have students identify labels or images that are associated with each season.

Add audio to labels or images so that students can press objects on the table and hear text read, spelled or sound files played. For example, when they press an image or text label of a cat, students hear “cat”, “C-A-T” or the sound “meow”.

You can customize Hot Spaces by specifying the following:

- Background image
- Hot Spaces
- Text labels and images
- Audio associated with a text label or image
- Start and end positions of text labels and images
- Instructions for students

Creating and setting up activities

Use the following procedures to create an activity, then define the Hot Spaces and add text labels and sound options.

To create an activity

1. Click **Hot Spaces**.
2. Type a name for the activity in the *Activity title* box.

To create a background image

Create a background image using any of the following methods:

- Drag an image or a page that contains an image from SMART Notebook software. The image automatically adjusts to the optimal size.

  NOTE

  When you drag an image into SMART Table Toolkit, two windows appear. The first window enables you to crop the image and the second window shows you a preview of the results.

- Click **Import image** to import a JPEG, GIF or PNG file.

- Click **Paste image** to paste a graphics file that you copied.
- Click **Gallery** to import a Gallery item.

TIPS

- Click **Use Default** to delete the graphics file.
- Select the *Enable visual feedback* check box to display visual feedback each time students place an object is placed in the correct area on the table. Clear this option to disable visual feedback.

To define the Hot Spaces

1. Select one of the shape icons below *Define Hot Spaces*.
2. Drag a shape around the area of the background image you want to use as a Hot Space.
3. Repeat steps 1 and 2 for each Hot Space.

To add text labels

1. Click **Label**.

   A new label appears on the background image.
2. Double-click the label, type its text, and then click an area outside of the label.
3. Repeat steps 1 and 2 for each text label you want to add to the diagram.
4. Select **End Region** if it isn't already selected, and then drag each label to its correct Hot Space position.

   The Hot Space outline changes color to indicate that the label is part of the space.

To add images

1. Select **End Region** if it isn't already selected.
2. Add an image by using any of the methods used to add a background image.
3. Drag the image to its start position.
4. Repeat steps 1–3 for each image you want to add to the diagram.
5. Drag each image to its correct Hot Space.

   The Hot Space outline changes color.

To add touch and hear audio to labels and images

1. Select the label or image.
2. Do one of the following:

If you want to...	Then...
Add audio read from text that you write.	Select the **Read Text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add audio spelled out from text that you write.	Select **Spell out text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file, click **Open**.
Record audio directly into SMART Table Toolkit.	a. Select the **Import audio** from the drop-down list, and then click **Record** . b. Select your recording device, and then click **Start Recording** to begin recording your audio. c. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. d. Click **Attach Recording** to add your recording to the application. **TIP** Click **Remove** to delete a recording.

To set the starting positions of labels and images

1. Select **Start Positions**.
2. Drag the labels and images to their starting positions.

Editing the activities list

Use one of the following procedures to add another activity, edit an activity or edit the list of activities you created.

To add an activity

Click to add an activity to the activities list.

To edit an activity

Select the activity from the activities list.

To edit the activities list

- Click ❌ to delete an activity from the activities list.
- Select an activity and then click ⬆ to move the activity up the activities list.
- Select a question and then click ⬇ to move the activity down the activities list.

Specify instructions

Use the following procedure to add instructions that your students will see and hear when they open Hot Spots.

To add instructions

If you want to...	Then...
Add written instructions.	Type your instruction in the *Show instructions* box.
Add audio instructions read out from text that you write.	Select **Read instructions** from the drop-down list,and then type your instructions in the *Show instructions* box. **TIP** If you want the text that is read out to be different from your written instructions, type your audio instructions in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file that contains your audio instructions, and then click **Open**.
Record audio instructions directly into SMART Table Toolkit.	1. Select the **Import Audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your instructions. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your audio instructions to the application. **TIP** Click **Remove** ❌ to delete a recording.

Customizing Narrow It Down

You can customize Narrow It Down to complement your class curriculum by importing images from your computer or from the Gallery. You can also use the audio feature to enable pre-literate students to read the text on a game card and then hear the text spelled out when they press the card. Narrow It Down comes with some basic audio instructions, such as "Choose a card" and "Ask a question."

Customize Hot Spots by specifying the following:

- Background images
- Card images and text
- Audio associated with cards

Creating and setting up an activity

Use the following procedures to create an activity, then create cards and add images and text to each card.

To create an activity

1. Click **Narrow It Down**.
2. Type a name for the activity in the *Activity title* box.

To create a background image

Create a background image using any of the following methods:

- Drag an image or a page that contains an image from SMART Notebook software. The image automatically adjusts to the optimal size.

  NOTE

  When you drag an image into SMART Table Toolkit, two windows appear. The first window enables you to crop the image and the second window shows you a preview of the results.

- Click **Import image** to import a JPEG, GIF or PNG file.
- Click **Paste image** to paste a graphics file that you copied.
- Click **Gallery** to import a Gallery item.

TIP

Click **Use Default** to clear the image file.

To create a card

1. Select a blank card from the center workspace.
2. Optionally, in the Card image area, add an image to the card by using the procedure for creating a background image.

   NOTE

   Narrow It Down works best if you use images that are less than 500 pixels long.

3. Type the text to appear with the image on the card in the *Card text* box.

   NOTES

   - There is a 12-character limit for the text on each card.

To add touch and hear audio to a card

1. Select the card.
2. Do one of the following:

If you want to...	Then...
Add audio read from text that you write.	Select the **Read Text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add audio spelled out from text that you write.	Select **Spell out text** from the drop-down list, and then type the text you want read in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file, click **Open**.
Record audio directly into SMART Table Toolkit.	a. Select the **Import audio** from the drop-down list, and then click **Record** . b. Select your recording device, and then click **Start Recording** to begin recording your audio. c. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. d. Click **Attach Recording** to add your recording to the application. **TIP** Click **Remove** to delete a recording.

Editing the activities list

Use one of the following procedures to add another activity, edit an activity or edit the list of activities you created.

To add an activity

Click to add an activity to the activities list.

To edit an activity

Select the activity from the activities list.

To edit the activities list

- Click to delete an activity from the activities list.
- Select an activity and then click to move the activity up the activities list.
- Select a question and then click to move the activity down the activities list.

Customizing SMART Notebook

You can include up to eight SMART Notebook lessons in a SMART Table activity pack, including SMART Notebook files with 3D content. Customize the SMART Notebook application by doing the following:

- Adding, arranging or removing lessons
- Adding instructions for students

To add a SMART Notebook lesson

1. Click **SMART Notebook**.
2. Add the lesson by using any of the following methods:
   - Drag the .notebook file from another location on your computer.
   - Click **Add SMART Notebook file** to import the .notebook file.
   - Click **Paste SMART Notebook file** to paste the .notebook file that you copied.

To arrange the order of SMART Notebook lesson

Drag the lessons into the order you want.

To remove a SMART Notebook lesson

Select the lesson, and then click **Remove**.

Specifying instructions

Use the following procedures to add instructions that your students will see and hear when they open the SMART Notebook application.

To add instructions

If you want to...	Then...
Add written instructions.	Type your instruction in the *Show instructions* box.
Add audio instructions read out from text that you write.	Select **Read instructions** from the drop-down list,and then type your instructions in the *Show instructions* box. **TIP** If you want the text that is read out to be different from your written instructions, type your audio instructions in the *Type text* box.
Add an audio file.	Select **Import audio** from the drop-down list, click **Import from File** to browse to and select the WAV or MP3 file that contains your audio instructions, and then click **Open**.
Record audio instructions directly into SMART Table Toolkit.	1. Select the **Import Audio** from the drop-down list, and then click **Record** . 2. Select your recording device, and then click **Start Recording** to begin recording your instructions. 3. Click **Stop Recording** to stop the recording. **TIP** Click **Play Recording** to preview your recording. 4. Click **Attach Recording** to add your audio instructions to the application. **TIP** Click **Remove** to delete a recording.

Chapter 3

Downloading, saving and copying activities and applications

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Synchronizing applications 70

Updating SMART Table software

Installing software updates

IMPORTANT

SPU does not check for updates for the table computer's software. Follow the procedure below to manually check the software version currently installed on your table computer against the latest version available on the downloads page of the SMART website.

To check for SMART Table software updates

1. Turn on your table.

   The *SMART Table Activities* menu appears.

2. Connect your USB drive to your table.

   OR

   Follow the procedure in *Switching modes without inserting a USB drive* on page 5.

   The menu changes from Student mode to Teacher mode.

3. Press the **About SMART Table** icon.

   The *SMART Table software* page appears.

4. Press the **Technical Support** tab.

   Version information appears under the *SMART Table Software* heading.

5. Record the Version number of the software currently installed on your table.

6. Go to smarttech.com/downloads.

7. Browse to *SMART Table software, toolkit and applications*, and then click **Choose a version**.

   The latest version of SMART Table software available for download appears.

8. Compare the version number of SMART Table software available for download to the version installed on your table.

   If the version of table software available for download is later than the version currently installed on your table, click the version available for download and follow the on-screen instructions to download the software and install it on your table.

Downloading activity packs using SMART Table Toolkit

You can download activity packs (.tableContent files) for your SMART Table interactive learning center using the *Online Activity Packs* tab of your SMART Table Tookit.

NOTE

You might be prompted to enter a SMART Exchange user name password before downloading an online activity pack.

To download an activity pack

1. Start SMART Table Toolkit.

   The *SMART Table Toolkit* window appears.

2. Click **Online Activity Packs**.

   The *SMART Exchange* website appears.

3. Click **SMART Table activity packs** in the *Narrow Results* menu.

4. Browse to your desired activity pack, and then click **Download**, and then follow the on-screen instructions to download the selected activity pack to your desktop.

5. Copy the .tableContent file to your USB drive.

   If you want to modify the contents of the activity pack, you can to save it to your computer and then copy it to your USB drive after you save your changes.

Synchronizing activity packs

Once you save a .tableContent file, you can open the file on your table. Your table saves all previously opened activity packs in an archive folder. You can open any of these archived activity packs.

> **NOTE**
>
> If you open a new activity pack that contains an application that isn't installed on the table, the icon for that application doesn't appear in the Activities menu. To open the application, see *Synchronizing applications* on page 70.

To apply a new activity pack

1. Turn on your table.

   The *SMART Table Activities* menu appears.

2. Connect your USB drive to the table.

   The menu changes from Student mode to Teacher mode.

3. Press **Activity Packs**.

   A list of all .tableContent files on your USB drive appears.

4. Select the appropriate .tableContent file, and then press **Open**.

   > **NOTE**
   >
   > The name of each .tableContent file must be unique. You're unable to open a .tableContent file with the same name as one you previously opened.

   Your table opens the .tableContent file, and a confirmation message appears.

5. Press **OK**.

6. Disconnect your USB drive.

   The menu changes from Teacher mode to Student mode.

To open a previous activity pack

1. Turn on your table.

   The *SMART Table Activities* menu appears.

2. Connect your USB drive to your table.

   OR

   Follow the procedure in *Switching modes without inserting a USB drive* on page 5.

   The menu changes from Student mode to Teacher mode.

3. Press **Activity Packs**, and then press the table icon.

   A list of previous activity packs appears.

4. Select the activity pack you want to open, and then press **Open**.

   Your table opens the selected activity pack, and a confirmation message appears.

5. Press **OK**.

6. Disconnect your USB drive.

   OR

   Press the Cog wheel icon.

   The menu changes from Teacher mode to Student mode.

To delete a previous activity pack

1. Turn on your table.

   The *SMART Table Activities* menu appears.

2. Connect your USB drive to your table.

   OR

   Follow the procedure *Switching modes without inserting a USB drive* on page 5.

   The menu changes from Student mode to Teacher mode.

3. Press **Activity Packs**, and then press the table icon.

   A list of previous activity packs appears.

4. Select the activity pack you want to delete, and then press **Delete**.

   A confirmation message appears.

   > **IMPORTANT**
   >
   > If the Delete button is not present, ensure that you have SMART Table software 2.0 or later installed on your table computer and that an activity pack is selected.

5. Press **Yes**.
6. Disconnect your USB drive.

   OR

   Press the Cog wheel icon.

   The menu changes from Teacher mode to Student mode.

Downloading applications from the SMART Exchange website

Using SMART Table Toolkit's **Online Activity Packs** tab, you can download applications (.tableApplication) for your table.

Check the SMART Exchange website (exchange.smarttech.com) for new SMART Table applications.

To download applications

1. Click **Online Activity Packs**.

   The *SMART Exchange* website appears.

2. Click **SMART Table applications** in the *Free resources* tab.
3. Browse to the application you want, and then click **Download**.
4. Copy the .exe file to your computer or USB Drive.
5. Double-click the file, and then follow the on-screen instructions to install the application.

To open a downloaded application in SMART Table Toolkit

1. Close SMART Table Toolkit if it's open.
2. Browse to and double click the .tableApplication file you downloaded.

   SMART Table Toolkit starts, and a tab for the application appears in the left menu so you can click the check box and customize the application.
3. Copy the file to your USB drive so that you can open it on your table (See *Synchronizing applications* below).

Synchronizing applications

To open .tableApplication files on your table, copy them to your USB drive and then complete the following procedure.

To open an application

1. Turn on your table.

   The *SMART Table Activities* menu appears.
2. Connect your USB drive to your table.

   OR

   Follow the procedure *Switching modes without inserting a USB drive* on page 5.

   The menu changes from Student mode to Teacher mode.
3. Press **Activity Packs**.

   A list of all .tableApplication files on your USB drive appears below *Activities*.
4. Select the appropriate .tableApplication file, and then press **Open**.

   NOTE

   The name of each .tableApplication file must be unique. If you open a .tableApplication file with the same name as an existing one, the file you open over writes the file that's on the table.

   Your table opens the application defined in the .tableApplication file and a confirmation message appears.
5. Press **OK**.

6. Disconnect your USB drive.

   OR

   Press the Cog wheel icon.

   The menu changes from Teacher mode to Student mode.

Chapter 4

SMART Sync software and your table

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Before you use SMART Sync software with your table 74
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About SMART Sync classroom management software

With SMART Sync software, you can manage your classroom and communicate with and assist your students without leaving your computer.

See the *SMART Sync 2011 User's Guide* to learn how to do the following:

- Monitor and control the SMART Table interactive learning center using the *Thumbnails* view, which displays real-time images of the table's screen
- Capture snapshots of the table's screen
- Take control of the table's desktop
- Disconnect the table from SMART Sync software
- Place a temporary lock on the table's computer
- Remotely shut down the table
- Send files to the table

Using SMART Sync software with your table

IMPORTANT

If you allow the table computer to access the Internet and the computer's software becomes damaged as a result, this invalidates your table's warranty.

Using a wireless networking hub, you can set up a network that enables your SMART Sync Teacher computer to access the table's SMART Sync Student software. You can monitor multiple SMART Table interactive learning centers from a single SMART Sync Teacher computer.

IMPORTANT

SMART Sync Teacher software is no longer included with SMART Table Toolkit. You must download and install it on your computer separately. To ensure that the SMART Sync software on your Teacher computer is compatible with the SMART Sync software on your table, install the latest version of SMART Sync Teacher software on the Teacher computer. See *Installing SMART Sync Teacher software* on page 76 for more information.

NOTES

- For more information on the SMART Sync software used with your table, see *About SMART Sync classroom management software* on the previous page.
- You can install SMART Sync software on up to five Teacher computers.

Before you use SMART Sync software with your table

Before you can remotely monitor and control your table with SMART Sync software, you must do the following:

1. Set up and configure a wireless network.
2. Install and activate SMART Sync Teacher software on the Teacher computer.
3. Configure the table's SMART Sync Student software.

Setting up your wireless network

Refer to the documentation for your wireless network hub to setup and configure a network that will enable your Teacher computer to access the table computer.

> **IMPORTANT**
>
> Before you can configure the table's wireless network connection, you must access the table computer's desktop menu by exiting the Student and Teacher modes.

To exit to the table computer's desktop menu

1. Turn on your table.

   The *SMART Table Activities* menu appears.

2. Connect your USB drive to your table.

   OR

   Follow the procedure in *Switching modes without inserting a USB drive* on page 5.

   The menu changes from Student mode to Teacher mode.

3. Press , and then press **OK**.

   The *SMART Table Activities* menu closes.

4. Connect a mouse to a USB receptacle on the side of your table.

   > **IMPORTANT**
   >
   > Do not place the mouse on the touch surface because the camera might interpret the mouse contact as a touch.

To connect the Teacher computer to a wireless network

Refer to the documentation for the Teacher computer's wireless network adapter for configuration and connection details.

To connect the table computer to a wireless network

Configure the table computer's wireless network settings in Windows Control Panel. Use the on-screen keyboard or connect a keyboard to enter network settings.

Installing SMART Sync Teacher software

To install and activate SMART Sync Teacher software

If you don't have SMART Sync Teacher software installed on your Teacher computer, download and install the latest version of SMART Sync software from smarttech.com/downloads, ensuring that you select the **Teacher Installation** option.

If SMART Table Toolkit is installed, SMART Sync Teacher software automatically creates the Teacher ID *SMART Table Class* and it appears in the class list.

NOTE

You use this ID when you configure the SMART Sync Student software on your table.

Configuring SMART Sync Student software

The SMART Sync Student software on your table automatically connects to the Teacher computer using the teacher ID SMART Table Class. However, if you need to connect using the teacher computer's host name or IP address or a different Teacher ID, you need to change your configuration.

IMPORTANT

Before you can configure SMART Sync Student software, you must access the table computer's desktop menu by exiting the Student and Teacher modes.

To exit to your table computer's desktop menu

1. Turn on your table.

   The *SMART Table Activities* menu appears.

2. Connect your USB drive to your table.

   OR

   Follow the procedure in *Switching modes without inserting a USB drive* on page 5.

   The menu changes from Student mode to Teacher mode.

3. Press , and then press **OK**.

   The *SMART Table Activities* menu closes.

4. Connect a mouse to a USB receptacle on the side of your table.

   IMPORTANT

   Do not place the mouse on the touch surface because the camera might interpret the mouse contact as a touch.

IMPORTANT

If your computer uses a wireless router and you want to connect using a teacher ID, you must configure your wireless router to accept multicast traffic.

TIP

Install SMART Sync Teacher software on the Teacher computer first so that the Teacher software installed on your network can be detected when you run the SMART Sync Student Configuration Tool.

To configure SMART Sync Student software

1. Select **Start > All Programs > SMART Technologies > SMART Tools > Sync Student Configuration Tool**.

   The *SMART Sync Student Configuration Tool* dialog box appears.

2. Click **Next**, select **Hidden from students**, and then click **Next**.
3. Select one of the following options:
   - **Automatically connects with this Teacher ID**.
   - **Automatically connects with this host name or IP address**.
   - **Automatically connects with classes the student belongs to**.
4. Type the required information in the box below the option you chose, and then click **Next**.

   NOTE

   If the Teacher ID isn't visible on your network, a dialog box appears asking you to continue or troubleshoot the problem. Click **Continue Configuration**.

   The *Automatic Startup is enabled* dialog box appears.

5. Click **Next**.
6. On the *Student ID* page, select **Anonymous**, and then click **Next**.
7. On the *Shared Files Folder* page, select the **My Documents** folder, and then click **Next**.

8. Select **No security**, and then click **Next**.
9. Click **Finish**, and then click **OK**.

> **NOTE**
>
> Restart your table after you set up the network so that SMART Sync software can detect the network.

To configure multiple tables in the same classroom

1. Select **Start > All Programs > SMART Technologies > SMART Sync > Sync Student Configuration Tool**.

   The *SMART Sync Student Configuration Tool* dialog box appears.
2. Click **Next**, select **Hidden from students**, and then click **Next**.
3. Select one of the following options:
   - **Automatically connects with this Teacher ID**.
   - **Automatically connects with this host name or IP address**.
   - **Automatically connects with classes the student belongs to**.
4. Type the required information in the box below the option you chose, and then click **Next**.

   > **NOTE**
   >
   > If the Teacher ID isn't visible on your network, a dialog box appears asking you to continue or troubleshoot the problem. Click **Continue Configuration**.

   The *Automatic Startup is enabled* dialog box appears.
5. Click **Next**.
6. Type a student's name or ID in the *The following* box, and then click **Next**.
7. On the *Shared Files Folder* page, select the **My Documents** folder, and then click **Next**.
8. Select **No security**, and then click **Next**.
9. Repeat steps 1–8 for each table in the classroom, assigning a unique name to each table.

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