

# Using the Sympodium™

With the Sympodium™ you can control the podium computer by using an interactive screen:

- Annotate on any computer application used in class
- Use with the SMART Notebook to write notes, brainstorm and collect screenshots specific to each class
- Save files as a PDF to share quickly and easily on Blackboard

**The buttons on the top of the Sympodium™ will let you:**

- *Select the mouse:* Press the select button to use the pen as a mouse.



- *Select the writing tools in different colors:* Press the pen buttons to annotate over an application.



- *Erase your writing:* Press the eraser button to use the pen as an eraser.



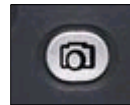
Press on the button once to select that function.

Use the pen attached to the Sympodium™ when using the pen as a mouse or annotating on the screen.

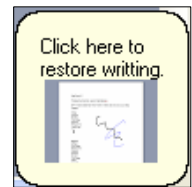


**After you annotate over an application, you can:**

1. *Take a snapshot of the annotations:* Click on the **snapshot button** at the bottom of the Sympodium™. The snapshot will open up in the SMART Notebook.
2. *Erase the annotations:* Click on the mouse key and then tap the screen once.



*NOTE:* If you want to get your annotations back, click on the message that appears in the bottom right-hand corner of your screen. It only appears for a few seconds so click it quickly!



## The SMART Notebook

The SMART Notebook can be used to write notes and save screen captures.

**To Open the SMART Notebook**

- Click on the **SMART Notebook icon**
- OR
- Click on the **notebook button** on the bottom of the Sympodium™

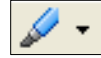


*NOTE:* When you take a snapshot of the screen, the SMART Notebook will also open.

# Using the Sympodium™

## To Use the SMART Notebook

- Click on the **pen icon** to begin writing.
- Click on the **eraser icon** to erase text or drawings.
- Click on the **select icon** to use the pen as a mouse.
- You can also type in the Notebook using your keyboard



## When you come to the end of the page you can:

- Click **Extend Page** link to continue on the same page.
- OR
- Click on the **add page** icon.

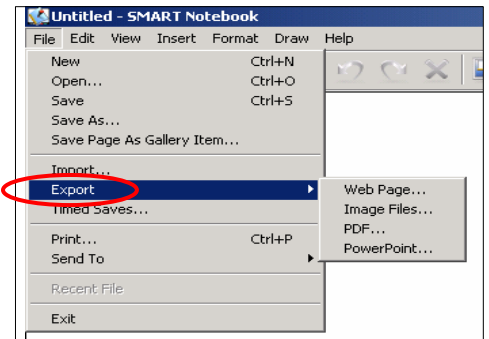


## Saving

- Click on **File** and **Save** to save your SMART Notebook file

You can also export your file so you and your students can view the page without the SMART Notebook software

- Click **File > Export**
- Choose:
  - Web Page
  - PDF
  - PowerPoint
- Navigate to where you want to save your file
  - For an **Image File** you will need to click **Browse**
- Click **Save**



## PowerPoint

You can also use the Sympodium™ to navigate through your PowerPoint presentation. Click on the right or left arrows with the Sympodium™ pen to move forward and backward through the show.



As with any program, you can also annotate on your PowerPoint slides.

## Orient the Sympodium™

Do you need to realign your Sympodium™?

- Click on the **Control Panel** button
- Click Orient/Align the SMART Board
- Press the center of each target and release with the Sympodium™ pen

