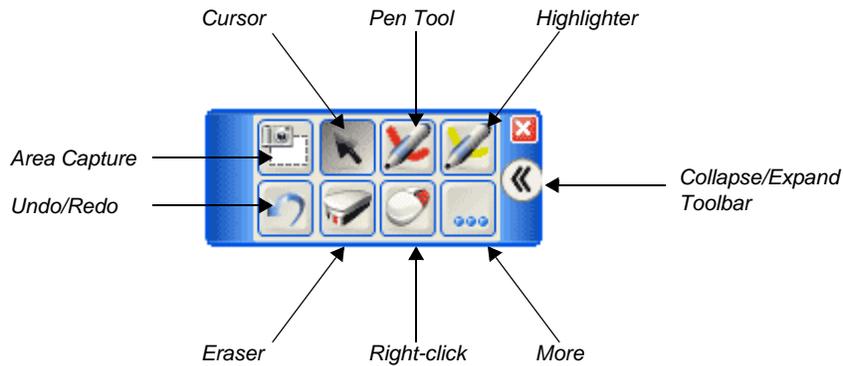# *Quick Reference*

SMART Technologies

The Floating Tools Toolbar

The features you use most are literally at your fingertips with the Floating Tools toolbar.

To launch the Floating Tools, select the SMART Board™ icon located in Windows Notification Area at the bottom right of your screen, and choose **Floating Tools** from the SMART Board Tools menu.
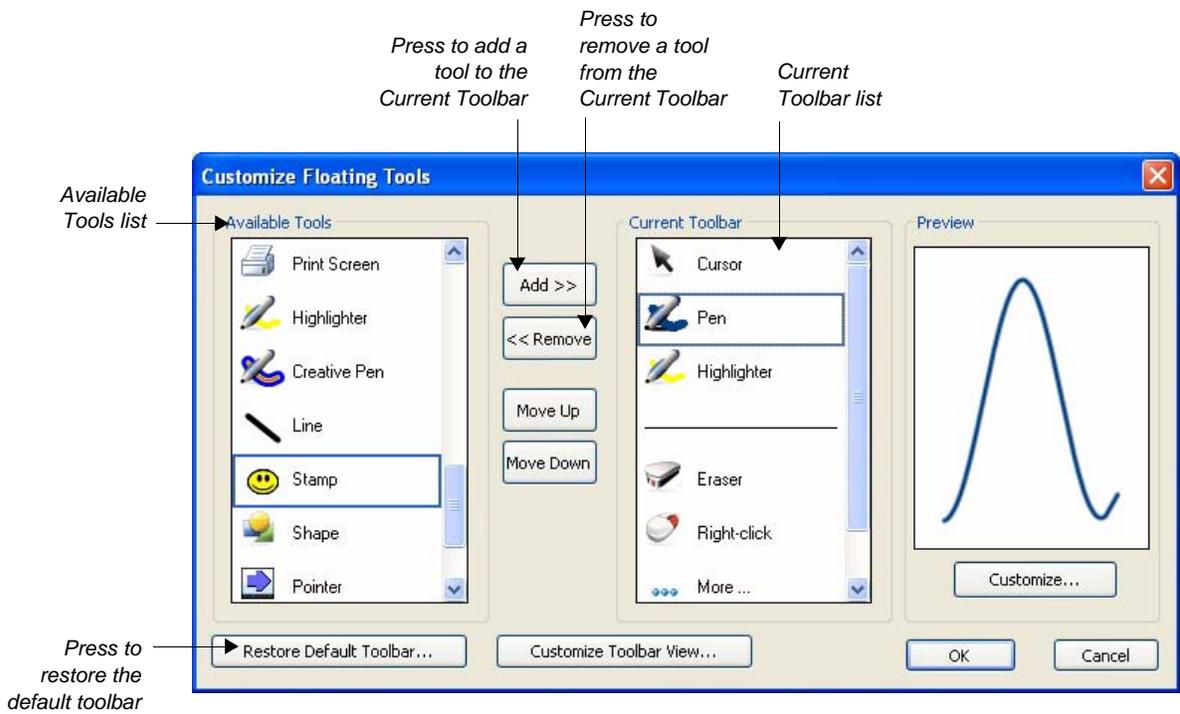

Button	Use this button to
	Capture an area of the screen into Notebook™ software
	Stop using other tools and return the cursor to mouse mode
	Write or draw in digital ink
	Highlight an area of the screen with translucent ink for emphasis
	Undo your previous action. This tool toggles between two states, Undo and Redo.
	Redo an action you cleared in error. This is the second of the two states mentioned above.
	Erase digital ink
	Make your next press on the interactive whiteboard a right-click
	Open the drop-down menu to personalize toolbar functions

Customizing Floating Tools

Press the **More** button in Floating Tools and select **Customize Floating Tools** to choose from a variety of toolbar buttons. You can choose as many buttons as you like to fully customize Floating Tools with the buttons you need.

You can also add certain buttons multiple times. For example, if you are going to use different shapes in your presentation, you can customize a number of Shape buttons and add them all to Floating Tools.

To add a button, for example the Stamp tool, to the Floating Tools do the following:

1 Press the **More** button in Floating Tools, and select **Customize Floating Tools**

2 In the Customize Floating Tools dialog box, select the Stamp tool (look for the smiley face) from the Available Tools list (on the left side of the dialog box)

3 Press the **Add** button to add the Stamp to the Current Toolbar

4 Repeat the process to add as many of the available tools as you like

   NOTE: To remove a tool, select a tool listed in the Current Toolbar, and press the **Remove** button. To restore the default Floating Tools, press the **Restore Default Toolbar** button.