












FLOATING TOOLS TOOLBAR

These tools are used to enhance the options that are already available through the pen tray. They place the features that are used most at your fingertips. To move the Floating Tools Toolbar, click the border on the left side of the toolbar. This toolbar is usually displayed when a pen is picked up. The table below provides a description and illustration of this toolbar.

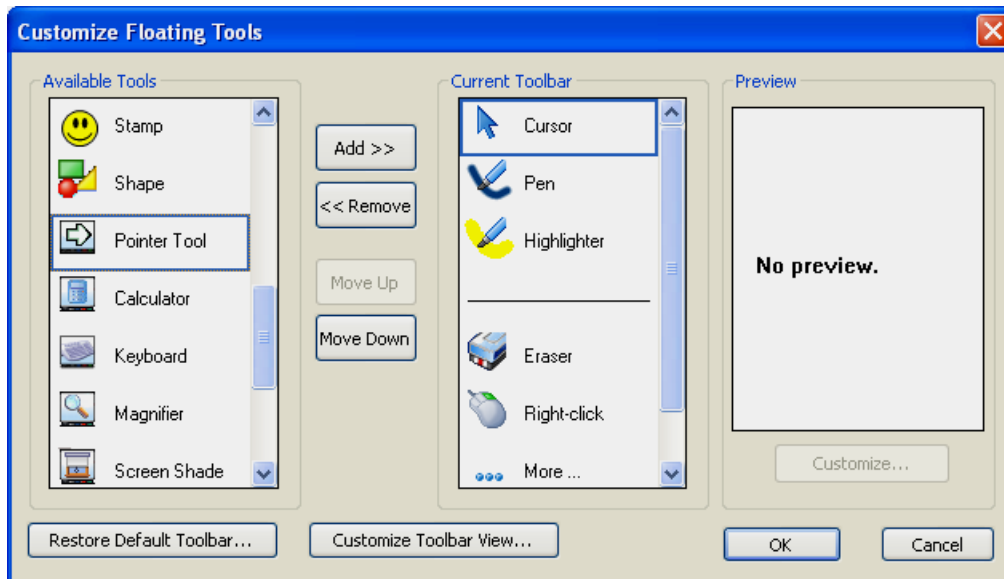
Button	Illustration	Description
Area Capture		This button is used to capture an area of the screen so that it can be placed into the Notebook software.
Cursor		To stop using other SMART Board tools and return the cursor to mouse mode, click this button.
Pen		The pen is used to write or draw using digital ink. It is used to add text.
Highlighter		This button can be used to highlight an area of the screen with translucent ink to apply emphasis to a presentation without overwriting the object.
Undo		To undo a previous action, click this button. This tool toggles between Undo and Redo.
Redo		Redo allows you to redo an action that was cleared in error. It toggles between Redo and Undo. Undo is the default state.
Eraser		Click this button to activate the eraser. The eraser is used to erase digital ink from the board.
Right-Click		Click this button to make the next press on the interactive white board a right-click.
More		To open the drop-down menu to personalize toolbar functions, click this button. The options under here are Customize Floating Tools, Customize This Tool, About Floating Tools, and Close Floating Tools.

CHANGE VIEW OF FLOATING TOOLS

When using the SMART Board, it is possible to change the appearance of the **Floating Tools** on the screen. The changes are saved with the operating system's current user settings. Therefore, the settings will load the next time you log onto the computer.

- ✦ Click the **SMART Board** icon on the **Task Bar** (see illustration). 
- ✦ Select **Floating Tools** from the list that appears.
- ✦ Click the **More** button at the bottom of the **Floating Tools Bar** (see illustration). 
- ✦ In the list that appears, click **Customize Floating Tools**.

- ✦ The **Customize Floating Tools** window will display (see illustration below).



- ✦ Click the **Customize Toolbar View** button to change the size of the buttons from Small Icons to Big Icons (see illustration below).
- ✦ The **Customize Toolbar View** dialog box will appear.
- ✦ Click one of the options Small Icons or Big Icons.
- ✦ Click a **Transparency** option, if desired.
- ✦ Click **OK** to accept the changes.
- ✦ To restore the original settings for the **Floating Tools** window, click the **Restore Default Toolbar** button.
- ✦ The **Tool Sets** dialog box will display.
- ✦ Under **Please select a tool set**, click the list arrow to choose from **Classic Tool Set** or **Creative Tool Set**.
- ✦ A picture of the buttons on the selected bar will display.
- ✦ The default setting is **Classic Tool Set**.
- ✦ Once the choice has been made, click the **OK** button.

