

How to use the SMART Board

General first steps:

- Turn on the computer in lower cabinet, in the drawer above this computer gather the projector remote (grey) and the wireless mouse/keyboard.
- Turn on the ceiling-mounted projector using the projector remote or press the green lighted button on the bottom of the projector.
- Turn on sound (if needed) by twisting the round knob on the right speaker.
- Open the computer as usual, Ctrl+Alt+Delete and use the same password as other WIN computers.
- On the computer desktop there are the same shortcuts as other WIN computers;

->Hold down the Ctrl key while clicking the shortcuts (coloured text) to move around the page more easily.

You already know how to use **ShareVison** and **findmyshift**.

Here's the path to get you where you may need to go for:

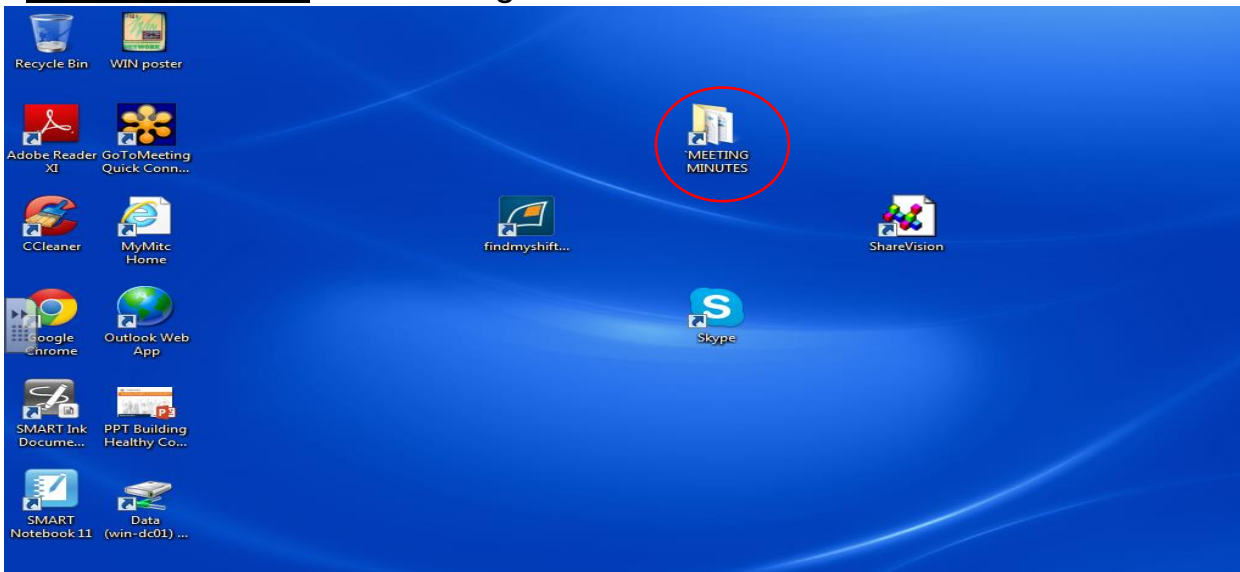
How to open and save [Any Minutes](#)

How to open [Individual Updates](#) Minutes

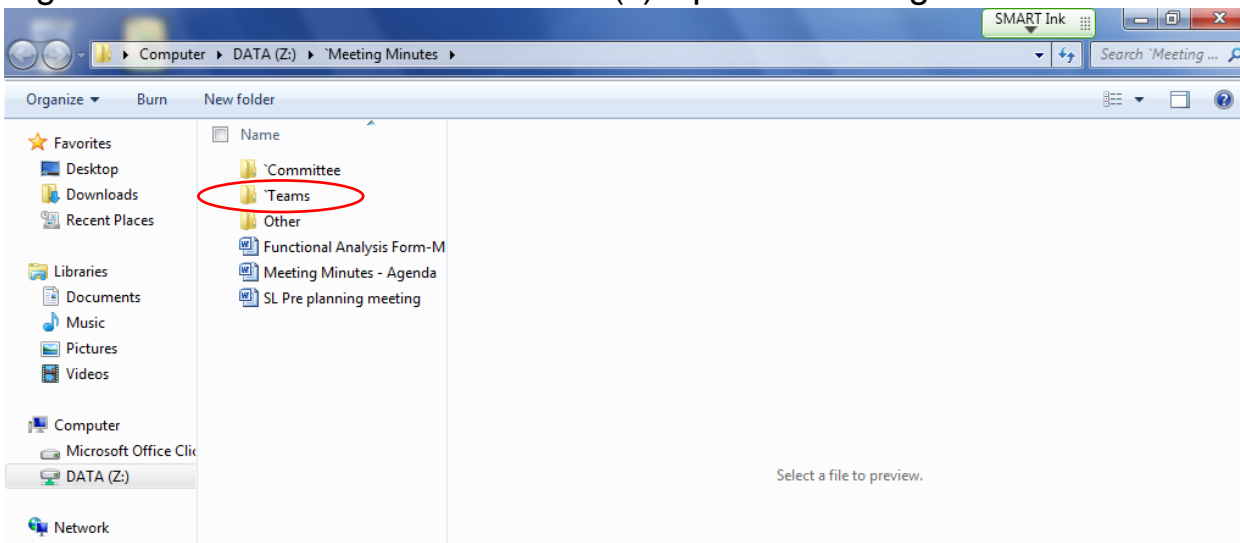
How to open [Team Meeting](#) Minutes

How to open [Committee](#) Minutes







>**DOUBLE-CLICK** the Meeting Minutes shortcut













>**DOUBLE-CLICK** on the Folder you need to open,
e.g. for all Team and/or for Individual(s) Update Meeting minutes it's **Teams**





>**DOUBLE-CLICK** on the Team folder that gets you closer, e.g. 24-Hour 1010

Name	Date modified	Type	Size
 24-Hour 1010	04/03/2015 1:23 PM	File folder	
 1030	05/03/2015 8:18 A...	File folder	
 Community Access -3000	05/03/2015 8:19 A...	File folder	
 Employment 2020	05/03/2015 8:17 A...	File folder	
 Meeting Minutes New Draft	03/03/2015 3:23 PM	Microsoft Word D...	29 KB
 Meeting Minutes Individual Updates	03/03/2015 3:35 PM	Microsoft Word D...	36 KB

>**DOUBLE-CLICK** on the specific Team minutes you are trying to get to e.g. AE-JK 's Team

Name	Date modified	Type	Size
 AE-JK	04/03/2015 1:22 PM	File folder	
 CB LH	04/03/2015 1:22 PM	File folder	
 D-R-I	04/03/2015 1:23 PM	File folder	
 K-T-V	04/03/2015 1:23 PM	File folder	
 LV-KM	04/03/2015 1:23 PM	File folder	
 Older	04/03/2015 1:23 PM	File folder	
 P-R-.N	04/03/2015 1:23 PM	File folder	
 SL SY	04/03/2015 1:23 PM	File folder	
 Meeting Minutes New Draft	03/03/2015 3:28 PM	Microsoft Word D...	29 KB
 Meeting Minutes Individual Updates	03/03/2015 3:36 PM	Microsoft Word D...	36 KB

>**DOUBLE-CLICK** Team

Name	Date modified	Type	Size
 Individual Updates	05/03/2015 11:22 ...	File folder	
 Team	05/03/2015 11:22 ...	File folder	

>**DOUBLE-CLICK** the current year (most minutes should be in year folders Apr 01-Mar31), (to open any Minutes)

Name	Date modified	Type	Size
2014 -2015	04/03/2015 1:22 PM	File folder	
2013-2014	04/03/2015 1:22 PM	File folder	

>**DOUBLE-CLICK** `Meeting Minutes New Draft at top of list

Meeting Minutes New Draft	03/03/2015 3:23 PM	Microsoft Word D...	29 KB
1May 14, 2014	14/05/2014 10:25 ...	Microsoft Word D...	34 KB
1May 14, 2014	14/05/2014 10:25 ...	Adobe Acrobat D...	73 KB
2September 11, 2014	28/11/2014 12:02 ...	Adobe Acrobat D...	105 KB
3November 6, 2014	12/02/2015 9:03 A...	Microsoft Word D...	35 KB
3November 6, 2014	12/02/2015 9:03 A...	Adobe Acrobat D...	10 KB
4Feb 9,2015Meeting Minutes - Agenda	12/02/2015 7:44 A...	Microsoft Word D...	35 KB

->**Click** Ok when asked

The screenshot shows the Microsoft Word interface with the 'Meeting Minutes New Draft' document open. A dialog box is displayed in the center, containing the following text: "Some of the regions you can edit overlap, and it is not possible to show them at the same time. Use the 'Find Next Region I Can Edit' button to show each region individually." Below this text is a blue "OK" button, which is circled in red. The background document shows a form with fields for "Date:", "Time:", and "Agenda Items:", and a list of instructions for using the minutes form.

->**CLICK** view



Meeting Minutes New Draft - Word

Meeting Minutes

Meeting for: Choose an item. Specify: Name of Goup/Individual.
Date: Click here to enter a date. Time: Enter time.
Attending: List people present.

Absent: List people absent.

Next Meeting

Date: Click here to enter a date. Time: Enter time.
Agenda Items: List Agenda items.

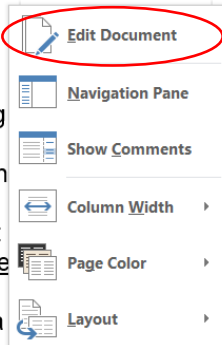
1. To be used only for: Individual Annual Meetings, Program/Residence Team Meetings and Committee Meeting minutes. For multiple Individual Update Meetings please use the Individual Update Minute forms (Blue Header).
2. Save-As to save minutes to the appropriate folder,
3. You can add new rows as needed by right-clicking a row, then select insert, then insert rows below.
4. If needed, ask for help to save a copy on ShareVision or to print copies.

<u>Agenda Items</u>	<u>Discussion/Conclusions</u>	<u>Who/When</u>

->**CLICK** Edit Document



Meeting Minutes New Draft - Word



Meeting Minutes

Meeting for: Choose an item. Specify: Name of Goup/Individual.
Date: Click here to enter a date. Time: Enter time.
Attending: List people present.

Absent: List people absent.

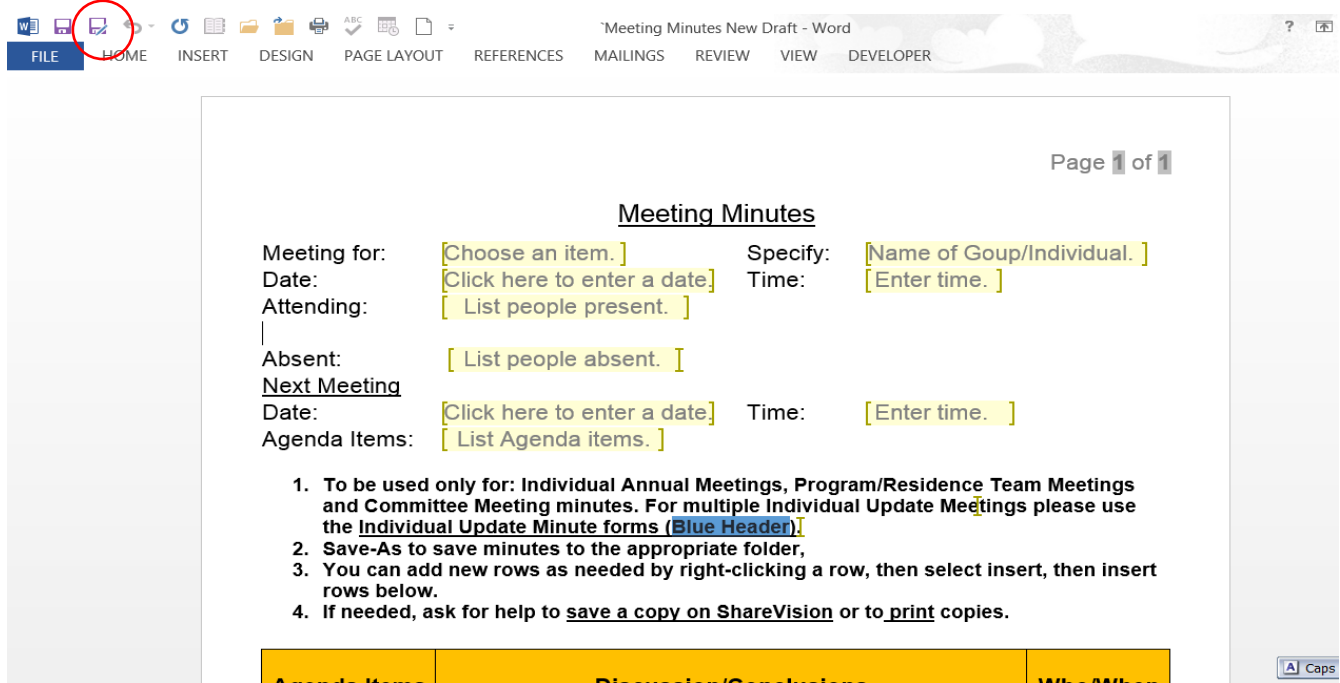
Next Meeting

Date: Click here to enter a date. Time: Enter time.
Agenda Items: List Agenda items.

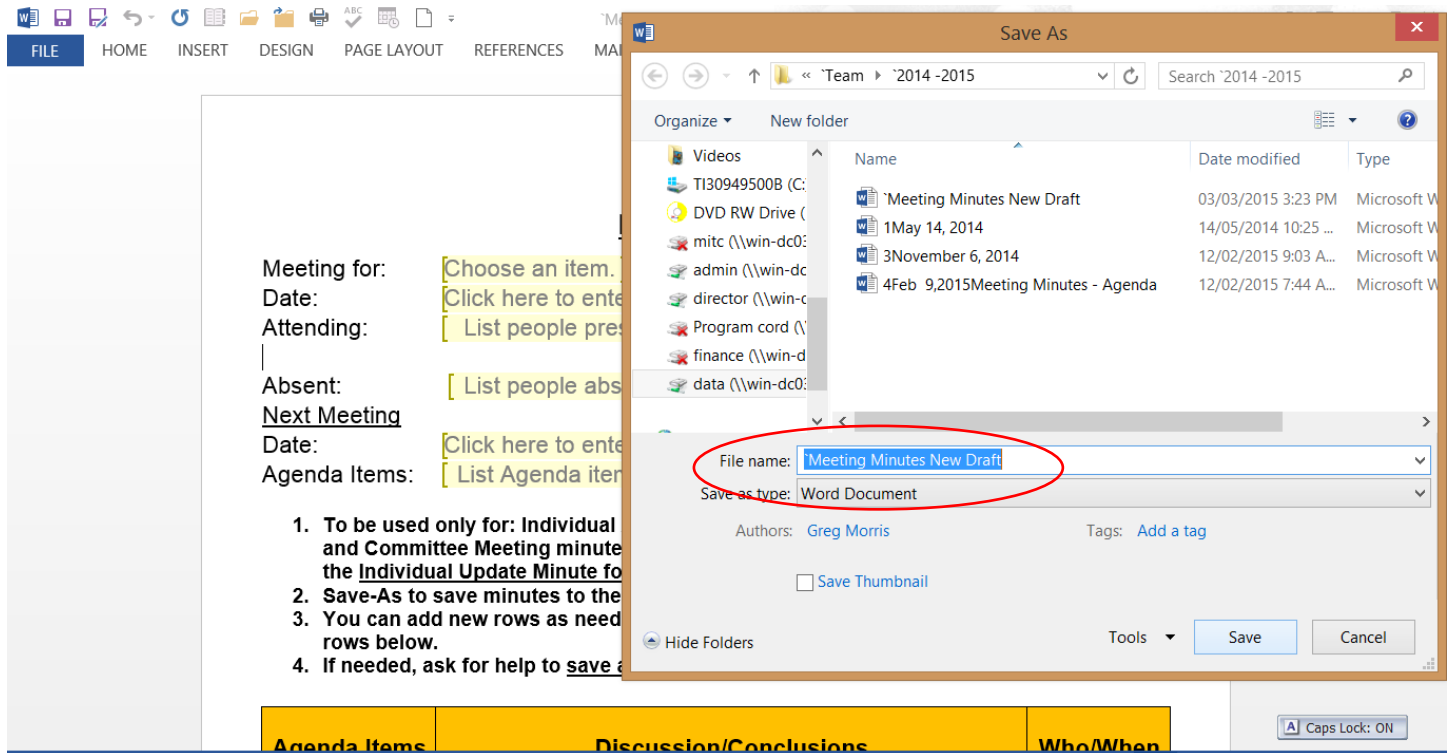
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<u>Agenda Items</u>	<u>Discussion/Conclusions</u>	<u>Who/When</u>

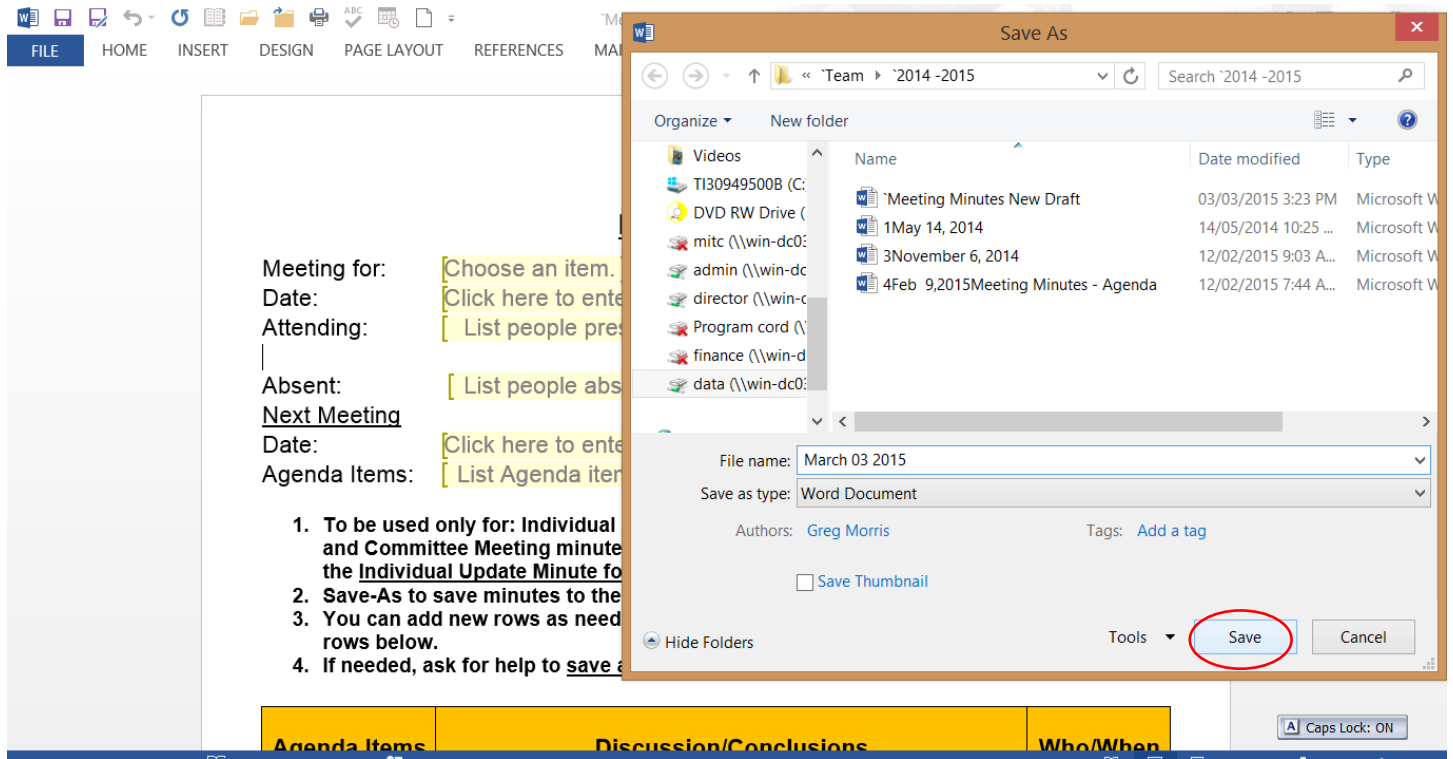
->**CLICK** Save as (the small icon near the upper left corner) Hint if you hover it it will confirm what it is.



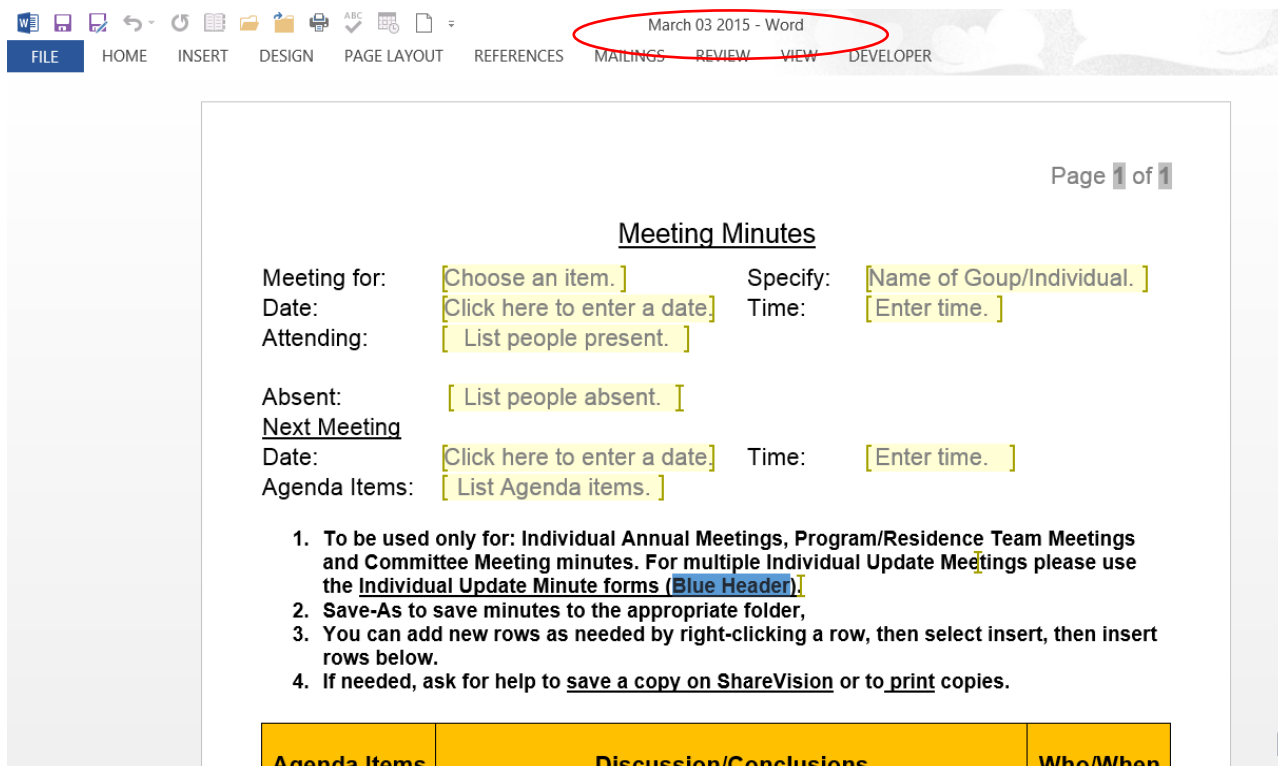
->**CLICK** in the File name bar (blue highlight) and type the date as your new File name,





->CLICK Save






If you see your new File name at the top center you made it work, then stir and repeat as desired!!



>**DOUBLE-CLICK** the Individual Updates folder to do Client updates

Name	Date modified	Type	Size
 Individual Updates	05/03/2015 11:22 ...	File folder	
 Team	05/03/2015 11:22 ...	File folder	

>**DOUBLE-CLICK** Meeting Minutes Individual Updates

Name	Date modified	Type	Size
 AE	04/03/2015 1:22 PM	File folder	
 JK	04/03/2015 1:22 PM	File folder	
 Meeting Minutes Individual Updates	03/03/2015 3:38 PM	Microsoft Word D...	36 KB

->**CLICK** [Here](#) to Review how to open any Minutes.

Note: This is a new Meeting Minutes form where you will record all the client updates (for this meeting) in this one document. This form works the same, please read the instructions in the box towards the top of the first page.

Just open and save one copy (within the Individual Updates Folder) which will contain all the clients in this single document. ->**CLICK** Save as you go along (and when you are done) and ask for help to print and/or to Save a copy in ShareVision.






>**DOUBLE-CLICK** the Committee Folder for Committee Minutes

Name	Date modified	Type	Size
Committee	04/03/2015 1:22 PM	File folder	
Teams	05/03/2015 9:00 A...	File folder	
Other	04/03/2015 1:21 PM	File folder	
Meeting Minutes New Draft	03/03/2015 3:34 PM	Microsoft Word D...	29 KB
HOW TO	26/02/2015 9:09 A...	Microsoft Word D...	1,606 KB

>**DOUBLE-CLICK** a specific Committee Meeting Folder e.g. General Staff Meeting

Name	Date modified	Type	Size
Benevolent - Social	04/03/2015 1:21 PM	File folder	
BRC	04/03/2015 1:21 PM	File folder	
Business Plan	04/03/2015 1:21 PM	File folder	
CET	04/03/2015 1:21 PM	File folder	
Coordinator	04/03/2015 1:21 PM	File folder	
Defining WIN	04/03/2015 1:21 PM	File folder	
Education	04/03/2015 1:21 PM	File folder	
Employee Manual	04/03/2015 1:21 PM	File folder	
Family Forum	04/03/2015 1:21 PM	File folder	
Financial	04/03/2015 1:21 PM	File folder	
findmyshift	04/03/2015 1:21 PM	File folder	
General Staff Meeting	04/03/2015 1:21 PM	File folder	
IABA Group	04/03/2015 1:22 PM	File folder	
Joint Planning Committee	04/03/2015 1:22 PM	File folder	
Med Admin	04/03/2015 1:22 PM	File folder	

>**DOUBLE-CLICK** (as before) the current year folder and then click [Here](#) to review how to open/save any minutes.

Name	Date modified	Type	Size
 2014-2015	04/03/2015 1:21 PM	File folder	
 2012-2013	04/03/2015 1:21 PM	File folder	
 2013-2014	04/03/2015 1:21 PM	File folder	
 Older	04/03/2015 1:21 PM	File folder	
 Meeting Minutes New Draft	03/03/2015 3:28 PM	Microsoft Word D...	29 KB