#### 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

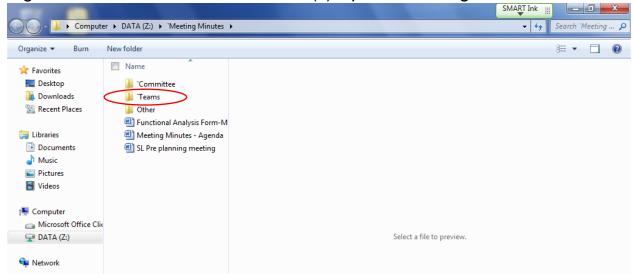


#### >DOUBLE-CLICK the Meeting Minutes shortcut



#### >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



#### <u>Home</u>

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

Name	Date modified	Туре	Size
24-Hour 1010	04/03/2015 1:23 PM	File folder	
4030	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

leam			
Name	Date modified	Туре	Size
AE-JK	04/03/2015 1:22 PM	File folder	
L CB LH	04/03/2015 1:22 PM	File folder	
L D-R-I	04/03/2015 1:23 PM	File folder	
L 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-RN	04/03/2015 1:23 PM	File folder	
L 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	Туре	Size
	Lindividual Updates	05/03/2015 11:22 05/03/2015 11:22		
	i lean	03/03/2013 11.22	The loider	

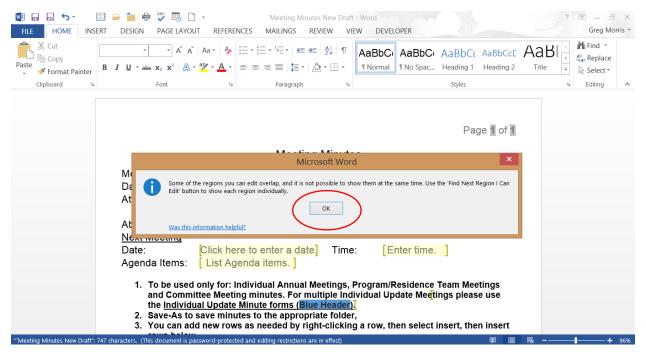
# >DOUBLE-CLICK the current year (most minutes should be in year folders Apr 01-Mar31), (to open any Minutes)

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





-> <u>CL</u>	.ICK view						
FILE	TOOLS VIEW		`Meeting Minute	es New Draft - Word			Щ — 8 ×
			Meeting	g Minutes			
	Meeting for: Date: Attending:	Choose an item. Click here to enter a date. List people present.	Specify: Time:	Name of Goup/ Enter time.	Individual.		
	Absent: <u>Next Meeting</u>	List people absent.					
	Date: Agenda Items:	Click here to enter a date. List Agenda items.	Time:	Enter time.			$\bigcirc$
	For multipl 2. Save-As to 3. You can ad	l only for: Individual Annual Me le Individual Update Meetings p save minutes to the appropriat ld new rows as needed by right ask for help to <u>save a copy on S</u>	lease use the te folder, -clicking a ro	e <u>Individual Update</u> w, then select inse	Minute forms	Blue Header).	ites.
	Aganda Itama	Discussion	Conclusion		M/bo/M/bop		

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

# ->CLICK Edit Document

FILE	TOOLS	VIEW	Edit Document		`Meeting Minute	s New Draft - Word   디	Ð	×
			Navigation Pane		Meeting	Minutes		
	Meeting		Navigation Falle	item.	Specify:	Name of Goup/Individual.		
	Date: Attendir		Show <u>C</u> omments	to enter a date. Ie present.	Time:	Enter time.		
	Absent:	ē	Column <u>W</u> idth →	le absent.				
	Next Me		Page Color >					
	Date: Agenda	G	<u>L</u> ayout →	to enter a date. da items.	Time:	Enter time.	~	
						am/Residence Team Meetings and Committee Meeting minutes. Individual Update Minute forms (Blue Header).	Q	シ

- Save-As to save minutes to the appropriate folder,
   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.

Agenda Items	Discussion/Conclusions	<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.

				Page 1 of 1	
	Meeting Meeting	<u> Minutes</u>			
Meeting for: Date: Attending:	Choose an item. ] Click here to enter a date] [ List people present. ]	Specify: Time:	Name of Goup/In [Enter time.]	dividual. ]	
Absent: <u>Next Meeting</u> Date: Agenda Items:	List people absent. [ Click here to enter a date] List Agenda items. ]	Time:	Enter time.		
and Comm the <u>Individ</u> 2. Save-As to 3. You can ac rows below	only for: Individual Annual Mea ittee Meeting minutes. For multi <u>ual Update Minute forms (Blue F</u> save minutes to the appropriat Id new rows as needed by right- <i>y</i> . ask for help to save a copy on S	ple Individu leader). e folder, clicking a ro	al Update Meettings p ow, then select insert,	lease use	

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

Image: Image	] = `Ma UT REFERENCES MAI	W	Save As	5		x
	IN RELEASED MA		am 🕨 `2014 -2015	~ Ç	Search `2014 -2015	م
		Organize 👻 New folde	er			• 0
Meeting for: Date: Attending: Absent: <u>Next Meeting</u> Date: Agenda Items:	Choose an item. Click here to ente List people pres List people abs Click here to ente List Agenda iter	<ul> <li>Program cord (\'         finance (\\win-d     </li> <li>data (\\win-dc0:</li> </ul>	ting Minutes New Draft		Date modified 03/03/2015 3:23 PM 14/05/2014 10:25 12/02/2015 9:03 A 12/02/2015 7:44 A	Type Microsoft W Microsoft W Microsoft W Microsoft W
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#### <u>Home</u>

# ->CLICK Save

III → → O III → HOME INSERT DESIGN PAGE LAYOU	〕 =	<b>W</b> ]	Save As			×
		🔄 🏵 - ↑ 📕	< `Team ▶ `2014 -2015	~ C	Search `2014 -2015	Ą
		Organize 🔻 New	folder			• 🕐
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Agenda Items		cussion/Conclu	sions Wh	o/When	A Caps L	ock: ON

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

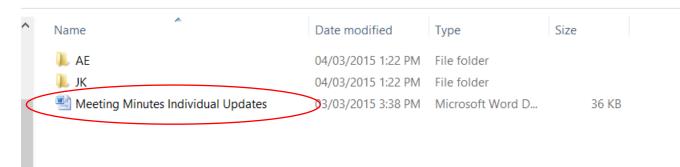
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		Meeting N	<u> Minutes</u>			
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	Absent: <u>Next Meeting</u>	List people absent.				
	Date: Agenda Items:	Click here to enter a date] [ List Agenda items. ]	Time:	Enter time.	]	
	and Comm the <u>Individu</u> 2. Save-As to 3. You can ad rows below	l only for: Individual Annual Mee ittee Meeting minutes. For multi ual Update Minute forms ( <b>Blue H</b> save minutes to the appropriat Id new rows as needed by right- v. ask for help to <u>save a copy on S</u>	ple Individu leader). e folder, clicking a ro	al Update Meditin ow, then select in	gs please use sert, then insert	
	Agenda Items	Discussion	Conclusio	ne	Who/When	L



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

Name	Date modified	Туре	Size
🗼 Individual Updates	05/03/2015 11:22	File folder	
📙 Team	05/03/2015 11:22	File folder	

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



->CLICK Here to Review how to open any Minutes.

**Note:** This is a new Meeting Minutes form where you will record <u>all the client updates</u> (for this meeting) in this <u>one document</u>. 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.

#### <u>Home</u>

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

^ Name	Date modified	Туре	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
🕙 ноw то	26/02/2015 9:09 A	Microsoft Word D	1,606 KB

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

ivame	Date modified	туре	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		
Indmyshift	04/03/2015 1:21 PM	File folder		
I 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		

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

Name	Date modified	Туре	Size
2014-2015	04/03/2015 1:21 PM	File folder	
1 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	
唑 `Meeting Minutes New Draft	03/03/2015 3:28 PM	Microsoft Word D	29 KB