The purpose of the Floating Toolbar is to give you access to the SMART tools without having to open the SMART Notebook software. It contains the most commonly used tools for the SMART Board and Slate, but can be controlled by your mouse as well. The Floating Toolbar will appear once you install the SMART drivers on the computer workstation.

You can find the Floating Toolbar along the left side of your computer screen. It is not locked down. To move it up or down along the side of the screen or even to the other side of the screen, click on the “move” handle and drag the toolbar to wherever you prefer. It will not turn vertical if you try to place it on the top or bottom of your screen.

### Hide/Reveal
1. Click the double gray arrows pointing right to “roll out” the toolbar.
2. Click the double gray arrows pointing left to “roll in” the toolbar.

### Turn On/Off
1. Right-click on the SMART Board icon on the system tray.
2. Select “Show” to turn the toolbar on; Select “Hide” to turn the toolbar off.

### Customizing Toolbar
Click on the Customize Floating Toolbar icon to see how you can change the toolbar to fit your needs. You can drag & drop additional tools to the toolbar, add up to 8 more columns, or restore the toolbar to its default settings. Click “Done” when you are finished.

When you click to select a tool, its customization icon appears and allows you to change the settings for that particular tool. For the Pen and Highlighter tools, you can change the color and thickness to what you need. Be sure to click “Save Tool Properties” to activate the settings.