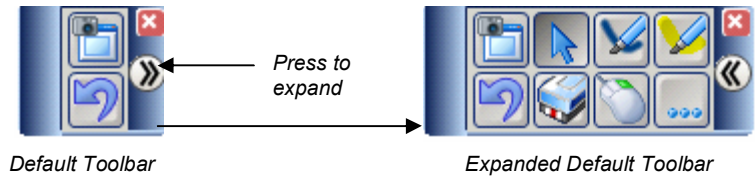


## Using the Floating Tools Toolbar

The Floating Tools enhance the options already available through the pen tray, placing the features you use most literally at your fingertips. This versatile toolbar floats over any open application on your interactive whiteboard.

### Accessing the Floating Tools

Pick up a pen from the SMART Pen Tray to launch the Floating Tools toolbar. Initially, only two buttons will be displayed – the Area Capture button and the Undo button. Press the arrow on the right of the toolbar to see the expanded default toolbar.



If you pick up a pen and the Floating Tools toolbar does not appear, press the SMART Board™ icon in the Windows® Notification Area at the bottom right of your screen, then select **Floating Tools**.



### Moving the Floating Tools

Use the border on the left side of the toolbar to move it anywhere on your desktop.

### Using the Default Floating Tools

Press any button on the Floating Tools toolbar and use your finger to control that feature.

Button	Use this tool to...
	Capture an area of the screen into Notebook™ software
	Stop using other tools and return cursor to mouse mode
	Write or draw in digital ink
	Highlight an area of the screen with translucent ink for emphasis without overwriting the object
	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

**NOTE:** If the Floating Tools toolbar does not appear when picking up a pen, the application you are working in may be Ink Aware. If the application is Ink Aware, these buttons will be available in the application's toolbar. Floating Tools do not appear when running these applications because you can already write or draw over these applications without the tools from the Floating Tools toolbar. Many popular applications, like Microsoft® Word and Microsoft Excel, are Ink Aware. When you use an application that is Ink Aware, whatever you write or draw on the interactive product can be incorporated as an actual component of the file, rather than an external note created over the file.