SMART Ink™

Windows® operating systems

User's guide

Extraordinary made simple®

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Contents

Chapter 1: Getting started **1**

About SMART Ink 1
About your SMART software 2
Getting started with SMART Ink 3
Accessing SMART Ink tools 4
Changing the SMART Ink settings 5

Chapter 2: Working with SMART Ink **7**

Writing or drawing with SMART Ink 7
Using SMART Ink after you disconnect your interactive product 12
Using application ink tools 13
Using SMART Ink with Microsoft Office 13
Writing in Internet browsers 16

Chapter 3: Working with SMART Ink Notes **17**

About SMART Ink Notes 17
Manipulating objects in SMART Ink Notes 18
Saving SMART Ink Notes 19
Deleting SMART Ink Notes 20

Chapter 4: Working with the SMART Ink Document Viewer **21**

About the SMART Ink Document Viewer 21
Using the SMART Ink Document Viewer toolbar 22

Chapter 1
Getting started

About SMART Ink 1
- About SMART Ink Notes 2
- About the SMART Ink Document Viewer 2

About your SMART software 2
- SMART Product Drivers 2
- SMART Notebook software 2
- SMART Meeting Pro software 3

Getting started with SMART Ink 3
- Turning off and turning on SMART Ink 3

Accessing SMART Ink tools 4

Changing the SMART Ink settings 5
- The General Settings tab 5
- The Microsoft® Office Settings tab 6

This guide explains how to use SMART Ink™ with your SMART interactive product.

About SMART Ink

When you connect your computer to your SMART interactive product, you can use SMART Ink to write and draw in digital ink over open applications, files, folders, websites and any other open window on your computer.

You can write over each tab in an Internet browser. You can write over a video without pausing the video and without interfering with your ability to interact with the video. You can highlight content on your screen. When you move, resize or minimize a window, the ink stays with the window.

You can convert your digital ink notes to text. You can move, copy and paste and erase your digital ink notes. You can also capture your notes as an image and save it in a SMART software file.

When you open an application that has its own ink tools, you can turn off SMART Ink, and then use the application ink tools to write in the content.

About SMART Ink Notes

SMART Ink Notes enable you to write in digital ink anywhere on your desktop. When you write outside of the open windows on your computer, a SMART Ink Note appears and you can write inside the note.

For more information, see *Working with SMART Ink Notes* on page 17.

About the SMART Ink Document Viewer

The SMART Ink Document Viewer enables you to view your PDF files and to write in digital ink over your files.

For more information, see *Working with the SMART Ink Document Viewer* on page 21.

About your SMART software

SMART Ink and SMART Product Drivers are included with SMART Notebook™ collaborative learning software and SMART Meeting Pro™ software.

NOTE

In most cases, SMART Product Drivers installs automatically when you install your SMART software.

SMART Product Drivers

SMART Product Drivers enables your computer to detect input from your SMART interactive product.

SMART Ink works with SMART Product Drivers to enable you to write on your screen in digital ink with your interactive product's pens or with your finger or your mouse using the drawing tools in the SMART Ink toolbar.

SMART Notebook software

You can write in SMART Notebook software with your SMART interactive product's pens or with your finger or your mouse using the drawing tools in the SMART Ink toolbar, and the digital ink becomes part of your .notebook file.

SMART Meeting Pro software

You can write in SMART Meeting Pro software's Whiteboard mode during collaborative work sessions with your SMART interactive product's pen or your finger and a SMART Ink pen tool, and the digital ink becomes part of your .notebook file.

Getting started with SMART Ink

If your computer is connected to a SMART interactive product, the SMART Ink toolbar appears in the title bar of each open window when you start your computer and SMART Ink starts automatically.

NOTES

- You can change the settings so that SMART Ink doesn't start automatically.
- SMART applications, such as SMART Notebook software, SMART Meeting Pro software and SMART Ink Document Viewer, don't display the SMART Ink toolbar because they include their own ink tools that you can use to write directly in your file.

If the toolbar doesn't appear, ensure your interactive product is connected to your computer. If the toolbar still doesn't appear, manually start SMART Ink.

To manually start SMART Ink

1. Select **Start > All Programs > SMART Technologies**.
2. Select **SMART Ink**.

   SMART Ink starts and the SMART Ink toolbar appears in the title bar of each open window.

Turning off and turning on SMART Ink

When you start your computer and your interactive product, SMART Ink is on by default for all your open windows. At any time, you can turn off or turn on SMART Ink for any window.

Objects and notes on the window disappear when you turn off SMART Ink and are restored when you turn on SMART Ink.

To turn off SMART Ink

1. Press **SMART Ink** on the window's SMART Ink toolbar.

   The SMART Ink tools appear.

2. Select **Turn off SMART Ink**.

   The toolbar turns gray

.

To turn on SMART Ink

1. Press **SMART Ink** on the window's SMART Ink toolbar.

   The SMART Ink tools appear.

2. Select **Turn on SMART Ink**.

   The toolbar turns green

.

Accessing SMART Ink tools

The SMART Ink toolbar appears in the title bar of each open window on your computer. Use the toolbar to select ink properties for that window and to perform common tasks such as capturing your notes.

The SMART Ink toolbar includes the following tools:

Select

Pen Color

Line Thickness

Calligraphic Ink

Highlighter

Eraser

Capture

Clear Ink

When you pick up your interactive product's pen or select a SMART Ink pen tool with your finger or your mouse, a fly-out shows the ink color and the tool.

When you use another tool, the fly-out shows the ink color of all the active tools.

To access SMART Ink tools

Press **SMART Ink** on the toolbar.

The SMART Ink tools appear.

You can move the toolbar anywhere along the edge of the window.

To move the toolbar

1. Press the **Move** icon .
2. Drag the toolbar to a new location on the edge of the open window.

Changing the SMART Ink settings

You can change the SMART Ink settings at any time.

To change the settings

1. Press **SMART Ink** on the toolbar.

   A drop-down menu appears.

2. Select **Settings**.

   SMART Ink Settings appears.

3. Follow the on-screen instructions.

The General Settings tab

- You can specify whether SMART Ink starts when you log on.

  If you clear this check box, SMART Ink doesn't start the next time you log on. You can draw in only SMART Notebook software and SMART Meeting Pro software. However, you're unable to draw over other applications or create SMART Ink Notes.

  You can turn on SMART Ink any time using the Start menu.

- You can hide all SMART Ink toolbars but enable drawing over windows.

  If you clear this check box, all toolbars are hidden. A toolbar appears in the title bar when you pick up a pen, and then write or draw over a window to create digital ink notes. When you erase the ink notes, the toolbar disappears.

- You can set the opacity of the background of your SMART Ink Notes.

  The lower the opacity, the more transparent the note.

- You can specify whether drop shadows appear for your ink notes.

  This setting gives your ink notes a more 3D appearance.

  NOTE

  If you select this setting, it could decrease performance on slower computers.

- You can select whether your ink notes disappear when you convert them to text.

  This setting automatically clears ink notes after you insert them as text in an application.

The Microsoft® Office Settings tab

- You can specify whether the SMART Ink Toolbar for PowerPoint® appears when you start a presentation.

  If you clear this check box, the SMART Ink Toobar for PowerPoint doesn't appear in Presentation mode, but you can draw on the slides and use gestures to navigate through slides.

- You can set the default orientation of the SMART Ink Toolbar for PowerPoint as horizontal or vertical.

- You can specify whether SMART Ink is on by default when you start Microsoft Office.

  If you select this check box, you write with SMART Ink instead of application ink tools when you use Edit mode in Word, Excel® or PowerPoint.

  This doesn't change how you use ink in PowerPoint Presentation mode.

  This setting applies the next time you start your Microsoft Office application.

Chapter 2
Working with SMART Ink

Writing or drawing with SMART Ink 7
- Highlighting content 9
- Manipulating ink 9
- Converting handwriting to text 10
- Saving ink 11
- Erasing and clearing ink 11

Using SMART Ink after you disconnect your interactive product 12
Using application ink tools 13
Using SMART Ink with Microsoft Office 13
- Using SMART Ink during PowerPoint presentations 14
- Using the pointer 15
- Accessing the PowerPoint menu and ink tools 16
- Ending your presentation 16

Writing in Internet browsers 16

This section explains the basics of using SMART Ink to write on your screen in digital ink.

Writing or drawing with SMART Ink

SMART Ink enables you to write or draw in digital ink over open applications, files, folders, websites and any other open window on your computer. You can write with your interactive product's pens or with your finger or your mouse using with the drawing tools in the SMART Ink toolbar.

SMART applications, such as SMART Notebook software, SMART Meeting Pro software and the SMART Ink Document Viewer, don't display the SMART Ink toolbar because they include their own ink tools that you can use to write directly in your document. All other open applications display the SMART Ink toolbar.

NOTE

SMART ink is disabled when SMART Notebook software is in Transparent mode.

TIP

If your interactive product supports multitouch, two people can work together to write, erase or interact with content anywhere on the interactive surface at the same time.

When you write in digital ink over an open application or in your SMART software, the ink becomes an object that you can move and manipulate.

To write with your interactive product's tools

1. Pick up a pen from your interactive product's pen tray or press an ink color button on your interactive pen display and then pick up the pen.
2. Write over an open file, folder or website on your interactive product.

To write with SMART Ink pen tools

1. Using your interactive product's pen tool, your finger or your mouse, select a pen color and a line thickness from the SMART Ink toolbar.
2. Write over an open file, folder or website on your interactive product.
3. Press **Select** on the toolbar when you're done. Otherwise, your interactive product continues interpreting screen touches as pen strokes.

To write with calligraphic ink

1. Using your interactive product's pen tool, your finger or your mouse, select a pen color and a line thickness from the SMART Ink toolbar.
2. Select the **Calligraphic Ink** check box.
3. Write over an open file, folder or website on your interactive product.
4. Press **Select** on the toolbar when you're done. Otherwise, your interactive product continues interpreting screen touches as pen strokes.

Highlighting content

You can highlight any content on your screen.

To highlight content on your screen

1. Select a highlighter from the SMART Ink toolbar.
2. Draw over an open file, folder or website on your screen.
3. Press **Select** on the toolbar when you're done. Otherwise, your interactive product continues interpreting screen touches as highlighting.

Manipulating ink

Using the tools on the SMART Ink selection border, you can manipulate objects created with SMART Ink. You can select objects and move them around the window, and you can delete objects.

To select an object

Press the object once.

A border appears around the object.

NOTE

Press another object to select more than one. The border expands to include all objects that you select.

To move an object

1. Select the object.
2. Drag the object to a new location on the page.

TIP

You can also select and then flick your ink notes to move them quickly to a new location.

To delete an object

1. Select the object.

   A border appears around the object.

2. Press **Delete** on the border.

> **TIP**
>
> You can use your interactive product's eraser or the SMART Ink eraser to delete objects.

Converting handwriting to text

You can write with SMART Ink, and then convert your writing to text. For example, you can write over your browser, and then insert the ink as text in the browser's search field.

To convert handwriting to text

1. Select the ink notes you want to convert.

   A border appears around your notes.

> **NOTE**
>
> You can select multiple ink notes. The border expands to include all the notes that you select.

2. Press **Convert to text** on the border.

   A message appears asking you to touch where you want to insert this text, and the interpretation of your notes appears.

3. Press the location in an application where you want to insert the text.

   Your ink notes copy to the application as text.

Saving ink

You can save whatever you write on your interactive product's screen with SMART Ink by taking a screen capture. You can also copy and save your notes as an object in another application.

To capture and save your ink notes

1. Press **Capture** in the SMART Ink toolbar.

   The screen capture appears in the page area of your SMART software.

2. Save your SMART software file.

> **NOTE**
>
> If you want to save your notes but don't want to capture the entire screen, you can capture an area or a window using the Screen Capture toolbar (see your SMART software's online Help for more information).

To save your ink notes as an object in another application

1. Select the ink notes.

   A border appears around the ink notes.

2. Press the arrow on the border.

   A Copy, Cut and Delete menu appears.

3. Press **Copy**.

4. Go to the application where you want to insert your ink notes, and then paste your notes.

   Your ink notes appear as an object.

Erasing and clearing ink

You can erase or clear ink from a window at any time.

To erase ink from a window

1. Select an **Eraser** from the SMART Ink toolbar.
2. Erase the ink with your interactive product's eraser.
3. Press **Select** on the toolbar when you're done. Otherwise, your interactive product continues interpreting screen touches as erasing.

To erase a large area of ink from a window

1. Select an **Eraser** from the SMART Ink toolbar.
2. Circle the area you want to erase, and then press inside the circle.
3. Press **Select** on the toolbar when you're done. Otherwise, your interactive product continues interpreting screen touches as erasing.

To clear all ink from a window

Select **Clear Ink** from the SMART Ink toolbar.

Using SMART Ink after you disconnect your interactive product

When you disconnect your interactive product, the SMART Ink toolbar turns yellow

.

You can continue using SMART Ink in Mouse mode, or you can hide the toolbars and erase the ink that was on your screen when you disconnected your interactive product.

To continue using SMART Ink

1. Press **SMART Ink** on the toolbar.

   A drop-down menu appears.

2. Select **Keep On**.

To stop using SMART Ink

1. Press **SMART Ink** on the toolbar.

   A drop-down menu appears.

2. Select **Erase and Hide**.

> **NOTE**
>
> To start SMART Ink after you select **Erase and Hide**, you must connect your SMART interactive product. For more information, see *Getting started with SMART Ink* on page 3.

Using application ink tools

Many applications have their own ink tools that you can use to write in the application's content.

When you open an application that has its own ink tools, SMART Ink is on by default and you can write over your application.

NOTE

When you start Microsoft Office 2007 or 2010 applications that have their own ink tools, SMART Ink is off by default. For more information, see *Using SMART Ink with Microsoft Office* below.

If you want to write in the application's content, you can turn off SMART Ink and use the application ink tools. Objects and notes on the window disappear when you turn off SMART Ink and are restored when you turn on SMART Ink.

Using SMART Ink with Microsoft Office

Later versions of Microsoft Word, Excel and PowerPoint have their own application ink tools. When you open a Word document, an Excel spreadsheet or a PowerPoint presentation, the SMART Ink toolbar appears in the title bar. If your version of Office supports application ink tools, SMART Ink is turned off by default and a message confirms that you're using the Microsoft Office pen tools to write into your application.

NOTES

- Windows® 8, Windows 7 and Windows Vista® operating systems support application ink tools for Microsoft Office 2007 and 2010.
- Windows XP operating system doesn't support application ink tools for Microsoft Office.
- Microsoft Office 2004 and earlier don't include application ink tools.
- SMART Ink doesn't support Microsoft Office 2003 or earlier.

You can use the SMART Ink toolbar to turn on ink at any time, and then you can write or draw over your application.

NOTE

When you use SMART Ink to write over a Microsoft Office document that has been marked as a read-only final document, a message appears and you're unable to write or draw over it.

Using SMART Ink during PowerPoint presentations

When you start a PowerPoint presentation, SMART Ink is turned off by default and the SMART Ink Toolbar for PowerPoint appears. The toolbar enables you to select the previous or next slide in your presentation, or a specific slide, and to display a pointer.

It also enables you to access the PowerPoint menu and ink tools and to end your presentation.

You can display your SMART Ink Toolbar for PowerPoint in horizontal or vertical view.

You can also move the toolbar anywhere on the screen and set its transparency.

To move the toolbar

1. Press the **Move** icon.
2. Drag the toolbar to a new location.

To make the toolbar transparent

1. Press **SMART Ink** or **SMART Ink** .

   The SMART Ink Toolbar for PowerPoint appears.
2. Select **Transparent Toolbar**.

To display the previous slide

Press **Previous** .

To display the next slide

Press **Next** .

To display a specific slide

1. Press the slide list icon on the toolbar.

   A menu appears.

2. Select the slide from the drop-down menu.

Using the pointer

You can display a pointer during your presentation to draw attention to an area. This is especially useful for remote viewers who are using Bridgit® conferencing software.

To display the pointer

1. Press **SMART Ink** or **SMART Ink**.

   The SMART Ink Toolbar for PowerPoint appears.

2. Press **Pointer**.

   The pointer appears.

TIPS

- If you want the pointer to change directions as you move your finger around the screen, press the tip of the pointer, and then drag it where you want it to go.
- If you want the pointer to follow your finger without changing its orientation, press the tail of the pointer, and then drag it where you want it to go.

To remove the pointer

Press **Close** on the pointer.

Accessing the PowerPoint menu and ink tools

Use the SMART Ink Toolbar for PowerPoint to access the PowerPoint menu and ink tools during your presentation.

To access the PowerPoint menu

1. Press **SMART Ink** or **SMART Ink**.

   The SMART Ink Toolbar for PowerPoint appears.

2. Press **PowerPoint Menu**.

To access the PowerPoint ink tools

1. Press **SMART Ink** or **SMART Ink**.

   The SMART Ink Toolbar for PowerPoint appears.

2. Press **PowerPoint Ink Tools**.

Ending your presentation

Use the SMART Ink Toolbar for PowerPoint to end your presentation.

To end your presentation

1. Press **SMART Ink** or **SMART Ink**.

   The SMART Ink Toolbar for PowerPoint appears.

2. Press **End Show**.

Writing in Internet browsers

You can write over each tab in your Internet browser.

- When you use Internet Explorer®, your ink notes stay with the content on the tab as you scroll.
- When you drag and drop a tab in Google™ Chrome™ 1.4 or later or Internet Explorer 9 or later, your ink notes stay with the content on the tab.

Chapter 3
Working with SMART Ink Notes

About SMART Ink Notes 17
Manipulating objects in SMART Ink Notes 18
Saving SMART Ink Notes 19
Deleting SMART Ink Notes 20

SMART Ink Notes enable you to write with digital ink anywhere on your desktop, and then save your notes.

About SMART Ink Notes

When you write outside of your open windows, a SMART Ink Note appears. You can write inside the note and the note grows as you write, in the direction you write.

You can move and resize the note. You can change the transparency of the note's background. You can also capture the note as an image and save it in your SMART software.

When you log off your computer, the notes disappear.

The SMART Ink toolbar appears in the title bar of each note. Use the toolbar to select ink properties and perform most common tasks such as capturing your notes.

To create a SMART Ink Note

1. Pick up your interactive product's pen or select a SMART Ink pen tool.
2. Write on your desktop.

   A SMART Ink Note appears.

To move a SMART Ink Note

Press and hold the title bar, and then drag the note to a new location.

To resize a SMART Ink Note

Press and hold the bottom-right corner of the note, and then drag it.

To change the background transparency of a SMART Ink Note

Select the background you want in the SMART Ink Note toolbar.

> **NOTE**
>
> You can use SMART Ink Settings to set the transparency of the background of all your SMART Ink Notes.

Manipulating objects in SMART Ink Notes

You can select, move and delete objects you create in SMART Ink Notes.

To select an object in a SMART Ink Note

Press the object once.

A border appears around the object.

> **NOTE**
>
> Press another object to select more than one. The border expands to include all objects that you select.

To move an object in a SMART Ink Note

1. Select the object.
2. Press and hold **Move** on the border, and then drag the object to a new location in the note.

To delete an object in a SMART Ink Note

1. Select the object.

   A border appears around the object.

2. Press **Delete** on the border.

> **TIP**
>
> You can use your interactive product's eraser or the SMART Ink eraser to delete objects.

Saving SMART Ink Notes

You can save a SMART Ink Note by taking a screen capture of it, or you can copy and save your ink notes as an object.

You can also convert your ink notes to text, and insert the text in another application. For more information, see *Manipulating ink* on page 9.

To capture and save a SMART Ink Note

1. Press **Capture** in the SMART Ink Note toolbar.

   The screen capture appears in the page area of your SMART software.

2. Save your SMART software file.

To save your ink notes as an object in another application

1. Select the ink notes.

   A border appears around the ink notes.

2. Press the arrow on the border.

   A Copy, Cut and Delete menu appears.

3. Press **Copy**.

4. Go to the application where you want to insert your ink notes, and then paste your notes.

   Your ink notes appear as an object.

Deleting SMART Ink Notes

You can delete a SMART Ink Note from your screen at any time.

IMPORTANT

This procedure is not reversible.

NOTE

When you log off your computer, your SMART Ink Notes disappear.

To delete a SMART Ink Note

Press **Delete** in the SMART Ink Note title bar.

Chapter 4

Working with the SMART Ink Document Viewer

About the SMART Ink Document Viewer 21
Using the SMART Ink Document Viewer toolbar 22

Your SMART education or business software includes the SMART Ink Document Viewer.

About the SMART Ink Document Viewer

You can use the SMART Ink Document Viewer to view and write or draw over your PDF files. You can navigate your files and magnify pages. You can also save and print your files, including your ink notes.

TIP

When you install SMART software, the SMART Ink Document Viewer becomes your default PDF viewer. If you want to use another PDF viewer, right-click the PDF file, and then select **Open With**.

To start the SMART Ink Document Viewer

Select **Start > All Programs > SMART Technologies > SMART Ink Document Viewer**.

To open a file

1. Press **Open File** .

   The *Open* dialog box appears.

2. Browse to and select the file you want to open.
3. Press **Open**.

To write with pen tools

1. Pick up a pen from your interactive product's pen tray or press an ink color button on your interactive pen display.
2. Write over your open file.

> **TIP**
>
> You can use your SMART software's floating toolbar to change ink properties.

Using the SMART Ink Document Viewer toolbar

The SMART Ink Document Viewer toolbar contains all the tools you need to view your PDF file.

To move the toolbar

1. Press **Move**.

   A drop down menu appears.
2. Select **Top**, **Bottom**, **Left** or **Right**.

To zoom in or out

Press **Zoom In** or **Zoom Out**.

To adjust the magnification and page view settings

1. Press the magnification arrow.

   A drop down menu appears.
2. Select **Fit Page**, **Fit Width**, **Two Page View** or a magnification percentage.

To display the previous page

Press **Previous Page**.

To display the next page

Press **Next Page**.

To save a file

1. Press **Save** .

   The *Save As* dialog box appears.

2. Browse to where you want to save the file.
3. Type a name for the file in the *File name* box.
4. Press **Save**.

> **NOTE**
>
> If you wrote over the file, your digital ink saves as a permanent part of the file. When you open the file again later, you're unable to modify the ink.

To print a file

1. Press **Print** .

   The *Print* dialog box appears.

2. Select your printer from the *Printer* drop-down menu.
3. Optionally, adjust the **Page Range**, **Page Scaling** and **Print Option** settings.
4. Press **Print**.

SMART Technologies

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