



SMART Ink™ 4.1

USER'S GUIDE



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Chapter 1

Welcome

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

About SMART Ink

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. When you move, resize or minimize a window, the ink stays with the window.

You can write over each tab in Internet Explorer® and Chrome™ Internet browsers or over a video without pausing it or interfering with the video's interactivity. You can highlight content on the screen and move, copy and paste and erase digital ink notes or convert them to text. You can also capture notes as an image and save the image in a SMART software file.

When you open Microsoft® Word, Excel® or PowerPoint® in Windows® operating systems, you can use the Microsoft ink tools to write in files.

About other SMART software

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

SMART Product Drivers

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

SMART Ink works with SMART Product Drivers to give you the ability to write on the screen with the interactive product's pens using the drawing tools in the SMART Ink dynamic toolbar.

SMART Notebook software

SMART Notebook software is designed for education users.

Using your SMART interactive product's pens and the drawing tools in the SMART Ink dynamic toolbar, you can write in SMART Notebook software, and the digital ink becomes part of the SMART Notebook file.

SMART Meeting Pro software

SMART Meeting Pro software is designed for business users.

Using your SMART interactive product's pens and the drawing tools in the SMART Ink dynamic toolbar, you can write in SMART Meeting Pro software, and the digital ink becomes part of the SMART Meeting Pro file.

What's new in SMART Ink

SMART Ink 4.0 and 4.1 introduced a number of new and enhanced features.

Presentation tools

In addition to the *Capture* toolbar, the text conversion window and the stamp pad, the toolbox includes three tools you can use when presenting content on a SMART interactive product:

- Spotlight
- Magnifier
- Screen Shade

You can also draw magnifiers using the magic pen in addition to spotlights.

For more information, see *Using presentation tools* on page 36 and *Drawing magnifiers* on page 18.

Favorite stamps and tools






In addition to pens, you can now save stamps and tools as SMART Ink Favorites.

For more information, see *Using SMART Ink Favorites* on page 27.

SMART Notebook pen support

In previous versions of SMART Ink, SMART Notebook pens behaved like standard pens if you used them in applications other than SMART Notebook software or on the desktop.

Beginning with SMART Ink 4.0, you can use the following SMART Notebook pens in most other applications¹ or on the desktop and they will behave as they do in SMART Notebook software:

-  Crayon
-  Creative pen
-  Paint brush
-  Magic pen²
-  Shape recognition pen

In addition, you can use photographs or other picture files to create personal creative pens in SMART Ink.

NOTE

To use SMART Notebook pens with SMART Ink, install SMART Notebook software on your computer.

For more information, see *Writing, drawing and erasing* on page 13.

Save screen capture to new or current SMART Notebook pages

If SMART Notebook software is installed and running, you can save screen captures to new SMART Notebook pages or to the current page in an open SMART Notebook file.

For more information, see *Saving and clearing digital ink* on page 24.

¹Excluding SMART Ink Document Viewer, Adobe Acrobat Reader and third-party SMART Board SDK applications

²Disappearing ink and Spotlight features supported

Dynamic toolbar notifications when SMART Ink is turned off

You can turn off SMART Ink for a specific window or application. SMART Ink is also unavailable for some windows and applications.

When you select a window or application for which SMART Ink is turned off or is otherwise unavailable, the dynamic toolbars display a white pen and ink stroke:



For more information, see *Turning SMART Ink on or off* on page 39.

Displaying dynamic toolbars at all times

Depending on your SMART interactive product, you must pick up the interactive product's pen or select **Show Ink Toolbar** from the *SMART Board* menu to display the dynamic toolbar (see *Opening the dynamic toolbar* on page 6 for details).

Beginning with SMART Ink 4.0, you can choose to display the dynamic toolbars at all times instead.

For more information, see *Chapter 5: Changing settings* on page 55.

Warning when SMART interactive product isn't connected

If you start SMART Ink manually but your computer isn't connected to a SMART interactive product, a notification appears.

For more information, see *Getting started* on page 5.

Other resources

For more information about SMART Ink and the other SMART software on your computer, refer to the support pages on SMART's website (smarttech.com/support). The support pages include all the information in this guide. You can view the support pages on your SMART interactive product or on a mobile device.

Chapter 2

Using SMART Ink

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Use SMART Ink to write and draw in digital ink.

Getting started

By default, SMART Ink starts when you first log on to your computer. However, if SMART Ink isn't set up to start automatically, you can start it manually.

After SMART Ink starts, you can open the SMART Ink dynamic toolbar and use it to write and draw, convert handwriting to text, take screen captures and use favorites.

NOTES

- If you start SMART Ink manually but your computer isn't connected to a SMART interactive product, a notification appears.
 - When you start SMART Ink for the first time, a *Welcome* window opens. The *Welcome* window includes four short introductory videos. To watch a video, press its play button. To open the *Welcome* window again later, press the Help button  in the upper-left corner of the dynamic toolbar.
 - Although the dynamic toolbar works with the desktop and all applications, some of its options vary from application to application.
-

Starting SMART Ink manually

▶ To start SMART Ink manually in Windows operating systems

In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Ink**.

OR

In Windows 8.1 operating system, go to the *Apps* screen, and then scroll to and select **SMART Technologies > SMART Ink**.

OR

In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink**.







▶ To start SMART Ink manually in OS X operating system software





In Finder, go to **Applications/SMART Technologies** and double-click **SMART Ink**.

Opening the dynamic toolbar

Before opening the dynamic toolbar, start SMART Ink and connect your computer to a SMART interactive product.

The procedure for opening the dynamic toolbar depends on the type of SMART interactive product you're using:

Interactive product(s)	Procedure
Interactive flat panels	
SMART Board 8000i-G5	<p>Pick up one of the interactive flat panel's pens.</p> <hr/> <p> NOTE</p> <p>SMART Board 8000i-G5 series interactive flat panels have Pen ID™. If you pick up one pen and another user picks up the other pen, two dynamic toolbars appear. You and the other user can choose the colors and other settings for your pens independently.</p> <div data-bbox="657 716 1430 930" style="border: 1px solid black; padding: 10px; text-align: center;"></div>
SMART Board 8000i-G4 SMART Board 8000i-G3	<p>Pick up one of the interactive flat panel's pens.</p>
SMART Board 6000	<p>Pick up one of the interactive flat panel's pens.</p> <hr/> <p> NOTE</p> <p>SMART Board 6000 series interactive flat panels have Pen ID. If you pick up one pen and another user picks up the other pen, two dynamic toolbars appear. You and the other user can choose the colors and other settings for your pens independently.</p> <div data-bbox="657 1346 1430 1560" style="border: 1px solid black; padding: 10px; text-align: center;"></div>
SMART Board 4000	<p>In Windows operating systems, press the SMART Board icon  in the notification area, and then select Show Ink Toolbar.</p> <p>OR</p> <p>In OS X operating system software, press the SMART Board icon  in the Mac menu bar, and then select Show Ink Toolbar.</p>

Interactive product(s)	Procedure
Interactive whiteboards	
SMART Board 800	Pick up one of the interactive whiteboard's pens.
SMART Board M600	If the interactive whiteboard has a pen tray, press one of the Color Select buttons on the pen tray. OR If the interactive whiteboard doesn't have a pen tray: <ul style="list-style-type: none">• In Windows operating systems, press the SMART Board icon  in the notification area, and then select Show Ink Toolbar.• In OS X operating system software, press the SMART Board icon  in the Mac menu bar, and then select Show Ink Toolbar.
SMART Board 600	Pick up one of the interactive whiteboard's pens.
Other interactive products	
LightRaise® 60wi2 LightRaise 60wi	In Windows operating systems, press the SMART Board icon  in the notification area, and then select Show Ink Toolbar . OR In OS X operating system software, press the SMART Board icon  in the Mac menu bar, and then select Show Ink Toolbar .
SMART Podium™	Press one of the Color Select buttons on the interactive pen display.

 **NOTE**

You can set the dynamic toolbar to appear on screen at all times (see *Chapter 5: Changing settings* on page 55).

Viewing the dynamic toolbar in full mode

When you first open the dynamic toolbar, it appears minimized. To view the toolbar in full mode, press it.

NOTES

- If SMART Notebook software is installed, buttons for the first four SMART Ink Favorites appear around the toolbar when it's minimized. These buttons are called “quick favorites” (see *Using SMART Ink Favorites* on page 27).




- The options available in full mode depend on the type of SMART interactive product connected to your computer.

The toolbar minimizes after 10 seconds of non-use. You can also minimize the toolbar at any time by pressing its center.



Moving and docking the dynamic toolbar

If the dynamic toolbar is covering content, drag it to a different part of the screen.

You can dock the dynamic toolbar to the left or right edge of the screen by dragging it to that edge. You can also press the docking button  in the top-right corner of the dynamic toolbar.

Pinning palettes in the dynamic toolbar

When you press one of the buttons in the dynamic toolbar's circle, the button moves to the top of the circle and a palette for the button appears. After 10 seconds of non-use, the toolbar minimizes and open palettes disappear.

You can pin a palette so that it remains open while you write or draw or complete other tasks. To pin a palette, press **Pin**  in its upper-right corner. To unpin the palette, press **Unpin**  in its top-right corner.


NOTE

If you press the center of the toolbar, the toolbar minimizes and pinned palettes disappear.

Closing the dynamic toolbar

Unless the dynamic toolbar is set to appear at all times (see *Chapter 5: Changing settings* on page 55), it disappears when you return the pen to its holder. If you pick up the pen later, the dynamic toolbar reappears in the same location.

You can also hide the dynamic toolbar in other ways:

- Dock the dynamic toolbar, push it off the screen until it disappears, and then press **Close Ink** when prompted.
- Press the **SMART Board** icon  in the notification area (Windows operating systems) or Mac menu bar (OS X operating system software) and select **Hide Ink Toolbar**.

NOTE

You can also turn off SMART Ink for a specific window or application (see *Turning SMART Ink on or off* on page 39).

Getting started with the SMART Touch Inking Tool




If your computer is connected to a SMART interactive product that supports touch recognition, you can use the SMART Touch Inking Tool to write or draw with your finger or an accessibility aid, such as a tennis ball.

NOTE

The SMART Touch Inking Tool is available only if SMART Notebook software is installed.

Starting the SMART Touch Inking Tool

You can start the SMART Touch Inking Tool in a variety of ways:

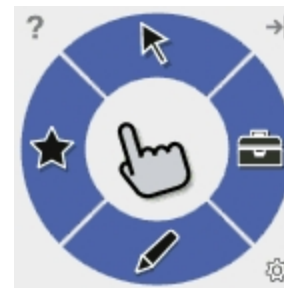
Operating system	Options
Windows	<ul style="list-style-type: none">• Press the SMART Board icon  in the notification area, and then select Show SMART Touch Inking Tool.• In Windows 7 operating system, select Start > All Programs > SMART Technologies > SMART Touch Inking Tool. OR In Windows 8.1 operating system, go to the <i>Apps</i> screen, and then scroll to and select SMART Technologies > SMART Touch Inking Tool. OR In Windows 10 operating system, select Start > All apps, and then scroll to and select SMART Technologies > SMART Touch Inking Tool. <hr/> <p> TIP</p> <p>Right-click SMART Touch Inking Tool, and then select Pin to Taskbar to add a shortcut to SMART Touch Inking Tool to the task bar.</p> <ul style="list-style-type: none">• Open the <i>SMART Ink Settings</i> window, press Toolbar Settings, and then press Start SMART Touch Inking Tool (see <i>Changing settings in Windows operating systems</i> on page 55).
OS X	<ul style="list-style-type: none">• Press the SMART Board icon  in the Mac menu bar, and then select Show SMART Touch Inking Tool.• Open the <i>SMART Ink Settings</i> window, press Toolbar Settings, and then press Start SMART Touch Inking Tool (see <i>Changing settings in OS X operating system software</i> on page 60).

 **NOTE**

If the SMART Touch Inking Tool isn't available for your SMART interactive product, a message informs you when you try to open the tool.

Using the SMART Touch Inking Tool

After you start the SMART Touch Inking Tool, its dynamic toolbar appears. The SMART Touch Inking Tool dynamic toolbar is identical to the SMART Ink dynamic toolbar except that its circle is blue rather than gray, black or red (see *Getting started* on page 5).





The SMART Touch Inking Tool dynamic toolbar lets you do everything that you can do with your SMART interactive product's pens and erasers, but with your finger or an accessibility aid, such as a tennis ball:

- Write, draw and erase
- Save digital ink in a screen capture
- Convert handwriting to typed text
- Save and use SMART Ink Favorites

Closing the SMART Touch Inking Tool

You can close the SMART Touch Inking Tool in a number of ways:

Operating system	Options
All	Dock the SMART Touch Inking Tool dynamic toolbar, push it off the screen until it disappears, and then press Close Ink when prompted.
Windows	<ul style="list-style-type: none">• Press the SMART Board icon  in the notification area, and then select Hide SMART Touch Inking Tool.• Open the <i>SMART Ink Settings</i> window, press Toolbar Settings, and then press Close SMART Touch Inking Tool (see <i>Changing settings in Windows operating systems</i> on page 55).
OS X	<ul style="list-style-type: none">• Press the SMART Board icon  in the Mac menu bar, and then select Hide SMART Touch Inking Tool.• Open the <i>SMART Ink Settings</i> window, press Toolbar Settings, and then press Close SMART Touch Inking Tool (see <i>Changing settings in OS X operating system software</i> on page 60).

 **NOTE**

You can also turn off the SMART Touch Inking Tool for a specific window or application (see *Turning SMART Ink on or off* on page 39).

Writing, drawing and erasing

When you write or draw in an application or on the desktop, the digital ink becomes an object that you can erase, move and otherwise manipulate.

In addition to writing or drawing in various types of digital ink, you can write or draw in disappearing digital ink and draw spotlights, magnifiers and shapes.

 **NOTE**

You can write in, draw in, erase and manipulate digital ink when SMART Ink is running (see *Getting started* on page 5) and your computer is connected to a SMART interactive product.

Writing and drawing in digital ink

You can write or draw in most applications and on the desktop.

 **NOTE**

If you are writing or drawing in a Microsoft Office application, see *Chapter 3: Using SMART Ink with Microsoft Office* on page 41.


▶ **To write or draw in digital ink**







1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Pens** .

3. Press **Pen Options** , and then select one of the following pens:

Icon	Name
Standard pens	
	Pen
	Highlighter
	Calligraphic pen
SMART Notebook pens¹	
	Crayon
	Creative pen
	Text pen ²
	Paint brush

 **NOTE**

For information on the magic pen and shape recognition pen, see *Writing and drawing in disappearing digital ink* on page 16, *Drawing spotlights* on page 17, and *Drawing magnifiers* on page 18.

¹These pens are available only if SMART Notebook software is installed.

²The text pen behaves like the standard pen outside of SMART Notebook software.

4. Set the color and line properties for the pen:

Property							
							
Color	Yes	Yes	Yes	Yes	Yes ³	Yes	Yes
							
Line style	Yes	No	No	No	No	No	No
Line start	Yes	No	No	No	No	No	No
Line end	Yes	No	No	No	No	No	No
Thickness	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Transparency	Yes	No	Yes	No	No	Yes	No

5. Write or draw in digital ink.

 **NOTE**

When you write or draw in digital ink on the desktop, the digital ink appears inside a SMART Ink Note. You can move and close the SMART Ink Note as you would any other window.

Using personal creative pens

If SMART Notebook software is installed, you can use photographs or other picture files to create personal creative pens.

▶ To add a personal creative pen





1. Save the Bitmap, GIF, JPEG, PNG or TIFF picture file you want to use for a personal creative pen in a location you can access from the computer on which SMART Ink is installed.
2. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

3. Press **Pens** .

³Presets, rather than color options, are available for the creative pen.

4. Press **Pen Options** , and then select **Creative Pen** .
5. Press **Color Options** .
6. Press **Add** .

The *Open* dialog box appears.





7. Browse to the picture file you saved in step 1, and then press **Open**.
SMART Ink adds a creative pen based on the picture file.

▶ To delete a personal creative pen

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Pens** .
3. Press **Pen Options** , and then select **Creative Pen** .
4. Press **Color Options** .
5. Press and hold the personal creative pen, and then press **Delete**.

Writing and drawing in disappearing digital ink




If SMART Notebook software is installed, you can use the magic pen to write or draw in digital ink that disappears after a few seconds.

▶ To write or draw in disappearing digital ink

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

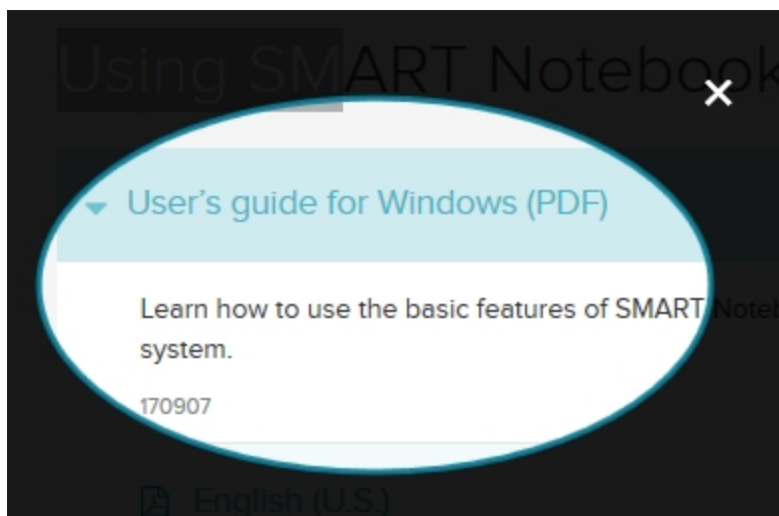
2. Press **Pens** .
3. Press **Pen Options** , and then select **Magic Pen** .

4. Set the color and line thickness for the magic pen.
5. Write or draw in digital ink using the magic pen.




The digital ink disappears after a few seconds.


Drawing spotlights

If SMART Notebook software is installed, you can create a spotlight to highlight content on the screen. You do this by drawing a circle or oval using the magic pen.



▶ To draw a spotlight

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).
OR
Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).
2. Press **Pens** .
3. Press **Pen Options** , and then select **Magic Pen** .
4. Set the color and line thickness for the magic pen.
5. Draw a circle or oval around the portion of the screen you want to display using the magic pen.
A spotlight appears.

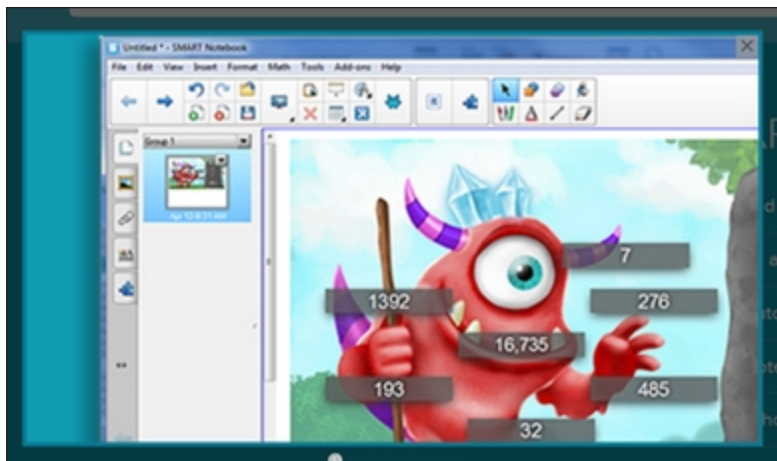
6. Optionally, press the spotlight's edge, and then drag outward or inward to make the spotlight larger or smaller.
7. When you're done with the spotlight, press **Close** .

 **TIP**

Alternatively, you can open the Spotlight tool from the toolbox (see *Using the Spotlight tool* on page 36).

Drawing magnifiers

If SMART Notebook software is installed, you can magnify content on the screen by drawing a square or rectangle with the magic pen.






▶ To draw a magnifier

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).


OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Pens** .
3. Press **Pen Options** , and then select **Magic Pen** .
4. Set the color and line thickness for the magic pen.

5. Use the magic pen to draw a square or rectangle around the portion of the screen you want to magnify.

A magnifier appears.

6. Optionally, do the following:
 - Press within the magnifier and then drag to move it.
 - Press the magnifier's edge, and then drag outward or inward to make the magnifier larger or smaller.
 - Drag the slider below the magnifier to zoom in and out.
7. When you're done with the magnifier, press **Close** .

 **TIP**

Alternatively, you can open the Magnifier tool from the toolbox (see *Using the Magnifier tool* on page 37).

Drawing shapes

If SMART Notebook software is installed, you can use the shape recognition pen to draw circles, ovals, squares, rectangles, triangles and arcs. SMART Ink converts your drawings to the appropriate shapes.



 **NOTE**




In SMART Notebook software, the shapes are converted to SMART Notebook software objects. In other applications and on the desktop, the shapes remain digital ink.

▶ **To draw a shape**

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).




2. Press **Pens** .
3. Press **Pen Options** , and then select **Shape Recognition Pen** .
4. Set the color and line thickness for the shape recognition pen.
5. Draw a shape using the shape recognition pen.

If SMART Ink recognizes your drawing as a circle, oval, square, rectangle, triangle or arc, it converts the drawing to that appropriate shape.

Erasing

The procedure for erasing digital ink depends on the type of SMART interactive product that you're using:

Interactive product(s)	Procedure
Interactive flat panels	
SMART Board 8000i-G5	Move the eraser end of a pen over the digital ink you want to erase. OR Move your palm or fist over the digital ink you want to erase.
SMART Board 8000i-G4 SMART Board 8000i-G3	Move the eraser over the digital ink you want to erase. OR Move your palm or fist over the digital ink you want to erase.
SMART Board 6000	Move the eraser end of a pen over the digital ink you want to erase. OR Move your palm or fist over the digital ink you want to erase.

Interactive product(s)	Procedure
SMART Board 4000	<ol style="list-style-type: none">1. Open the SMART Ink dynamic toolbar in full mode (see <i>Opening the dynamic toolbar</i> on page 6). OR Open the SMART Touch Inking Tool dynamic toolbar in full mode (see <i>Starting the SMART Touch Inking Tool</i> on page 11).2. Press Eraser , and then select an eraser size.3. Move your finger over the digital ink you want to erase.
Interactive whiteboards	
SMART Board 800	<p>Move the eraser over the digital ink you want to erase. OR Move your palm or fist over the digital ink you want to erase.</p>
SMART Board M600	<ol style="list-style-type: none">1. Press the Eraser button on the pen tray. OR Do the following:<ol style="list-style-type: none">a. Open the dynamic toolbar in full mode (see page 6).b. Press Eraser , and then select an eraser size.2. Move your finger over the digital ink you want to erase.
SMART Board 600	<p>Move the eraser over the digital ink you want to erase. OR Move your palm or fist over the digital ink you want to erase.</p>
Other interactive products	
LightRaise® 60wi2 LightRaise 60wi	<ol style="list-style-type: none">1. Open the SMART Ink dynamic toolbar in full mode (see page 6).2. Press Eraser , and then select an eraser size.3. Move your finger over the digital ink you want to erase.
SMART Podium™	<ol style="list-style-type: none">1. Press the Eraser button on the interactive pen display.2. Move the tethered pen over the digital ink you want to erase.

Writing, drawing or erasing at the same time as another user

On the following SMART interactive products, two users can write, draw and erase at the same time:

- SMART Board 8000i-G5 series interactive flat panels
- SMART Board 8000i-G3 and 8000i-G4 series interactive flat panels
- SMART Board 6000 series interactive flat panels

- SMART Board 4000 series interactive flat panels
- SMART Board 800 series interactive whiteboards
- SMART Board M600 series interactive whiteboards
- LightRaise 60wi and 60wi2 interactive projectors

SMART Board 6000 series and 8000i-G5 series interactive flat panels have Pen ID, which enables two users to specify colors and other settings for their pens independently.

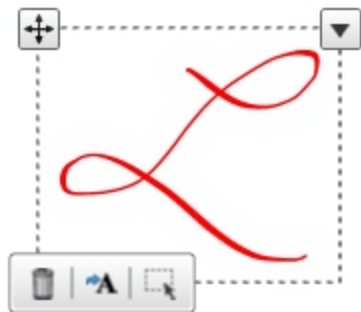
Manipulating digital ink

You can manipulate digital ink objects that you created with SMART Ink.

▶ To select an object

Press the object once.

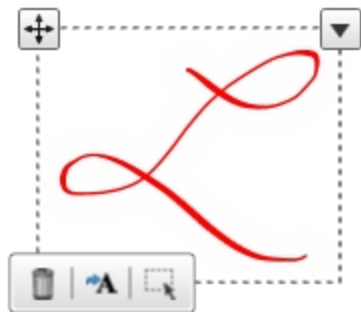
A border appears around the object.




▶ To select multiple objects

1. Press the first object once.

A border appears around the object.

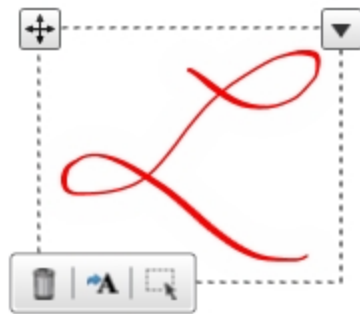



2. Press **Select**  on the border.
3. Drag a rectangle around the objects you want to select.

▶ **To select all objects**

1. Press the first object once.

A border appears around the object.



2. Press the arrow  on the border, and then select **Select All**.

▶ **To clear the selection of objects**

Press the arrow  on the border, and then select **Select None**.


▶ **To move objects**

1. Select the objects.
2. Drag the objects to a new location.


 **TIP**

You can also flick the objects to move them quickly.

▶ **To cut or copy and then paste objects**

1. Select the objects.
2. Press the arrow  on the border, and then select **Cut** or **Copy**.
3. Paste the objects in another application.

▶ **To delete objects**

1. Select the objects.
2. Press **Delete**  on the border.

 **TIP**

You can also erase digital ink to delete it (see *Erasing* on page 20).

Saving and clearing digital ink

You can save digital ink by taking a screen capture. After taking the screen capture, you can choose from a variety of actions:

- Send the screen capture to a new page in SMART Notebook software or SMART Meeting Pro software.
- Send the screen capture to the current page in SMART Notebook software.

 **NOTE**

This option is available when SMART Notebook software is open.

- Save the screen capture as a PNG file to a folder named **Capture** on the desktop.
- Save the screen capture as a PNG file to a location of your choosing.
- Leave the screen capture on the clipboard to paste into any application.

You can clear digital ink from a window or SMART Ink Note after saving it.

 **NOTE**

To take a screen capture or clear digital ink, start SMART Ink (see *Getting started* on page 5) and connect your computer to a SMART interactive product.

Taking screen captures

 **NOTE**

Screen capture support is available only if SMART Notebook software or SMART Meeting Pro software are installed on your computer.

▶ **To take a screen capture using the Capture toolbar**

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR


Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Toolbox** , and then press **Capture** .

3. Press one of the following buttons:

 Capture a rectangular area.

 Capture a window.

 Capture an entire screen.

 Capture a freehand area.

4. Select the area, window or screen you want to capture.

The *Capture* window opens. This window displays a thumbnail of the screen capture and a button for the last action you selected.

5. Press the last action's button.

OR

Press **Do something else** and select a different action.

▶ **To take a screen capture using SMART Ink window tools**

1. Write or draw digital ink over a window or on the desktop (see *Writing, drawing and erasing* on page 13).

2. Press the SMART Ink window tools button  in the top-right corner of the window or SMART Ink Note, and then select **Capture Ink**.

The *Capture* window opens. This window displays a thumbnail of the screen capture and a button for the last action you selected.

3. Press the last action's button.

OR

Press **Do something else** and select a different action.

Clearing all digital ink from a window or SMART Ink Note

As an alternative to erasing digital ink, you can clear all digital ink from a window or SMART Ink Note.

▶ To clear all digital ink from a window or SMART Ink Note

Press the SMART Ink window tools button  in the upper-right corner of the window or the SMART Ink Note, and then select **Clear Ink**.

NOTE

In Internet Explorer and Chrome Internet browsers, this procedure clears digital ink from the current tab. Digital ink in other tabs is not affected.

Converting handwriting to typed text

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

NOTE

You can convert handwriting to text outside of SMART software when SMART Ink is running (see *Getting started* on page 5) and your computer is connected to a SMART interactive product.

▶ To convert new handwriting

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).



2. Press **Toolbox** , and then press **Text Conversion** .


The text conversion window appears.

3. Write the characters you want to convert to text in the text conversion window.

As you write, the text conversion window converts your handwriting to text.

 **NOTES**


- To display an on-screen keyboard, press **Keyboard** .
- To remove existing text from the text conversion window, press **Clear** .
- To edit text, use the editing marks in the bottom left corner of the text conversion window.

-
4. If you want to insert the text in the application, press **Accept** , and then press where you want to insert the text.

OR

If you don't want to insert the text in the application, press **Reject** .

 **To convert existing handwriting**

1. Select the handwriting you want to convert.
2. Press **Convert to text**  on the border.

A message appears asking you to touch where you want to insert this text, and your converted writing appears.

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

Your notes appear in the application as text.

Using SMART Ink Favorites

You can save pens, stamps and tools as SMART Ink Favorites for easy access.

 **NOTES**

- SMART Ink Favorites are available only if SMART Notebook software is installed on your computer.
 - To use SMART Ink Favorites, start SMART Ink (see *Getting started* on page 5) and connect your computer to a SMART interactive product.
-

Using favorite pens



If you frequently write or draw in the same color, width and style of digital ink, you can save those properties as a favorite pen.

▶ To add a favorite pen

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).


2. Press **Favorites** .
3. Press **Add** , and then select **Pen**.
4. Select a favorite pen type.
5. Set the favorite pen's properties.
6. Press **Add as favorite**.

▶ To edit a favorite pen

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).


2. Press **Favorites** .
3. Press **Edit**.
4. Select the favorite pen, and then press **Customize Pen**.
5. Change the favorite pen's properties.
6. Press **Save**.

▶ **To delete a favorite pen**

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Favorites** .
3. Press **Edit**.
4. Select the favorite pen, and then press **Delete**.
5. Press **Done**.

▶ **To write or draw in digital ink using a favorite pen**


1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Select a quick favorite by pressing it.

OR

Press **Favorites** , and then select the favorite pen.

 **NOTE**



If you're using a SMART Board 4000 series interactive flat panel or other touch-only SMART interactive product, open the dynamic toolbar in full mode to access the *Favorites* button.

3. Write or draw in digital ink.


Using favorite stamps

If you frequently use a stamp from the stamp pad, you can save the stamp as a favorite stamp.

▶ To add a favorite stamp

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).
OR
Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).
2. Press **Favorites** .
3. Press **Add** , and then select **Stamp**.
4. Select the stamp you want to save as a favorite.
5. Press **Add as favorite**.

▶ To delete a favorite stamp

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).
OR
Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).
2. Press **Favorites** .
3. Press **Edit**.
4. Select the favorite stamp, and then press **Delete**.
5. Press **Done**.

▶ To use a favorite stamp

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).
OR
Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Select a quick favorite by pressing it.

OR

Press **Favorites** , and then select the favorite stamp.

 **NOTE**

If you're using a SMART Board 4000 series interactive flat panel or other touch-only SMART interactive product, open the dynamic toolbar in full mode to access the *Favorites* button.

3. Press where you want to insert the stamp.

Using favorite tools



If you frequently use a tool from the toolbox, you can save the tool as a favorite tool.

▶ To add a favorite tool

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Favorites** .
3. Press **Add** , and then select **Tool**.
4. Select the tool you want to save as a favorite.
5. Press **Add as favorite**.

▶ To delete a favorite tool

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Favorites** .

3. Press **Edit**.
4. Select the favorite tool, and then press **Delete**.
5. Press **Done**.

▶ **To use a favorite tool**

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Select a quick favorite by pressing it.

OR

Press **Favorites** , and then select the favorite tool.

 **NOTE**

If you're using a SMART Board 4000 series interactive flat panel or other touch-only SMART interactive product, open the dynamic toolbar in full mode to access the *Favorites* button.

3. Use the favorite tool (see *Saving and clearing digital ink* on page 24, *Converting handwriting to typed text* on page 26, or *Using presentation tools* on page 36).

Changing the order of SMART Ink Favorites

Buttons for the first four SMART Ink Favorites appear around the toolbar when it's minimized. These buttons are called "quick favorites."




You can change the order of SMART Ink Favorites so that your preferred SMART Ink Favorites are quick favorites.

► **To change the order of SMART Ink Favorites**

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Favorites** .
3. Press **Edit**.
4. Select a SMART Ink Favorite, and then drag it from its current position in the palette to a new position.
5. Repeat step 4 for each SMART Ink Favorite you want to move.
6. Press **Done**.

Using the stamp pad

You can use the SMART Ink stamp pad to reinforce ideas, correct student work, reward student achievements, and so on. You can erase and manipulate stamps as you do digital ink (see *Writing, drawing and erasing* on page 13).

The stamp pad comes with ten standard stamps. You can also create your own personal stamps.

 **NOTES**

- The stamp pad is available only if SMART Notebook software is installed on your computer.
 - To use the stamp pad, start SMART Ink (see *Getting started* on page 5) and connect your computer to a SMART interactive product.
-



Inserting stamps

▶ To insert a stamp

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).


OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Toolbox** , and then press **Stamp Pad** .
3. Select a stamp.
4. Press where you want to insert the stamp.

The stamp's appearance depends on the applications you're stamping:

Application	Appearance
SMART Notebook software	Creative pen digital ink
PowerPoint presentation	Black pen digital ink
Desktop and all other applications	Stamp

 **NOTE**

If you insert a stamp on the desktop, the stamp appears inside a SMART Ink Note. You can move and close the SMART Ink Note as you would any other window.

Inserting stamps at the same time as another user

On the following SMART interactive products, two users can insert stamps at the same time:

- SMART Board 8000i-G5 series interactive flat panels
- SMART Board 8000i-G3 and 8000i-G4 series interactive flat panels
- SMART Board 6000 series interactive flat panels
- SMART Board 4000 series interactive flat panels
- SMART Board 800 series interactive whiteboards
- SMART Board M600 series interactive whiteboards
- LightRaise interactive projectors

SMART Board 6000 series and 8000i-G5 series interactive flat panels have Pen ID, which enables two users to specify different stamps for their pens.

Using personal stamps




You can use photographs or other picture files as your own personal stamps.

▶ To add a personal stamp

1. Save the GIF, JPEG, PNG or TIFF picture file you want to use for a personal stamp in a location you can access from the computer on which SMART Ink is installed.
2. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

3. Press **Toolbox** , and then press **Stamp Pad** .
4. Press **Add** .

The *Open* dialog box appears.



5. Browse to the picture file you saved in step 1, and then press **Open**.
SMART Ink adds a personal stamp based on the picture file.

▶ To delete a personal stamp

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Toolbox** , and then press **Stamp Pad** .
3. Press and hold the personal stamp, and then press **Delete**.

Using presentation tools

You can use the following tools when presenting content on a SMART interactive product:

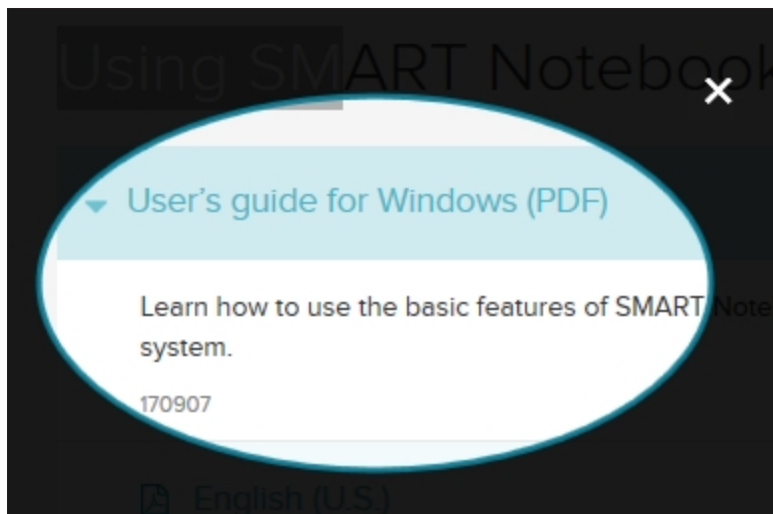
- Spotlight
- Magnifier
- Screen Shade

NOTE

To use presentation tools, start SMART Ink (see *Getting started* on page 5) and connect your computer to a SMART interactive product.

Using the Spotlight tool

You can use the Spotlight tool during a presentation to draw attention to an area of a screen:





To use the Spotlight tool

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).


OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Toolbox** , and then press **Spotlight** .

 **TIP**

Alternatively, you can open the Spotlight tool from the Start menu (Windows operating systems) or the Finder (OS X operating system software).

3. If your computer is connected to more than one display, select the display on which you want the spotlight to appear.
4. Optionally, press the spotlight's edge, and then drag outward or inward to make the spotlight larger or smaller.
5. When you're done with the Spotlight tool, press **Close** .

 **TIP**

Alternatively, you can create a spotlight using the magic pen (see *Drawing spotlights* on page 17).

Using the Magnifier tool

You can use the Magnifier tool to magnify content on a screen.






To use the Magnifier tool

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

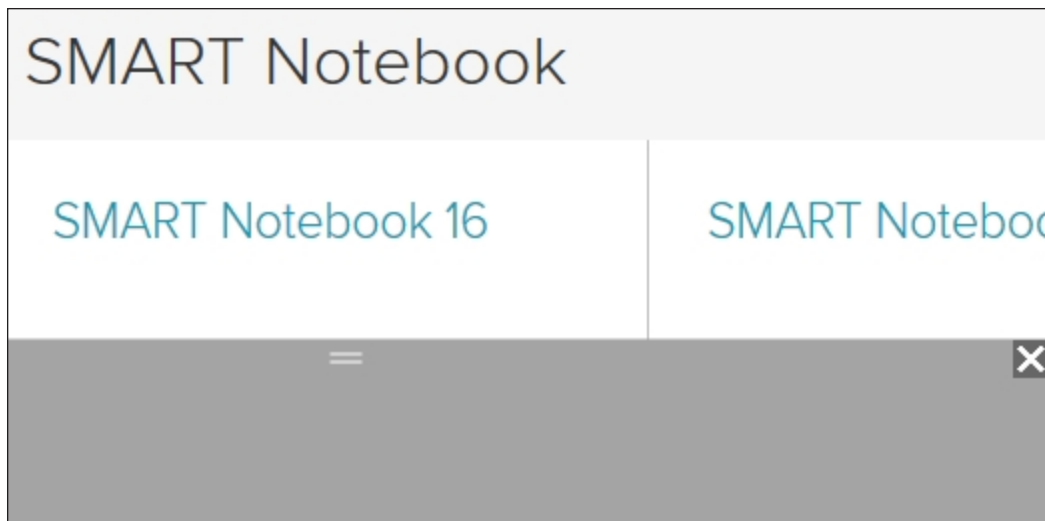
2. Press **Toolbox** , and then press **Magnifier** .
3. If your computer is connected to more than one display, select the display on which you want the magnifier to appear.
4. Optionally, do the following:
 - Press within the magnifier and then drag to move it.
 - Press the magnifier's edge, and then drag outward or inward to make the magnifier larger or smaller.
 - Drag the slider below the magnifier to zoom in and out.
5. When you're done with the Magnifier tool, press **Close** .

 **TIP**

Alternatively, you can create a magnifier using the magic pen (see *Drawing magnifiers* on page 18).

Using the Screen Shade tool

You can use the Screen Shade tool to cover a screen and reveal its content slowly:




▶ **To use the Screen Shade tool**

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Toolbox** , and then press **Screen Shade** .

 **TIP**

Alternatively, you can open the Screen Shade tool from the Start menu (Windows operating systems) or the Finder (OS X operating system software).

3. If your computer is connected to more than one display, select the display on which you want the screen shade to appear.
4. Press one side of the screen shade and drag it to cover and uncover the display's screen.

 **TIPS**

- Press the screen shade to change its color.
 - Double-click the screen shade to resume covering the entire screen.
-

5. When you're done with the Screen Shade tool, press **Close** .

Turning SMART Ink on or off

By default, you can use SMART Ink to write or draw on most windows. You might not be able to write or draw on a window in the following situations:

- You turned off SMART Ink for the window or its application (see *Turning off SMART Ink* on the next page).
- The window's application has its own writing and drawing tools.
- The window contains information you typically don't write or draw over, such as application settings.

When you select a window in one of these situations, the appearance of the dynamic toolbars changes to indicate that you cannot write or draw using SMART Ink:




Turning off SMART Ink

You can turn off SMART Ink for a specific window or application. This is particularly useful when an application has its own writing and drawing tools that you want to use instead of SMART Ink.

NOTE

- To turn off SMART Ink for a window or an application, start SMART Ink (see *Getting started* on page 5) and connect your computer to a SMART interactive product.
 - You can turn off SMART Ink for an application only if SMART Notebook software is installed.
-

▶ To turn off SMART Ink for a window

1. Write or draw in the window (see *Writing, drawing and erasing* on page 13).
2. Press the SMART Ink window tools button  in the top-right corner of the window, and then select **Turn off SMART Ink**.

The *Turn off SMART Ink* dialog box appears.


3. Press **In this window**.

Writing or drawing with SMART Ink no longer works in the window.

NOTE

In Internet Explorer and Chrome Internet browsers, this procedure turns off SMART Ink for the tab. You can continue to write or draw in other tabs.

▶ To turn off SMART Ink for an application

1. Write or draw in the window (see *Writing, drawing and erasing* on page 13).
2. Press the SMART Ink window tools button  in the top-right corner of the application, and then select **Turn off SMART Ink**.

The *Turn off SMART Ink* dialog box appears.

3. Press **In this application**.

Writing or drawing with SMART Ink no longer works in the application.

Turning on SMART Ink

If you turned off SMART Ink for an application by accident, you can turn it back on. For more information, see *Enabling SMART Ink on specific applications* (community.smarttech.com/s/article/Enabling-SMART-Ink-on-specific-applications).

Chapter 3

Using SMART Ink with Microsoft Office

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SMART Ink includes plug-ins that enable you to use the software with Microsoft Office applications.



This chapter applies to Windows operating systems only.

Writing and drawing in Microsoft Word, Excel and PowerPoint

Microsoft Word, Excel and PowerPoint have their own ink tools. You can enable these ink tools in SMART Ink Settings (see *Changing settings in Windows operating systems* on page 55).

The following table compares Microsoft's ink tools and SMART Ink:

Category	Microsoft's ink tools	SMART Ink
Purpose	Reviewing or making changes to a document	Highlighting important notes or drawing attention to content in a document
How ink is captured	Ink is inserted directly in your document.	Ink is captured in a transparent layer over your document.
How to save ink	The inserted ink is saved with the document.	Take a screen capture and save it using SMART software (see page 24).

► **To write or draw using Microsoft's ink tools**

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 6).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 11).

2. Press **Pens** .
3. Press **Open Office® Ink Tools**.

The *Ink Tools* ribbon appears.



If the *Open Office® Ink Tools* doesn't appear, Microsoft's ink tools might be disabled (see *Changing settings in Windows operating systems* on page 55).

4. Select a pen and set properties using the *Ink Tools* ribbon.
5. Write or draw in digital ink.

Using SMART Ink during PowerPoint presentations

The SMART Ink Toolbar for PowerPoint appears when you start a PowerPoint presentation if the following are true:

- SMART Ink is running.
- Your computer is connected to a SMART interactive product.
- The SMART Ink plug-in for PowerPoint is enabled.
- The SMART Ink Toolbar for PowerPoint is enabled (see *Chapter 5: Changing settings* on page 55).



 **NOTE**

SMART Board 6000 series and 8000i-G5 series interactive flat panels have Pen ID. If you pick up one of the interactive flat panel's pens and another user picks up the other pen, two SMART Ink Toolbars for PowerPoint appear. You and the other user can specify the colors and other settings for your pens independently.



Moving the SMART Ink Toolbar for PowerPoint

The SMART Ink Toolbar for PowerPoint appears in the lower-left corner of the screen by default. You can move it by dragging it to a new location.

Displaying slides

You can use the SMART Ink Toolbar for PowerPoint to select the previous or next slide in your presentation. You can also insert a new, blank slide.



▶ **To display the previous slide**

Press **Previous** .

▶ **To display the next slide**

Press **Next** .



▶ **To insert a new, blank slide**

1. Press **Options** .
2. Press **Slide Options** , and then press **New Slide** .



Writing or drawing in digital ink

You can use the SMART Ink Toolbar for PowerPoint to write or draw in your presentation.



▶ To write or draw in digital ink

1. Press **Options** .
2. Press **Pen**  and, optionally, select a line color and thickness.
3. Write or draw in digital ink.

▶ To highlight content

1. Press **Options** .
2. Press **Highlighter**  and, optionally, select a highlighter color.
3. Highlight content.

▶ To clear digital ink

1. Press **Options** .
2. Press **Slide Options** , and then press **Clear Slide** .

Ending your presentation

You can use the SMART Ink Toolbar for PowerPoint to end your presentation.

▶ To end your presentation

Press **End Show** .

Chapter 4

Writing or drawing in PDF files

Using the SMART Ink plugin for Adobe Acrobat Reader	45
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You can write or draw in PDF files using the following tools:

- SMART Ink plugin for Adobe Acrobat Reader (Windows operating systems only)
- SMART Ink Document Viewer

Using the SMART Ink plugin for Adobe Acrobat Reader

If you installed SMART Ink on a computer with AdobeReader XI or Adobe Acrobat Reader DC, you can use the SMART Ink plugin for Adobe Acrobat Reader to write or draw in PDF files.



To confirm that the SMART Ink plugin is installed, go to Adobe Acrobat Reader and select **Help > About Third-Party Plug-Ins > About SMART Ink plugin**.

Writing in, drawing in and erasing digital ink

With Adobe Acrobat Reader and the SMART Ink plugin, you can write in, draw in and erase digital ink in PDF files. The SMART Ink plugin inserts digital ink in the PDF file as Adobe Acrobat Reader comments.

▶ **To write or draw in a PDF file**

1. Open the PDF file in Adobe Acrobat Reader.

 **NOTE**

If the author has restricted editing of the PDF file, a message appears. Ask the author to permit editing of the PDF file so that you can write or draw in it.

2. Use your SMART interactive product's pen and the SMART Ink dynamic toolbar to write or draw in the PDF file (see *Writing, drawing and erasing* on page 13).



▶ **To erase digital ink in a PDF file**

Use your SMART interactive product's eraser, your palm, your fist or the SMART Ink dynamic toolbar to erase digital ink in the PDF file (see *Writing, drawing and erasing* on page 13).

Labeling digital ink

You can label digital ink in situations where more than one person is writing or drawing in a PDF file at the same time. You can also use labels to differentiate digital ink notes. For example, in an architectural drawing, you could distinguish notes related to electrical systems from those related to plumbing systems.

▶ **To create a label**



1. Open the PDF file in Adobe Acrobat Reader.
2. Pick up your SMART interactive product's pen.
3. Click **Reviewing** .
4. Press **Add** .

The text conversion window appears.

5. Write the text for the label in the text conversion window.



As you write, the text conversion window converts your handwriting to text.

 **NOTES**


- To display an on-screen keyboard, press **Keyboard** .
- To remove existing text from the text conversion window, press **Clear** .
- To edit text, use the editing marks in the bottom left corner of the text conversion window.

-
6. Press **Accept** .

 **To delete a label**

1. Open the PDF file in Adobe Acrobat Reader.
2. Pick up your SMART interactive product's pen.
3. Click **Reviewing** .
4. Select the label, and then press **Delete** .

 **To label digital ink**

1. Open the PDF file in Adobe Acrobat Reader.
2. Pick up your SMART interactive product's pen.
3. Click **Reviewing** , and then select a label.
4. Write or draw in the PDF file.

The SMART Ink plugin applies the selected label to the digital ink.

Using the SMART Ink Document Viewer for Windows computers

SMART Ink Document Viewer is available on your computer if you installed SMART Ink with SMART Notebook software or SMART Meeting Pro software.

Getting started with the SMART Ink Document Viewer

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

 **TIP**

When you install SMART software, you can make SMART Ink Document Viewer the default PDF viewer. To use a different PDF viewer, right-click the PDF file and select **Open with**.

▶ **To start the SMART Ink Document Viewer**

In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Ink Document Viewer**.

OR

In Windows 8.1 operating system, go to the *Apps* screen, and then scroll to and select **SMART Technologies > SMART Ink Document Viewer**.

OR

In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **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 the open file.

Using the SMART Ink Document Viewer toolbar

The SMART Ink Document Viewer toolbar contains all the tools you need for viewing PDF files.

Toolbar button	Description
	Open
	Save
	Print
	Open file in another program
	Zoom in
	Zoom out
	Rotate page clockwise
	Rotate page counterclockwise
%	Zoom to a specific percentage
	Previous page
	Next page
4/10	Go to a specific page
	Help
	Information
	Move toolbar

▶ 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 rotate the page**

Press  to rotate the page 90° clockwise.

OR

Press  to rotate the page 90° counterclockwise.


▶ **To save a file**

1. Press **Save** .
- The *Save As* dialog box appears.
2. Browse to the location 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 made notes in the file, the digital ink is saved as a permanent part of the file. When you open the file again later, the ink cannot be modified.

▶ **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**.

Using the SMART Ink Document Viewer for Mac computers

SMART Ink Document Viewer is available on your computer if you installed SMART Ink with SMART Notebook software.

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

Getting started with the SMART Ink Document Viewer

▶ To start the SMART Ink Document Viewer

1. In Finder, go to **Applications/SMART Technologies**.
2. Double-click **SMART Ink Document Viewer**.

▶ To open a file

1. Select **File > Open**.
The *Open* dialog box appears.
2. Browse to and select the file you want to open.
3. Press **Open**.

Using the SMART Ink Document Viewer

▶ 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 the open file.



 **TIP**

You can use SMART software to change ink properties.

▶ **To zoom in or out**

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

 **TIP**

- To return to the default magnification, press **Zoom to Actual Size** .
 - To zoom in on a portion of the document, press **Magnify Tool** , and then drag over the portion of the document.
-

▶ **To adjust the page view settings**

1. Select **PDF > PDF Display**.
2. Select the options you want to enable and clear the selection of the options you want to disable.

▶ **To display the previous page**

Press **Go to Previous Page** .

▶ **To display the next page**

Press **Go to Next Page** .

▶ **To rotate the page**

Select **Tools > Rotate Left**.

OR

Select **Tools > Rotate Right**.

▶ **To save a file**

1. Select **File > Save As**.

A dialog box appears.

2. Type a name for the file in the *Save As* box.
3. Select a location for the file in the *Where* drop-down list.
4. Press **Save**.

 **NOTE**

If you made notes in the file, the digital ink is saved as a permanent part of the file. When you open the file again later, the ink cannot be modified.

 **To print a file**

1. Select **File > Print**.
A dialog box appears.
2. Select your printer from the *Printer* drop-down menu.
3. Press **Print**.

Chapter 5

Changing settings

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You can use the *SMART Ink Settings* window to change settings for SMART Ink.

NOTE

If you're using SMART Ink on Windows operating systems, you can also use the *SMART Ink Settings* window to troubleshoot common issues (see *Using SMART Ink Settings to troubleshoot* on page 63).

Changing settings in Windows operating systems

▶ To change general settings

1. If the dynamic toolbar is open, press **Settings**  in the toolbar's lower-right corner.

OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8.1 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **General Settings**.

3. Change settings:

Control	Procedure	Notes
Start SMART Ink when you log on	Select the check box to start SMART Ink automatically when you log on to the computer.	If you clear the check box, SMART Ink doesn't start when you log on to the computer and you must start it manually before you can write or draw over applications or create SMART Ink Notes (see <i>Getting started</i> on page 5).
Erase ink after it's converted to text	Select the check box to erase ink after you insert it as text in an application.	[N/A]
SMART Ink Note opacity	Select 25% , 50% or 75% to see through SMART Ink Notes.	[N/A]

4. Press **Apply**, and then press **OK**.

▶ To change dynamic toolbar settings

1. If the dynamic toolbar is open, press **Settings**  in the toolbar's lower-right corner.

OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8.1 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **Toolbar Settings**.

3. Change settings:

Control	Procedure	Notes
Restore Toolbar Positions	Press Reset SMART Ink toolbars to their default positions to return dynamic toolbars to their original positions on the screen.	[N/A]
Always show pen toolbars	Select the check box to always display the dynamic toolbars when your computer is connected to a SMART interactive product.	Changes to this check box take effect after you restart SMART Ink.
SMART Touch Inking Tool	Press Start SMART Touch Inking Tool to turn on the SMART Touch Inking Tool (see <i>Getting started with the SMART Touch Inking Tool</i> on page 10). OR Press Close SMART Touch Inking Tool to turn off the SMART Touch Inking Tool.	This control is available only if your computer is connected to a SMART interactive product that supports touch recognition and if SMART Notebook software is installed on your computer.

4. Press **Apply**, and then press **OK**.

▶ **To change Microsoft Office settings**

1. If the dynamic toolbar is open, press **Settings**  in the toolbar's lower-right corner.

OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8.1 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **Microsoft Office® Settings**.
3. Change settings:

Control	Procedure	Notes
In Microsoft Office® Edit mode, use the following by default	Select Use SMART Ink so that my ink doesn't permanently affect my content to use SMART Ink in Microsoft Office applications. OR Select Use Microsoft® Ink so that my ink is written and saved directly in my content to use Microsoft's ink tools in Microsoft Office applications.	Choose SMART Ink if you want to write or draw ink over Microsoft Office documents for presentation purposes but don't want to add the ink to the documents. Choose Microsoft's ink tools if you want to add the ink you write or draw to the Microsoft Office documents.
Enable the SMART PowerPoint® plug-in	Select the check box to enable the SMART Ink plug-in for PowerPoint. OR Clear the check box to disable the SMART Ink plug-in for PowerPoint.	[N/A]
Show the SMART Ink Toolbar for PowerPoint® in Presentation mode	Select the check box to display the SMART Ink Toolbar for PowerPoint in PowerPoint presentations.	This check box is available only if you enable the SMART Ink plug-in for PowerPoint. If you clear this check box, you can still write or draw over slides and use navigation gestures in PowerPoint presentations.

Control	Procedure	Notes
Use Presenter View when presenting PowerPoint® 2010 or 2013 files on multiple displays	Select the check box if you want to use PowerPoint Presenter View when showing presentations. OR Clear the check box if you don't want to use PowerPoint Presenter View when showing presentations.	This check box is available only if you enable the SMART Ink plug-in for PowerPoint. If your computer is connected to multiple displays and you use PowerPoint Presenter View during a PowerPoint presentation, the PowerPoint slides appear on one display (usually a large display visible to all participants) and PowerPoint Presenter View appears on another display (usually a personal display visible only to the presenter). You can then control the presentation using PowerPoint Presenter View. Because you're unable to write or draw digital ink in PowerPoint Presenter View, SMART Ink disables this option by default.
Disable slide navigation gestures in Microsoft PowerPoint® Presentation mode	Select the check box to disable navigation gestures in PowerPoint presentations.	This check box is available only if you enable the SMART Ink plug-in for PowerPoint. Disable navigation gestures to avoid triggering them accidentally when you brush an article of clothing or jewelry across the interactive surface. If you disable navigation gestures, you can navigate presentations using on-screen tools instead.

4. Press **Apply**, and then press **OK**.

Changing settings in OS X operating system software

▶ To change general settings

1. If the dynamic toolbar is open, press **Settings**  in the toolbar's lower-right corner.

OR

If the dynamic toolbar isn't open, go to **Applications/SMART Technologies** in Finder and double-click **SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **General Settings**.
3. Change settings:

Control	Procedure	Notes
Start SMART Ink when you log on	Select the check box to start SMART Ink automatically when you log on to the computer.	If you clear the check box, SMART Ink doesn't start when you log on to the computer and you must start it manually before you can write or draw over applications or create SMART Ink Notes (see <i>Getting started</i> on page 5).
Erase ink after it's converted to text	Select the check box to erase ink after you insert it as text in an application.	[N/A]
Always show pen toolbars	Select the check box to always display the dynamic toolbars when your computer is connected to a SMART interactive product.	Changes to this check box take effect after you restart SMART Ink.

4. Press **Apply**, and then press **OK**.

► **To change dynamic toolbar settings**

1. If the dynamic toolbar is open, press **Settings**  in the toolbar's lower-right corner.

OR

If the dynamic toolbar isn't open, go to **Applications/SMART Technologies** in Finder and double-click **SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **Toolbar Settings**.
3. Change settings:

Control	Procedure	Notes
Restore Toolbar Positions	Press Reset SMART Ink toolbars to their default positions to return dynamic toolbars to their original positions on the screen.	[N/A]
SMART Touch Inking Tool	Press Start SMART Touch Inking Tool to turn on the SMART Touch Inking Tool (see <i>Getting started with the SMART Touch Inking Tool</i> on page 10). OR Press Close SMART Touch Inking Tool to turn off the SMART Touch Inking Tool.	This control is available only if your computer is connected to a SMART interactive product that supports touch recognition and if SMART Notebook software is installed on your computer.

4. Press **Apply**, and then press **OK**.

Chapter 6

Troubleshooting

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This chapter explains how to troubleshoot common issues with SMART Ink.

NOTE

This chapter applies to Windows operating systems only.

Using SMART Ink Settings to troubleshoot

The *SMART Ink Settings* window includes a tab that lets you troubleshoot common issues with SMART Ink.

► To use the troubleshooting tab

1. If the dynamic toolbar is open, press **Settings**  in the toolbar's lower-right corner.

OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8.1 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **Troubleshooting**.

SMART Ink verifies the following:

- Is SMART Ink running?
- Is your computer connected to a SMART interactive product?
- Does your version of Windows operating system have inking tools?
- Does your version of Microsoft Office have inking tools?
- Are the SMART Ink plug-ins for PowerPoint, Word and Excel enabled (see *Troubleshooting the SMART Ink plug-ins for Microsoft Office* on page 66)?

If SMART Ink identifies an issue with any of the above points, it displays a red X beside the point and provides information about resolving the issue.

3. Follow the on-screen instructions to resolve any issues.

Turning on Tablet PC components

To enable all features of SMART Ink in Microsoft Office applications, turn on Tablet PC components. This procedure varies depending on your version of Windows operating system.

→ IMPORTANT

You might need to log in as an administrator to perform these procedures.

▶ To turn on Tablet PC components in Windows 7 operating system

1. Select **Start > Control Panel**.

The Control Panel appears.

2. Select **Category** in the *View by* drop-down list.
3. Press **Programs**, and then press **Turn Windows features on or off**.

The *Windows Features* dialog box appears.

NOTE

You might be prompted to provide an administrator password or confirmation.

4. Scroll to and select the **Tablet PC Components** check box.
5. Press **OK**.

▶ **To turn on Tablet PC components in Windows 8.1 operating system**

1. Go to the *Apps* screen, and then scroll to and press **Control Panel**.

The *Control Panel* appears.

2. Select **Category** in the *View by* drop-down list.
3. Press **Programs**, and then press **Turn Windows features on or off**.

The *Windows Features* dialog box appears.

 **NOTE**

You might be prompted to provide an administrator password or confirmation.

4. Scroll to and select the **Tablet PC Components** check box.

 **NOTE**

By default, Tablet PC components are enabled in Windows 8.1 operating system. Therefore, the *Tablet PC Components* check box does not appear in the *Windows Features* dialog box by default. However, your system administrator might have modified the registry to display the check box in order to turn off Tablet PC components.

5. Press **OK**.

▶ **To turn on Tablet PC components in Windows 10 operating system**

1. Type **features** in the task bar search box, and then select **Turn Windows features on or off**.

The *Windows Features* dialog box appears.

 **NOTE**

You might be prompted to provide an administrator password or confirmation.

2. Scroll to and select the **Tablet PC Components** check box.

 **NOTE**

By default, Tablet PC components are enabled in Windows 10 operating system. Therefore, the *Tablet PC Components* check box does not appear in the *Windows Features* dialog box by default. However, your system administrator might have modified the registry to display the check box in order to turn off Tablet PC components.

3. Press **OK**.

Troubleshooting the SMART Ink plug-ins for Microsoft Office

If the SMART Ink plug-ins for Microsoft Office aren't installed or working correctly, complete the following troubleshooting steps:

1. Ensure the Tablet PC components are turned on (see *Turning on Tablet PC components* on page 64).
2. If the Tablet PC components are turned on but the SMART Ink plug-ins are still not working correctly, make sure the SMART Ink plug-ins are enabled (see *Enabling the SMART Ink plug-ins* below).
3. If the SMART Ink plug-ins are enabled but are still not working correctly, repair the SMART Ink plug-ins (see *Repairing the SMART Ink plug-ins* on the facing page).
4. If the SMART Ink plug-ins are repaired but are still not working correctly, ask your system administrator to reinstall SMART Ink.

IMPORTANT

You might need to log in as an administrator to perform these steps.

Enabling the SMART Ink plug-ins

NOTE

This procedure may vary depending on your version of Microsoft Office.

▶ **To enable the plug-ins**

1. If the dynamic toolbar is open, press **Settings**  in the toolbar's lower-right corner.

OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8.1 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **Troubleshooting**.
3. For each plug-in that the *SMART Ink Settings* window identifies as disabled, press **Enable plug-in**.

Repairing the SMART Ink plug-ins

▶ **To repair the plug-ins in Windows 7 operating system**

1. Select **Start > Control Panel**.

The Control Panel appears.

2. Select **Category** in the *View by* drop-down list.
3. Press **Uninstall a program**.
4. Select **SMART Ink** in the list, and then press **Repair**.

The SMART Ink plug-in installation wizard appears.

5. Follow the on-screen instructions.

▶ **To repair the plug-ins in Windows 8.1 operating system**

1. Go to the *Apps* screen, and then scroll to and press **Control Panel**.

The Control Panel appears.

2. Select **Category** in the *View by* drop-down list.
3. Press **Uninstall a program**.

4. Select **SMART Ink** in the list, and then press **Repair**.
The SMART Ink plug-in installation wizard appears.
5. Follow the on-screen instructions.

▶ **To repair the plug-ins in Windows 10 operating system**

1. Type **programs** in the task bar search box, and then select **Programs and Features**.
The Control Panel appears.
2. Select **SMART Ink** in the list, and then press **Repair**.
The SMART Ink plug-in installation wizard appears.
3. Follow the on-screen instructions.

SMART TECHNOLOGIES

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