SMART Product Drivers 12 and SMART Ink® 5

User guide

For Windows and macOS operating system software

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SMART®

Learn more

This guide and other resources for SMART Product Drivers 12 and SMART Ink 5 are available in the Support section of the SMART website (smarttech.com/support). Scan this QR code to view these resources on your mobile device.

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August 5, 2026

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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 floating 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 floating 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 floating toolbar, you can write in SMART Meeting Pro software, and the digital ink becomes part of the SMART Meeting Pro file.

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.

Using the dynamic (floating) toolbar

Opening the dynamic (floating) toolbar

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

SMART Board interactive flat panels use Pen ID™. If you pick up a pen, the floating toolbar appears.

The toolbar changes color based on the most-recently picked up pen tool. If you pick up the black pen first, the toolbar will be black; if you then pick up the red pen, it will change to red.

> **Note**
>
> If the toolbar is currently expanded (i.e. someone has touched the floating toolbar center icon), the Ink software interprets this behavior as a potential change in pen properties, so even if other pens touch the board during this time, the center of the toolbar won't be updated.

Users can choose the colors and other settings for their pens independently.

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

> **Note**
>
> You can set the toolbar to appear on screen at all times (see *Chapter 5 Changing SMART Ink settings* on page 53).

Viewing the toolbar in full mode

When you first open the toolbar, it appears minimized. To view the toolbar in full mode, tap 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 *Saving and using favorite tools* on page 24).
>
>
>
> - 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 toolbar

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

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

Pinning palettes in the toolbar

When you tap one of the buttons in the 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, tap in its upper-right corner. To unpin the palette, tap in its top-right corner.

> **Note**
>
> If you tap the center of the toolbar, the toolbar minimizes and pinned palettes disappear.

Closing (hiding) the toolbar

Unless the toolbar is set to appear at all times (see *Chapter 5 Changing SMART Ink settings* on page 53), it disappears when you return the pen to its holder. If you pick up the pen later, the toolbar reappears in the same location.

You can also hide the toolbar in other ways:

- Dock the toolbar, push it off the screen until it disappears, and then tap **Close Ink** when prompted.
- Tap 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 37).

Getting started with the SMART Touch Inking Tool

SMART Notebook software required

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	Select **SMART Touch Inking Tool** from the Windows Start menu. **Note** This procedure varies depending on the version of the Windows operating system you're using and your system preferences.
OS X	• Tap in the Mac menu bar, and then select **Show SMART Touch Inking Tool**. • Open the *SMART Ink Settings* window, tap **Toolbar Settings**, and then tap **Start SMART Touch Inking Tool** (see *Changing settings in Mac operating system software* on page 58).

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 floating toolbar appears. The SMART Touch Inking Tool toolbar is identical to the SMART Ink toolbar except that its circle is blue rather than gray (see *Using the dynamic (floating) toolbar* on page 6).

The SMART Touch Inking Tool 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 toolbar, push it off the screen until it disappears, and then tap **Close Ink** when prompted.
Windows	• Tap in the notification area, and then select **Hide SMART Touch Inking Tool**. • Open the *SMART Ink Settings* window, tap **Toolbar Settings**, and then tap **Close SMART Touch Inking Tool** (see *Changing settings in Windows operating systems* on page 53).
OS X	• Tap in the Mac menu bar, and then select **Hide SMART Touch Inking Tool**. • Open the *SMART Ink Settings* window, tap **Toolbar Settings**, and then tap **Close SMART Touch Inking Tool** (see *Changing settings in Mac operating system software* on page 58).

> **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 37).

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 *Using the dynamic (floating) toolbar* on page 6) 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 40.

To write or draw in digital ink

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .

3. Tap ▪▪▪, and then select one of the following pens:

Icon	Name
Standard pens	
	Pen
	Highlighter
	Calligraphic pen
SMART Notebook pens[1]	
	Crayon
	Creative pen
	Text pen[1]
	Paint brush

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

[1]The 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[1]	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.

Erasing

For most displays, you can use your palm or fist to erase digital ink. Some displays may come with an eraser or pens with an eraser on the end which you can use to erase ink.

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.

[1] Presets, rather than color options, are available for the creative pen.

2. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

3. Tap .
4. Tap , and then select .
5. Tap .
6. Tap .
7. Browse to the picture file you saved in step 1, and then tap **Open**.

   SMART Ink adds a creative pen based on the picture file.

To delete a personal creative pen

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .
3. Tap , and then select .
4. Tap .
5. Tap and hold the personal creative pen, and then tap **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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) toolbar* on page 6).

   OR

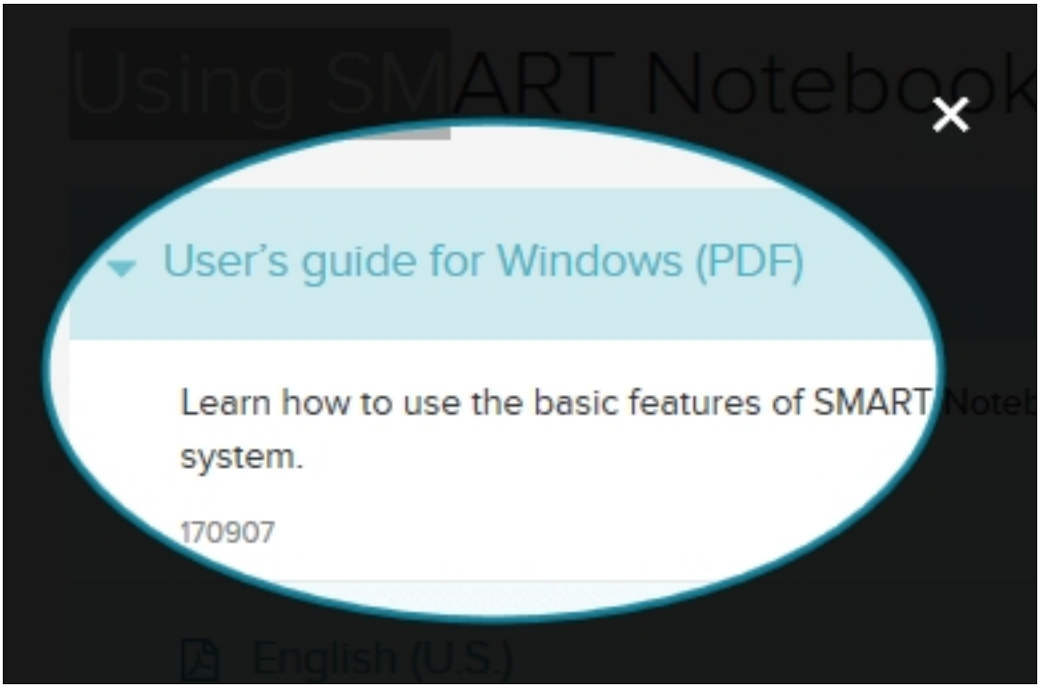
   Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *Starting the SMART Touch Inking Tool* on page 9).

2. Tap .
3. Tap , and then select .
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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .
3. Tap , and then select .
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, tap .

> **Tip**
>
> Alternatively, you can open the Spotlight tool from the toolbox (see *Using the Spotlight tool* on page 34).

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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .
3. Tap ▪▪▪, and then select .
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:
   - Tap within the magnifier and then drag to move it.
   - Tap 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, tap ✕.

> **Tip**
>
> Alternatively, you can open the Magnifier tool from the toolbox (see *Using the Magnifier tool* on page 35).

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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .
3. Tap , and then select .
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.

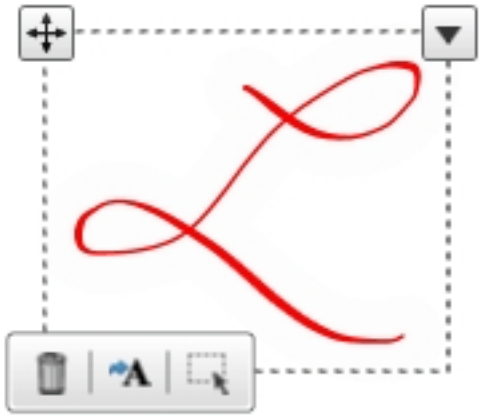
Manipulating digital ink

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

To select an object

Tap the object once.

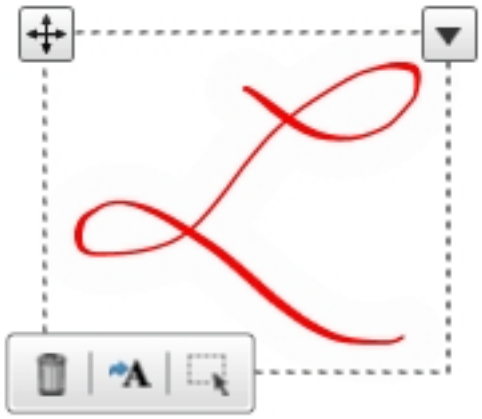
A border appears around the object.



To select multiple objects

1. Tap the first object once.

   A border appears around the object.

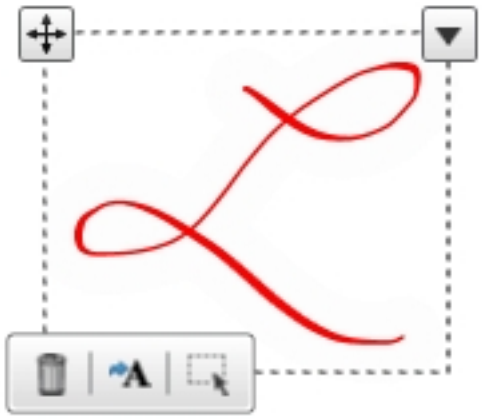


2. Tap on the border.
3. Drag a rectangle around the objects you want to select.

To select all objects

1. Tap the first object once.

   A border appears around the object.



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

To clear the selection of objects

Tap 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. Tap 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. Tap on the border.

> **Tip**
>
> You can also erase digital ink to delete it (see *Writing, drawing, and erasing* on page 10).

Saving and clearing digital ink

Use the screen capture tool to save digital ink annotations, or clear all the annotations you made with SMART Ink.

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

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 *Using the dynamic (floating) toolbar* on page 6) and connect your computer to a SMART interactive product.

Taking screen captures

To take a screen capture using the Capture toolbar

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap , and then tap .
3. Tap one of the following buttons:

Button	Description
	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. Tap the last action's button.

   OR

   Tap **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 10).
2. Tap 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. Tap the last action's button.

   OR

   Tap **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.

> **Tip**
>
> For Windows users, you can turn on a shortcut that lets you clear all digital ink from the active window by pressing and holding the SMART Ink menu button in the window title bar—no need to open the menu.

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

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

> **Notes**
>
> - In Internet Explorer and Chrome for Windows , this procedure clears digital ink from the current tab. Digital ink in other tabs is not affected.
> - In Chrome for macOS a software, this procedure clears digital ink from all tabs in the Chrome window.

To clear all digital ink with a press and hold shortcut (Windows only)

1. If not already enabled, turn on the shortcut by opening **SMART Ink Settings** > **Toolbar Settings** and selecting the **Clear all ink when you press and hold the SMART Ink menu** check box.
2. Press and hold the SMART Ink window tools button in the window title bar to clear all digital ink in the active window.

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 *Using the dynamic (floating) toolbar* on page 6) and your computer is connected to a SMART interactive product.

To convert new handwriting

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap , and then tap .

   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, tap .
   > - To remove existing text from the text conversion window, tap .
   > - 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, tap ✓, and then tap where you want to insert the text.

   OR

   If you don't want to insert the text in the application, tap ✕.

To convert existing handwriting

1. Select the handwriting you want to convert.
2. Tap on the border.

   A message appears asking you to touch where you want to insert this text, and your converted writing appears.
3. Tap the location in an application where you want to insert the text.

   Your notes appear in the application as text.

Saving and using favorite tools

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

> **Notes**
>
> - SMART Ink Favorites are available only if SMART Notebook or SMART MeetingPro software is installed on your computer.
> - To use SMART Ink Favorites, start SMART Ink (see *Using the dynamic (floating) toolbar* on page 6) 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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).
2. Tap .
3. Tap , and then select **Pen**.
4. Select a favorite pen type.
5. Set the favorite pen's properties.
6. Tap **Add as favorite**.

To edit a favorite pen

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

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

To delete a favorite pen

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .
3. Tap **Edit**.
4. Select the favorite pen, and then tap **Delete**.
5. Tap **Done**.

To write or draw in digital ink using a favorite pen

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Select a quick favorite by pressing it.

   OR

   Tap ☆, and then select the favorite pen.

   > **Note**
   >
   > If you're using a SMART Board interactive flat panel and the SMART Touch Inking Tool is not available, the toolbar is used 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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .
3. Tap , and then select **Stamp**.
4. Select the stamp you want to save as a favorite.
5. Tap **Add as favorite**.

To delete a favorite stamp

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .
3. Tap **Edit**.
4. Select the favorite stamp, and then tap **Delete**.
5. Tap **Done**.

To use a favorite stamp

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Select a quick favorite by pressing it.

   OR

   Tap ☆, and then select the favorite stamp.

   > **Note**
   >
   > If you're using a SMART Board interactive flat panel and the SMART Touch Inking Tool is not available, the toolbar is used in full mode to access the *Favorites* button.

3. Tap 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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

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

To delete a favorite tool

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap ★.

3. Tap **Edit**.
4. Select the favorite tool, and then tap **Delete**.
5. Tap **Done**.

To use a favorite tool

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Select a quick favorite by pressing it.

   OR

   Tap ☆, and then select the favorite tool.

   > **Note**
   >
   > If you're using a SMART Board interactive flat panel and the SMART Touch Inking Tool is not available, the toolbar is used in full mode to access the *Favorites* button.

3. Use the favorite tool (see *Saving and clearing digital ink* on page 20, *Converting handwriting to typed text* on page 23, or *Using presentation tools* on page 33).

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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .
3. Tap **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. Tap **Done**.

Using the stamp pad

SMART Notebook software required

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 10).

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 *Using the dynamic (floating) toolbar* on page 6) and connect your computer to a SMART interactive product.

Inserting stamps

To insert a stamp

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap , and then tap .
3. Select a stamp.
4. Tap 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 **Note** The stamp pad is not available for PowerPoint presentation on a Windows computer.
SMART Ink Document Viewer	Black pen digital ink **Note** The stamp pad is not available for SMART Ink Document Viewer on a Windows computer.
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 7000 series interactive displays
- 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 interactive projectors

SMART Board 7000 series interactive displays, 6000 series and 8000i-G5 series interactive flat panels have Pen ID, which enables:

- Two users to specify different stamps for their pens on the 6000 series and 8000i-G5 interactive flat panels.
- Four users to specify different stamps for their pens on the 7000 series interactive displays.

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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).
3. Tap , and then tap .
4. Tap .

   The *Open* dialog box appears.
5. Browse to the picture file you saved in step 1, and then tap **Open**.

   SMART Ink adds a personal stamp based on the picture file.

To delete a personal stamp

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap , and then tap .
3. Tap and hold the personal stamp, and then tap **Delete**.

Using presentation tools

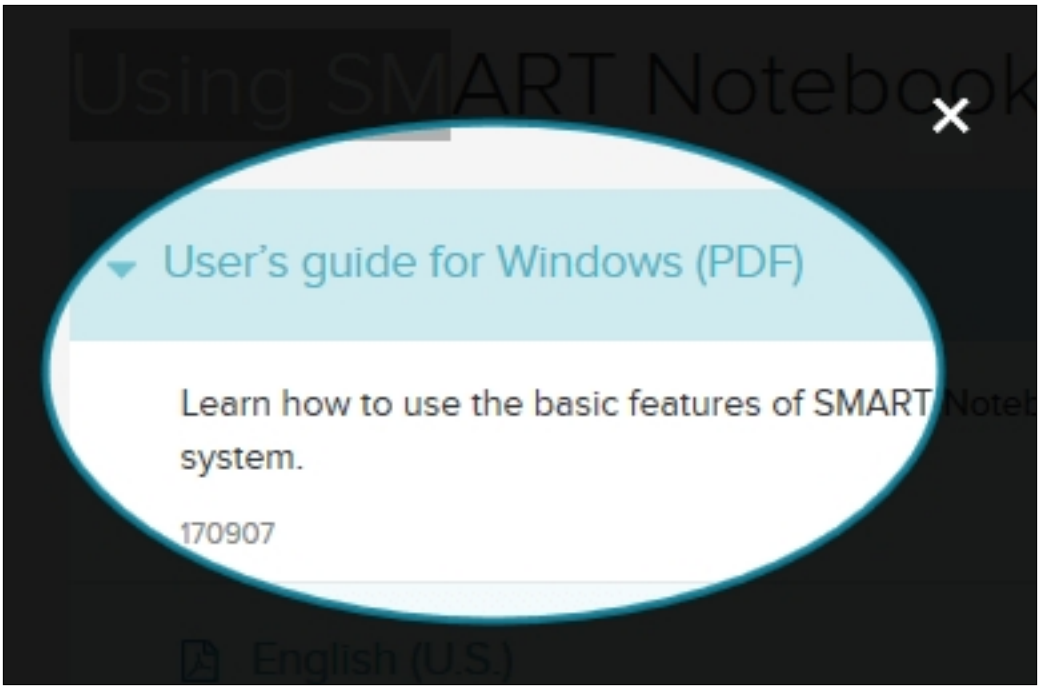
You can use the following tools when presenting content on a SMART interactive product:

- Spotlight
- Magnifier
- Screen Shade

> **Note**
>
> To use presentation tools, start SMART Ink (see *Using the dynamic (floating) toolbar* on page 6) 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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap , and then tap .

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

3. Optionally, tap the spotlight's edge, and then drag outward or inward to make the spotlight larger or smaller.

4. When you're done with the Spotlight tool, tap ✕.

> **Tip**
>
> Alternatively, you can create a spotlight using the magic pen (see *Drawing spotlights* on page 14).

Using the Magnifier tool

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

To use the Magnifier tool

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

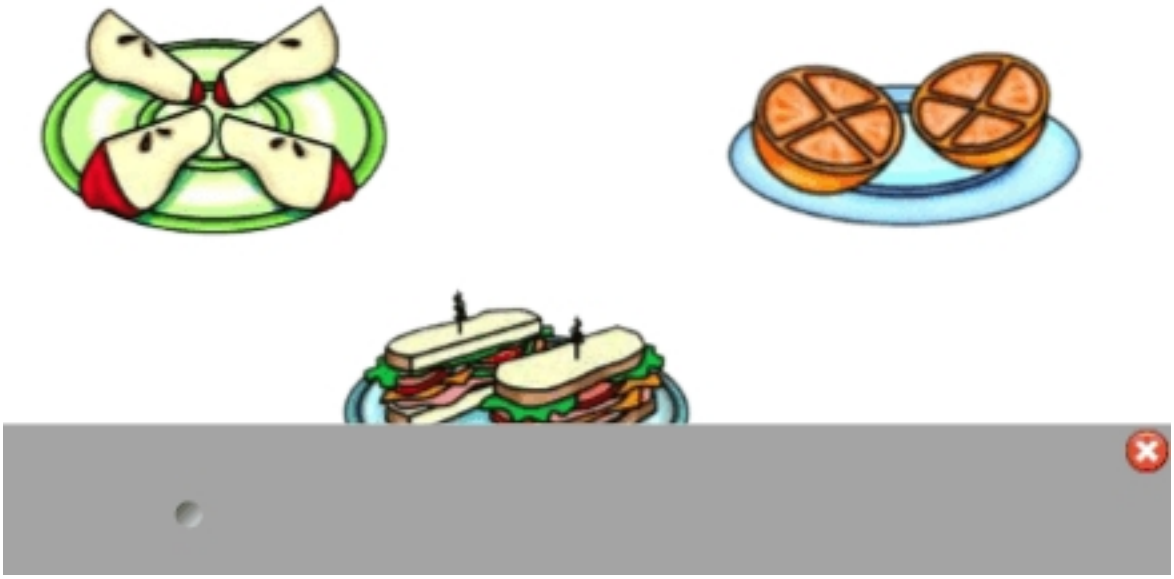
2. Tap , and then tap .
3. Optionally, do the following:
   - Tap within the magnifier and then drag to move it.
   - Tap the magnifier's edge, and then drag outward or inward to make the magnifier larger or smaller.
   - Drag the slider below the magnifier to zoom in and out.

4. When you're done with the Magnifier tool, tap ✕.

> **Tip**
>
> Alternatively, you can create a magnifier using the magic pen (see *Drawing magnifiers* on page 15).

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 SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap , and then tap .

   > **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. Tap one side of the screen shade and drag it to cover and uncover the display's screen.

   > **Tips**
   >
   > - Tap the screen shade to change its color.
   > - Double-click the screen shade to resume covering the entire screen.

4. When you're done with the Screen Shade tool, tap .

Turning SMART Ink on or off

You can use SMART Ink to write or draw on most windows. However, there may be times where you wish to turn off SMART Ink. You can turn off SMART Ink in the following ways:

Turn off SMART Ink temporarily for all windows/applications	If you don't need to use SMART Ink, you can disable it until the next time you restart or log in to the computer. **Tip** If you want to leave SMART Ink on, but hide the dynamic (floating) toolbar, see *Closing (hiding) the toolbar* on page 8.
Turn off SMART Ink for a specific window	If you want to turn off SMART Ink for a specific application window, use this option.
Turn off SMART Ink permanently for an application	This is particularly useful when an application has its own writing and drawing tools (for example, Microsoft Word or PowerPoint) that you want to use instead of SMART Ink.

> **Note**
>
> SMART Ink is for use with an interactive product. If the computer on which SMART Ink is installed is not connected to an interactive product, such as a SMART Board, you cannot use SMART Ink.

Turning off SMART Ink

To turn off SMART Ink temporarily for all windows and applications

1. Tap in the notification area (Windows operating systems) or Mac menu bar (OS X operating system software) and select **SMART Settings**.
2. Tap **SMART Ink Settings**.
3. Confirm the **Start SMART Ink when you log on** box is selected.
4. Tap **Turn Off SMART Ink**.

> **Note**
>
> SMART Ink is still available in SMART Notebook or Meeting Pro software.

To turn off SMART Ink for a window

1. Write or draw in the window (see *Writing, drawing, and erasing* on page 10).

> **Note**
>
> To turn off SMART Ink for a window or an application, start SMART Ink (see *Using the dynamic (floating) toolbar* on page 6) and connect your computer to a SMART interactive product.

2. Tap in the top-right corner of the window, and then select **Turn off SMART Ink**.

   The *Turn off SMART Ink* dialog box appears.
3. Tap **In this window**.
4. Writing or drawing with SMART Ink no longer works in the window.

To turn off SMART Ink for an application

1. Write or draw in the window (see *Writing, drawing, and erasing* on page 10).
2. Tap in the top-right corner of the application, and then select **Turn off SMART Ink**.

   The *Turn off SMART Ink* dialog box appears.

3. Tap **In this application**.

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

   > **Important**
   >
   > This is a permanent change. 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).

Turning on SMART Ink manually

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 (floating) toolbar and use it to write and draw, convert handwriting to text, take screen captures and use favorites.

To start SMART Ink manually in Windows operating systems

Select **SMART Ink** the Windows Start menu.

> **Note**
>
> This procedure varies depending on the version of the Windows operating system you're using and your system preferences.

To start SMART Ink manually in Mac operating system software software

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

Chapter 3 **Using SMART Ink with Microsoft Office**

Windows operating systems only

Writing and drawing in Microsoft Word, Excel and PowerPoint 40
Using SMART Ink during PowerPoint presentations 41
Moving the SMART Ink Toolbar for PowerPoint 41
Displaying slides 42
Writing or drawing in digital ink 42
Ending your presentation 43

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

Note

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 53).

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 20).

To write or draw using Microsoft's ink tools

1. Open SMART Ink's dynamic (floating) toolbar in full mode (see *Opening the dynamic (floating) 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 9).

2. Tap .
3. Tap **Open Office® Ink Tools**.

   The *Ink Tools* ribbon appears.

   > **Note**
   >
   > If the *Open Office® Ink Tools* doesn't appear, Microsoft's ink tools might be disabled (see *To change Microsoft Office settings* 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 SMART Ink settings* on page 53).

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

Tap .

To display the next slide

Tap .

To insert a new, blank slide

1. Tap .
2. Tap , and then tap .

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. Tap .
2. Tap and, optionally, select a line color and thickness.
3. Write or draw in digital ink.

To highlight content

1. Tap .
2. Tap and, optionally, select a highlighter color.
3. Highlight content.

To clear digital ink

1. Tap .
2. Tap , and then tap .

Notes

- When selecting a color to ink in, the tool's ink that you want changed should be used in selecting. For example, if you want to ink with your finger, use your finger to select the color.
- Swiping to change slides is disabled when using your finger to select a color. Tap to collapse the dynamic floating toolbar and re-enable changing slides.

Ending your presentation

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

To end your presentation

Tap .

Chapter 4 **Writing or drawing in PDF files**

Using the SMART Ink plugin for Adobe Acrobat Reader 44
Writing in, drawing in and erasing digital ink 44
Labeling digital ink 45
Using the SMART Ink Document Viewer for Windows computers 46
Getting started with the SMART Ink Document Viewer 47
Using the SMART Ink Document Viewer toolbar 47
Using the SMART Ink Document Viewer for Mac computers 50
Getting started with the SMART Ink Document Viewer 50
Using the SMART Ink Document Viewer 50

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

Windows operating systems only

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

Tip

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 floating toolbar to write or draw in the PDF file (see *Writing, drawing, and erasing* on page 10).

To erase digital ink in a PDF file

Use your SMART interactive product's eraser, your palm, your fist or the SMART Ink floating toolbar to erase digital ink in the PDF file (see *Writing, drawing, and erasing* on page 10).

Labeling digital ink

You can label digital ink in situations where more than one person is writing or drawing in a PDF file. 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 .
4. Tap .

   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, tap .
   > - To remove existing text from the text conversion window, tap .
   > - To edit text, use the editing marks in the bottom left corner of the text conversion window.

6. Tap ✓.

To delete a label

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

To label digital ink

1. Open the PDF file in Adobe Acrobat Reader.
2. Pick up your SMART interactive product's pen.
3. Click , 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

Windows operating systems only

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

Select **SMART Ink Document Viewer** from the Windows Start menu.

> **Note**
>
> This procedure may vary depending on your version of Windows operating system and your system preferences.

To open a file

1. Tap .

   The *Open* dialog box appears.
2. Browse to and select the file you want to open.
3. Tap **Open**.

To write with pen tools

1. Pick up a pen from your interactive product's pen tray.

   OR

   Tap 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

Toolbar button	Description
	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. Tap .

   A drop-down menu appears.

2. Select **Top**, **Bottom**, **Left** or **Right**.

To zoom in or out

Tap or .

To adjust the magnification and page view settings

1. Tap .

   A drop-down menu appears.

2. Select **Fit Page**, **Fit Width**, **Two Page View** or a magnification percentage.

To display the previous page

Tap .

To display the next page

Tap .

To rotate the page

Tap to rotate the page 90° clockwise.

OR

Tap to rotate the page 90° counterclockwise.

To save a file

1. Tap .

   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. Tap **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. Tap .

   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. Tap **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.

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.

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. Tap **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

   Tap 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

Tap or .

> **Tip**
>
> - To return to the default magnification, tap .
> - To zoom in on a portion of the document, tap , 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

Tap **Go to Previous Page** .

To display the next page

Tap **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. Tap **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. Tap **Print**.

Chapter 5 **Changing SMART Ink settings**

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Changing settings in Mac operating system software 58

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

Changing settings in Windows operating systems

1. If the floating toolbar is open, tap in the toolbar's lower-right corner.

   OR

   If the toolbar isn't open, select **SMART Ink Settings** in the Windows Start menu.

   > **Note**
   >
   > This procedure may vary depending on your version of Windows operating system and your system preferences.

   The *SMART Ink Settings* window appears.

2. Tap **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 *Using the dynamic (floating) toolbar* on page 6).
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. Tap **Apply**, and then tap **OK**.

To change floating toolbar settings

1. If the floating toolbar is open, tap in the toolbar's lower-right corner.

   OR

   If the toolbar isn't open, select **SMART Ink Settings** in the Windows Start menu.

   > **Note**
   >
   > This procedure may vary depending on your version of Windows operating system and your system preferences.

   The *SMART Ink Settings* window appears.

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

Control	Procedure	Notes
Reset Toolbar Positions	Tap **Reset SMART Ink toolbars to their default positions** to return floating toolbars to their original positions on the screen.	[N/A]
Always show pen toolbars	Select the check box to always display the floating 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	Tap **Start SMART Touch Inking Tool** to turn on the SMART Touch Inking Tool (see *Getting started with the SMART Touch Inking Tool* on page 8). OR Tap **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. Tap **Apply**, and then tap **OK**.

To change Microsoft Office settings

1. If the floating toolbar is open, tap in the toolbar's lower-right corner.

   OR

   If the toolbar isn't open, select **SMART Ink Settings** in the Windows Start menu.

   > **Note**
   >
   > This procedure may vary depending on your version of Windows operating system and your system preferences.

   The *SMART Ink Settings* window appears.

2. Tap **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® 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. Tap **Apply**, and then tap **OK**.

Changing settings in Mac operating system software

1. If the floating toolbar is open, tap in the toolbar's lower-right corner.

   OR

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

   The *SMART Ink Settings* window appears.

2. Tap **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 *Using the dynamic (floating) toolbar* on page 6).
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 floating toolbars when your computer is connected to a SMART interactive product.	Changes to this check box take effect after you restart SMART Ink.

4. Tap **Apply**, and then tap **OK**.

To change floating toolbar settings

1. If the floating toolbar is open, tap in the toolbar's lower-right corner.

   OR

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

   The *SMART Ink Settings* window appears.

2. Tap **Toolbar Settings**.

3. Change settings:

Control	Procedure	Notes
Restore Toolbar Positions	Tap **Reset SMART Ink toolbars to their default positions** to return floating toolbars to their original positions on the screen.	[N/A]
SMART Touch Inking Tool	Tap **Start SMART Touch Inking Tool** to turn on the SMART Touch Inking Tool (see *Getting started with the SMART Touch Inking Tool* on page 8). OR Tap **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. Tap **Apply**, and then tap **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

Windows operating systems only

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 floating toolbar is open, tap in the toolbar's lower-right corner.

   OR

   If the toolbar isn't open, select **SMART Ink Settings** in the Windows Start menu.

   > **Note**
   >
   > This procedure may vary depending on your version of Windows operating system and your system preferences.

   The *SMART Ink Settings* window appears.

2. Tap **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 63)?

   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

Windows operating systems only

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. Tap **Programs**, and then tap **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. Tap **OK**.

To turn on Tablet PC components in Windows 8.1 operating system

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

   The Control Panel appears.

2. Select **Category** in the *View by* drop-down list.
3. Tap **Programs**, and then tap **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. Tap **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. Tap **OK**.

Troubleshooting the SMART Ink plug-ins for Microsoft Office

Windows operating systems only

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 61).
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 next 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 floating toolbar is open, tap in the toolbar's lower-right corner.

   OR

   If the toolbar isn't open, select **SMART Ink Settings** in the Windows Start menu.

   > **Note**
   >
   > This procedure may vary depending on your version of Windows operating system and your system preferences.

   The *SMART Ink Settings* window appears.
2. Tap **Troubleshooting**.
3. For each plug-in that the *SMART Ink Settings* window identifies as disabled, tap **Enable plug-in**.

Repairing the SMART Ink plug-ins

To repair the plug-ins in Windows 11 operating system

1. Type `control panel` in the task bar search box, and then tap **Control Panel**.

   The Control Panel appears.
2. Tap **Programs and Features**.
3. Right-click **SMART Ink** in the list and then tap **Repair**.

   The SMART Ink installation wizard appears.
4. 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 tap **Repair**.

   The SMART Ink installation wizard appears.
3. Follow the on-screen instructions.

Use the plug-in for PowerPoint after restarting your computer

After a computer restart, SMART Ink can take longer to start up than PowerPoint. If you try to use the SMART Ink plug-in for PowerPoint immediately after you restart your computer, SMART Ink may not work correctly. When using SMART Ink in PowerPoint, follow these steps:

1. At computer start-up, wait for all of your computer's start-up programs to complete. This may take several minutes.
2. Open PowerPoint. The SMART Ink Toolbar for PowerPoint should appear.
3. Try using SMART Ink. If it does not behave as expected, close PowerPoint and wait a little longer for SMART Ink to start up.
4. Open PowerPoint again and use SMART Ink.

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