

Getting Started

# SMART® Ink for Government



## 1 What is SMART Ink®?

**SMART Ink®** is **free software** included with your SMART panel that allows you to pick up a pen and markup your files, applications, web browsers, and more to **keep ideas flowing** and **meetings dynamic**.

[See SMART Ink® in action!](#)

### Save What You Write



<https://youtu.be/dpzgevk6veM?si=V1LfGa5HalxDLQn2>

### Write Without Overlay



<https://youtu.be/myo3TDiZZTY?si=MI8-AFCAgv5XdOOB>

## 2 When is SMART Ink needed?

**SMART Ink®** is needed to create an interactive meeting experience.

Ink over any document on a connected computer and navigate seamlessly without frustrating overlays.

## 3 Who needs SMART Ink?

**Any user** who would like to **connect their computer** to a SMART interactive display and have inking capabilities **will need** to activate SMART Ink software.

SMART Ink is a **computer application** and is **not installed** on the SMART panel.

## 4 How do I activate SMART Ink?

**Activate** the SMART Ink drivers by visiting:

<https://support.smarttech.com/en/software/product-drivers-and-ink>



SMART Product  
Drivers and Ink

**SMART®**

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## 5 How do I install SMART Ink to allow annotation?

**Activate\*** the SMART Ink drivers from [support.smarttech.com](http://support.smarttech.com). Once they are installed:  
*Note: Connect the computer to the display with both HDMI and USB or single USB-C for interactivity.*

1. Open **SMART Ink Settings**
2. Under **General Settings**, check:
  - a. Start SMART Ink when you log on
  - b. Erase ink after it's converted to text
3. Under **Toolbar Settings**, check:
  - a. Always show pen toolbox
4. Under **Microsoft Office Settings**, check:
  - a. Use SMART Ink so that my ink doesn't permanently effect my content
  - b. Enable the SMART PowerPoint® plug-in
5. Select **Apply**

**SMART Ink Settings**

**General Settings**

- Start SMART Ink when you log on**  
If you clear this check box, SMART Ink will only draw in only SMART Notebook applications. If you are unable to create SMART Ink Notes, you can turn off SMART Ink at any time through the SMART Ink Settings application.  
**Turn Off SMART Ink**
- Erase ink after it's converted to text**  
This option automatically erases ink after it is converted to text.  
**100%** SMART Ink Note opacity  
The lower the opacity, the more transparent the ink is.

**Microsoft Office® Settings**

**In Microsoft Office® Edit mode, use the following by default:**

If Microsoft Word®, Excel® or PowerPoint® are open, you need to use applications to apply changes to this setting.

- Use SMART Ink so that my ink doesn't permanently affect content**  
This option ensures that you don't write directly in your documents. This is useful if you're highlighting important content. You can use Capture to save a drawing attention to content.
- Use Microsoft® Ink so that my ink is written and saved directly to content**  
This option enables you to write directly in your documents. This is useful if you're reviewing or making changes to content. You can save a drawing to save any notes or drawings.

**Enable the SMART PowerPoint® plug-in**  
If you disable the PowerPoint® plug-in, you will get SMART Ink on the screen but it will not be able to interact with the content.

**Plug-in for Microsoft PowerPoint®**

- Show the SMART Ink Toolbar for PowerPoint® in Presentation mode**  
If you clear this check box, the SMART Ink Toolbar for PowerPoint® doesn't appear in Presentation mode, but you can draw on slides to navigate through slides.
- Use Presenter View when presenting Microsoft PowerPoint**

**Reset Toolbar Positions**  
If you can't find the SMART Ink toolbars, you can reset them to their default positions.  
**Reset SMART Ink toolbars to their default positions**

**Always show pen toolbars**  
Choose this option to show the pen toolbars all the time rather than deciding when they should appear. This setting takes effect the next time you use SMART Ink.

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## 6 How do I annotate on PDF documents?

Annotations across PDF documents can be accomplished a couple of different ways and depends on your operating system.

### Windows

1. **Adobe Acrobat Reader** - To be used with Adobe PDF files, SMART Ink must be installed on a computer with Adobe Acrobat Adobe Reader XI or Adobe Acrobat Reader DC. SMART Ink **will not** work with Adobe Acrobat Pro. Visit [support.smarttech.com](http://support.smarttech.com) to learn more.
2. **SMART Ink Document Viewer** - SMART Ink Document Viewer is available on your computer if you installed SMART Ink with SMART Notebook software or SMART Meeting Pro software. Visit [support.smarttech.com](http://support.smarttech.com) to learn more.

### MAC

1. **SMART Ink Document Viewer** - SMART Ink Document Viewer is available on your computer if you installed SMART Ink with SMART Notebook software. Visit [support.smarttech.com](http://support.smarttech.com) to learn more.

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## 7 How do I annotate in Microsoft® applications (PowerPoint, Word, etc?)

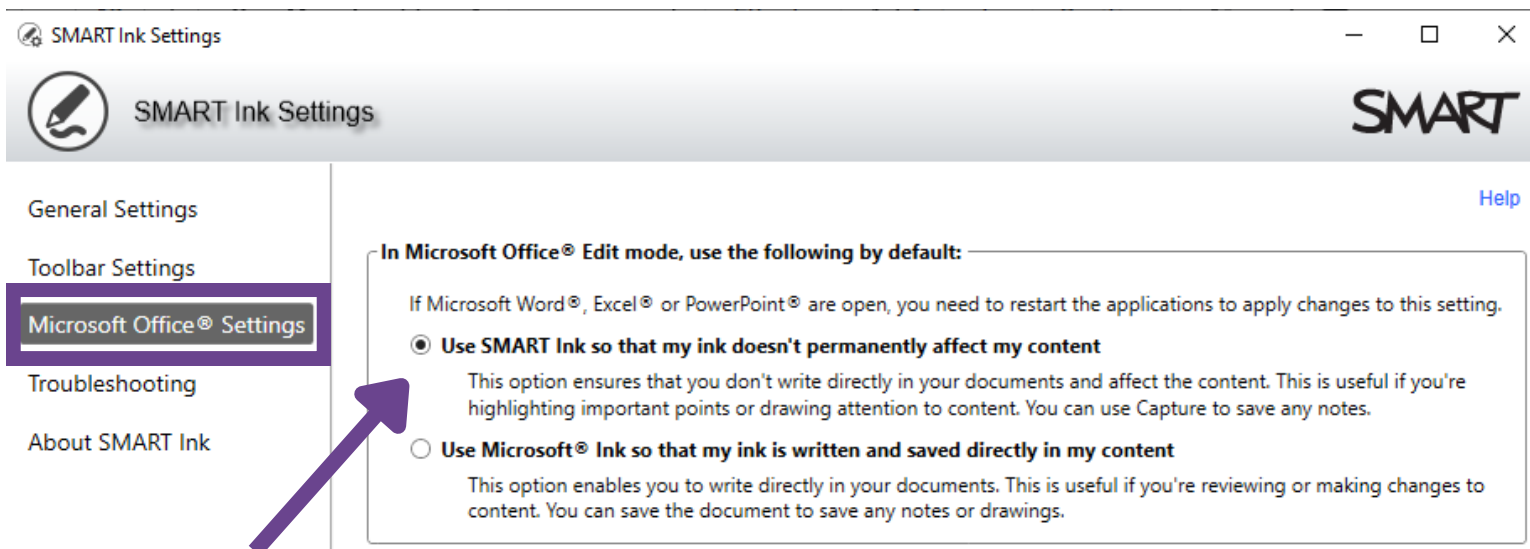
You can write with either SMART Ink or Microsoft® Ink over Microsoft applications on your connected display. However, SMART Ink and Microsoft Ink interact in different ways with your documents.

### Using SMART Ink

1. With **SMART Ink**, you are able to highlight important notes or draw attention to content in your document **without** making permanent changes. SMART Ink is captured in a **transparent layer** over your document and you can take **screen captures** to save your notes for later using the SMART **screen capture** tools.

### Using Microsoft Ink

1. With **Microsoft Ink**, you are able to review or make changes to your document and ink is **inserted directly** into your document or file. Inserted ink is **saved within the document**, so the next time you open it, the **ink will still be there**.



**Note:** You can decide default settings for Microsoft applications in **SMART Ink Settings -> Microsoft Office® Settings**. Each setting includes an explanation of how each of the ink options will affect your documents and content. Visit [Using SMART Ink with Microsoft Office](#) to learn more.