



SMART Ink™ 2.1

Windows® operating systems

User's guide

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SMART®

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Chapter 1

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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.

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

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

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

CHAPTER 1

Welcome

About SMART Ink Notes

SMART Ink Notes enable you to write in digital ink anywhere on your desktop. When you write outside of the open windows on your computer, a SMART Ink Note appears and you can write inside the note (see *Writing or drawing on the desktop with SMART Ink Notes* on page 15).

About the SMART Ink Document Viewer

The SMART Ink Document Viewer enables you to view your PDF files and to write in digital ink over your files (see *Using the SMART Ink Document Viewer* on page 29).

About the other SMART software on your computer

SMART Ink and SMART Product Drivers are included with SMART Notebook™ collaborative learning software, SMART Meeting Pro™ software and SMART Meeting Pro PE (Personal Edition) software.

SMART Product Drivers

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

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

SMART Notebook software

SMART Notebook software is intended for education users.

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

SMART Meeting Pro software

SMART Meeting Pro software is intended for business users.

There are two editions of SMART Meeting Pro software:

- SMART Meeting Pro software
- SMART Meeting Pro PE (Personal Edition) software.

CHAPTER 1

Welcome

You can write in either edition with your SMART interactive product's pen or your finger and a SMART Ink pen tool, and the digital ink becomes part of your SMART Meeting Pro file.

Getting started with SMART Ink

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



Standard toolbar



Mini toolbar

NOTES

- You can change the appearance of the SMART Ink toolbar and set SMART Ink to start or not start automatically (see *Changing general settings* on page 33).
- SMART applications, such as SMART Notebook software, SMART Meeting Pro software, SMART Meeting Pro PE software and SMART Ink Document Viewer, don't display the SMART Ink toolbar because they include their own ink tools that you can use to write directly in your file.

If the toolbar doesn't appear, you can manually start SMART Ink.

To manually start SMART Ink

In Windows® XP and Windows 7 operating systems, select **Start > All Programs > SMART Technologies > SMART Ink**.

OR

In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Ink**.

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

Using SMART Ink without a SMART interactive product

Whether SMART Ink is available when your computer isn't connected to a SMART interactive product depends on how you configure the software:

Option	Description	Required software
On only when connected	SMART Ink is available only when a SMART interactive product is connected to your computer. When you disconnect the SMART interactive product, you have the option to keep SMART Ink on or turn it off.	SMART Notebook software OR SMART Meeting Pro software OR SMART Meeting Pro PE software
Always on	SMART Ink is always available regardless of whether a SMART interactive product is connected to your computer.	SMART Meeting Pro PE software

To configure SMART Ink, see *Changing general settings* on page 33.



NOTE

The following table displays which features are available when a SMART interactive product is connected to your computer and which features are available when a SMART interactive product isn't connected to your computer:

Feature	Interactive product connected	Interactive product not connected
SMART Ink toolbar	✓	✓
SMART Ink Notes	✓	✓
SMART Ink Document Viewer	✓	✓
Microsoft® ink tools	✓	
SMART Ink Toolbar for PowerPoint®	✓	
Gestures in PowerPoint presentations	✓	
Settings	✓	✓

CHAPTER 1

Welcome

When SMART Ink is on only when connected

When you disconnect your interactive product, the SMART Ink toolbar icon changes to a yellow triangle.





Standard toolbar





Mini toolbar

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

■ To continue using SMART Ink

1. Press  or .
- SMART Ink tools appear.
2. Select **Keep On**.

■ To stop using SMART Ink

1. Press  or .
- SMART Ink tools appear.
2. Select **Erase and Hide**.



NOTE

To start SMART Ink after you select **Erase and Hide**, you must connect your interactive product.

CHAPTER 1




Welcome

When SMART Ink is always on

When you configure SMART Ink to be always on, regardless of whether a SMART interactive product is connected to your computer, the SMART Ink toolbar appears on all windows.

You can manually turn off SMART Ink by completing the following procedure.

■ To manually turn off SMART Ink

1. Press  or .
SMART Ink tools appear.
2. Select **Exit** .

Chapter 2

Writing or drawing in applications with SMART Ink

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










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

TIP

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

Accessing SMART Ink tools

The SMART Ink toolbar includes the following tools:

Select	
Pen Color	
Line Thickness	
	OR
	
Calligraphic Ink	Select the appropriate check box to write in calligraphic ink.
Highlighter	
Eraser	
Capture	
Clear Ink	
Settings	

CHAPTER 2

Writing or drawing in applications with SMART Ink

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



Standard toolbar



Mini toolbar

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



Standard toolbar



Mini toolbar


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

To access SMART Ink tools

Press  or .

SMART Ink tools appear.



To move the toolbar

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

Writing or drawing with SMART Ink

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

To write or draw with SMART Ink

1. Press  or .
- SMART Ink tools appear.
2. Select a pen color and a line thickness.

CHAPTER 2

Writing or drawing in applications with SMART Ink




3. If you want to write or draw in calligraphic ink, select the **Calligraphic Ink** check box.



Without calligraphic ink



With calligraphic ink

4. Write or draw over an open file, folder or website.
5. Press  or , and then select **Select**  when you're done.








NOTE

If you don't complete this step, your interactive product continues interpreting screen touches as pen strokes.

Highlighting content

You can highlight any content on your screen.

■ To highlight content on your screen

1. Press  or .
SMART Ink tools appear.
2. Select a highlighter.
3. Highlight over an open file, folder or website.
4. Press  or , and then select **Select**  when you're done.



NOTE

If you don't complete this step, your interactive product continues interpreting screen touches as highlighting.

Manipulating ink

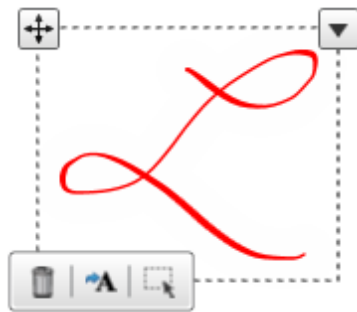
You can manipulate objects created with SMART Ink.

Selecting objects

■ To select an object

Press the object once.

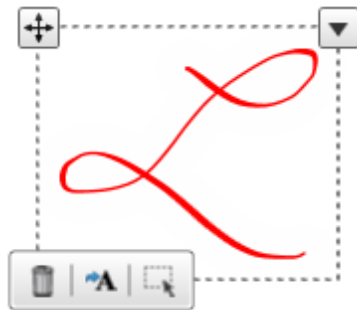
A border appears around the object.



■ To select multiple objects

1. Press the first object once.

A border appears around the object.



2. Press **Select**  on the border.

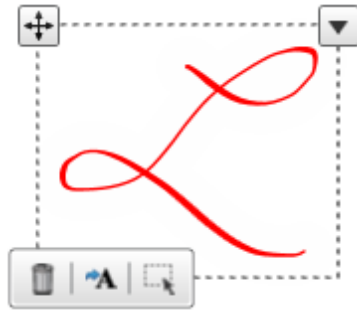
A message appears directing you to drag a rectangle around the objects you want to select.

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**.

Moving objects

■ **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 a new location.


Cutting, copying and pasting objects

■ **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.

Deleting objects

To delete objects

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






TIP

You can use your interactive product's eraser or the SMART Ink eraser to delete objects (see *Erasing and clearing ink* below).

Erasing and clearing ink

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



To erase ink

1. Press  or .
- SMART Ink tools appear.
2. Select an eraser.
3. Erase the ink with your interactive product's eraser.
4. Press  or , and then select **Select**  when you're done.

NOTE




If you don't complete this step, your interactive product continues interpreting screen touches as erasing.

To erase a large area of ink from a window

1. Press  or .
- SMART Ink tools appear.
2. Select an eraser.
3. Circle the area you want to erase, and then press inside the circle.

CHAPTER 2

Writing or drawing in applications with SMART Ink

4. Press  or , and then select **Select**  when you're done.



NOTE

If you don't complete this step, your interactive product continues interpreting screen touches as erasing.




To clear all ink from a window

Press  or , and then select **Clear Ink** .

Saving ink

You can save ink by taking a screen capture.


To take a screen capture

1. Press  or .
SMART Ink tools appear.
2. Press **Capture** .
3. Save your SMART software file.

Converting handwriting to text

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

To convert handwriting to text

1. Select the objects 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 the interpretation of your notes appears.
3. Press the location in an application where you want to insert the text.
Your ink notes copy to the application as text.

Turning off and turning on SMART Ink

SMART Ink is on by default for all open windows. At any time, you can turn off or turn on SMART Ink for any window.



Many applications have their own ink tools that you can use to write in the application's content. If you want to write in such an application's content, you can turn off SMART Ink and use the application ink tools instead.





NOTE

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

To turn off SMART Ink

1. Press  or .
SMART Ink tools appear.
2. Clear the **Turn on SMART Ink** check box.

To turn on SMART Ink

1. Press  or .
SMART Ink tools appear.
2. Select the **Turn on SMART Ink** check box.
The SMART Ink toolbar becomes active.

Chapter 3

Writing or drawing on the desktop with SMART Ink Notes

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

Writing or drawing with SMART Ink Notes

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

- Move the note
- Resize the note
- Change the transparency of the note's background

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

CHAPTER 3

Writing or drawing on the desktop with SMART Ink Notes

To create a SMART Ink Note

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

A SMART Ink Note appears.



NOTE

The SMART Ink toolbar appears in the title bar of each note. Use the toolbar to select ink properties and perform common tasks.



To move a SMART Ink Note

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

To resize a SMART Ink Note

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

To change the background transparency of a SMART Ink Note

1. Press  or .
SMART Ink tools appear.
2. Select the background you want.

Manipulating objects in SMART Ink Notes

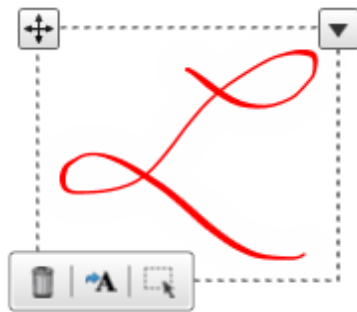
You can manipulate objects in SMART Ink Notes.

Selecting objects

■ To select an object

Press the object once.

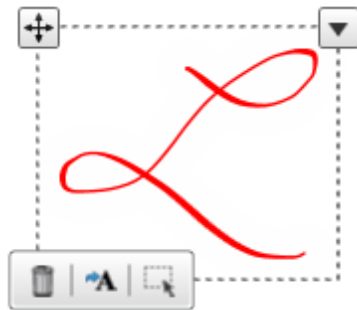
A border appears around the object.




■ To select multiple objects

1. Press the first object once.

A border appears around the object.

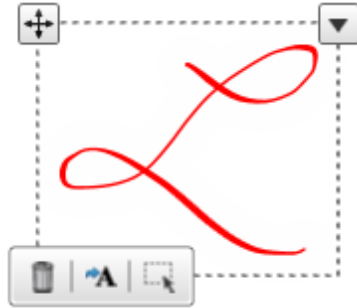


2. Press **Select**  on the border.
A message appears directing you to drag a rectangle around the objects you want to select.
3. Drag a rectangle around the objects you want to select.

■ **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**.

Moving objects

■ **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 a new location.


Cutting, copying and pasting objects

■ **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.

Deleting objects

To delete objects

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




TIP

You can use your interactive product's eraser or the SMART Ink eraser to delete objects (see *Erasing and clearing ink* on page 12).

Saving SMART Ink Notes

You can save a SMART Ink Note by taking a screen capture.

To take a screen capture

1. Press  or .
SMART Ink tools appear.
2. Press **Capture** .
3. Save your SMART software file.

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

Deleting SMART Ink Notes

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

IMPORTANT

This procedure is not reversible.

NOTE

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

To delete a SMART Ink Note

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

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Using SMART Ink with Microsoft Office

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Later versions of Microsoft Word, Excel® and PowerPoint have their own ink tools. You can use these ink tools to write or draw in the applications.

The following table presents which combinations of Windows operating system and Microsoft Office support Microsoft's ink tools:

Operating system	Office 2013	Office 2010	Office 2007	Office 2003 or earlier
Windows 8	✓	✓	✓	
Windows 7	✓	✓	✓	
Windows XP				

Switching between Microsoft's ink tools and SMART Ink

Depending on how you configured SMART Ink, either Microsoft's ink tools are enabled or SMART Ink is enabled by default when you start a Microsoft Office application. The SMART Ink toolbar indicates which software is enabled:

Toolbar	Microsoft's ink tools are enabled	SMART Ink is enabled
Standard		
Mini		

You can switch between Microsoft's ink tools and SMART Ink.

NOTES

- Microsoft's ink tools are only available if your computer is connected to a SMART interactive product.
- See *Comparing Microsoft's ink tools and SMART Ink* on the next page for information on the differences between Microsoft's ink tools and SMART Ink.

To switch from Microsoft's ink tools to SMART Ink

1. Press  or .

Microsoft's ink tools options appear.

2. Select **SMART Ink**.

To switch from SMART Ink to Microsoft's ink tools

1. Press  or .

SMART Ink tools appear.

2. Select **Microsoft Ink**.

Comparing Microsoft's ink tools and SMART Ink

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

Category	Microsoft's ink tools	SMART Ink
Purpose	Reviewing or making changes to content in 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	Save your document. The inserted ink is saved with the document.	Take a screen capture and save it using your SMART software (see <i>Saving ink</i> on page 13).
Available tools	<ul style="list-style-type: none"> • Pen (multiple colors) • Highlighter (multiple colors) • Eraser 	<ul style="list-style-type: none"> • Pen (black, red, green and blue) • Highlighter (yellow and green) • Eraser
Available options	<ul style="list-style-type: none"> • Color selection • Thickness selection 	<ul style="list-style-type: none"> • Color selection • Thickness selection • Calligraphic ink selection • Handwriting recognition
Available when your computer isn't connected to a SMART interactive product	No	Yes (see <i>Changing general settings</i> on page 33)






NOTE

See *Switching between Microsoft's ink tools and SMART Ink* on the previous page for instructions on switching ink.

Using Microsoft's ink tools

Using Microsoft's ink tools, you can write or draw, highlight content and erase ink in Microsoft Office applications.

To write or draw






1. Press **Microsoft Ink** or .
Microsoft's ink tools options appear.
2. Select **Pen** .
3. If you want to change the pen color or thickness, press **Select Color** , and then select a color or thickness from the *Pen Tools* ribbon.
4. Write or draw in your document.
5. Press **Microsoft Ink** or , and then select **Select Tool**  when you're done.



NOTE

If you don't complete this step, your interactive product continues interpreting screen touches as pen strokes.

To highlight content





1. Press **Microsoft Ink** or .
Microsoft's ink tools options appear.
2. Select **Highlighter** .
3. If you want to change the highlighter color or thickness, press **Select Color** , and then select a color or thickness from the *Pen Tools* ribbon.
4. Highlight over content in your document.
5. Press **Microsoft Ink** or , and then select **Select Tool**  when you're done.



NOTE

If you don't complete this step, your interactive product continues interpreting screen touches as highlighting.

To erase ink

1. Press **Microsoft Ink** or . Microsoft's ink tools options appear.
2. Select **Eraser** .
3. Erase the ink with your interactive product's eraser.
4. Press **Microsoft Ink** or , and then select **Select Tool**  when you're done.



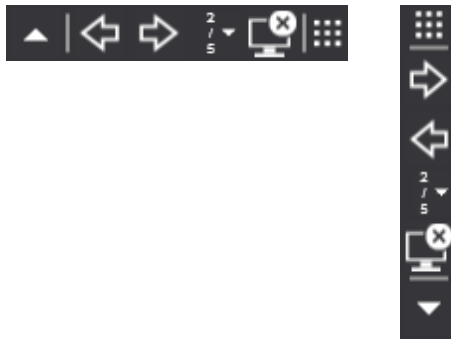
NOTE

If you don't complete this step, your interactive product continues interpreting screen touches as erasing.

Using SMART Ink during PowerPoint presentations

When you start a PowerPoint presentation, the SMART Ink Toolbar for PowerPoint appears.

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




NOTE

By default, SMART Ink disables Presenter View. However, if multiple displays are connected to your computer and you want one display to show Presenter View during your presentation, you can enable Presenter View (see *Changing Microsoft Office settings* on page 36).



Moving the toolbar and changing its appearance

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

■ To move the toolbar

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

■ To change the toolbar's appearance

1. Press **SMART Ink**  or **SMART Ink** .
- The SMART Ink Toolbar for PowerPoint appears.
2. Select the **Transparent Toolbar** check box to make the toolbar transparent.
3. Select the **Vertical Toolbar** check box to display the toolbar in vertical view.

Displaying slides

The toolbar enables you to select the previous or next slide in your presentation, or a specific slide.


■ To display the previous slide

Press **Previous** .

■ To display the next slide

Press **Next** .

■ To display a specific slide

1. Press the slide list icon  on the toolbar.
A menu appears.
2. Select the slide from the drop-down menu.

Sharing your presentation


Using Bridgit® conferencing software, you can start and stop sharing your presentation with other meeting participants.

NOTE


This feature has the following requirements:

- SMART Meeting Pro software (with Bridgit software) must be installed on your computer.
- SMART Meeting Pro software must be running.
- You must be in a Bridgit meeting.

To start sharing your presentation

1. Press **SMART Ink** ▲ or **SMART Ink** ▼.
The SMART Ink Toolbar for PowerPoint appears.
2. Press **Start Sharing** .

To stop sharing your presentation

1. Press **SMART Ink** ▲ or **SMART Ink** ▼.
The SMART Ink Toolbar for PowerPoint appears.
2. Press **Stop Sharing** .

Using the pointer

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



To display the pointer

1. Press **SMART Ink** ▲ or **SMART Ink** ▼.
2. Press **Pointer** .


The pointer appears.



TIPS

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


To remove the pointer

Press **Close**  on the pointer.


Accessing the PowerPoint menu and ink tools

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

To access the PowerPoint menu

1. Press **SMART Ink** ▲ or **SMART Ink** ▼.
The SMART Ink Toolbar for PowerPoint appears.
2. Press **PowerPoint Menu** .

To access the PowerPoint ink tools

1. Press **SMART Ink** ▲ or **SMART Ink** ▼.
The SMART Ink Toolbar for PowerPoint appears.
2. Press **PowerPoint Ink Tools** .

Ending your presentation

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

To end your presentation

Press **End Show** .

Chapter 5

Using the SMART Ink Document Viewer

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Your SMART software includes the SMART Ink Document Viewer.

Getting started with the SMART Ink Document Viewer

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

 **TIP**

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

 **To start the SMART Ink Document Viewer**

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

OR

In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Ink Document Viewer**.

 **To open a file**

1. Press **Open File** .

The *Open* dialog box appears.

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Using the SMART Ink Document Viewer


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

To write with pen tools

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













TIP

If your computer isn't connected to an interactive product but SMART Meeting Pro PE software is installed, you can press **SMART Ink**  and select options to write over your open file.

Using the SMART Ink Document Viewer toolbar






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

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
	Select SMART Ink options

 **NOTE**
This toolbar button is available only if your computer isn't connected to an interactive product but SMART Meeting Pro PE software is installed.

CHAPTER 5

Using the SMART Ink Document Viewer

Toolbar button	Description
	Previous page
	Next page
4/10	Go to a specific page
	Help
	Info
	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.

CHAPTER 5

Using the SMART Ink Document Viewer

■ To save a file


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



NOTE

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

■ To print a file

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

Chapter 6

Changing SMART Ink settings

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You can change SMART Ink settings at any time.

Changing general settings

You can change general settings for SMART Ink.

To change general settings

1. Press  or , and then select **Settings** .

The *SMART Ink Settings* window opens.

TIP

You can also open the *SMART Ink Settings* window from the Start menu (Windows XP and Windows 7 operating systems) or the *Apps* screen (Windows 8 operating system).

CHAPTER 6

Changing SMART Ink settings

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

Control	Procedure	Notes
Start SMART Ink when you log on	Select the check box to automatically start SMART Ink 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're unable to write or draw over applications or create SMART Ink Notes. You can manually start SMART Ink (see <i>Getting started with SMART Ink</i> on page 3).
Use the Mini SMART Ink Toolbar	Select the check box to display the mini SMART Ink toolbar.  OR Clear the check box to display the standard SMART Ink toolbar. 	The mini toolbar includes the same options as the standard toolbar but takes up less space on the screen.
Hide SMART Ink toolbars for full screen video	Select the check box to hide the SMART Ink toolbar on videos in full screen mode.	The SMART Ink toolbar appears when you press the video, or write or draw over it.
When you are connected to a SMART product	Select Always show SMART Ink toolbars to show the SMART Ink toolbar on all application windows. OR Select Show SMART Ink toolbars only if a window has some ink on it to hide the SMART Ink toolbar on an application window until you draw over the window.	This setting is applicable only when your computer is connected to a SMART interactive product. If you select Show SMART Ink toolbars only if a window has some ink on it , the SMART Ink toolbar disappears again when you erase digital ink.

Control	Procedure	Notes
When you aren't connected to a SMART product	Select Choose whether SMART Ink stays on and visible if you want the option to turn on or turn off SMART Ink. OR Select Always keep SMART Ink on and visible if you want SMART Ink to always be on.	This setting is applicable in only the following situations: <ul style="list-style-type: none"> SMART Meeting Pro PE software is installed on your computer. Your computer isn't connected to a SMART interactive product. <p>If you select Always keep SMART Ink on and visible, the SMART Ink toolbar appears only on the active window and on any windows with digital ink.</p> <p>For more information, see <i>Using SMART Ink without a SMART interactive product</i> on page 4.</p>

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

Changing SMART Ink and SMART Ink Notes settings

You can change specific settings for SMART Ink and SMART Ink Notes.

To change SMART Ink and SMART Ink Notes settings

1. Press  or , and then select **Settings** .

The *SMART Ink Settings* window opens.

TIP

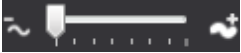

You can also open the *SMART Ink Settings* window from the Start menu (Windows XP and Windows 7 operating systems) or the *Apps* screen (Windows 8 operating system).

2. Press **Ink and Notes**.

CHAPTER 6

Changing SMART Ink settings

3. Change settings:

Control	Procedure	Notes (if any)
SMART Ink Note opacity	Select the opacity of SMART Ink Notes in the drop-down list.	Select 25% , 50% or 75% to see through SMART Ink Notes.
Use drop shadows on SMART Ink	Select the check box to add drop shadows to the ink you write or draw to give the ink a 3D appearance.	Selecting this check box can decrease performance on slower computers.
Erase ink after it's converted to text	Select the check box to erase ink after you insert it as text in an application.	
Use detailed ink thicknesses	Select the check box to select the thickness of ink using a slider.  OR Clear the check box to select the thickness of ink from four options. 	

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

Changing Microsoft Office settings

You can change how SMART Ink interacts with Microsoft Office applications.

To change Microsoft Office settings

1. Press  or , and then select **Settings** .

The *SMART Ink Settings* window opens.

TIP

You can also open the *SMART Ink Settings* window from the Start menu (Windows XP and Windows 7 operating systems) or the *Apps* screen (Windows 8 operating system).

CHAPTER 6

Changing SMART Ink settings

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

Control	Procedure	Notes (if any)
Show the SMART Ink Toolbar for PowerPoint in Presentation mode	Select the check box to display the SMART Ink Toolbar for PowerPoint when presenting a PowerPoint presentation, and then select the orientation of the toolbar in the drop-down list.	If you clear this check box, you can still write or draw over slides and use navigation gestures while presenting a PowerPoint presentation.
Use Presenter View when presenting 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.	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 to only you as 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 it by default.
Disable slide navigation gestures in Microsoft PowerPoint Presentation mode	Select the check box to disable navigation gestures in PowerPoint presentations.	Disable navigation gestures to prevent accidentally invoking the gestures 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.

CHAPTER 6

Changing SMART Ink settings

Control	Procedure	Notes (if any)
In Microsoft Office Edit mode, use the following by default	Select SMART Ink so that my ink doesn't permanently affect my content to use SMART Ink in Microsoft Office applications. OR Select 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 ink you write or draw directly into Microsoft Office documents. Microsoft's ink tools are only available if your computer is connected to a SMART interactive product.
Hide SMART Ink pop-up windows for Microsoft Office pens and erasers in Edit mode	Select to prevent SMART Ink pop-up windows from appearing when you are editing documents in Microsoft Office applications.	

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

Chapter 7

Troubleshooting SMART Ink

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This chapter explains how to troubleshoot SMART Ink.

Using the Troubleshooting tab

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

To use the troubleshooting tab

1. Press  or , and then select **Settings** .

The *SMART Ink Settings* window opens.

TIP

You can also open the *SMART Ink Settings* window from the Start menu (Windows XP and Windows 7 operating systems) or the *Apps* screen (Windows 8 operating system).

2. Press **Troubleshooting**.

SMART Ink verifies the following:

- Are Tablet PC components turned on?
- Does your version of Windows operating system have inking tools?
- Does your version of Microsoft Office have inking tools?
- Is the SMART Ink plugin for PowerPoint installed?
- Is the SMART Ink plugin for Word installed?
- Is the SMART Ink plugin for Excel installed?

If SMART Ink identifies an issue with any of the above points, it displays a red X beside the point and provides information on how to resolve 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, you must turn on Tablet PC components. How you do this depends 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 XP operating system

Install Windows XP Tablet PC Edition. This version of Windows XP operating system includes Tablet PC components.

OR

Upgrade to Windows 7 operating system or Windows 8 operating system, and follow the appropriate procedure below.

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 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, the *Tablet PC Components* check box does not appear in the *Windows Features* dialog box. 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**.

Installing the SMART Ink plugin for Microsoft Office

Follow these instructions to install the SMART Ink plugin for Microsoft Office.



IMPORTANT

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

■ To install the plugin in Windows XP operating system

1. Select **Start > Control Panel**.
The Control Panel appears.
2. Press **Add or Remove Programs**.
The *Add or Remove Programs* window appears.
3. Select **SMART Ink** in the list, and then press **Click here for support information**.
The *Support Info* window for SMART Ink appears.
4. Press **Repair**.
The SMART Ink plugin for Microsoft Office installs.

■ To install the plugin 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 plugin installation wizard appears.
5. Follow the on-screen instructions.

■ To install the plugin in Windows 8 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 plugin installation wizard appears.
5. Follow the on-screen instructions.

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