



SMART Ink™

Windows® operating systems

User's guide

Read this guide on your smart phone or other mobile device.



Product registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at smarttech.com/registration.

Keep the following information available in case you need to contact SMART Support.

Serial number:

Date of purchase:

FCC warning

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the manufacturer's instructions, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

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Chapter 1

Getting started

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About SMART Ink

SMART Ink™ enables you 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 also move, erase and capture your notes as an image and save it to your SMART software.

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

About SMART Ink Notes

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

For more information, see *Working with SMART Ink Notes* on page 15.

CHAPTER 1

Getting started

About the SMART Ink Document Viewer

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

For more information, see *Working with the SMART Ink Document Viewer* on page 19.

About your 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 your SMART interactive product.

SMART Ink works with SMART Product Drivers to enable you to write on your screen in digital ink using your interactive product's pen or your finger.

i NOTE

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

SMART Notebook software

You can write in SMART Notebook software using your SMART interactive product's pen or your finger. The SMART Ink becomes part of your .notebook file.

SMART Meeting Pro software

You can write in SMART Meeting Pro software's Whiteboard mode during collaborative work sessions, using your SMART interactive product's pen or your finger. The SMART Ink becomes part of your .notebook file.

Getting started with SMART Ink

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



i NOTE

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

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

To manually start SMART Ink

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

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

Turning off and turning on SMART Ink

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

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

To turn off SMART Ink

1. Press **SMART Ink**  on the window's SMART Ink toolbar.
The SMART Ink tools appear.
2. Select **Turn off SMART Ink**.

The toolbar turns gray .

To turn on SMART Ink

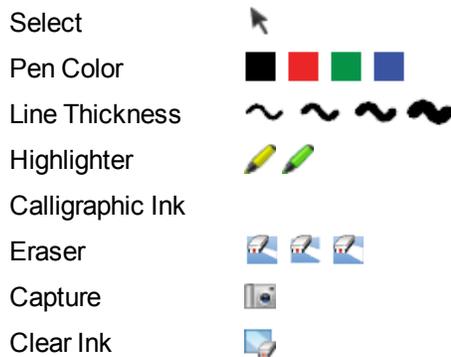
1. Press **SMART Ink**  on the window's SMART Ink toolbar.
The SMART Ink tools appear.
2. Select **Turn on SMART Ink**.

The toolbar turns green .

Accessing SMART Ink tools

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

The SMART Ink toolbar includes the following tools:



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



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



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

To access SMART Ink tools

Press **SMART Ink**  on the toolbar.

The SMART Ink tools appear.

To move the toolbar

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

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Working with SMART Ink

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

Writing or drawing with SMART Ink

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

 **To write with your interactive product's tools**

1. Pick up a pen from your interactive whiteboard's pen tray or press an ink color button on your interactive pen display.

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2. Write over an open file, folder or website on your interactive product.

TIP

The ink becomes an object that you can move and manipulate.

To write with SMART Ink pen tools

1. Select a pen color  and a line thickness  from the SMART Ink toolbar.
2. Write over an open file, folder or website on your interactive product.

TIP

The ink becomes an object that you can move and manipulate.

3. Press **Select**  on the toolbar when you're done. Otherwise, your interactive product continues interpreting screen touches as pen strokes.

To write with calligraphic ink

1. Select a pen color  and a line thickness  from the SMART Ink toolbar.
2. Select the **Calligraphic Ink** check box.
3. Write over an open file, folder or website on your interactive product.

TIP

The ink becomes an object that you can move and manipulate.

4. Press **Select**  on the toolbar when you're done. Otherwise, your interactive product continues interpreting screen touches as pen strokes.

Highlighting content

You can highlight any content on your screen.

To highlight content on your screen

1. Select a highlighter   from the SMART Ink toolbar.
2. Draw over an open file, folder or website on your screen.

TIP

The highlighter ink becomes an object that you can move and manipulate.

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Working with SMART Ink

3. Press **Select**  on the toolbar when you're done. Otherwise, your interactive product continues interpreting screen touches as highlighting.

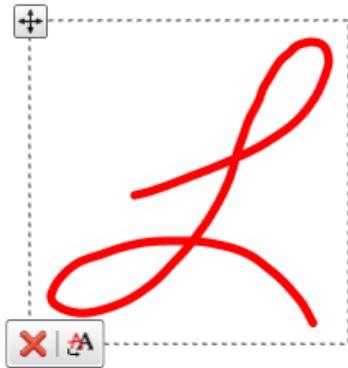
Manipulating SMART Ink

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

■ To select an object

Press the object once.

A border appears around the object.



i NOTE

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

■ To move an object

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

■ To delete an object

1. Select the object.
A border appears around the object.
2. Press **Delete**  on the border.

Erasing and clearing SMART Ink

You can erase or clear SMART Ink from your screen at any time.

■ To erase SMART Ink from a window

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

■ To erase a large area

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

■ To clear all SMART Ink from a window

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

Capturing and saving SMART Ink

You can save whatever you write on your interactive product's screen by taking a screen capture of your notes.

■ To capture and save your notes

1. Press **Capture**  in the SMART Ink toolbar.
The screen capture appears in the drawing area of your SMART software.
2. Save your SMART software file.

NOTE

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

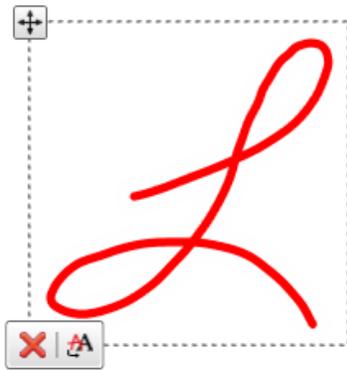
Inserting SMART Ink in applications

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

■ To insert SMART Ink as text

1. Place your cursor where you want the text to appear.
2. Press the SMART Ink object you want to insert.

A border appears around the object.



3. Select **Insert Ink**  on the border.

Your SMART Ink object is inserted in the file as typed text.

Using SMART Ink after you disconnect your interactive product

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

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

■ To continue using SMART Ink

1. Press **SMART Ink**  on the toolbar.
A drop-down menu appears.
2. Select **Keep On**.

■ To stop using SMART Ink

1. Press **SMART Ink**  on the toolbar.
A drop-down menu appears.
2. Select **Erase and Hide**.

NOTE

To start SMART Ink after you select **Erase and Hide**, you must connect your SMART interactive product. For more information, see *Getting started with SMART Ink* on page 2.

Using application ink tools

Many applications, such as Microsoft® Office 2010 applications, have their own ink tools that you can use to write in the application's content.

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

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

Using Microsoft Office

i NOTES

- Windows® 7 operating system supports application ink tools for Microsoft Office 2007 and 2010.
- Windows XP operating system doesn't support application ink tools for Microsoft Office.
- Microsoft Office 2004 and earlier don't include application ink tools.

When you open a Word document, an Excel spreadsheet or a PowerPoint presentation, the Microsoft Ink toolbar appears in the title bar. You can use the Microsoft Office pens, or you can turn on SMART Ink and then use your interactive product's pens to write over your application.

When you select **Show Office Pen Tab**, the Microsoft Office application tools appear in the Office pen tab.

Using SMART Ink during PowerPoint presentations

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

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



You can move the toolbar anywhere on the screen and you can make it transparent.

■ To move the toolbar

1. Press anywhere on the title bar.
2. Drag the toolbar to a new location.

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■ To make the toolbar transparent

1. Press anywhere on the title bar.
The SMART Ink tools appear.
2. Select **Transparent Toolbar**.

■ To display the previous slide

Press **Previous** .

■ To display the next slide

Press **Next** .

■ To display a specific slide

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

Using the pointer

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



■ To display the pointer

1. Press **Pointer** .
- A message appears, telling you to touch anywhere to set the location of the pointer.

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2. Press the part of the presentation you want people to look at.

The pointer appears.

TIPS

- Press anywhere on the presentation to change the location of the pointer.
- 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 menu

1. Press **SMART Ink** .

The SMART Ink tools appear.

2. Press **PowerPoint Menu**.

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■ To access the PowerPoint ink tools

1. Press **SMART Ink** .

The SMART Ink tools appear.

2. Press **PowerPoint Ink Tools**.

Ending your presentation

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

■ To end your presentation

1. Press **SMART Ink** .

The SMART Ink tools appear.

2. Press **End Show**.

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Working with SMART Ink Notes

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SMART Ink Notes enable you to write with digital ink anywhere on your desktop.

About SMART Ink Notes

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

You can move and resize the note. You can also capture it as an image and save it in your SMART software.

You can have up to 20 SMART Ink Notes open at a time. When you log off your computer, your notes disappear.

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

■ To create a SMART Ink Note

1. Pick up your interactive product's pen or select an ink color button on your interactive pen display.
2. Write on your desktop.

A SMART Ink Note appears and you can write inside the note.

■ 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.

Manipulating objects in SMART Ink Notes

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

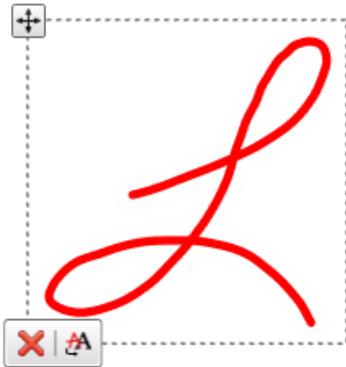
■ **To select an object in a SMART Ink Note**

Press the object once.

A border appears around the object.

i **NOTE**

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



■ **To move an object in a SMART Ink Note**

Press and hold the move icon , and then drag the object to a new location in the note.

■ **To delete an object in a SMART Ink Note**

1. Press the object once.

A border appears around the object.

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

💡 **TIP**

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

Capturing and saving SMART Ink Notes

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

■ To capture and save a SMART Ink Note

1. Press **Capture**  in the SMART Ink Note toolbar.
The screen capture appears in the drawing area of your SMART software.
2. Save your SMART software file.

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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Working with the SMART Ink Document Viewer

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

About the SMART Ink Document Viewer

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

TIP

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

To start the SMART Ink Document Viewer

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

To open a file

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

■ **To write with pen tools**

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

 **TIP**

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

Using the SMART Ink Document Viewer toolbar

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

■ **To move the toolbar**

1. Press **Move** .
- A drop down menu appears.
2. Select **Top**, **Bottom**, **Left** or **Right**.

■ **To zoom in or out**

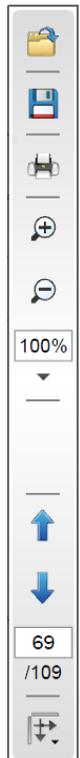
Press **Zoom In**  or **Zoom Out** .

■ **To adjust the magnification and page view settings**

1. Press the magnification arrow .
- A drop down menu appears.
2. Select **Fit Page**, **Fit Width**, **Two Page View** or a magnification percentage.

■ **To display the previous page**

Press **Previous Page** .



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Working with the SMART Ink Document Viewer

■ To display the next page

Press **Next Page** .

■ To save a file

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

NOTE

If you wrote over the file, your digital ink saves as a permanent part of your 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**.

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