SMART Ink™ and the Dynamic Toolbar

SMART®
Inspired Collaboration™
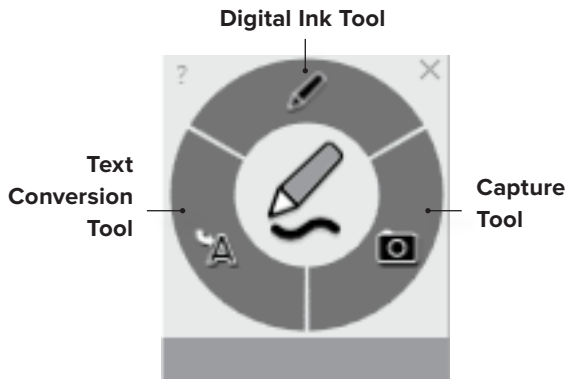
Introduction

SMART Meeting Pro™ software comes with SMART Ink™ 3.0. This version of SMART Ink introduces a new dynamic toolbar for selecting pen options when writing or drawing in digital ink.
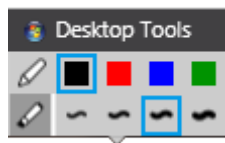
Dynamic Toolbar

Digital Ink Tool

Text Conversion Tool

Capture Tool

If you don't use the dynamic toolbar for a period of time, it enters minimized mode.

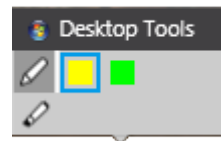## Using the Digital Ink Tool

To write or draw digital ink

1. Pick up one of the interactive flat panel's pens. The dynamic toolbar for that pen appears on the screen.
2. Optionally, select the dynamic toolbar to expand it, and then change the pen's style, color and thickness by pressing **Pen Options**.
3. Select **Pen** and, optionally, select a color and thickness.

4. Use the pen to write or draw digital ink on the whiteboard or other applications.
5. The *Pen iQ* feature enables the users to specify the colors and other settings for their pens independently of each other.

To highlight content

1. Pick up one of the interactive flat panel's pens. The dynamic toolbar for that pen appears on the screen.
2. Optionally, select the dynamic toolbar to expand it, and then change the pen's style, color and thickness by pressing **Pen Options**.
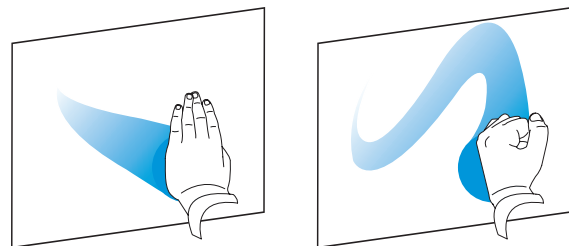3. Select **Highlighter** and, optionally, select a color and thickness.

4. Use the pen to highlight on the whiteboard or other applications.

To erase digital ink using a pen

1. Pick up one of the interactive flat panel's pens. The floating toolbar for that pen appears on the screen.
2. Use the eraser end of the pen to erase digital ink.
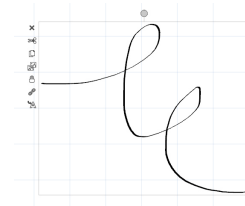
To erase digital ink using your palm or fist

1. Use your palm or fist to erase digital ink.

Manipulating Digital Ink

To select an object

1. Select the object once.
2. A border appears around the object.

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To select multiple object

1. Drag a rectangle around the objects you want to select.

To move objects

1. Select the object once.
2. Drag or flick the objects to a new location.

To cut or copy and then paste objects

1. Select the objects.
2. Select **Cut** ✂ or **Copy**. 📄
3. **Paste** 📋 the objects in another application.

To delete objects
1. Select the objects.
2. Press **Delete** ✖ on the border or erase the digital ink using your fist or palm.

Using the Text Conversion Tool
To convert SMART Ink to text

1. Pick up one of the interactive flat panel's pens. The dynamic toolbar for that pen appears on the screen.
2. Select **Text Conversion Options**.
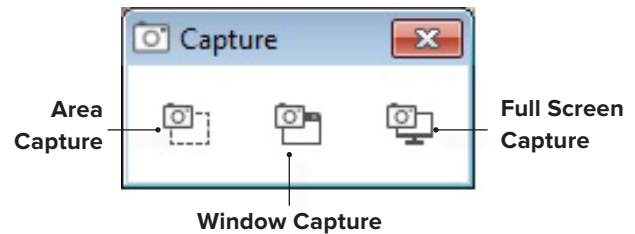3. Write the characters you want to convert to text in the *Text Conversion* window.

4. As you write characters, the text conversion window converts your handwriting to text.
5. If you want to insert the text in the application, press **Accept** ✔, and then press where you want to insert the text.
6. If you don't want to insert the text in the application, press **Reject**. ✖

Using the Capture Tool
To capture

1. Pick up one of the interactive flat panel's pens. The dynamic toolbar for that pen appears on the screen
2. Select the **Capture** 📷 option.
3. The *Capture* toolbar will appear.

4. To capture a specific area, select the **Area Capture** option.
5. To capture a specific window, select the **Window Capture** option.
6. To capture the full screen, select the **Full Screen Capture** option.
7. Press **Close** ✖ in the Capture toolbar. Your capture will appear in the unbound workspace.

Using SMART Ink in different applications

1. SMART Ink can be used within different applications such as internet browsers, Microsoft Office software, PDF, or other specialized programs.
2. The SMART Ink Document Viewer enables you to view PDF files on your computer and to write in digital ink over the PDF files and save the ink annotations directly into the file.
3. Ink annotation created in MS Office applications can be saved with the MS Office documents.

Utilizing the Pen iQ Feature

1. The *Pen iQ* feature enables the users to specify the colors and other settings for their pens independently of each other.
2. The *Pen iQ* function allows users to collaborate at the same time for a seamless integration of SMART Ink within your session.