



SMART Ink™ 3.2

USER'S GUIDE

FOR WINDOWS® OPERATING SYSTEMS

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Chapter 1

Welcome

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This guide explains how to use SMART Ink™ with your SMART interactive product.

NOTE

This guide is distributed as a PDF file that contains videos. To watch these videos, make sure that your PDF reader can play videos and then set the reader to trust the guide's contents. See the PDF reader's Help for instructions.

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. You can write over a video without pausing it or interfering with the video's interactivity. You can highlight content on the screen.

You can move, copy and paste and erase your 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®, 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 dynamic 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 dynamic 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.

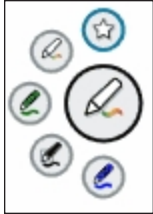
Using your SMART interactive product's pens and the drawing tools in the SMART Ink dynamic toolbar, you can write in SMART Meeting Pro software, and the digital ink becomes part of the SMART Meeting Pro file.

What's new in SMART Ink 3.2

SMART Ink 3.2 includes a number of new and enhanced features.

Quick favorites

Buttons for the first four favorite pens appear around the toolbar when it's minimized. These buttons are called "quick favorites."



For more information, see *Viewing the dynamic toolbar in full mode* on page 12 and *Using SMART Ink Favorite Pens* on page 29.

Toolbox

The dynamic toolbar's *Toolbox* button contains items that are useful when you're writing or drawing in digital ink.

For more information, see *Saving digital ink* on page 26, *Converting handwriting to typed text* on page 28 and *Using the stamp pad* on page 32.

Screen capture improvements

In previous versions of SMART Ink, the Capture buttons appeared in a separate toolbar. In this version, they appear in the dynamic toolbar. In addition, SMART Ink now lets you choose from a variety of actions when you take a screen capture:

- Send the screen capture to SMART Notebook software
- Send the screen capture to SMART Meeting Pro software or SMART Meeting Pro PE software
- 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 other applications

You can choose one of these actions as the default action for screen captures.

 **NOTE**

If SMART Meeting Pro software or SMART Meeting Pro PE software is installed, the default action remains in effect only for the rest of the current session.

For more information, see *Saving digital ink* on page 26.

Stamp pad

You can use the SMART Ink stamp pad to reinforce ideas, correct student work, reward student achievements, and so on. The SMART Ink stamp pad comes with ten standard stamps, and you can also create your own.

For more information, see *Using the stamp pad* on page 32.

SMART Ink window tools in SMART Ink Notes

SMART Ink window tools now appear in the top-right corner of SMART Ink Notes. You can use these tools to clear all digital ink from the SMART Ink Note or to take a screen capture of the SMART Ink Note.

For more information, see *Clearing all digital ink from a window or SMART Ink Note* on page 25 and *Saving digital ink* on page 26.

Restoring dynamic toolbars to their default positions

If you cannot find a dynamic toolbar on the screen, you can restore the dynamic toolbars to their default positions.

For more information, see *Changing SMART Ink settings* on page 49.

SMART Ink plugin



The SMART Ink plugin for Adobe® Acrobat® Reader® lets you to write or draw in PDF files, label your digital ink in PDF files and take screen captures of PDF files.

For more information, see *Using the SMART Ink plugin for Adobe Acrobat Reader* on page 41.

Other resources

For more information about SMART Ink and the other SMART software on your computer, refer to the SMART software Help. The SMART software Help includes all the information in this guide. You can view the Help on your SMART interactive product or on a mobile device.

CHAPTER1
WELCOME

To open SMART software Help, press the **SMART Board** icon ( or ) in the notification area, and then select **Help**. You can also press any of the **Help** buttons and links in the SMART Ink user interface.

Chapter 2

Using SMART Ink


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You can write in, draw in and interact with digital ink using SMART Ink.

Starting SMART Ink

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 (see *Changing SMART Ink settings* on page 49).

NOTE

When you start SMART Ink for the first time, a *Welcome* window opens. The *Welcome* window includes four short introductory videos. To watch a video, press its play button. To open the *Welcome* window again later, press the Help button  in the upper-left corner of the dynamic toolbar.

To start SMART Ink manually

In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Ink**.

OR

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

OR

In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink**.

About the dynamic toolbar

Use the dynamic toolbar to write and draw in digital ink, convert handwriting to text, take screen captures and use favorites. Although the dynamic toolbar works with the desktop and all applications, some of its options vary from application to application.

Opening the dynamic toolbar

Before opening the dynamic toolbar, start SMART Ink (see *Starting SMART Ink* above) and connect your computer to a SMART interactive product.

To open the dynamic toolbar when connected to a SMART Board 8000i-G5 series interactive flat panel

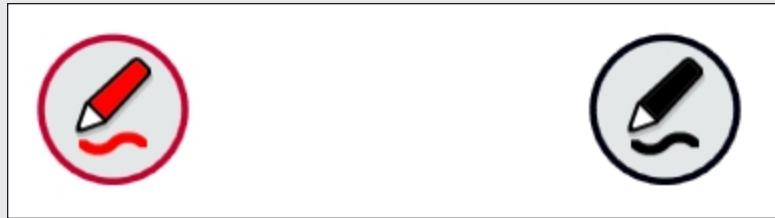
Pick up one of the interactive flat panel's pens.

The dynamic toolbar appears.



NOTE

SMART Board 8000i-G5 series interactive flat panels have Pen ID™. If you pick up one pen and another user picks up the other pen, two dynamic toolbars appear. You and the other user can specify the colors and other settings for your pens independently.



To open the dynamic toolbar when connected to a SMART Board 8000i-G3 or 8000i-G4 series interactive flat panel

Pick up one of the interactive flat panel's pens.

The dynamic toolbar appears.

To open the dynamic toolbar when connected to a SMART Board 6000 series interactive flat panel

Pick up one of the interactive flat panel's pens.

The dynamic toolbar appears.





NOTE

SMART Board 6000 series interactive flat panels have Pen ID. If you pick up one pen and another user picks up the other pen, two dynamic toolbars appear. You and the other user can specify the colors and other settings for your pens independently.



To open the dynamic toolbar when connected to a SMART Board 4000 series interactive flat panel

Press the **SMART Board** icon ( or ) in the notification area, and then select **Show Ink Toolbar**.

The dynamic toolbar appears.

To open the dynamic toolbar when connected to a SMART Board 800 series interactive whiteboard



Pick up one of the interactive whiteboard's pens.

The dynamic toolbar appears.

To open the dynamic toolbar when connected to a SMART Board M600 series interactive whiteboard

If the interactive whiteboard has a pen tray, press one of the **Color Select** buttons on the pen tray.

OR

If the interactive whiteboard doesn't have a pen tray, press the **SMART Board** icon ( or ) in the notification area, and then select **Show Ink Toolbar**.



The dynamic toolbar appears.

To open the dynamic toolbar when connected to a SMART Board 600 series interactive whiteboard

Pick up one of the interactive whiteboard's pens.

The dynamic toolbar appears.

To open the dynamic toolbar when connected to a LightRaise® 60wi or 60wi2 interactive projector

Press the **SMART Board** icon ( or ) in the notification area, and then select **Show Ink Toolbar**.

The dynamic toolbar appears.

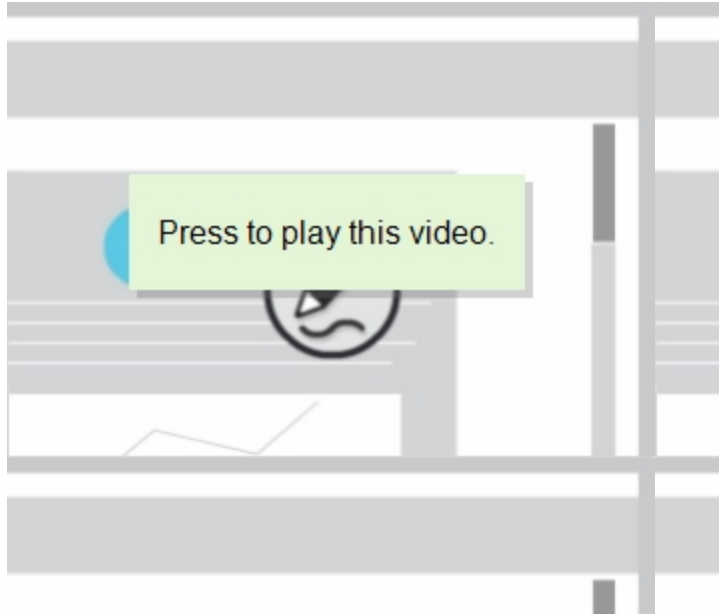
To open the dynamic toolbar when connected to a SMART Podium™ interactive pen display

Press one of the **Color Select** buttons on the interactive pen display.

The dynamic toolbar appears.

Viewing the dynamic toolbar in full mode

When you first open the dynamic toolbar, it appears minimized. To view the toolbar in full mode, press it.



NOTES

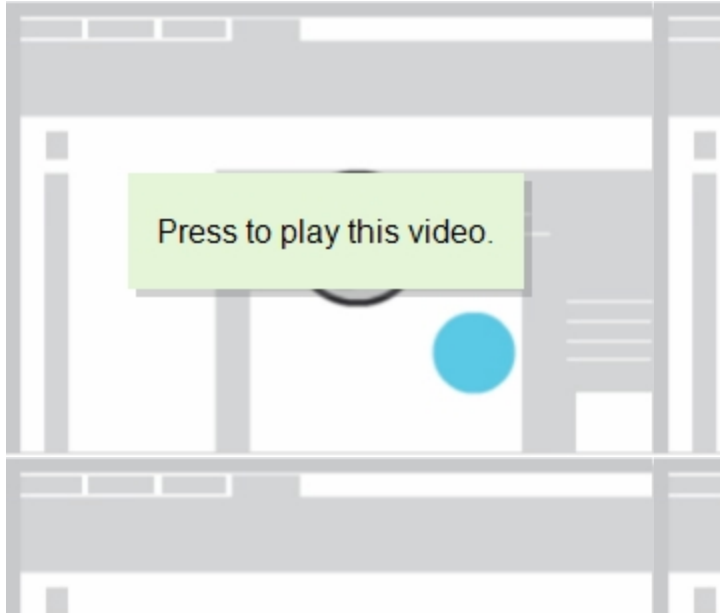
- If SMART Notebook software is installed, buttons for the first four favorite pens appear around the toolbar when it's minimized. These buttons are called "quick favorites."
- The options available in full mode depend on the type of SMART interactive product connected to your computer.




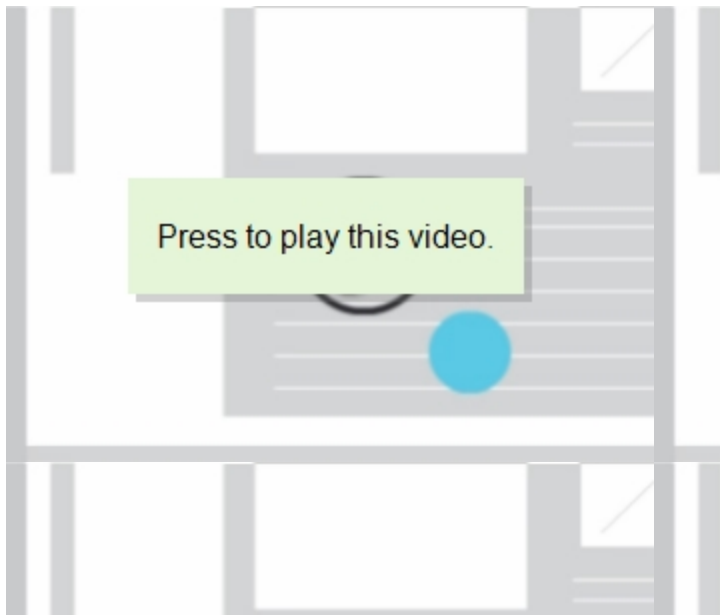
The toolbar minimizes after 10 seconds of non-use. You can also minimize the toolbar at any time by pressing its center.

Moving and docking the dynamic toolbar

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





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



Pinning palettes in the dynamic toolbar

When you press one of the buttons in the dynamic 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 any 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, press **Pin**  in its upper-right corner. To unpin the palette, press **Unpin**  in its top-right corner.

NOTE

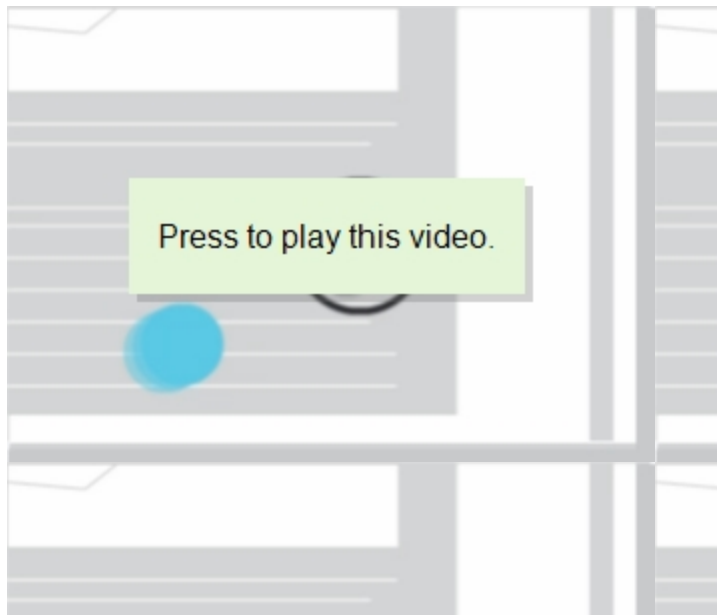
If you press the center of the toolbar, the toolbar minimizes and any pinned palettes disappear.



Closing the dynamic toolbar

The dynamic toolbar disappears when you return the pen to its holder. If you pick up the pen later, the dynamic toolbar reappears in the same location.

You can also hide the dynamic toolbar in a number of other ways:

- Dock the dynamic toolbar, push it off the screen until it disappears, and then press **Close Ink** when prompted.



- Press the **SMART Board** icon ( or ) in the notification area, and then select **Hide Ink Toolbar**.

 **NOTE**

You can also turn off SMART Ink for a specific window or application (see *Turning off SMART Ink* on page 35).

About the SMART Touch Inking Tool


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 on your computer.

Starting the SMART Touch Inking Tool

You can start the SMART Touch Inking Tool in a variety of ways:

- Press the **SMART Board** icon  in the notification area, and then select **Show SMART Touch Inking Tool**.
- Open the *SMART Ink Settings* window, press **General Settings**, and then press **Start SMART Touch Inking Tool** (see *Changing SMART Ink settings* on page 49).
- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Touch Inking Tool**.

OR

In Windows 8 operating system, go to the *Apps* screen, and then scroll to and select **SMART Technologies > SMART Touch Inking Tool**.

OR

In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Touch Inking Tool**.

 **TIP**

Right-click **SMART Touch Inking Tool**, and then select **Pin to Taskbar** to add a shortcut to SMART Touch Inking Tool to the task bar.

 **NOTE**

If the SMART Touch Inking Tool isn't available for your SMART interactive product, a message appears informing you when you try to open the tool.

Using the SMART Touch Inking Tool

After you start the SMART Touch Inking Tool, its dynamic toolbar appears. The SMART Touch Inking Tool dynamic toolbar is identical to the SMART Ink dynamic toolbar except that its circle is blue rather than gray, black or red (see *About the dynamic toolbar* on page 8).




The SMART Touch Inking Tool dynamic 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 or draw in digital ink
- Manipulate digital ink
- Erase digital ink
- Save digital ink in a screen capture
- Convert handwriting to typed text
- Save and use favorites

Closing the SMART Touch Inking Tool

You can close the SMART Touch Inking Tool in a number of ways:

- Dock the SMART Touch Inking Tool dynamic toolbar, push it off the screen until it disappears, and then press **Close Ink** when prompted.
- Press the **SMART Board** icon  in the notification area, and then select **Hide SMART Touch Inking Tool**.
- Open the *SMART Ink Settings* window, press **General Settings**, and then press **Close SMART Touch Inking Tool** (see *Changing SMART Ink settings* on page 49).

 **NOTE**

You can also turn off the SMART Touch Inking Tool for a specific window or application (see *Turning off SMART Ink* on page 35).

Writing and drawing in digital ink

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

 **NOTE**

You can write or draw in digital ink outside of SMART software when SMART Ink is running (see *Starting SMART Ink* on page 8) and your computer is connected to a SMART interactive product.

Writing and drawing in digital ink

 **To write or draw in digital ink**

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).

2. Press **Pens** .

3. Select a pen, and then set properties.



NOTES

- The properties available depend on the pen you select:

Property	Standard pens			SMART Notebook pens ¹					
Color	✓	✓	✓	✓	✓ ²	✓	✓	✓	✓
Line									
Line style	✓								
Line start	✓								
Line end	✓								
Thickness	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transparency	✓		✓			✓			

- SMART Notebook pens behave like standard pens outside of SMART Notebook software.
- If you are writing or drawing digital ink in a Microsoft Office application and Microsoft's ink tools are enabled, press **Open Office Ink Tools**, and then select a pen and set properties using the *Ink Tools* ribbon (see *Changing Microsoft Office settings* on page 51). For more information, see *Chapter 3: Using SMART Ink with Microsoft Office* on page 37.

4. 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.

¹SMART Notebook pens are available only if SMART Notebook software is installed on your computer.

²Presets, rather than color options, are available for the creative pen type.

Writing and drawing in digital ink at the same time as another user

The following SMART interactive products enable two users to write, draw and erase at the same time:

- SMART Board 8000i-G5 series interactive flat panels
- SMART Board 8000i-G3 and 8000i-G4 series 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 and 60wi2 interactive projectors

SMART Board 6000 series and 8000i-G5 series interactive flat panels have Pen ID. This feature enables the two users to specify the colors and other settings for their pens independently.

Manipulating digital ink

You can manipulate digital ink objects created with SMART Ink.

Selecting objects

To select an object

Press the object once.

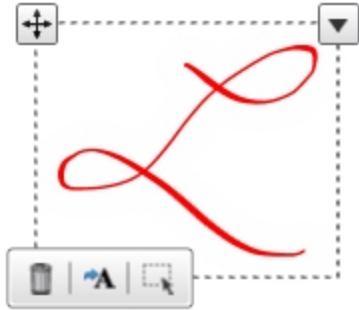
A border appears around the object.




To select multiple objects

1. Press the first object once.

A border appears around the object.

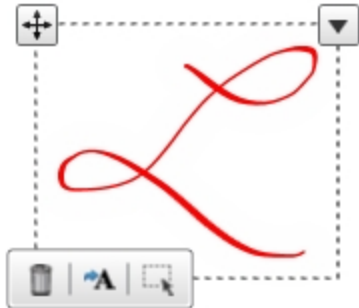



2. Press **Select**  on the border.
3. Drag a rectangle around the objects you want to select.

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 also erase ink to delete it (see *Erasing digital ink* below).

Erasing digital ink

You can erase ink from a window at any time.



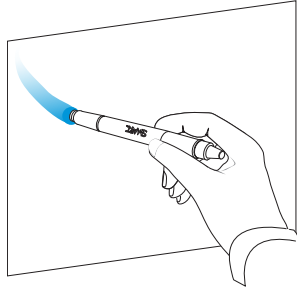
NOTE

You can erase digital ink outside of SMART software when SMART Ink is running (see *Starting SMART Ink* on page 8) and your computer is connected to a SMART interactive product.

Erasing digital ink

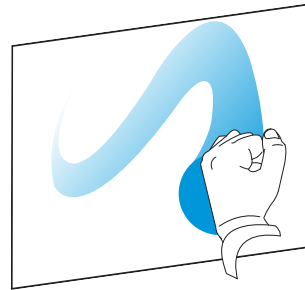
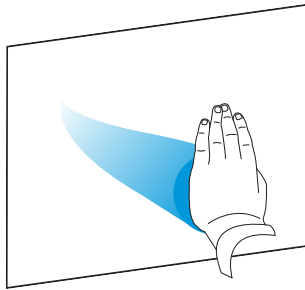
To erase digital ink when connected to a SMART Board 8000i-G5 series interactive flat panel

Move the eraser end of a pen over the digital ink you want to erase.



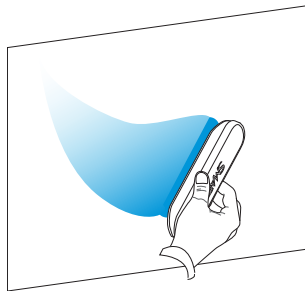
OR

Move your palm or fist over the digital ink you want to erase.



To erase digital ink when connected to a SMART Board 8000i-G3 or 8000i-G4 series interactive flat panel

Move the eraser over the digital ink you want to erase.

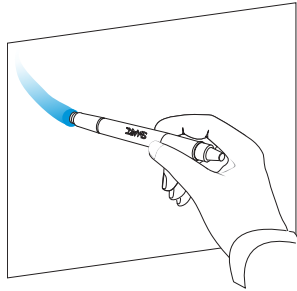


OR

Move your palm or fist over the digital ink you want to erase.

To erase digital ink when connected to a SMART Board 6000 series interactive flat panel

Move the eraser end of a pen over the digital ink you want to erase.



OR


Move your palm or fist over the digital ink you want to erase.

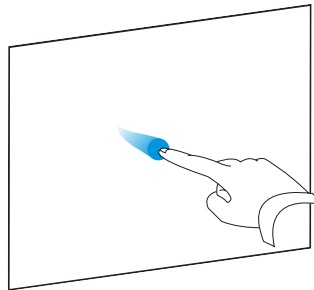
To erase digital ink when connected to a SMART Board 4000 series interactive flat panel

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR

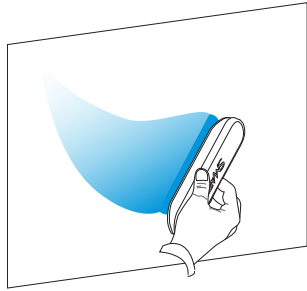
Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).

2. Press **Eraser** , and then select an eraser size.
3. Move your finger over the digital ink you want to erase.



To erase digital ink when connected to a SMART Board 800 series interactive whiteboard

Move the eraser over the digital ink you want to erase.



OR


Move your palm or fist over the digital ink you want to erase.

To erase digital ink when connected to a SMART Board M600 series interactive whiteboard

1. Press the **Eraser** button on the pen tray.

OR

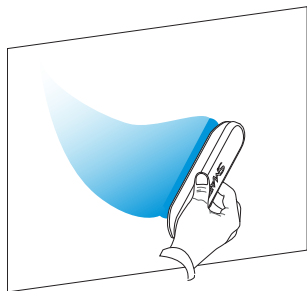
Do the following:

- a. Open the dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).
- b. Press **Eraser** , and then select an eraser size.

2. Move your finger over the digital ink you want to erase.

To erase digital ink when connected to a SMART Board 600 series interactive whiteboard


Move the eraser over the digital ink you want to erase.



OR

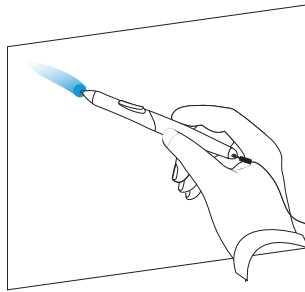
Move your palm or fist over the digital ink you want to erase.

To erase digital ink when connected to a LightRaise 60wi or 60wi2 interactive projector

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).
2. Press **Eraser** , and then select an eraser size.
3. Move your finger over the digital ink you want to erase.

To erase digital ink when connected to a SMART Podium interactive pen display

1. Press the **Eraser** button on the interactive pen display.
2. Move the tethered pen over the digital ink you want to erase.



Erasing digital ink at the same time as another user

The following SMART interactive products enable two users to write, draw and erase at the same time:

- SMART Board 8000i-G5 series interactive flat panels
- SMART Board 8000i-G3 and 8000i-G4 series 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 and 60wi2 interactive projectors

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.

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

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



NOTE

In Internet Explorer and Chrome Internet browsers, this procedure clears digital ink from the current tab. Digital ink in other tabs is not affected.

Saving digital ink

You can save digital ink by taking a screen capture. After taking the screen capture, you can choose from a variety of actions:

- Send the screen capture to SMART Notebook software
- Send the screen capture to SMART Meeting Pro software or SMART Meeting Pro PE software
- 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



NOTE

Before taking screen captures, complete these tasks:



- Make sure SMART Notebook software, SMART Meeting Pro software or SMART Meeting Pro PE software is installed on your computer.
- Start SMART Ink (see *Starting SMART Ink* on page 8) and connect your computer to a SMART interactive product.

To take a screen capture using the Capture toolbar

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR


Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).


2. Press **Toolbox** , and then press **Capture** .

3. Press one of the following buttons:

 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.

If you've already selected a default action for screen captures, the screen capture is saved accordingly.

OR

If you haven't already selected a default action for screen captures, the *Capture* window opens. This window displays a thumbnail of the screen capture and a button for the last action you selected.

5. Press the last action's button.

OR


Press **Do something else**, and then select another action.



TIP

- o Select **Do this every time** to make your chosen action the default action. (If SMART Meeting Pro software or SMART Meeting Pro PE software is installed, the default action is in effect only for the duration of the current session.)
- o To clear the default action, see *Changing SMART Ink settings* on page 49.

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 and drawing in digital ink* on page 17).
2. Press the SMART Ink window tools button  in the top-right corner of the window or SMART Ink Note, and then select **Capture Ink**.

If you've already selected a default action for screen captures, the screen capture is saved accordingly.

OR

If you haven't already selected a default action for screen captures, the *Capture* window opens. This window displays a thumbnail of the screen capture and a button for the last action you selected.

3. Press the last action's button.

OR

Press **Do something else**, and then select another action.



TIP

- Select **Do this every time** to make your chosen action the default action. (If SMART Meeting Pro software or SMART Meeting Pro PE software is installed, the default action is in effect only for the duration of the current session.)
- To clear the default action, see *Changing SMART Ink settings* on page 49.

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 *Starting SMART Ink* on page 8) and your computer is connected to a SMART interactive product.

To convert new handwriting to text

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).

2. Press **Toolbox** , and then press **Text Conversion** .



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, press **Keyboard** .
- To remove existing text from the text conversion window, press **Clear** .
- 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, press **Accept** , and then press where you want to insert the text.

OR

If you don't want to insert the text in the application, press **Reject** .

To convert existing handwriting to text

1. Select the handwriting 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 your converted writing appears.

3. Press the location in an application where you want to insert the text.

Your notes appear in the application as text.

Using SMART Ink 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.



NOTES



- Favorites are available only if SMART Notebook software is installed on your computer.
- To use favorites, start SMART Ink (see *Starting SMART Ink* on page 8) and connect your computer to a SMART interactive product.

To add a favorite pen

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR












Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).

2. Press **Favorite Pens** .
3. Press **Add** .
4. Select a favorite pen type.
5. Set the favorite pen's properties.



NOTES

The properties available depend on the pen you select:

Property	Standard pens			SMART Notebook pens					
									
 Color	✓	✓	✓	✓	✓ ³	✓	✓	✓	✓
 Line									
Line style	✓								
Line start	✓								
Line end	✓								
Thickness	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transparency	✓		✓			✓			

6. Press **Add as favorite**.


To edit a favorite pen

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

³Presets, rather than color options, are available for the creative pen type.

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).


2. Press **Favorite Pens** .
3. Press **Edit**.
4. Select the favorite pen, and then press **Customize Pen**.
5. Change the favorite pen's properties.
6. Press **Save**.

To delete a favorite pen

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).


2. Press **Favorite Pens** .
3. Press **Edit**.
4. Select the favorite pen, and then press **Delete**.
5. Press **Done**.

To change the order of favorite pens

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).

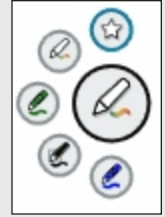
2. Press **Favorite Pens** .
3. Press **Edit**.
4. Select a favorite pen, and then drag it from its current position in the palette to a new position.
5. Repeat step 4 for each favorite pen you want to move.

6. Press **Done**.



TIP

Buttons for the first four favorite pens appear around the toolbar when it's minimized. These buttons are called "quick favorites."



To write or draw in digital ink using a favorite pen


1. Open the SMART Ink dynamic toolbar (see *Opening the dynamic toolbar* on page 8).

OR

Open the SMART Touch Inking Tool dynamic toolbar (see *About the SMART Touch Inking Tool* on page 15).

2. If you want to use one of the first four favorite pens, press the appropriate quick favorite.

OR

If you want to use one of the other favorite pens, press **Favorite Pens** , and then select the favorite pen.



NOTE


If you're using a SMART Board 4000 series interactive flat panel or other touch-only SMART interactive product, open the dynamic toolbar in full mode to access the *Favorite Pens* button.

3. Write or draw in digital ink.

Using the stamp pad

You can use the SMART Ink stamp pad to reinforce ideas, correct student work, reward student achievements, and so on. You can manipulate and erase stamps like you do digital ink (see *Manipulating digital ink* on page 19 and *Erasing digital ink* on page 21).

The stamp pad comes with ten standard stamps. In addition, you can 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 *Starting SMART Ink* on page 8) and connect your computer to a SMART interactive product.



Inserting stamps

To insert a stamp

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).

2. Press **Toolbox** , and then press **Stamp Pad** .
3. Select a stamp.
4. Press 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
Desktop and all other applications	Stamp

 **NOTE**

If you are inserting 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

The following SMART interactive products enable two users to insert stamps at the same time:

- SMART Board 8000i-G5 series interactive flat panels
- SMART Board 8000i-G3 and 8000i-G4 series 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 interactive projectors

SMART Board 6000 series and 8000i-G5 series interactive flat panels have Pen ID. This feature enables the two users to specify different stamps for their pens.

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 the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).

3. Press **Toolbox** , and then press **Stamp Pad** .
4. Press **Add** .

The *Open* dialog box appears.

5. Browse to the picture file you saved in step 1, and then press **Open**.



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

To delete a personal stamp

1. Open the SMART Ink dynamic toolbar in full mode (see *Opening the dynamic toolbar* on page 8).

OR

Open the SMART Touch Inking Tool dynamic toolbar in full mode (see *About the SMART Touch Inking Tool* on page 15).

2. Press **Toolbox** , and then press **Stamp Pad** .
3. Press and hold the personal stamp, and then press **Delete**.

Turning off SMART Ink

By default, you can use SMART Ink to write or draw in digital ink on any window and in any application. You can turn off SMART Ink for a specific window or application. This is particularly useful when an application has its own writing and drawing tools that you want to use instead of SMART Ink.


IMPORTANT

If you turn off SMART Ink for an application, you are unable to turn it back on for that application. Turn off SMART Ink for an application only if you want to permanently disable it for that application.

NOTES

- To turn off SMART Ink for a window or an application, start SMART Ink (see *Starting SMART Ink* on page 8) and connect your computer to a SMART interactive product.
- You can turn off SMART Ink for an application only if SMART Notebook software is installed on your computer.

To turn off SMART Ink for a window

1. Write or draw in the window (see *Writing and drawing in digital ink* on page 17).
2. Press the SMART Ink window tools button  in the top-right corner of the window, and then select **Turn off SMART Ink**.

The *Turn off SMART Ink* dialog box appears.


3. Press **In this window**.

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

NOTE

In Internet Explorer and Chrome Internet browsers, this procedure turns off SMART Ink for the tab. You can continue to write or draw in other tabs.

To turn off SMART Ink for an application

1. Write or draw in the window (see *Writing and drawing in digital ink* on page 17).
2. Press the SMART Ink window tools button  in the top-right corner of the application, and then select **Turn off SMART Ink**.

The *Turn off SMART Ink* dialog box appears.

3. Press **In this application**.

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

Chapter 3

Using SMART Ink with Microsoft Office

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Microsoft Word, Excel and PowerPoint have their own ink tools. You can use these ink tools to write or draw in the applications (see *Writing and drawing in digital ink* on page 17 and *Erasing digital ink* on page 21).

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 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 your SMART software (see <i>Saving digital ink</i> on page 26).

Using SMART Ink during PowerPoint presentations

If the following are true, the SMART Ink Toolbar for PowerPoint appears when you start a PowerPoint presentation:

- 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 *Changing Microsoft Office settings* on page 51).



NOTE

SMART Board 6000 series and 8000i-G5 series interactive flat panels have Pen ID. If you pick up one of the interactive flat panel's pens and another user picks up the other pen, two SMART Ink Toolbars for PowerPoint appear. You and the other user can specify the colors and other settings for your pens independently.



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

Press **Previous** .

To display the next slide

Press **Next** .



To insert a new, blank slide

1. Press **Options** .
2. Press **Slide Options** , and then press **New Slide** .



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. Press **Options** .
2. Press **Pen**  and, optionally, select a line color and thickness.
3. Write or draw in digital ink.

To highlight content

1. Press **Options** .
2. Press **Highlighter**  and, optionally, select a highlighter color.
3. Highlight content.

To clear digital ink

1. Press **Options** .
2. Press **Slide Options** , and then press **Clear Slide** .

Ending your presentation

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

To end your presentation

Press **End Show** .

Chapter 4

Writing or drawing in PDF files

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You can write or draw in PDF files using the following tools:

- SMART Ink plugin for Adobe Acrobat Reader
- SMART Ink Document Viewer

Using the SMART Ink plugin for Adobe Acrobat Reader

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 dynamic toolbar to write or draw in the PDF file (see *Writing and drawing in digital ink* on page 17).



To erase digital ink in a PDF file

Use your SMART interactive product's eraser, your palm, your fist or the SMART Ink dynamic toolbar to erase digital ink in the PDF file (see *Erasing digital ink* on page 21).

Labeling digital ink

You can label digital ink in situations where more than one person is writing or drawing in a PDF file at the same time. You can also use labels to differentiate digital ink notes (for example, digital ink notes that are relevant to electrical systems versus those that are relevant to plumbing systems in an architectural drawing).

To create a label

1. Open Adobe Acrobat Reader.
2. Pick up your SMART interactive product's pen.
3. Click **Reviewing** .
4. Press **Add** .



The text conversion window appears.

5. Write the name of 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, press **Keyboard** .
- To remove existing text from the text conversion window, press **Clear** .
- To edit text, use the editing marks in the bottom left corner of the text conversion window.

6. Press **Accept** .

To delete a label

1. Open Adobe Acrobat Reader.
2. Pick up your SMART interactive product's pen.
3. Click **Reviewing** .
4. Select the label, and then press **Delete** .

To label digital ink

1. Open a PDF file in Adobe Acrobat Reader.
2. Pick up your SMART interactive product's pen.
3. Click **Reviewing** , and then select a label.
4. Write or draw in the PDF file.

The SMART Ink plugin applies the label you selected in step 3 to the digital ink.

Taking screen captures

After writing or drawing in a PDF file, you can take a screen capture of the PDF file and save the screen capture in a SMART software file.

To take a screen capture

1. Write or draw in a PDF file.
2. Select **Edit > SMART Screen Capture**.

The SMART Ink plugin takes a screen capture of the PDF file and pastes it into SMART software.

3. Save the SMART software file.

Using the SMART Ink Document Viewer

SMART Ink Document Viewer is available on your computer if you installed SMART Ink with SMART Notebook software, SMART Meeting Pro software or SMART Meeting Pro PE 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 choose to make SMART Ink Document Viewer the default PDF viewer. To use another PDF viewer, right-click the PDF file, and then select **Open With**.

To start the SMART Ink Document Viewer

In Windows 7 operating system, 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 select **SMART Technologies > SMART Ink Document Viewer**.

OR

In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **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 product's pen tray.











OR




Press 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 to view PDF files.

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
	Previous page
	Next page
4/10	Go to a specific page

Toolbar button	Description
	Help
	Information
	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.

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 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. 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 5

Maintaining SMART Ink


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

Changing SMART Ink settings

You can use the *SMART Ink Settings* window to change general and dynamic toolbar settings for SMART Ink.

To change general settings

1. If the dynamic toolbar is open, press the settings button in its lower-right corner .

OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.


2. Press **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 <i>Starting SMART Ink</i> on page 8).
Erase ink after it's converted to text	Select the check box to erase ink after you insert it as text in an application.	
When screenshots are captured	Press Ask me what to do with screenshots to clear the default action for screen captures and select from one of the following actions each time you take a screen capture: <ul style="list-style-type: none"> ○ Send the screen capture to SMART Notebook software ○ Send the screen capture to SMART Meeting Pro software or SMART Meeting Pro PE software ○ Save the screen capture as a PNG file to a <i>Capture</i> folder 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 in other applications 	If the <i>Ask me what to do with screenshots</i> button isn't available, no default action has been selected. If SMART Meeting Pro software or SMART Meeting Pro PE software is installed, the default action is in effect only for the duration of the current session.
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.

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

To change dynamic toolbar settings

1. If the dynamic toolbar is open, press the settings button in its lower-right corner .

OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.

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


Control	Procedure	Notes
Restore Toolbar Positions	Press Reset SMART Ink toolbars to their default positions to return dynamic toolbars to their original positions on the screen.	
SMART Touch Inking Tool	Press Start SMART Touch Inking Tool to turn on the SMART Touch Inking Tool (see <i>About the SMART Touch Inking Tool</i> on page 15). OR Press 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. Press **Apply**, and then press **OK**.

Changing Microsoft Office settings

You can use the *SMART Ink Settings* window to change how SMART Ink interacts with Microsoft Office applications.

To change Microsoft Office settings

1. If the dynamic toolbar is open, press the settings button in its lower-right corner .
- OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **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.	
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 2010 or 2013 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. Press **Apply**, and then press **OK**.

Troubleshooting SMART Ink

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 dynamic toolbar is open, press the settings button in its lower-right corner .

OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **Troubleshooting**.

SMART Ink verifies the following:

- Is SMART Ink currently running?
- Is your computer currently 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 56)?

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

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. 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**.

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, 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.

3. Press **OK**.

Troubleshooting the SMART Ink plug-ins for Microsoft Office

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 54).
2. If the Tablet PC components are turned on but the SMART Ink plug-ins are still not working correctly, ensure the SMART Ink plug-ins are enabled (see *Enabling the SMART Ink plug-ins* on the facing page).
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 facing 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 dynamic toolbar is open, press the settings button in its lower-right corner .

OR

If the dynamic toolbar isn't open, do one of the following:

- In Windows 7 operating system, select **Start > All Programs > SMART Technologies > SMART Tools > SMART Ink Settings**.
- In Windows 8 operating system, go to the *Apps* screen and then scroll to and press **SMART Technologies > SMART Ink Settings**.
- In Windows 10 operating system, select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

The *SMART Ink Settings* window appears.

2. Press **Troubleshooting**.
3. For each plug-in that the *SMART Ink Settings* window identifies as disabled, press **Enable plug-in**.

Repairing the SMART Ink plug-ins

To repair the plug-ins in Windows 7 operating system

1. Select **Start > Control Panel**.
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 plug-in installation wizard appears.

5. Follow the on-screen instructions.

To repair the plug-ins 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 plug-in installation wizard appears.

5. 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 press **Repair**.

The SMART Ink plug-in installation wizard appears.

3. Follow the on-screen instructions.

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