SMART Ink™ 2.1

Mac OS X operating system software

User's guide

Scan the following QR code to view the SMART Ink Help on your smart phone or other mobile device.

Trademark notice

SMART Ink, SMART Notebook, SMART Meeting Pro, smarttech, the SMART logo and all SMART taglines are trademarks or registered trademarks of SMART Technologies ULC in the U.S. and/or other countries. Mac, Mac OS, OS X and Finder are trademarks of Apple Inc., registered in the U.S. and other countries. Microsoft, Excel and PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the U.S. and/or other countries. All other third-party product and company names may be trademarks of their respective owners.

Copyright notice

© 2014 SMART Technologies ULC. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language in any form by any means without the prior written consent of SMART Technologies ULC. Information in this manual is subject to change without notice and does not represent a commitment on the part of SMART.

This product and/or use thereof covered by one or more of the following U.S. patents.

www.smarttech.com/patents

01/2014

Contents

Chapter 1: Welcome **1**

About SMART Ink 1
About the other SMART software on your computer 2
Getting started with SMART Ink 3
Using SMART Ink without a SMART interactive product 3

Chapter 2: Writing or drawing in applications with SMART Ink **5**

Accessing SMART Ink tools 5
Writing or drawing with SMART Ink 6
Highlighting content 7
Manipulating ink 8
Erasing and clearing ink 10
Saving ink 11
Converting handwriting to text 11
Turning off and turning on SMART Ink 12

Chapter 3: Writing or drawing on the desktop with SMART Ink Notes **13**

Writing or drawing with SMART Ink Notes 13
Manipulating objects in SMART Ink Notes 14
Saving SMART Ink Notes 16
Deleting SMART Ink Notes 17

Chapter 4: Using SMART Ink with Microsoft Office **19**

Chapter 5: Using the SMART Ink Document Viewer **21**

Chapter 6: Changing SMART Ink settings **25**

Chapter 1
Welcome

About SMART Ink 1
- About SMART Ink Notes 2
- About the SMART Ink Document Viewer 2

About the other SMART software on your computer 2
- SMART Product Drivers 2
- SMART Notebook software 2
- SMART Meeting Pro PE software 2

Getting started with SMART Ink 3

Using SMART Ink without a SMART interactive product 3
- When SMART Ink is on only when connected 4
- When SMART Ink is always on 4

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.

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 13).

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 21).

About the other SMART software on your computer

SMART Ink and SMART Product Drivers are included with SMART Notebook™ collaborative learning 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 PE software

SMART Meeting Pro PE software is intended for business users.

You can write in SMART Meeting Pro PE software 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.

NOTES

- You can set SMART Ink to start or not start automatically (see *Changing SMART Ink settings* on page 25).
- SMART applications, such as SMART Notebook 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, manually start SMART Ink.

To manually start SMART Ink

1. In Finder, go to **Applications/SMART Technologies**.
2. Double-click **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 SMART Ink settings* on page 25.

When SMART Ink is on only when connected

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

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 SMART Ink.

   SMART Ink tools appear.

2. Select **Keep On**.

To stop using SMART Ink

1. Press SMART Ink.

   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.

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 SMART Ink.

   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 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	

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.

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.

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 SMART Ink.

   SMART Ink tools appear.
2. Select a pen color and a line thickness.
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 SMART Ink, 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 SMART Ink.

   SMART Ink tools appear.
2. Select a highlighter.
3. Highlight over an open file, folder or website.
4. Press SMART Ink, 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

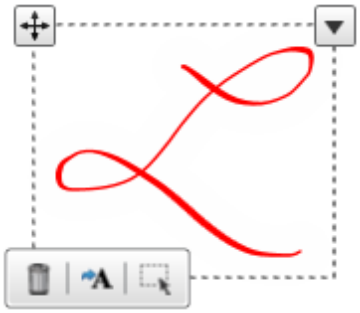
You can manipulate objects created with SMART Ink.

Selecting objects

To select an object

Press the object once.

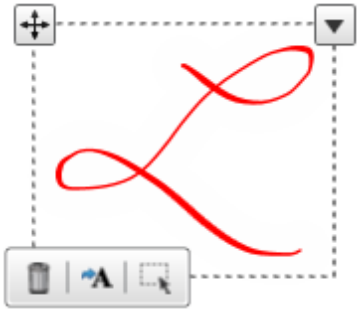
A border appears around the object.



To select multiple objects

1. Press the first object once.

   A border appears around the object.



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

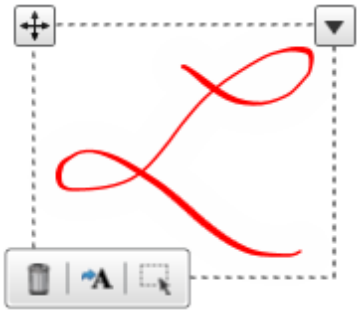
   A message appears directing you to drag a rectangle around the objects you want to select.

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 SMART Ink.

   SMART Ink tools appear.
2. Select an eraser.
3. Erase the ink with your interactive product's eraser.
4. Press SMART Ink, 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 SMART Ink.

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

4. Press SMART Ink, 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 SMART Ink, and then select **Clear Ink** .

Saving ink

You can save ink by taking a screen capture.

To take a screen capture

1. Press SMART Ink.

   SMART Ink tools appear.

2. Press **Capture** .

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

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 SMART Ink.

   SMART Ink tools appear.

2. Clear the **Turn on SMART Ink** check box.

To turn on SMART Ink

1. Press SMART Ink.

   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

Writing or drawing with SMART Ink Notes 13
Manipulating objects in SMART Ink Notes 14
Selecting objects 14
Moving objects 16
Cutting, copying and pasting objects 16
Deleting objects 16
Saving SMART Ink Notes 16
Deleting SMART Ink Notes 17

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

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 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.

Manipulating objects in SMART Ink Notes

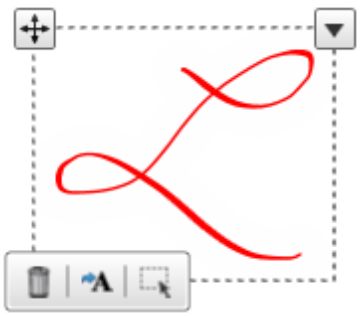
You can manipulate objects in SMART Ink Notes.

Selecting objects

To select an object

Press the object once.

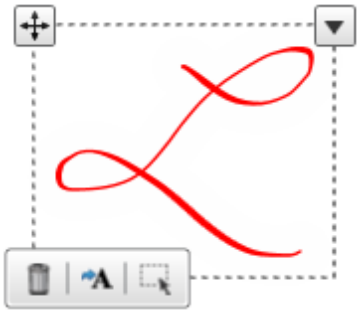
A border appears around the object.



To select multiple objects

1. Press the first object once.

   A border appears around the object.



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

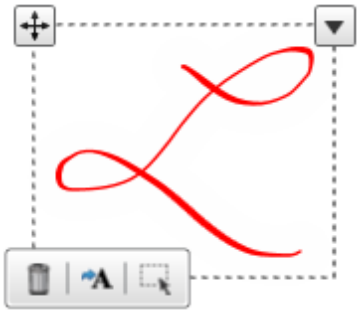
   A message appears directing you to drag a rectangle around the objects you want to select.

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 10).

Saving SMART Ink Notes

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

To take a screen capture

1. Press SMART Ink.

   SMART Ink tools appear.

2. Press **Capture** .

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

3. 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.

Chapter 4

Using SMART Ink with Microsoft Office

When you open a Word document, an Excel® spreadsheet or a PowerPoint presentation, the SMART Ink toolbar appears in the title bar.

Use SMART Ink with Microsoft Office to write or draw over your documents, spreadsheets and presentations in Edit mode and in your PowerPoint slides in Presentation mode (see *Writing or drawing in applications with SMART Ink* on page 5).

Chapter 5
Using the SMART Ink Document Viewer

Your SMART software includes 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.

To start the SMART Ink Document Viewer

1. In Finder, go to **Applications/SMART Technologies**.
2. Double-click **SMART Ink Document Viewer**.

To open a file

1. Select **File > Open**.

   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 your open file.

> **TIP**
>
> You can use SMART software to change ink properties.

To zoom in or out

Press **Zoom In** to zoom in.

OR

Press **Zoom Out** to zoom out.

TIP

- To return to the default magnification, press **Zoom to Actual Size**.
- To zoom in on a portion of the document, press **Magnify Tool**, and then drag over the portion of the document.

To adjust the page view settings

1. Select **PDF > PDF Display**.
2. Select the options you want to enable and clear the selection of the options you want to disable.

To display the previous page

Press **Go to Previous Page**.

To display the next page

Press **Go to Next Page**.

To rotate the page

Select **Tools > Rotate Left**.

OR

Select **Tools > Rotate Right**.

To save a file

1. Select **File > Save As**.

   A dialog box appears.
2. Type a name for the file in the *Save As* box.
3. Select a location for the file in the *Where* drop-down list.

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. Select **File > Print**.

   A dialog box appears.

2. Select your printer from the *Printer* drop-down menu.
3. Press **Print**.

Chapter 6
Changing SMART Ink settings

You can change general settings for SMART Ink.

To change SMART Ink settings

1. Press

, and then select **Settings** .

   The *SMART Ink Settings* window opens.

   TIP

   You can also open the *SMART Ink Settings* window from the Finder.

2. Change settings:

Control	Procedure	Notes (if any)
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 *Getting started with SMART Ink* on page 3).
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. 	
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 (if any)
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: ○ SMART Meeting Pro PE software is installed on your computer. ○ Your computer isn't connected to a SMART interactive product. 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. For more information, see *Using SMART Ink without a SMART interactive product* on page 3.

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

SMART Technologies
smarttech.com/support
smarttech.com/contactsupport
smarttech.com/kb/170579