

The easiest way to write or draw an object on the SMART Notebook page is to use the pens in the pen tray. It is also possible to use the Pen toolbar button.

### Create Freehand Objects with Pen Tool

- ✦ Click or press the **Pens** tool on the toolbar (see illustration below left).
- ✦ The **Pens Contextual Panel** will display (see illustration below right).



- ✦ Click the **Pen Types** arrow (see illustration above).
- ✦ Select a pen type from the options.
  - ✦ **Pen** - Click this tool to write on the notebook page with the digital pen. The color of the pen determines what color will be used for writing.
  - ✦ **Calligraphic Pen** - This type of pen allows users to write or draw digital ink like is done with the standard pen, but with lines of varying thickness. The pen is useful for teaching students writing. It is only available when the SMART Board is activated.
  - ✦ **Crayon** - This pen can be used to draw or write crayon-like digital ink in the notebook page. This pen is intended for artistic work such as painting, coloring pictures, and so on rather than writing.
  - ✦ **Highlighter** - This pen can be used to highlight portions of the notebook page.
  - ✦ **Text Pen** - This pen will automatically convert written text to typed text. This makes it possible to edit your text while you work without touching a keyboard.
  - ✦ **Creative Pen** - This tool can be used to add colorful elements when you write or draw freehand objects. It enables you to draw a line of rainbow colors, smiley faces, stars, and more.
  - ✦ **Paint Brush** - This pen is used to write or draw paint-type digital ink.
  - ✦ **Magic Pen** - This pen can be used to create freehand objects that slowly fade, open a magnification window or open a spotlight window.
  - ✦ **Shape Recognition Pen** - Use this tool to draw circles, ovals, squares, triangles, rectangles, and arcs. Click this tool and then draw a shape using a pen or other tool. If the program recognizes the shape, it will draw it in the SMART Notebook window.
- ✦ A gallery of different types of pens matching the selection will appear.
- ✦ Write or draw the object using the pen.
- ✦ Click the **Close** button to exit from the gallery.
- ✦ Follow the same procedure to add additional objects to the file.

### Customize Appearance of Digital Ink

- ✦ Click or press the **Pens** tool on the toolbar.
- ✦ Click the **Properties** button on the right side of the **Pens Contextual Panel** (see illustration above).



- ✦ These are the last two buttons on this panel; Color and Line Style.
- ✦ Click or press either of the buttons to apply the changes to the object.
- ✦ If the **Select** button is active, only this panel will display.

**NOTE:** Follow the same procedure to add additional objects to the file.

**NOTE:** Properties for the lines can also be changed by clicking the **Properties** button on the left side of the window or by clicking the arrow in the upper right corner of the selected object and then selecting **Properties**.