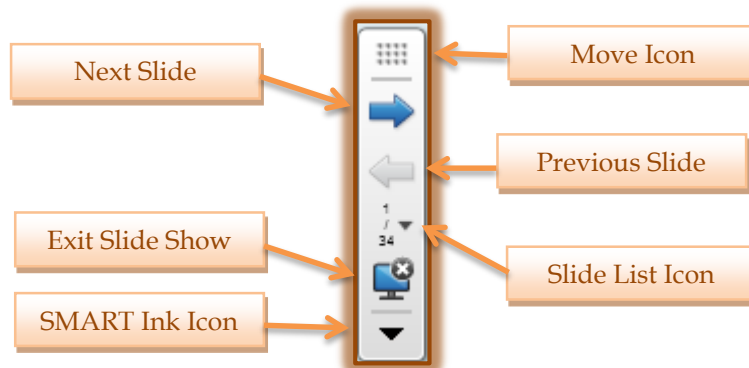


When using the SMART Board to make presentations, it is possible to focus the attention of the audience by making notes or diagrams on a presentation. It is also possible to record feedback from the audience during the presentation.

- ✦ Start the **PowerPoint** program
- ✦ Open the **PowerPoint Presentation** that is to be used in conjunction with the **SMART Board**.
- ✦ Do one of the following:
 - ✦ Click the **Slide Show Tab** and in the **Start Slide Show Group**, click the **From Beginning** button (see illustration below left).

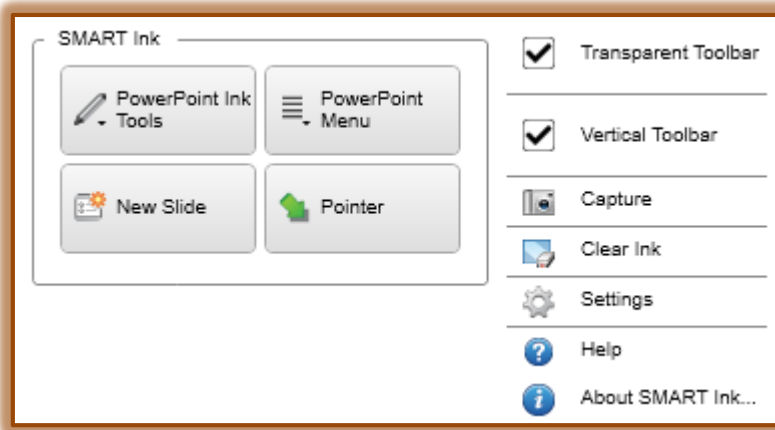


- ✦ Click the **Slide Show** button (see illustration above right) on the **PowerPoint Views Bar**. This is the bar located in the lower right side of the PowerPoint program window.
- ✦ The **SMART Ink Toolbar** will appear when the PowerPoint presentation is started.

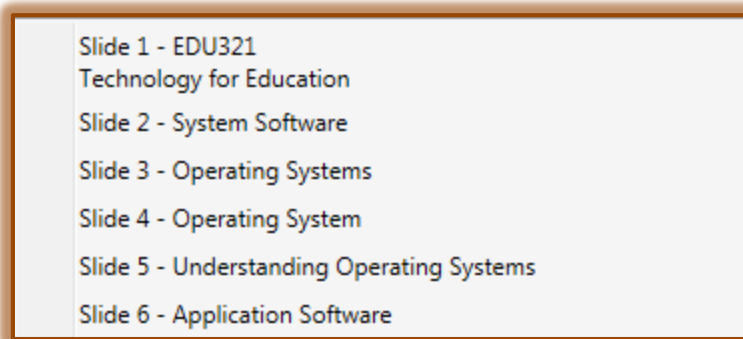


- ✦ This toolbar is usually located in the bottom left corner of the SMART Board and computer screen.
- ✦ This toolbar can be used to navigate through the presentation.
 - ▣ **Previous** - Press this button to move backward one bullet point or one slide in the presentation.
 - ▣ **Next** - To move forward one bullet point or one slide in a PowerPoint presentation, press this button.
- ✦ It also can be used to access different commands.
 - ▣ **Pointer** - This button can be used to display a pointer arrow in the PowerPoint window. The pointer can be used to highlight different areas of the presentation (see illustration at right).
 - ▣ **Move Icon/SMART Ink Icon** - These two icons display the same menu. They are used to access several different options for working with SMART Ink in a PowerPoint Presentation.
 - ▣ The **SMART Ink Menu** window will display (see illustration on next page).





- ✦ **PowerPoint Ink Tools** – These tools are used to display options for accessing a specific slide, changing the pen options, plus other options for working with PowerPoint.
- ✦ **New Slide** – Use this option to add a new slide to the presentation during the slide show.
- ✦ **End Show** – Click this option to end the slide show and return to creation mode.
- ✦ **Transparent** – To make the toolbar transparent, click the check box for this option.
- ✦ **Capture** – This icon can be used to capture an image of what has been added to the presentation, such as ink aware markings.
- ✦ **Clear Ink** – Click this icon to remove all the ink marks from the presentation.
- ✦ **Help** – To obtain help regarding SMART Ink, click this icon.
- ✦ **About SMART Ink** – This icon is used to display the properties for SMART Ink.
- ▣ **Slide List Icon** – This icon can be used to access a list of the slides that are in the presentation (see illustration below). This allows the presenter to select a specific slide.



✦ It is also possible to move through a presentation by clicking the computer mouse or pressing the page up and page down keys on the keyboard.

NOTE: For additional information on working with these tools, see the **SMART Ink with PowerPoint** document on the **Siena Training Web Site**.

NOTE: If pen or highlighter options have been used while in the presentation a menu will appear asking if you want to save the annotations. The responses are **Keep** or **Discard**. Keeping the annotations will add them to the presentation as graphic images. These images can be removed from the presentation by clicking the image and then pressing the Delete key on the computer keyboard.