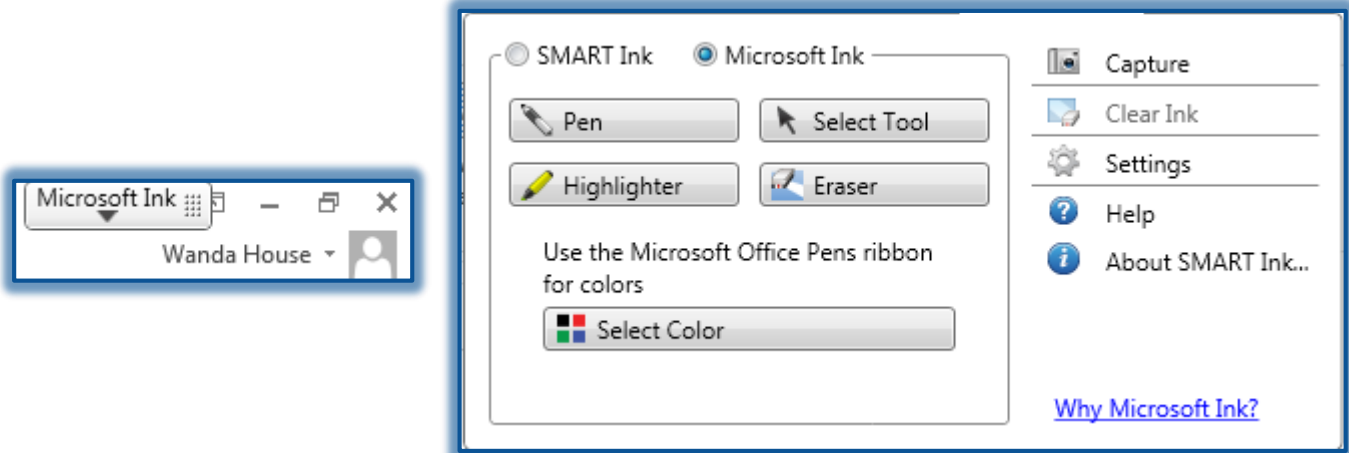


Microsoft/SMART Ink Activation

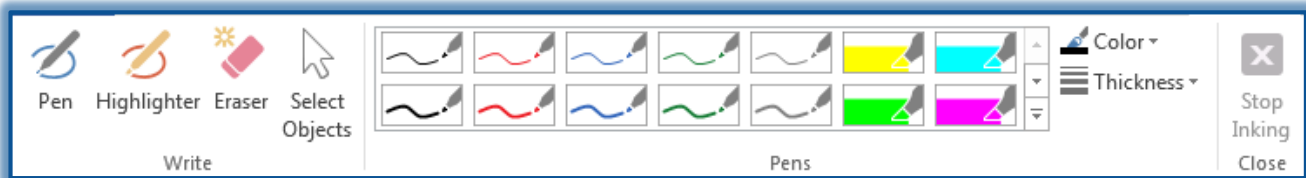
Microsoft Ink is used to add annotations to documents in Word, PowerPoint, Excel, Publisher, and Access. In some of the programs the link will say SMART Ink instead of Microsoft Ink.

Activate Microsoft/SMART Ink

- ✦ Click the Microsoft/SMART Ink button in the upper right corner of the computer window (see illustration below left).



- ✦ The **SMART Ink Options** window will display (see illustration below right).
- ✦ Click the **Turn on SMART Ink** check box.
- ✦ To display the office pens, click **Select Color** under **Use the Microsoft Office Pens ribbon for colors**.



- ✦ This toolbar can be used to add annotations to the **Microsoft Office Program Windows**.

Button	Description
Pen	Click this button to insert pen strokes into the document.
Highlighter	This button can be used to highlight sections of the document.
Eraser	To remove Ink marks from the document, click this button.
Select Objects	Use this button to select the annotations that have been added to the document.
Pens	This area of the toolbar allows you to change the color of the pen or highlighter. Click the arrows at the end of the Pens Gallery to display additional pen and highlighter options.
Color	After an annotation has been created and then selected, this button can be used to change the color of the annotation.
Thickness	This button can be used to change the thickness of the lines for the annotation once the object has been created and then selected.
Stop Inking	Click this button to turn off Microsoft Ink.

Other Options

- † **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.
- † **Settings** - The settings that can be changed include the following items.
 - ▣ **General Settings** - This area includes the option to start SMART Ink when logging into the computer, hide SMART Ink toolbars for full screen video, or use the mini SMART Ink Toolbar.
 - ▣ **Ink and Notes** - This tab contains settings for displaying SMART Ink in the SMART Board window.
 - ▣ **Microsoft Office Settings** - To specify the settings for displaying SMART Ink in Microsoft Office products, change the settings under this tab.
 - ▣ **Troubleshooting** - This tab shows the different SMART Ink features that are turned on for the Microsoft Office products.
- † **Help** - To obtain help regarding SMART Ink, click this icon.
- † **About SMART Ink** - This icon is used to display the properties for SMART Ink.