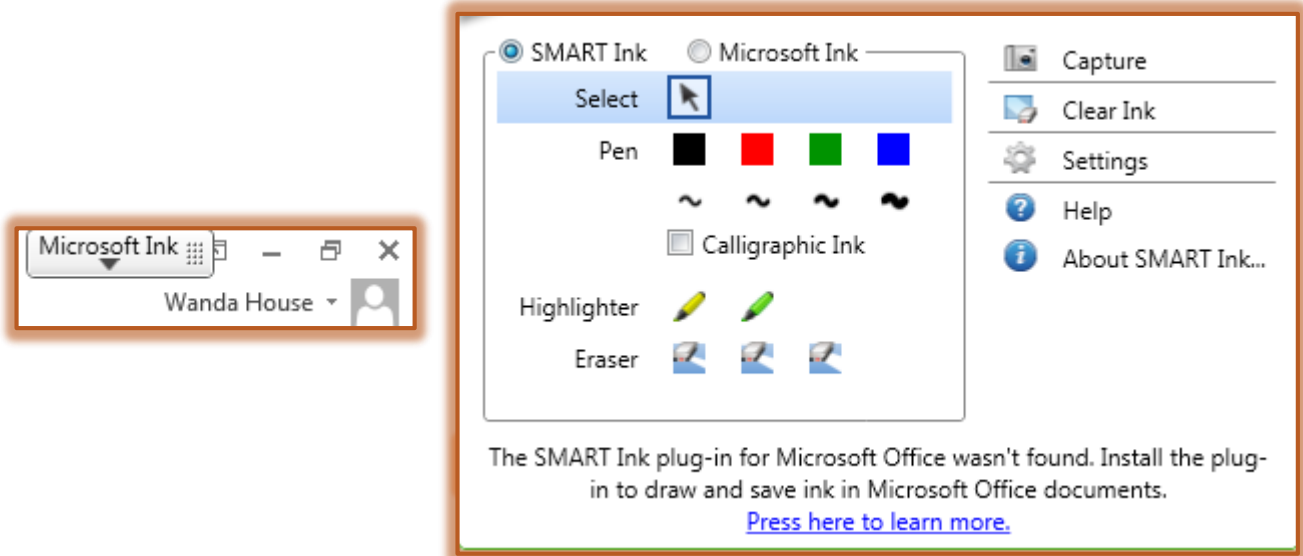


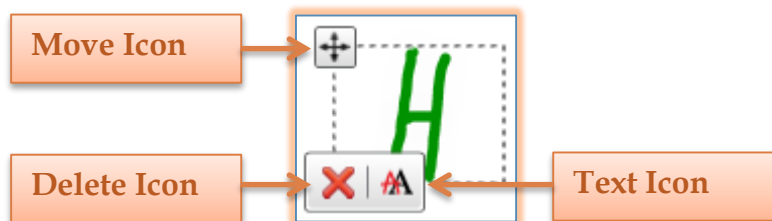
## SMART INK IN MICROSOFT EXCEL AND WORD

Notes can be saved in a number of ways when using the SMART Board software. As soon as a pen is picked up from the Pen Tray on the SMART Board, the **SMART Ink Toolbar** displays. This toolbar allows you to keep notes or drawings as part of the active file or to capture the notes to the **Notebook** software.

- ✦ Open the **Excel** or **Word** program.
  - ✦ In **Word** the document must be in **Print Layout View** for the **Microsoft Ink** tools to work
  - ✦ When the document is in another view, it will convert automatically to **Print Layout View** when one of the pens is activated.
- ✦ Click the **Microsoft Ink** button in the **upper right corner** of the window (see illustration below).
- ✦ Click the **SMART Ink** check box in the menu that appears (see illustration below).
- ✦ Pick up the pen that is to be used to create the note.
- ✦ The **SMART Ink Toolbar** will display (see illustration below).



- ✦ To **Convert** the **SMART Ink** object to text:
  - ✦ Click on the object.
  - ✦ A border will appear around the edge of the object (see illustration below).
  - ✦ To convert the object to text, click the **Text Icon**.



- ✦ To **Move** the object around on the screen, press the icon in the upper left corner of the object.
- ✦ To **Delete** the object, press the red X in the bottom left corner.

## NOTES:

- ✦ Many applications, such as Microsoft Office 2013, have their own ink tools that can be used to write in the application's content.
- ✦ When an application is opened that has its own ink tools, SMART Ink is on by default.
- ✦ This makes it possible to write over the material in the application.
- ✦ To write in the application's content, turn off SMART Ink and use the application ink tools. Objects and notes on the window disappear when SMART Ink is turned off.
- ✦ The objects and notes are restored when SMART Ink is turned back on.

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