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.