Chapter 4
Using your SMART Podium interactive pen display

This chapter describes the basic operation of your interactive pen display such as how to write and erase digital notes and how to work with Ink Aware applications.

Turning your interactive pen display on and off

Use the following directions to turn your interactive pen display on and off.

■ **To turn your interactive pen display on**

Press the **Power** button on the front left side of the interactive pen display.

> **NOTES**
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> ● If the Power button indicator light on the front of the interactive pen display is off, the interactive pen display isn't plugged in.
>
> ● Your interactive pen display will automatically turn off after one minute without video input.

■ **To turn your interactive pen display off**

Press the **Power** button on the front left side of the interactive pen display.

Using the tethered pen

You can use the tethered pen to select, control, move and manipulate items and objects on your screen. You can also write notes and draw on your screen in digital ink.

The tethered pen for the interactive pen display is battery-free with an ergonomic soft grip. Hold the tethered pen like you would a normal pen or pencil. As you work with your interactive pen display, you can rest your hand on the display screen, just as if it were a sheet of paper. You can tilt the tethered pen in any way that feels most comfortable for writing or drawing.
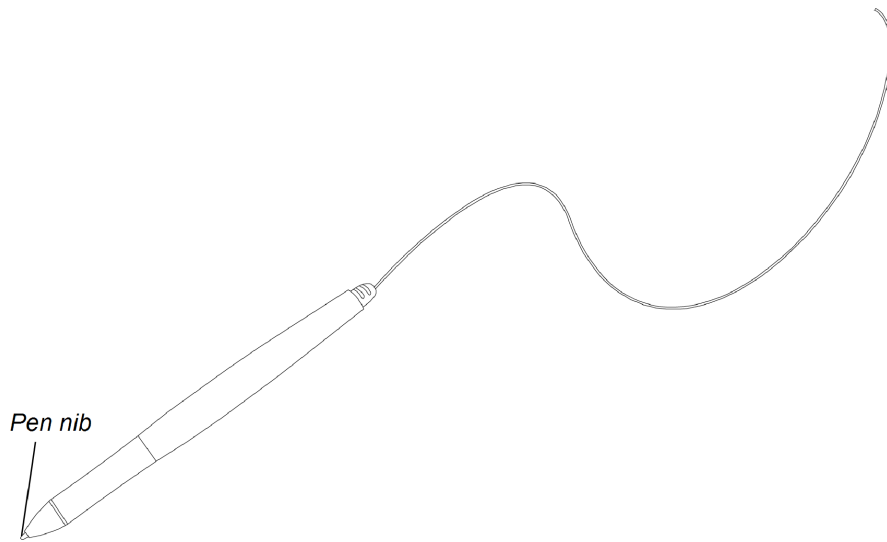
> **IMPORTANT**
>
> You can write notes over applications and your desktop only if SMART Product Drivers are running on your computer. If you see the ☐ or ☐ icon in the Windows notification area or Mac Dock, SMART Product Drivers is not running on your computer or your product is not properly connected.

> ### 💡 T I P S
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> - When the tethered pen isn't in use, place it in the magnetic pen rest on the front of your interactive pen display.
>
> - You can use SMART Notebook software or SMART Meeting Pro software to make your presentations interactive and dynamic. For more details on what you can accomplish with SMART Notebook software or SMART Meeting Pro software, see your SMART software's online Help.

Pen nib

Tethered pen components

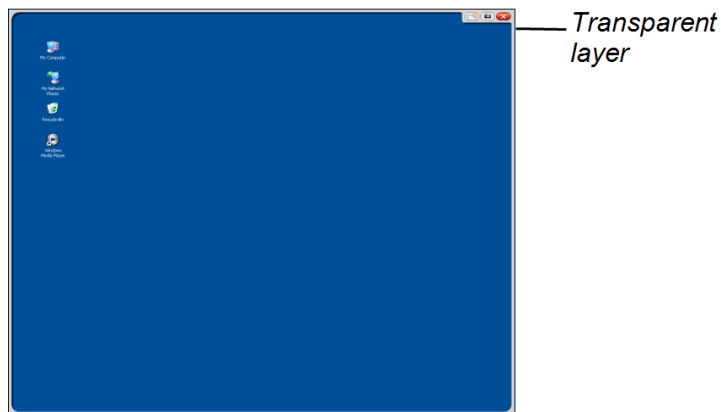| Component	Description
Pen nib	Press a **Pen Color** button, and then touch the pen nib to the screen surface to write with digital ink. 💡 **TIP** Press the pen nib to the screen firmly to make digital ink appear. ⚠ **CAUTION** Replace the tethered pen when the pen nib wears down. If a pen nib wears down too far, you might scratch or damage the interactive pen display surface.

Writing or drawing digital ink

You can use the tethered pen to write or draw in digital ink over SMART Notebook software, SMART Meeting Pro software and other programs.

To write or draw digital ink

1. Pick up the tethered pen.

2. Press one of the **Pen Color** buttons from the illuminated button panel.

   A transparent layer (also referred to as the Ink Layer) appears as a frame around your screen.

3. Write or draw on the transparent layer to make notes and draw over your desktop and other non-Aware programs.

   > **i** **NOTE**
   >
   > See *Working with non-Aware applications* on page 33 for more information on using the transparent layer.

Erasing digital ink

You can use the tethered pen to erase digital ink.

To erase digital ink

1. Press **Eraser** ✏ on the illuminated button panel.

2. Press the tethered pen to the screen and move it over the digital ink you want to erase.

Changing eraser settings

You can change the default eraser size to either a larger or smaller eraser area.

■ **To change eraser settings**

1. Press the **SMART software** icon 🔵 in the notification area (Windows computers) or the Dock (Mac computers), and then select **Control Panel**.

   OR

   Press the **SMART Meeting Pro** icon 🟥 in the notification area, and then select **Control Panel**.

   The SMART control panel appears.

2. Press **SMART Hardware Settings**.

3. Select **Pen and Button settings** in the drop-down list.

4. Press **Eraser Settings**.

5. Select an eraser size.

6. Press **OK** to save your settings.

7. Press **OK** to close the control panel.

Manipulating objects with the tethered pen

Objects include icons, buttons, links and other components of applications that appear on your screen. You can manipulate these objects by pressing your tethered pen to the screen of your interactive pen display as described below.

■ **To select an object**

Press Select ▶ from the illuminated button panel, and then press the tethered pen to the screen to select the object.

> **i N O T E S**
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> - This pen gesture performs a standard mouse click.
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> - This pen gesture starts programs if your operating system is set to start applications on a single click.

To double-click an object

Press Select ➤ from the illuminated button panel, and then quickly press and release the object twice with the tethered pen.

> **♀ T I P**
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> You can use this procedure to start applications if your operating system is set to start applications on a double-click.

To right-click or control-click an object

Press **Right-click** 🖱 from the illuminated button panel, and then press the tethered pen to the screen once.

The right-click menu appears.

To move an object

1. Hold the tethered pen down on the object you want to move.

2. Keeping the tethered pen on the screen, slowly drag the object.

3. When you reach the desired position, release the object.

Entering text on the interactive pen display

You can enter text to text boxes on the interactive pen display with the on-screen keyboard or a keyboard connected to your computer.

■ **To enter text with the on-screen keyboard**

1. Select the area where you want to enter text.

2. Press **Keyboard** ⌨ from the illuminated button panel.

   The on-screen keyboard appears.

3. Touch the tethered pen to the on-screen keyboard's keys to enter text.

Using the illuminated buttons

Press the following illuminated buttons to perform the following functions.

Button		Description
▯○	Capture	Press this button to launch the Screen Capture Toolbar.
✍	Launch software	Press this button to launch SMART Notebook software or SMART Meeting Pro software.
⌨	Keyboard	Press this button to launch the on-screen keyboard.
◢	Eraser	Press this button to erase ink from your screen with the tethered pen.
●	Black ink	Press this button to write on your screen in black ink with the tethered pen.
●	Red ink	Press this button to write on your screen in red ink with the tethered pen.
●	Green ink	Press this button to write on your screen in green ink with the tethered pen.
●	Blue ink	Press this button to write on your screen in blue ink with the tethered pen.
▸	Select	Press this button to use the tethered pen to select objects, control your computer and to left-click.
⊖	Right-click	Press this button to use the tethered pen to perform a right-click or control-click on the screen.
⑦	Help	Press this button to launch the online Help for SMART Notebook software or SMART Meeting Pro software.
◈	Orient	Press this button to start the orientation procedure.

Working with Ink Aware applications

When you write over an application that's Ink Aware, the application recognizes your notes and integrates them into your file as an object or as typed text. SMART Notebook software and SMART Meeting Pro software are examples of Ink Aware applications. Microsoft Word, Excel® and PowerPoint® are also Ink Aware.

To save your notes as part of the file in an Ink Aware application, save the file as you normally would. In some Windows applications, such as Word and Excel, you can select additional options from the Ink Aware toolbar. You can use this toolbar to save your notes to a .notebook file or to save your notes as text. Refer to your SMART software's online Help for more information on the Ink Aware toolbar.

If the interactive pen display is connected to a Windows computer, you can capture your notes and the application background, and then you can save them to a .notebook file for both Ink Aware and non-Aware applications. See the SMART Notebook software or SMART Meeting Pro software online Help for more information on using Ink Aware applications.

Viewing a list of Ink Aware applications

You can open and view a list of Ink Aware applications in the SMART control panel.

To view a list of Ink Aware applications

1. Press the **SMART software** icon in the Windows notification area or the Mac Dock, and then select **Control Panel**.

   OR

   Press the **SMART Meeting Pro** icon in the notification area, and then select **Control Panel**.

   The SMART control panel appears.

2. Press **Configure SMART Tools**.

3. Press **Ink Aware Program Settings**.

   The *Aware* window appears displaying the list of Ink Aware applications.

   > **TIP**
   >
   > If a check mark appears in the *Aware Enabled* column, that application's Ink Aware features are enabled. Clear the check box to disable an application's Ink Aware features.

Disabling Ink Aware

You can disable the Ink Aware features for a specific application or for all applications.

> **i N O T E**
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> When you disable Ink Aware, the application becomes non-Aware. You can still write over your screen using the transparent layer, but the application won't recognize your notes or integrate them into your file. See *Working with non-Aware applications* below for more information on writing on the transparent layer.

To disable Ink Aware

1. Press the **SMART software** icon 🔵 in the Windows notification area or the Mac Dock, and then select **Control Panel**.

   OR

   Press the **SMART Meeting Pro** icon 🟥 in the notification area, and then select **Control Panel**.

   The SMART control panel appears.

2. Press **Configure SMART Tools**.

3. Press **Ink Aware Program Settings**.

   The *Aware* window appears displaying the list of Ink Aware applications.

4. Clear the check box in the *Aware Enabled* column to disable that application's Ink Aware features.

Working with non-Aware applications

If an application is non-Aware, whatever you write or draw on your screen is written on a transparent layer (also referred to as the Ink Layer) that appears over the current application. The transparent layer also appears when you try to write or draw over your desktop.

Transparent layer

After you finish writing and drawing on the transparent layer, you can save or clear your notes. If you mistakenly clear your notes, you can restore them.

> **ℹ NOTE**
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> You can customize the transparent layer. For more information on how to use the transparent layer to draw over non-Aware applications, see your SMART Notebook software or SMART Meeting Pro software online Help.
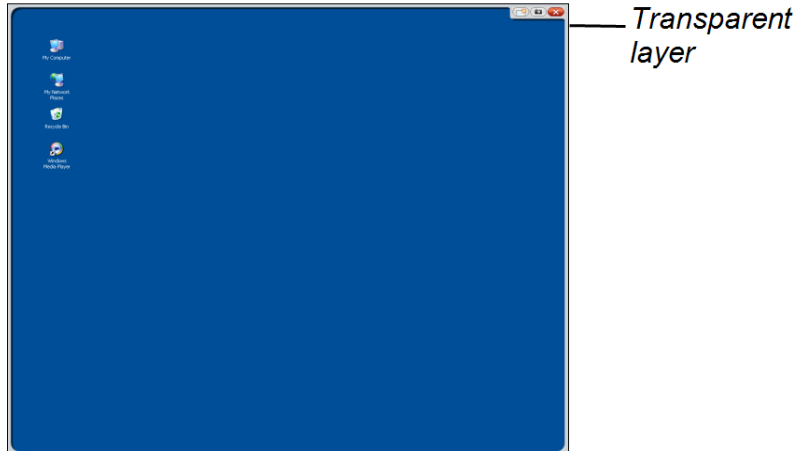
Capturing and saving your notes

You can save your notes at any time.

■ **To capture and save your notes**

1. Press **Capture** 📷 in the upper right corner of the transparent layer.

   Your screen capture appears as an image on a page in SMART Notebook software or SMART Meeting Pro software.

2. Select **File > Save** to save your screen capture in a .notebook file.

   > **💡 TIP**
   >
   > If you want to save your notes but don't want to take a capture of the entire screen, you can use the Screen Capture toolbar for more capture options. See your SMART Notebook software or SMART Meeting Pro software online Help for more information.

Clearing all notes from the screen

You can clear your notes at any time.

To clear all notes from the screen

Press **Clear** in the upper-right corner of the transparent layer.

Restoring cleared notes

If you mistakenly clear you notes, you can restore them. You can also restore them after you close the transparent layer.

To restore cleared notes

Press **Undo** on the Floating Tools toolbar (SMART Notebook software) or the SMART Business Toolbar (SMART Meeting Pro software).

> **i** **NOTE**
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> For more information on tools available, refer to your SMART software's online Help.

To restore cleared notes after you close the transparent layer

Press the **Click here to restore ink** thumbnail image that appears in the bottom-right of your screen. The image appears for five seconds after the transparent layer is closed.

Closing the transparent layer

You can close the transparent layer at any time.

To close the transparent layer

Press **Close** in the upper right corner of the transparent layer.

> **i** **NOTES**
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> - Your notes clear when you close the transparent layer.
> - If you want to save your notes, take a screen capture before you close the transparent layer (see *Capturing and saving your notes* on the previous page).
> - If you mistakenly clear your notes, you can restore them (see *Restoring cleared notes* above).

Customizing the transparent layer

You can customize the transparent layer (also referred to as the Ink Layer).

■ **To customize the transparent layer**

1. Press a **Pen Color** ⬤ button from the illuminated button panel.

    A transparent layer appears over the current program.

2. Right-click, and then select **Ink Layer Options** in the menu that appears.

    The *Ink Layer Settings* dialog box appears.

3. Adjust the following settings:

    ○ Clear the **Show border around ink layer** check box to display the transparent layer without a border.

    ○ Clear the **Allow pop-up balloon messages** check box to prevent the *Click here to restore ink* thumbnail image from appearing after you clear your notes.

    ○ Clear the **Screen Capture, Clear, and Close buttons** check box to prevent these options from appearing in the upper-right corner of the transparent layer.

    ○ Select the **Close ink layer with pointer** check box to disable the menu options that appear when you click the transparent layer with the tethered pen.

    > **ℹ NOTE**
    >
    > When this feature is enabled, a single pen touch closes the transparent layer and automatically clears your notes.

    ○ Select the **Always Save Ink** check box if you want your notes to be automatically captured to a .notebook when you close the transparent layer.

Using a SMART GoWire auto-launch cable

Any computer connected to your interactive pen display requires SMART software. You install this software on your room computer so that it's always ready for use (see *Installing SMART software* on page 21 for more information).

If you want to connect a computer or laptop that doesn't have SMART software installed, you can connect a SMART GoWire auto-launch cable. The SMART GoWire auto-launch cable contains both SMART Product Drivers and SMART Meeting Pro software and starts them automatically.