



## Using the PowerPoint SMART Ink Toolbar


PowerPoint takes over when it is in slideshow mode and the usual SMART Ink palette will not be visible.


To add functionality, SMART added a new toolbar to the slideshow mode of PowerPoint. This toolbar will show up at the left of the screen but can be moved anywhere by dragging.





It will allow you to ink your presentations, highlight areas and add blank pages. Before you use your presentation, you might make a back-up copy. This will ensure that any notes you add to your slides will not be accidentally saved into your pristine slideshow.

There are five general features on the SMART Ink toolbar in PowerPoint slideshow mode. The fraction states which slide is displaying; in this case the second of five slides. Selecting the next icon (3 small squares) allows the user to markup the pages in the presentation using pens in various colours and widths, and highlighters in 2 colours.

Here you will also see a page with a folded corner icon. 

Select this icon and then click on the page with the plus sign  to add a blank page to the presentation.

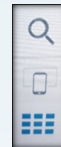
Click the delete ink  icon to clear the page of SMART Ink.

You can also capture the screen by pressing the camera icon.  This will insert the image into your SMART software. It is helpful when you want to save and possibly print the page for future reference.

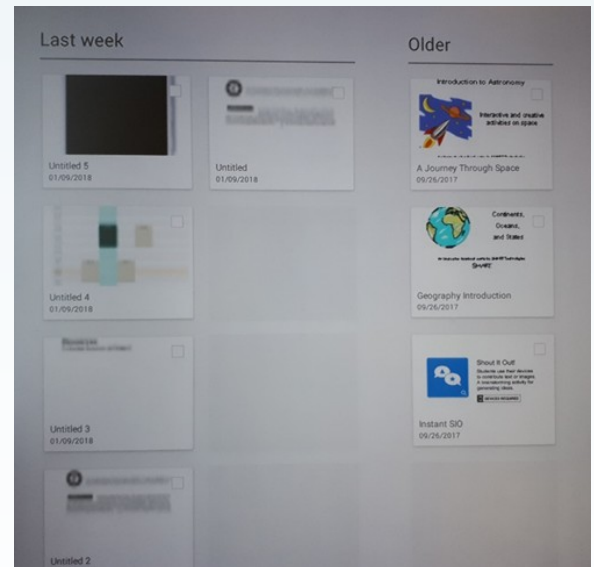
10. When you get to your classroom, turn on the board and load the SMART Notebook player. To do this, swipe up from the bottom of the board. Choose the icon that is called Player. Mine is the second to the left.



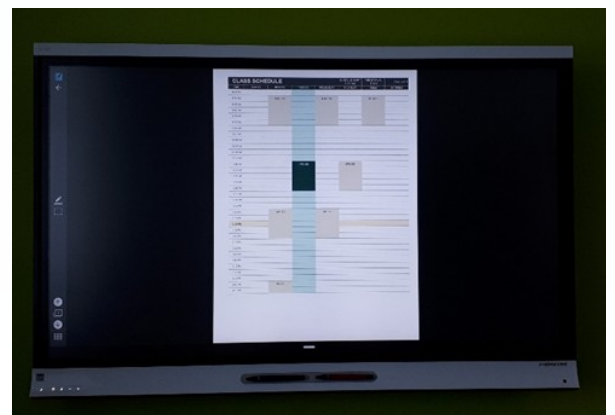
11. Now click on the library icon which is the symbol with nine small squares.



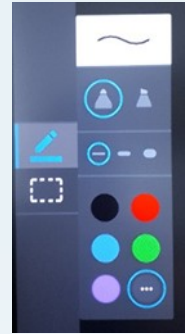
12. You should see the file that you sent. It will be untitled which is why I suggested you note the date it was sent. Here you can see the files I sent. They are all untitled. Each has the specific date it was sent. You cannot rename these files (at this moment in time).



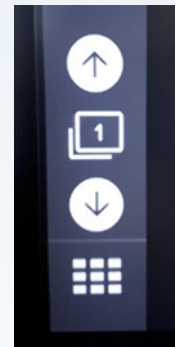
13. Click on your file to open it on the board. Here you can see my Excel file. I cannot use any of the black space to the right and left of the file but I can write directly on the spreadsheet.



14. Draw using the features of the ink palette which should be at the left of the screen (unless you moved it to the right). You have a pen and highlighter, 3 different widths and the circle with 3 dots gives you an amazing range of colors to choose from.



15. If there is more than one page in your file, you can scroll through using the up and down arrows or see thumbnails by clicking on the numbered square seen to the right.



16. Look up to the top right of the board. You can save your file to usb if you wish or you can put it into the trash.

17. Your file will automatically update in the library.