

Podium SMART Ink Tips & Troubleshooting

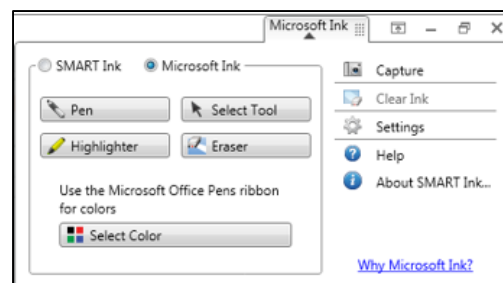
Many of the podiums in Science and Roessner are equipped with SMART podiums interactive screen displays.

SMART Podiums come with a feature called SMART Ink that can be used to write notes and save notes on the interactive display as you are teaching. However Office 365 now comes with Microsoft Ink. Both of these Ink options appear on the SMART Ink icon in the top of a browser or document window and global settings for using both Ink choices can be done in this same window. This creates some confusion as to which ink to use in different teaching and presentation situations.



When to Use Microsoft Ink

Use Microsoft Ink whenever you are in an Office application, such as Word, PowerPoint, or Excel. The Microsoft Ink choice should automatically be checked when one of these applications is launched but you can always click on this option to make sure the switch has occurred. When using Microsoft Ink, do **NOT** select the ink color pen for the pen with the dots at the top of the SMART display. Use the Inking tool found on the Review Tab.






1. Make sure you are in your document where you will write the notes.
2. Click on the **Review** menu choice in the Office application.
3. Choose **Start Inking** It appears on the right side of the toolbar.
4. This launches the Ink Tools toolbar and you can then make pen color and style choices for your notes.
5. When you are finished click **Stop Inking**. This stops all writing on the screen. To begin using the Pen again, simply repeat Step #2.
6. The Ink will be saved within your document when you choose File-Save unless you delete, erase or changed this in the document or the SMART Ink global options (see below).



When to Use SMART Ink

Anytime you are **NOT** in an Office application, such as when you are displaying a browser to the class, SMART ink is the only ink available. You can access the SMART Ink tools to write on the screen by using the SMART Ink menu at the top of the screen or by simply using the round ink color buttons at the top of the SMART Podium display. To return to normal navigation and to turn off the inking, click on the arrow icon at the top of the SMART Podium display or click on the Select Arrow from the Smart Ink menu.



Use These Browsers Firefox & Chrome	 	Not this: MS Edge	
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TroubleShooting

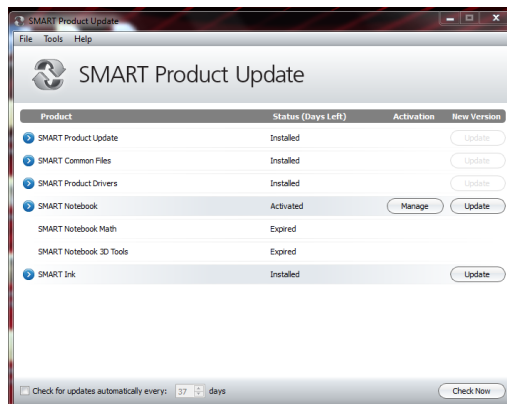
I write on the screen and the writing seems to appear anywhere but where it should appear

This is a simple fix. Access the SMART floating toolbar that should be on the left of the screen and choose the Alignment icon. Follow the steps on the screen to complete the alignment exercise.



I turn on the SMART Podium and it is asking me to update the SMART software

Close this window and don't update anything. This is an automatic process that happens every few days and IT will update the software when it is necessary.



Close the window
and don't update.