Using Microsoft® Office Applications with SMART Board™ Software

Introduction

When software is Ink Aware, you can write and draw directly into an active file. When you save an Ink Aware application file, your notes and drawings will be visible the next time you open it. Microsoft® Word, Excel® and PowerPoint® software are the most commonly used Ink Aware applications.

Microsoft Word and Excel Software

When using Microsoft Word or Excel software with your interactive whiteboard, you will notice three new buttons. They may be integrated with the current toolbar or separated as a floating toolbar.

*Integrated with the toolbar*   *Separated as a floating toolbar*
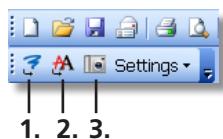
1. 2. 3.   1. 2. 3.
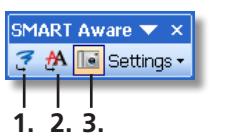
1. **1.** Press to insert your drawing or writing as an image directly into your document

2. **2.** Press to convert your writing as typed text directly into your document. Your text will appear at the cursor point or in the selected cell and in the color the words were written.

3. **3.** Press to save a screen capture in SMART Notebook™ software

Example: Pressing the Insert as Text button

Before you press the button, the image is not part of the file.	Press the button and the image becomes part of the Microsoft Excel software file.
$0 $0 $0 $910 *Select the cell you would like to edit.*	$0 $0 $500 $910 *After pressing the Insert as Text button, your writing appears in the selected cell as text.*
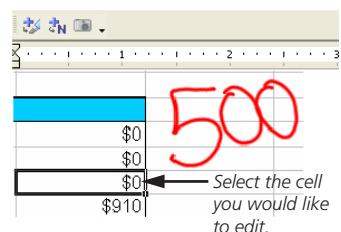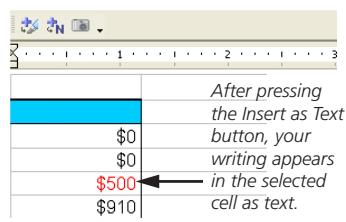
PowerPoint Software

When you are presenting a slide show with PowerPoint software on your interactive whitebaord, you can save your notes as images and save screen captures to SMART Notebook software, just as you can when using Microsoft Word or Excel software. Use the Slide Show toolbar to access the Ink Aware features of PowerPoint software. The Slide Show toolbar appears automatically when you run a PowerPoint slide show.

Slide Show toolbar

Go to the previous slide of your presentation   *Open the Command Menu*   *Go to the next slide of your presentation*
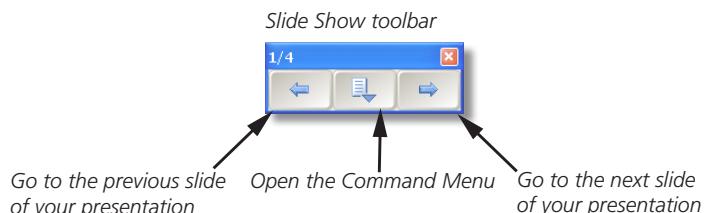
TIP: You can advance to your next PowerPoint slide by pressing twice on your interactive whiteboard, ensuring your second press is to the right of the first. To go to the previous slide, make the second press to the left of the first.

The Command Menu

Press the center button on the Slide Show toolbar to open the Command menu. The Command menu includes the following options.

Select	Function
Capture to SMART Notebook	Capture an image of the current slide to SMART Notebook software
Insert Drawing as Image	Save your notes directly into your PowerPoint software presentation
Clear Drawing	Delete your notes from the page
Add Blank Slide	Add an additional slide to your presentation
PowerPoint Commands	Open the PowerPoint Commands submenu
Settings	Open the Settings submenu
SMART Floating Tools	Open the Floating Tools toolbar
End Show	End the Slide Show