# Using Desktop Mode in SMART Meeting Pro™

**SMART**™

## Introduction

You can use SMART Meeting Pro™ and your SMART interactive product to work with any program or application on your computer. Open files, websites or programs and write digital notes that you can capture to your notes file.

You can access the desktop at any time by pressing 🖥 **Desktop** on the toolbar.

## Working in Desktop mode

When you're working in Desktop mode, you can use your finger as your mouse to interact with programs and applications.

**To left-click**

With the pens and eraser in the pen tray, a press with your finger is the same as a left-click with the mouse. Simply double-press to perform a double-click.
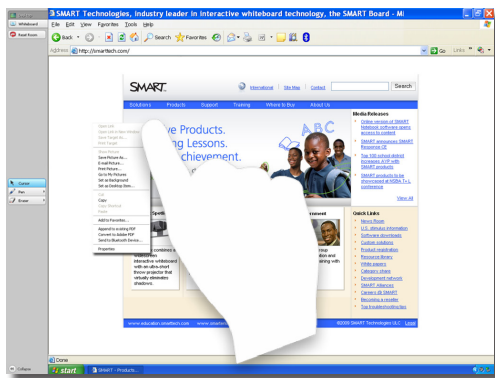
**To right-click**

**1.** Press the **Right-Click** button on your interactive product

**2.** Press the screen

OR

**1.** Press and hold your finger on the screen for 3 seconds

**NOTE:** Your next contact on the interactive screen is a right-click. Subsequent presses revert to a left-click.

## Writing notes over websites and applications

Use your finger or the **Cursor** tool to open a website, document or application just as you would on your computer. You can write and draw digital ink notes over the display. Refer to the section titled *Working in Desktop mode* for instructions on using your finger to interact with programs and applications.

**To write notes over websites and applications**

**1.** Double-press your Internet browser, file or application icon

**2.** Pick up a pen from your SMART product's pen tray

**3.** Select a color and thickness

**4.** Write over the website, file or application
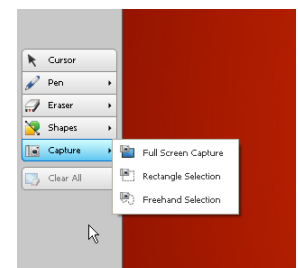
## Capturing notes to your notes file

When you write over websites and applications that are not Ink Aware, you can capture an image of the screen to your notes file using the Digital Ink Layer. Refer to the section titled *Using Ink Aware* for a listing of Ink Aware applications, and instructions on using Ink Aware tools.

When you make a note on any application that isn't Ink Aware, the Digital Ink Layer appears, as indicated by the frame around the screen.

Press **Capture** [ Capture ] on the toolbar and select one of the three options to capture your notes to a new page in your notes file.

**TIP:** Press the **Close** ✕ button in the top-right corner of the screen to close the Digital Ink Layer. Press the **Clear** 🗗 button to clear all your digital ink notes from the screen.
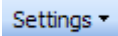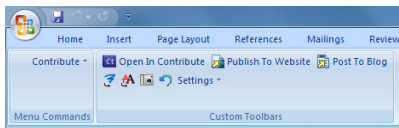
## Using Ink Aware

SMART Meeting Pro integrates with many popular third-party word processing, graphics, Tablet PC, presentation and conferencing applications. When you use an Ink Aware application you can inject your digital ink notes directly into the file, rather than over the file. Refer to the section entitled *Ink Aware applications list* for a listing of Ink Aware applications.
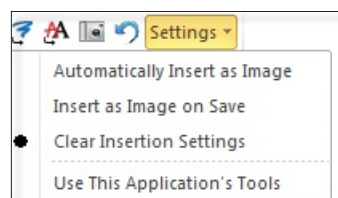


When you write in Microsoft® Excel®, Word or PowerPoint®, the *Aware Tools* toolbar appears either as a floating toolbar, or at the top of the screen with the application's other toolbars.

- Press  to insert your digital ink notes into the document as a graphic. Your notes behave like any other graphic in your file.

- Press  to convert your digital ink notes to typed text, and insert them at the cursor position. The typed text appears in the same color as the digital ink notes.

- Press  to take a screen capture of your digital ink notes and the underlying application. The screen capture appears on a new page in your notes file.

- Press  to modify Ink Aware settings



**NOTE:** If you have Microsoft Office 2007 or 2010 the Aware Tools toolbar is integrated into the Microsoft Ribbon interface under the Add-Ins tab.

In Microsoft Office 2010, you have the option of using the application's ink tools. Select **Use This Application's Tools** from the Settings menu to activate the application's ink tools.



## Ink Aware applications list

The following applications are Ink Aware:

- Microsoft Word (all versions through 2007)
- Microsoft Excel (all versions through 2007)
- Microsoft PowerPoint (all versions through 2007)
- Microsoft Visio® (2002 and 2003 versions)
- Adobe® Acrobat® Pro (version 6.0, 7.0, 8.0 and 9.0)

The following applications require SMART Product Drivers 10.7:

- Microsoft Word 2010
- Microsoft Excel 2010
- Microsoft PowerPoint 2010
- Microsoft Visio 2010
- Microsoft OneNote® 2010