

# Using the Sympodium Interactive Pen Display



**PEN-TOOL BUTTONS** allow selection of the digital ink color, turns on the digital ink eraser, or returns the pen to mouse mode.



## **Important Note about the Pen Tool:**

If the Pen Tool doesn't seem to be working, check that the pen is plugged in to the USB Port located on the back of the monitor.

# Using the Sympodium Interactive Pen Display

## To write and erase over your screen image:

- 1) Pick up the pen.
- 2) Press a Pen-Tool button to choose the color of your digital ink.
- 3) Write anywhere in the Interactive Display area.
- 4) Press the Pen-Tool eraser button and move the pen over your writing to erase your work.
- 5) Press the Pen-Tool arrow button to return the pen to mouse mode when finished.

## Digital ink can easily be saved for future reference or publishing to course management systems by following these steps:

- 1) When writing on the DESKTOP, the SMART Ink Note box will appear. However, if you are using an ink-aware application such as Microsoft Office or Internet Explorer, the SMART Ink Button appears in that application's toolbar.
- 2) To save a snapshot of the screen, activate the SMART Ink button in the toolbar by touching it with the pen or clicking it with the mouse and press the Capture button. An audible shutter sound will occur and a snapshot of the screen will have been captured.
- 3) The Notebook software will automatically open and display your selection on a new page. You can then save the snapshots as a Notebook file or export them to a PDF.

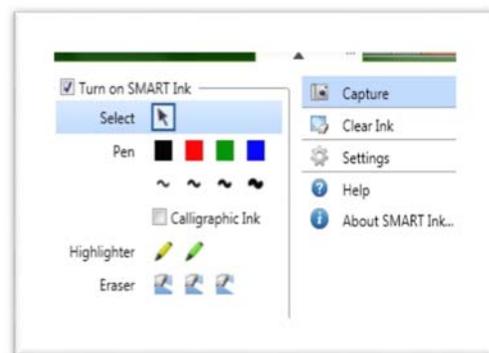


Figure 1: Capture Button

## Writing on PowerPoint slides

If you have written on your PowerPoint slides, you'll be prompted to save the changed file when you exit the program. **If you click OK, you will be overwriting your existing file.** To save your annotated slide and keep your original version, choose **File | Save As...** from the menu. Make sure to save the file on your portable drive (if you are using one) or on a network drive. Files saved on the local computer drive will not still be there after the machine is rebooted or powered off.

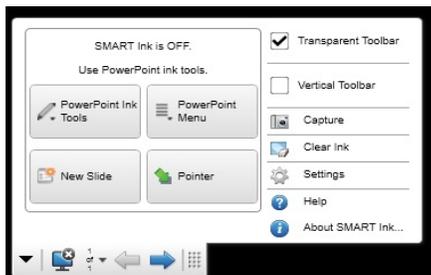


Figure 2: PowerPoint Ink Tools