

## Ink Aware and Microsoft Word in the Classroom

### Before You Start

Before you begin your class, ensure that your computer is turned on and the SMART Board™ interactive whiteboard is connected and oriented. For more information on how to get started with your interactive whiteboard, refer to the *Quick Reference Guides* available at [www.smarttech.com/trainingcenter/windows/trainingmaterials.asp](http://www.smarttech.com/trainingcenter/windows/trainingmaterials.asp).

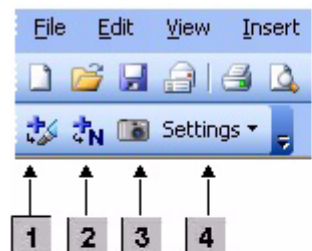
This *Hands-On Practice* assumes you have a basic understanding of the Microsoft® Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your computer, for example, you use left-, right- or double-clicks, depending on the function you want to perform. Use the SMART Board interactive whiteboard in the same way. If you get confused, simply think about what you would do at your computer, and then replicate these actions on the interactive whiteboard.

### What Is Ink Aware?

Ink Aware integrates SMART Board software with many types of applications, including Microsoft Word, Excel® or PowerPoint®. When you use an application that is ink aware, whatever you write or draw on your interactive whiteboard becomes embedded in the file, rather than an external note created over the file.

### SMART Aware Toolbar

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



- 1 Press to insert your drawings or writing as an image directly into your document
- 2 Press to convert your writing as typed text directly into your document. Your text will appear at the cursor point and in the color the words were written in.
- 3 Press to save a screen capture in Notebook software
- 4 Press to select the option to automatically insert the drawing as an image

If you do not see this toolbar, select **View > Toolbars > SMART Aware Toolbar** in Microsoft Word.

### Preparation

Create a short, two-question quiz. In a real-world example you would open a quiz prepared in advance.

- 1 Open a blank document in Microsoft Word.
- 2 Type a mathematical equation using your computer's keyboard – for example  $13 \times 7 =$ . Press the **Enter** key several times to give your students space to show their work.

- 3 Type *Complete the following sentence with either “who” or “whom”*. Press the **Enter** key twice, then type *Now is the time for all good men to come to the aid of*.

## Using Ink Aware in the Classroom

Your class has just completed the quiz you created in Microsoft Word. Now you would like to review the answers as a group.

- 1 Show your class how to best display their work when answering the multiplication equation. Use a pen from the SMART Pen Tray to demonstrate how to arrive at the correct answer on the interactive whiteboard. Put the pen back in the pen tray and press the **Insert as Image** button to add the answer to your Word file.

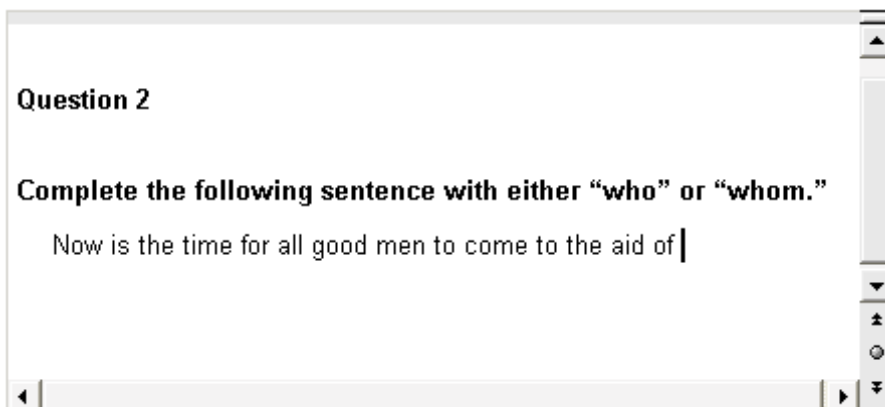


### CLASS QUIZ

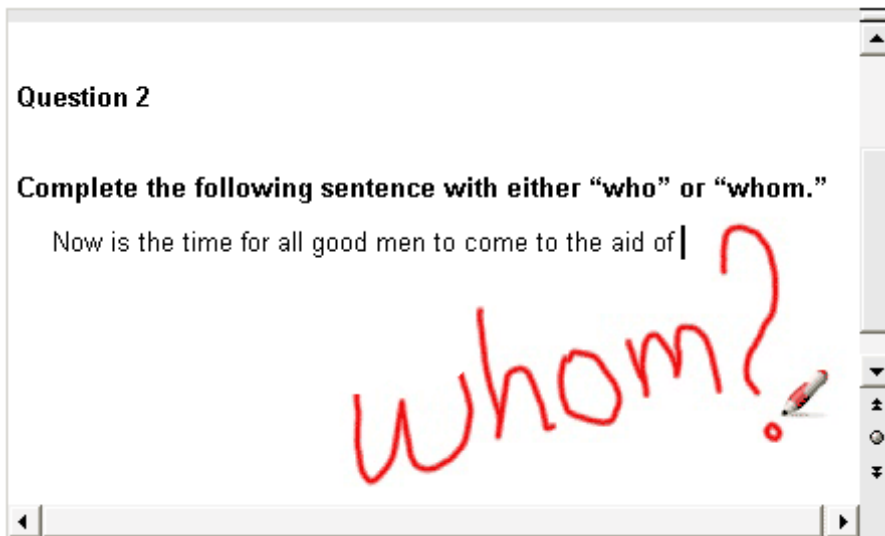
#### Question 1

$$13 \times 7 = \begin{array}{r} 13 \\ \times 7 \\ \hline 91 \end{array}$$

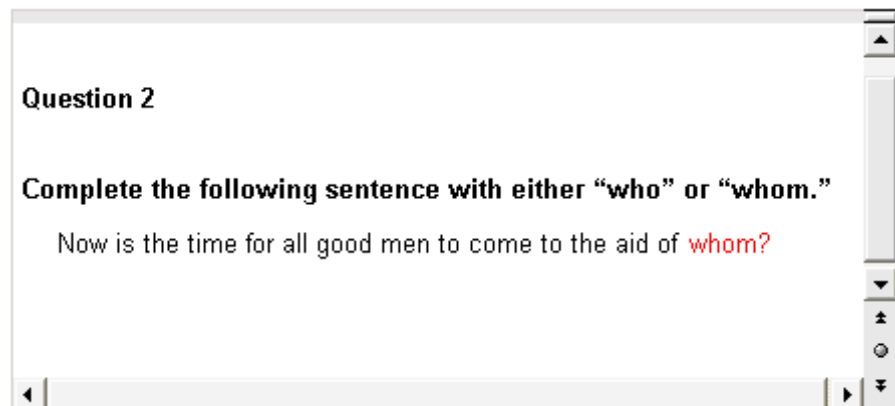
- 2 Move to the next quiz question. Discuss with your class when to use the word *who* versus *whom* in the sentence.
- 3 Touch the interactive whiteboard to place the cursor at the end of the sentence.



4 Use a pen from the pen tray to write the correct answer on the interactive whiteboard.



5 Press the **Insert as Text** button to convert the correct answer to text. The text will appear at the cursor point and in the same color as the digital ink it was written in.



6 Save your document in Microsoft Word. Now you can e-mail or print copies and distribute the answers to your students.

## Congratulations!

You have completed the *Ink Aware and Microsoft Word in the Classroom Hands-On Practice*.