Using SMART Podiums in classrooms

Some Lehigh classrooms are equipped with SMART Podiums for easy screen annotation. The SMART Podium works the same as your typical monitor display, but with the addition of annotation using a stylus directly on the display, newer models also function as touch screen monitors. When you are projecting to a classroom display/projection system, the notes, illustrations, highlights, and other annotations you make on the SMART Podium will also be displayed on the classroom display/projection system.

Quick tips for getting started

Hiding SMART Ink tools

The SMART Ink tools icon (pictured to the left) shows up by default on the current screen being displayed on the SMART Podium. While this overlay icon is small, you may wish to hide it. Not all SMART Podium models support this feature. However, if this is supported, you will find five buttons on the right side of the physical display. The lower button (pictured in the diagram below) will hide the SMART Ink tools overlay icon.

Side buttons
This illustration shows the buttons on the side of the interactive pen display.

While projecting to a large display, you can add notes or illustrations to presentations. You can use the instructor station as you typically would, but now you can also write on the monitor with the attached stylus OR use the monitor as a touch screen.

Hide Smart Ink Tools

If you would like hide the Smart Ink tool and use the monitor conventionally, please click on the bottom button on the right hand side of the monitor.

See number 5 in the illustration below.
Side buttons
This illustration shows the buttons on the side of the interactive pen display.

<table>
<thead>
<tr>
<th>No.</th>
<th>Button</th>
<th>Press this button to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Black ink</td>
<td>Write in black ink.</td>
</tr>
<tr>
<td>2</td>
<td>Red ink</td>
<td>Write in red ink.</td>
</tr>
<tr>
<td>3</td>
<td>OSD menu</td>
<td>Open the on-screen display (OSD) menu.</td>
</tr>
<tr>
<td>4</td>
<td>Blue ink</td>
<td>Write in blue ink.</td>
</tr>
<tr>
<td>5</td>
<td>SMART Ink tool bar</td>
<td>Show or hide the SMART Ink tool bar.</td>
</tr>
</tbody>
</table>

Cordless pen and holder
This illustration shows the cordless pen and holder.
To Annotate Presentations

PowerPoint
1. Open up PowerPoint
2. Start slide show
3. Choose your pen color by pressing the desired button
4. Pick up Pen
5. Save changes in order to keep your annotations

Google Slides
1. Open up Chrome
2. Pick up Pen
   • Please note that your annotations will not be saved and will be overlaid across the screen (they will not move with your slides)

PDFs
1. In a browser:
   a. pick up pen, annotate as above - uses SMART ink
   i. Please note that your annotations will not be saved and will be overlaid across the screen (they will not move with your slides)
   b. Ink is tab-aware but will not scroll with a page
2. In Acrobat Reader:
   a. uses SMART ink

Microsoft (MS) Office Apps
1. Use MS Office Ink in the Pens section of the Ribbon within each app to change pen colors, etc.
2. Annotations will be location-aware (they will move with your slides)
3. In MS Office Apps, the SMART Ink wheel displays.
   a. If the wheel is in the way, you may hide it per the instructions above

To Annotate Web-based Content
   • Course Site
   • G Suite
   • Website

Using a Whiteboard
   • Smart Note Book
   • One Note

Turn Smart Ink Back On
Smart Ink can be temporarily disabled in your user profile. The next time you log, you may have to reactivate.

Please click on the bottom button on the right hand side of the monitor.

How to Erase Annotations
How to Change Pen Colors
How to Change Stylus Line Thickness
How to Save Annotations
Microsoft Ink VS Smart Ink

Additional Information: