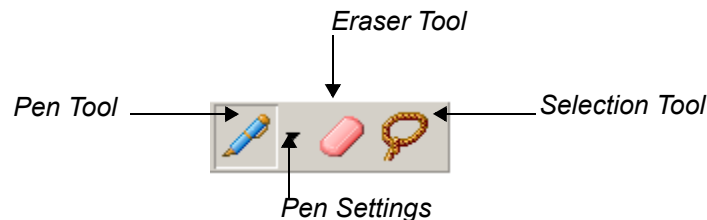


# Addendum to *SMART Ideas*® *User's Guide* for Tablet PC Users

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When used on a Tablet PC, SMART Ideas software does everything described in the *SMART Ideas User's Guide*—and more. While this addendum focuses on those aspects of SMART Ideas software that are available just to Tablet PC owners, you should also read the *SMART Ideas User's Guide* to become familiar with all the features offered by this versatile concept-mapping software.

When you open SMART Ideas software (version 4.3 or later) on a Tablet PC, you'll see the following four buttons in the toolbar, just above the center of the workspace.



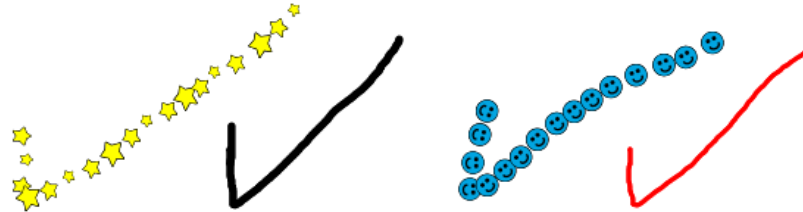
Use these four buttons to create, edit and manipulate SMART Ideas objects with your tablet pen.

More specifically, you can use your tablet pen to:

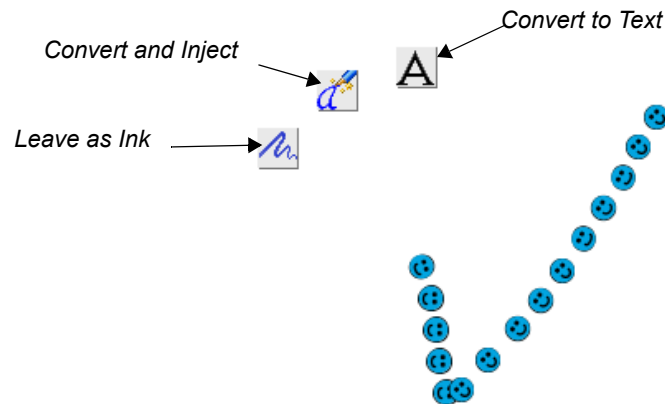
- write and draw in a variety of ink colors, widths and shapes (page 3)
- convert ink (writing or drawing strokes that you make with your tablet pen) into a selectable, editable object (page 3)
- convert ink into typed text (inside a symbol) using handwriting recognition (page 4)
- inject ink that has been converted into typed text into the next object (connector or symbol) tapped (page 5)
- transform shapes you draw with the tablet pen into perfect squares or circles (page 6). These shapes become SMART Ideas symbols.
- select individual or multiple objects (page 7)
- group and ungroup writing and drawing objects (page 8)
- connect symbols using labeled connectors in a variety of ink colors, widths and shapes (page 9)
- erase SMART Ideas objects and ink (page 12)

## Writing or Drawing with Your Tablet Pen

Using your tablet pen, you can write and draw in the SMART Ideas workspace using ink of different widths, colors and styles.



When you first write or draw with the tablet pen, three buttons appear next to the ink as soon as you lift the pen from the workspace.



When you're finished drawing or writing, tap any of the buttons to create an object that you can change and manipulate. The function of these buttons is described below.

The buttons let you:



- convert writing to typed text (inside a SMART Ideas symbol) by tapping the **Convert to Text** button. A list of possible matches appears. You can either select the best match or the **Try Again** option, which lets you rewrite and start the process again.



- convert writing to typed text and then inject it into the next symbol you tap by tapping the **Convert and Inject** button.



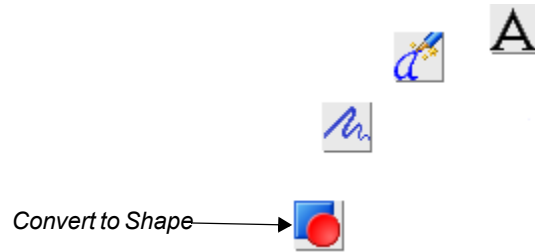
- convert ink (while preserving its original appearance) into a writing or drawing object by tapping the **Leave as Ink** button.

However, instead of tapping any of these three buttons, you can also just keep drawing or writing to create a more elaborate drawing (or a longer handwritten note) made up of more pen strokes. The three buttons remain displayed on the screen while you add additional pen strokes. When you're finished, tap one of the three buttons to convert all the pen strokes at once to a drawing or text object.

**TIP**

You must tap one of the three Ink buttons to “complete” a drawing or writing object. If you don’t tap one of these buttons, everything you subsequently write or draw in the workspace becomes a part of the original drawing, and your object may be much larger than you’d intended. In other words, you may inadvertently create one large object when you had intended to create several smaller objects.

In addition to the three buttons discussed above, a fourth button, called the **Convert to Shape** button, appears when you draw a circle or a square with your tablet pen.



Tap the **Convert to Shape** button to transform a roughly drawn circle or square into a perfect geometric symbol.

### To create a writing or drawing object



1. With the tablet pen, tap the **Pen** button.
2. Use the tablet pen to write or draw in the SMART Ideas workspace. Ink appears in the selected style. See *To change the appearance of ink* (page 4) for more information on changing the style of ink.

When you lift the pen, three buttons appear to the left of the ink.



3. Tap the **Convert to Text** button to convert the ink into typed text. See *To convert writing to typed text* (page 4) for more information.

OR



Tap the **Convert and Inject** button to convert the ink into typed text and then inject it into the next symbol or connector that you tap. See *To inject converted writing into a symbol or Connector* (page 5) for more information.

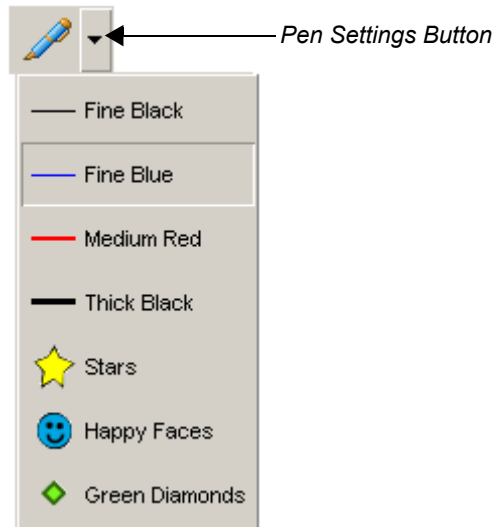
OR



Tap the **Leave as Ink** button to convert the ink into a drawing object.

## To change the appearance of ink

1. With the tablet pen, tap the **Pen Settings** arrow button beside the **Pen** button.



2. Write or draw in the workspace.

The ink appears in the selected style.

**NOTE:** For information on changing the appearance of a drawing object after you've created it, see the section of the *SMART Ideas User's Guide* entitled *Customizing Your Diagram*.

## To convert writing to typed text

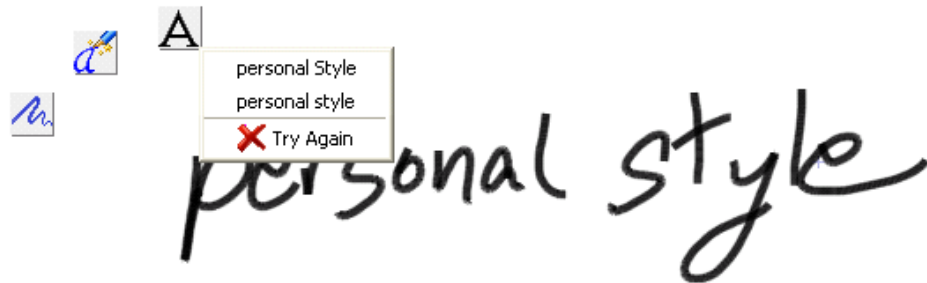
1. Write in the workspace with your tablet pen. You may write single words or entire sentences.

Three buttons appear to the left of your writing.



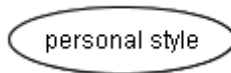
2. Tap the **Convert to Text** button.

A list of possible matches appears.



3. Select the best match.

Your writing is converted to typed text, and it appears inside a new symbol of the currently selected symbol style.



You can subsequently select and resize, edit or reformat this text as described in the section of the *SMART Ideas User's Guide* entitled *Working with Text*.

OR

Select **Try Again** if none of the conversion options capture what you wrote.

Your writing automatically disappears. You can rewrite the words and try the conversion process again. If you're writing a sentence, you may want to try capturing words individually, or in shorter sentence chunks.

**NOTE:** By converting your writing to typed text, you've also created a symbol that behaves like any other SMART Ideas symbol: You can link it to other symbols, change the fill or outline color, add a note to it, create a sub-level, etc. For information on symbols and how to connect and modify them, please read the section of the *SMART Ideas User's Guide* entitled *Customizing Your Diagram*.

### To inject converted writing into a symbol or connector

**NOTE:** Before you begin, there should be one or more symbols or connectors in the workspace in which to inject a converted version of your writing.

1. Write in the workspace with your tablet pen. You may write single words or entire sentences.

Three buttons will appear to the left of your writing.





2. Tap the **Convert and Inject** button.  
The cursor changes to a stream of stars.



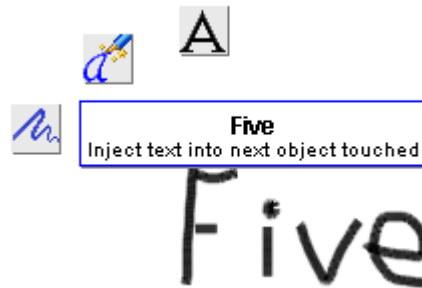
3. Tap a symbol or connector.  
A converted version of your writing appears in the symbol or connector.



**TIP**



Because this button doesn't offer a choice of possible matches, you may want to hover your tablet pen over the **Convert and Inject** button before you tap it. A tool tip box appears containing the result of the conversion. You can see exactly how the software has converted your handwriting before you inject that text into a symbol.



You can also just go ahead and inject the text by tapping a symbol in the workspace and then edit the symbol text later using a physical or virtual keyboard.

## Using the Tablet Pen to Create Circle and Square Symbols

When you draw a rough circle or square with your tablet pen, you have the option of converting that drawing into a symbol of the same size and color. This symbol behaves the same as any other SMART Ideas symbol: You can connect it to other symbols, label it, create a sub-level beneath it, change its outline, shape and fill, etc.

**NOTE:** For information about symbols and how to connect and modify them, please read the section of the *SMART Ideas User's Guide* entitled *Customizing Your Diagram*.

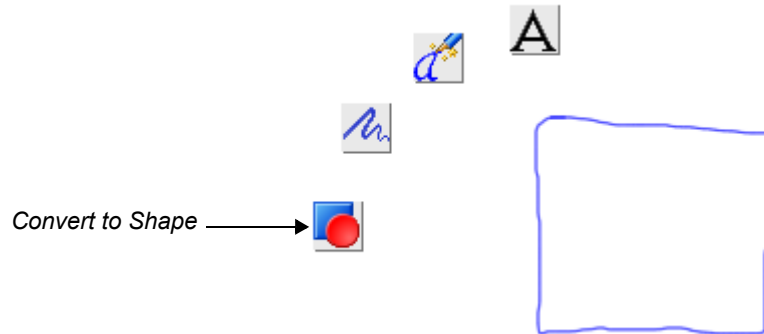
### To convert a drawing into a circular or square symbol



1. With the tablet pen, tap the **Pen** button.
2. Use the tablet pen to draw a circle or square in the SMART Ideas workspace.  
The ink appears in the selected style.

**NOTE:** See *To change the appearance of ink* (page 4) for more information on changing ink style.

When you lift the pen from the workspace, four buttons appear to the left of the ink.



3. Tap the **Convert to Shape** button.

The roughly drawn rectangle changes to a perfect rectangle, the same color and size as the original drawing.



You can now select the shape and it behaves like any other SMART Ideas symbol.

## Selecting Objects with Your Tablet Pen



You can select a single object by tapping the **Selection** button in the toolbar, and then either tapping the object or roughly circling it with the tablet pen. However, the only way to select several objects is to circle them with the pen. You don't need to be precise when you use the "lasso" selection technique: You need to surround only about sixty percent of the object or objects to make your selection.

### To select a single object



1. Tap the **Selection** button in the toolbar.
  2. Tap the object once with the tablet pen.
- OR
- Circle the object with the tablet pen.

The object appears enclosed by a selection rectangle.

**TIP**



Tapping an object to select it works best with symbols or connectors. It's more difficult to select unconverted ink drawing and writing in this manner because you must be very careful to tap precisely on a drawing line (which can be quite fine). For this reason, you should use the "lasso" selection technique and circle drawing and writing objects with your pen.

### To select several objects



1. Tap the **Selection** button in the toolbar.
2. Roughly encircle the objects you want to select.

**NOTE:** Only about sixty percent of the objects need to be encircled. In addition, you don't need to complete the circle for the selection to take place.

### Grouping and Ungrouping Ink

When you finish a drawing and press the **Leave as Ink** button, each pen stroke in the drawing is automatically grouped as a unit with all the other pen strokes. The pen strokes function as a unit, and you can perform any action (such as resizing or changing line width or color) on the entire group.

You can ungroup the object using the **Ungroup Ink** command in the **Tools** menu, returning it to a collection of individual pen-strokes. When you subsequently select the drawing, it appears as a cluster of individually selected objects. You can then perform an action on only one pen stroke in the group.

You can also group drawings that you originally created as individual drawing objects using the **Group Ink** command in the **Tools** menu.

### To group pen strokes



1. Tap the **Selection** button in the toolbar.
2. Encircle the ink drawings objects that you want to group into a single unit.

**NOTE:** You can't include a symbol or connector in the group. This feature is strictly for ink drawing and writing you've created with your tablet pen.

3. Select **Group Ink** from the **Tools** menu.

The objects appear selected as a single unit.

### To ungroup pen strokes



1. Tap the **Selection** button in the toolbar.

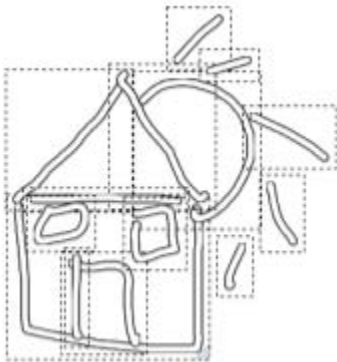


2. Tap or encircle the drawing object you want to ungroup into its constituent pen strokes.



3. Select **Ungroup Ink** from the **Tools** menu.

The object appears as a cluster of individually selected pen strokes.



## Connecting Symbols with Your Tablet Pen

Use your tablet pen to draw a rough line from one symbol to another. As long as the line begins inside one symbol and ends inside another, SMART Ideas software instantly transforms your hand-drawn line into a smoothly rendered line in the current ink style, even copying the curvature of the line you drew. You can use this method of connecting symbols to create an elaborate concept map very quickly.

You can easily label connectors (and symbols, too) after you create them using the **Convert and Inject** button (see page 5).

**NOTE:** The appearance of the connector is determined by the current ink style of the tablet pen (see “To change the appearance of ink” on page 4). For example, if the last selected ink style was the rubber duck motif, SMART Ideas software replaces your hand-drawn line with a row of rubber ducks that terminates in an arrow head.



### To create and label a connector



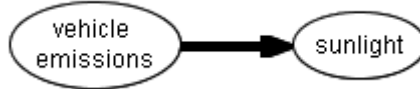
1. Tap the **Pen** button in the toolbar.

- With the tablet pen, draw a line from one symbol to another. Make sure your line begins inside the originating symbol and ends inside the destination symbol.

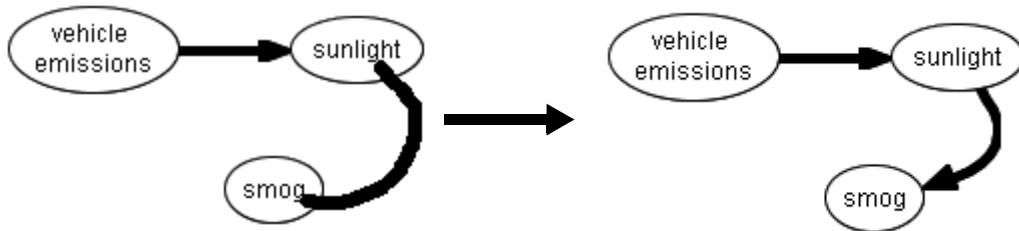


- Lift the pen from the workspace.

The line changes into a straight line terminating in an arrowhead, in the same style as the current pen style.



**NOTE:** If you prefer to draw curved lines, SMART Ideas software duplicates the curvature of the line you drew.



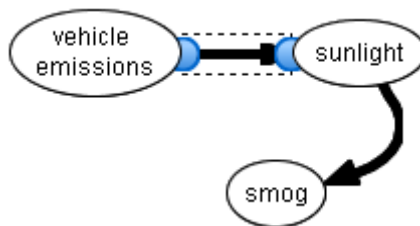
- Write the connector label text anywhere in the workspace.



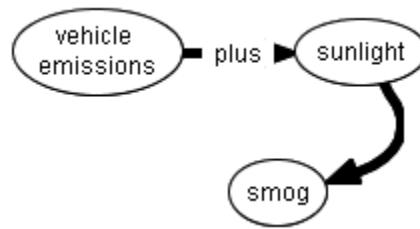
- Tap the **Convert and Inject** button.  
The cursor changes to a stream of stars.



- With the tablet pen, tap the connector you want to label.



The connector instantly displays a typed text conversion of what you just wrote.



### To quickly create a connected diagram



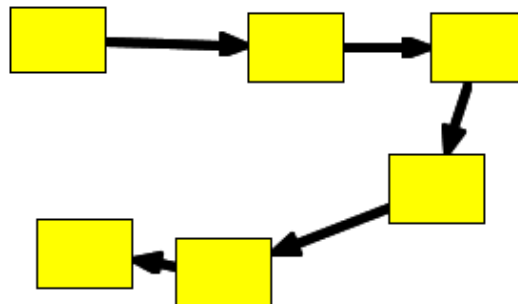
1. Tap the **Pen** button in the toolbar.
2. Draw a line emerging from any symbol.



3. Lift the tablet pen where you want the connected symbol to appear.  
A symbol (in the currently selected symbol style) appears at the end of the line.



4. Continue to draw lines, lifting your pen wherever you want a new symbol to appear.



In this way, you can create an extensive concept map in a matter of seconds. Then you can label connectors and symbols using the **Convert and Inject** button, as described in the previous procedure.

### Erasing Objects with Your Tablet Pen



It's easy to erase a symbol, connector or ink object using your tablet pen and the **Eraser** toolbar button. Just tap the eraser button, and then tap a SMART Ideas symbol or connector object to delete it. If the object is a symbol, any underlying sub-levels are deleted as well. Ink drawing and writing, on the other hand, is erased pen stroke by pen stroke. This allows you to erase the individual letters in a word, so you can correct spelling mistakes without rewriting the entire word.



**NOTE:** You can also use the **Delete** button in the toolbar to remove objects from the workspace. However, when you use this button, you must first select the object you want to remove. With the **Eraser** button, you don't need to select the object before you erase it.

### To erase objects



1. Tap the **Eraser** button in the toolbar.
2. Tap a SMART Ideas object (a symbol or connector) or an individual pen stroke of an ink drawing or writing.

The object (and, if the object is a symbol, any underlying sub-levels) disappears.

**NOTE:** To erase an entire page or multiple objects or pen strokes, just drag your tablet pen lightly across the workspace.

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