It is often convenient to write on SMART’s interactive screen while giving a lecture. It can also be convenient to convert those hand-written notes into text that can be easily edited and saved for later use. The documentation below will explain how to do this as well as inform you of a few helpful tips to make this process more successful.

CONVERTING HANDWRITING TO TEXT

1. Write your hand-written text on the interactive screen.

   **IMPORTANT:** Words that are written with the Creative Pen Tool cannot be converted to text. Also, it is important to write your text clearly and in print. Cursive can be converted, but the chances are greater for an error to occur.

   ![Education](image)

2. Click on the **Select Arrow** located in the toolbar at the top of the page.

   ![Select Arrow](image)

3. Click on the hand-written text. Your text should look like this. Click on the arrow in the upper, right-hand corner of the selection box.

   ![Education](image)
4. Select the word that you were trying to write. It will be preceded by the word “Recognize.”

5. Your writing should now look like normal text. To edit this text, simply double-click on it and choose from the options that appear.