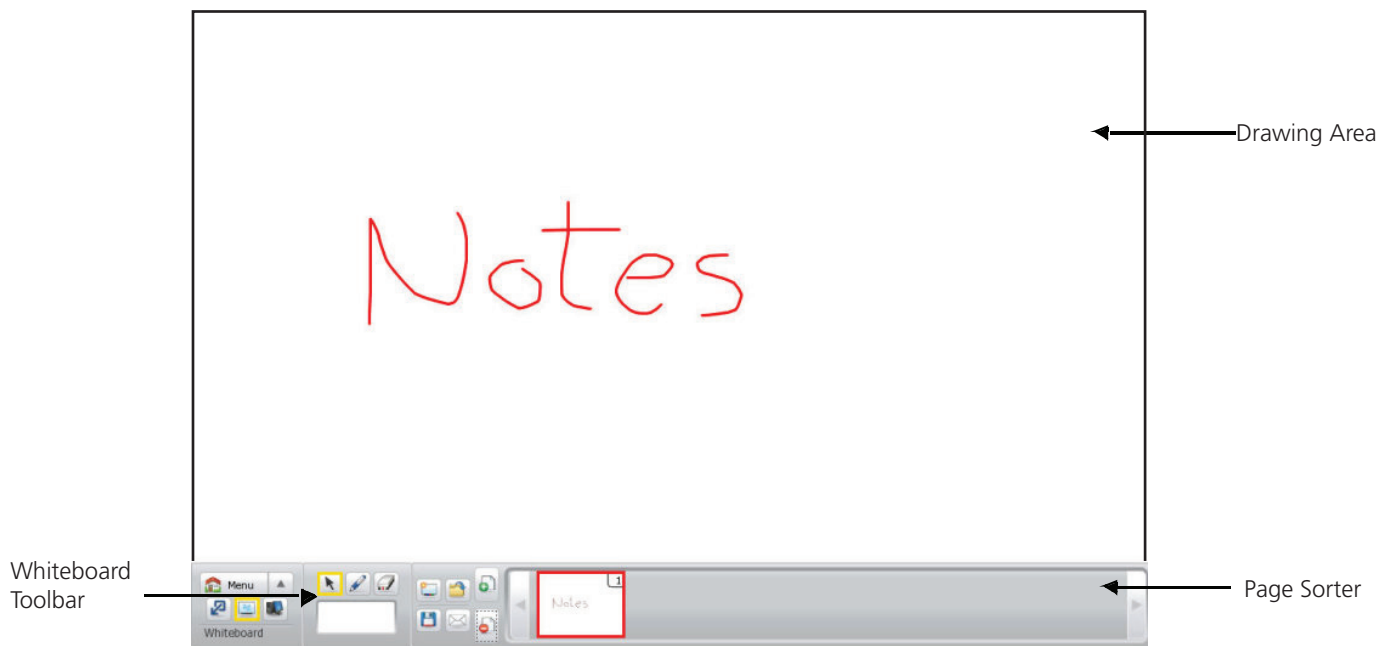## Basic whiteboarding using the SMART Hub VE220
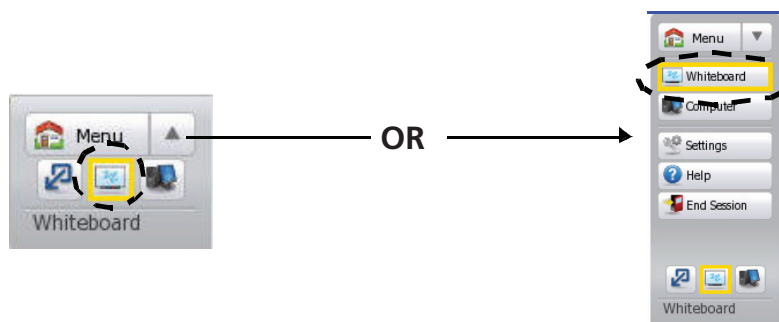
This Quick Reference provides an overview of the information you need to begin whiteboarding with the SMART Hub VE220.

Whiteboarding with the SMART Hub VE220

The SMART Hub VE220 Whiteboard allows you to capture notes and drawings in digital ink on your SMART product. Use Whiteboard for brainstorming, note taking and other activities for which you want to use your SMART product's digital ink tools without connecting to a computer.

Drawing Area

Whiteboard Toolbar

Page Sorter

To access the Whiteboard:

OR

To create a new Whiteboard file:

- Press on the Whiteboard toolbar
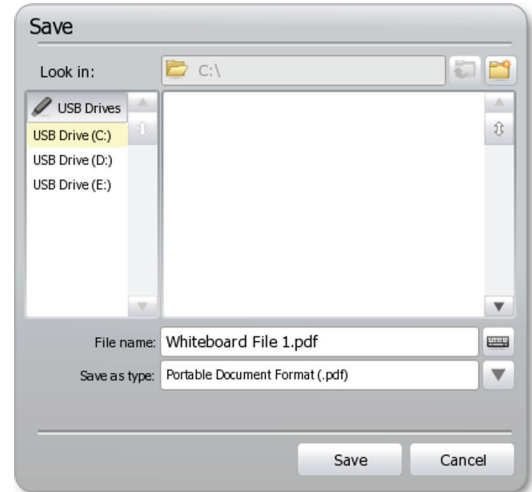
Creating notes in Whiteboard

- Pick up a pen tool from your SMART product's pen tray and write in the drawing area
- To add a blank page, press ⊞ on the Whiteboard toolbar
- To delete a page from the page sorter, select it and press ⊟ on the Whiteboard toolbar

Saving your Whiteboard file

1. Connect a USB storage device to the SMART Hub VE220
2. Press **Save** 💾. The Save dialog box appears.
3. Select the USB storage device's drive letter from the **Look in** list
4. Browse to the folder where you want to save the file

> **Tip:** Create a new folder for the file by pressing **New Folder** 📁

5. Type a file name in the **File name** box
6. Select a file type from the **Save as type** drop-down menu
   - Whiteboard File (.notebook)
   - JPEG Archive (.zip)
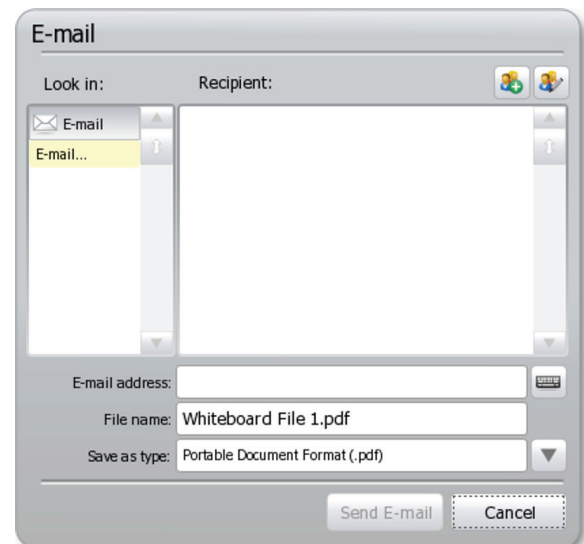   - Portable Document Format (.pdf)

> **Tip:** If you select **JPEG Archive (.zip)**, the SMART Hub VE220 saves each page in the Whiteboard file as separate JPEG image files and compresses them into one folder.

7. Press **Save**

E-mailing your Whiteboard file

1. Press **E-mail** ✉. The E-mail dialog box appears.
2. Select a recipient from the **Recipient** list or type the recipient's e-mail address in the **E-mail address** box
3. Select a file type from the **Save as type** drop-down menu

   - Whiteboard File (.notebook)
   - JPEG Archive (.zip)
   - Portable Document Format (.pdf)

4. Press **Send E-mail**

Note: To e-mail Whiteboard files, the SMART Hub VE220 requires a network connection and configuration to an e-mail server.