

Basic whiteboarding on the SMART Board™ interactive whiteboard with the SMART Hub SE 240

This *Quick Reference* provides an overview of the information you need to begin whiteboarding using the SMART Hub SE 240.



Starting your whiteboarding experience with the SMART Hub SE 240

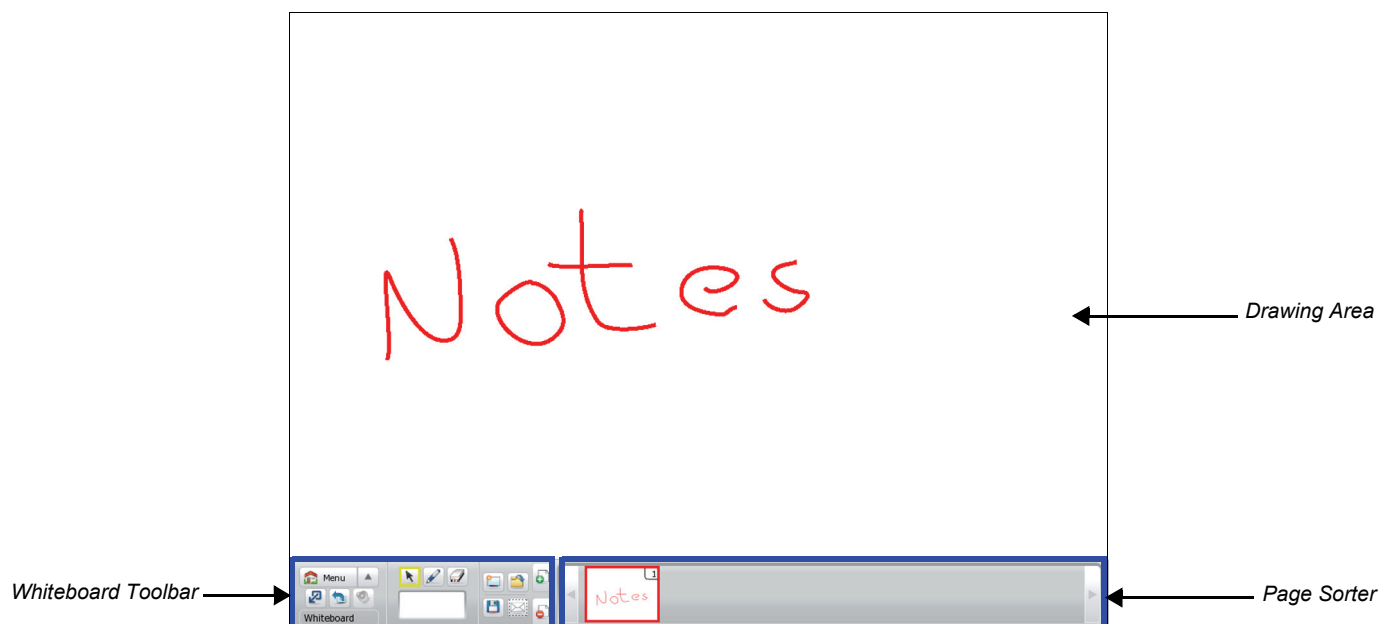
- 1 Press **Whiteboard** on the SMART Hub Welcome Center




- 2 Press **New File**


Creating notes in Whiteboard mode

- 1 Pick up a pen tool from the SMART Pen Tray and write in the drawing area
- 2 To add a blank page, press  in the *Whiteboard* toolbar
- 3 To delete a page from the page sorter, select it and press  in the *Whiteboard* toolbar

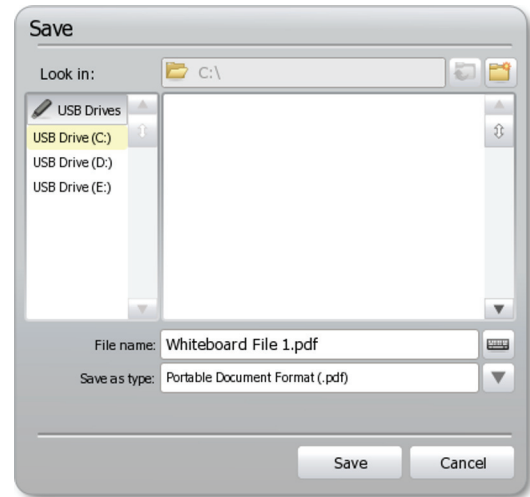


Saving your Whiteboard file

- 1 Connect a USB storage device to the SMART Hub SE 240
- 2 Press **Save** . The Save dialog box appears.
- 3 In the **Look in** list, select the USB storage device's drive letter
- 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 In the **File name** box, type a file name
- 6 In the **Save as type** list, select a file type:
 - **Whiteboard File (.notebook)**
 - **JPEG Archive (.zip)**
 - **Portable Document Format (.pdf)**



TIP: If you select **JPEG Archive (.zip)**, the SMART Hub SE 240 saves each page in the Whiteboard file as separate JPEG image files and compresses them into one folder.

- 7 Press **Save**

Sending your Whiteboard file

- 1 Press **E-mail** . The *E-mail* dialog box appears.
- 2 Select a recipient in the **Recipient** list

OR

Type the recipient's e-mail address in the **E-mail address** box
- 3 In the **Save as type** list, select a file type:
 - **Whiteboard File (.notebook)**
 - **JPEG Archive (.zip)**
 - **Portable Document Format (.pdf)**
- 4 Press **Send E-mail**

