Using Whiteboard Mode with the SMART Hub VE220
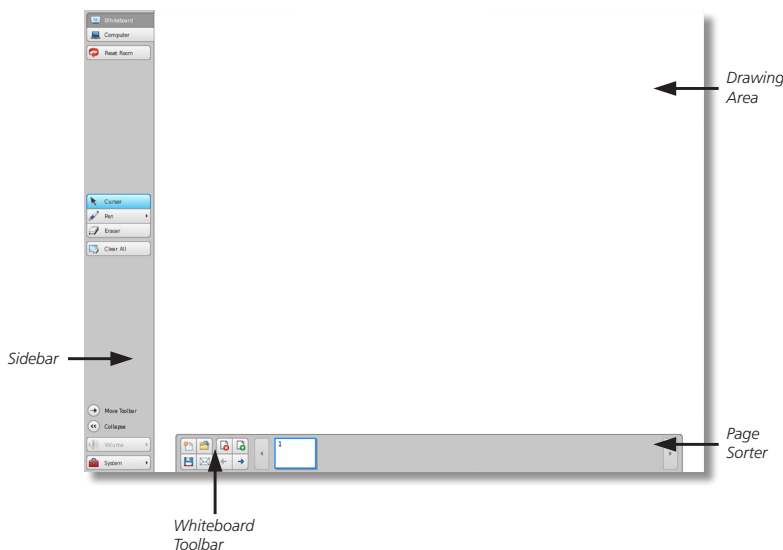
SMART ™

Introduction

This guide provides an overview of the information you need to begin using Whiteboard mode with the SMART Hub VE220.

In this lesson you will learn how to:

- Create a new Whiteboard file
- Write notes in *Whiteboard* mode
- Save your Whiteboard file
- E-mail your Whiteboard file

Use Whiteboard Mode with the SMART Hub VE220

The SMART Hub VE220 allows you to capture notes and drawings in digital ink on your SMART interactive product. In *Whiteboard* mode, you can brainstorm, take notes, and conduct other activities using your SMART product's digital ink tools without connecting to a computer.

Drawing Area

Sidebar

Page Sorter

Whiteboard Toolbar

To access *Whiteboard* mode:

Press the **Whiteboard** button on the sidebar.

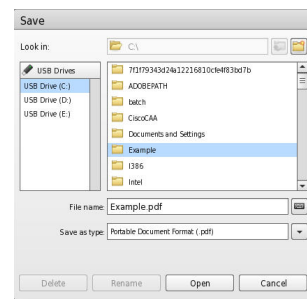**To create a new Whiteboard file:**

Press the **New File** button on the Whiteboard toolbar.

Creating Notes in Whiteboard Mode

- Pick up a pen tool from your SMART product's **pen** tray or press the **Pen** button on the sidebar and write in the drawing area
- To add a blank page, press the **Add Page** button on the Whiteboard toolbar
- To delete a page from the Page Sorter, select it and press the **Delete Page** button on the Whiteboard toolbar

Saving Your Whiteboard File

1. Connect a USB storage device to the SMART Hub VE220
2. Press the **Save** button on the Whiteboard toolbar. The *Save* dialog box appears.

3. Select the USB storage device's drive letter from the **USB Drives** list
4. Browse to the folder where you want to save the file in the folder box

Tip: Create a new folder for the file by pressing the **New File** button in the top-right corner of the *Save* dialog box.

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)
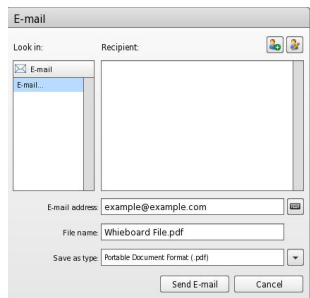   - Portable Document Format (.pdf)

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 the **E-mail** button ⊠ on the Whiteboard toolbar. 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. Type a file name in the **File name** box

4. Select a file type from the **Save as type** drop-down menu:
- Whiteboard File (.notebook)
- JPEG Archive (.zip)
- Portable Document Format (.pdf)

5. 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.

Conclusion

You can use the SMART Hub VE220 *Whiteboard* mode to capture notes and drawings in digital ink on your interactive SMART product.

In this lesson you have learned how to:

- Create a new Whiteboard file
- Write notes in *Whiteboard* mode
- Save your Whiteboard file
- E-mail your Whiteboard file

For more information about the SMART Hub VE220, visit: http://smarttech.com/trainingcenter/material.asp