

Basic whiteboarding on the SMART Board™ interactive whiteboard with the SMART Hub PE 260

This *Quick Reference* provides an overview of the information you need to begin whiteboarding using the SMART Hub PE 260.



Starting your whiteboarding experience with the SMART Hub PE 260

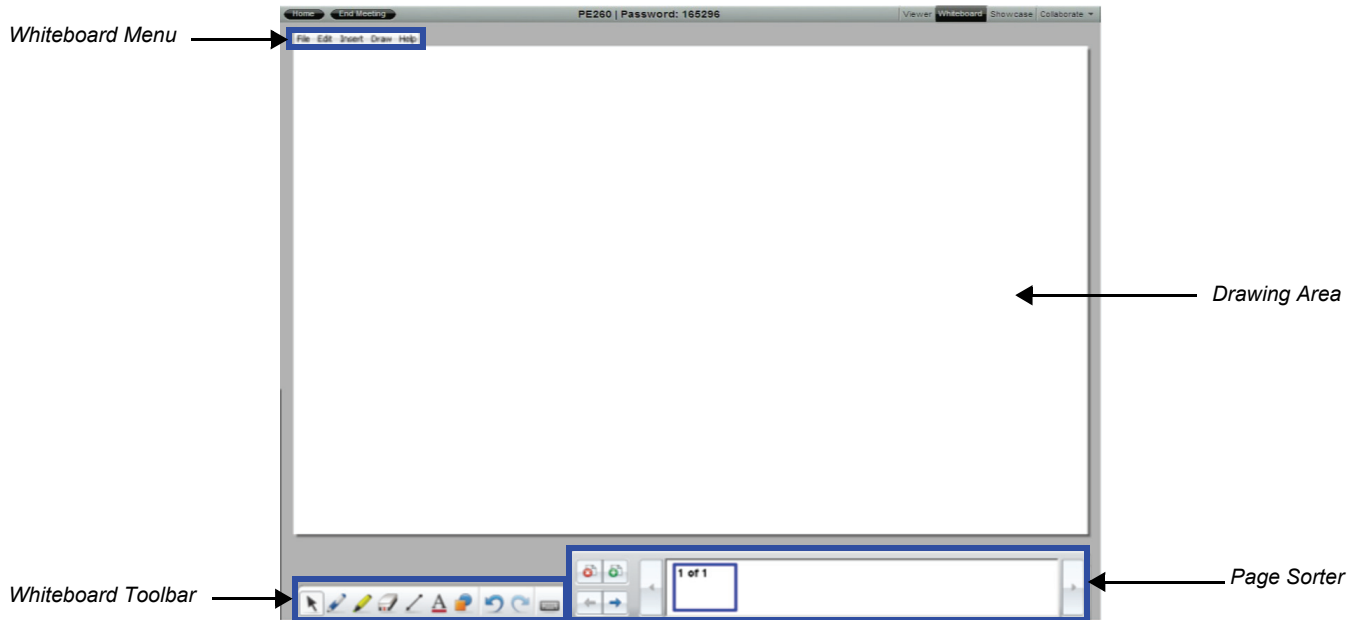
- 1 Press **Whiteboard** on the SMART Hub Welcome Center



- 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 new blank page page, press  in the page sorter
- 3 To delete any page from the page sorter, select it and press  in the page sorter

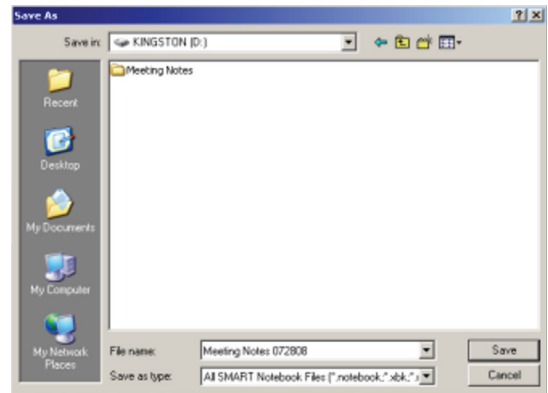


Saving your Whiteboard file

- 1 Connect a USB storage device to the SMART Hub PE 260
- 2 Select **File > Save As...** The Save As dialog box appears.
- 3 Browse to the folder on your USB storage device where you want to save the file

TIP: Create a new folder for the file by pressing **New Folder** 

- 4 In the **File name** box, type a file name
- 5 Press **Save**



Exporting your Whiteboard file

- 1 Select **File > Export**
- 2 From the **Export** list, select a file type:
 - **Web Page...** saves each page in your Whiteboard file as an individual HTML file
 - **Graphics Files...** saves each page in your Whiteboard file as an individual JPG file
 - **PDF File...** saves your Whiteboard file or individual Whiteboard pages as a PDF document. If you decide to export your Whiteboard file as a PDF document, an additional dialog box to customize the page layout appears. Select the desired settings and press **Save** before moving on.
 - **PowerPoint...** exports your Whiteboard file as a Microsoft® PowerPoint® presentation file

TIP: If you select **Graphics Files...**, the SMART Hub PE 260 saves each page in the Whiteboard file as separate JPG image files in the selected file location.

- 3 Browse to the folder on your USB storage device where you want to save the file
- 4 In the **File name** box, type a file name
- 5 Press **Save**