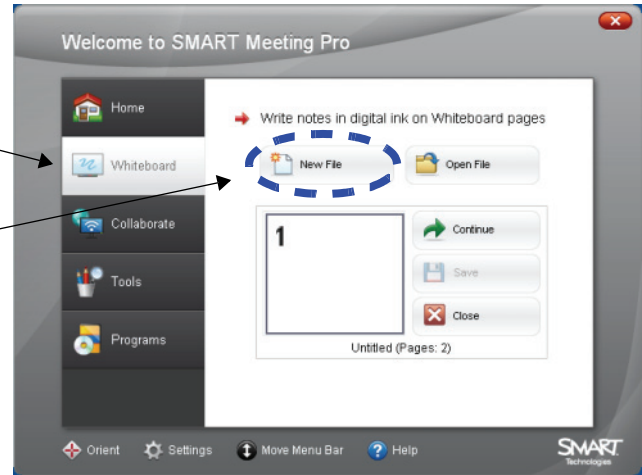


Basic whiteboarding on the SMART Board™ interactive whiteboard with SMART Meeting Pro

This *Quick Reference* provides an overview of the information you need to begin whiteboarding using SMART Meeting Pro.



Starting your whiteboarding experience with SMART Meeting Pro

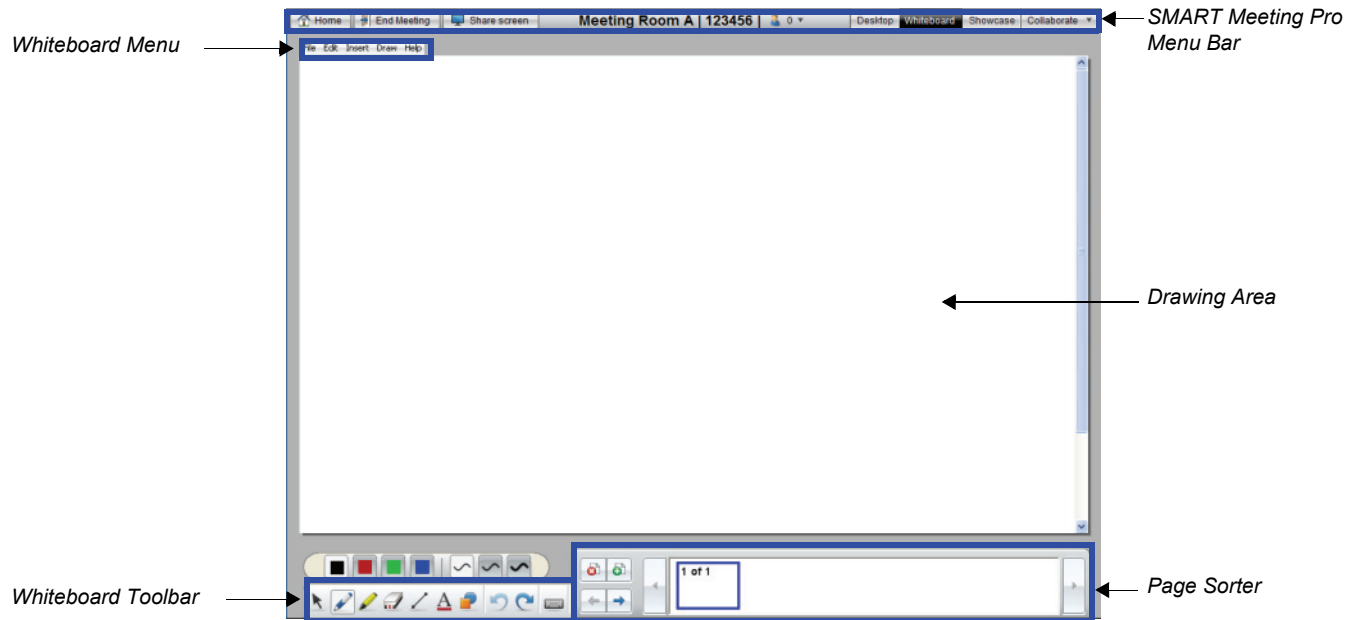
- 1 Press **Whiteboard** on the SMART Meeting Pro Welcome Center



- 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 page sorter
- 3 To delete a page from the page sorter, select it and press  in the page sorter



Saving your meeting notes

You can save and export your meeting notes in a variety of formats.

- Select **File > Save** to save your notes
- Select **File > Save As...** to save your notes as a new file
- Select **File > Export > Web Page...** to save your meeting notes as HTML files

NOTE: Each Whiteboard page saves as an individual HTML file.

- Select **File > Export > Graphic Files...** to save your meeting notes as JPEG, PNG, GIF or BMP files

NOTE: Each Whiteboard page saves as an individual graphic file.

- Select **File > Export > PDF File...** to save your Whiteboard file or individual Whiteboard pages as a PDF document
- Select **File > Export > PowerPoint...** to Export your Whiteboard file as a Microsoft® PowerPoint® presentation file