SMART Meeting Pro® 4.2
personal license

USER'S GUIDE

SMART®

Product registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at smarttech.com/registration.

Keep the following information available in case you need to contact SMART Support.

Product key:

Date of purchase:

smarttech.com/kb/170973

Contents

Welcome

This chapter introduces you to SMART Meeting Pro® software and to the other SMART software on your computer and explains how to get started with SMART Meeting Pro software.

About SMART Meeting Pro software personal license

SMART Meeting Pro software personal license enables you to create, open and edit Whiteboard files. In these files, you can do the following:

- Write, draw and erase digital ink

- Type text

- Insert shapes and lines

- Insert screen captures and other images

- Insert documents

- Insert links to websites and files

- Move, resize, rotate, lock and group objects

Using the Unbound Workspace in SMART Meeting Pro software, you can lay out and navigate the contents of a page area that can be significantly larger than the viewable area. You can adjust the software's highly customizable user interface to accommodate your content.

SMART Meeting Pro software personal license is useful before, during and after meetings and other collaborative sessions.

Before meetings

Use SMART Meeting Pro software personal license before meetings and other collaborative sessions to prepare meeting notes, presentations or other materials to share during the session. Save any materials you create in a Whiteboard file and attach the file to your Microsoft® Outlook® meeting invitation. During the session, you can open and interact with the file in SMART Meeting Pro software room license.
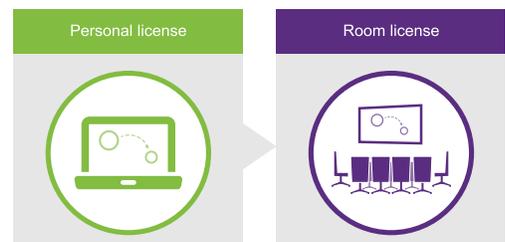
During meetings

Remote participants can use Bridgit software to connect to meetings or other collaborative sessions. Remote participants can then share materials they've created in SMART Meeting Pro software personal license or view materials that others share.
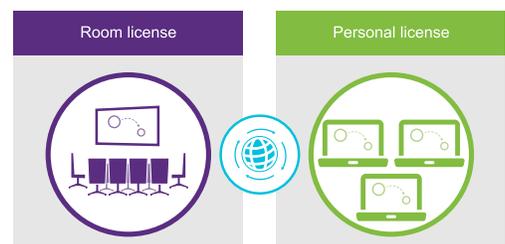
After meetings

If participants recorded notes in SMART Meeting Pro software room license during a meeting or other collaborative session, you can email these notes to the participants as a Whiteboard file. The participants can open and view the attached file using SMART Meeting Pro software personal license.
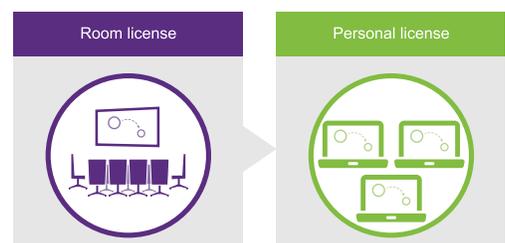
Starting and exiting the software

You can start SMART Meeting Pro software personal license or, optionally, you can start just the SMART System Menu to access SMART Settings and other options.

▶ **To start SMART Meeting Pro software manually**

Double-click the **SMART Meeting Pro** icon 🔳 on your desktop.

▶ **To start just the SMART System Menu manually**

In Windows® 7 operating system, select **Start > All Programs > SMART Technologies > SMART System Menu**.

OR

In Windows 8.1 operating system, go to the *Apps* screen, and then scroll to and select **SMART Technologies > SMART System Menu**.

OR

In Windows 10 operating system, press **Start**, and then scroll to and select **SMART Technologies > SMART System Menu**.

▶ **To exit SMART Meeting Pro software**

1. Press **Whiteboard** 🔲 on the SMART Business Toolbar.

2. Select **File > Exit**.

> 💡 **TIP**
>
> If you exit SMART Meeting Pro software, you can still access SMART Settings and other options from the SMART System Menu in the notification area.

Navigating the user interface

The SMART Meeting Pro software user interface consists of the SMART Business Toolbar, the Bridgit Collaboration Bar and two modes:

- Desktop
- Whiteboard

You switch between modes by pressing the buttons at the top of the SMART Business Toolbar.

SMART Business Toolbar

The SMART Business Toolbar appears on the left or right side of the display. It contains the following items:

- Buttons for accessing the four modes
- Programs button
- Tools
- Move Toolbar button
- Collapse/Expand button

Programs button

You can quickly access popular applications and tools by pressing the **Programs** button.

Tools

You can select and use a variety of commands and tools on the SMART Business Toolbar. The tools available change according to the mode you're using.

Tool	Command	Action	Desktop mode	Whiteboard mode
	Pan	Pan and zoom in or out.	No	Yes[1]
	Select	Select, move and manipulate objects on a Whiteboard page.	Yes	Yes
	Pen	Select pen colors and widths you can use to write notes and create freehand objects. You can also select a transparent yellow or green highlighter.	Yes	Yes
	Eraser	Erase notes and objects created with digital ink.	Yes	Yes
	Shapes	Draw a variety of shapes, including circles, rectangles, stars and squares. You can also use this tool to select solid or broken lines and arrows.	No	Yes
	Text	Insert text into your Whiteboard page. When you touch the page, a text box appears, in which you can select the text object's formatting.	No	Yes

[1]When in Unbound Workspace

Tool	Command	Action	Desktop mode	Whiteboard mode
	Gallery	Access a collection of images and content that you can use in your presentation.	No	Yes
	Capture	Take a screen capture of your notes and automatically insert them on a Whiteboard page. Open a list of three options so you can capture the full screen, a rectangular selection or a freehand selection of the screen.	Yes	No
	Undo	Reverse the effect of the last action. You can undo several actions by selecting **Undo** repeatedly.	No	Yes
	Redo	Reinstate the last action reversed with the Undo command.	No	Yes
	Normal View	Restore the Whiteboard page to Normal view.	No	Yes[2]
	Previous Page	Display the previous page of the current file. You can also press the PAGE UP key on your keyboard.	No	Yes[3]
	Next Page	Display the next page of the current file. You can also press the PAGE DOWN key on your keyboard. (Pressing **Next Page** on the last page inserts a new page.)	No	Yes[4]

Move Toolbar button

You can move the SMART Business Toolbar to either side of the screen by pressing the **Move Toolbar** button.

Collapse/Expand button

You can collapse or expand the SMART Business Toolbar by pressing the **Collapse/Expand** button.

Desktop mode

In Desktop mode, you can interact with the room computer's applications.

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[2]When in Full Whiteboard view
[3]When in Full Whiteboard view
[4]When in Full Whiteboard view

Whiteboard mode

In Whiteboard mode, you can create or open Whiteboard files to brainstorm and present ideas. Whiteboard mode consists of three main areas:

- Menu bar

- Whiteboard drawing area

- Page Sorter

Menu bar

The Whiteboard menu bar includes the following menu items:

Menu item	Description
File	Allows you to create, open, save, print, email and close files.
Edit	Provides tools to undo and redo actions; cut, copy and paste objects; clone and delete objects; select all objects and clear and delete pages.
View	Allows you to select Full Whiteboard view and to view the Business Gallery.
Insert	Allows you to add blank pages, images and links to your file.
Object	Allows you to lock, group, flip, order and change the properties of objects.
Help	Provides access to Help and information about SMART Meeting Pro software and allows you to enable or disable the SMART Customer Experience program.

Whiteboard drawing area

Most of Whiteboard mode is dedicated to the Whiteboard drawing area, which displays the contents of a selected page in a file. This is where you write notes and create and work with objects.

Page Sorter

The Page Sorter displays all the pages in the open file as thumbnails and updates the thumbnails automatically as you change the contents of the pages. Using the Page Sorter, you can add, delete and rearrange pages.

About the other SMART software on your computer

Typically, computers that have SMART Meeting Pro software installed also include the following SMART software:

SMART Product Drivers	The interactive product detects contact with its screen and sends each contact point, along with Pen tool information, to the connected computer. SMART Product Drivers translates the information into mouse clicks and digital ink. SMART Product Drivers enables you to perform normal computer operations by using your finger or a pen.
SMART Ink	Using SMART Ink, you can write or draw on the screen in digital ink using a pen, and then save or erase your notes.
SMART Tools	You can draw attention to specific parts of a page using SMART Tools, such as the Screen Capture toolbar, Screen Shade and Spotlight.
Bridgit software	Bridgit software enables you to share your screen, create and join meetings and connect with others.

Resources for users

In addition to this guide, other resources are available for SMART Meeting Pro software users.

Help

For more information about SMART Meeting Pro software, refer to the SMART Meeting Pro software Help. The Help includes all of the information in this guide as well as information about SMART Product Drivers, SMART Ink and SMART Board Tools. You can view the Help on your SMART interactive product or on a mobile device.

To open the Help, press the **SMART Board** icon 🔲 in the notification area, and then select **Help** or press any of the **Help** buttons and links in the SMART software.

> 💡 **TIP**
>
> You can view the Help on your mobile device by scanning the QR code on the cover of this guide.

Training

The SMART training website (smarttech.com/training) includes an extensive library of training resources you can refer to when learning how to use SMART Meeting Pro software.

Support center and knowledge base

The Support center (smarttech.com/support) contains a library of documents, including this guide, and a knowledge base that you can search when troubleshooting issues.

Chapter 2

Interacting with applications in Desktop mode

You can interact with the computer's operating system and applications using the gestures and other features supported by the interactive display. To view the computer's desktop and use its applications, press **Desktop** on the SMART Business Toolbar to enter Desktop mode.

> **TIP**
>
> If you're using a room license and there are multiple interactive displays connected to the computer, you can move applications from one display to another.

Using the interactive display to interact with applications

You can use the interactive display to interact with applications as you do with a mouse and keyboard. Specifically, you can do the following:

- Select objects and clear the selection of objects (in other words, left-click objects)
- Double-click objects
- Right-click objects
- Move objects
- Resize objects
- Rotate objects
- Display pages in a document

- Zoom in and out

- Pan

Using the Programs button

You can use the Programs button to quickly access four Microsoft applications—Internet Explorer, Word, Excel or PowerPoint—if they're installed on the computer.

💡 **TIPS**

- You can add shortcuts to your most frequently used applications, files, folders and websites (see *Customizing the Programs button menu* on page 66 for more information).

- You can also add links to SMART Tools.

▶ **To access applications and tools**

Press **Programs** 🔲 on the SMART Business Toolbar, and then select the program or tool of your choice.

Moving applications across displays

If the computer is connected to multiple interactive displays, you can move applications from one display to another using the Organizer or the Window Shift buttons.

Moving applications across displays using the Organizer

The lower section of the Organizer has three tabs:

- Meeting

- Pages

- Applications

The Applications tab displays thumbnails of all applications running on the computer. The application thumbnails update as the applications themselves change.

▶ **To move an application to the current display**

1. Press **Organizer** ⊞ on the SMART Business Toolbar, and then select the **Applications** tab.

2. Double-click the application's thumbnail.

   SMART Meeting Pro software switches to Desktop mode, and the application appears on the display. If the application was open on another display, it moves from that display to the current display.

▶ **To move an application to another display**

1. Press **Organizer** ⊞ on the SMART Business Toolbar, and then select the **Applications** tab.

2. Drag the application's thumbnail to the display's thumbnail.

   The application appears on the display.

   > 💡 **TIP**
   >
   > If you press **Identify Screens**, a unique red number appears on each display and its thumbnail so that you can determine the thumbnail for each display.

Moving applications across displays using the Window Shift buttons

When you use SMART Meeting Pro software room license in a multiple display system, you can use the Window Shift buttons to move an application to another display. Because applications can appear on only one display at a time, this feature allows you to send an application to another display where another user can work with it.

▶ **To move an application to another display**

1. Press the title bar of the application you want to move.

   The Window Shift buttons appear in the title bar.

2. Press either the left or right button to move the application to another display.

> ### ✏️ NOTE
>
> The left button moves the application to the next lower numbered display, and the right button moves the application to the next higher numbered display. To view the display's numbers, Press **Organizer** ⊞ on the SMART Business Toolbar, select the **Applications** tab, and then press **Identify Screens**.

Chapter 3

Inserting objects in Whiteboard mode

You can insert the following types of objects in SMART Meeting Pro software:

- Digital ink
- Shapes and lines
- Text
- Images
- PowerPoint presentations
- PDF files

Writing and drawing in digital ink

In Whiteboard mode, you can use your interactive display's pen or the Pen tool on the SMART Business Toolbar to write or draw in digital ink.

▶ **To write or draw in digital ink when connected to a SMART interactive display**

Use the SMART interactive product's pen and SMART Ink (see *About the other SMART software on your computer* on page 7).

▶ **To write or draw in digital ink when not connected to a SMART interactive display**

1. Press **Pen** ✎ on the SMART Business Toolbar, and then select a color and line thickness.

💡 **TIPS**

○ You can also select a transparent yellow or green highlighter.

○ You can write or draw in either calligraphic ink or regular ink (see *Changing Whiteboard mode settings* on page 63).

2. Write or draw in digital ink.

Erasing digital ink

You can erase digital ink using your interactive display's eraser or the Eraser tool.

▶ **To erase digital ink when connected to a SMART interactive product**

Use the SMART interactive product's eraser and SMART Ink (see *About the other SMART software on your computer* on page 7).

▶ **To erase digital ink when not connected to a SMART interactive product**

1. Press **Eraser** ✐ on the SMART Business Toolbar, and then select an eraser size.

2. Erase digital ink using one of the tools available for your interactive product.

   > 💡 **TIP**
   >
   > To erase digital ink in a large area, circle the area and then tap in the center of the circle.

Creating shapes and lines

You can create a variety of geometric shapes and lines.

▶ **To create a shape**

1. Press **Shapes** ⬭ on the SMART Business Toolbar, and then select a shape.

> ✎ **NOTE**
>
> If you don't select a shape, SMART Meeting Pro software uses the last shape or line you selected.

2. Create a shape by pressing the screen where you want to place the shape and dragging until the shape is the size you want.

> 💡 **TIP**
>
> You can create perfect circles, squares, triangles and other shapes by holding down SHIFT as you draw the shape. To resize a shape while maintaining its proportions, hold down SHIFT as you resize the shape.

▶ **To create a line**

1. Press **Shapes** ⬚ on the SMART Business Toolbar, and then select a line.
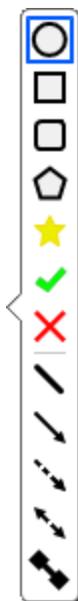
> ✎ **NOTE**
>
> If you don't select a line, SMART Meeting Pro software uses the last shape or line you selected.

2. Create a line by pressing the screen where you want the line to start and dragging to where you want the line to end.

💡 TIP

You can create lines at perfect 45° increments by holding down the SHIFT key as you draw the line. To resize a line while maintaining its angle, hold down the SHIFT key as you resize the line.

Typing, editing and formatting text

In Whiteboard mode, you can create typed text by using a keyboard connected to the computer or an on-screen keyboard. After creating text, you can edit it and change its font, size and other properties.

▶ **To type text**

1. Press **Text** Ⱥ on the SMART Business Toolbar, and then press the screen where you want the text to appear.

    The *Fonts* toolbar appears above the text box. You can use this toolbar to change the font, size and alignment. You can also use the *Fonts* toolbar to format text you already typed.

2. Begin typing using the keyboard connected to your computer or an on-screen keyboard.

3. When you finish typing text, press anywhere outside the text box or press the ESC key.

    The text is now a separate object that you can select, edit, resize and move.

▶ **To edit or format text**

1. Double-click the text.

    The *Fonts* toolbar appears.

2. Select the text you want to change by dragging over it (just as you would in a word-processing program).

3. Type the new text.

    OR

    Use the options in the toolbar to change the formatting, including font, size and style.

4. After you finish, press anywhere outside the text box or press the ESC key.

> 💡 **TIPS**
>
> ○ You don't need to change the position of rotated text before you edit it. Double-click the text object to make it rotate to a horizontal position, making it easier to edit. As soon as you press outside the text box, it returns to its original rotation.
>
> ○ You can also format the entire text object using the *Selection Properties* dialog box (see *Changing objects' properties* on page 23).

▶ **To resize a text box**

1. Double-click the text.

   The *Fonts* toolbar appears.

2. Drag one of the sizing handles to resize the text box.

3. After you finish, press anywhere outside the text box or press the ESC key.

> ✏️ **NOTE**
>
> Using this procedure to resize a text box changes the way text wraps inside the box. Using the procedure in *Resizing objects* on page 28 changes the size of the text.

Converting handwriting to typed text

You can convert any note that you write in the Whiteboard drawing area to typed text.

> 💡 **TIP**
>
> The accuracy of the conversion depends on your handwriting. SMART Meeting Pro software more accurately interprets neater printing on a horizontal line. Although SMART Meeting Pro software can convert slanted or cursive writing, the results can be inconsistent.

▶ **To convert handwriting to typed text**

1. Select the handwritten note.

2. Press the menu arrow, and then select **Convert to Text**.

   The object menu appears with possible word options to insert as text.

3.   Select a word option.

The word appears as typed text.

✏ **NOTE**

You can also select multiple handwritten words and then convert them all to typed text.

Inserting images

You can easily insert images in Whiteboard pages, where you can then move, size and rotate them as you would any object. Whiteboard mode supports BMP, JPEG, TIFF, PNG, GIF and WMF file formats.

▶ **To insert an image**

1.   Select **Insert > Image**.

The *Select Image* dialog box appears.

2.   Browse to the image you want to insert, select it, and then press **Open**.

The image appears as an object in the upper-left corner of the page.

Inserting PowerPoint presentations

You can insert PowerPoint presentations into Whiteboard files.

➔ **IMPORTANT**

You can insert PowerPoint presentations only if PowerPoint is installed on your computer.

▶ **To insert a PowerPoint presentation**

1.   Save any changes to the current Whiteboard file.

2.   Select **File > Open**.

The *Open* dialog box appears.

3.   Select **Microsoft PowerPoint (*.ppt; *.pptx)** in the drop-down list.

4.   Browse to and select the PowerPoint presentation you want to insert.

5.   Press **Open**.

6. Press **OK**.

If you're displaying pages in Classic Workspace, SMART Meeting Pro software places each slide in the PowerPoint file on its own page. Navigate from slide to slide by pressing **Next Page** ⇨ and **Previous Page** ⇦ in the Page Sorter (see *Displaying pages* on page 38).

OR

If you're displaying pages in Unbound Workspace, SMART Meeting Pro software places all slides in the PowerPoint file on a single page with bookmarks marking the location of each slide. Navigate from slide to slide by pressing **Next Bookmark** and **Previous Bookmark** in radar view (see *Displaying pages in Unbound Workspace* on page 40).

Inserting PDF files

You can insert PDF files into Whiteboard files.

▶ **To insert a PDF file**

1. Save any changes to the current Whiteboard file.

2. Select **Insert > Document**.

The *Open* dialog box appears.

3. Browse to and select the PDF file you want to insert.

4. Press **Open**.

SMART Meeting Pro software places all pages in the PDF file on a single page in the Whiteboard file.

If you're displaying pages in Unbound Workspace, you can navigate PDF pages by pressing **Next Bookmark** and **Previous Bookmark** in radar view (see *Displaying pages in Unbound Workspace* on page 40).

Working with objects in Whiteboard mode

After creating an object, you can select it and work with it.

Selecting objects

Before you can work with an object, you must select it. You can select an individual object, multiple objects or all objects on a page. When you select an object, a selection rectangle surrounds the object.
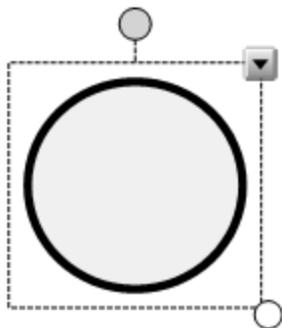
The white circle in the object's lower-right corner is a resize handle (see *Resizing objects* on page 28).

The gray circle above the object is a rotation handle (see *Rotating objects* on page 30).

The downward arrow in the object's upper-right corner is a menu arrow. Press the menu arrow to display a menu of commands.

> ✏ **NOTE**
>
> Pressing an object's menu arrow gives you access to the same menu as right-clicking the object.

▶ **To select an object**

1. Press **Pan** 🖐 or **Select** ⭦ on the SMART Business Toolbar.

2. Press the object you want to select.

   A selection rectangle appears around the object.

   > ✏ **NOTE**
   >
   > If you press an object and a lock symbol appears instead of the menu arrow, the object is locked. You must unlock the object before you can manipulate it (see *Locking objects* on page 26).

▶ **To select multiple objects**

1. Press **Select** ⬉ on the SMART Business Toolbar.

2. Drag until a rectangle surrounds the objects you want to select.

   OR

   Hold down CTRL, and then press the objects you want to select.

   Selection rectangles appear around the selected objects.

   ✎ **NOTE**

   If you draw a rectangle around multiple objects and some of the objects are locked (see *Locking objects* on page 26), you select only the unlocked objects.

▶ **To select all objects on a page**

   Select **Edit** > **Select All**.

   Selection rectangles appear around all objects on the page.

   ✎ **NOTE**

   If some of the objects are locked (see *Locking objects* on page 26), you select only the unlocked objects.

Changing objects' properties

You can change an object's properties. The properties you can change depend on the object you select. You can also select several objects and change their properties at the same time.

In the *Selection Properties* dialog box, all the properties you can change are listed on the left, and a preview pane on the right shows you how a modified object will look before you press **OK**.

▶ **To change an object's properties**

1. Select the object.

2. Press the object's menu arrow, and then select **Properties**.

   The *Selection Properties* dialog box appears.

3. Use the controls in the dialog box to change the object's properties:

Controls	Procedure	Digital ink	Shapes	Lines	Text	Images
Outline Color	Select a color or press **More** to define a custom color.	Yes	Yes	Yes	Yes	No
Fill Color	Select a color or press **More** to define a custom color.	No	Yes	No	No	No
Line Thickness	Select a line thickness.	Yes	Yes	Yes	No	No
Line Style	Select a line style: solid, dashed and more. The *Start* and *End* properties let you put arrowheads, circles, squares or diamonds at the beginning or end of a line.	No	No	Yes	No	No
Transparency	Select a degree of transparency.	Yes	Yes	Yes	Yes	Yes
Text	Adjust the font, size and style.	No	Yes[1]	No	Yes	No

4. Click **OK**.

Moving objects

You can move objects to another position on the page.

✏ **NOTE**

Locked objects cannot be moved (see *Locking objects* on page 26).

▶ **To move an object or objects**

1. Select the object or objects.

2. Drag the object or objects to a new position on the page.

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[1]Text controls are only available for shapes that contain text.

▶ **To flick an object**

1. Select the object.

2. Quickly flick your finger in any direction.
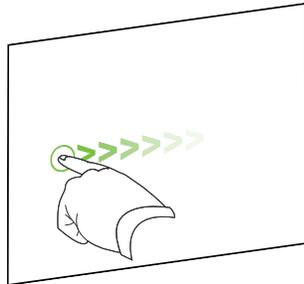
Moving objects to another page

You can move objects to another page in a file.

▶ **To move an object or objects to another page**

1. Select the object or objects you want to move.

2. Drag the object or objects into the Page Sorter and onto the thumbnail of the page you want to move the objects to.

Rearranging stacked objects

If objects overlap on a page, you can rearrange the order of the stack (that is, you can control which objects appear in front of others).

✏ **NOTE**

Locked objects cannot be rearranged within a stack (see *Locking objects* on the next page).

▶ **To move an object to the front of the stack**

1. Select the object.

2. Press the object's menu arrow, and then select **Order > Bring to Front**.

▶ **To move an object to the back of the stack**

1. Select the object.

2. Press the object's menu arrow, and then select **Order > Send to Back**.

▶ **To move an object one place forward in the stack**

1. Select the object.

2. Press the object's menu arrow, and then select **Order > Bring Forward**.

▶ **To move an object one place backward in the stack**

1. Select the object.

2. Select the object's menu arrow, and then select **Order > Send Backward**.

Locking objects

You can lock an object to prevent its modification, movement or rotation.

You can remove this lock at any time.

▶ **To lock an object**

1. Select the object.

2. Press the object's menu arrow, and then select **Lock in Place**.

   The object can't be moved, rotated or modified until you unlock it.

   ✏️ **NOTE**

   If you select a locked object, a lock icon 🔒 appears instead of a menu arrow.

▶ **To unlock an object**

1. Select the object.

2. Press the object's lock icon 🔒, and then select **Unlock**.

Cutting, copying and pasting objects

You can cut, copy and paste objects—including text, images, lines and shapes.

💡 **TIPS**

- In addition to cutting, copying and pasting objects within SMART Meeting Pro software, you can cut, copy and paste content between SMART Meeting Pro software and other applications.

- You can create an exact copy of an object by cloning it (see *Cloning objects* on the next page).

▶ **To cut and paste an object**

1. Select the object.

2. Press the object's menu arrow, and then select **Cut**.

   ✏️ **NOTE**

   If the object is locked, select **Edit > Cut** (see *Locking objects* on the previous page).

   ---

3. If you want to paste the object onto a different page, display that page.

4. Select **Edit > Paste**.

▶ **To copy and paste an object**

1. Select the object.

2. Press the object's menu arrow, and then select **Copy**.

   ✏️ **NOTE**

   If the object is locked, select **Edit > Copy** (see *Locking objects* on the previous page).

   ---

3. If you want to paste the object onto a different page, display that page.

4. Select **Edit > Paste**.

Cloning objects

You can create a duplicate of an object by using the Clone feature.

> ✏️ **NOTE**
>
> You can also copy and paste objects, including text, images, lines and shapes (see *Cutting, copying and pasting objects* on the previous page).

▶ **To clone an object**

1. Select the object.

2. Press the object's menu arrow, and then select **Clone**.

   A duplicate object appears on the page.

   > 💡 **TIPS**
   >
   > ○ You can clone an object an unlimited number of times.
   >
   >
   >
   > ○ You can also clone an object by holding down the CTRL key, selecting the object, and then dragging the object.
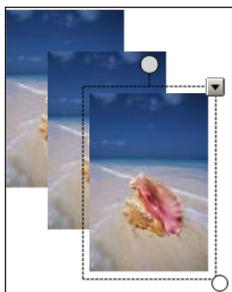
Resizing objects

You can resize objects on a page.

> ✏️ **NOTE**
>
> Locked objects cannot be resized (see *Locking objects* on page 26).

Using the resize handle

The white circle in the lower-right corner of the selected object is a resize handle.

▶ **To resize an object**

1. Select the object.

2. Press the object's resize handle, and then drag it to make the object larger or smaller.

    ✏ **NOTE**

    To keep the shape's original height-to-width ratio, hold down SHIFT while you drag the
    resize handle.

▶ **To resize multiple objects**

1. Group the objects, and then select the group (see *Grouping objects* on page 32).

    A selection rectangle appears around the group.

2. Press the resize handle in the lower-right corner of the selection rectangle.

3. Drag the resize handle to increase or decrease the objects' size.

Using the scale gesture

You can also make objects larger or smaller with the scale gesture.

▶ **To resize an object**

1. Select the object.

2. Using one finger on each hand, press the screen at opposite ends of the object.

3. Drag your fingers away from each other to make the object larger.

OR
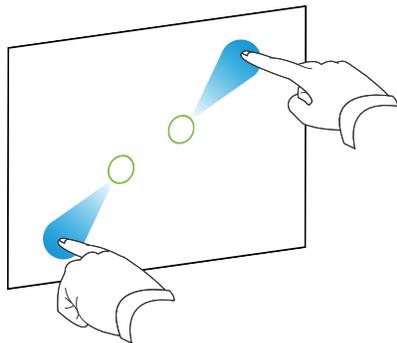
Drag your fingers toward each other to make the object smaller.

▶ **To resize multiple objects**

1. Select the objects.

2. Using one finger on each hand, press the screen at opposite ends of one of the objects.

3. Drag your fingers away form each other to increase the objects' size.

    OR

    Drag your fingers toward each other to decrease the objects' size.

Rotating objects

The gray circle above a selected object is the rotation handle.

✎ **NOTE**

Locked objects cannot be rotated (see *Locking objects* on page 26).

Using the rotation handle

▶ **To rotate an object**

1. Select the object.

2. Press the object's rotation handle, and then drag it in the direction you want to rotate the object.

▶ **To rotate multiple objects**

1. Select the objects.

    A selection rectangle appears around each object.

2. Press the rotation handle on any one of the selected objects, and then drag it in the direction you want to rotate the objects. When you rotate one object, the other selected objects rotate automatically.

Using the rotate gesture
You can also rotate objects using the rotate gesture.

▶ **To rotate an object**

1. Select the object.

2. Using one finger on each hand, press the screen at opposite ends of the object.

3. Move your fingers in a circle around the center of the object to rotate it.
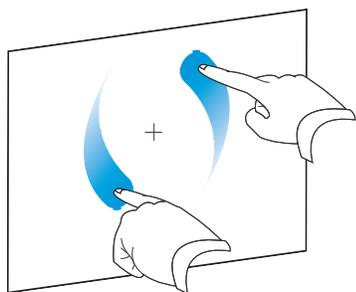
▶ **To rotate multiple objects**

1. Select the objects.

2. Using one finger on each hand, press the screen at opposite ends of one of the objects.

3. Move your fingers in a circle.

Flipping objects

You can flip an object on a page.

✏ **NOTE**

Locked objects cannot be flipped (see *Locking objects* on page 26).

▶ **To flip an object**

1. Select the object.

2. Press the object's menu arrow, and then select **Flip** > **Left/Right** or **Flip** > **Up/Down**.

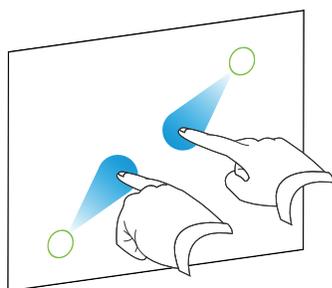▶ **To flip multiple objects**

1. Select the objects.

2. Press the menu arrow on any one of the selected objects, and then select **Flip** > **Left/Right** or **Flip** > **Up/Down**.

Grouping objects

You can create a group of objects, which lets you interact with all grouped items at the same time. After you create a group, you can select, move, rotate or resize the group as if it were a single object. To interact with an individual object in a group, ungroup the objects first.

Grouping objects manually

▶ **To group objects**

1. Select the objects.

2. Press the menu arrow of any one of the selected objects, and then select **Grouping** > **Group**.

▶ **To ungroup objects**

1. Select the group.

2. Press the group's menu arrow, and then select **Grouping** > **Ungroup**.

Grouping objects automatically

If you write or draw multiple lines, SMART Meeting Pro software automatically combines the lines

into a single object. For example, if you write the letters of a word, SMART Meeting Pro software combines the individual letters, enabling you to interact with the whole word. If you want to write words on the same line but don't want them combined, leave a large gap between them, use different pens, or briefly put the pen in the pen tray before writing another word (interactive whiteboards only).

If SMART Meeting Pro software combined lines that you want to manipulate individually, select the lines and ungroup them as described above.

Linking objects

You can link objects to websites or files. When you press a linked object, the linked website or file opens.

▶ **To link an object**

1. Select the object.

2. Press the object's menu arrow, and then select **Link**.

   The *Insert Link* dialog box appears.

3. To link the object to a website, type the website's address in the *File path or web address* box.

   OR

   To link the object to a file, browse to or type the file's location and name in the *File path or web address* box. Select **Copy of file** to attach a copy to your Whiteboard file, or select **Shortcut to file** to insert a shortcut to the file.

4. Press **OK**.

   One of the following icons appears in the lower-left corner of the object:

   🌐 link to a website

   🔗 link to a file

▶ **To unlink an object**

1. Right-click the object, and then select **Link**.

   The *Insert Link* dialog box appears.

2. Press **Remove Link**.

3. Press **OK**.

Creating standalone links

As an alternative to linking existing objects, you can create standalone links.

▶ **To create a standalone link**

1. Ensure that no objects are selected.

2. Select **Insert > Link**.

   The *Insert Link* dialog box appears.

3. To create a link to a website, type the website's address in the *File path or web address* box.

   OR

   To create a link to a file, browse to or type the file's location and name in the *File path or web address* box. Select **Copy of file** to attach a copy to your Whiteboard file or select **Shortcut to file** to insert a shortcut to the file.

4. Press **OK**.

   The link appears as an object on the page. One of the following icons appears in the lower-left corner of the object:

   🌐 link to a website

   🔗 link to a file

▶ **To delete a standalone link**

   Right-click the object, and then select **Delete**.

Deleting objects

Although you can erase digital ink (see *Erasing digital ink* on page 14), you remove some types of objects, such as text, shapes, lines and images, by deleting them.

✎ **NOTE**

Locked objects cannot be deleted (see *Locking objects* on page 26). To delete a locked object, unlock it first.

▶ **To delete an object**

1. Select the object.

2. Press the object's menu arrow, and then select **Delete**.

▶ **To delete all objects on a page**

Select **Edit > Clear Page**.

Working with pages in Whiteboard mode

Whiteboard files consist of one or more pages. You can create additional pages, rearrange pages and delete pages. You can also display pages in different views and pan and zoom pages if you're using Unbound Workspace.

Creating pages

You can use the Page Sorter to add pages to your Whiteboard file. You can add a blank page or create a duplicate (or clone) of an existing page.

> ✎ **NOTE**
>
> When you create a Whiteboard file in SMART Meeting Pro software room license, the software inserts one page in the file for each display connected to the room computer.

▶ **To add a page**

Press **Insert Page** ⬀.

A new page appears after the current page.

💡 **TIP**

Alternatively, you can add a page by displaying the last page in the file and then pressing **Next Page** ⇨ (see *Displaying pages* below).

▶ **To clone a page**

1. Select the thumbnail of the page you want to clone.

2. Press the thumbnail's menu ☰, and then select **Clone Page**.

   A duplicate of the page is created.

Displaying pages

You can display any page in a Whiteboard file using the Page Sorter or Organizer. You can display the next or previous page using buttons.

▶ **To display a page using the Page Sorter**

Press the thumbnail of the page you want to display in the Page Sorter.

▶ **To display a page using the Organizer**

1. Press **Organizer** ⊞ on the SMART Business Toolbar, and then select the **Pages** tab.

2. Double-click the page's thumbnail.

   OR

   Drag the page's thumbnail to the appropriate display's thumbnail.

   The page appears on the selected display.

💡 **TIP**

If you press **Identify Screens**, a unique red number appears on each display and its thumbnail so that you can determine the thumbnail for each display.

▶ **To display the next page**

Press **Next Page** ⇨.

> ✏️ **NOTE**
>
> If you press **Next Page** ⇨ when viewing the last page in the file, a new, blank page appears (see *Creating pages* on page 37).

▶ **To display the previous page**

Press **Previous Page** ⇦.

Displaying pages in Full Whiteboard view

In Full Whiteboard view, SMART Meeting Pro software expands the page to fill the screen by hiding the other user interface elements. You can still access commonly used commands using the minimized SMART Business Toolbar.

> ✏️ **NOTE**
>
> Depending on how you or the system administrator configured SMART Meeting Pro software, pages might display in Full Whiteboard view by default (see *Changing Whiteboard mode settings* on page 63).

▶ **To display a page in Full Whiteboard view**

1. Press **Full Whiteboard** ▢ in the top-right corner of the page.

    The page expands and the buttons shown below appear on the SMART Business Toolbar:

2. Press **Next Page** ⇨ or **Previous Page** ⇦ to display pages.

▶ **To return to Normal view**

Press **Normal View** ▱ on the SMART Business Toolbar or in the top-right corner of the page.

Displaying pages in Unbound Workspace

Depending on how you or the system administrator configured SMART Meeting Pro software (see *Changing Whiteboard mode settings* on page 63), the software presents pages in one of two styles.

Style	Description	Use
Classic Workspace	Pages have defined boundaries, and the page area is usually the same or slightly larger than the viewable area.	Presenting content and making all the content visible at the same time in the viewable area
Unbound Workspace	Pages have no defined boundaries, and the page area can be significantly larger than the viewable area.	Brainstorming and capturing more notes and drawings on a page than can be displayed in the viewable area at a single time OR Viewing a large, detailed map, diagram or other image and zooming in on specific details

In Unbound Workspace, you can pan and zoom pages and use the radar view, grid lines and bookmarks to navigate pages.

Panning

▶ **To pan**

1. Press **Pan** 🖐 on the SMART Business Toolbar.

2. Press the screen in a blank area of the page.

3. Drag in the direction you want to pan.
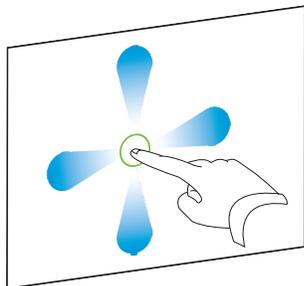
Zooming

To zoom in or out using the Zoom In and Zoom Out buttons

Press **Zoom In** to zoom in.

OR

Press **Zoom Out** to zoom out.

To zoom in or out using multitouch gestures

Drag your fingers away from each other to zoom in.

OR
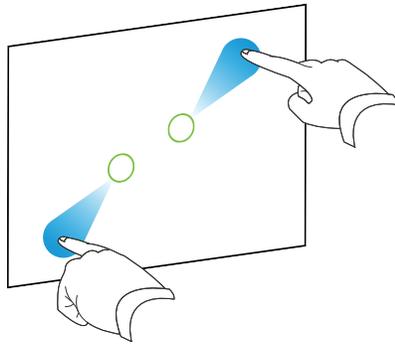
Drag your fingers toward each other to zoom out.
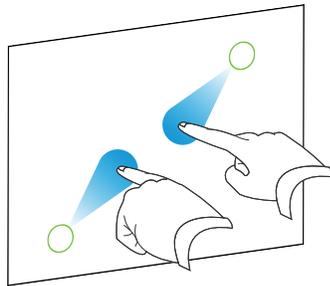
▶ **To return to 100% magnification**

Double-click the whiteboard area.
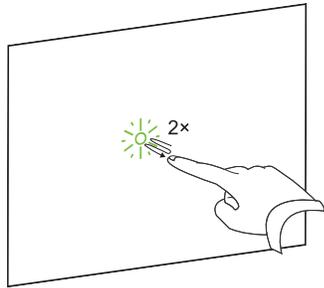
OR

Press **Zoom to 100%** .

> 🔆 **TIP**
>
> If the page contains more content than can be displayed at 100% magnification, double-click the whiteboard area again to zoom out until all content is visible.

Panning while zooming

▶ **To pan while zooming**

1. Drag your fingers away from each other to zoom in.

OR
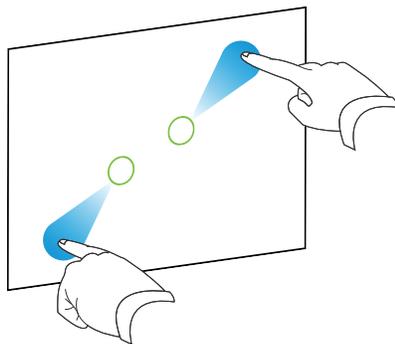
Drag your fingers toward each other to zoom out.
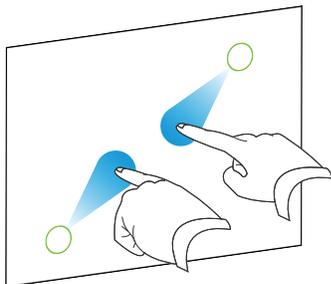
2. Move your fingers left, right, up or down to pan.
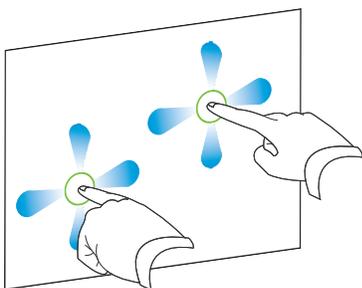
Using radar view

▶ **To show radar view**

Press **Show Radar View** ⊚ on the SMART Business Toolbar.

Radar view appears.

✏ **NOTES**

- The blue box indicates the current viewing area. You can change the viewing area by dragging the blue box within radar view.

- Use the buttons at the bottom of the radar view window to insert and navigate bookmarks.

- You can move the radar view window by pressing and dragging its top side.

- You can resize the radar view window by pressing and dragging its bottom-right corner.

▶ **To hide radar view**

Press **Close** ✕ .

Showing and hiding the grid lines

▶ **To show the grid lines**

Select **View > Grid Lines**.

✏ **NOTES**

- As you zoom in, the space between the grid lines increases.

- As you zoom out, the space between the grid lines decreases.

▶ **To hide the grid lines**

Clear the selection of **View > Grid Lines**.

Inserting and managing bookmarks

You can insert a bookmark anywhere on a page and at any zoom level.

After inserting a bookmark, you can do the following:

- Rename the bookmark to represent the content the bookmark marks (for example, "Executive Summary," "Initial Brainstorming" or "Northwest Entry")

- Change the order of the bookmarks on a page

- Delete a bookmark if it's no longer needed

▶ **To insert a bookmark**

1. If radar view isn't visible, press **Show Radar View** on the SMART Business Toolbar.

2. Pan and zoom to the location where you want to insert the bookmark.

3. Press **Add Bookmark** .

▶ **To rename a bookmark**

1. If radar view isn't visible, press **Show Radar View** on the SMART Business Toolbar.

2. If the bookmark menu isn't visible, press **Bookmarks** .

3. Select the bookmark you want to rename.

4. Press the bookmark's name.

5. Type a new name for the bookmark, and then press ENTER.

> ✎ **NOTE**
>
> If you don't want to rename the bookmark, press **Cancel** instead of pressing ENTER.

▶ **To change the order of bookmarks**

1. If radar view isn't visible, press **Show Radar View** on the SMART Business Toolbar.

2. If the bookmark menu isn't visible, press **Bookmarks** .

3. Drag a bookmark's row up or down to change the bookmark's order.

▶ **To delete a bookmark**

1. If radar view isn't visible, press **Show Radar View** on the SMART Business Toolbar.

2. If the bookmark menu isn't visible, press **Bookmarks** .

3. Press the bookmark's **Delete Bookmark** button.

Navigating bookmarks

You can navigate bookmarks two ways:

- Use the Next Bookmark and Previous Bookmark buttons in situations where you want to navigate the bookmarks sequentially, such as presentations.

- Use the bookmark menu in situations where you want to navigate the bookmarks non-sequentially, such as brainstorming sessions.

▶ **To navigate bookmarks using the Next Bookmark and Previous Bookmark buttons**

Navigate to the next bookmark by pressing **Next Bookmark** .

OR

Navigate to the previous bookmark by pressing **Previous Bookmark** .

> ✎ **NOTE**
>
> If you navigate to a bookmark, pan or zoom, and then press **Next Bookmark** or **Previous Bookmark** , SMART Meeting Pro software navigates to the bookmark. You can then press **Next Bookmark** or **Previous Bookmark** to navigate to the next or previous bookmark.

▶ **To navigate bookmarks using the bookmark menu**

1. If radar view isn't visible, press **Show Radar View** on the SMART Business Toolbar.

2. If the bookmark menu isn't visible, press **Bookmarks** .

> ✎ **NOTE**
>
> The bookmark menu contains a row for each bookmark on the page. The row displays the bookmark's name and a thumbnail image showing the page contents marked by the bookmark.

3. Navigate to a bookmark by pressing its thumbnail image.

Rearranging pages

If you want, you can rearrange the order of the pages in a file.

▶ **To rearrange pages using the Page Sorter**

1. Press the thumbnail of the page you want to move in the file.

A blue border appears around the thumbnail.

2. Drag the thumbnail to its new position in the Page Sorter.

   A blue line indicates the page's new position.

3. Release the thumbnail.

▶ **To rearrange pages using the Organizer**

1. Press **Organizer** ▦ on the SMART Business Toolbar, and then select the **Pages** tab.

2. Press the thumbnail of the page you want to move in the file.

   A blue border appears around the thumbnail.

3. Drag the thumbnail to its new position in the *Pages* tab.

   A blue line indicates the page's new position.

4. Release the thumbnail.

Deleting pages

You can delete a page from the current file using the Page Sorter.

▶ **To delete a page**

1. Select the thumbnail of the page you want to delete.

2. Press the thumbnail's menu ≡, and then select **Delete Page**.

   💡 **TIPS**

   ○ If you are using the classic Whiteboard style, you can also delete pages by pressing **Delete Page** 🗋 in the Page Sorter.

   ○ As an alternative to deleting a page, you can clear all of its objects (see *Deleting objects* on page 34).

Working with files in Whiteboard mode

In SMART Meeting Pro software, you can create or open files. After creating or opening a file, you can save it, print it or email it to others.

Creating and opening files

When you start SMART Meeting Pro software, a new blank Whiteboard file opens automatically. You can also create or open another Whiteboard file any time you like.

✏️ **NOTES**

- SMART Meeting Pro software creates new files in the .fcw format, but you can save the files in various formats (see *Saving files* on the next page).

- In addition to opening .fcw and .notebook files, you can insert PowerPoint and PDF files in SMART Meeting Pro software (see *Inserting PowerPoint presentations* on page 19 and *Inserting PDF files* on page 20).

▶ **To create a new Whiteboard file**

1. Select **File > New**.

   If you were already working on a file, you're prompted to save it.

2. Press **Yes** and follow the on-screen instructions to save your file.

   OR

   Press **No** to close your file without saving it.

   A new untitled Whiteboard file opens.

▶ **To open an existing Whiteboard file**

1. Select **File > Open**.

   The *Open* dialog box appears.

2. Browse to and select the file you want to open.

3. Press **Open**.

Saving files

Depending on how you or the system administrator configured SMART Meeting Pro software (see *Changing Whiteboard mode settings* on page 63), the software saves files in one of the following formats by default:

- .fcw
- .notebook
- .pdf
- .ppt
- .pptx

However, you can choose to save your files in any of the above formats as well as in image formats (.jpg, .bmp, .png and .gif).

✏️ **NOTES**

- SMART Meeting Pro 4.0 and later software and SMART Meeting Pro PE software can open .fcw files.

- If you are using SMART Meeting Pro software in Unbound Workspace and save your file in .pdf, .ppt, or .pptx format, the software scales the contents of Whiteboard pages to fit within the boundaries of PDF pages or PowerPoint slides.

- You can save files in .notebook format only if you are using SMART Meeting Pro software in Classic Workspace.

▶ **To save a new file**

1. Select **File > Save As**.

   The *Save As* dialog box appears.

2. Browse to the folder where you want to save the file.

3. Type a name for the file in the *File name* box.

4. Select the format for the file from the *Save as type* list.

5. Press **Save**.

   If you save the file in a format other than .fcw or .notebook, a dialog box appears informing you that you may lose some features of your file, or that you won't be able to open the file in a future session. Click **Yes** to confirm the action.

▶ **To save an existing file**

   Select **File > Save**.

   > ✏️ **NOTE**
   >
   > If you try to save a file that was originally created in PowerPoint, a dialog box appears and warns you about overwriting the original file. If you save the file with the same file name, you could lose some of the features of the original file.

▶ **To save an existing file with a new name or location**

1. Select **File > Save As**.

   The *Save As* dialog box appears.

2. Browse to the folder where you want to save the file.

3. Type a name for the file in the *File name* box.

4. Select the format for the file from the *Save as type* list.

5. Press **Save**.

   If you save the file in a format other than .fcw or .notebook, a dialog box appears informing you that you may lose some features of your file, or that you won't be able to open the file in a future session. Click **Yes** to confirm the action.

Printing files

You can print pages from your Whiteboard file just as you would from any standard Windows program. In addition, you can print the file "handout" style, with multiple page thumbnails on a single sheet of paper.

▶ **To print a file**

1. Select **File** > **Print**.

   The *Print* dialog box appears.

2. In the *Print What* area, select **Thumbnails**, **Handouts** or **Full Page** print.

3. Press the **Page Layout** tab.

4. Select the page or the page range you want to print, and any other options you'd like.

   ✎ **NOTE**

   The default page range is *All* pages.

5. Press the **Printer Setup** tab.

6. Select the printer and set its properties, and then select any other options you'd like.

7. Press **Print**.

Emailing files

If you're using a room license, you can email Whiteboard files directly from SMART Meeting Pro software as .fcw, PDF or PowerPoint files.

✎ **NOTE**

To use the email feature, you must have Microsoft Exchange integration enabled or your computer's default email client configured. Please see the system administrator to confirm availability of these features.

▶ **To email a Whiteboard file (Microsoft Exchange integration enabled)**

1. Select **File** > **Send To** > **Mail Recipient (as Attachment)**.

   The *E-mail Notes* window appears.

2. Select the Whiteboard file formats you want to attach to your email in the *E-mail the following file(s)* area.

> 🖉 **NOTE**
>
> You can attach the Whiteboard file in .fcw, .pdf and .ppt formats. Consider which software the email recipients are most likely to have.

3. Optionally, press **Add Attachments** to attach additional files to your email.

4. Type the recipients' email addresses in the *Enter e-mail addresses* box.

5. Press **Send E-mail** to email your meeting notes.

▶ **To email a whiteboard file (email client configured)**

1. Select **File > Send To > Mail Recipient (as Attachment)**.

   A dialog box appears.

2. Type a name for the Whiteboard file in the *File name* box.

3. Select a file format from the *File type* drop-down list.

> 🖉 **NOTE**
>
> You can attach the Whiteboard file in .fcw, .pdf, .ppt and .pptx formats. Consider which software the email recipients are most likely to have.

4. Press **OK**.

   An email form is automatically generated.

5. Complete the email form, and then press **Send**.

Sharing content using the Business Gallery

The Business Gallery contains a wide variety of content that you can add to your Whiteboard files. This content includes templates for brainstorming, planning and other meeting activities as well as stock shapes and icons. You can browse content in the Business Gallery or search for content by keywords.

You can also contribute your own content to the Business Gallery. This makes SMART Meeting Pro software a simple but effective way to share content with others in your organization.

Finding and using content in the Business Gallery

The Business Gallery contains items organized into folders. Select a folder to view thumbnail images of its items.

You can search for an item in the Business Gallery using the keyword search.

After browsing or searching for an item, you can add it to a Whiteboard page.

▶ **To browse the Business Gallery**

1. If the Business Gallery isn't visible, press **Gallery** ▨ on the SMART Business Toolbar.

2. Select a folder to display its contents.

> 💡 **TIP**
>
> You can also expand or collapse a folder by pressing its ⊗ or ⊗ buttons.

▶ **To search the Business Gallery**

1. If the Business Gallery isn't visible, press **Gallery** ▨ on the SMART Business Toolbar.

2. Type a keyword in the search box, and then press **Search** 🔍.

   The Business Gallery displays all content that contains the keyword.

▶ **To add an item to a Whiteboard page**

1. If the Business Gallery isn't visible, press **Gallery** ▨ on the SMART Business Toolbar.

2. Browse or search for the item.

3. Drag the item's thumbnail to the Whiteboard page.

▶ **To close the Business Gallery**

Press **Gallery** ▨ on the SMART Business Toolbar.

Using stock content

The Business Gallery contains an extensive collection of stock content, including templates for brainstorming, decision making and meeting management and shapes and icons for flow charts and notes. You can show this stock content while your organization develops its own content. After your organization has developed its own content, you can hide the stock content.

> 💡 **TIP**
>
> You or your system administrator can hide the stock content by default (see *Changing Business Gallery settings* on page 65).

▶ **To show stock content**

1. If the Business Gallery isn't visible, press **Gallery** ▦ on the SMART Business Toolbar.

2. Press **Gallery** ▼, and then select **Show Stock Content**.

▶ **To hide stock content**

1. If the Business Gallery isn't visible, press **Gallery** ▦ on the SMART Business Toolbar.

2. Press **Gallery** ▼, and then clear the selection of **Show Stock Content**.

Adding your own content to the Business Gallery

You can create folders in the Business Gallery and add your own content to them.

Creating folders

Before you add your own content to the Business Gallery, you first create folders to place the content in. The folders can reflect your organization's business structure, workflows or other logical groupings of its content. After creating an initial set of folders, you can rename and delete individual folders as needed.

✎ **NOTE**

By default, the folders you create are saved in a location on the room computer that is available to anyone who logs into the room computer. However, you or the system administrator can change the default location. You or the system administrator can also create additional locations and secure these locations so that only specified users can view, add, change and delete the content in them. For example, you could create a network location for accounting content and secure it so that only users in the accounting department can view, add, change and delete that content. For more information, see *Changing Business Gallery settings* on page 65.

▶ **To create a folder**

1. If the Business Gallery isn't visible, press **Gallery** ▦ on the SMART Business Toolbar.

2. Press **Gallery** ▼, and then select **Add Custom Folder**.

    The *Add Custom Folder* dialog box appears.

3. Type a name for the folder in the *Type a name for the new folder* box, and then press **OK**.

    The folder appears in the Business Gallery.

▶ **To rename a folder**

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.

2. Select the folder you want to rename.

3. Press **Gallery** ▼, and then select **Rename Current Folder**.

    The *Rename Current Folder* dialog box appears.

4. Type a new name for the folder in the *Type a new name for the folder* box, and then press **OK**.

    The folder's name changes in the Business Gallery.

▶ **To delete a folder and its contents**

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.

2. Select the folder you want to delete.

3. Press **Gallery** ▼, and then select **Delete Current Folder**.

    The *Delete Custom Folder* dialog box appears.

4. Press **Yes**.

    The folder disappears from the Business Gallery.

Adding your content to folders

After you have created folders, you can add items to them. Any object that you can create in Whiteboard mode can become an item in a folder, including the following:

- Linked objects (see *Linking objects* on page 33)

- Grouped objects (see *Grouping objects* on page 32)

- Images (see *Inserting images* on page 19)

- Shapes (see *Creating shapes and lines* on page 15)

After you have added an item, you can change its name and keywords to make it more searchable or delete it from the Business Gallery if it's no longer needed.

▶ **To add an item to a folder**

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.

2. Select the object that you want to add as an item.

3. Drag the object from the page to the folder.

   SMART Meeting Pro software adds the object to the folder as an item.

   > ✎ **NOTES**
   >
   > ○ You can add items only to custom folders that you or other users have created. Stock content folders won't accept new items.
   >
   > ○ A locked object cannot be added as an item to a folder (see *Locking objects* on page 26).

▶ **To change an item's name and keywords**

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.

2. Select the folder containing the item.

3. Select the item, press its menu arrow , and then select **Properties**.

   The *Gallery Item Properties* dialog box appears.

4. Type a name for the item in the *Name* box.

5. Type keywords for the item in the *Keywords* box.

6. Press **OK**.

▶ **To delete an item**

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.

2. Select the folder containing the item.

3. Select the item, press its menu arrow , and then select **Delete**.

4. Press **OK**.

Exporting your content

After you have created your folders and added content to them, you can export your content. This is useful when you have set up content on one room computer and want to transfer it to another room computer.

▶ **To export your content**

1. If the Business Gallery isn't visible, press **Gallery** on the SMART Business Toolbar.

2. Press **Gallery** ▼, and then select **Export Custom Content**.

   The *Export Custom Content* dialog box appears.

3. Select the check boxes of the folders you want to export, and then press **Next**.

4. Type a name for the exported content folder in the *Name* box.

5. Press **Browse**, browse to the location where you want to save the exported content folder, and then press **OK**.

6. Press **Export**.

Maintaining SMART Meeting Pro software

This chapter explains how to configure and troubleshoot SMART Meeting Pro software.

Configuring SMART Meeting Pro software

You can use the *SMART Meeting Pro Settings* dialog box to change various administrator settings:

- General settings

- Whiteboard mode settings

- Business Gallery settings

→ **IMPORTANT**

You must have administrator rights to access the *SMART Meeting Pro Settings* dialog box.

Accessing SMART Meeting Pro Settings

You can use the *SMART Meeting Pro Settings* dialog box to change various administrator settings. You can also change your administrator password.

▶ **To access the SMART Meeting Pro Settings dialog box**

1. Press the **SMART Board** icon ▦ in the notification area, and then select **SMART Settings**.

2. Press **SMART Meeting Pro Settings**.

   The *SMART Meeting Pro Settings* log on dialog box appears.

3. Type your administrator password, and then press **OK**.

   ✎ **NOTE**

   There is no password by default.

   The *SMART Meeting Pro Settings* dialog box appears.

▶ **To change the administrator password**

1. Press the **SMART Board** icon ▦ in the notification area, and then select **SMART Settings**.

2. Press **SMART Meeting Pro Settings**.

   The *SMART Meeting Pro Settings* log on dialog box appears.

3. Press **Change Password**.

   The *Change administrator password* dialog box appears.

4. Type your current password and new password in the appropriate text boxes.

5. Press **OK**.

Changing general settings

You can change general settings for SMART Meeting Pro software, including the following:

- Mode displayed when the software starts

- Whether meeting notes are emailed[1]

- Whether the operating system logs off by default when users end meetings[2]

▶ **To change general settings**

1. Open the *SMART Meeting Pro Settings* dialog box (see *Accessing SMART Meeting Pro Settings* on the previous page).

2. Press the **SMART Meeting Pro** tab.

---

[1]Room license only

[2]Room license only

3. Optionally, press **Hardware Settings** to access SMART Settings and change the interactive product's default behavior and settings.

4. Change settings:

Control	Procedure	Notes
Default mode	Select **Desktop** to display Desktop mode when SMART Meeting Pro PE software starts. OR Select **Whiteboard** to display Whiteboard mode when SMART Meeting Pro PE software starts.	N/A
In exit dialog box, select "E-mail" option	Select the check box to attach meeting notes to an email by default when users end a meeting.	This control is not applicable to personal licenses.
In exit dialog box, select "Log off" option	Select the check box to log off by default when users end a meeting.	This control is not applicable to personal licenses.

5. Press **OK**.

Changing Whiteboard mode settings

You can change the default style, layout, ink and saved file format used in Whiteboard mode. You can also change how often Whiteboard files are saved automatically or you can disable the auto-save and recovery feature.

▶ **To change Whiteboard mode settings**

1. Open the *SMART Meeting Pro Settings* dialog box (see *Accessing SMART Meeting Pro Settings* on page 61).

2. Press the **Whiteboard** tab.

3. Change settings:

Control	Procedure	Notes
Default whiteboard style	Select **Unbound Whiteboard** to present pages in Unbound Workspace. OR Select **Classic Whiteboard** to present pages in Classic Workspace.	In Unbound Workspace, pages have no defined boundaries, and the page area can be significantly larger than the viewable area. This is beneficial when users want to use Whiteboard mode for brainstorming or to zoom in on specific details in large, detailed maps, diagrams or other images. In Classic Workspace, pages have defined boundaries, and the page area is usually the same as or slightly larger than the viewable area. This is beneficial when users want all content to be visible at the same time in the viewable area. SMART recommends that you select Unbound Workspace.
Default whiteboard layout	Select **Normal** to display Whiteboard pages in Normal view by default. OR Select **Full Whiteboard** to display Whiteboard pages in Full Whiteboard view by default.	In Normal view, the page, menu, Page Sorter and full SMART Business Toolbar are visible. All the features of Whiteboard mode are accessible. In Full Whiteboard view, only the page and a minimized SMART Business Toolbar are visible. This provides more Whiteboard area for brainstorming and presenting.
Default file save format	Select the default format for Whiteboard files.	The .notebook format is available only if you select **Classic Whiteboard** in the *Default whiteboard style* drop-down list.
Ink type	Select **Calligraphic** to smooth digital ink automatically as users write or draw. OR Select **Regular** to not smooth digital ink automatically.	N/A

Control	Procedure	Notes
Enable automatic recovery	Select the check box to enable automatic saving of Whiteboard files, and then type the interval in minutes between saves in the text box. OR Clear the check box to disable automatic saving of Whiteboard files.	If you disable automatic saving, users' Whiteboard files will not be automatically saved and recovered if the software stops running unexpectedly.

4. Press **OK**.

Changing Business Gallery settings

You can specify whether stock Business Gallery content is shown or hidden and change the default folder where added content is stored. You can also add additional content folders.

▶ **To change Business Gallery settings**

1. Open the SMART Meeting Pro Settings dialog box (see Accessing SMART Meeting Pro Settings on page 61).

2. Press the **Gallery** tab.

3. Change settings:

Control	Procedure	Notes
Show Stock Content	Select the check box to show stock content. OR Clear the check box to hide stock content.	The Business Gallery contains an extensive collection of stock content, including templates for brainstorming, decision making and meeting management and shapes and icons for flow charts and notes. You can show this stock content while your organization develops its own content. After your organization has developed its own content, you can hide the stock content.
Save Gallery content added by the user in	Type the path to the folder where you want content added by users to be saved.	N/A
Additional gallery folders	To add a new content folder, press **Add** and then browse to and select the folder. To change an existing folder, select it, press **Edit**, and then browse to and select a new folder. to remove an existing folder, select it, press **Delete**, and then press **Yes** when prompted.	To view the contents of an added folder, users must have permission to view the folder. Select a folder and click **Properties** to view its permissions and other properties.

4. Press **OK**.

Customizing the Programs button menu

You can use the *Menu Customization* window to add, edit and remove custom shortcut links to applications, files, folders and websites to the Programs button menu (see *Using the Programs button* on page 10). You can also add a separator between shortcuts, change the order of shortcuts and restore the Programs button menu to default settings.

> ✏️ **NOTE**
>
> The default shortcuts cannot be modified.

▶ **To access the Menu Customization window**

In Windows 7 operating system, select **Start** > **All Programs** > **SMART Technologies** > **SMART Tools** > **Meeting Pro Program Menu Customization**.

OR

In Windows 8.1 operating system, go to the *Apps* screen and then scroll to and select **SMART Technologies** > **Meeting Pro Program Menu Customization**.

OR

In Windows 10 operating system, press **Start**, and then scroll to and select **SMART Technologies** > **Meeting Pro Program Menu Customization**.

▶ **To add a shortcut**

1. Access the *Menu Customization* window, and then press **Add**

   The *Add a Shortcut* dialog box appears.

2. Select the shortcut type in the *Shortcut type* drop-down list.

3. Type a name for the shortcut in the *Name* box.

4. Press **Browse**, browse to and select the application file, document file or folder you want to link to, and then press **Open**.

5. Press **OK**.

   The shortcut becomes available in the Programs button menu the next time you start SMART Meeting Pro software.

▶ **To modify a shortcut's default icon**

1. Access the *Menu Customization* window.

2. Select the shortcut link in the *Programs* list, and then press **Edit**.

   ✎ **NOTE**

   The default icon for folders, websites and the default shortcuts cannot be modified.

   The *Edit Shortcut* dialog box appears.

3. Clear the **Use the default icon** check box.

4. Press **Browse**, browse to and select the image file you want to use, and then press **Open**.

> **NOTE**
>
> You can use .ico, .jpeg, .png and .gif image file types.

5. Press **OK**.

   The new icon appears in the Programs button menu the next time you start SMART Meeting Pro software.

▶ **To modify a shortcut's location**

1. Access the *Menu Customization* window.

2. Select the shortcut in the *Programs* list, and then press **Edit**.

> **NOTE**
>
> The default shortcuts cannot be edited.

   The *Edit Shortcut* window opens.

3. Update the path to the application file, document file, folder or website.

4. Press **OK**.

   The shortcut will point to the new path in the Programs button menu the next time you start SMART Meeting Pro software.

▶ **To modify a shortcut's name**

1. Access the *Menu Customization* window.

2. Select the shortcut in the *Programs* section, and then press **Edit**.

> **NOTE**
>
> The default shortcuts cannot be edited.

3. Enter a new name for the shortcut in the appropriate field.

4. Press **OK**.

   The new name appears in the Programs button menu the next time you start SMART Meeting Pro software.

▶ **To add a separator**

1. Access the *Menu Customization* window, and then press **Add**.

   The *Add a Shortcut* dialog box appears.

2. Select **Separator** in the *Shortcut type* drop-down list.

3. Press **OK**.

   A new separator appears at the end of the *Programs* list.

4. Press **Move Up** and **Move Down** to position the separator where you want it to appear.

   The new separator appears in the Programs button menu the next time you start SMART Meeting Pro software.

▶ **To restore default settings**

Access the *Menu Customization* window, and then press **Restore Defaults**.

The Program button menu is restored to factory default setting. All custom shortcuts are lost.

Appendix A

Connecting with others using Bridgit software integration

If your organization has a Bridgit server, you can install and use Bridgit software to create or join online meetings and present your SMART Meeting Pro software personal license files to others at those meetings. Others can write, draw and erase digital ink in your files.

▶ **To start Bridgit software**

1. Press **Programs** ⌧ on the SMART Business Toolbar, and then select **Bridgit**.

   Bridgit software starts.

2. Use Bridgit software to create a new meeting or join an existing meeting.

   ✏ **NOTE**

   For more information on Bridgit software, click **Help** in the Bridgit software window.