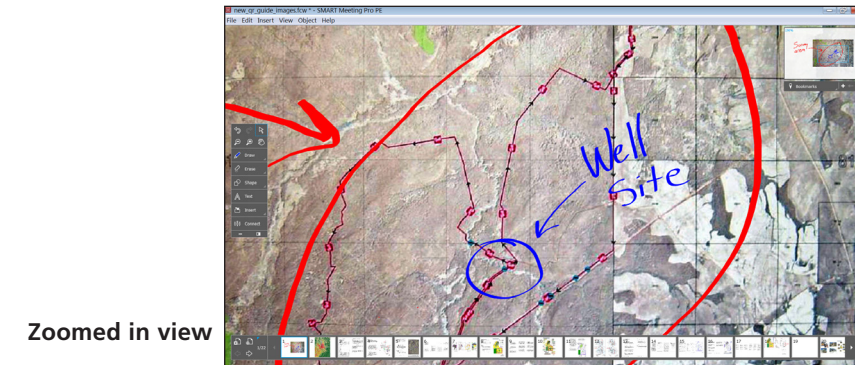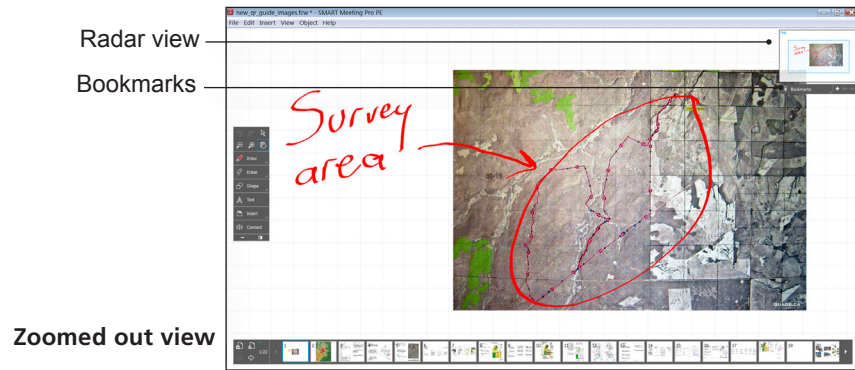# SMART Meeting Pro® PE

The Unbound Workspace

The unbound workspace of SMART Meeting Pro® PE enables you to collaborate on enormous sets of data. This is useful when working with large maps, design reviews, or engineering schematics.

Radar view
Bookmarks
Zoomed out view

Zoomed in view

Converting Digital Ink to Text

1. Select the digital ink you wish to convert.
2. Click ▪▪▪
3. Click

Navigation Tips

The Unbound Workspace

You can navigate the Unbound Workspace by:

1. Click **Pan** 🖐 and drag your mouse along the whiteboard.
2. When using any tool, press the **Space Bar** to activate the Pan tool.
3. Zoom in or out by clicking the Zoom tools.
4. Zoom in or out by using the **Scroll Wheel** on your mouse.
5. Return to 100% magnification by **double-clicking** the whiteboard.

Radar View

The radar view is in the top right corner of the whiteboard. You can use the radar view to help you navigate the unbound workspace.

Bookmarks

With Bookmarks, you can pinpoint certain areas on your workspace for future reference. This makes it easy for you to jump between key work areas.

1. On your screen, display the portion of the whiteboard you want to bookmark.
2. Click **Add Bookmark.** 📍 Bookmarks + ← →
3. To return to a Bookmark, click the **Bookmarks** drop-down menu, and then click the bookmark you want to return to.
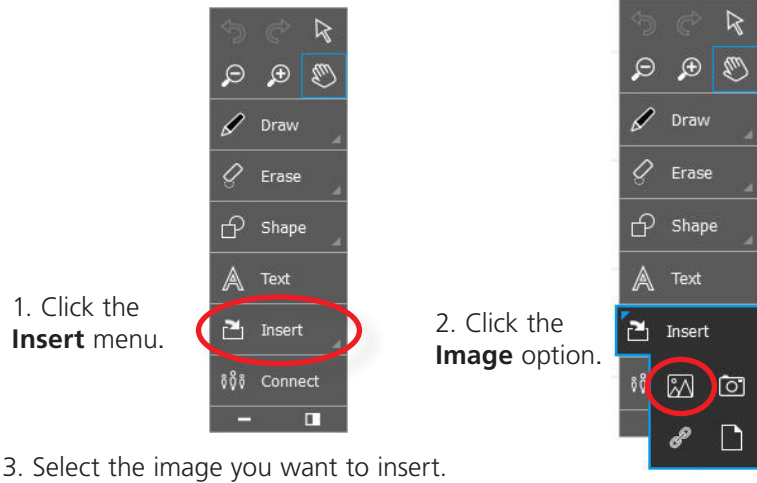4. To jump to the next or previous Bookmark, use the arrow keys. ← →

Tool tips

When you hover your mouse over a tool button, a description of the button's purpose appears.
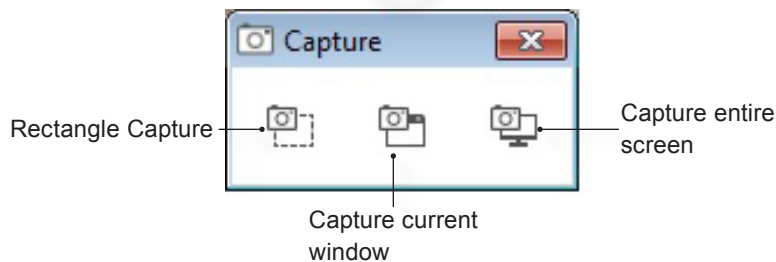
SMART Meeting Pro® PE
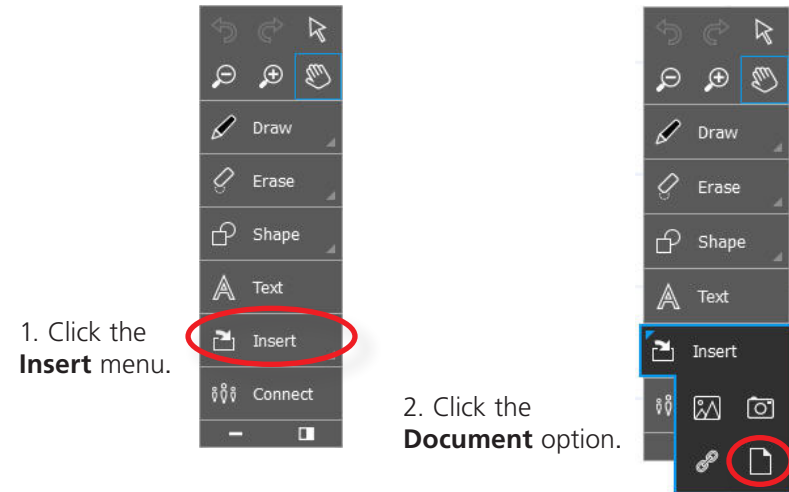
Images and Screen Captures

Insert an Image

1. Click the **Insert** menu.

2. Click the **Image** option.

3. Select the image you want to insert.

Screen Capture

1. Click the **Insert** menu.

2. Click the **Capture** option. The Capture window appears.

Rectangle Capture

Capture entire screen

Capture current window

3. Open the window containing the image you want to capture.

4. Select the capture option you prefer.

5. Capture your image. The image automatically appears on the current whiteboard page in SMART Meeting Pro PE.

PDFs and Microsoft PowerPoint presentations

You can import PDF documents and Microsoft PowerPoint presentions into your SMART Meeting Pro PE file. *(Note: Meeting Pro PE can import PowerPoint presentations only on Windows PCs.)*

1. Click the **Insert** menu.

2. Click the **Document** option.

3. Select the document you want to insert.

Tip: Each page will import as a separate bookmark for easy navigation.

Copy and Paste

- **Cut** , **Copy** , and **Paste** objects within SMART Meeting Pro PE.

- **Cut** or **Copy** an object in SMART Meeting Pro PE and **Paste** it into other applications.

- **Cut** or **Copy** an object from other applications and **Paste** in to SMART Meeting Pro PE.

- Create instant copies of an object or page with the **Clone** tool

Resources

For more information on SMART Meeting Pro PE, visit smarttech.com/trainingforbusiness.