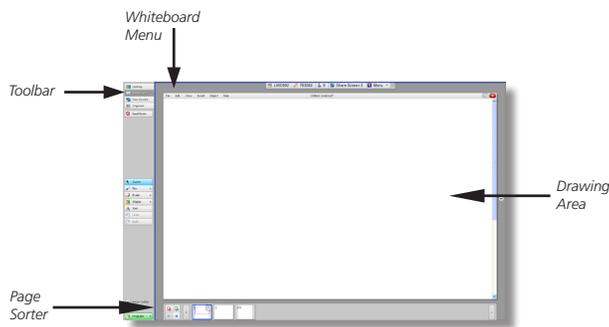


# Using Whiteboard Mode in SMART Meeting Pro™ Premium



## Introduction

The *Whiteboard* mode in SMART Meeting Pro™ Premium allows you to capture notes and drawings in digital ink on your SMART product. Use *Whiteboard* mode for brainstorming, note taking and other activities that involve your SMART product's digital ink tools.



You can access *Whiteboard mode* at any time by pressing **Whiteboard** on the toolbar.

In this lesson you will learn how to:

- Modify the Whiteboard mode interface
- Create and open a Whiteboard file
- Create and erase meeting notes
- Navigate Whiteboard pages
- Add and delete Whiteboard pages
- Save and e-mail your Whiteboard file
- Reset the room

## Presenting in Whiteboard Mode

You can use the following features to modify the Whiteboard mode interface when you're presenting, or if you want a larger drawing area:

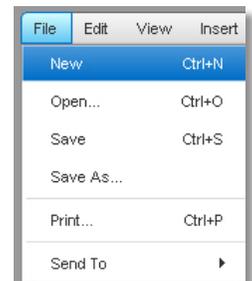
- Collapse the toolbar by pressing Collapse
- Restore the toolbar by pressing
- Move the toolbar to the right or left of the screen by pressing Move Toolbar
- Switch to full screen by pressing in the top-right corner of the screen
- Exit full screen by pressing in the top-right corner of the screen

## Creating a New Whiteboard File

You can save your digital meeting notes as a Whiteboard file. You can open, view, edit and share this file at your convenience. SMART Meeting Pro Premium automatically creates a new Whiteboard file when it starts, but you can create a new Whiteboard file at any time.

### To create a new Whiteboard file

Select **File > New** from the Whiteboard menu.

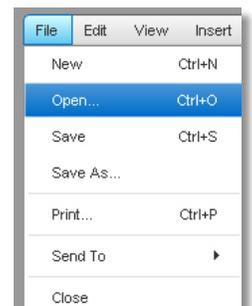


## Opening a Whiteboard File

You can save your Whiteboard file with a .notebook file extension. If you want to work with a Whiteboard file that you previously saved, simply open the .notebook file.

### To open .notebook files

1. Select **File > Open** from the Whiteboard menu. The *Open* dialog box appears.
2. Browse to and select the .notebook file you want to open
3. Press the **Open** button



This is particularly useful if you want to save notes for a recurring meeting in the same file, or if you'd like to review previous meeting notes.

**NOTE:** You can also open your Microsoft® PowerPoint® files in SMART Meeting Pro Premium by selecting your PowerPoint file from the *Open* dialog box.

Note that some PowerPoint features are not supported by SMART Meeting Pro Premium.

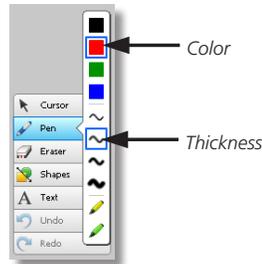
# Using Whiteboard Mode in SMART Meeting Pro Premium

## Creating Meeting Notes

Create digital meeting notes quickly and easily.

### To write/ draw notes

1. Pick up a pen from your SMART product's pen tray
2. Select a color and thickness
3. Write in the drawing area

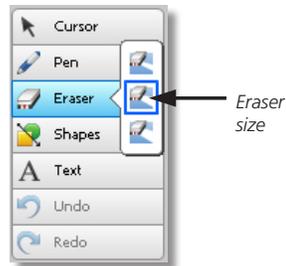


## Erasing Meeting Notes

Erase digital meeting notes quickly and easily.

### To erase notes

1. Pick up the eraser from your SMART product's pen tray
2. Select the eraser size
3. Erase your digital ink notes

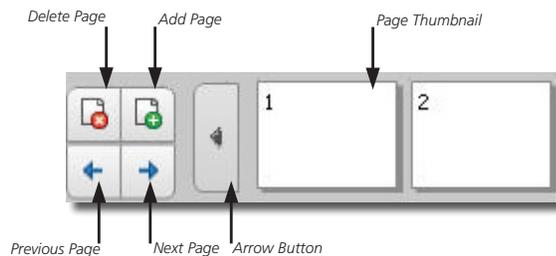


## Navigating Pages

You can use the Page Sorter to easily navigate the pages in your Whiteboard file.

Page Sorter functions:

- Select a page by pressing the page thumbnail
- Select the next page in the file by pressing **Next Page**
- Select the previous page in the file by pressing **Previous Page**
- If you have many pages in your file, you can scroll through the page thumbnails by pressing the arrow buttons
- Rearrange pages by pressing and dragging the page thumbnails in the Page Sorter



**NOTE:** If you are viewing Whiteboard mode in full screen, the **Next Page** and **Previous Page** buttons are located on the toolbar and you are unable to add or delete pages.

## Adding a Page to Your Whiteboard File

One of the great advantages of SMART Meeting Pro Premium is the limitless supply of pages. Simply add another page to your Whiteboard file when you need more space to write.

### To add a blank page

Press in the Page Sorter.  
A blank page appears.

## Deleting a Page From Your Whiteboard File

If you want to remove some of your notes, you can easily delete a page from your Whiteboard file.

### To delete a page

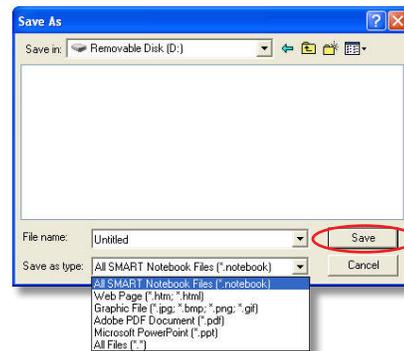
1. Select the thumbnail of the page you want to delete.
2. Press in the Page Sorter. A confirmation dialog box appears.
3. Press **OK**

## Saving Your Whiteboard File

You can save your Whiteboard file as a SMART Notebook, Microsoft PowerPoint, Web Page, Adobe® PDF Document or Graphic file.

### To save your Whiteboard file

1. Select **File > Save As** from the Whiteboard menu
2. Select a name and location to save your file
3. Select a file type from the **Save as type** drop-down menu
4. Press **Save**

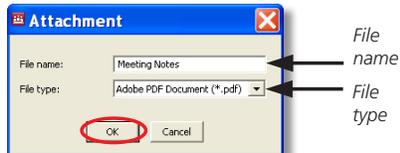


## E-mailing Your Whiteboard File

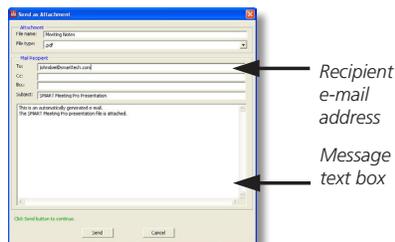
You can e-mail your meeting notes quickly and easily to any recipient you want. Send the meeting notes to meeting participants instantly so that everyone has a copy, or distribute them to anyone who was absent.

### To e-mail your Whiteboard file

1. Select **Send To > Mail Recipient (as Attachment)**. The *Attachment* dialog box appears.



2. Type a file name in the **File name** text box
3. Select a file type from the **File type** drop-down menu
4. Press **OK**. The *Send as Attachment* dialog box appears.
5. Type the desired information in the appropriate fields
6. Press **Send**

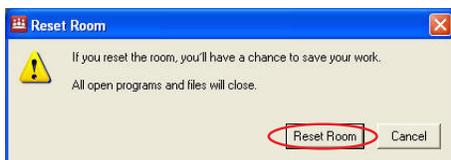


## Resetting the Room

Press the **Reset Room** button on the toolbar to close all programs and files that you used in your meeting. SMART Meeting Pro Premium is then ready for the next meeting.

### To reset the room

1. Press **Reset Room** on the toolbar. The *Reset Room* dialog box appears.



2. Press **Reset Room**
3. You are prompted to save any open files before closing

**NOTE:** Resetting the room closes all programs and files that you opened on the computer after you started SMART Meeting Pro Premium.

## Conclusion



Use *Whiteboard* mode in SMART Meeting Pro Premium to capture your digital ink meeting notes.

In this lesson you have learned how to:

- Modify the Whiteboard mode interface
- Create and open a Whiteboard file
- Create and erase meeting notes
- Navigate Whiteboard pages
- Add and delete Whiteboard pages
- Save and e-mail your Whiteboard file
- Reset the room

For more information about SMART Meeting Pro Premium, visit <http://www.smarttech.com/us/Resources/Training/Training+Search+Pre-filter>