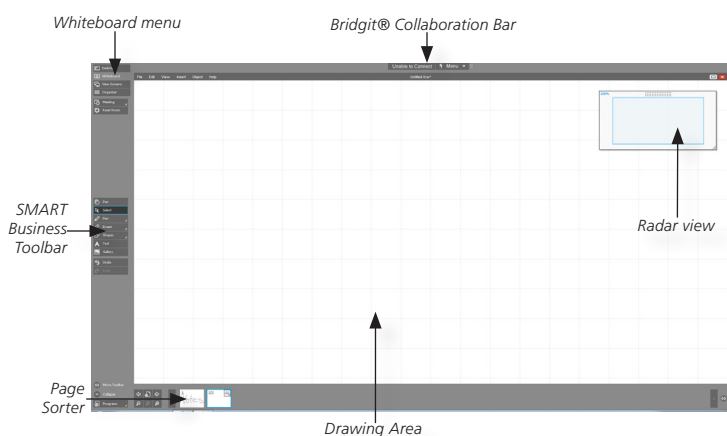


# Using Whiteboard Mode in SMART Meeting Pro™



## Introduction

Whiteboard mode in SMART Meeting Pro™ software enables 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 the Whiteboard menu on the toolbar.

## Managing the view

To enlarge the drawing area, press **Collapse** . The toolbar collapses. Press to restore it, or **Move Toolbar** to move it left or right.

Press in the top-right corner to switch to Full Whiteboard view, and to restore the screen to its default size.

## Creating a new meeting notes file

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

## Opening a meeting notes file

1. Select **File > Open** from the Whiteboard menu. The *Open* dialog box appears.
2. Browse to and select the 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.

## The Unbound Workspace

The unbound workspace of Meeting Pro 4 enables you to collaborate on enormous sets of data. This is useful when working with large maps, design reviews, and engineering schematics.

To navigate the unbound workspace, press **Pan** on the toolbar, and then touch the interactive surface. You can also zoom in and out by pinching and spreading two fingers on the interactive surface.

## 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.

## Creating meeting notes

You can create digital meeting notes quickly and easily.

## To write or draw

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

You can create shapes and lines by pressing **Shapes** on the toolbar and then touching the interactive surface.

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**NOTE:** If you're using a SMART Board® 800 series interactive whiteboard or 8000 series interactive flat panel, two users can write and draw at the same time.

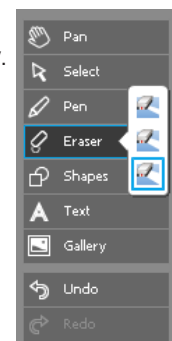
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## Erasing meeting notes

Erase digital meeting notes quickly and easily.

## To erase notes

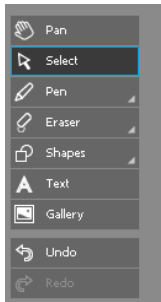
1. Pick up the eraser from your SMART product's pen tray.
2. Select the eraser size.
3. Erase your digital ink notes.



# Using Whiteboard mode in SMART Meeting Pro

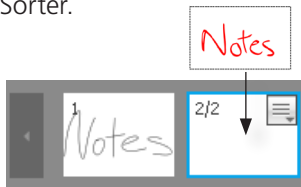
## Moving notes on the page

1. Press **Select**.
2. Press and drag the digital ink notes to the desired position.



## Moving notes between pages

1. Press **Select**.
2. Press and drag the digital ink notes to the desired page thumbnail in the Page Sorter.

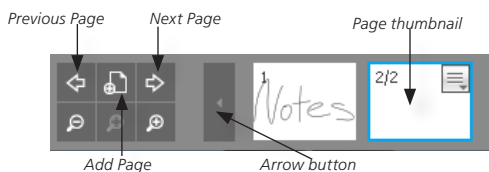


## Navigating pages

Use the Page Sorter to easily navigate the pages in your notes 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, scroll through the page thumbnails by pressing the arrow buttons.
- Rearrange pages by pressing and dragging the page thumbnails in the Page Sorter.

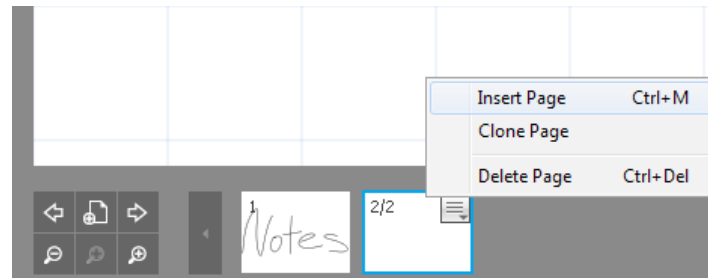


## Adding and removing pages

One of the great advantages of SMART Meeting Pro software is the limitless supply of pages. Add, remove and clone pages using the Page Sorter.

### To add a blank page

- Press  in the Page Sorter. A blank page appears.
- OR
- Right-click a page's thumbnail in the Page Sorter and select **Insert Page**.



### To delete a page

- Right-click a page's thumbnail in the Page Sorter and select **Delete Page**.

### To clone a page

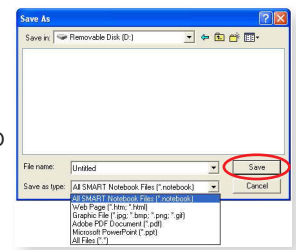
- Right-click the thumbnail of the page you want to clone and select **Clone Page**.

## Saving your meeting notes file

By default, SMART Meeting Pro software saves your meeting notes with a .notebook file extension.

### To save your file

1. Select **File > Save As** from the Whiteboard menu.
2. Select a name and location to save your file.
3. Press **Save**.



**NOTE:** You can also save your meeting notes as a .ppt, .pdf, .htm, .html, .jpg, .bmp, .png, or .gif file.

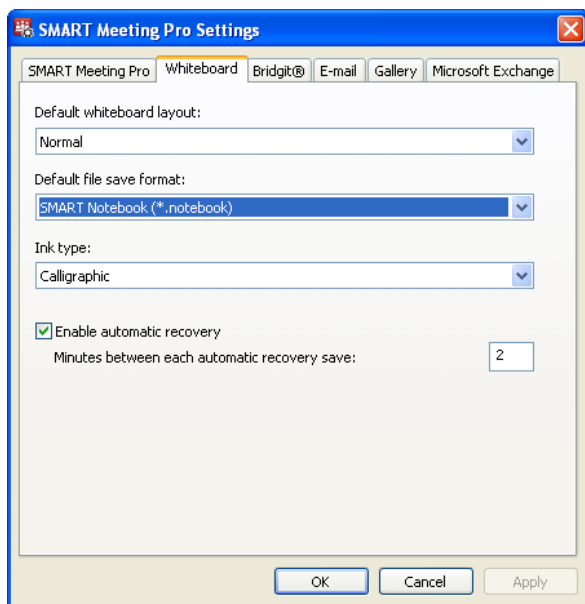
# Using Whiteboard mode in SMART Meeting Pro

## Changing the default file format

You can change SMART Meeting Pro's default format to .pdf, .ppt or .pptx.

### To change the default file format

1. Select **Start > All Programs > SMART Technologies > SMART Tools > Meeting Pro Settings**.
2. Press **OK**. No password is assigned by default.
3. Select the Whiteboard tab and choose a new default file format from the drop-down menu.
4. Press **OK** to save the new setting.



**NOTE:** If a password has been assigned, you need to be logged in as a user with administrator-level privileges to open the SMART Meeting Pro Settings application.

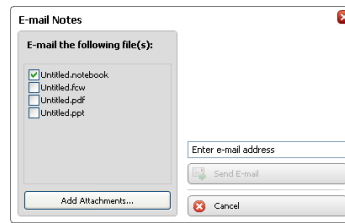
## E-mailing your notes file

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.

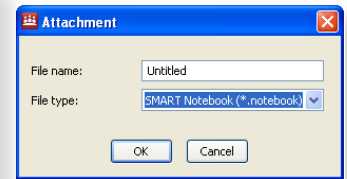
### To e-mail your notes file

Select **File > Send to > Mail recipient (as Attachment)** and follow the prompts.

**TIP:** Consider what software your e-mail recipients use when you select a file format.



The *E-mail Notes* dialog box appears if you have Microsoft Exchange enabled.



The *Attachment* dialog box appears if you have SMTP e-mail settings configured.

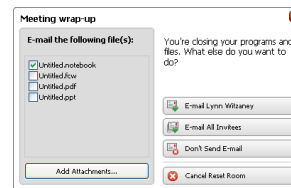
**NOTE:** If the *Mail Recipient (as Attachment)* option is unavailable, you need to configure your e-mail address and server information. See your system administrator for more information.

## Resetting the room

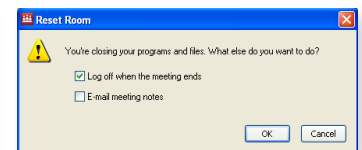
Press **Reset Room** on the toolbar to close all programs and files that you used in your meeting, and to log off the computer. SMART Meeting Pro software is then ready for the next meeting.

### To reset the room

Press **Reset Room** on the toolbar and follow the prompts.



The *Meeting wrap up* dialog box appears if you have Microsoft Exchange enabled.



The *Reset Room* dialog box appears if you have SMTP e-mail settings configured.

**NOTE:** Resetting the room closes all programs and files that you opened on the computer after you started SMART Meeting Pro software. You're prompted to save any open files before closing.

## Resources

For more information on SMART Meeting Pro, go to [smarttech.com/support](http://smarttech.com/support), or you can access the SMART Meeting Pro tutorial at [smarttech.com/SMARTMeetingProTutorial](http://smarttech.com/SMARTMeetingProTutorial).