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## **eBeam Whiteboard: An Introduction**

### **eBeam Set-Up:**

After the eBeam is set on the board and connected to the computer via USB or Bluetooth, you are ready to install the software – the newest PC version is 2.3.1 and is available online from [www.e-beam.com](http://www.e-beam.com). When the software loads, the eBeam Meeting software will open and ask you what you would like to do, please choose “Capture from Whiteboard.” The software will then prompt you to calibrate, if it doesn’t you can access the calibration from Tools > eBeam Hardware > Calibrate Capture Area.

The first step in calibration is telling the software which corner of the whiteboard the eBeam is placed. In the window entitled “Receiver Placement,” click on the eBeam corresponding to the corner in which your eBeam is and click “next.” Using one of the marker sleeves with one of the included dry erase markers, click the corners on your whiteboard that you would like to be the parameters of your capture area (using the real marker is nice, because you can refer back to the dots to know if you’re within the defined boundaries). Click “finish,” and now you can write in all four colors on the board and it will appear on your computer screen. Like any Windows-based program, saving your work requires clicking on the “File” menu, selecting “Save” or “Save As,” then naming your file and choosing where you want to put it on your computer. eBeam also offers a number of different file options, you can save your notes as an eBeam document, a PowerPoint presentation, a PDF, or save the images individually as JPEGs or Bitmaps. It’s your choice!!

Also included in the box is a clear plastic strip with a picture of a flip chart pad and of a printer. This is referred to as the “Shortcut Strip” or “Function Strip.” When calibrated, it allows you to go to the next slide in the software or print straight from the whiteboard. To use, place the strip anywhere convenient on the board. Then, to calibrate it, go to “Tools,” click on “Shortcut Strip,” and click on “Calibrate.” Follow the onscreen instructions, and the Shortcut Strip will appear on your screen.

This mode is mainly a recording mode. It will capture all your notes and drawings to your computer, but you will have to go back to your computer to hit “Save” or to e-mail them off to your colleagues. Once the images are captured to the eBeam software, you can go back and edit them or replay them using the “Play Controls.” You could even hook your computer up to a projector and beam them on a screen for your next meeting or lesson.

### **The Toolbar:**

*Marker:* Change color and nib width from the eight choices to the right. To change the color of the pen, double click on one of the four colors already displayed and choose a new color from the “Color” box. Click “OK.”

*Highlighter:* Change color and nib width from the eight choices to the right. To change the color of the highlighter, double click on one of the four colors already displayed and choose a new color from the “Color” box. Click “OK.”

*Eraser:* Choose width from four choices to the right.

*Zoom (magnifying glass):* Allows you to zoom in from 100% to 500%.

*Text Box (capital T):* Choose font size and style. Also includes bold, italics, underline, and text colour. You can use your computer’s keyboard to type or the on-screen keyboard provided by Windows 2000 and XP.

### **Playback Feature:**

Allows you to playback stroke-by-stroke anything you’ve written on a slide at half speed up to 8x. You can loop a single page or all the pages of the meeting and use the pause button to stop the playback at a certain point. Word of warning, though, that the playback will display erased strokes as well!!

**To insert images, charts, graphs, documents, or Power Point Presentations:**  
**(Note: These images will NOT appear on your whiteboard without the help of a projector!)**

From the “Page” menu on the eBeam software toolbar, click on “Background Image.” “Load Image” will open your file directory, so you can access anything stored on your hard drive and import it into the eBeam software. Double click on what you want to put on the slide and a thumbnail of it will appear in the background image window. If it’s what you want, click “OK,” and it will automatically be set as the background to the current slide.

The second option in the “Background Image” box is “Capture Screen.” This is a little trickier because you have to have the application open beneath the eBeam software. When you choose “Capture Screen,” it will prompt you that the eBeam software is going to minimize, then the cursor turns into a pointer that you box around whatever information you wanted to be the background of your slide. When you release the eBeam pen the software will reopen and the part that you boxed will be displayed as a thumbnail. If this is the correct image, click “OK,” and it will appear as a background to the next slide.

### **Accessing the Internet through the eBeam Software:**

If your computer is hooked up to the Internet, click on the globe in the bottom left corner of the eBeam screen. Type in the web address using the computer keyboard or the on-screen keyboard if you’re running Windows 2000 or XP. Use the eBeam mouse as you would a regular mouse to click on links. If you happen upon a website you’d like to annotate, you can click the picture of the globe and camera in the upper right hand

corner of the screen. This will take a snapshot of the website and save it to the background of a slide.

**To Share a Meeting over the eBeam Server (must have internet access):**

If you'd like to host a meeting on the World Wide Web for participants down the hall and across the world, you can use the eBeam Server to do so. Have the people that you would like to join the meeting go to the eBeam website ([www.e-beam.com](http://www.e-beam.com)) and download the System 3 software. They do not need to have eBeam attached to their computer to use the software. You as the host do need to have an eBeam attached and detected by the software. So, plug in your eBeam and open the eBeam software. Click on the Share Meeting icon on the main toolbar. Give the meeting a name and enter your name. You can choose to publish the meeting name, which means when your participants go to [meetings.e-beam.com](http://meetings.e-beam.com), they will see the meeting name and won't have to type it in manually. You can choose to password protect your meeting (no less than six characters), send meeting invites, and archive the meeting on the eBeam server. Once all this information is filled in, click Share, and the meeting becomes live.