



3.0 User Guide

For Windows 2000, XP & Vista



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I: INTRODUCTION AND DEFINITIONS:

Welcome to a whole new world of interactivity to help engage your audience and bring information to life. Before we get started, a brief overview of some of the vocabulary may be helpful.

- A. Intelliboard Software:** The software package that is used in conjunction with your digital, interactive whiteboard called the Intelliboard. The Intelliboard works with a PC and data projector to allow you to control the software, capture/re-use information for many purposes, and print/save/email screens/files as needed.
- B. The Digital Pen:** The digital pen is used like a mouse for this product. This pen has two parts – the pen tip and the side button. Depressing the pen tip will give you a left mouse click, allowing you to write on the board or select a Softkey. Quickly depressing the pen tip twice equals a double left mouse click. The lower portion of the button on the side of the pen equals a right mouse click. Like a desktop mouse, you may not press the right and left mouse buttons at the same time. Therefore, press the pen tip or the red side button, NOT both at the same time.
- C. Calibration:** The digital pen needs to line up with the on-screen cursor in order to use the interactive whiteboard effectively. To calibrate the board, follow the simple steps that are discussed later in this user guide (calibration is a five-step process taking less than 10 seconds). You need to calibrate the board whenever your mouse cursor is not in-line with the pen tip.
- D. Intelliboard Selections:** This is an interface dialog box, which allows for quick and easy access to the Softkey Editor, Slide Show, Clip Art Library, the Help File, the User Guide, the Snapshot Files, Web Resources, HTML Sessions and VWB Sessions. **Intelliboard Selections** is accessed through the **<?> Softkey** or through the Start Menu (Start > Programs > Intelliboard > Intelliboard Selections).
- E. Virtual WhiteBoard (VWB):** The VWB operates like a traditional whiteboard but uses “electronic” ink in place of traditional ink. The advantages of the VWB over a traditional whiteboard are the ability to copy and paste, print, save and email notes and the ability to add pizzazz to notes by changing the backgrounds, adding images and incorporating shapes, among other things. The VWB does not run out of ink and there is no dry-erase marker smell. If necessary, the Intelliboard's surface can still function as a standard whiteboard surface by using non-permanent dry-erase markers. The surface may need to be cleaned periodically with traditional whiteboard liquid cleaner.
- F. Softkeys:** The Softkeys are the strips of 20 icons located along the right and left side of the board and have symbols or numbers listing Softkeys 1-17; **< Intelliboard Selections> Softkey** (Softkey 18); **<Virtual WhiteBoard> Softkey** (Softkey 19); and **<Calibrate Intelliboard > Softkey** (Softkey 20). The top 17 Softkeys can be redefined to fit your needs by using the **Softkey Editor**. You will first become comfortable with the “factory default” Softkeys and later you will learn how to edit and save your own set(s) of Softkeys. With Softkey sets, multiple users can create their own set(s) and access them quickly and easily when it is their turn to use the board. You can create an unlimited number of Softkey definitions and save them for future use.
- G. Presentation Tools:** Presentation Tools is a separate software application that is used through the Softkeys, allowing a user to personalize presentations and make them fun and exciting. With Presentation Tools, you can write with an annotation pen, zoom in on the screen, slowly reveal material, take a snapshot of the Windows screen, activate the sound of applause and much more.
- H. SlideShow:** Create a slide show from saved Snapshot images that you have taken from Virtual WhiteBoard pages and from other saved bitmap (.bmp) files. You can then present your information in any order you desire.

- I. **Virtual Keyboard:** Access the Virtual Keyboard (Softkey 14) that allows you to type in text directly on the board with the digital pen.

Now we're ready to begin using the product. Step-by-step throughout this user guide we will be reviewing the product's default options and will later discuss how to select your own options. Please keep in mind the "Intelliboard Selections" function is located through the **<?> Softkey**. This can be a tremendous resource as you use the product.

The Softkeys are labeled 1-17, and the last three Softkeys are the following: **Intelliboard Selections** (Applications and Help File), **Virtual WhiteBoard**, and **Calibrate Intelliboard**.

The Softkey strips are located on both sides of the whiteboard for easy access.

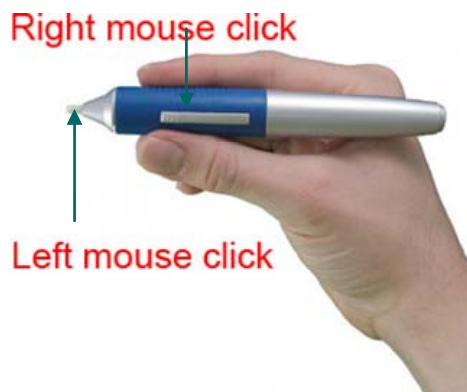


I. NEW DUAL PEN FEATURE

A new feature of the virtual whiteboard is the dual pen functionality. If you purchased this option you received two pens – one black and one red. The black pen is always the primary pen, while the red pen is always the secondary pen. Both pens can work independently or simultaneously in the virtual whiteboard application, as well as the softkeys, with the exception of reveal and spotlight.

II. THE DIGITAL PEN

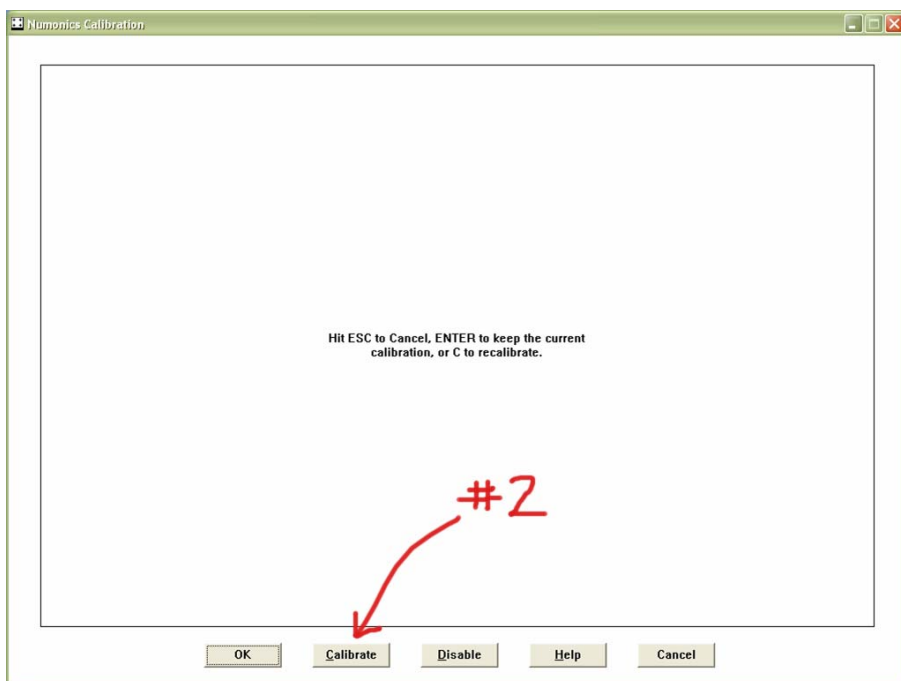
Remember that the pen functions as a **desktop mouse**. For most of the basic functions of this product, you will use a **left click**, which is accessed by depressing the pen tip on the board. A **right click** is accessed by pressing the lower side button as you hold the pen close to the board. If you are comfortable with computers and know shortcuts that use a right click of a mouse, use the lower side button on the pen.



Note: If the pen is not used for an extended period of time, it goes into a “sleep mode” to conserve the battery. To reactivate the pen, depress the pen tip.

III. CALIBRATION

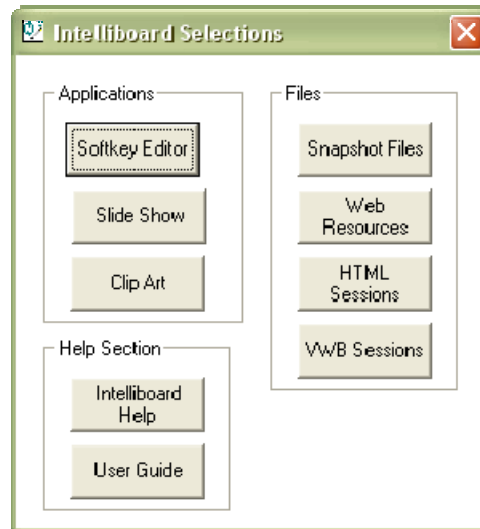
It is important to align the computer image with the Intelliboard so that your writing will appear where you want it. Below are step-by-step instructions and illustrations on how to calibrate the board. It is good practice to make this the first thing you do when using the Intelliboard.



Select the <Calibrate Intelliboard> Softkey by clicking on it with the pen. Click <Calibrate> on the screen and follow the onscreen instructions. In five clicks you will have pinpoint precision at a resolution of 1,000 lines per inch!

IV. INTELLIBOARD SELECTIONS

Intelliboard Selections allows for quick and easy access to the different applications and help functions of Intelliboard. To open **Intelliboard Selections**, press the <?> **Softkey**. The following dialog box will appear:



Intelliboard Selections gives you access to the following:

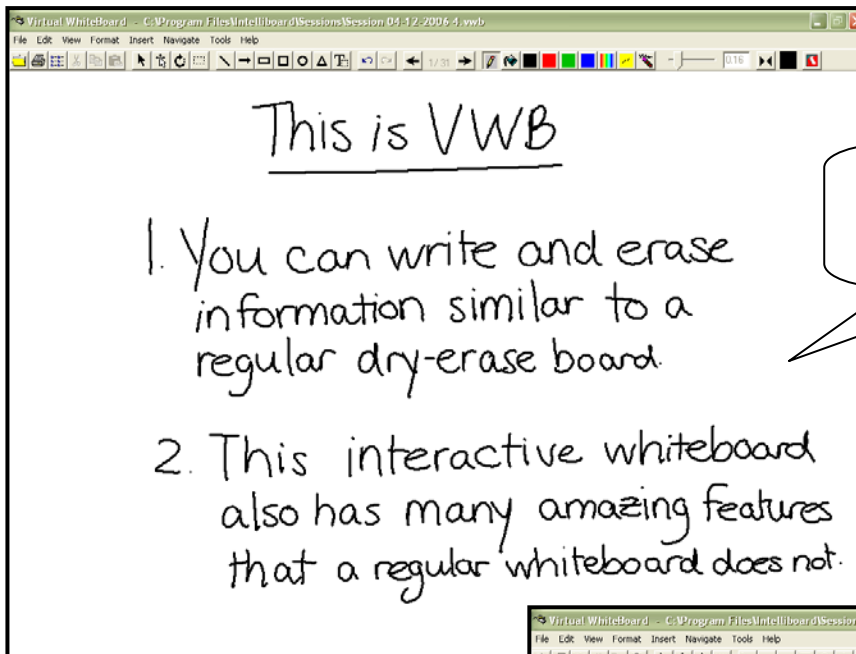
- **Softkey Editor:** You can redefine your Softkey settings to create your own personal Softkey sets through the Editor.
- **Slide Show:** You can access this application to create slideshows using your VWB pages and Snapshots.
- **Clip Art:** You can access the Sherston clip art library, which has over 2,000 images, through this folder.
- **Intelliboard Help:** This help file gives you a “quick” overview of the Intelliboard software and hardware.
- **User Guide:** Available PDF format, the guide walks you through the Intelliboard software and aspects of the hardware.
- **Snapshot Files:** You can access your snapshot images, created using the “Snapshot” tool in your Softkeys (Softkey 15, by default), in this folder.
- **Web Resources:** Broken down by subject, this folder gives you access to plenty of websites that offer free lesson plans or lesson planning ideas to help you get started.
- **HTML Sessions:** Once you convert your VWB sessions into web pages, you can access them through this folder.
- **VWB Sessions:** Find your VWB session quickly and easily through this folder.

V. THE VIRTUAL WHITEBOARD

Launching VWB

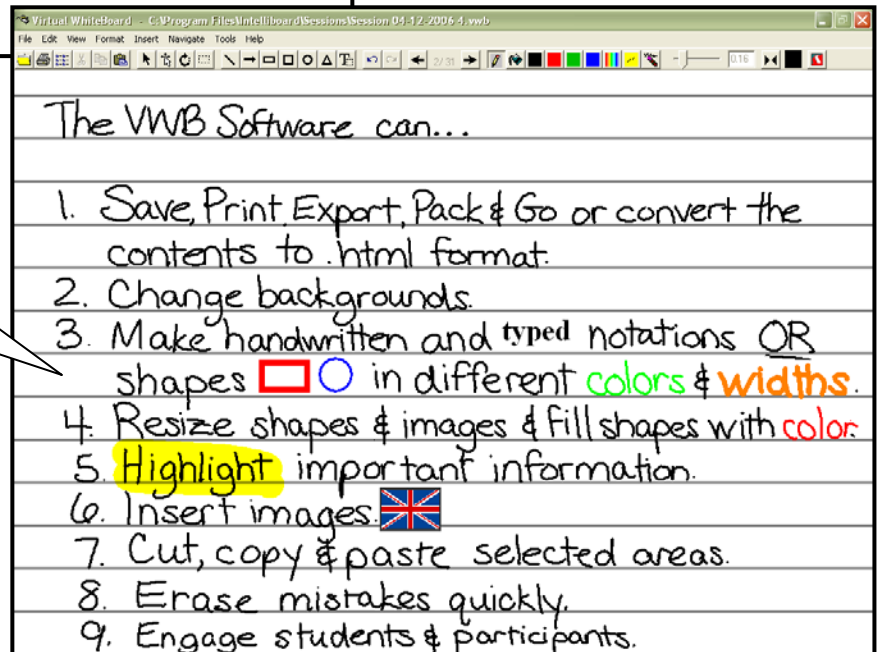
Now that your pen is calibrated, you are ready to launch the **Virtual WhiteBoard (VWB)**. To launch VWB, click the Pen on the Softkey that looks like a notepad. It is the second to last Softkey (directly above the **<Calibrate Intelliboard > Softkey**). **Note:** The **<Virtual WhiteBoard> Softkey** cannot be re-defined.

When you launch the VWB, the background color, by default, is white and the pen color is black.



The VWB uses the standard "whiteboard" background as its default.

This is an example of a background called "Ruled White Pad."

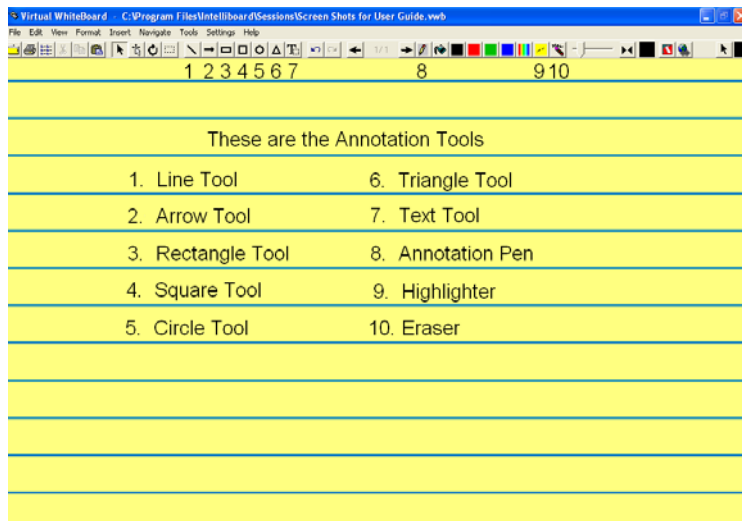


The Basic Tools of VWB

The toolbar contains the options of the VWB. Think about where the uses of color and/or shapes really help individuals to see differences or connections more clearly. And remember – your notes are saved automatically, so you can reuse them for a later time. Or you may print them for someone who was absent or for a person who needs assistance with note-taking.

Note: You select tools by clicking on one of the tool icons. You will know which tool is active because the icon button will be indented.

Shape Tools



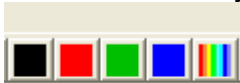
Shapes Tools are selected by clicking on one of the Shape Tool Icons:

- **Line Tool:** Select the Line Tool (#1 on the tool bar shown). Press the Pen tip on the board and drag to the length and angle desired. Release pen tip to finish line.
- **Arrow Tool:** Select the Arrow Tool (#2 on the tool bar shown). This tool functions similarly to the Line Tool. Press the Pen tip on the board and drag in the direction you wish the arrow to face.
- **Rectangle Tool:** Select the Rectangle Tool (#3 on the tool bar shown). Press the Pen tip on the board and drag to the size desired. Release the pen tip to finish the rectangle.
- **Square Tool:** Select the Square Tool (#4 on the tool bar shown). This tool functions the same way that the Rectangle Tool does except that it maintains equal lengths on all four sides.
- **Circle Tool:** Select the Circle Tool (#5 on the tool bar shown). Press the Pen tip on the board and drag outward to the size desired. Release the pen tip to finish the circle.
- **Triangle Tool:** Select the Triangle Tool (#6 on the tool bar shown). Press the Pen tip on the board and drag to create the first side of the triangle. Release the pen tip to finish the first side, and then press the Pen tip again and drag to create the second side of the triangle. When you release the pen tip the second time, the third side will automatically fill in to complete the triangle.
- **Text Tool:** Use this tool when you want to type text. By default, text will always go to the upper left hand corner. Once you enter you text, click outside the text box, then select the text and move it wherever you like.
 - Double click the text to return the text box and edit your text if desired.
 - By default, text will always be entered in whatever color is currently selected on the toolbar.
 - By right clicking the text, you can choose to change the current color and font as desired.

- **Annotation Pen:** Use the annotation pen to write freehand notes with your digital pen.
- **Highlighter:** Switch to a highlighter to add emphasis.
- **Eraser:** Switch to an eraser to erase your annotations. If you want to erase everything on the page, save time by using Edit > Delete Current Page.

Color Tools

Colors are selected by clicking on one of the **Color Icons**.



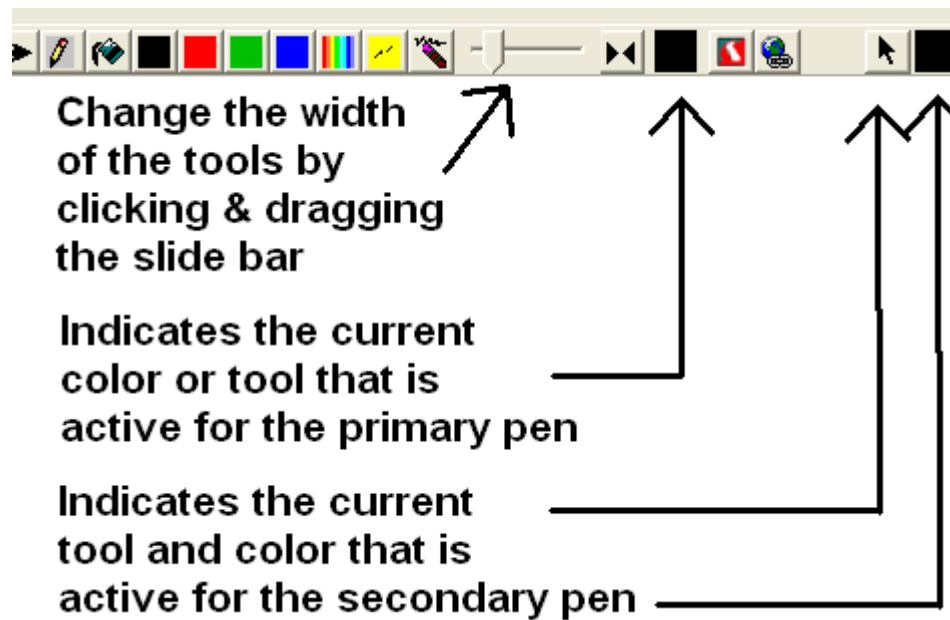
Select a color by touching one of the colored icons.

You may select additional colors beyond the pen colors of black, red, green and blue.

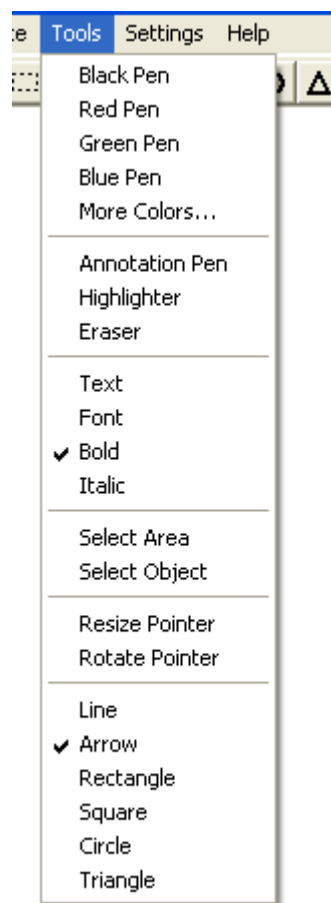
1. Click the **Multicolored (Rainbow) Icon**.
2. Then select the color of your choice (or choose to **<Define Custom Colors>**) and select **<OK>**.



3. You will be returned to the VWB screen and the new color will be active on the current tool. You may check your selection by looking at the **Color Indicator Icon**. You may change the width of the current tool using the **Slide Bar**.

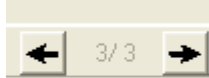


Note: You may also access the tools and colors through the **<Tools> Menu** on the menu bar.



Additional Tools

- To advance/go backwards within the VWB session, click on the appropriate **Arrow Icon**:



- To undo the last stroke, click the **Undo Icon**. Each time you click on the Undo Icon, the last stroke you made on that page will be removed.

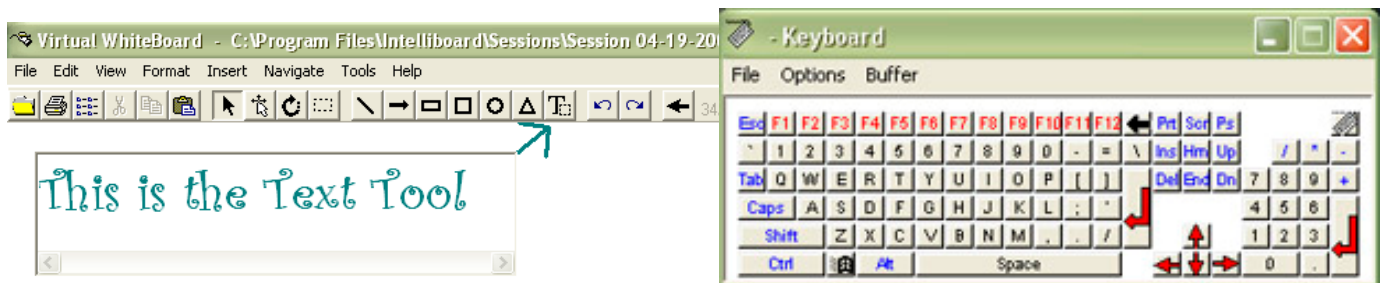
To redo the last stroke: click on the **Redo Icon**. Each time you click on the Redo Icon, the last stroke you removed from that page will be returned.



- To add text to your VWB session while standing at the Intelliboard, select the **Text Tool** and then select the **<Virtual Keyboard> Softkey** (Softkey 14 by default). Use the Pen to select your letters from the Virtual Keyboard. Your text will automatically appear in the text box. If you are preparing a lesson at your computer, you can select the **Text Tool** and type into the session directly from your computer's keyboard.

To close the text box when finished, click the pen anywhere outside of the box. To reopen the text box, put your pen over the text and look for the cursor to change (it should look like this: ↔↕), and then double click. You can then continue to add or remove text to your text box.

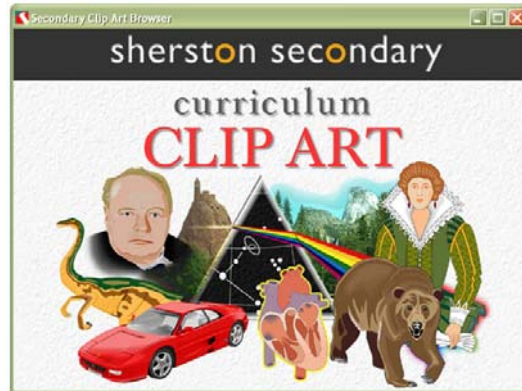
Later, you will learn how to change the font, size, etc. of your text with the **Select Object Tool**.



- To open the clip art library, select the **Sherston Clip Art Icon**.



After you click the icon, this screen will appear. Click on the screen to access the various clip art categories.



Click on the category you want, and then select the subcategory you want. When you find the clip art image that you want, you can choose to copy it in color or in black and white (for most images) and then paste it into you VWB session. To copy the image in color, click the multicolored circle icon beside the image. To copy the image in black and white, click the black and white circle icon. Once copied, close the clip art screen. Then right click over the VWB screen, and select **<Paste>** from the right mouse menu.



Note: You can also access other clip art library through **<Insert>**, **<Image Library>**.



Familiarize yourself with basics of VWB

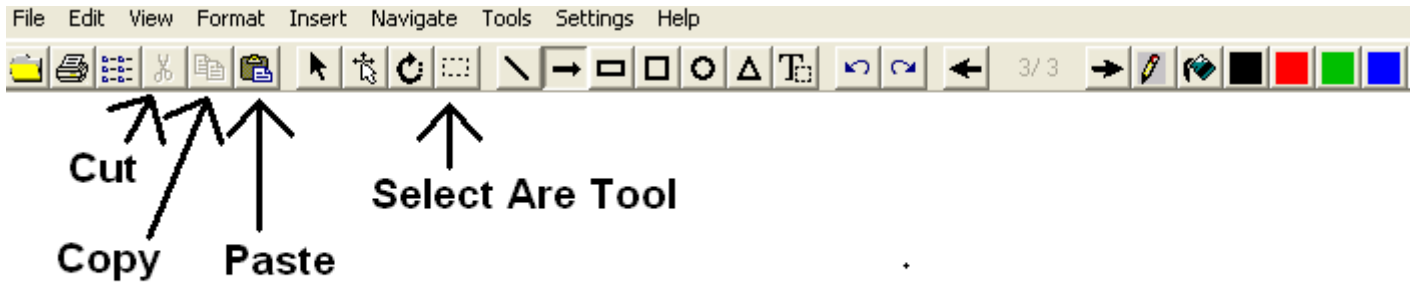
- Select the **Annotation Pen Tool** with a left mouse click. Then choose a color from the **Color Icons**.
- Next, select a width by clicking on the **Sliding Scroll Bar** and dragging the scroll bar to your desired width.
- Practice writing on the board and changing colors.
- Remember to press firmly while writing. The pen tip MUST be depressed against the board for the virtual ink to appear.
- To erase, select the **Eraser Icon**, then press the pen tip against the board to correct your notations. To activate the pen tool again, click on the **Annotation Pen Icon**.
- To highlight some important information, select the **Highlighter Icon** and go over the words you wish to highlight. When you are finished, try using one of the drawing tools like the **Rectangle** or **Circle Tool**.
- Take about ten minutes to get familiar with this. When you run out of room on your page, advance to a new page.

Using Select / Cut / Copy / and Paste

You can rearrange or manipulate your annotations and drawings by selecting an area you wish to move (with the **Select Area Tool**) and then Cutting / Copying and Pasting the selected area to the current page or new page.



1. Select an area with the **Select Area Tool** (dashed box icon). To select an area, you will press the pen tip down against the board and drag a box around the area you wish to select. To finish the selection, release the pen tip from the board.
2. Click the **Copy Icon**. 
3. Advance to a new page and click the **Paste Icon** to insert the selected area. 



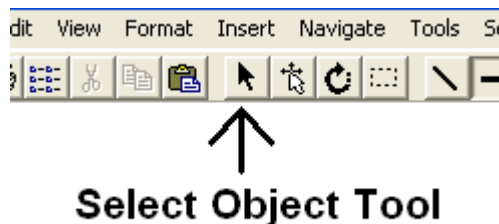
Find the Nouns

1. The **cat** ran.
2. The **cow** jumped over the **moon**.
3. The **dog** barked

Note: All inserted notations or images will appear on the left center of the screen. You may move the image by clicking and dragging on the image. The image will remain where you lifted the pen tip from the board surface. If you make a mistake, select the **Undo Icon** and re-paste the image OR use the **Select Object Tool** to move the image. (The next section discusses how to move an object).

Moving Objects and Changing Their Properties

You may select an object with the **Select Object Tool** to relocate the object or change its properties (color, size, angle, etc). This tool can help you reorganize your notes or drawings. This tool also caters to the user who likes to change the size, color, or font style (**Text Tool** only) of objects after they have already made notations.



It's important to remember that when selecting an object, your cursor needs to be at the perimeter of the object where it will change to a crosshair. Then click to select the object.

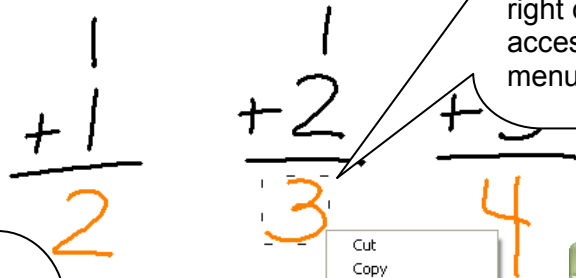
Changing the Color and Size of an Object

1. To select an object, click on the **Select Object Icon** on the tool bar and click on the edge of the object you wish to change. A box will appear around the object.
2. Right click on the selected object to access the drop down menu.
3. Select **<Current Color...>** and choose from the desired color.
4. Click **<OK>**.

5. Right click again on the selected object.
6. Select **<Line Width>** and use the **Slide Bar** to change the width.
7. Click **<OK>**.



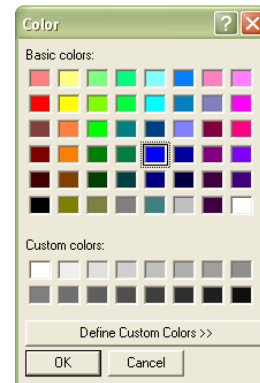
To select an object, click on the edge of the object to select it (a dashed box will appear, outlining the object). Once selected, right click on the object to access the drop down menu.



A drop down menu will appear providing you with the options shown.

To change the color of your object, select **<Current Color...>** and choose your desired color from the Windows color palate.

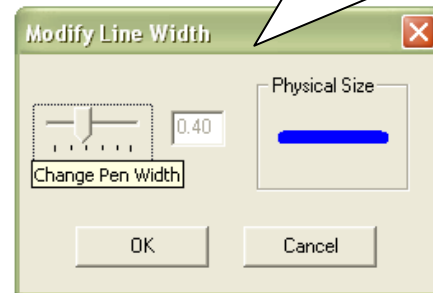
Then click **<OK>**.



$$\begin{array}{r} 1 \\ + 1 \\ \hline 2 \end{array} \quad \begin{array}{r} 1 \\ + 2 \\ \hline 3 \end{array} \quad \begin{array}{r} 1 \\ + 3 \\ \hline 4 \end{array}$$




If you select **<Line Width...>**, this dialog box will appear. Click and drag on the scroll bar to change the size. Click **<OK>** when done.

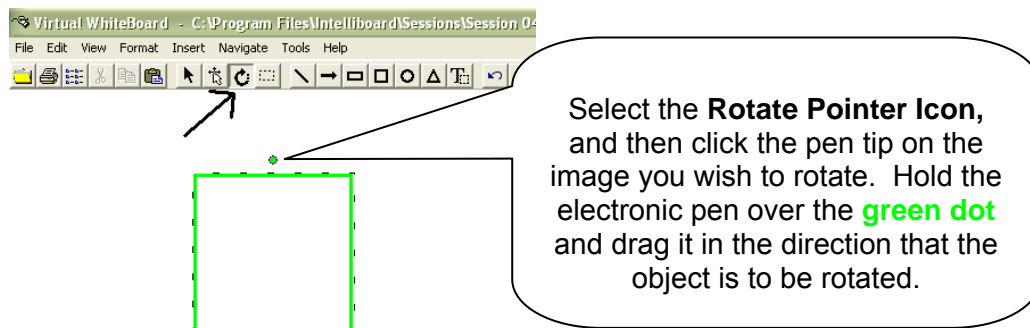


This is an example of an object after the color and line width have been changed.

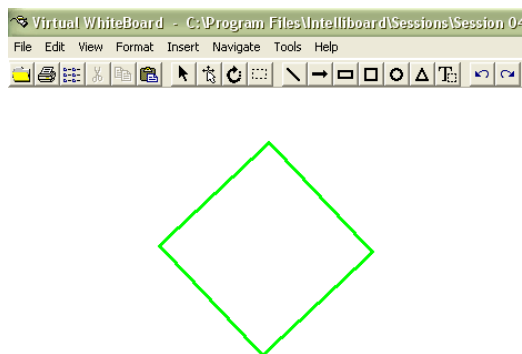
$$\begin{array}{r} 1 \\ + 1 \\ \hline 2 \end{array} \quad \begin{array}{r} 1 \\ + 2 \\ \hline 3 \end{array} \quad \begin{array}{r} 1 \\ + 3 \\ \hline 4 \end{array}$$

Rotating Shapes and Images

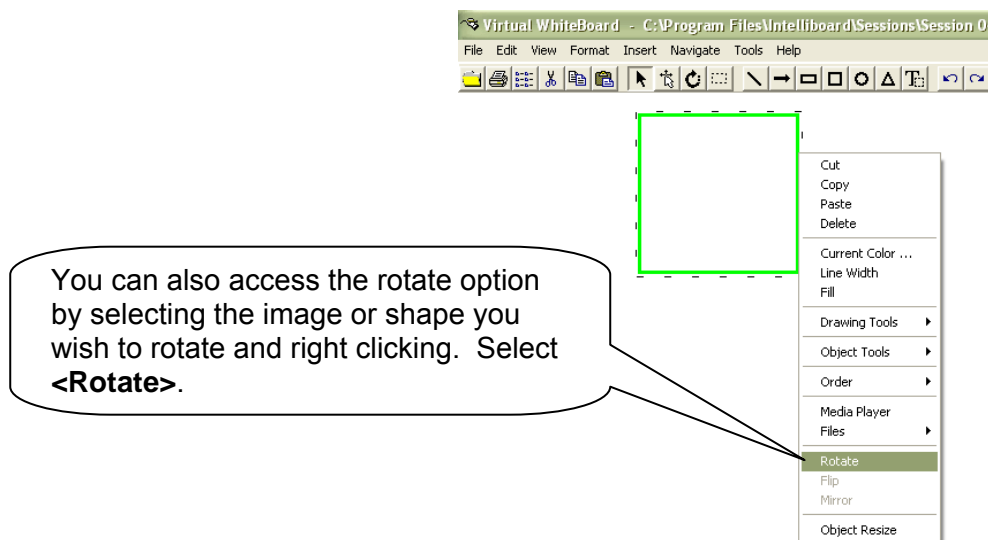
1. Select the **Rotate Pointer Icon** on the tool bar. 
2. Click the pen tip on the edge of the image you wish to rotate.
3. Hold the electronic pen over the **green dot** and drag it in the direction that the object is to be rotated.

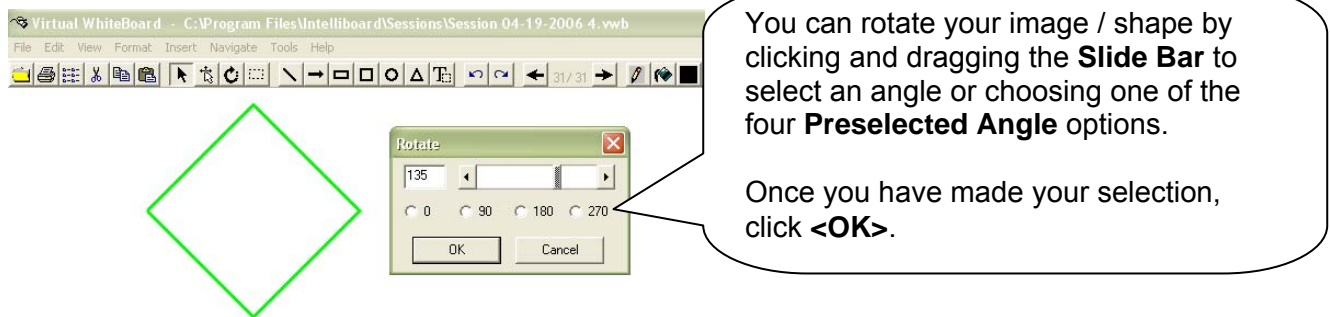


4. Release the pen tip to complete the rotation. Click anywhere outside of the image to drop the rotation tool.



Note: You can also rotate a shape or image by selecting the image and right clicking to access the drop down menu. From there, select **<Rotate>**.





Filling a Shape with Color



1. Choose the fill color by selecting one of the **Color Icons** on the tool bar or by selecting a color through the **Multicolored Icon**.
2. Using the **Select Object Tool**, select the shape you wish to fill. A dashed box will appear around the object once selected. **Note:** **Color Fill** can only be used with the objects drawn with the shape tools on the toolbar. It cannot be used with freehand shapes or any shapes made with the **Line Tool**.



Using your **Select Object Tool**, click your pen tip (left click) on the shape you wish to fill with color. A dashed box will appear around the selected shape.

3. Select the **Color Fill Icon** to fill the selected shape.



Select the **Color Fill Icon** to fill the selected object.

Note: Another way to fill a shape with color is to select the shape and then right click on it to access the drop down menu. Select **<Fill>** from the right mouse menu.

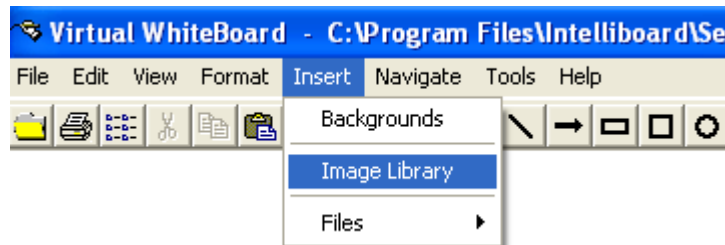
Inserting & Editing Images

You can insert images into a VWB page and continue with your annotations or drawings as normal. This feature can be very helpful when you want to write notations on a picture or a web page. For example, in a science class, you may have a picture of a dissected frog. You can insert the picture into a VWB page and then label the parts of the frog with the VWB annotation pens. The benefit is that all the information will automatically be saved.

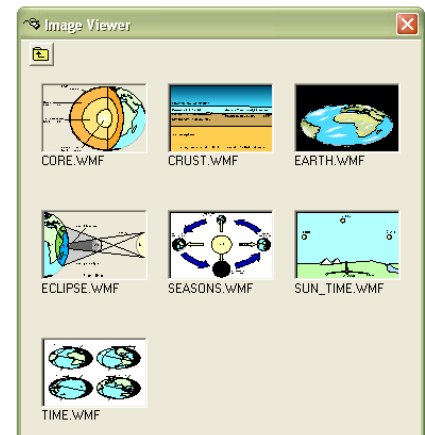
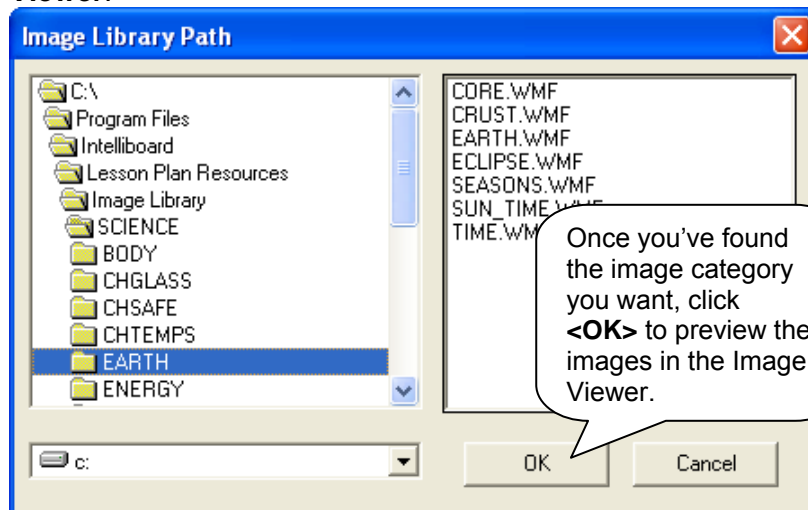
Inserting Clip Art from the Image Library

VWB has a clip art library with over 6800 images to use in your lessons!

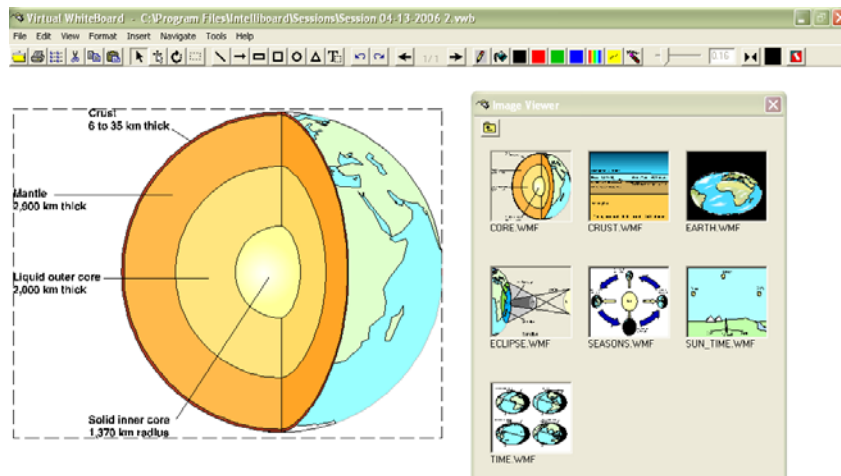
1. From the menu bar, select **<Insert>** and then **<Image Library>**. You can also select the Sherston clip art library icon on the toolbar. 



2. Browse to the image library.
3. Once you have browsed to the desired category, click **<OK>** to preview the image in the **Image Viewer**.

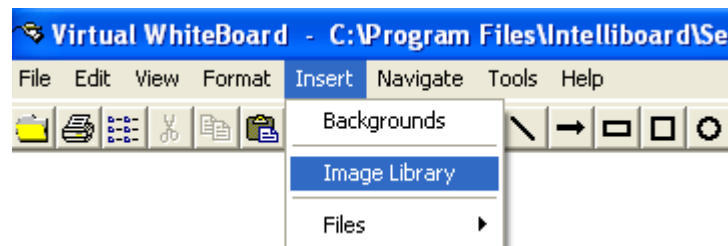


4. Double click on the desired image or click and drag the image onto the VWB. The initial placement of the image will be along the left center of the VWB page. To move the image, click the pen on the image and drag it to the desired location. Close the **Image Viewer** or click on the folder icon to return to the category listings.

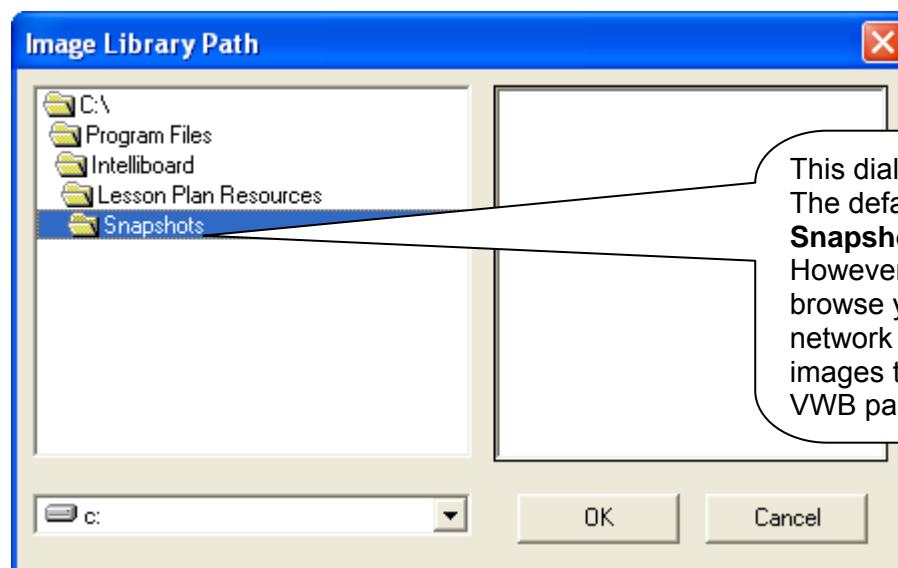


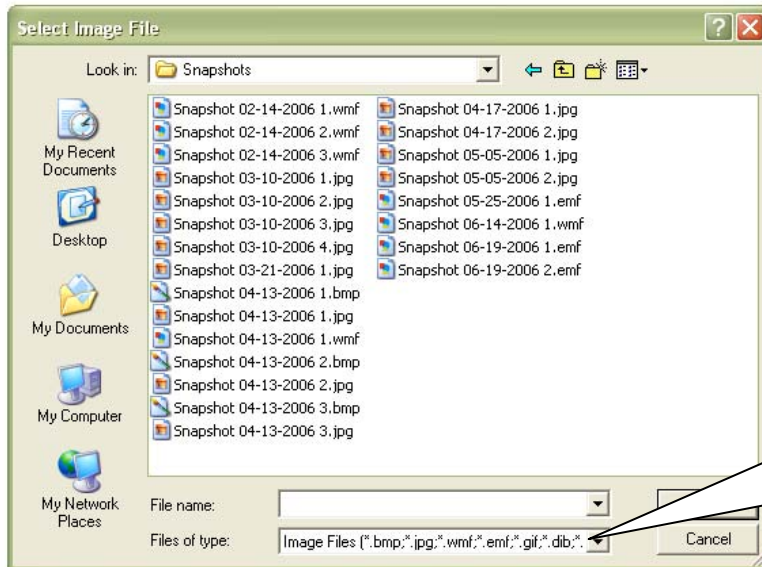
Inserting Snapshots

1. First, you must take a **Snapshot** (selecting Softkey 15 with your Pen will allow you take a snapshot). We have used a map from www.weather.com for this example.
2. From the menu bar, select **<Insert>** and then **<Image Library>**



3. Browse to C:\Program Files\Intelliboard\Lesson Plan Resources\Snapshots folder.





VWB supports these image file formats: .bmp, .jpg, .wmf, .emf, .gif, .dib, .ico, .cur and .rle.

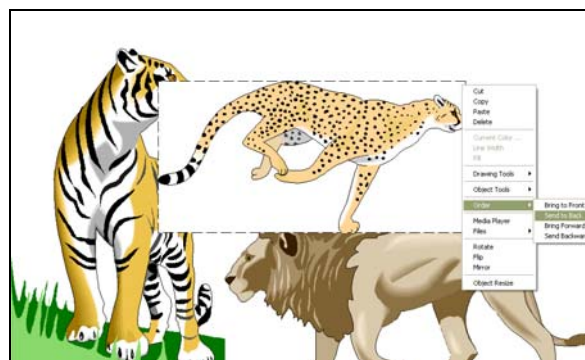
4. Insert the image of choice, move it to your desired location and annotate as usual.

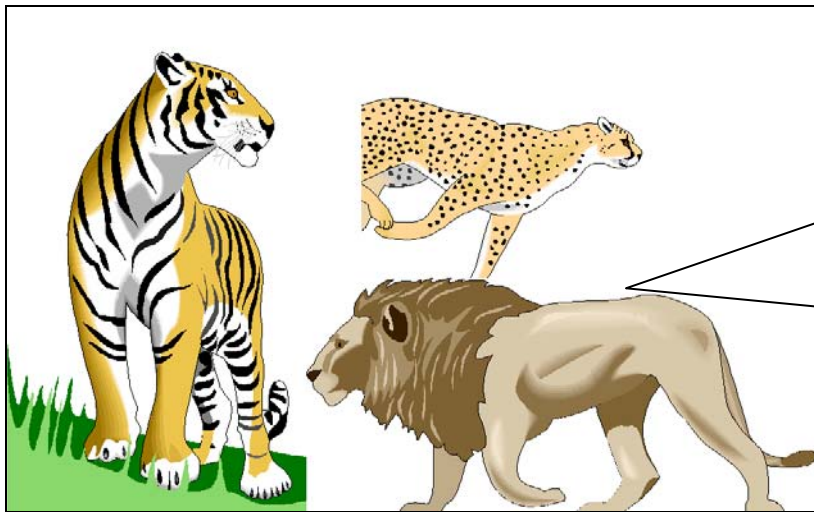


Stacking/Ordering Images

You can change the order in which your images appear on the screen. For example, here we have three images, a Cheetah, a Tiger and a Lion. To rearrange the image order, following these directions:

1. Select the image that you want to move by clicking on the edge of the image. A dashed line will appear around the image to indicate that it has been selected.
2. Right click on the image, and select **<Order>**, **<Send Back>**. This will send the image to the very back of the stack. To send just one position back, select **<Order>**, **<Send Backward>**.




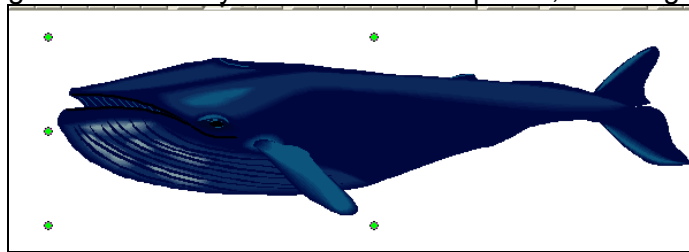


Now, the Cheetah Image has been sent to the very back, behind both the Tiger and Lion Images.

To reverse this, select the Cheetah Image again, and select **<Order>**, **<Bring Front>**. To bring it forward just one position, select **<Bring Forward>**.

Resizing and Flipping Images

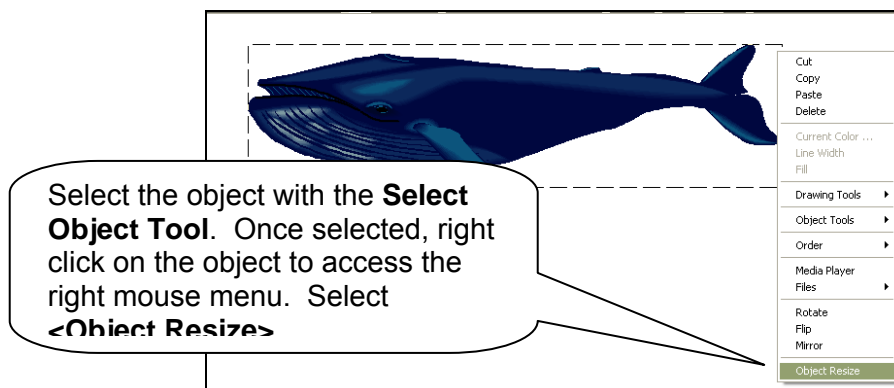
- 1 To resize an image or object, select the Resize Icon on the tool bar. 
- 2 Click on the edge of the image you wish to resize (you should see green dots appear around the image to indicate that it has been selected) and place your pen tip on one of the green dots. If you resize the image using one of the green dots in any of the four corner points, the image's aspect ratio will be maintained.



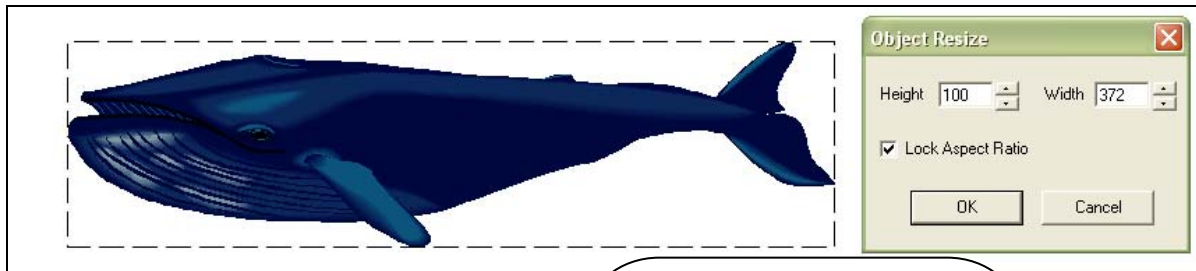
Use one of the green dots that appear around the image to resize it.

3. Drag in the direction you wish to resize the image. Click anywhere outside of the image to drop the resize object tool.

Note: You can also resize an object through the right click drop down menu.



Select the object with the **Select Object Tool**. Once selected, right click on the object to access the right mouse menu. Select **<Object Resize>**

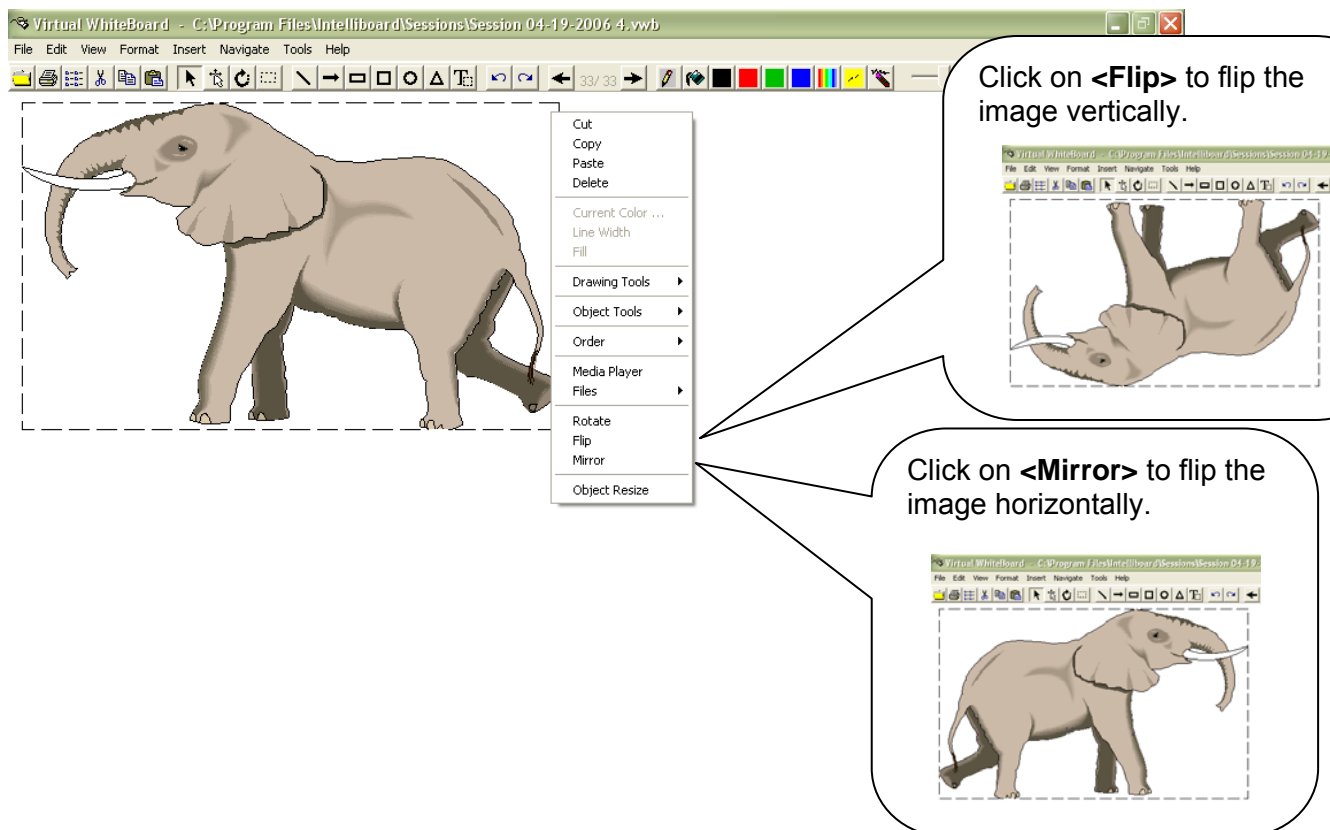


Use this box to select the desired size of the object. When finished, click **<OK>**.

Note: If the “Lock Aspect Ratio” box is unchecked, the resizing tool will not maintain the aspect ratio of the image.

Flipping or Mirroring an Image

1. To flip or mirror and image, select the image using the **Select Object Tool**. Once selected, right click on the image.
2. Select **<Flip>** if you desire to flip the image vertically. Select **<Mirror>** if you desire to flip the image horizontally.



Inserting Media Files into VWB


You can now insert media files, such as Shockwave files (.swf), Movie files (.mpeg), Video files (.avi), Audio files (.wav), Internet links and Picture files (.jpg), into your VWB sessions (one file per VWB page). You can also choose whether to link the files or embed them.

Linking your media file(s) to a VWB session will keep the .vwb file size manageable because the file(s) are not a part of the session file...they are simply linked to it.

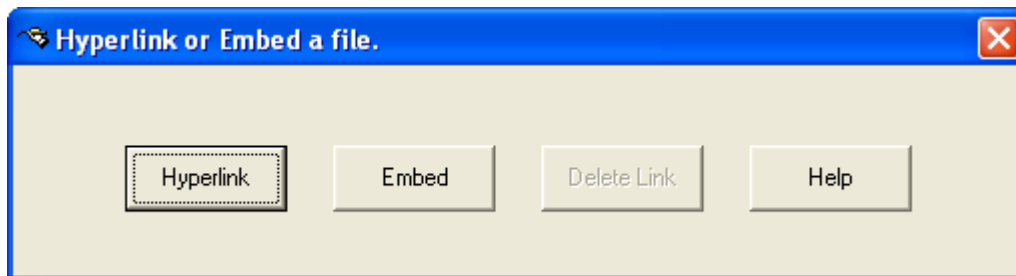
Embedding you media file(s) into a VWB session will increase the file size of the .vwb session file, but since the file(s) are embedded, they are part of the session. Therefore, if you were to send the VWB session to an absent student or colleague, the media files would be included in the VWB session.

Linking OR Embedding Media Files into a VWB Session

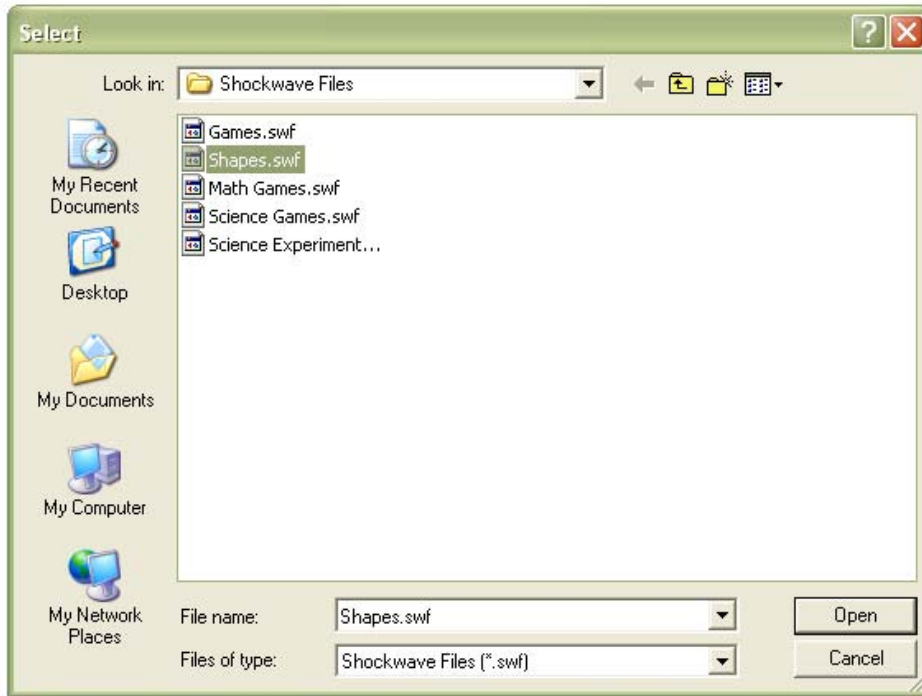
Method 1:


- Click on the hyperlink toolbar icon 
- To link a file, click on the button named "Hyperlink". To embed a file, click on the button named "Embed".

Note: If a linked or embedded file is present, the button named "Delete Link" will be active. The linked or embedded file must be deleted before adding a new file.




- Browse through your files to find the media file you want. For this example, we are using Shockwaves. Once you select you file, click <Open>.




- An icon that is representative of the file should now be displayed to the right of this icon 



- To play the file, click on the icon 
- The session page should now display:

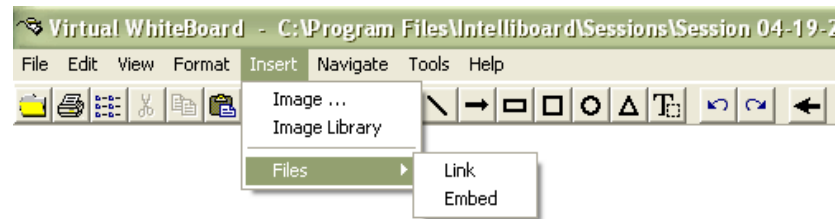


- To exit the application, click on the icon 
- To stop or pause the Shockwave file, you have three options:

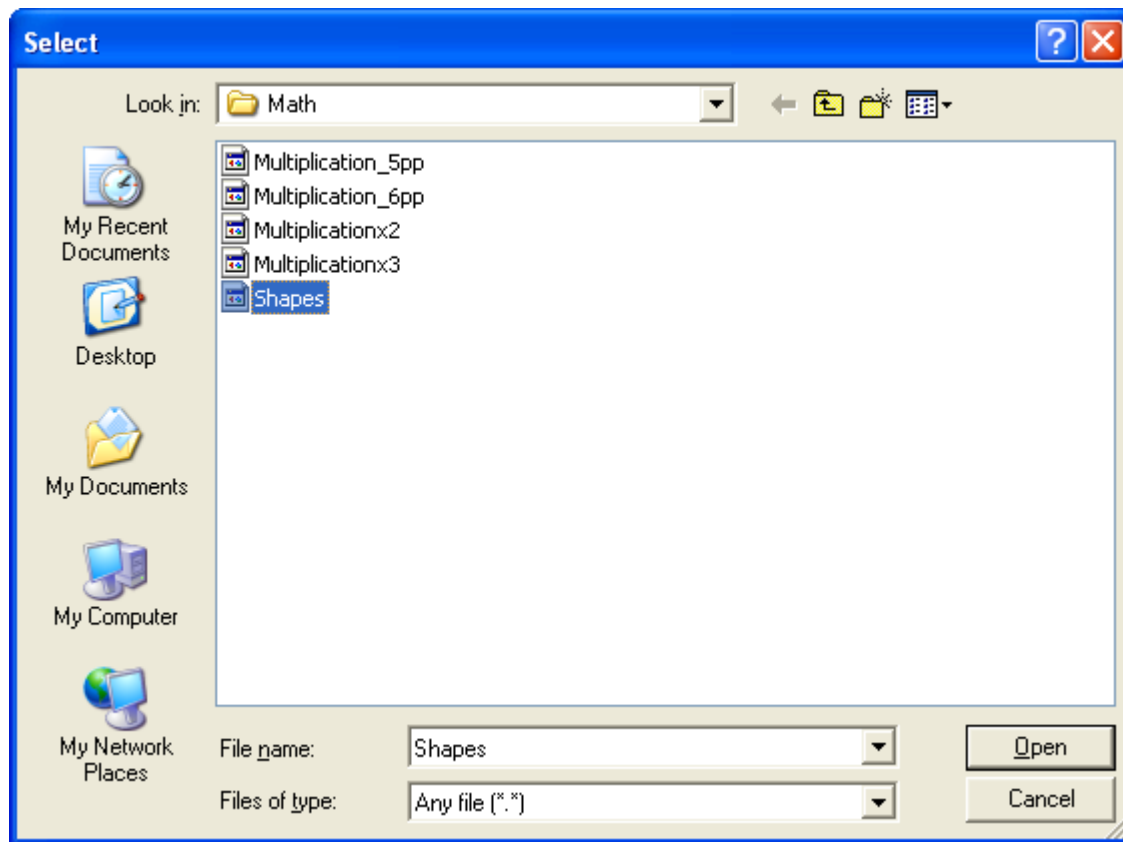
Use the pause and stop icons on the Shockwave toolbar.
Select <Insert>, <Files> and <Stop>.

Method 2:

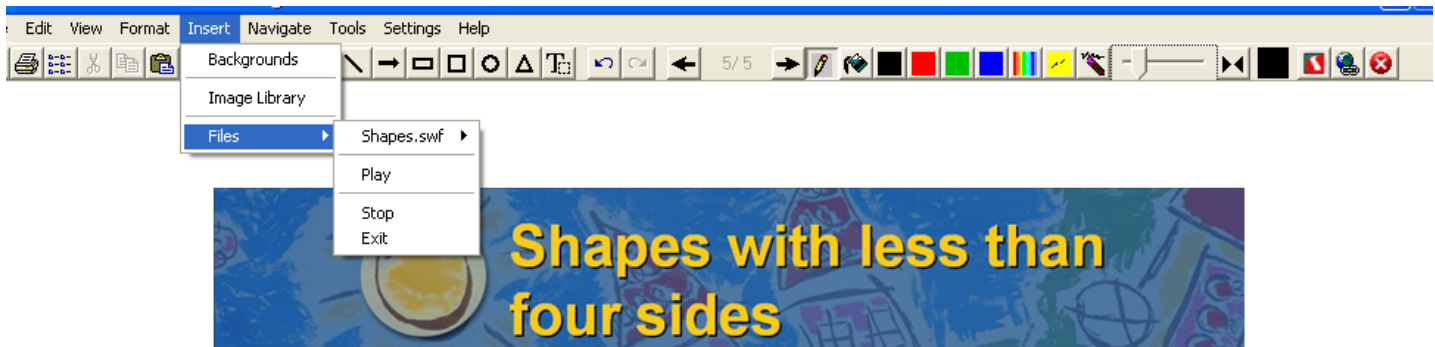
- **Select <Insert>, <Files> and <Link> or <Embed>. You can also access this option by right clicking on the VWB screen.**



- Browse through your files to find the media file you want. For this example, we are using Shockwaves. Once you select your file, click <Open>.



- Go back to <Insert> and <Files>. Select <1.) Shapes.swf> and <Play>.



To stop or pause the Shockwave file, you have three options:

Use the stop icon on the toolbar.

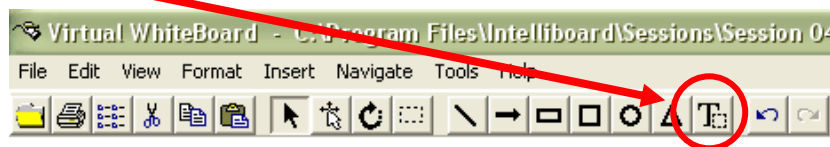
Select <Insert>, <Files> and <Stop>.

To clear the Shockwave file from the VWB screen, select <Insert>, <Files> and <Exit>.

Changing the Text Tool Properties

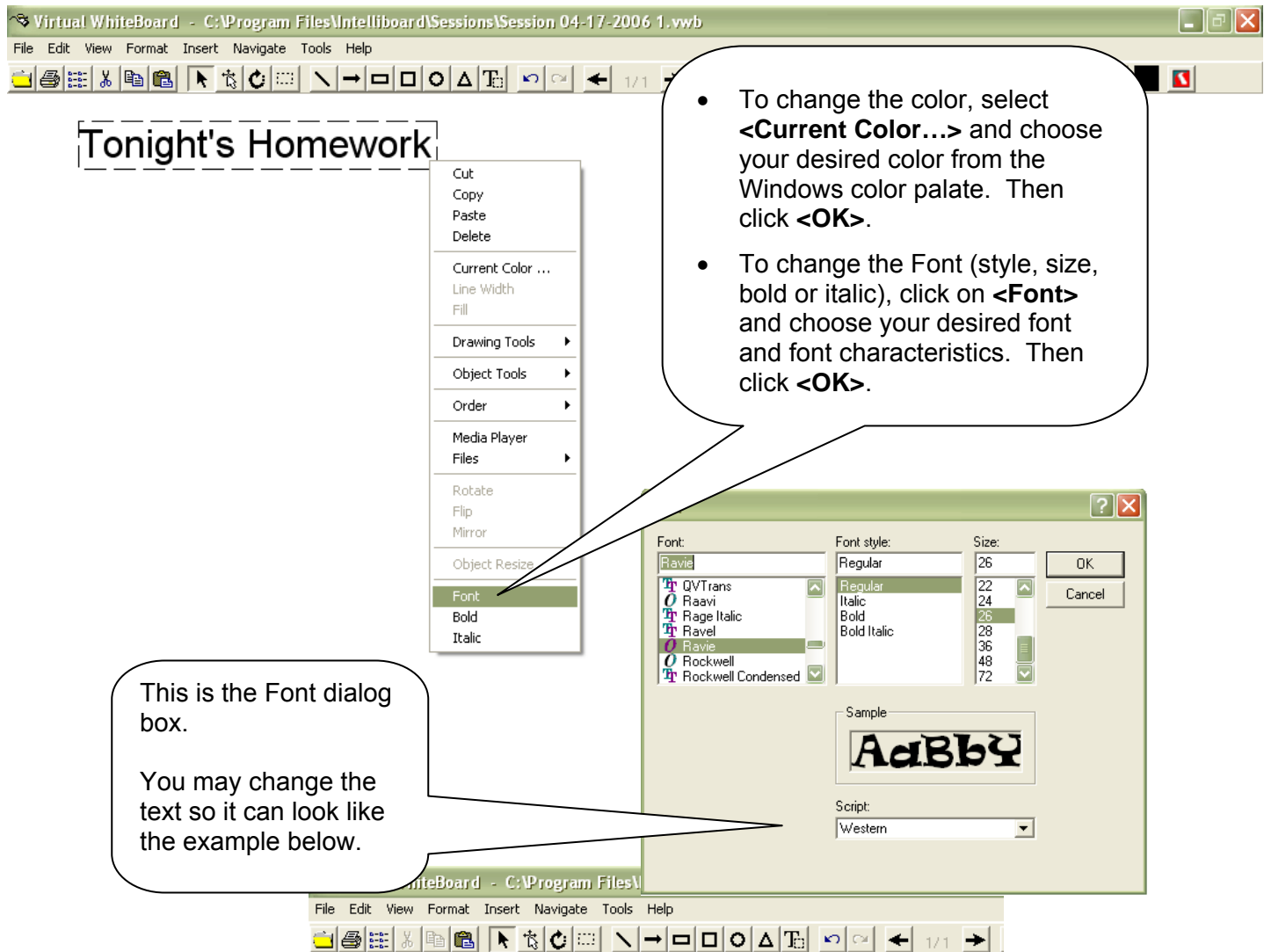
In addition to moving and changing the properties of objects, you may also move and change typed text. The text properties, which you can alter, include the color and font (style, size, bold, or italic). To change the text properties, follow these steps:

- Select the **Text Tool** and type in your notes, as shown below:



Tonight's Homework

- Choose the **Select Object Tool** and click on the edge of the text so that a dashed box surrounds the text. Once the dashed box appears, right click and select the option.



Tonight's Homework

3. To move the text, simply click on the text with the **Select Object Tool** to highlight the text with the dashed box. Then click and drag the text to move it to its new location.
4. You may also edit your text by clicking on the text with the **Select Object Tool** to highlight the text with the dashed box. Then double click on the text. The text box will open for you to edit your text.

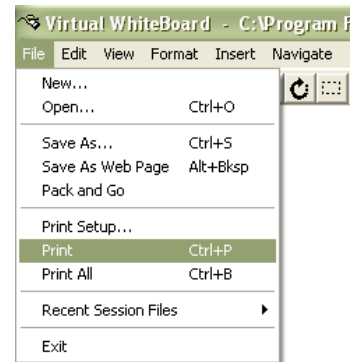
Printing Your Notes

- You can print the current (or opened) VWB page(s) by using the **Print Icon** located on the menu bar. It is a picture of a printer.



↑
Press this icon to print.

- Or you can select <File>, then <Print> for the current page, or <Print All> for the entire session.
- 3. Because you have a selection of colored backgrounds, you may wish to disable background printing on occasion when printing. This will save on printer cartridges.

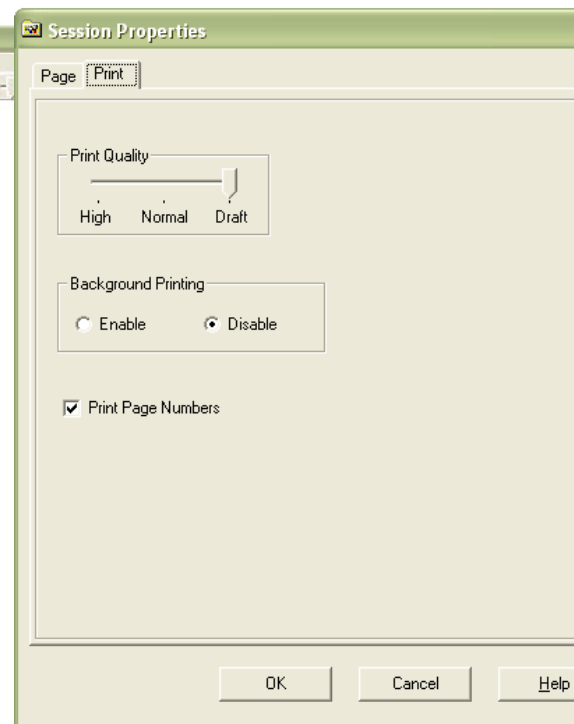


1. Under <Format> select <Options>.
2. Select the "Print" tab to...

a. Set the print quality

OR

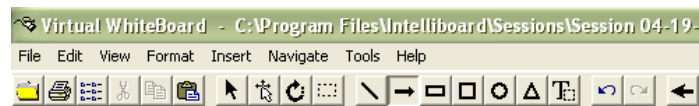
b. Disable or enable the backgrounds



Viewing Your Entire Session and Exporting Notes

You can navigate through the pages of your VWB session using the **Advance** and **Go Back Icons**. When you have many pages and want a more efficient way to jump from page to page or to export your pages as a different file, use the Thumbnail Viewer. The Thumbnail Viewer shows all the pages in the session so you may quickly toggle back and forth between pages.

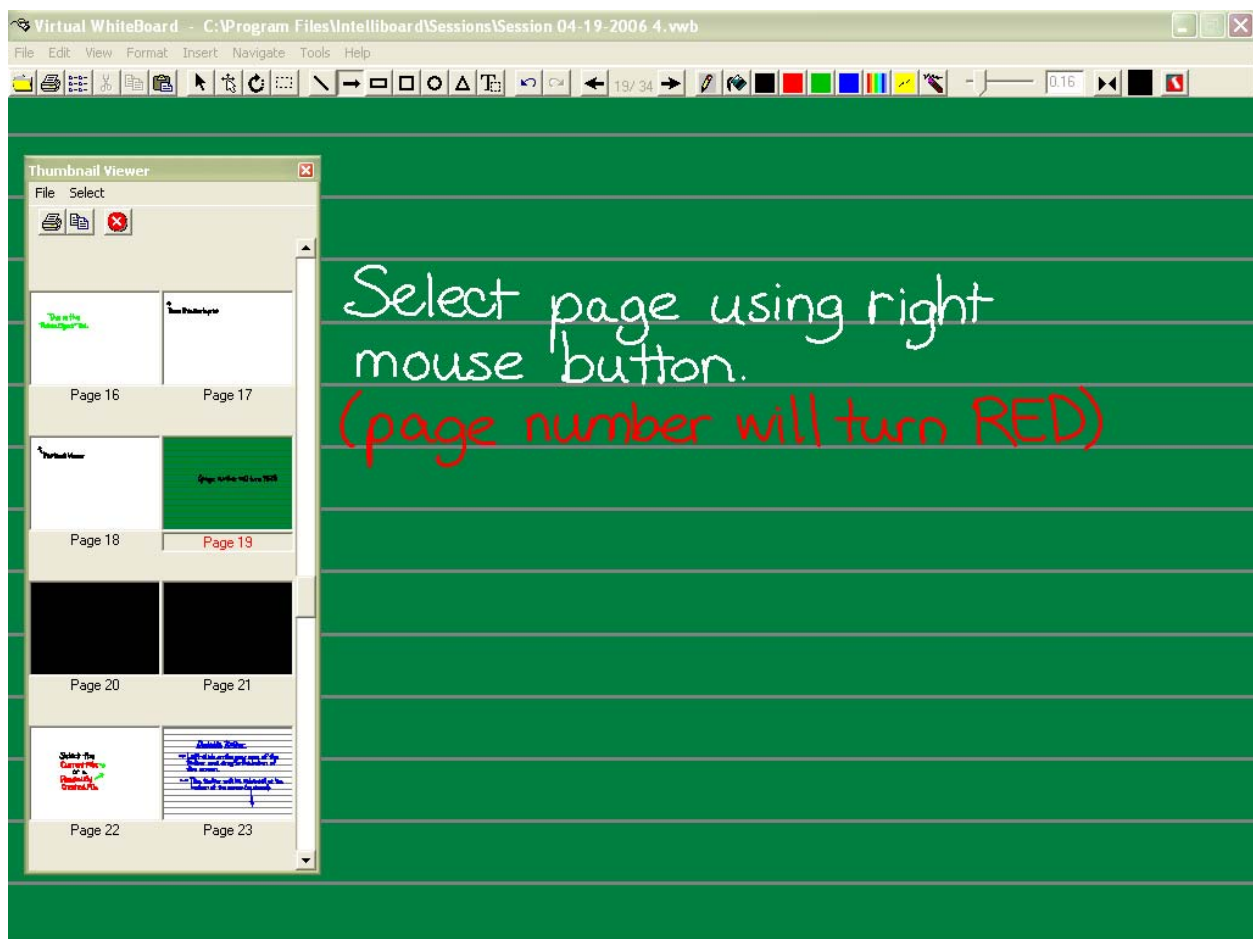
How to open the Thumbnail Viewer: Under <View> select <Thumbnail Viewer> **OR** use the **Thumbnail Viewer Icon** on the tool bar located to the right of the **Print Icon**.



Thumbnail Viewer

How to Jump to a Page Using the Thumbnail Viewer: Click on the thumbnail of desired page.

How to Select a Page for Printing, Copying or Exporting Notes: **Right click** (hold the pen close to the board and depress the lower side button) over the thumbnail to select the page. The page number will highlight **red**.



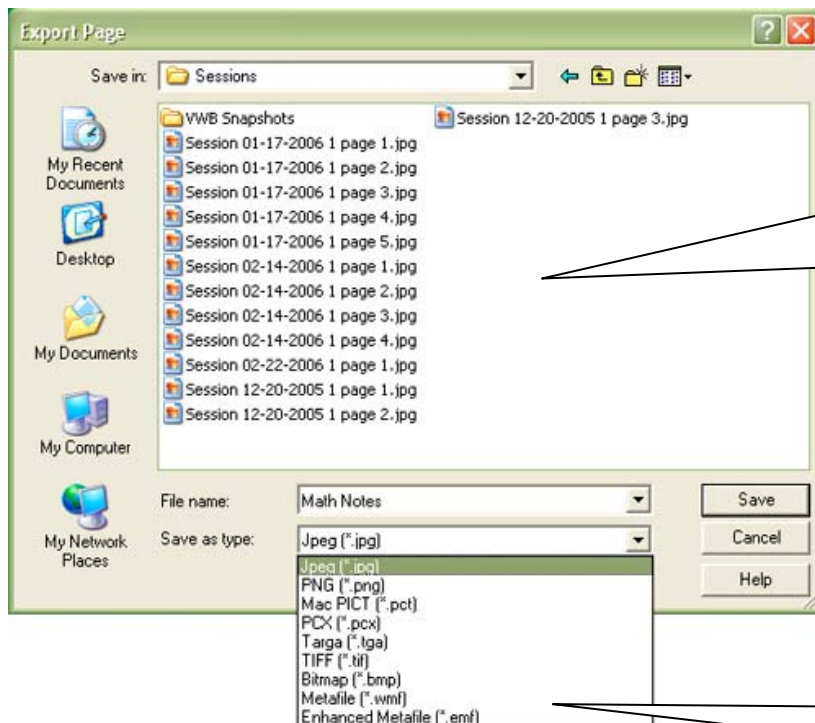
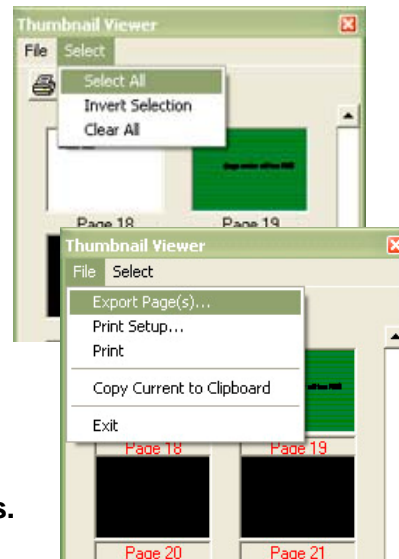
Exporting Notes

If you want to email notes to an absent student or a colleague, you can accomplish this with <Export Pages>. The notes can be saved in 9 different image file formats such as .jpg, .bmp and .tif. Saving the pages in a different file format allows the receiver to open the VWB pages even if he or she does not have the VWB software on his/her computer. By saving a page as an image file, you are saving a picture of your notes. You can rename the image files (such as "Math Notes") and then attach the image file(s) to an email and send!

Note: To keep the email size manageable, it's best to keep your attachment at five exported pages or less per email.

How to Export Your Notes:

1. Open the Thumbnail Viewer. Select individual pages by right clicking as described above or click on **<Select All>**.
2. Under **<File>** in the Thumbnail Viewer, select **<Export Page(s)>**.
3. Choose the file format you want and rename the file, if desired. **Note:** Your exported pages will be saved as **individual image files** - not as one file. By default, they will be saved in the Sessions folder located through this pathway: **My Computer > C:\ Drive > Program files > Intelliboard > Sessions.**



Your VWB files and exported pages are stored in the **Sessions** folder, so when you email notes, this is where you will go to locate the files for attachment.

These are your 9 format options available for exporting your VWB pages.

Cutting / Pasting into a Word Document (or Any Windows Application)

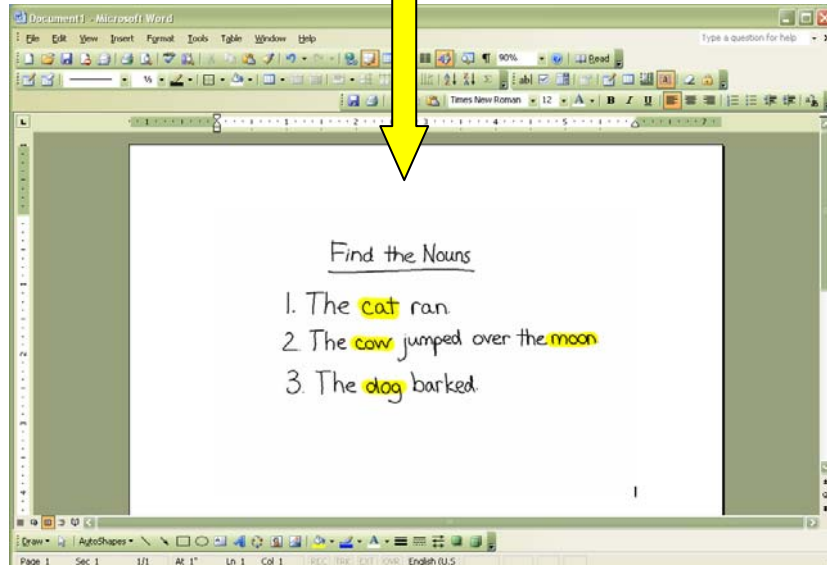
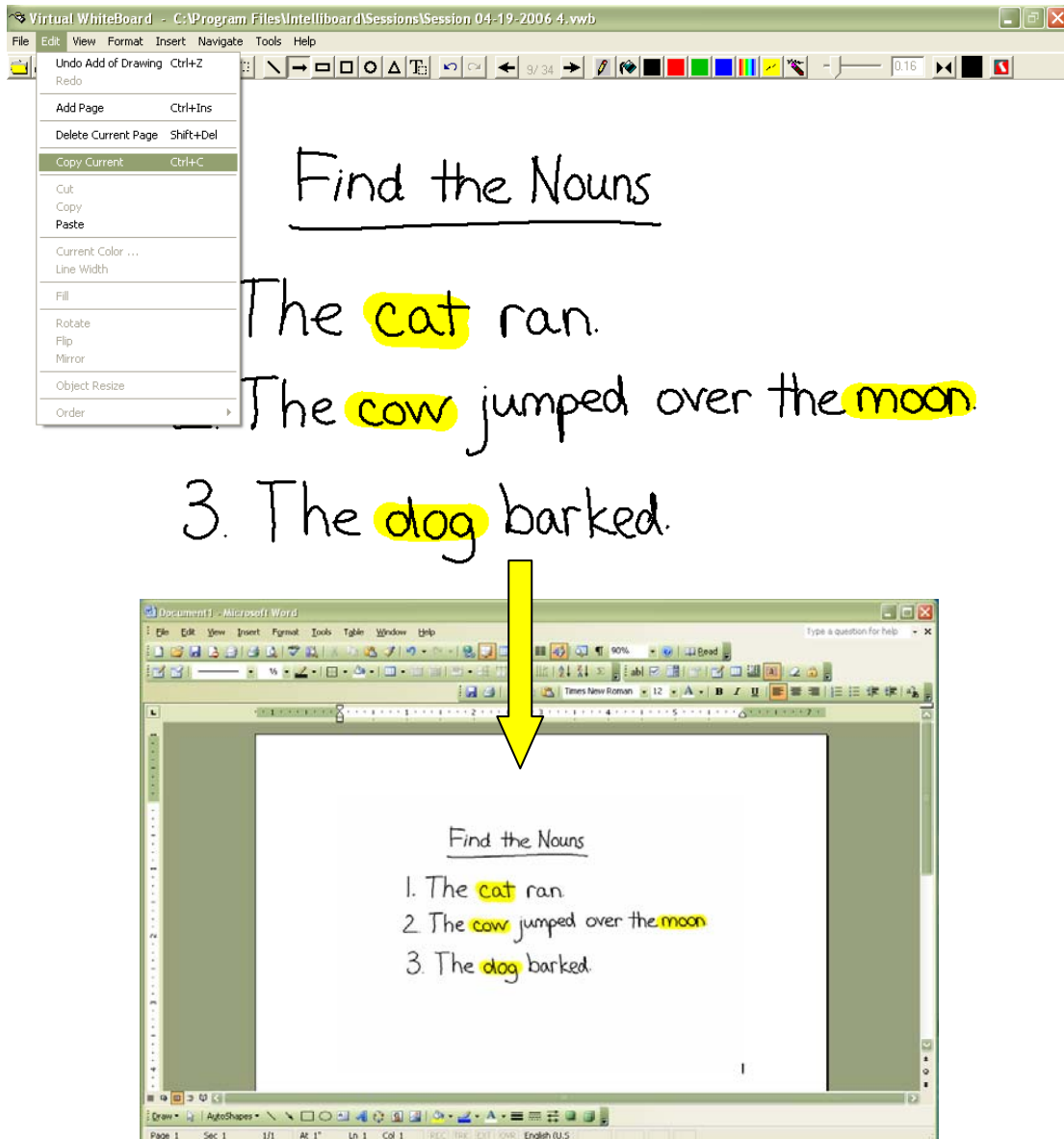
If you want insert VWB pages in a Word document to create a handout, test or quiz or to just add text around your notes, there are two methods to do this. Remember: you **must** have the document open prior to beginning the process.

Method 1:

1. Select **<Edit>** from the menu bar.
2. Choose **<Copy Current>**. Your current VWB page is now saved to the clipboard. **Note:** Only the displayed page of the session has been copied.

3. Return to the open document in Microsoft Word.
4. Select **<Edit>** from the menu bar and choose **<Paste>**.

(This same copy and paste techniques can be used through the **Thumbnail Viewer** if this is more efficient for you.)



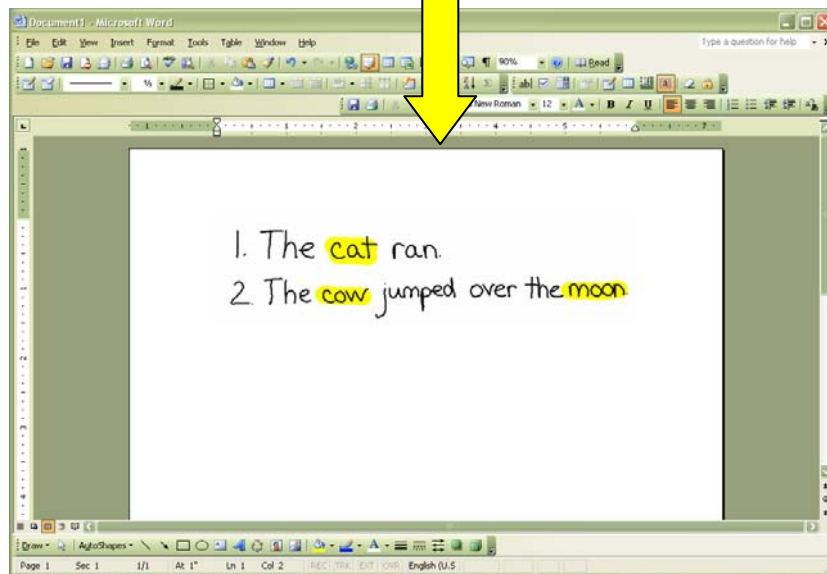
Method 2:

1. Open a Word document first.
2. In VWB, select the area you want to copy with the **Select Area Tool**.
3. Once you have selected your desired area, click on the **Copy** or **Cut Icon**. Your selected area will be copied to the Microsoft Clipboard. **Note:** You can also right click once you've selected the desired area to access the drop down menu's "cut" and "copy" options.
4. Return to the document in Microsoft Word
5. Select **<Edit>** from the menu bar and choose **<Paste>** or simply click on the **Paste Icon**.



Find the Nouns

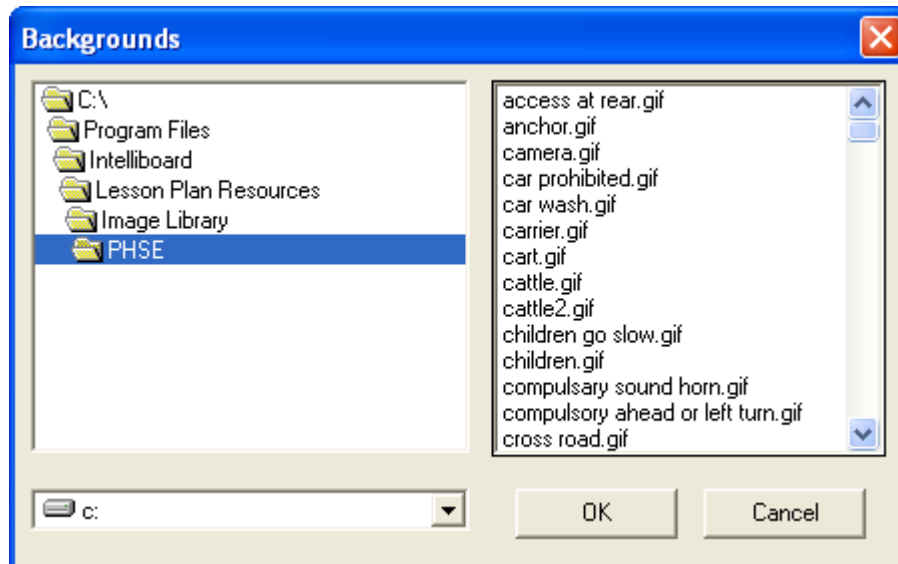
1. The **cat** ran.
2. The **cow** jumped over the **moon**.
3. The **dog** barked.



Changing the Background


Method 1:

1. Click on **<Insert>** from the menu bar, then **<Backgrounds>**. Browse to the Image Library or any image you have on your computer or network drive.



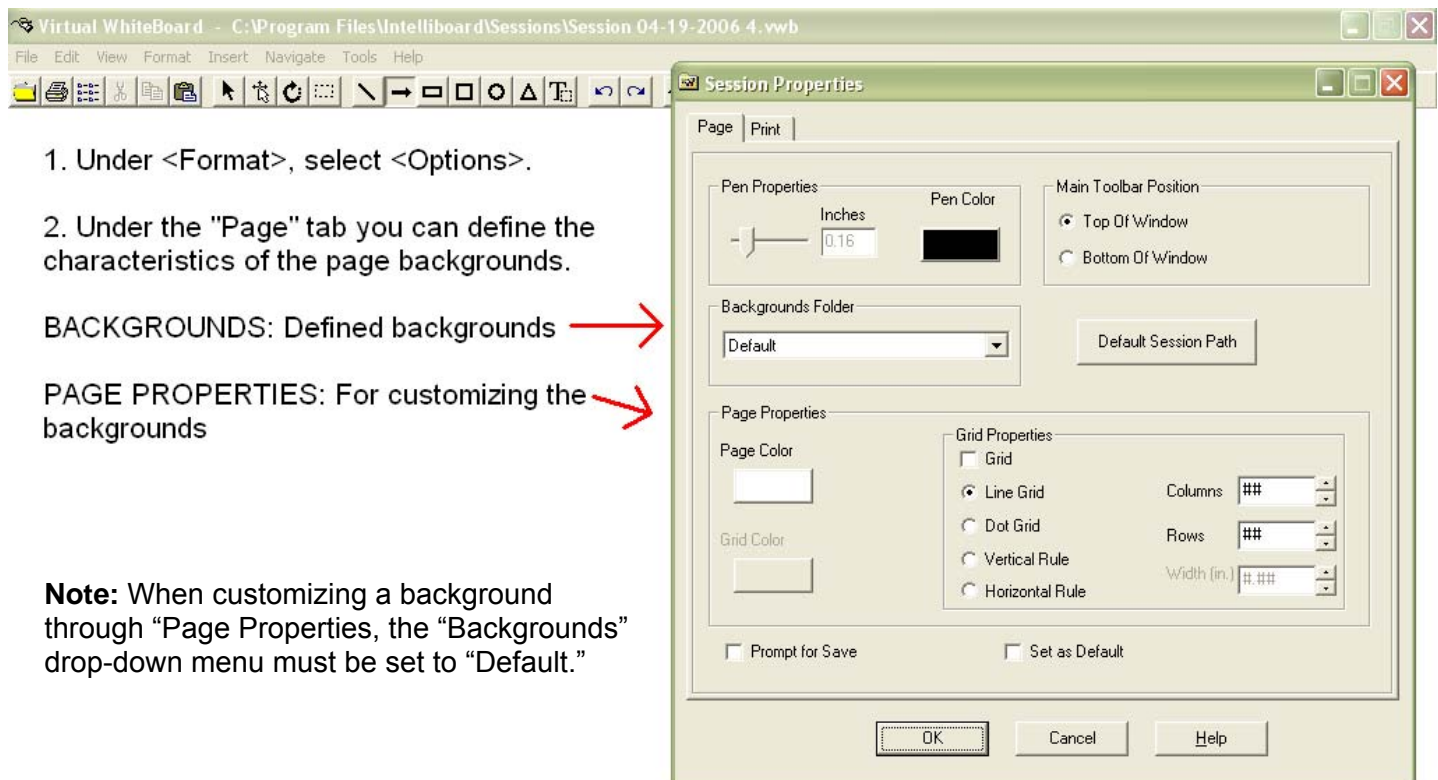
2. Click on the desired folder and then click the OK button.



3. To select a background, click on the image and drag it to the session page **OR** double click on the image.
4. Different color backgrounds can also be selected by clicking on the icon  and selecting a color.

Method 2:

1. Click on **<Format>** from the menu bar, then **<Options>**. The Session Properties dialog box will appear.
2. Under the **<Page>** tab, click the down arrow under **<Backgrounds>**.
3. Click on the background of your choosing.
4. Select **<OK>**
5. The new background will take effect on the CURRENT page and on any NEW pages added to the session until the background is changed again.

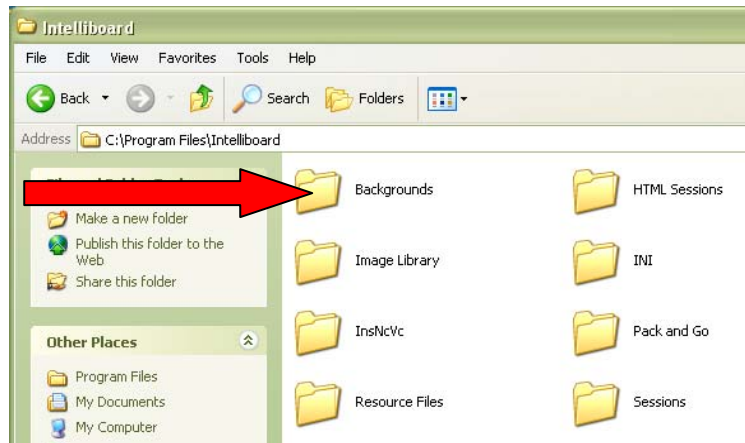


Take a few minutes and select each of the backgrounds and experiment with how the pens look on each background. This will help you to discover all of the available options.

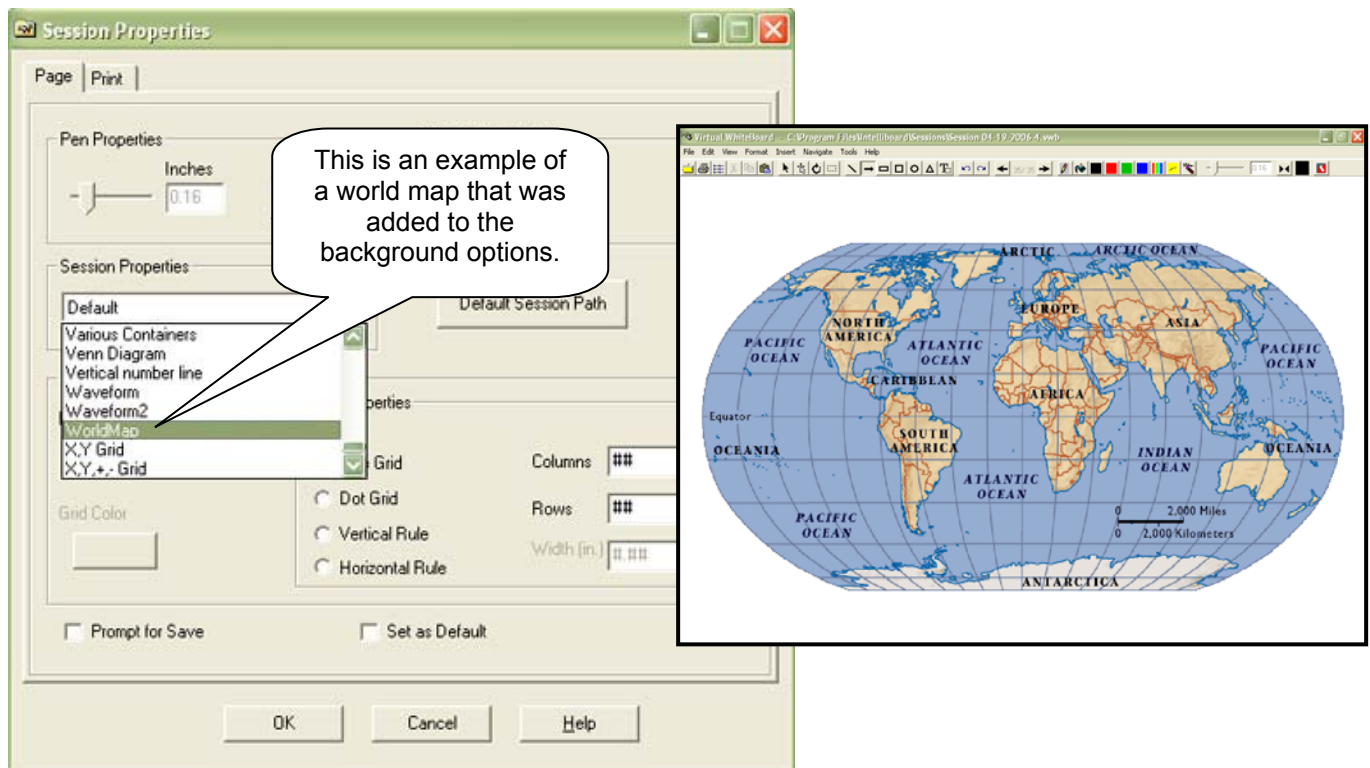
How to Add Backgrounds to VWB

You can insert additional backgrounds in VWB. The image formats that can be used for backgrounds are the following: .bmp, .jpg, .wmf, .emf, .png, .pct, .pcx and .tga. It is recommended that you use smaller-sized images to keep the overall VWB file size manageable.


1. You will need to first copy and paste your image into the **Backgrounds** folder. The path to Backgrounds is: **My Computer > C:\ > Program files > Intelliboard > Backgrounds**.














2. You may then change the background of your VWB page to your new image by following the steps in the section above, "Changing the Background." **Note:** VWB will automatically resize the image to the full VWB screen, so there is no need to manipulate the physical size of the image before copying and pasting it into the Backgrounds folder.








Playback Features

VWB has a <Playback> feature that allows you to replay an entire session file or a selected page in real time or a user selected time interval. To activate the <Playback> feature, click on this toolbar icon. 

The functions of the icons on the Playback Toolbar are:

	Play Session	Replays all the annotations on an entire Virtual WhiteBoard session.
	Play Page Forward	Replays all the annotations on a Virtual WhiteBoard page. Note: You must select the page(s) through the Thumbnail Icon (on the Playback Toolbar) before activating the Play Page Icon.
	Stop	Quits Playback Mode and returns user to the active Virtual WhiteBoard session.
	Pause	Pauses the Playback Mode.
	Play Page Backward	Replays all the annotations on a Virtual WhiteBoard page backwards. Note: You must select the page(s) through the Thumbnail Icon (on the Playback Toolbar) before activating the Play Page Backward Icon.
	Play Session Backward	Replays all the annotations on an entire Virtual WhiteBoard session backwards.
	Thumbnail Viewer	Opens a viewer that displays each session page of the VWB file.
	Playback Timer	Allows the viewer to adjust the playback time for each object on the session page. The default playback time is set for real time.
	Save Snapshot	Captures and saves the screen image. A prompt will appear to indicate that the snapshot has been taken.
	View Snapshots	Opens a viewer so all the snapshot images may be seen at one time. Selecting a particular image will magnify the snapshot to full screen.
	Go Back	When in viewing a magnified snapshot image, Go Back will return the screen to normal View Snapshot Mode. When in normal View Snapshot Mode, Go Back will return the screen to normal Playback Mode.

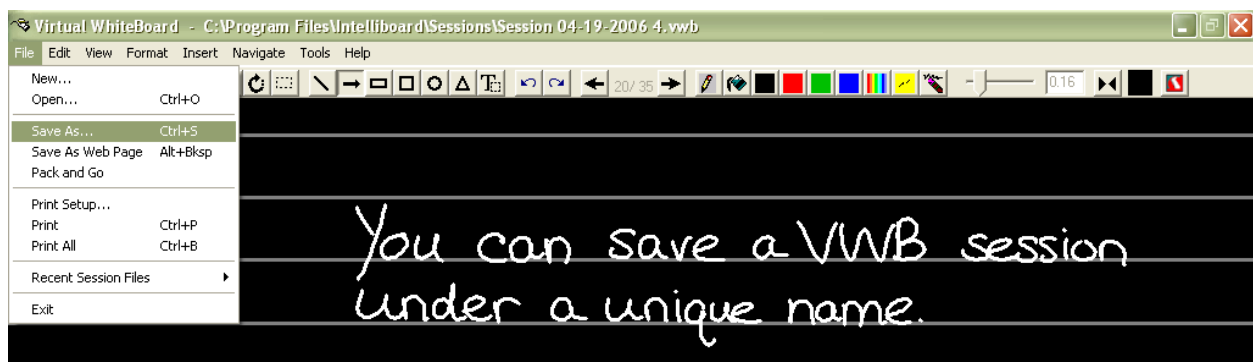
1. The default playback time is real time. This means that the VWB page(s) will be replayed in the same time frame that you wrote your annotations. It is possible to speed up or slow-down the replaying of your annotations through the **Playback Time Icon**. 
2. You may take a snapshot of the VWB page as it is being revealed. This feature is beneficial if you need to take a closer look at your notations. After you select the **Snapshot Icon**,  a dialog box will appear indicating that the Snapshot has been taken. Click <OK> to return to the Playback mode. To continue replaying your annotations, press the Play button again.

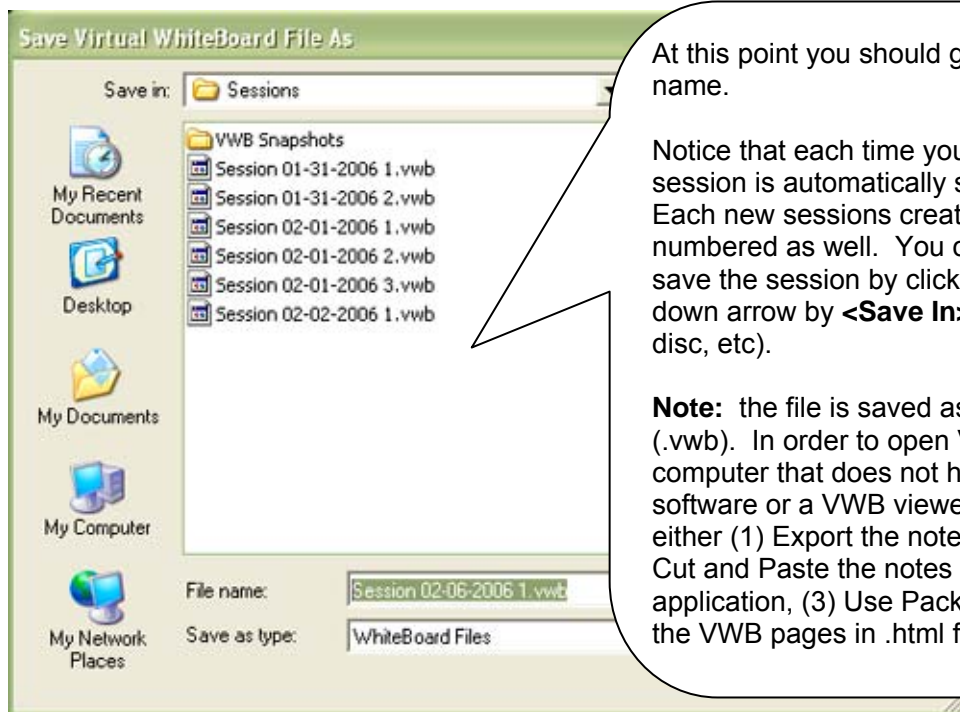
3. You may view all your snapshot images through the **Snapshot Viewer**.  Simply select the **View Snapshot Icon** to open the viewer. Clicking on the window of a particular snapshot will magnify the image to full screen. The snapshots can also be saved as a separate VWB file by selecting **<File>** and then **<Save As>**. The default file path for the saved snapshot session files is **My Computer > C:\ Drive > Program Files > Intelliboard > Sessions > VWB Snapshots**.
4. To return to the **Snapshot Viewer**, select the **Go Back Icon**. The Go Back Icon will also return you to Playback mode. **Note:** Playback features may only be used for viewing already created VWB pages. You may not add notations to your pages in this mode. To continue adding notes to your VWB pages, exit out of Playback Mode.
5. The Thumbnail Viewer displays each page of the session file. To select a specific page, place the Pen over the page and click the pen tip. The contents of the selected page can be replayed by selecting the **Play Page Forward**  or **Play Page Backward Icons**  on the playback toolbar.

Saving Your VWB Files

All sessions are automatically saved as a “date-stamped file” in the **Sessions** folder on your computer's hard drive. However, saving your work as a specific name will be helpful in using the notes for another class or later in the year. To save your work under a new name, follow these steps:

1. Select **<File>** from the menu bar.
2. Under **<File>** select **<Save As>**.





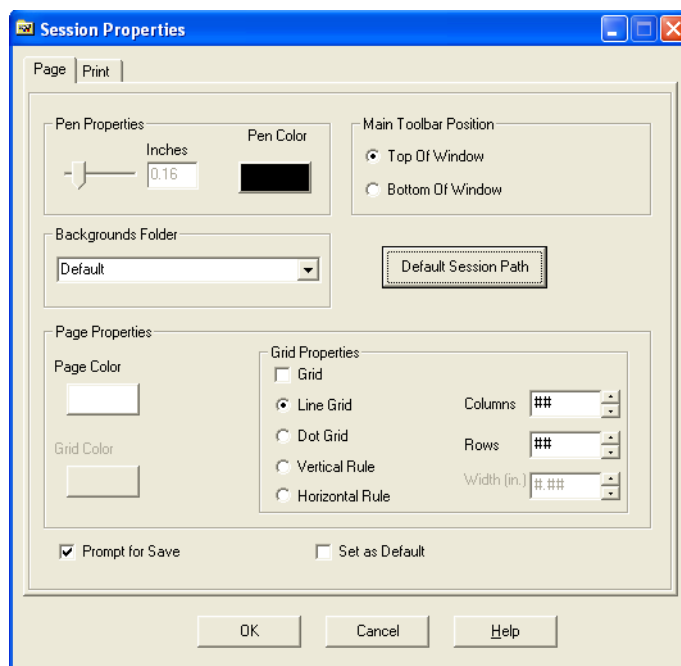
At this point you should give your session a name.

Notice that each time you use the board, the session is automatically saved by the date. Each new sessions created that day, is then numbered as well. You can choose where to save the session by clicking on the drop-down arrow by **<Save In>** (C:/ Drive, floppy disc, etc).

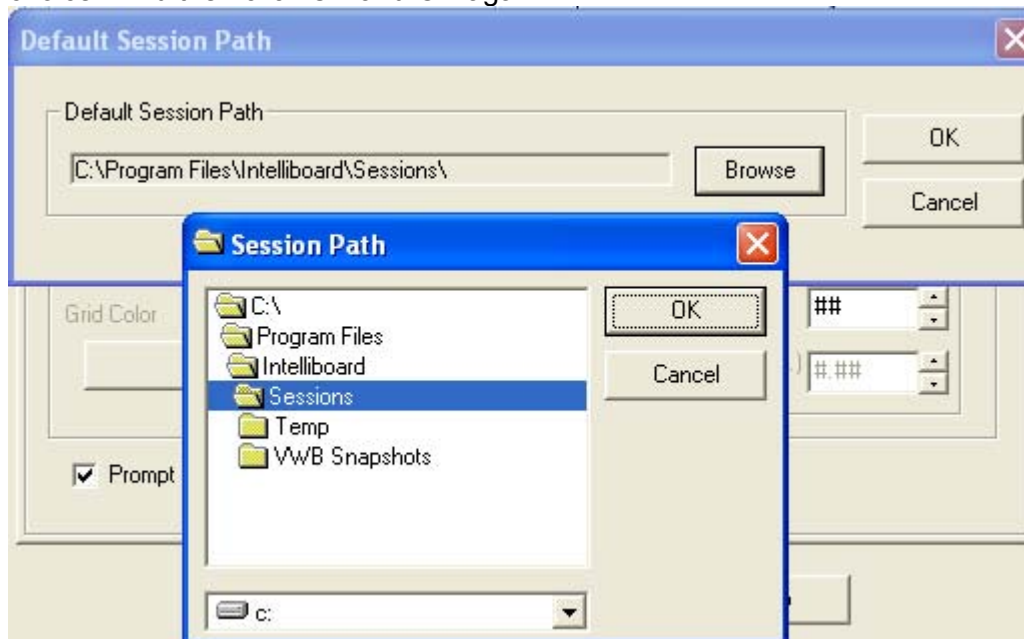
Note: the file is saved as a whiteboard file (.vwb). In order to open VWB notes on a computer that does not have Intelliboard software or a VWB viewer, you will need to either (1) Export the notes as a picture (2) Cut and Paste the notes into another application, (3) Use Pack & Go or (4) Save the VWB pages in .html format.

We highly recommend that you give your sessions a unique name so that you'll be able to find and manage them easily. Date stamp files can clutter up your folders and you want to be able to organize and clean out files as necessary.

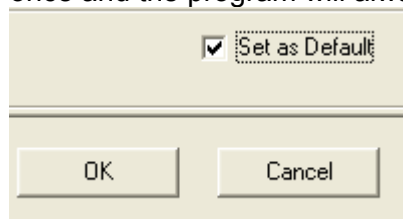
The default for saving sessions is **C: > Program Files > Intelliboard > Sessions** folder. Many teachers prefer to save their work to a network drive so that files are not lost if their computer crashes. You can set a new default folder for your sessions by using the **File / Options** drop down menu on your VWB toolbar to launch the Session Properties dialog box.



Click the Default Session Path button and then click the Browse button and browse to the location of your choice. And then click OK and OK again.

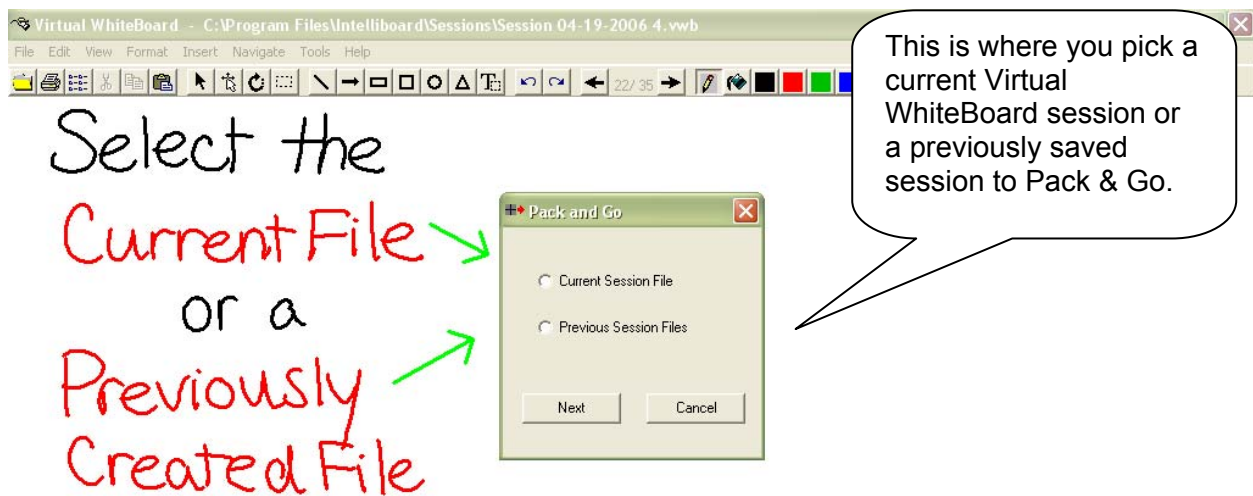
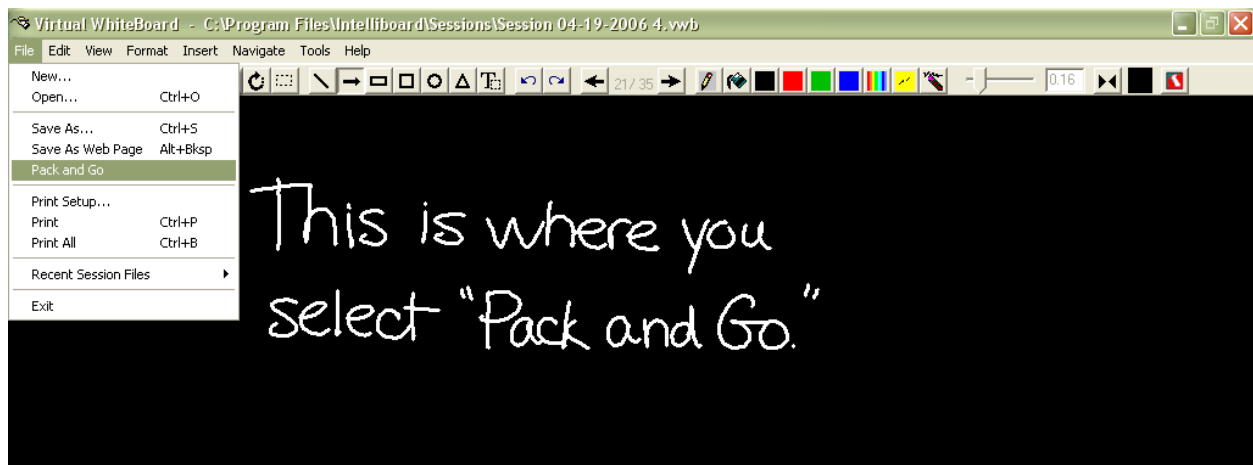


If you always want your sessions saved to this path, be sure to click the Set as Default button in the Properties box. You only need to do this once and the program will always remember the path.



Pack & Go in Virtual WhiteBoard

Pack and Go allows a Virtual WhiteBoard session to be compressed and saved into a single file for exporting to other computers. A Pack and Go file is an executable file that can be emailed or burned onto a CD Rom and does not require the Virtual WhiteBoard application at the remote end in order to view. However, if the receiving computer does not have the VWB application installed, the free VWB Viewer software will need to be installed. We do not recommend emailing the VWB Viewer because it is a very large file, but it can be burned to a CD. Once the VWB Viewer is installed on the "recipient's" computer, you can send subsequent Pack and Go files without the need to send the VWB Viewer again. The VWB Viewer can be found in **My Computer > C:\ > Program Files > IntelliBoard > VWB Viewer**.



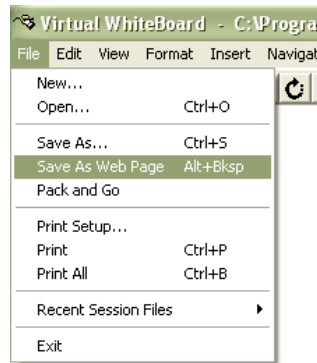
Pack and Go files are saved in My Computer> C:/ Drive> Program Files> Intelliboard > Pack and Go. This is where you will go to locate a file to attach to an email. To open a Pack and Go file sent via email, simply double click on the file. The file is self-extracting.

To view the self-extracted VWB file, you will need to have the VWB application (this is installed on a computer when the Intelliboard software is loaded on a computer) OR the VWB Viewer installed on your computer. The VWB Viewer may be attached to the email along with the Pack and Go file. (The VWB Viewer is found at My Computer> C:/ Drive> Program Files> Intelliboard > VWB Viewer). You may also download the VWB Viewer application from the Numonics website Driver page under the "Virtual WhiteBoard (VWB) Viewer" heading at: http://www.interactivewhiteboards.com/www/support_driverslist.htm. The VWB Viewer is an executable file that will automatically install on a computer once it is opened.

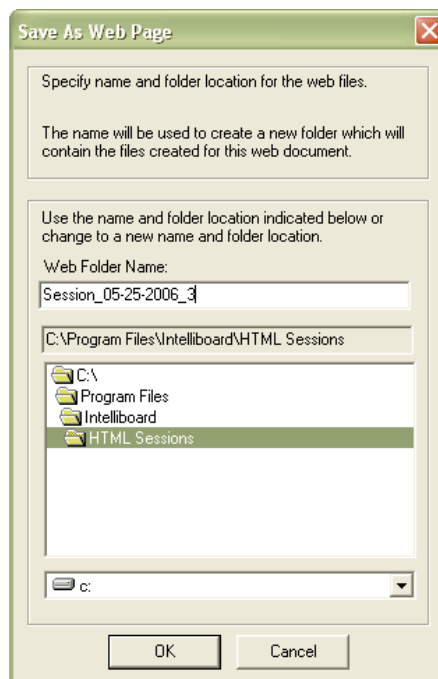
Converting VWB Files to HTML Format

This option will save the VWB session file as an .html compatible format. The **Web Folder** will contain all of the necessary files for posting or reviewing the session with Microsoft Internet Explorer.

1. While in the VWB session you wish to convert, select <File> and <Save as Web Page>.

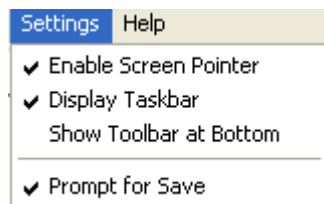


2. A window will appear with the default location as the Intelliboard folder. You can also browse to save it in a different location, if you choose. You can also rename the file at this point, if you so desire.



3. Click **<OK>**. The .html file name will be the same as the VWB session file name. You can now post your VWB session on the Internet!

Settings Drop Down Menu



When you first install the software, none of these options is checked. We recommend checking the following options:.....

- **Enable Screen Pointer**, but this is a matter of user preference.

- **Display Taskbar.** The enables you to easily navigate to other open applications without minimizing the virtual whiteboard session.
- **Prompt for Save.** When you close out a VWB session, you be asked if you're sure you want to quite. Click Yes or No as appropriate. Then you'll be asked if you want to save the session. If you're just practicing, you may not want to save the session, so you can choose NO. OR if you have a session that you've annotated but want to save the original choose NO again. The best way to save original sessions and also keep the annotated session is to use the File > Save As option from the toolbar File drop down menu.
- **Show Toolbar at Bottom.** If your board is mounted to high or you want younger students to be able to interact with the board, you can choose to show the toolbar at the bottom. However, with this option selected, you lose the ability to display the task bar. This is a matter of user preference.

V: THE SOFTKEYS

Basic Information about Softkeys

There are 20 Softkeys along each side of the interactive whiteboard. The Softkeys software and the VWB software are two separate software applications. All the softkeys except (9) Clear Screen work in the VWB software as well as any other application you might be using.

What are the "Factory Default" Softkeys?

"Factory Default" Softkeys

- 1: Next
- 2: Previous
- 3: End show
- 4: Annotation Pen - Red
- 5: Annotation Pen - Black
- 6: Highlighter
- 7: Timer
- 8: Eraser
- 9: Clear screen
- 10: Reveal
- 11: Spotlight
- 12: Zoom
- 13: Applause
- 14: Virtual keyboard
- 15: Snapshot
- 16: Home Page URL
- 17: Subliminal Message
- 18: Intelliboard Selections
- 19: Launch VWB
- 20: Calibrate Intelliboard



Note: you have the ability to change the “factory default” Softkeys and customize them to your liking; you are not confined to the above. Also, you do not need to memorize the Softkeys. If you simply hover or hold the pen over the Softkey, the function will be displayed. This mimics how your mouse works if you hover over a toolbar function in MS Word, for example. Here is a quick sample of how you may use the Softkeys:

1. **Annotation Pen:** With the Presentation Tools Annotation Pen, you can write over top of any Windows screen. If you are using the Internet, you can write on the web page to help reinforce your point. As you may be aware, annotating during a lesson or meeting increases retention rates. Here are a few things to note about the Annotation Pen: You can change the pen color and width and have your annotations retained on the screen or have them disappear after the tool has been dropped.
2. **Reveal:** Many times individuals just want to copy all notes and not listen to the discussion. Perhaps while using an overhead projector you used a piece of paper to slowly reveal the information. The Reveal function works in the same way. Write some information on the VWB. Next click Softkey 9 and you will notice the screen is dark. As you drag the pen down the screen, your information is slowly revealed.
3. **Zoom/Spotlight:** These two keys can help individuals focus on one area of the screen. In Zoom the area will become larger so the people in the back can see your point more clearly. Spotlight will darken the whole screen except for a certain section. This feature is helpful for looking at maps, pictures, or other detailed items. To use these Softkeys, click on Softkey 11 for Zoom and Softkey 10 for Spotlight and place the Pen on the board where you want the tool to take effect.

Note: Using the Spotlight softkey, just hover the pen lightly and move the spotlight around the board. Click the pen into the board and drag to change the size and shape.

Note: To de-select or drop a Presentation Tool, hover over the board and right click. Another option to de-select a Softkey is to press Default Softkey 3 (Stop/Escape) to return the Pen to mouse functionality or to select another Softkey, which will automatically drop the previous Softkey.

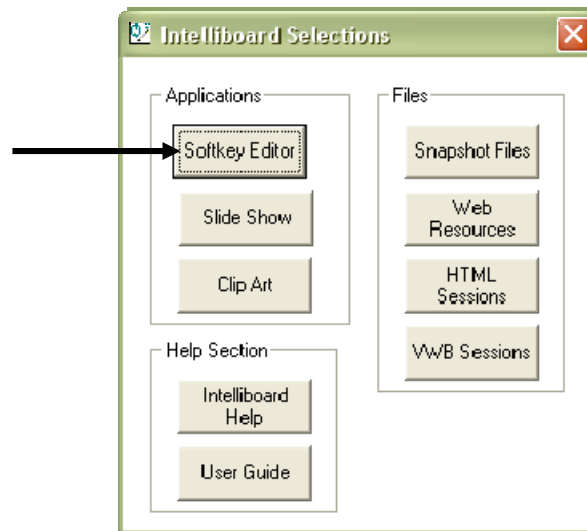
Dynamically Redefining Softkeys

You can dynamically redefine a softkey at any time simply by holding the pen near the softkey and depressing the upper end of the right mouse click to bring up the properties dialog box. Make your changes and click OK. When dynamically redefining softkeys, they will remain set until you restart your computer, at which time they will revert back to the factory settings.

Permanently Redefining Softkeys

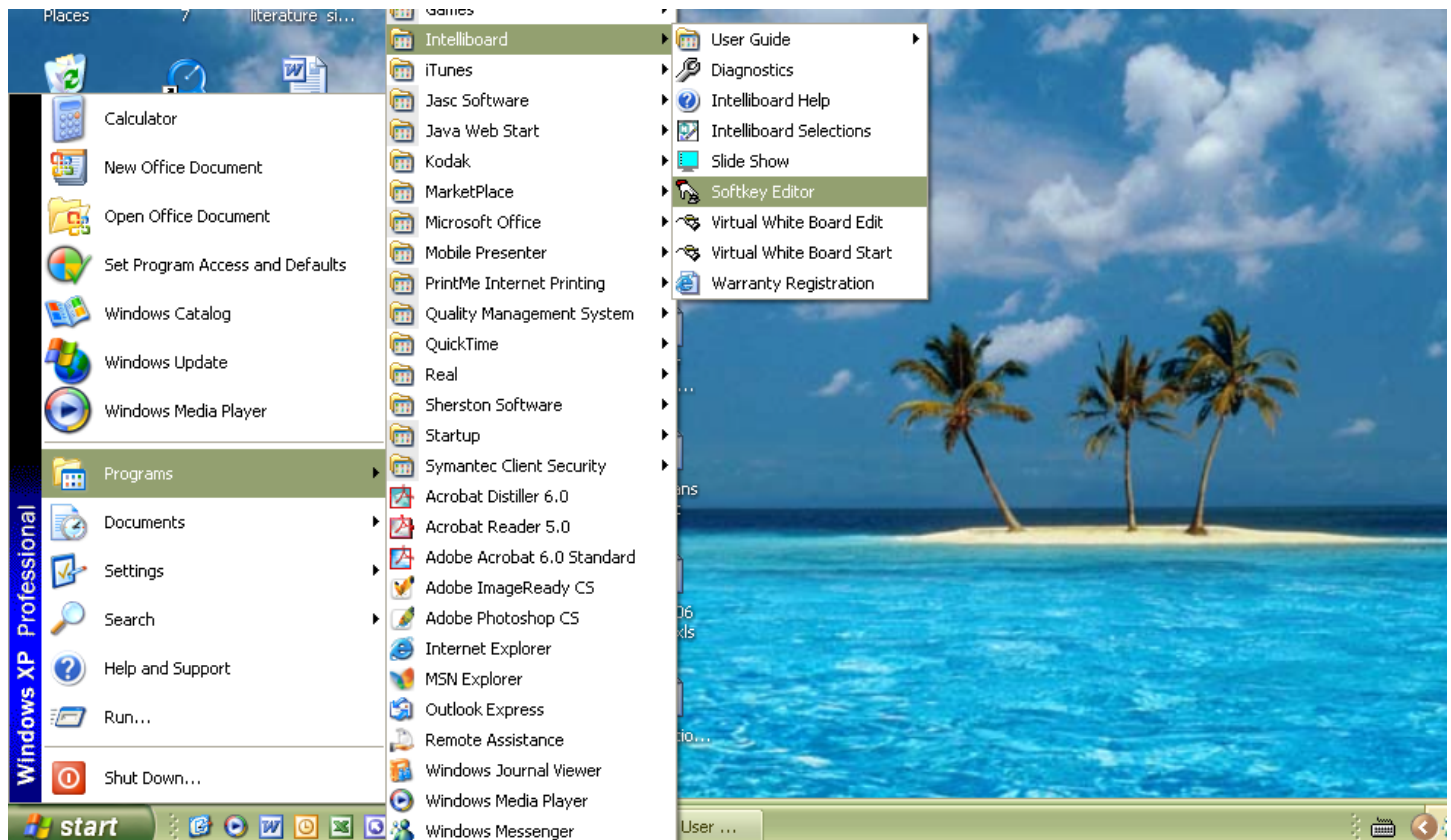
Accessing the Softkey Editor and Editing the Softkeys

There are several ways to open the Softkey Editor. The fastest way is to select the **<?> Softkey**. The **Intelliboard Selections** dialog box will appear. Click on **<Softkey Editor>**.

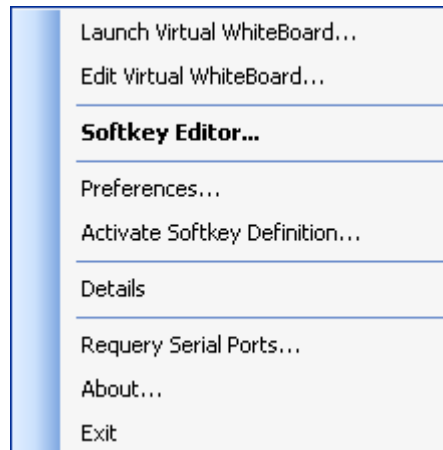


Your second option is to access the **Softkey Editor** through the Start Menu.

1. From the Start Menu, select **<Programs>**.
2. Select **<Intelliboard >**.
3. Select **<Softkey Editor>**.

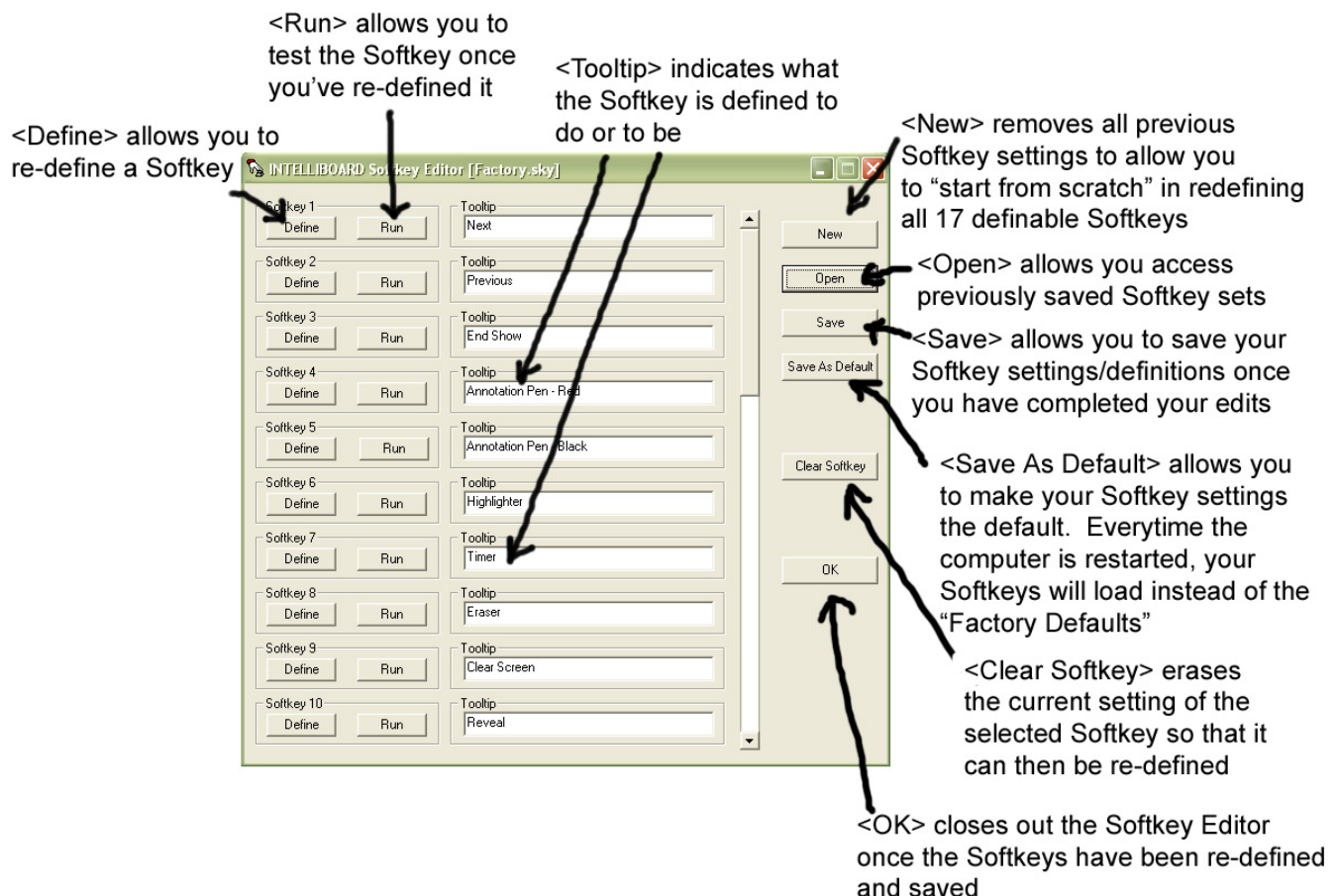


Your third option is to right click the Green Numonics Icon at the bottom right of your screen (in the systems tray), and select <Softkey Editor>.



Once in the Softkey Editor

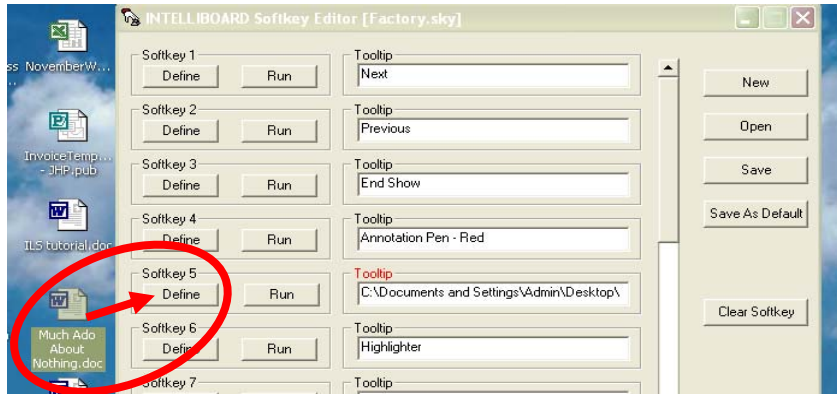
The Softkey Editor may look a little intimidating when you first open it, but it is very simple to use once you know the basics. Let's begin with defining the various components.



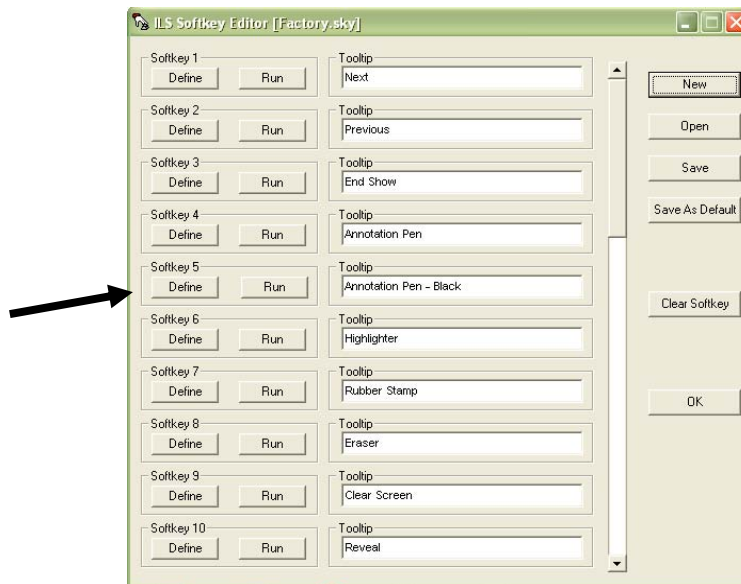
Defining Softkeys with Softkey Editor

You will not be able to change Softkeys 18, 19 or 20, as these are permanently assigned to the Intelliboard Selections, Virtual WhiteBoard and Calibration functions, respectively. However, for Softkeys 1-17, you have two options for redefining them.

1. The first option is “Drag and Drop.” To redefine a Softkey using this method, you simply click on the file you wish to use to redefine your Softkey, drag it to the **<Define>** button. Once the “Shortcut Arrow” appears, drop it (i.e., release the Pen tip).

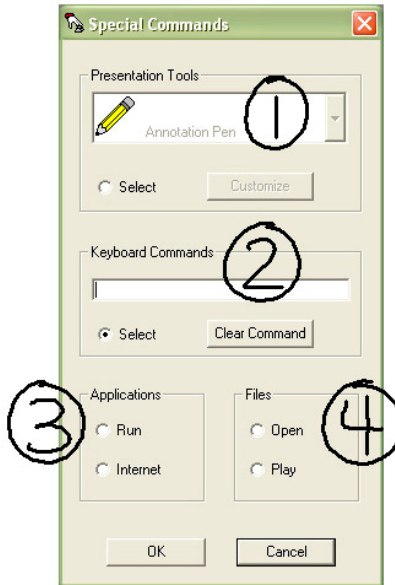


2. The second option requires you to click on the **<Define>** button of the Softkey you wish to redefine.



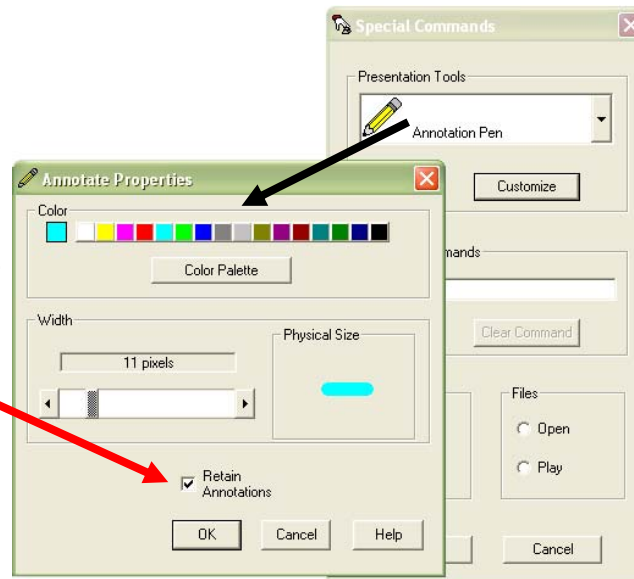
When you click on **<Define>**, a **Special Commands Menu** will appear as shown below. You have four categories of features that you can assign to your Softkey:

1. **Presentation Tools** for making your presentation more exciting and informative.
2. **Keyboard Commands** that expedite certain functions within many applications.
3. **Applications and Web Pages** that are used frequently and would be handy to have one click away at any given time.
4. **Individual Files and Media Clips** for quickly accessing specific files / documents that pertain to your lessons or presentations.

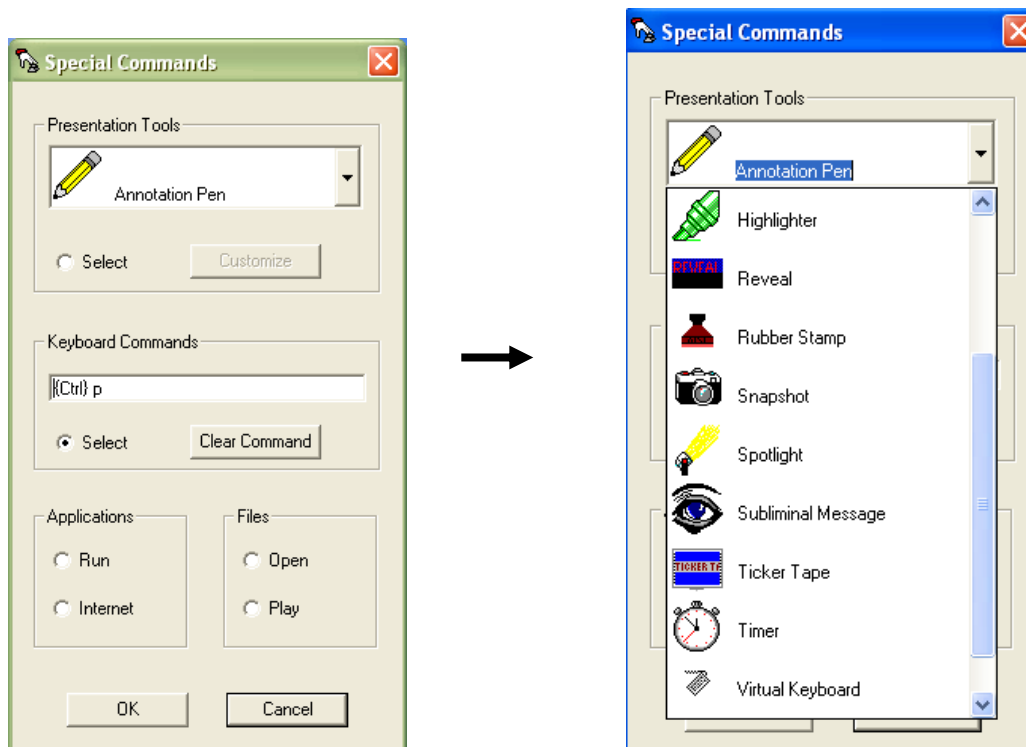


To Redefine a Presentation Tool: Click on the **<Select>** button in the Presentation Tools box, use the drop-down menu to select the tool that you want and then customize it.

Note: To keep your annotations on the screen, make sure that the “Retain Annotations” box is checked. Otherwise, the annotations will drop off the screen after the tool is dropped.

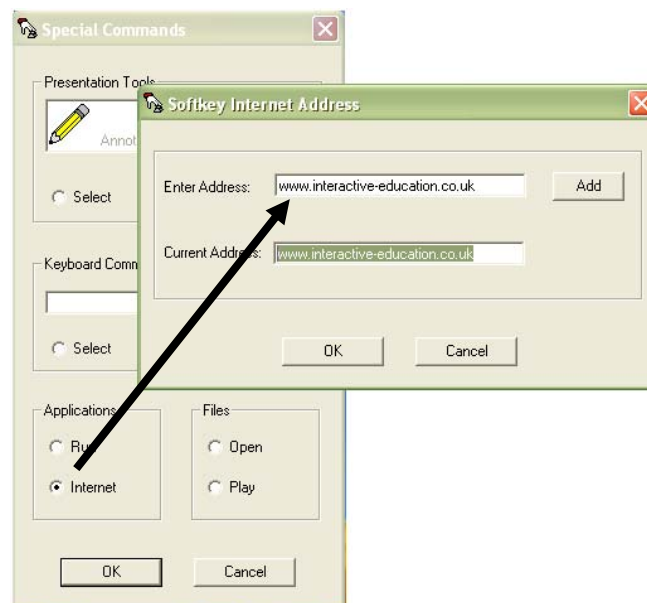


For Keyboard Commands: Click on **<Select>** and type in a number of common keyboard commands. For example, holding down the “Ctrl” button on your keyboard while you hit another key, such as “Ctrl” then “P” which is the general Windows print command. **Note:** In most case, the help facility of your application software will list the keyboard shortcut commands for that application.



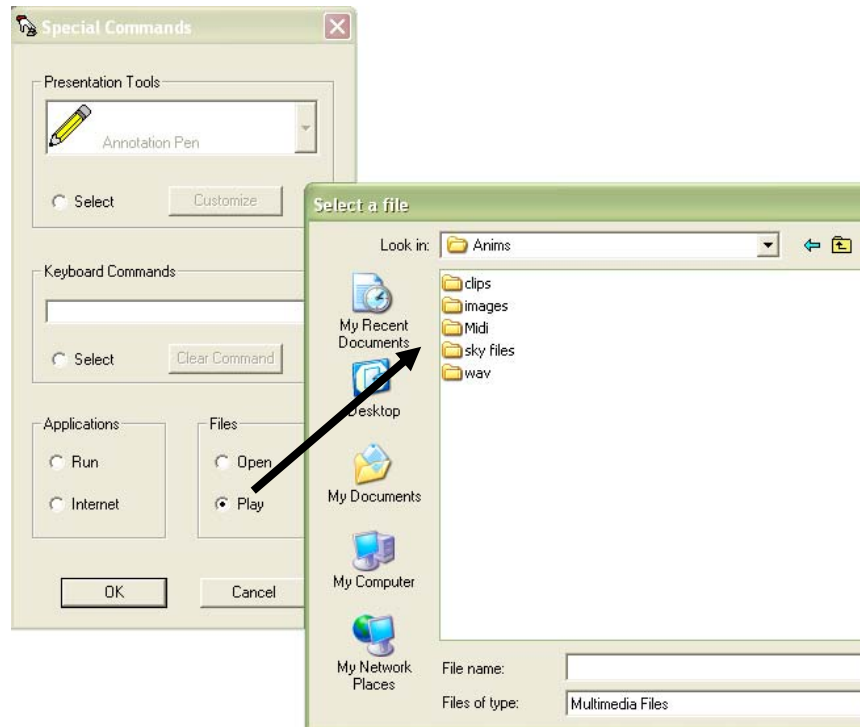
Click the down arrow next to Annotation Pen in the Presentation Tools window to find other available tools to use, such as Subliminal Message and Ticker Tape.

For Applications and Web Pages: Choose **<Run>** to browse for an application, such as Word or Excel, to be launched by the Softkey. Most application files can be found in your computer's Program Files on your hard drive (.exe files). Select **<Internet>** and define the Softkeys to launch a web site at the click of a button. Type in the web site's complete URL and then click "Add" to insert the address in the "Current Address" box. **Note:** Your computer must have Internet access in order to launch any web addresses you add.



For Files and Multimedia Clips: Select **<Open>** to browse your computer for a specific file, such as a particular PowerPoint presentation or Word document, to be launched by the designated Softkey. Choose **<Play>** to browse

for a multimedia clip, such as a video or audio file. The Softkey will launch the multimedia file in whatever player you have designated for such clips.

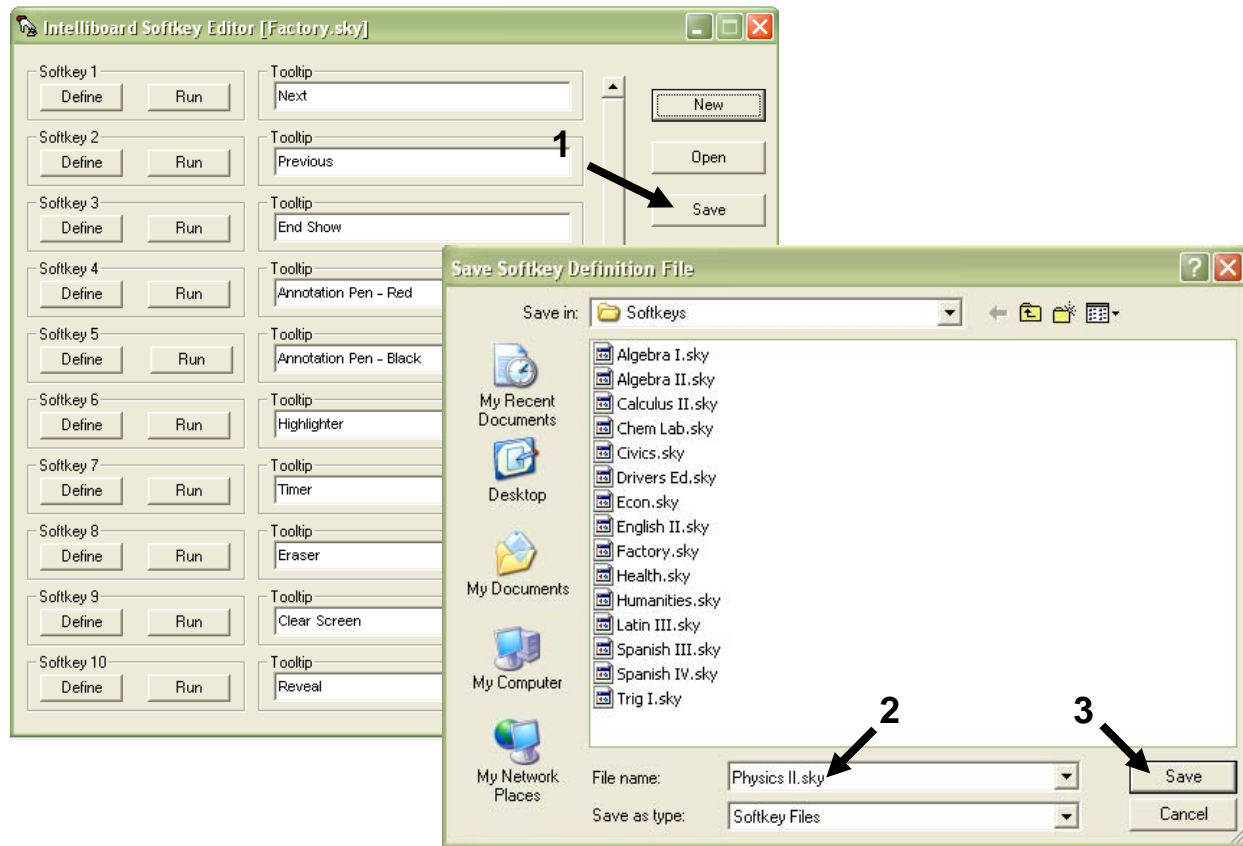


Testing and Saving Softkey Sets

After you redefine a Softkey, you make sure the **Tooltip** is updated. Tooltips are the little “reminders” that pop up when you hover the Pen over the Softkeys. You should also **test** your new Softkey definitions by selecting **<Run>**, next to the **<Define>** button in the Softkey Editor. This allows you to decide if you like the color or size of Presentation Tool or to make sure files or web pages open properly before closing the Softkey Editor.

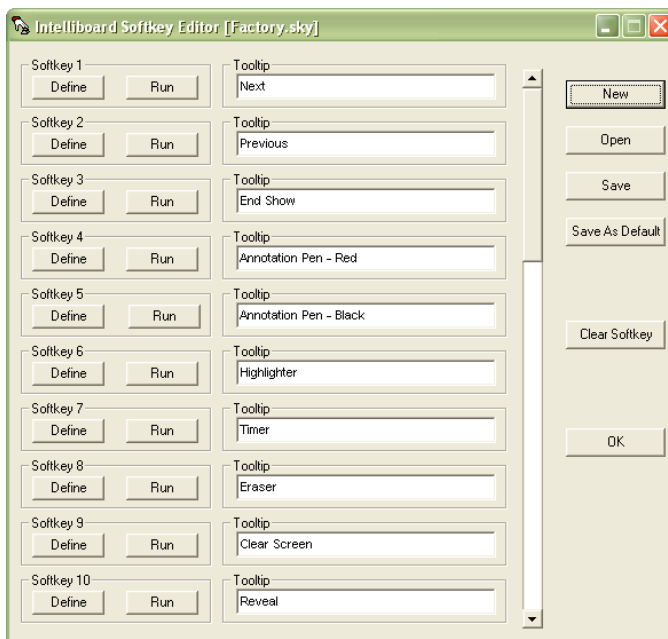
Once you have the Softkeys set to your liking, you must **save** the Softkeys to **activate** them.

1. To save your Softkey set, click **<Save>**.
2. Name your new Softkey set.
3. Click **<Save>** again, and then select **<OK>**. The Softkeys will then be activated.



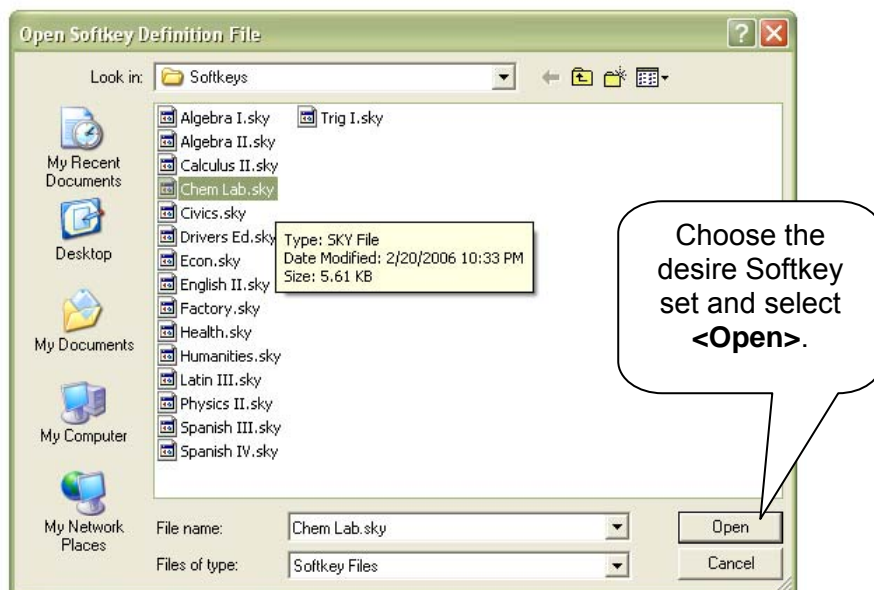
How to Open and Activate Your Saved Softkey Sets

1. After opening the <Softkey Editor>, select <Open>.



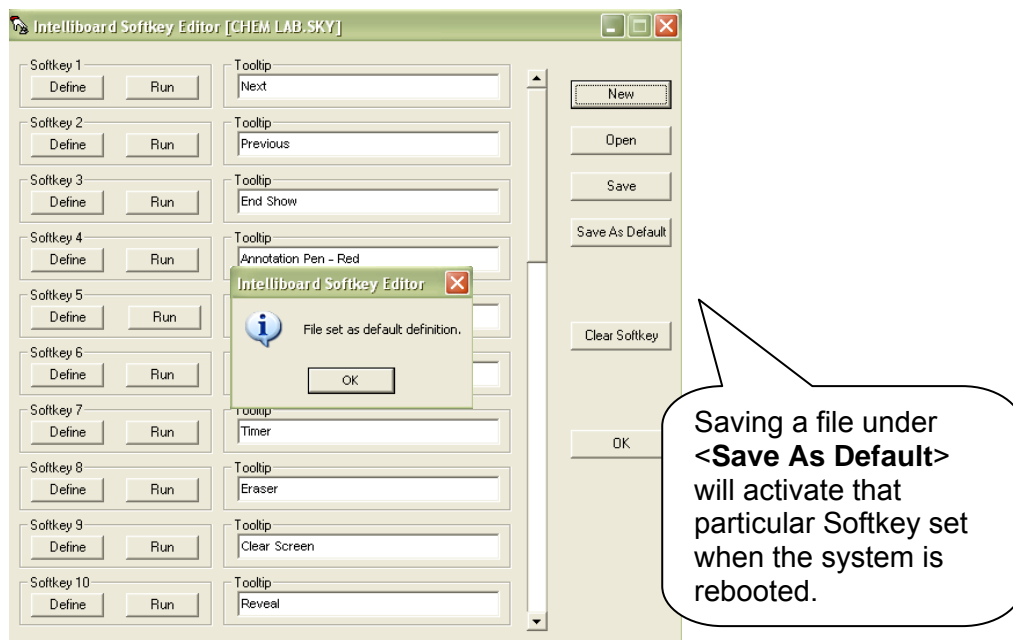
Click <Open> from the Softkey Editor to open the location where Softkey files are saved.

- From the sets of Softkeys, choose the desired set by clicking on the name and selecting **<Open>**. Please note the “factory default” Softkeys are always available.



- Click **<OK>** to activate your Softkey set.

You also have the option to save your Softkeys as the **Default set** so that your Softkeys will open every time the computer is rebooted.

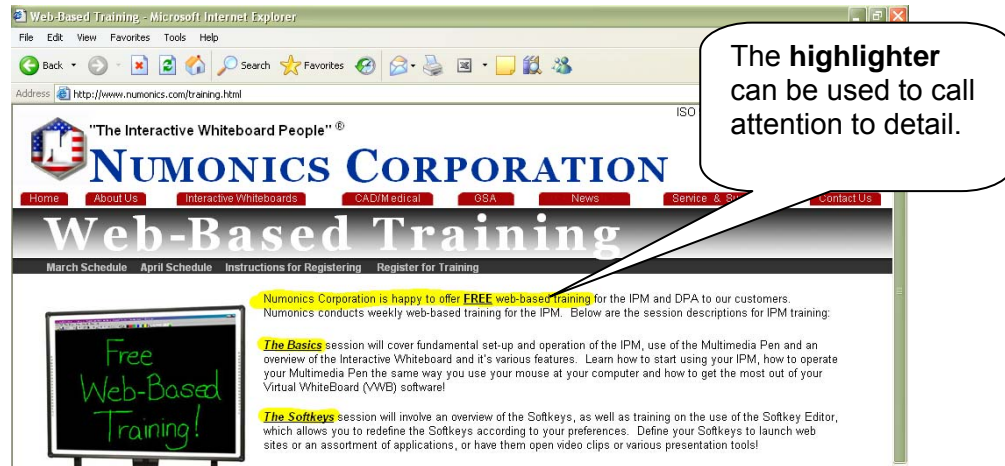


Note: Factory.sky is set as the default and will be activated every time your computer is restarted. If one person uses the Intelliboard more frequently than others and has his/her own set of Softkeys, it may be useful for that person to select **<Save As Default>** to make his/her Softkeys the default Softkeys. This way, his/her Softkeys will be activated every time the computer is restarted.

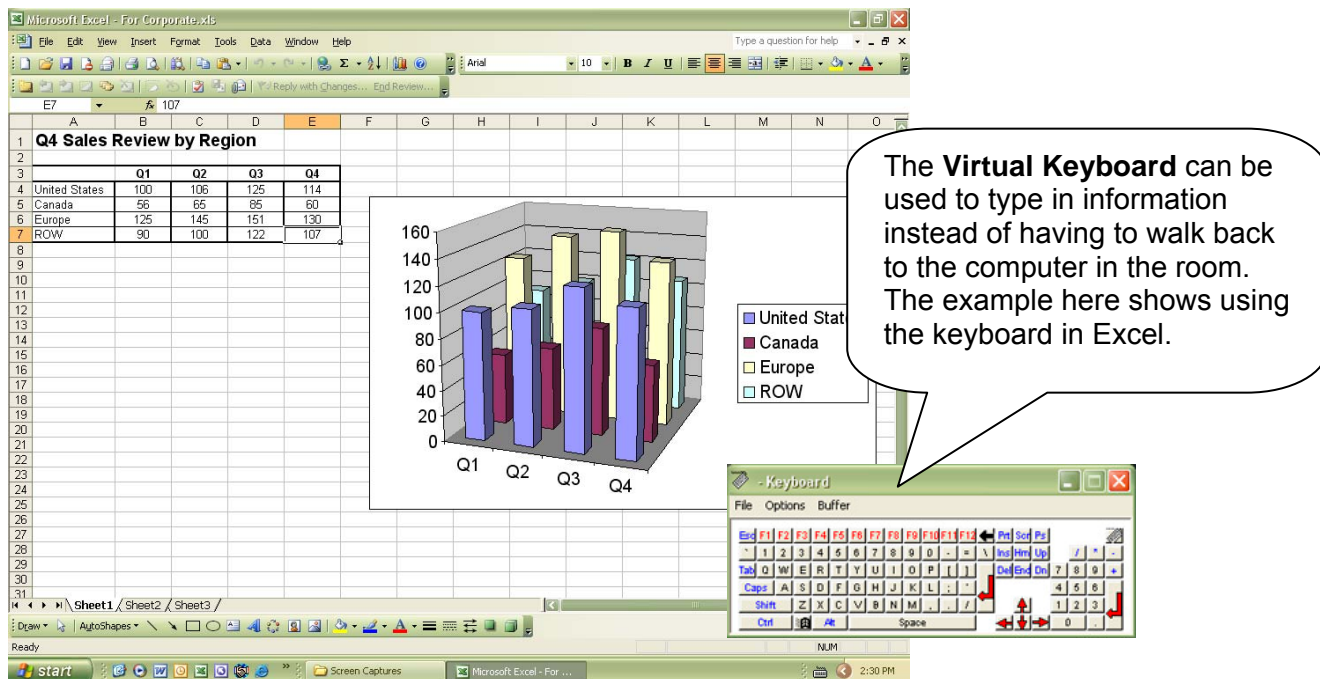
You can overwrite any Softkey sets except for Factory.sky. You cannot overwrite Factory.sky, so it is always available to be re-activated as your Softkey settings.

VI. USING PRESENTATION TOOLS

Here are some examples of how your product will appear after selecting some of the Softkeys linked to presentation tools.



The **highlighter** can be used to call attention to detail.



The **Virtual Keyboard** can be used to type in information instead of having to walk back to the computer in the room. The example here shows using the keyboard in Excel.

	Q1	Q2	Q3	Q4
United States	100	105	125	114
Canada	55	65	85	60
Europe	125	145	161	130
ROW	90	100	122	107

Using the Help Function

Now that you can see a few of the possibilities of the Presentation Tools, read about the rest of the features in **IntelliBoard Help**. Select the **IntelliBoard Selections** from the **<?> Softkey** and then choose **<IntelliBoard Help>**.

Explore making your own set of Softkeys with the different Presentation Tools and other applications. Change pen and highlighter colors; choose a stamp; create subliminal messages; insert a timer or clock; insert a

multimedia clip, a PowerPoint presentation, or perhaps, multiple web addresses. These are only some suggestions as to what you can save in a Softkey!

The Presentation Tools can also be used with software packages. Here are some examples of lesson plans used by teachers and how the Intelliboard was used for their lessons:

This is the **red** Annotation Pen.

Read under "**Presentation Tools**" for a detailed explanation of this amazing software.

What is the **key** word in this sentence?

She arrived at the meeting **barely** on time..

Definition:

A modifier that does not clearly and sensibly describe a word in a sentence is a **misplaced** modifier.

This is the Rubber Stamp.

The screenshot shows a lesson slide with an orange background. On the left, a question asks for the 'key word' in a sentence. The word 'barely' is circled in red, and a red arrow points to it from a speech bubble. On the right, a definition of a misplaced modifier is provided, with the word 'misplaced' highlighted in red. A speech bubble points to this word. A rubber stamp of a key is shown next to the word 'barely' in the sentence. Another speech bubble points to the 'Presentation Tools' section of the software interface.

This is an English lesson on misplaced modifiers. The rubber stamp and red pen features were used to draw attention during this Power Point lesson.

This is the **gray** Annotation Pen.

CAN YOU NAME EACH GENERAL BELOW?

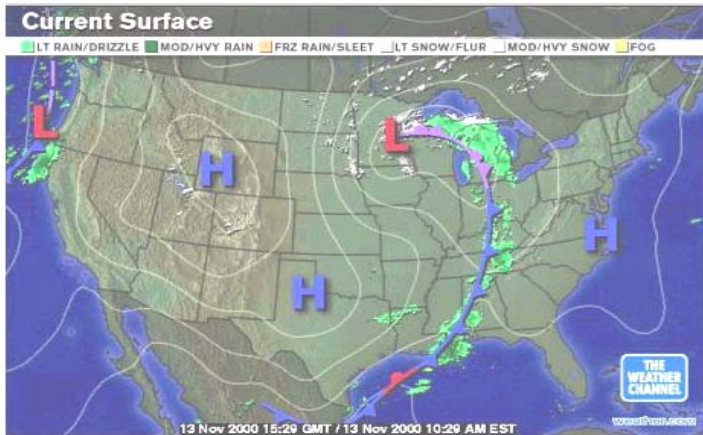
Lee

Meade

This is the **blue** Annotation Pen.

The screenshot shows a lesson slide with a blue background. At the top, a question asks to name two generals. Below the question are two portraits of Confederate and Union generals. The name 'Lee' is written in gray above the first portrait, and 'Meade' is written in blue above the second portrait. Speech bubbles point to these names, identifying the pen colors used. The portraits are framed in gray and blue respectively.

In a social studies power point lesson, the pen colors are changed to match the Confederate & Union colors. As the students answered the questions, the answers were written on the board with appropriate colors.



In a science class, the teacher took a snapshot of a weather map from the Internet, and then used this picture to later annotate using the pens and highlighters.

How to Use Snapshot and Where Do the Snapshots Go?

If you annotate in any software program such as PowerPoint or even the Internet and want to save notes to recall or to print later, use the Snapshot Tool. Follow these steps to take a Snapshot (i.e., picture) of your annotations.

Note: Presentation Tools must be defined to **retain annotations** in order for your annotations to be saved with the Snapshot feature. Otherwise, any annotations on the screen will disappear before the Snapshot is taken. See **page 47** for more information.

Using Snapshot

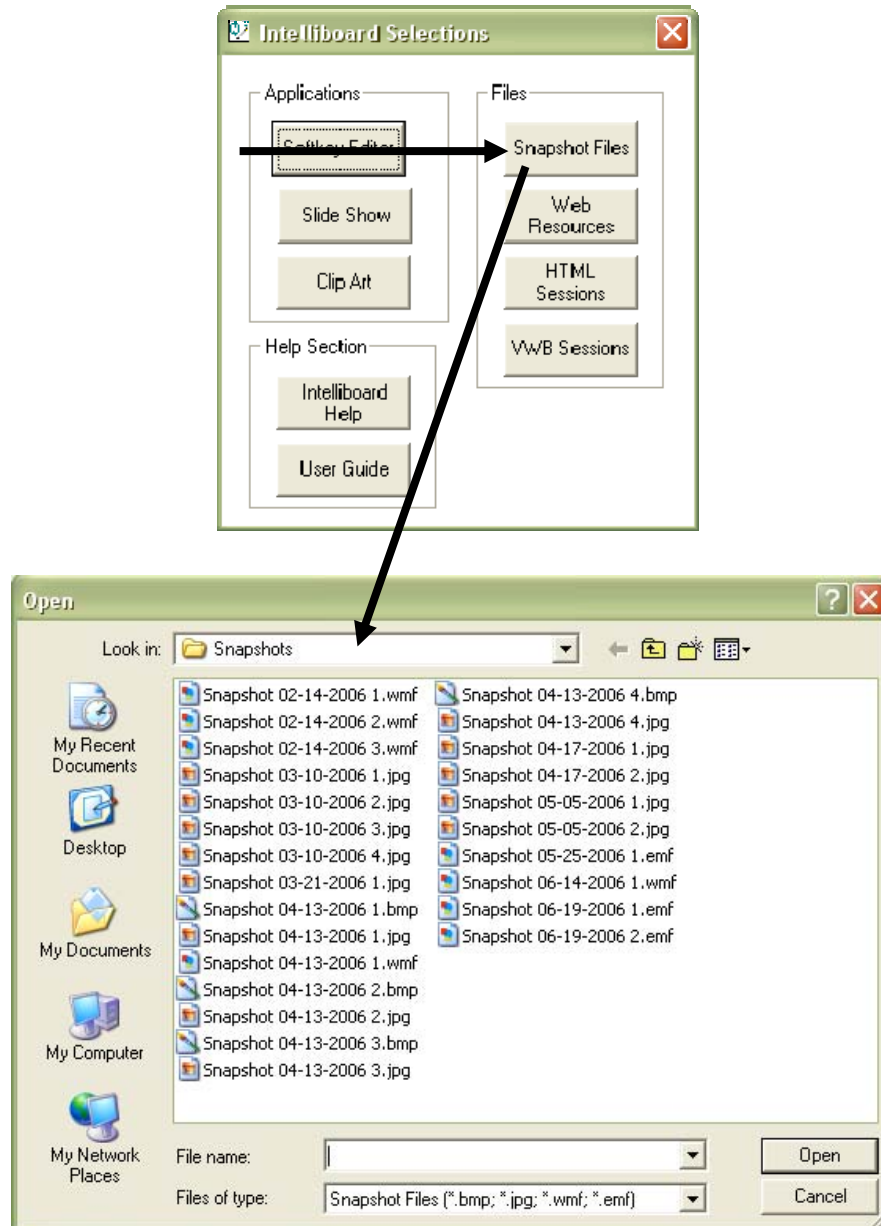
NOTE: The Default setting for Snapshot will capture the entire screen. In this exercise, we will be taking a snapshot of just a portion of the screen.

1. First, redefine the Snapshot Softkey using the Softkey Editor so that you can select just the area of the screen you want to save. Otherwise, the snapshot will capture the entire visible portion of the screen that you can see on the board.
2. Annotate over your Internet page, PowerPoint or whatever file you have open.
3. Select the <Snapshot> Softkey. Put the pen to the board, you will notice a **square** of dashed lines appear on your screen. Using the pen, place the square starting in the upper left of where you want it and drag to the bottom right. **You must keep contact with the board at all times!** When you release the pen from the board, a snapshot will be taken of the area you just selected.

Where Snapshots Go

The default pathway to your Snapshots is **My Computer > C:\ Drive > Program Files > Intelliboard > Snapshots**. This is where you will browse to find them to insert them into documents or VWB sessions unless you change the pathway to save them in another location.

You can also view your Snapshots through **Intelliboard Selections** via the <?> **Softkey**.



Notice each slide is dated. You can open any slide by double clicking. Just like it is a good idea to rename your VWB files, you should give your slides a file name so it is easier to insert later. In addition to renaming VWB sessions/files, it may be beneficial to create folders to organize the sessions. Creating new folders and file names for all your VWB sessions and Snapshots would help make it easier to locate them at a later date.

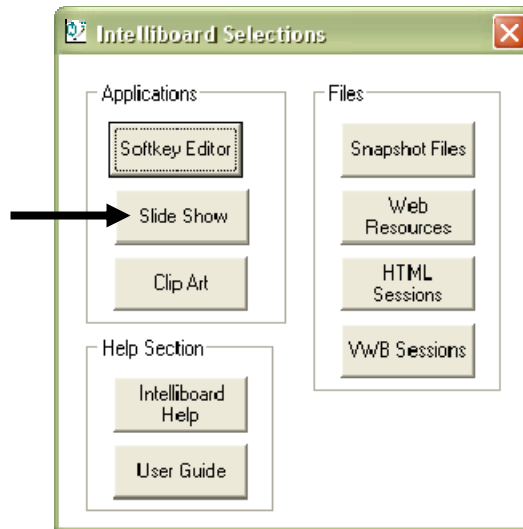
Snapshots are saved as .bmp files by default. **Note:** In the Softkey Editor, you can choose to redefine the Snapshots to save as .jpg, .emf or .wmf files.

To insert a Snapshot into a Windows file, such as a PowerPoint or Word document, you would select **<Insert>** from the menu and then **<Picture>** and then **<From File>** because a **Snapshot** is a saved picture.

VII. USING SLIDESHOW

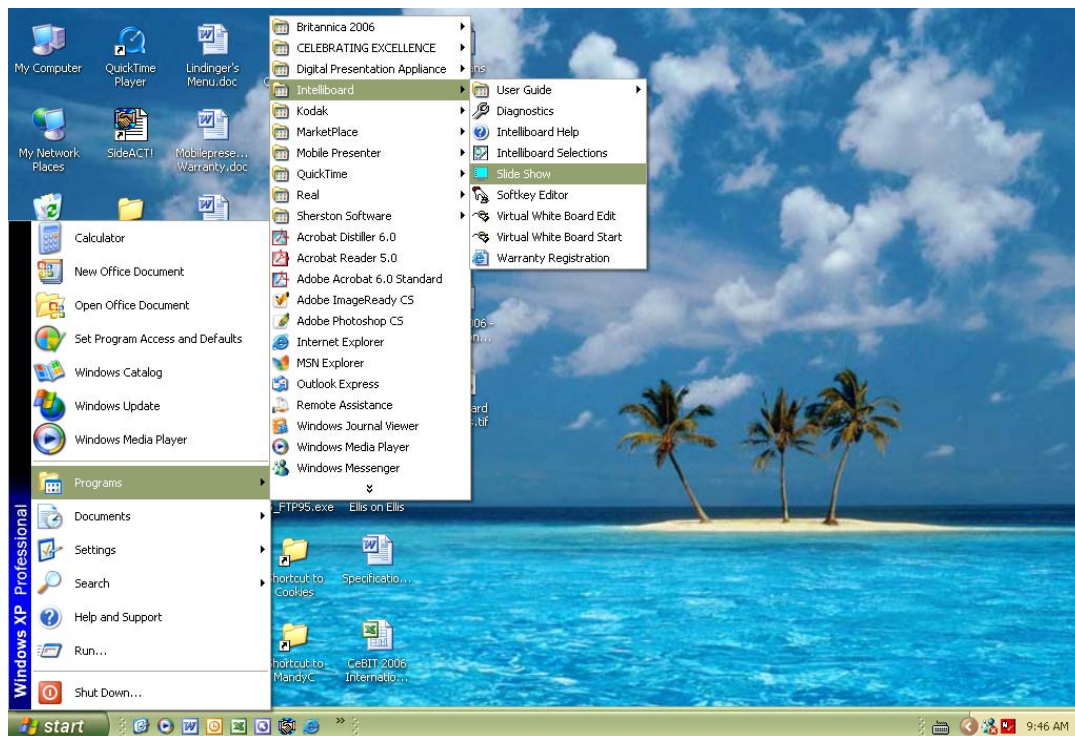
SlideShow is an application that will allow you to create and arrange a slide show made of .bmp files. This application is useful when you want to arrange and organize Snapshot images (**.bmp format only**).

To open **SlideShow**, launch **Intelliboard Selections** via the **<?> Softkey** and select **<SlideShow>**



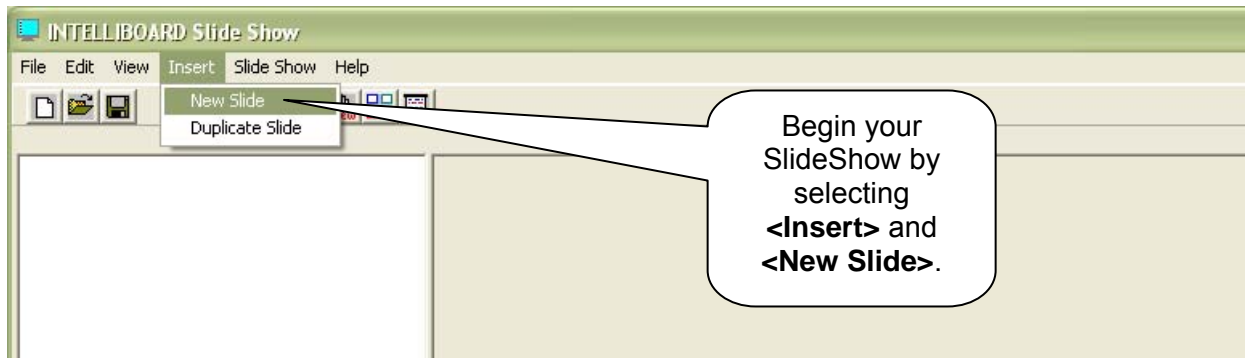
OR

From the Start Menu, select **<Programs>**, **<Intelliboard >** and **<Slide Show>**.

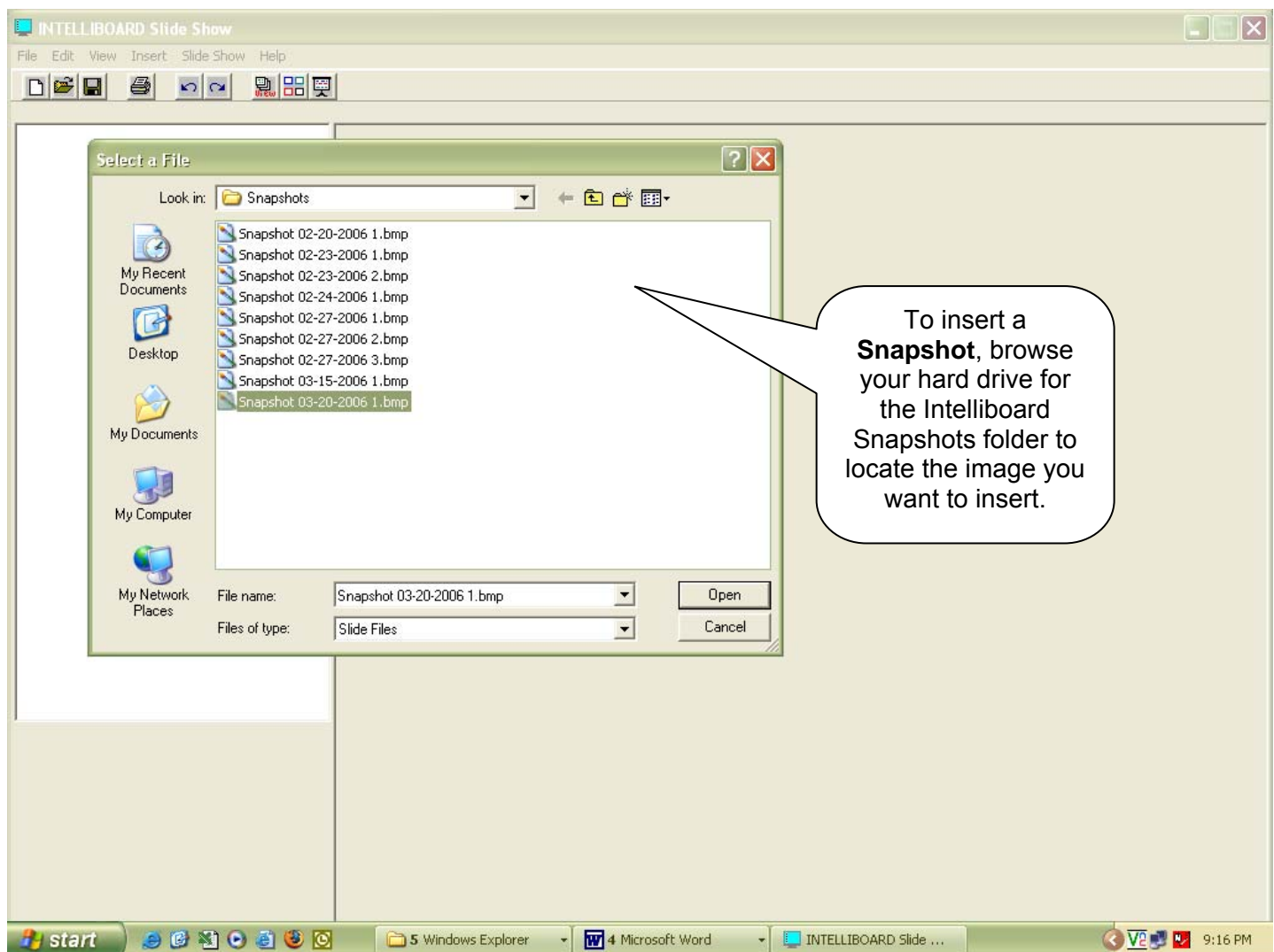


Creating a Slide Show

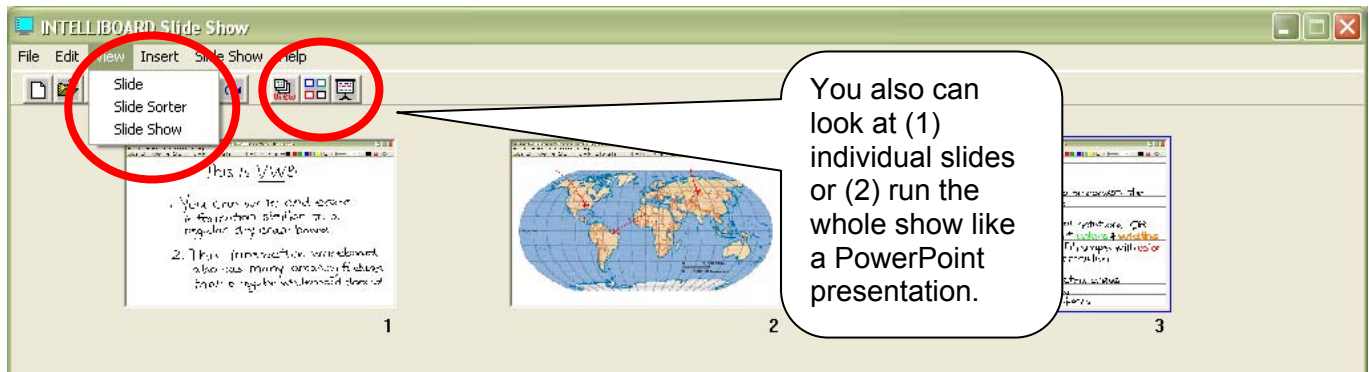
1. To begin a slide show, select **<Insert>** from the menu bar and then **<New Slide>**.



2. Choose which snapshot(s) you want for your slide show.

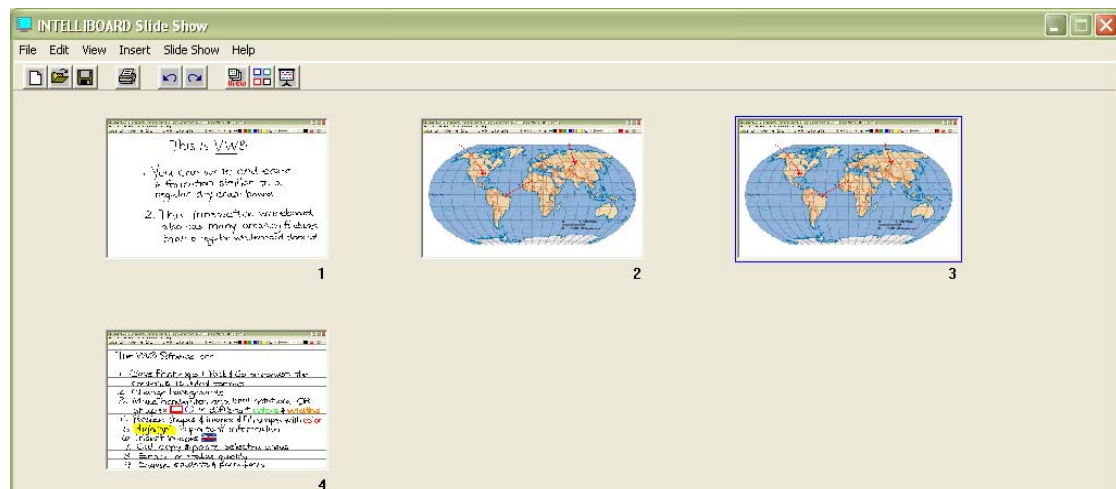
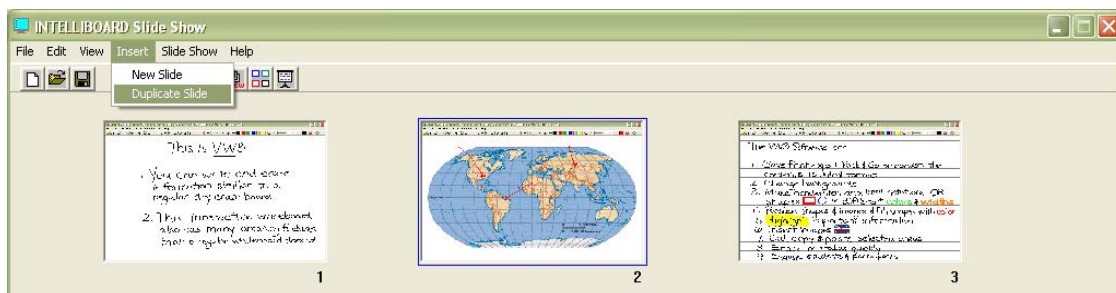


3. SlideShow has several different View Options.



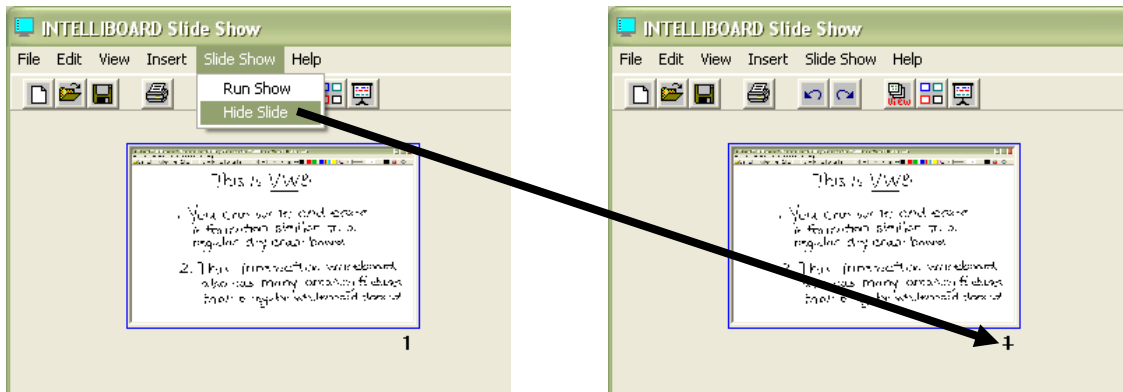
In any of the three views you may use annotation pens and other Presentation Tools but remember to select **Snapshot** to save any of your annotations on top of existing slides.

4. Selecting **<View>** and **<Slide Show>** OR **<Slide Show>** and **<Run Show>** allows you to run the presentation from beginning to end. You advance slides by hitting Softkey 1 (Next) or return to previous slides by selecting Softkey 2 (Previous). To end the show, simply select Softkey 3 (End Show), just like in PowerPoint.
5. You can add or duplicate slides easily under the **<Insert>** menu. Inserting a slide puts it at the end of the show. You may drag & drop that slide anywhere in the presentation thereafter. To duplicate a slide, first identify a slide by clicking on it. A **thin blue border** identifies the slide. Then select **<Insert>** and **<Duplicate Slide>** and it will duplicate and place the slide at the end of the presentation. You can re-position the duplicate anywhere in the slide show by dragging and dropping as before.

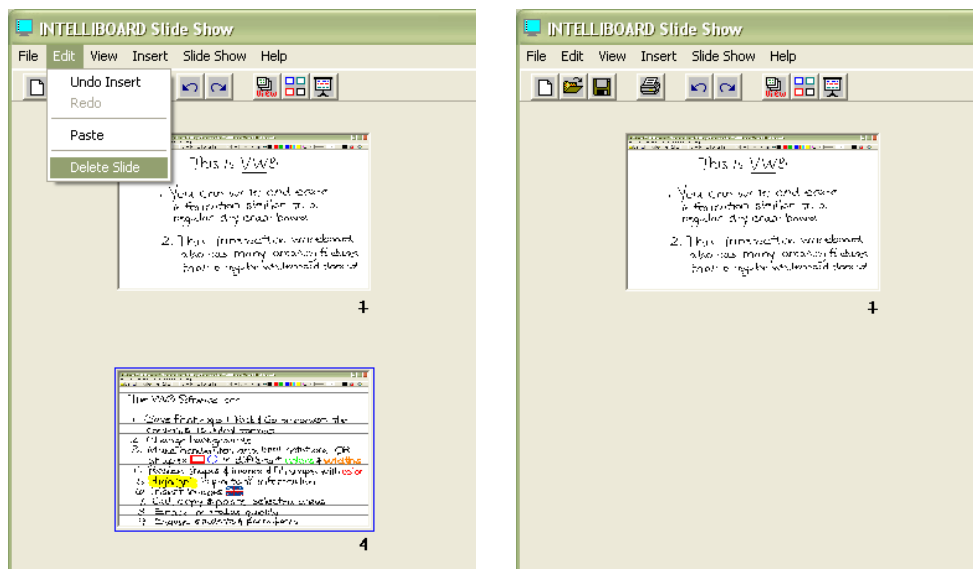


- Under the **<Slide Show>**, you can **<Run Show>** or **<Hide Slide>**. **<Run Show>** will start the Presentation and **<Hide Slide>** will hide the selected slide during the Presentation.

Note: To hide a slide, you must first select the slide by clicking on the desired slide. A thin blue line will identify that slide. Then, select **<Hide Slide>** under **<Slide Show>** and the slide will be hidden when running your presentation.



- You will know which slides are hidden as the number beneath the slide will have a line through it in the middle of the number. To Unhide, select the slide again, and go to the **<Slide Show>** menu and the Hide Slide will now show as Unhide Slide. Selecting **<Unhide Slide>**, you restore the slide to its original state.
- You may delete a slide by identifying the slide with a click over the thumbnail, clicking **<Edit>** from the toolbar and the choosing **<Delete Slide>**. That will permanently remove the slide from the slide show.



- If you wish to open an existing slide show, simply click **<File>**, then **<Open>**. Your slide show files will be saved by default in the Snapshots folder.

VIII. TIME TO REVIEW AND PRACTICE THE MAJOR SKILLS LEARNED

1. Launch Calibration and calibrate your board.
2. Go into **Softkey Editor** and redefine keys 4-17. Select at least one of each of the Presentation Tools. Leave Softkeys 1-3 the same for use in PowerPoint.
3. Save this new set of Softkeys under your name.
4. Use your new Softkeys on the Internet or with your favorite software program. Get familiar with how to drag the pen for zoom and reveal. Annotate on the screen page and take a Snapshot so that your work is saved for printing or e-mailing later. Remember that you must have your Annotations **RETAINED** when using Snapshot. Otherwise, only Windows screen will be captured and not your annotations!
5. Open and rename your saved Snapshot.
6. Launch VWB.
7. Minimize your VWB session by left clicking on the minus sign on the top blue tool bar. You should always minimize your VWB session during a presentation so you can quickly return to the current session later. To maximize the VWB session, simply select the **<VWB> Softkey**. Making use of the Minimize and Maximize features of VWB and other Windows applications will keep your presentation running smoothly and prevent the need to stop and re-open a program.
8. Select a background of your choice and a new pen color. Refer to the Virtual WhiteBoard section if you need help. Remember, the Softkey Annotation Pens, Highlighters, Eraser and Clear Screen do not work in VWB. The other Presentation Tool options such as Reveal, Spotlight, and Subliminal Message will work.
9. Save and print your VWB notes. Remember if you need to email someone who does not have this VWB software, follow the Export OR Pack and Go directions in the user guide.
10. Participate in **FREE web-based training** to get the most out of your Intelliboard! Visit our website at <http://www.interactivewhiteboards.com/training.html> to learn more and to register.
11. Lastly, protect your investment! Use the Intelliboard Help File by selecting the **<?> Softkey**. Review the warranty information and register the board for the extended warranty.

IX. SUGGESTIONS FOR IMPLEMENTING THE INTELLIBOARD

Now that you are comfortable with the basic features of the Intelliboard, start out slowly and then add features, as you become more comfortable. Learn together with a colleague and discover together how this product can really help lessons come alive. Students of all ages will be very eager to use the product as well.

1. Take some notes that usually go on the chalkboard/overhead and write them on the VWB using any background and pen color. Do this before class and use the reveal feature and applause as a simple way to start.
2. Save and print these notes for your records.
3. Use the VWB for your next session of brainstorming or problem solving. It is a real time saver not to have to erase the board because you ran out of room. Have students come up to the board.

4. Take a PowerPoint presentation and use the Intelliboard instead of television for your delivery. The "factory default" Softkeys can be used to advance (notice the forward and backwards arrows on keys 1 and 2) or end the show (key 3). Use the highlighters, pens, applause, reveal, etc. to engage the students in the lesson. You could even have pre-written discussion questions in VWB to use after the PowerPoint. After or during your PowerPoint, simply launch the VWB and open your specific session.
5. The next lesson when you use the Internet, try to use the Intelliboard. The size of the board will aid students in seeing the material, plus you have the advantage of being able to annotate and click through the web site at the board. If you want to use a map for example, take a snapshot of the picture and insert the picture into a VWB.
6. Owing to the special matte finish, your Intelliboard makes an excellent surface for showing DVDs as well.

These are just a few suggestions on how to get started with your new Intelliboard.