# Using Whiteboard mode in SMART Meeting Pro™

Introduction

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

Whiteboard menu

Fullscreen mode

Toolbar

Drawing area

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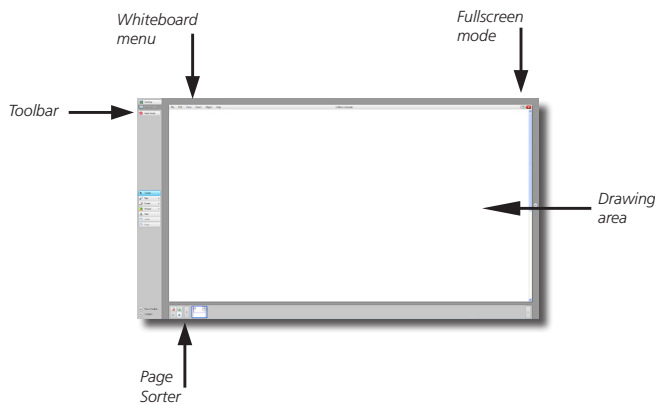
You can access Whiteboard mode at any time by pressing **Whiteboard** on the toolbar.

TIP: If you want a larger drawing area or if you're presenting, you can collapse the toolbar by pressing Collapse. You can restore the toolbar by pressing. You can also move the toolbar to the right or left of the screen by pressing Move Toolbar. You can switch to Full Screen view by pressing in the top-right corner of the screen. You can restore the screen to its default size by pressing.

Creating a new notes file

You can save your digital meeting notes as a notes file. You can open, view, edit and share this file at your convenience.

To create a new notes file

Select **File > New** from the Whiteboard menu.
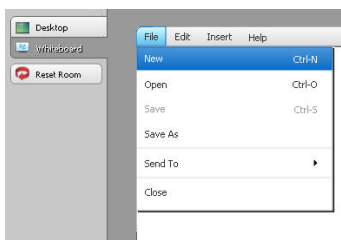
Opening a notes file

SMART Meeting Pro saves your notes file with a .notebook file extension. If you want to work with a notes file that you previously saved, simply open the .notebook file.

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

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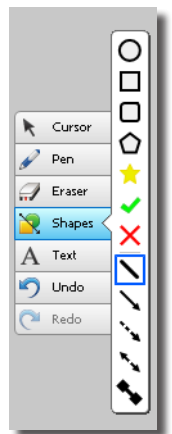
Creating meeting notes

Create digital meeting notes quickly and easily.

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

You can also create shapes and lines by pressing **Shapes** on the toolbar.

NOTE : If you're using a SMART Board™ 800 series interactive whiteboard or SMART Board 8070i interactive display, two users can write and draw at the same time.
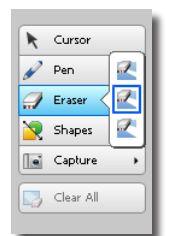

Erasing meeting notes

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

TIP : If you have a SMART Board interactive whiteboard equipped with DViT™ (Digital Vision Touch) technology, you can also use the back or palm of your hand to erase.
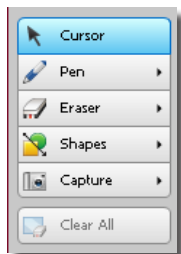
Using Whiteboard mode in SMART Meeting Pro

Moving notes on the page

If you want to reposition some of your notes or create more space to write, you can rearrange your notes on the page.

To move notes on the page
1. Press **Cursor**
2. Press and drag the digital ink notes to the desired position

TIP : If you have a SMART Board interactive whiteboard equipped with DViT technology, you can also use your finger to reposition notes.

Moving notes between pages

If you want to move your notes from one page to another, you can do so by dragging the notes to the Page Sorter.

To move notes to another page
1. Press **Cursor**
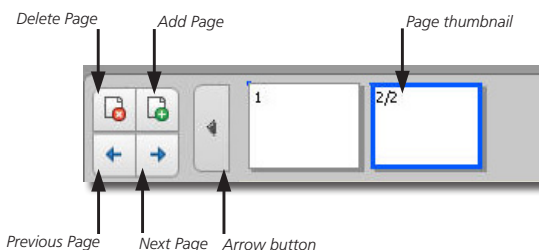2. Press and drag the digital ink notes to the desired page thumbnail in the Page Sorter
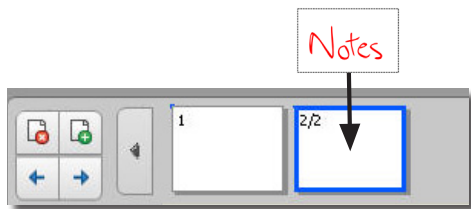
TIP : If you have a SMART Board 800 series interactive whiteboard or SMART Board 8070i interactive display equipped with DViT technology, you can use your finger to move your notes between pages.

Navigating pages

You can 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, you can scroll through the page thumbnails by pressing the arrow buttons
- Rearrange pages by pressing and dragging the page thumbnails in the Page Sorter

Delete Page   *Add Page*   *Page thumbnail*

Previous Page   *Next Page*   *Arrow button*

TIP : If you have a SMART Board 800 series interactive whiteboard or SMART Board 8070i interactive display equipped with DViT technology, you can use your finger to scroll through your pages.

Adding a page to your notes file

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

To add a blank page

Press [icon] in the Page Sorter.
A blank page appears.

Deleting a page from your notes file

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

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

Saving your notes file

SMART Meeting Pro saves your notes file with a .notebook file extension. Save your meeting notes as a .notebook file so you can open, view, edit and share them at your convenience.

To save your .notebook file
1. Select **File > Save As** from the Whiteboard menu
2. Select a name and location to save your file
3. Press **Save**
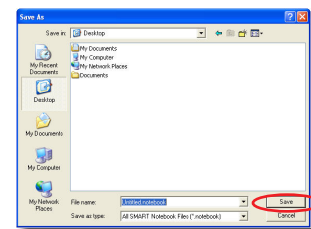
Note: You can also save your Whiteboard file as a .ppt, .pdf, .htm, .html, .jpg, .bmp, .png, or .gif file.

Changing the default file format

You can change how SMART Meeting Pro saves your notes file by default. You can change the default format to .pdf, .ppt, or .pptx.

To change the default file format

1. Select **Start > All Programs > SMART Technologies > SMART Meeting Pro > SMART Meeting Pro Settings**
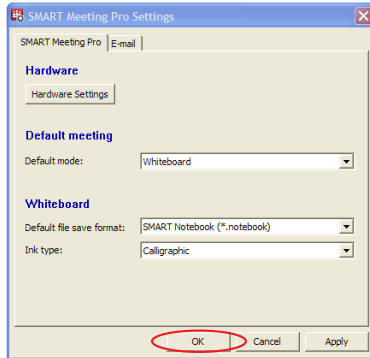

2. Press **OK**. No password is assigned by default.

3. Choose a new default file format from the drop-down menu

4. Press **OK** to save the new setting

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

1. Select **File > E-mail (as Attachment)**. The *E-mail* dialog box appears.

2. Select a file type from the **File type** drop-down menu

3. Type the desired information in the appropriate fields

4. Press **Send**

*File type*

Recipient e-mail address

Message text box
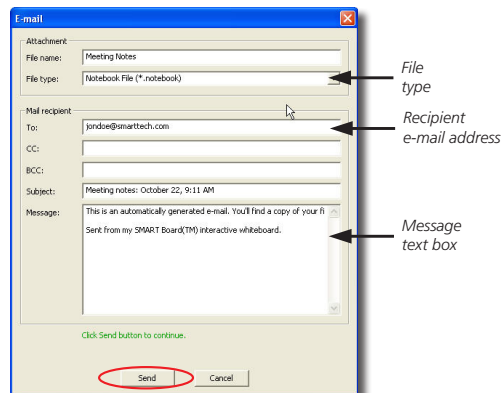
Resetting the room

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

To reset the room

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

2. Select the option you want, and then press **OK**
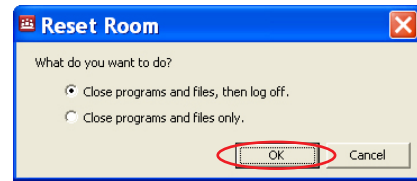
3. You are prompted to save any open files before closing

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