

TEAMBOARD DRAW

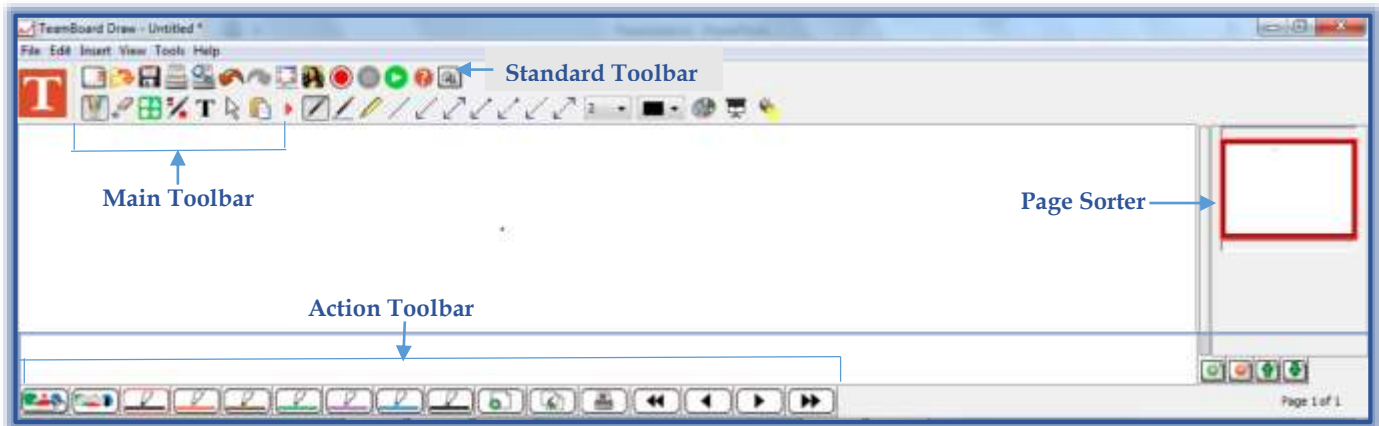
This is an annotation software that can be used with the interactive pen to write or draw on the projection surface. This software also provides advanced tools for saving and editing annotations and creating interactive presentations.

Start TeamBoard Draw in Windows

- ❑ Click the **Start Button**.
- ❑ In the **Search** box, input **Draw**.
- ❑ Click the **Draw** link at the top of the **Start Menu**.
- or
- ❑ Click the **Start** button.
- ❑ Click the **All Programs** link.
- ❑ Click the **TeamBoard** folder in the list of programs.
 - ☆ The folders are in alphabetical order.
 - ☆ You will probably have to scroll to the bottom of the list to locate this program.
- ❑ Select the **Draw** option from the list.
- ❑ The **TeamBoard Draw** window will display.















Start TeamBoard Draw with Mac OS X


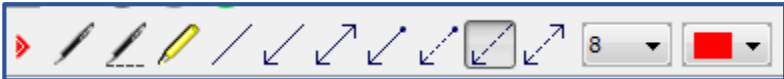














- ❑ Open the **Applications** folder.
- ❑ Select **Draw** from the list.
- ❑ The **TeamBoard Draw** window will display.




















- ❑ The **Page Sorter** displays the pages in the workbook. This area can also be used to rearrange the pages in the workbook and to insert or delete a page.
- ❑ The **Standard Toolbar** contains commands that allow the user to perform such functions as creating a new workbook, saving the workbook, or printing the pages of the workbook.
- ❑ The **Main Toolbar** has seven key tools that are used to work with different objects within the workbook. Each tool has its own submenu.
- ❑ The **Action Toolbar** is used to select and write with different colors of pens, to customize the pens, and to erase pen marks from the Draw window. This toolbar also contains commands to create new pages, to print the pages, and to move from one page to another.
- ❑ The table on the next page contains information about the buttons on the Standard, Main, and Action Toolbars.

Drawing Toolbars

Button		Description
Standard Toolbar		
New Workbook		This button can be used to create a new workbook. If there is already a page in the workbook with elements inserted, a message will appear asking if the current file should be saved.
Open File		To open an already created workbook, select this option. If a workbook is already open, a message will appear asking if the current file should be saved.
Save File		Select this button to save a workbook. When the button is selected, the Save As window will display. In this folder, specify the storage location and name for the file.
Print Current View		To print the current view of the workbook, select this option. The Print dialog box will display. Click the Properties button to change print options.
Print Preview		This button is used to view the current page of the document. Additional pages cannot be viewed when in this mode, only the page where the insertion point is located.
Undo		To undo a previous action, click this button. To undo more than one action, click the button a second time. The latest action will be undone first and others will be undone each time the button is clicked.
Redo		Use this button to cancel an undo operation and restore the previous status. This button can be selected several times to cancel undo operations.
Full Screen Mode		This button is used to view the workbook without all the status bar and other window features. Only the Main Toolbar will display. To return to the Draw window, click the last button on the right side of the Main Toolbar.
Clipart Viewer		To view the Clipart Gallery, select this button. A list of categories will display. Click the category to view the associated images.
Record with Sound		To record sounds and motions while working in the workbook, select this option.
Stop Recording		This button is used to stop the recording. When the button is selected, the Save As window and the On-screen Keyboard will display.
Playback a Recording		Select this button to playback the recording. When playing back the recording, it is a good idea to open a new workbook.
Help		To open the Online Manual for TeamBoard Draw, select this button.
TeamBoard Tutorials		This option is used to view Online Tutorials of the different features of the Draw program.

Button	Description
Main Toolbar	
Pen Tool 	<p>This option will display a gallery of different colors of pens that can be used to create text or lines in the workbook. Different colors and weights can be applied to these lines.</p> 
Eraser Tool 	<p>To remove drawing objects from the window, select this button. The options for this tool are Small Eraser, Larger Eraser, or Multi Eraser. The Multi Eraser allows you to erase more than one object at a time.</p> 
Shapes Tool 	<p>Select this option to display a gallery of different shapes. It is possible to insert filled or non-filled shapes as shown in the illustration below. The colors and border width can also be changed.</p> 
Creative Pen Tool 	<p>This feature is used to draw within the workbook with pens with creative lines as shown in the illustration below. It is also possible to create custom pens using different shapes such as rectangles or triangles and to change the colors of some of the pen tools. The T tool is used to create lines of text. A dialog box will appear where the text can be input.</p> 
Text Tool 	<p>Select this feature to add text to the workbook. When the button is clicked, the On-Screen Keyboard and a text box will display. Click the keys on the keyboard with the mouse or pen to insert the text. The font type, font size, and font color may be changed.</p> 
Move Tool 	<p>To move the object around the workbook window, select this option. It is also possible to select all the objects and then link them together as one or to add color to the selected shape.</p> 
Clipboard Tool 	<p>This feature is used to add objects to the clipboard that have been copied or cut from the workbook page. One item at a time or multiple items can be removed all at the same time.</p> 
TeamBoard Custom Colour 	<p>This feature is available with the pen tools and the text tool. It is used to apply different colors to selected objects on the workbook page. The TeamBoard Colour dialog box will display. This dialog box contains a gallery of different colors.</p>
Hide/Reveal 	<p>Select this option to cover the projected image with a shade. To change the shaded area, drag one of the four sides of the shade.</p>

Button	Description	
Spotlight		To emphasize part of the projected image using a spotlight effect, select this option. It is possible to drag the spotlight frame to change the emphasized area.
Action Toolbar		
Use Small Eraser		The small eraser is used to erase/remove a narrow area of an object. With this eraser, it is possible to remove selected portions of an object.
Use Large Eraser		To remove all of an object at one time, select this eraser option. When the mouse is moved over the object, a plus sign will appear. Click with the left mouse button to remove the object.
Black Pen		Use this pen to write with black ink. The pen can be used to write words or to draw lines or shapes.
Red Pen		Click this pen to write or draw with red ink. Red ink will be used for each item until a new color is selected.
Brown Pen		The brown pen can be used to create shapes, words, or lines in the workbook.
Green Pen		To insert a green line, shape, or word into the workbook, select this pen color.
Purple Pen		Use this button to insert a purple line, shape, or to write text with the pen on the workbook page.
Blue Pen		The blue pen can be used to create lines, to draw shapes, or to write with a pen on the workbook page.
Custom Pen		When this pen option is chosen, it is possible to select a color from the Custom Colour pallet or the font color pallet of colors.
Insert New Page		Select this button to insert a new page into the workbook. A new blank page will display.
Copy Page		To copy the current page and create a new page, select this option. A new page will appear in the workbook exactly like the one that was copied.
Print Current Page		This option is used to send the selected page to the printer. The Printer dialog box will display. To send the page to the printer, select the necessary options and then click OK.
First Page		Select this button to move to the first page of the workbook.
Previous Page		To go to a previous page in the workbook, select this option.
Next Page		This option is used to go to the next page of the workbook.
Last Page		When the last page of the workbook needs to be accessed, select this option.

TEAMBOARD ANNOTATION

Start TeamBoard Annotate in Windows

- Click the **Start Button**.
- In the **Search** box, input **Annotation**.








- ❑ Click the **Draw** link at the top of the **Start Menu**.
or
- ❑ Click the **Start** button.
- ❑ Click the **All Programs** link.
- ❑ Click the **TeamBoard** folder in the list of programs.
 - ☆ The folders are in alphabetical order.
 - ☆ You will probably have to scroll to the bottom of the list.
- ❑ Select the **Annotation** option from the list.
- ❑ The **TeamBoard Annotation** toolbar will display.

Start TeamBoard Annotate with Mac OS X

- ❑ Select the **TeamBoard Annotate** icon on the computer screen.

Annotation Toolbar

This toolbar provides access to some of the frequently used features in TeamBoard without maximizing the program. When TeamBoard Draw is minimized or when you click the TeamBoard Annotate button, this toolbar will be displayed. The table below explains each of the buttons on this Toolbar.

Button	Description
Move 	Move the mouse over this option and then click and drag to move the toolbar around the window.
Expand/Collapse 	Click this button to expand and collapse the toolbar. When the toolbar has been collapsed, only the move button and this button will display.
Main Toolbar 	When this button is selected, the Main Toolbar will display. The buttons on this toolbar are described in the previous table.
Shapes 	Select this button to create freehand or rectangular shapes. Once the shape is drawn, the Save As dialog box will display. In this box, the decision can be made to add the image to the current page or to a new page in Draw.
Draw 	This button is used to open the TeamBoard Draw window. When the window has been opened, it is possible to use all the toolbars described in the previous table to draw and write on the board.
Online Keyboard 	To open the online keyboard, click this button. This keyboard can be used to input text for the document. When the text button is selected in the Draw program, this keyboard will display automatically.
PowerPoint 	Select this button to open the PowerPoint program. Information on how to work with TeamBoard Draw and PowerPoint is available later in this document.