


TeamBoard Draw Tips

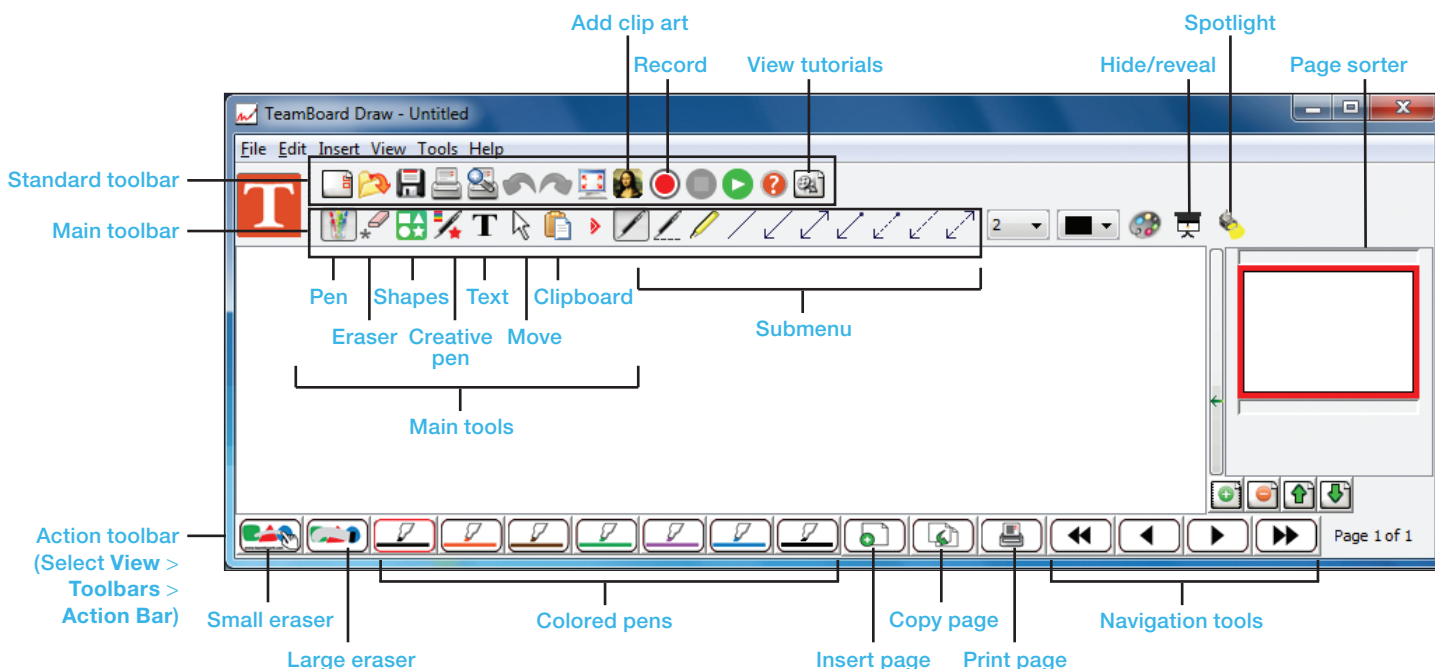
1

To start TeamBoard, do one of the following:

- **Windows®:** Select  or **Start > All Programs** or **Programs > Teamboard > Draw**.

Or, right-click the  **TeamBoard Draw** icon in your system tray (lower right corner of your screen) and select **TeamBoard Draw**.

- **Mac OS X®:** Open the Applications folder and select  **Draw**.



The Main toolbar has 7 key tools. Each tool has its own submenu on the right side (after the  red arrow).

2

Move your mouse or interactive pen over any of the tool icons to see a definition.

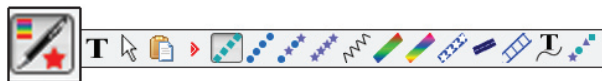
Pen tools



Shape tools



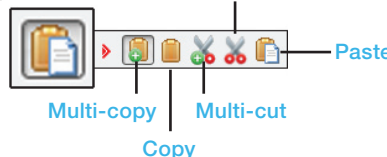
Creative pen tools



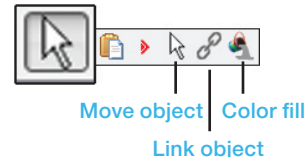
Eraser tools



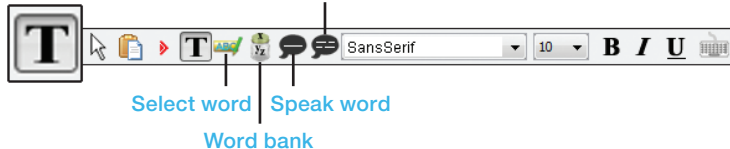
Clipboard tools



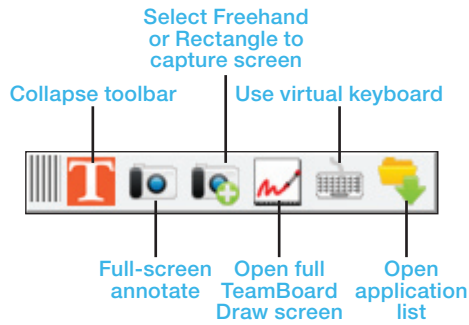
Move tools



Text tools



Using the Annotation Toolbar



1 To access the floating annotation toolbar or dashboard, do one of the following:

- **Windows:** Select or **Start > All Programs** or **Programs > Teamboard > Annotation**.

Or, right-click the **TeamBoard Draw** icon in your system tray (lower-right corner of your screen) and select **Annotation**.

- **Mac OS X:** Select the **TeamboardAnnotate** icon on your screen.

2 To take a full-screen snapshot for annotation, select the camera icon. The following toolbar appears:



You can use all of the TeamBoard tools to draw or annotate on a web page or anything else on your computer.

3 To save your annotations and return to your desktop, select the icon on the right end of the toolbar.

4 To save annotated images in TeamBoard, open the **File** menu and select one of the following:

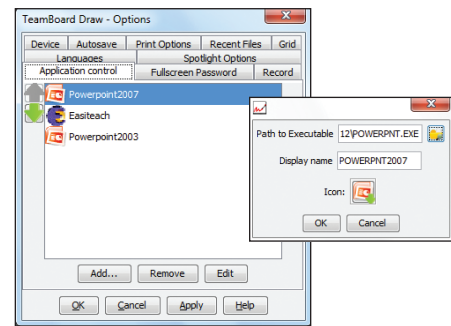
- **Save as** (to save in .tmb file format)
- **Export** (to save in .jpg, .ppt, .bmp, .pdf, .html, .tif, .png, or .iwb file formats)

After you export a .ppt file, you can open it in PowerPoint®. First you need to associate PowerPoint with TeamBoard by following the steps in the next column.

Presenting and Annotating in PowerPoint

First, you need to associate PowerPoint with TeamBoard.

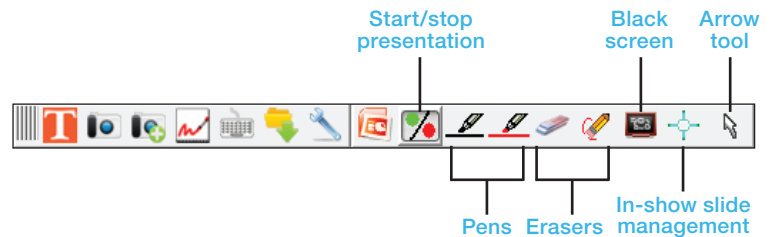
- 1** Open the **Tools** menu and select **Options**.
- 2** Select the **Application Control** tab, then select the **Add** button.
- 3** Locate and select **POWERPNT.EXE** in your Program Files\Microsoft Office folder.
- 4** Select **OK**, then select **OK** again to close the Options window.



Once you have associated PowerPoint, you can open it from the TeamBoard annotation toolbar:



Additional tools appear on the toolbar as shown below:



You can open your PowerPoint file and annotate it using the TeamBoard tools. When you are finished, select **Keep** to save your “ink annotations” with the PowerPoint file. This is great for sharing meeting notes.

