



Collaboration whiteboard software

The ideaMax logo, featuring a lightbulb icon above the word "ideaMax" in a bold, sans-serif font. Below it, the text "User's guide" is written in a bold, sans-serif font.

ideaMax

User's guide

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About the Software

Thank you for purchasing this product. Please read this instructions carefully before using this software. Please keep this instruction manual for further reference. The information provided in this document is intended for informational purposes only and is subject to change or update without notice.

Feature of the Software

- Tailor-made for teaching and conferencing systems.
- Seamlessly switch between writing state and mouse state, in line with user annotation needs.
- File recording capabilities, fast, small amount of data, playback.
- Delete function, the real simulation of rubber or eraser effect, partial deletion of the strokes.
- Geometry intelligent recognition, to identify the types of graphics, high recognition rate can be multiple identification.
- A variety of pen, line width, color selection.
- Powerful on-screen editing functions to support on-site real-time editing.
- A variety of background selection, support, custom background, any graphics, image insertion.
- Support written document to be saved as various formats such as PDF, Word and Excel file.

2 Software Installation

2-1 System Requirement

- CPU: Intel i3 or above
- OS: Windows 7 or later
- Memory: 4GB RAM or bigger
- Disk space: 2GB of available space
- Software: Office software, PDF, E-mailer

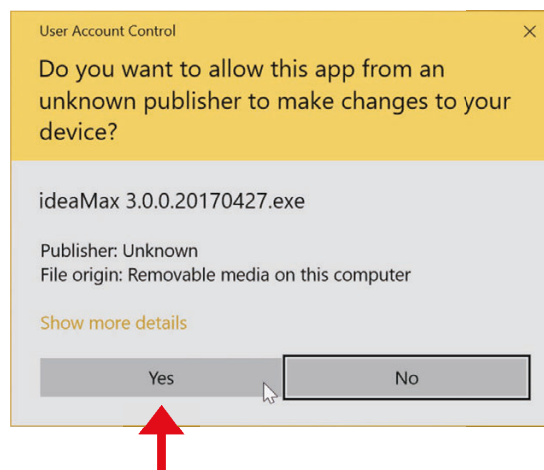
2-2 Software Installation Process

<Note> If the interactive display is equipped with the latest version of this software in the PC before being delivered, please skip the step.

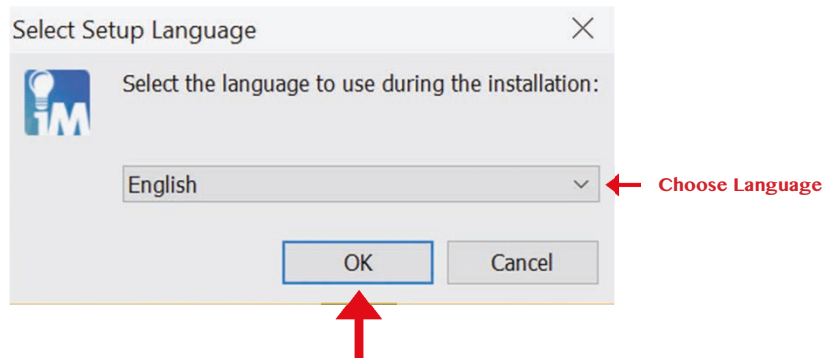
- Software installation process

Please follow the following steps and complete the installation.

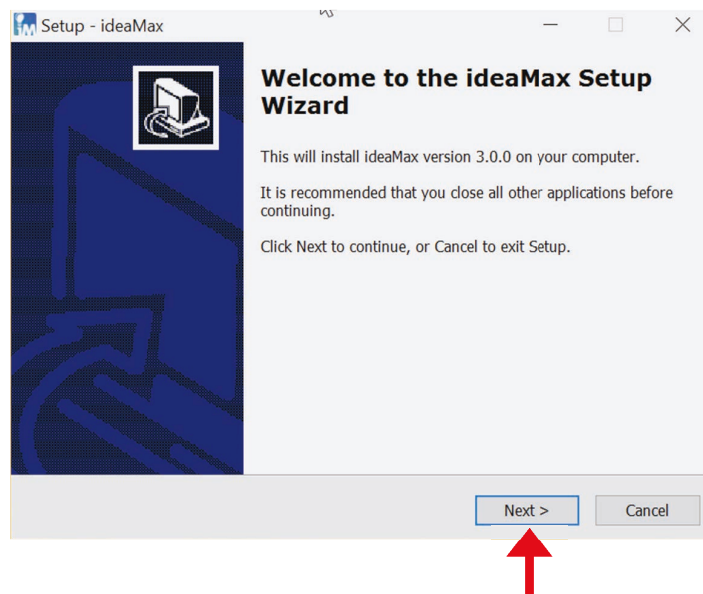
Step 1. Press "Yes" to authorize the installation



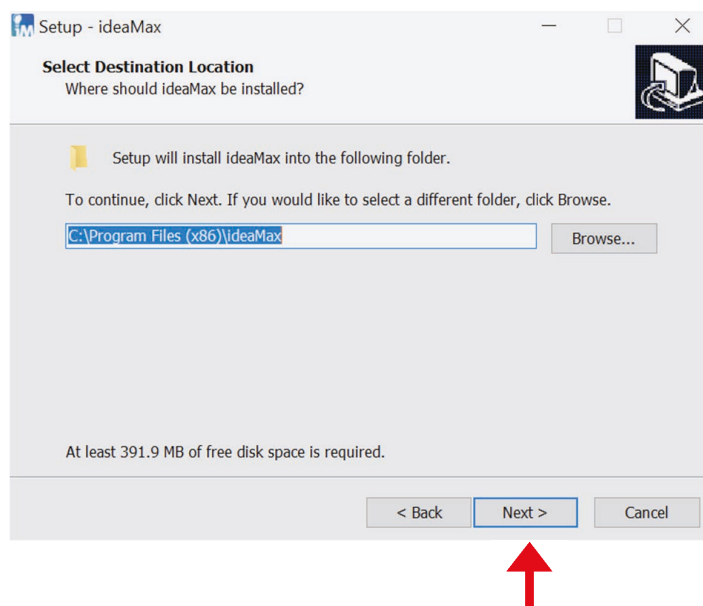
Step 2. Choose language and press “OK”



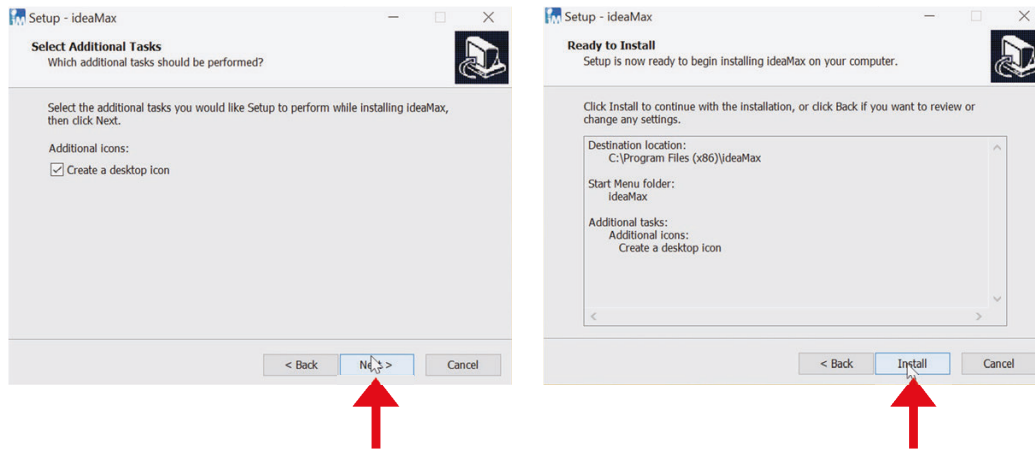
Step 3. Click “Next” to proceed



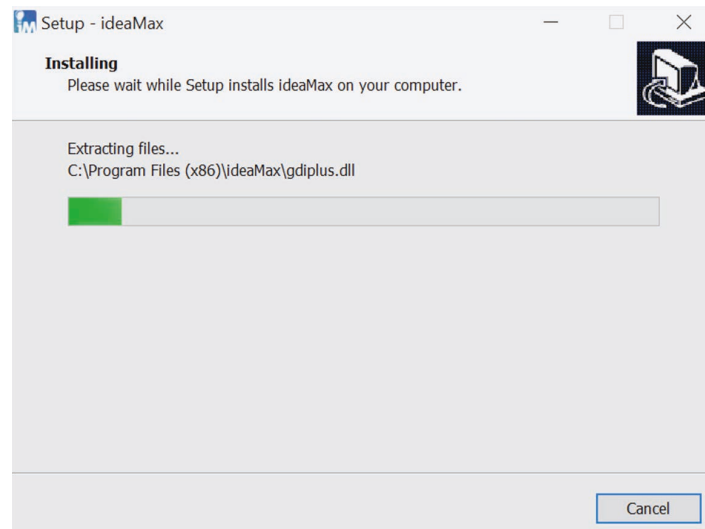
Step 4. Select the installation location and press “Next”



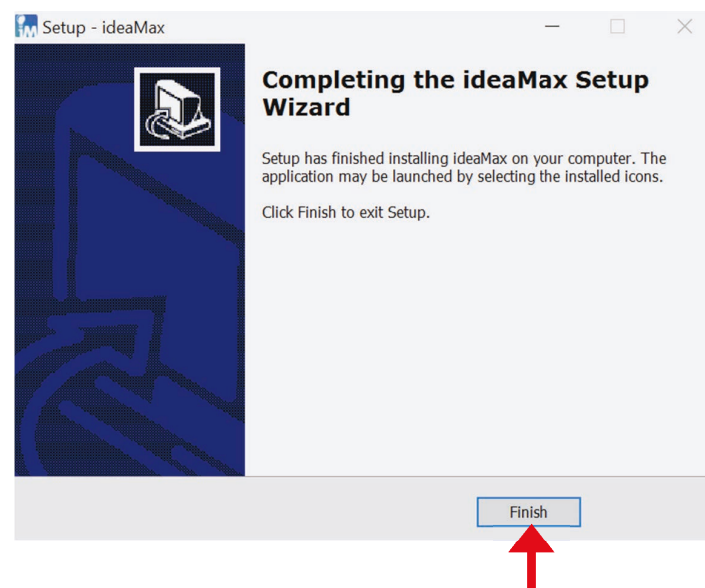
Step 5. Select additional tasks and press “Next” and then press “Install” to start installation.



Step 6. Installation process will start. Wait until it finishes.

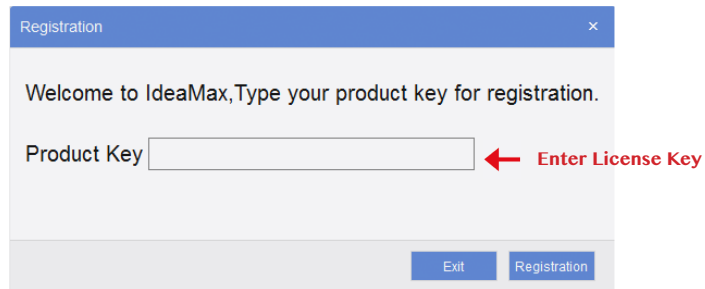


Step 7. Once it is completed, press “Finish” to exit.



2-3 Enter License Key

Depends on the region, for the first time you start the software, you may need to enter the product key for registration as [Figure 1] License Key shows. For more detail, please inquire our regional sales persons.

A screenshot of a software registration dialog box. The title bar is blue with the text "Registration" and a close button. The main area is light gray and contains the text "Welcome to IdeaMax, Type your product key for registration." Below this is a label "Product Key" followed by a text input field. A red arrow points to the input field with the text "Enter License Key". At the bottom right, there are two buttons: "Exit" and "Registration".

Registration

Welcome to IdeaMax, Type your product key for registration.

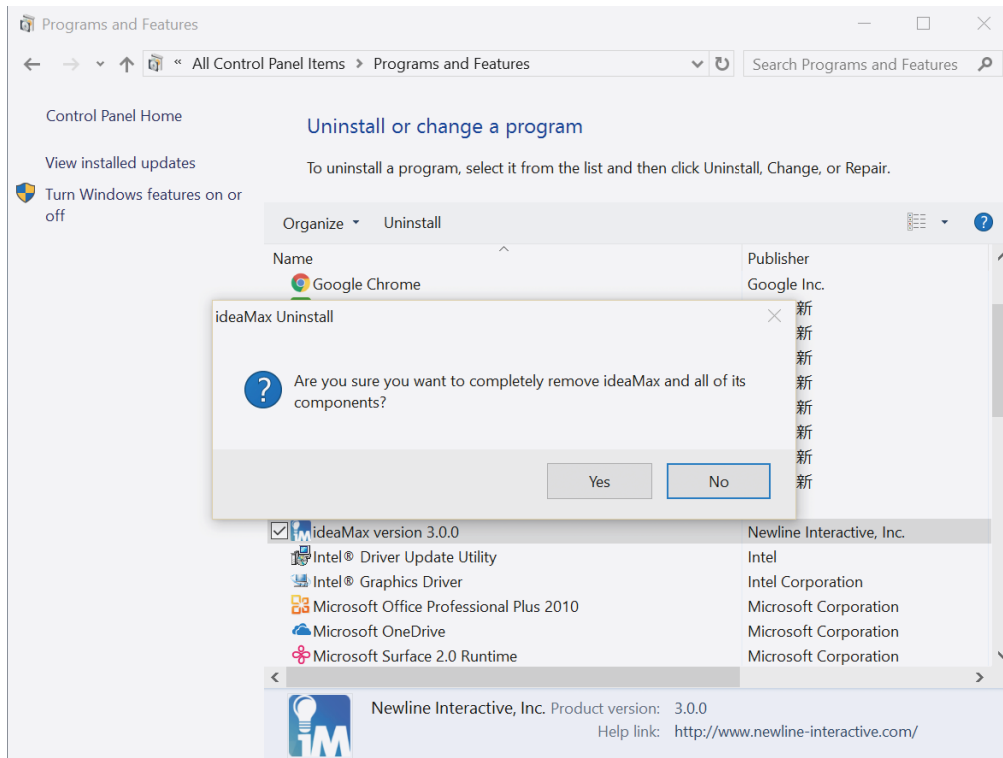
Product Key ← Enter License Key

Exit Registration

[Figure 1] License Key

3 Software Uninstallation

If you want to uninstall the IDEAMAX from your computer, choose Control Panel >Add or Remove Programs > IDEAMAX > Uninstall to uninstall the program, as [Figure 2] Uninstallation shows.



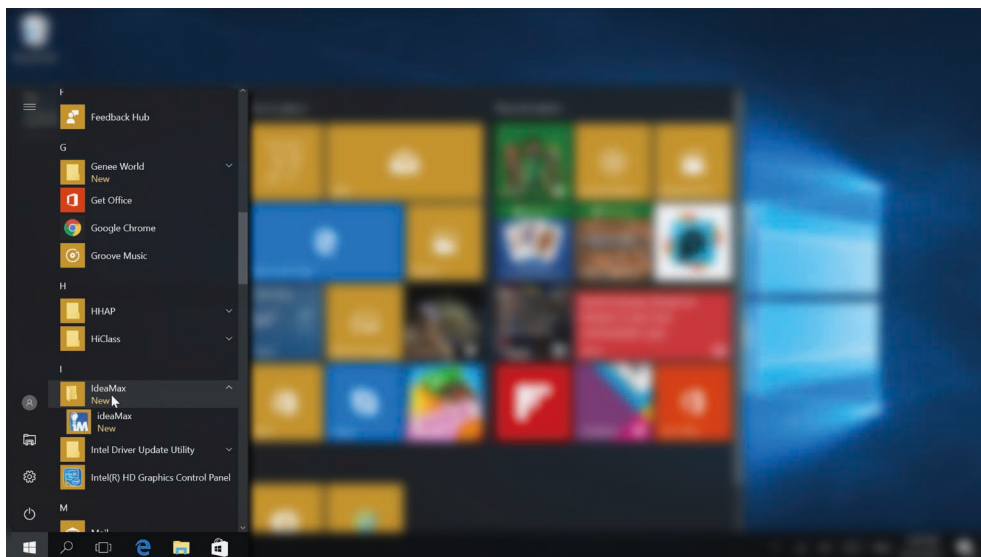
[Figure 2] Uninstallation

4 Start the Software

You can start the software via the software shortcut on the desktop or in the start menu.



[Figure 3] IdeaMax Shortcut Icon



↑
Start software

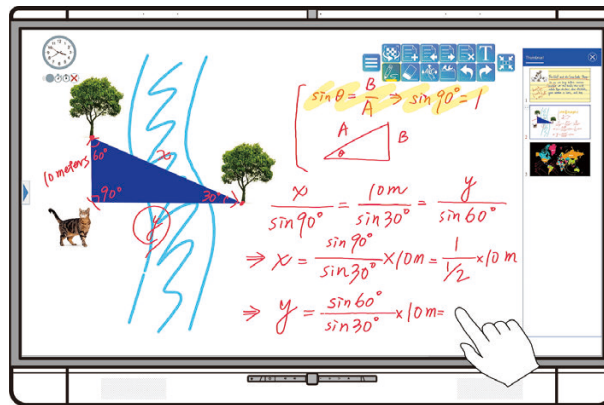
[Figure 4] Start Software screenshot

5 Basic Operation

5-1 Mode Introduction

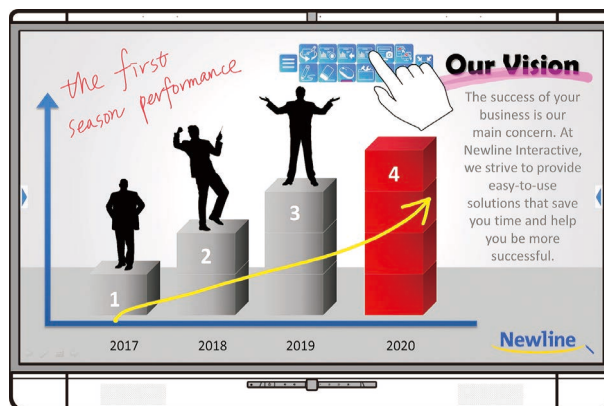
This software provides 2 operating modes below for users to use in different requirements.

- Whiteboard mode: Instead of a traditional blackboard/whiteboard, you may use this mode to simulate a whiteboard. You may customize the background as you like and wide variety of the pen tools and other tools make meetings more effective and productive. ([Figure 5] Whiteboard Mode)



[Figure 5] Whiteboard Mode

- Annotation mode: This mode is mainly to add remarks in Office files such as PowerPoint. With a single click of icon, you may instantly change from pen tool to mouse mode for Windows related operations. By clicking icons, you may also control PowerPoint slide show. ([Figure 6] Annotation Mode)



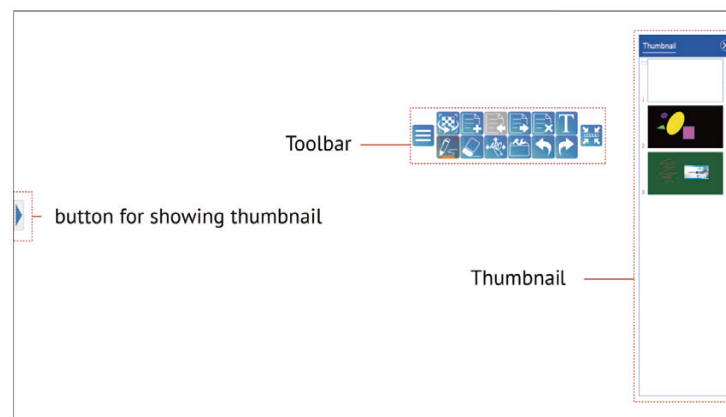
[Figure 6] Annotation Mode

5-2 Software Main Interface Introduction

In whiteboard mode, the software interface components including "Thumbnail" and "Main toolbar". ([Figure 7] Main Interface) Thumbnail is for the page management and you may show and hide the thumbnail by clicking the buttons on either left or right side of the screen. For more details, refer to the [7-5](#).

The toolbar is the floating tool bar, which provides you with commonly used function icons. You may rotate, minimize or customize the toolbar as you like. For more details, refer to the [5-6](#) and [section 14](#).

Annotation mode has only the tool bar, but no thumbnail. Annotation mode provides different set of toolbar from whiteboard mode. For more details, refer to the [5-3](#).



[Figure 7] Main Interface

5-3 Toolbar Introduction

The icons in the toolbar in whiteboard mode and annotation mode have some differences as below ([Figure 8] Toolbar).

<Note> You may configure the tool bar. Please see [section 14](#) for the detail.



Whiteboard mode toolbar

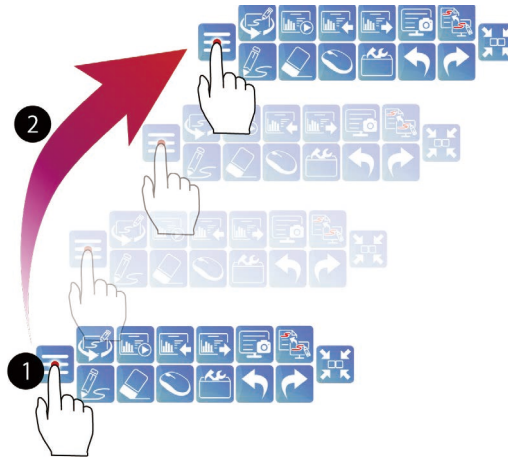


Annotation mode toolbar

[Figure 8] Toolbar

5-4 Move Toolbar

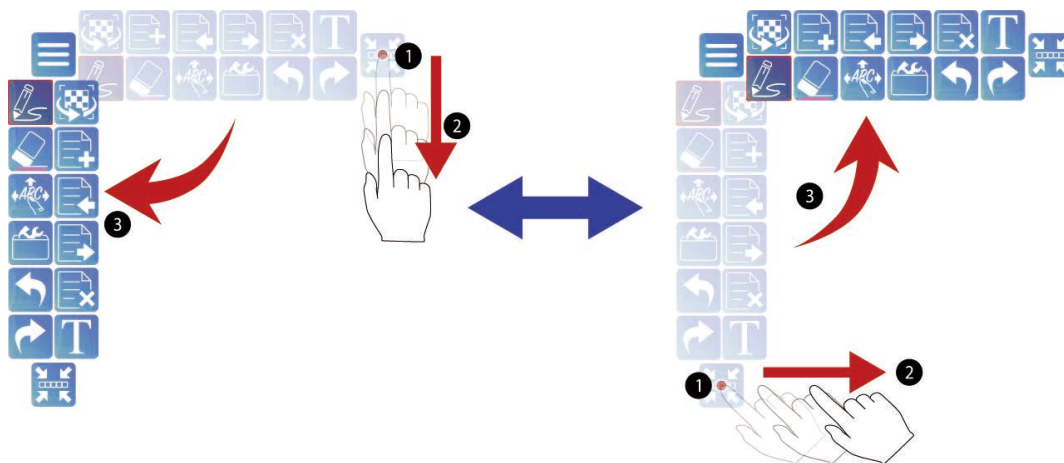
You may move the toolbar by holding menu icon and drag and drop to the direction you want to move it as the [Figure 9] Move Toolbar shows.



[Figure 9] Move Toolbar

5-5 Rotate Toolbar

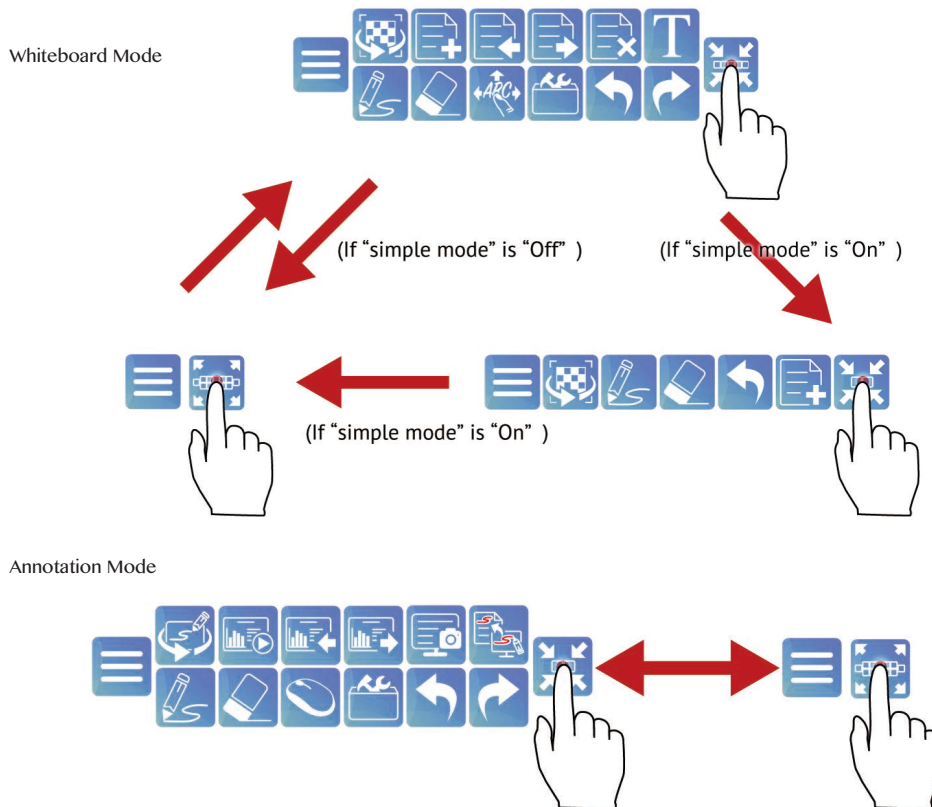
You may rotate the toolbar by holding menu icon and dragging and dropping to the direction you want to rotate as the [Figure 10] Rotate Toolbar shows.



[Figure 10] Rotate Toolbar

5-6 Minimize Toolbar

Click the switch icon and you may switch the toolbar between complete mode and minimized mode. In whiteboard mode, if "Simple mode" is on in the setting, you may change the toolbar in 3 levels "Complete mode", "Simple mode" (refer to [13-5](#)) and "Minimized mode" as [Figure 11] Switch Toolbar shows.












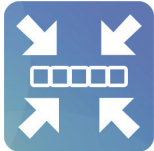





[Figure 11] Switch Toolbar; Annotation mode only has 2 levels "Complete mode" and "Minimized mode".

5-7 Basic Functions of Icons

The basic functions of each icons in the tool bar are shown as in [Table 1] Functions of Icons.

[Table 1] Functions of Icons

Icons	Functions
 Menu	<p>When you click this icon, it provides file management menu such as save, open, import and send by e-mail. It also provide setting menu. (The detailed functions are Introduced in setting section.)</p>
 Writing Screen	<p>When you click this icon, you can switch it to annotation mode.</p>
 Slide Magement	<p>Those icons are used for slide management. (The detailed functions are Introduced in slide managment section.)</p>
 Text	<p>You may insert and modify text when you click this icon. (The detailed functions are Introduced in Text box section.)</p>
 Pen Box	<p>This icon is for activating pen box. (The detailed functions are Introduced in Writing section.)</p>
 Eraser	<p>This icon is for activating eraser function. (The detailed functions are Introduced in Erase section.)</p>
 Select/Move	<p>Those icons are used for moving current slider or selecting objects. (The detailed functions are Introduced in Move section.)</p>
 Tool Box	<p>When you click this icon, the dialog box of tools pops up, it provides common tools such as Clock/Timer, Calculator, Record and etc. (The detailed functions are Introduced in General Toolbox Intorduction)</p>

Icons	Functions
 <p>Undo / Redo</p>	<p>When you click those icons, you may redo and undo.</p>
 <p>Switch</p>	<p>When you click this icon, you can switch between complete mode, simple mode and minimized mode.</p>
 <p>Whiteboard Mode</p>	<p>When you click this icon, you can switch it to whiteboard mode.</p>
 <p>Slideshow Control</p>	<p>Those icons are for controlling PowerPoint slide show. (The detailed functions are Introduced in Presentation Control)</p>
 <p>Screen Shot</p>	<p>The Screenshot tool provides the function of capturing current screen images to default path. (The detailed functions are Introduced in Presentation Control)</p>
 <p>Embed</p>	<p>The content of annotation is embedded in the Office file when this icon is clicked. (The detailed functions are Introduced in Presentation Control)</p>
 <p>Mouse</p>	<p>Click this icon to switch the mode from "writing mode" to "mouse mode". In "mouse mode", you may operate Windows related operation as well as editing objects. (The detailed functions are Introduced in Mouse Mode section)</p>

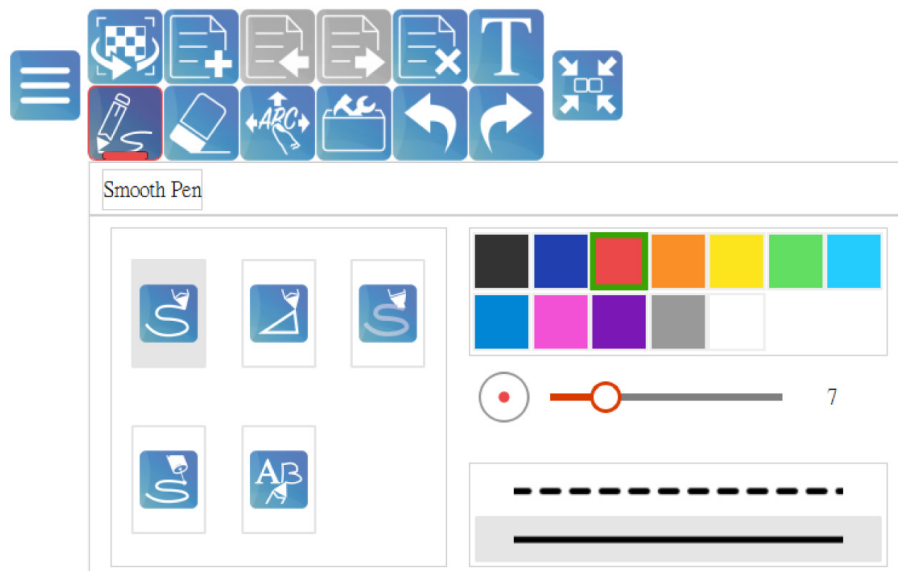
6 Basic Operation

6-1 Write/Draw

The software provides various writing/drawing tools, such as smooth pen, highlight pen, laser pen, intelligent pen and handwriting recognition pen. When the pen icon is not selected, click the icon and you can start writing. The bar ([Figure 12] Red Color Smooth Pen) under the icon shows that the icon is selected and the color of the pen currently chosen. Click the icon again and you can select various pens. ([Figure 13] Pen Setting)






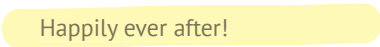

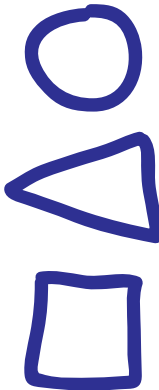
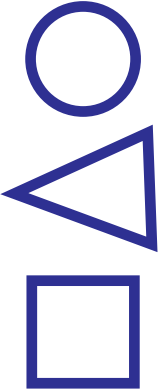

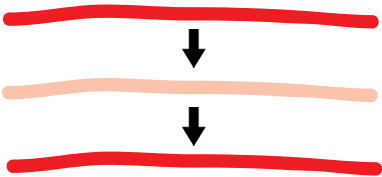

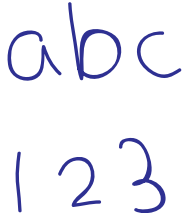

[Figure 12] Red Color Smooth Pen; The tool bar shows that red color smooth pen is currently chosen.



[Figure 13] Pen Setting; When the pen mode is active, press the icon again and you may choose different types of pen or change the pen color, width, etc.

Pen effect and description are shown in Table 2.

[Table 2] Functions of Pen Types

Types	Functions	Handwriting effect	
 Smooth pen	When you click this button, you may imitate the writing strokes of a pen.		
 Highlight pen	When you click this button, you may imitate the effect of a highlighter. You may choose different colors to indicate the key points.		
 Intelligent pen	The hand-drawn graphics can be recognized by the intelligent pen, such as line, angle, triangle and etc. Different control points are supplied for different graphics to adjust the shape of the graph as shown in the right picture.	Hand-drawn Graphics before Identification 	Graphics after Identification 
 Laser pen	The laser pen stroke blinking to attract the attention of the audiences until your next operation.		
 Handwriting Recognition	The handwriting recognition tool will convert handwritings to printed characters.	Hand-drawn Graphics before Identification 	Graphics after Identification 

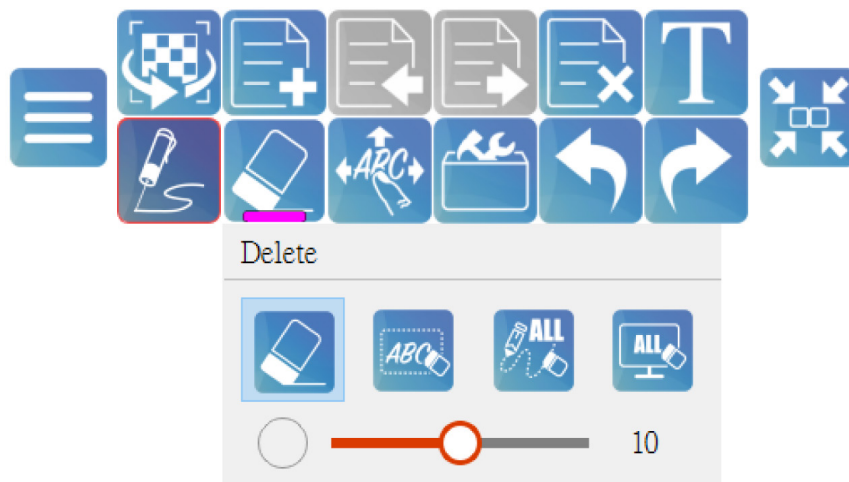
6-2 Erase

You may erase the handwriting by clicking this icon. 

When the eraser icon is selected, press the icon again and you may choose other types of eraser such as region eraser. The types of erasers are shown in Table 2.




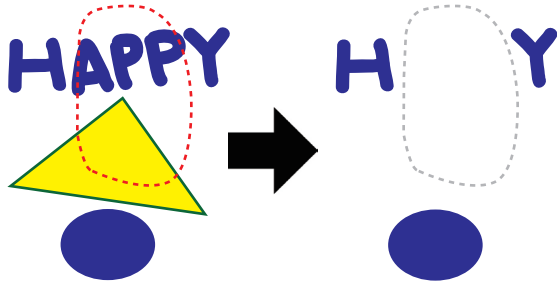

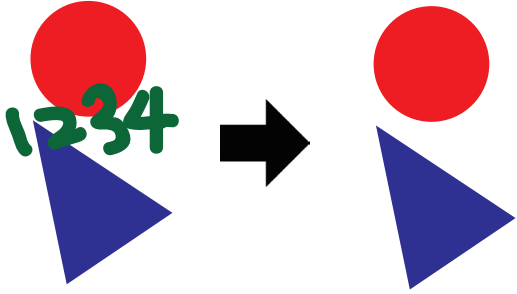

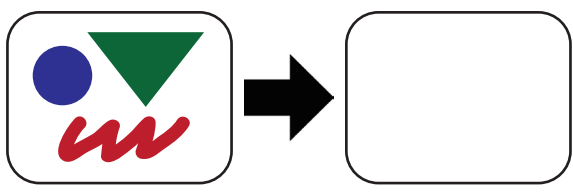


[Figure 14] Tool Bar; When the eraser mode is active, press the icon again and you may choose different types of eraser tool or change the size of the eraser.




[Figure 15] Eraser Setting; When the eraser mode is chosen.

[Table 3] Functions of Erasing effect


Types	Functions	Erasing effect
 Eraser (Pixel eraser)	Erase a part of hand writing annotation data.	
 Region eraser	You may erase all the data in the selected range. If a part of the object is in the selected range, the whole object will be erased.	
 Clear annotation	Erase all the hand writing annotation data. The objects by intellegent pen will not be erased by this eraser.	
 Clear slide	Erase everything in the slide including hand writing data, objects, images and video files.	

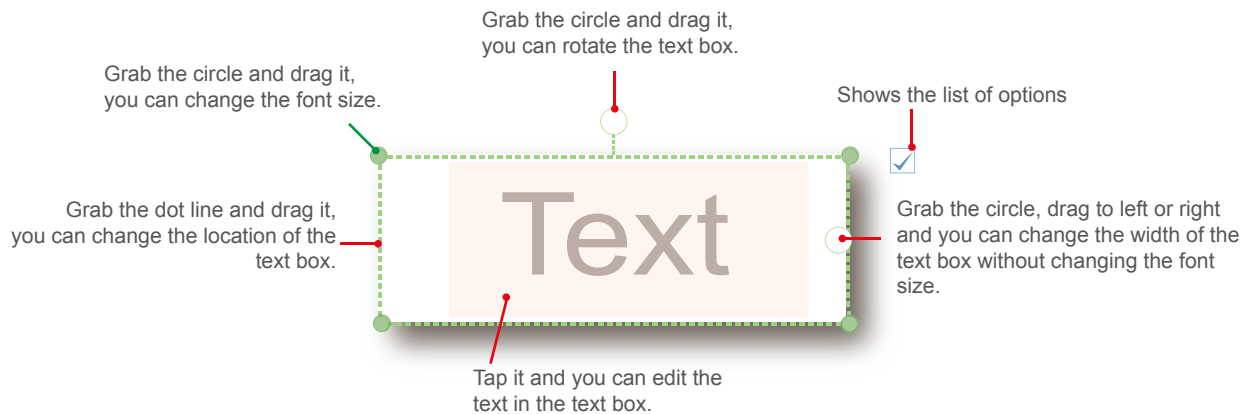
6-3 Redo/Undo

Undo: You can undo the last operation by clicking the “Undo” icon. 

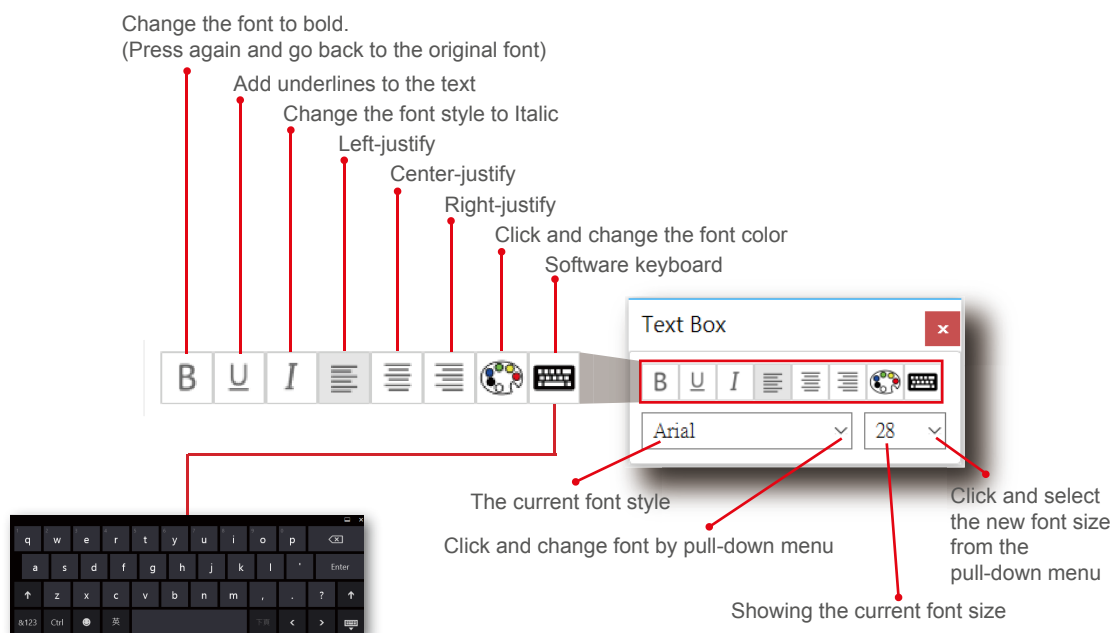
Redo: You can recover the operation cancelled by clicking the “Redo” icon. 

6-4 Text Box

Click “Text box” icon  in the toolbar and you can insert the text in the page by the text box function and modify the text. By clicking the software keyboard icon, you can activate the software keyboard for typing the text. You can also move, rotate and change the font size by dragging the text box in the page as the [Figure 16] Text Box shows. By the text box toolbar popping up below the text box, you can set the color, size and font of the text [Figure 17] Functions of Text Box.




[Figure 16] Text Box

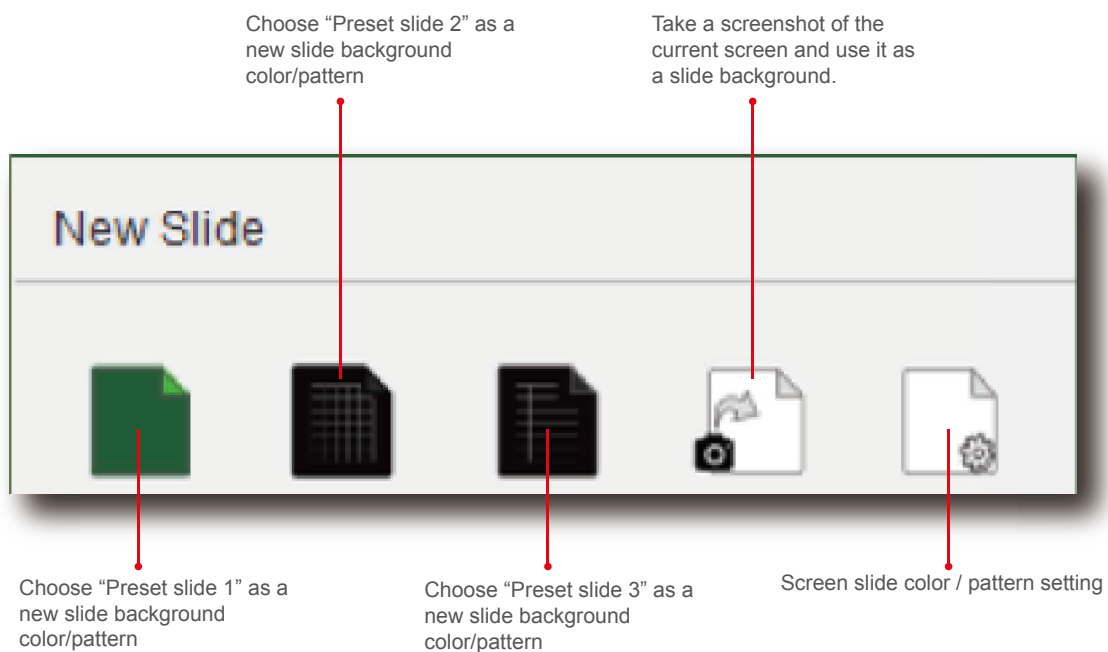


[Figure 17] Functions of Text Box

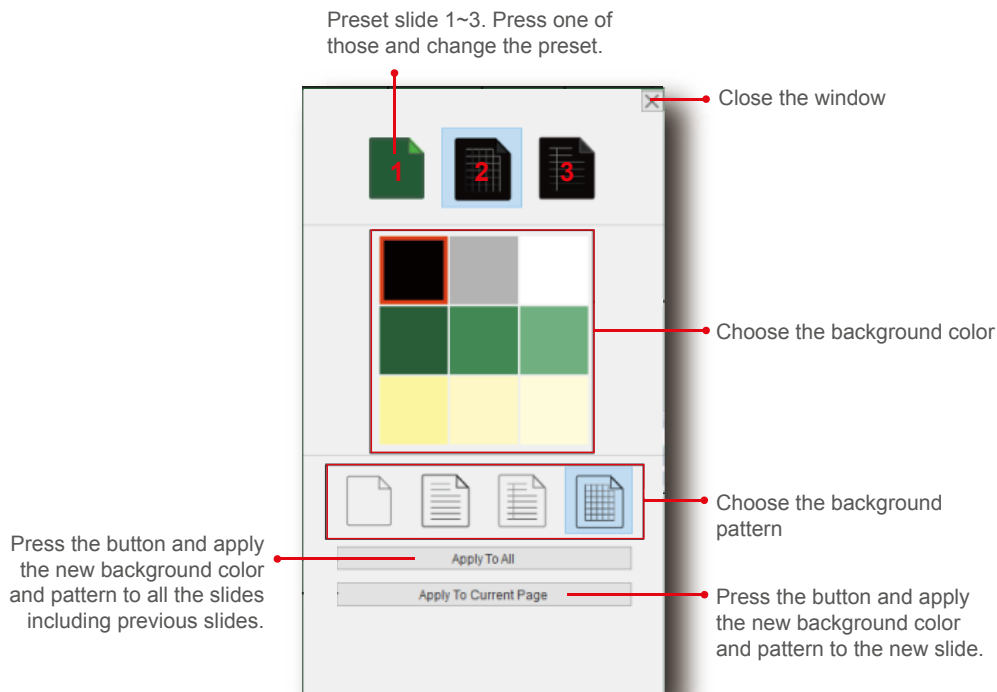
7 Slide Management

7-1 New Slide

Click the “New slide” icon,  the “New slide” window pops up. ([Figure 18] New Slide Window) Then you can create a new screen slide. You can select either from 3 preset slide patterns, screen slide or set the new slide color and pattern from the screen slide setting. The detailed are introduced in [Figure 19] Functions of New Slide. You can also change the background color and pattern for all the pages created by choosing “Apply to all”.




[Figure 18] New Slide Window



[Figure 19] Functions of New Slide


7-2 Previous Page

You may return to the previous slide by clicking the “Previous Slide” icon. 



7-3 Next Page

You may step to the next page by clicking the “Next Slide” icon. 

7-4 Delete Slide

You may delete the current slide by clicking this icon. 


7-5 Thumbnail

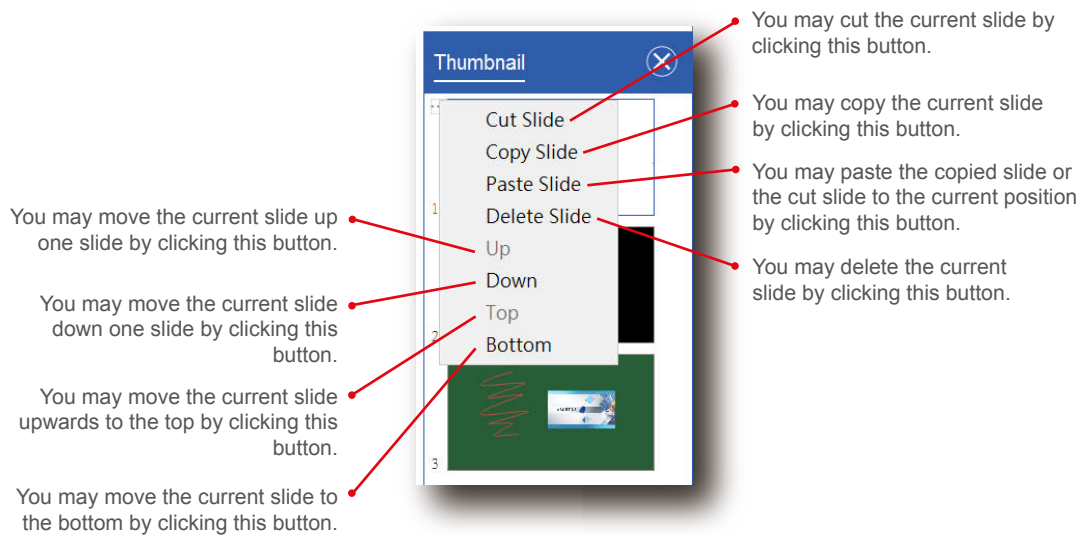
Thumbnail panel provides an index for the slide presentation. When you click the button  or  on either the left side or right side of the slide, you open the thumbnail panel as [Figure 20] Thumbnail shows below.




[Figure 20] Thumbnail

Click one of the thumbnails and the selected page will be displayed in the main interface.

Also, click the icon  and you can cut, copy, paste or adjust the slide location by using the thumbnail panel as [Figure 21] Thumbnail Panel shows.



[Figure 21] Thumbnail Panel


Click the close icon  and you may close the thumbnail panel.

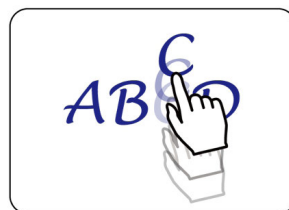
8 Select/Move/Mouse

You can move an individual object, multiple objects or the whole slide and also do Windows related operations by using "select", "move" and "mouse" function. This section introduces how to use each function.

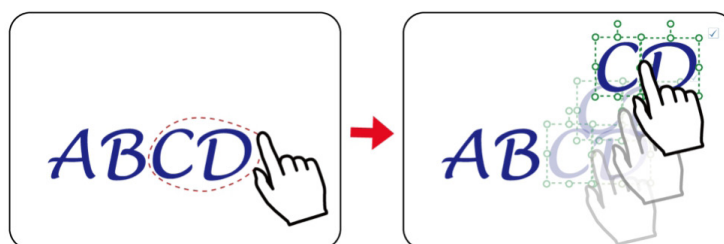


8-1 Move Object(s)

Click "Select" icon  and you can move an object with a finger. For moving multiple objects ([Figure 22] Move an Object), select multiple objects by circling them and move at once. ([Figure 23] Move Objects)




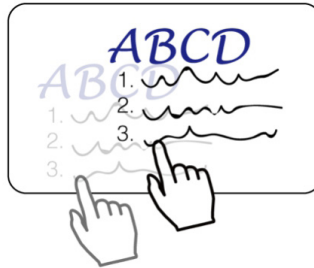
[Figure 22] Move an Object



[Figure 23] Move Objects

8-2 Move whole Slides

Click Select icon again and change the icon to “Move” icon  . When Move icon is selected, you can move the whole slide at once. ([Figure 24] Move Slide)




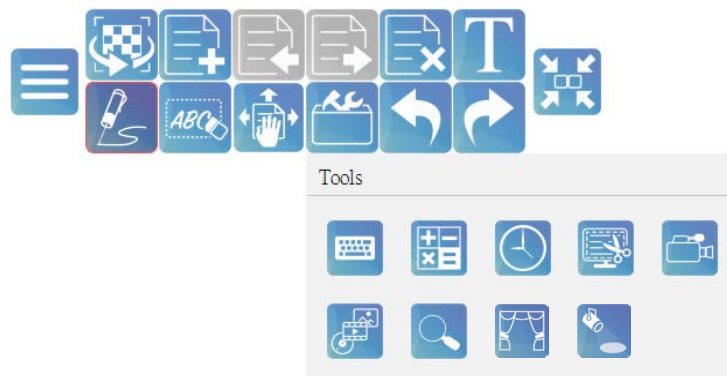
[Figure 24] Move Slide

8-3 Mouse Mode

In annotation mode, by selecting “Mouse” icon  , you can do Windows related operations.


9 Toolbox

“Tools”  provides various tools ([Figure 25] Tools) useful for meetings and classes including “Screen keyboard”, “calculator”, “Clock/Timer”, “Screen record” etc. This section introduces how to use those tools.



[Figure 25] Tools


9-1 Screen Keyboard

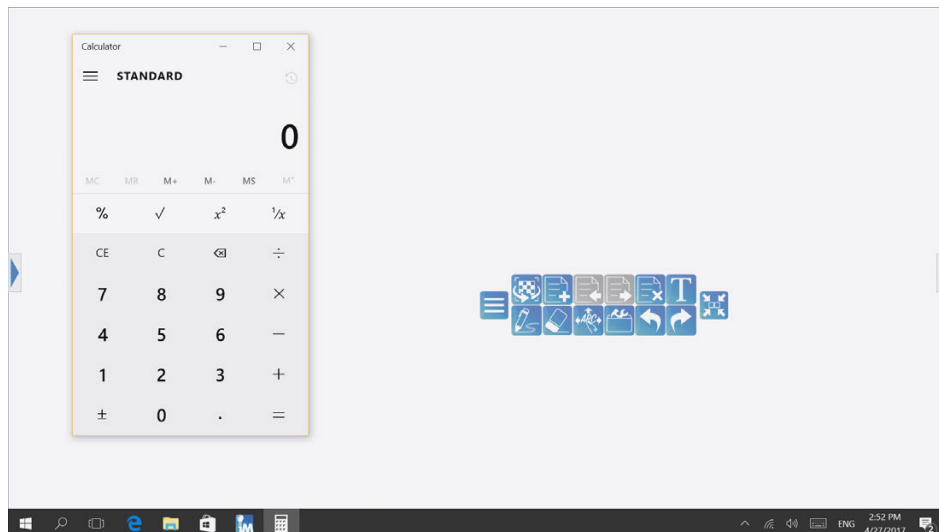
The screen keyboard pops up on the slide when you click the “Screen Keyboard”  icon. This tool imitates the computer keyboard and can be used by clicking directly. ([Figure 26] Screen Keyboard)



[Figure 26] Screen Keyboard


9-2 Calculator

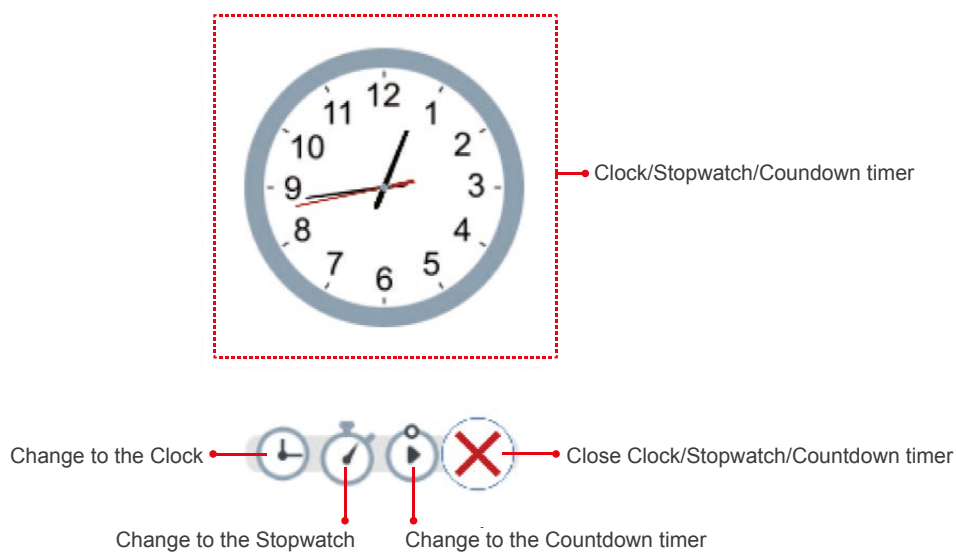
The calculator pops up when you click “Calculator” icon . ([Figure 27] Calculator) You may calculate by clicking the buttons directly.



[Figure 27] Calculator

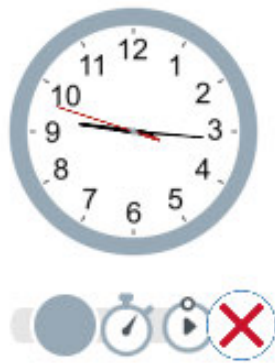
9-3 Clock/Timer

When you click “Clock”  icon, the clock pops up. You may click the icon and switch to the stopwatch or the countdown timer. ([Figure 28] Clock/Timer)



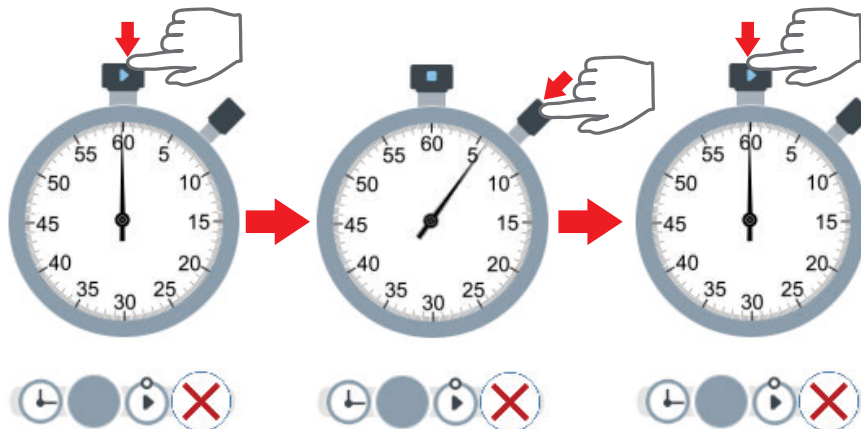
[Figure 28] Clock/Timer

- Clock: Showing the current local time ([Figure 29] Clock)



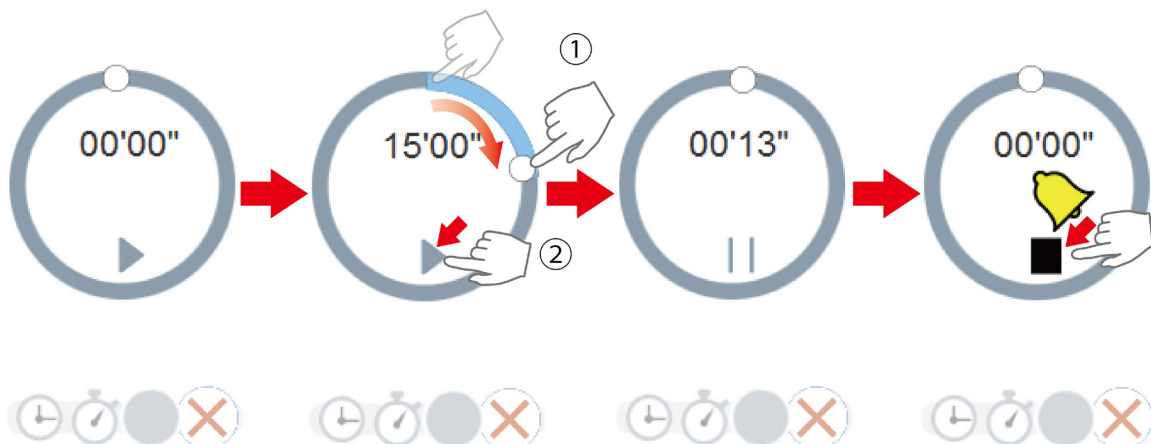
[Figure 29] Clock

- Stopwatch: Press the top icon to start/reset and side icon to stop/restart. ([Figure 30] Stopwatch)







[Figure 30] Stopwatch

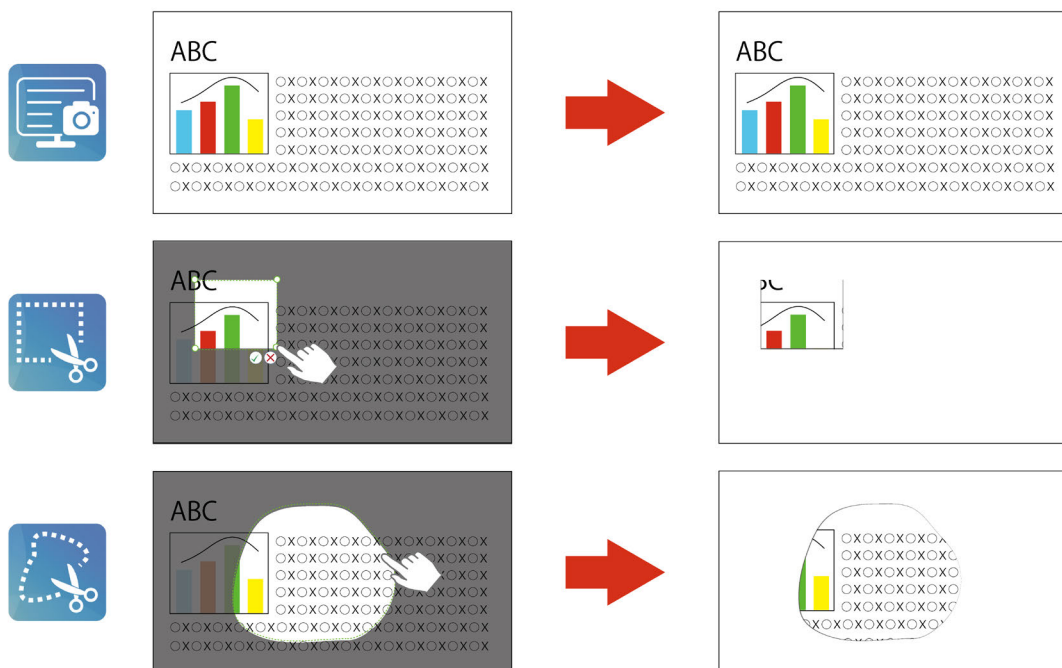
- Countdown timer: Set the time between 30 seconds and 60 minutes (Minimum unit = 30 seconds) and press start icon. The timer starts counting down. When the time becomes 0, it will ring the bell to alert. ([Figure 31] Countdown Timer)




[Figure 31] Countdown Timer

9-4 Screen Capture


When you click “Screen Capture”  icon in tools, the dialog box of image interception pops up. The screenshot tool provides the function of capturing current screen images. There are 3 different methods provided: whole screen capture , regional capture  and irregular capture . ([Figure 32] Screen Capture)

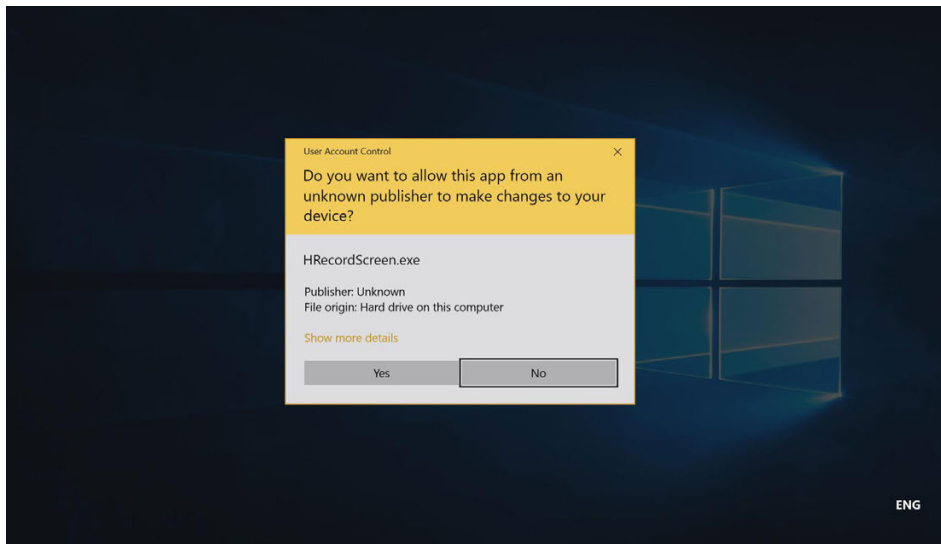


[Figure 32] Screen Capture

You may insert the image to the current slide, or insert to the new slide as well as saving as image file. For saving as image file, you may choose “Save as” and add file name manually or choose “Save to Default Path” and save to preset folder shown at the bottom of the dialog box automatically. You may change the default path by clicking the “Folder” icon .

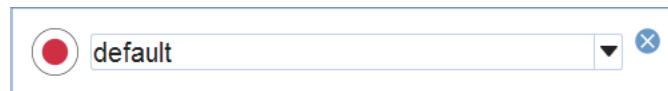
9-5 Screen Recorder

When you click the “Record” icon  in tools, you may record screens. First, it inquires the authorization ([Figure 33] Screen Recorder Authorization) to activate the tool. Press “Yes” and you may activate the screen recorder.




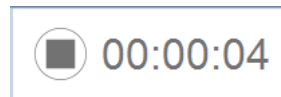
[Figure 33] Screen Recorder Authorization

After clicking “Yes”, screen recorder tool pops up as [Figure 34] Screen Recorder Tool shows.




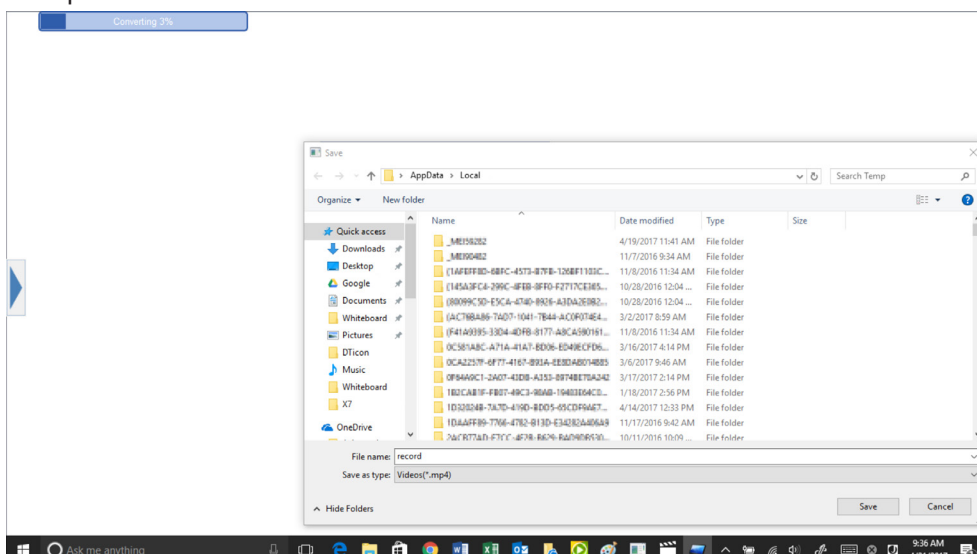
[Figure 34] Screen Recorder Tool

Click the icon  to start recording. After the screen recording starts, the tool changes as [Figure 35] Screen Recording shows.




[Figure 35] Screen Recording

Press the icon  to stop recording. After stopping screen recording, the software starts converting the file. The progress will be shown at the top. “Save as” option pops up, in which you may select a saving location and a name. ([Figure 36] Save Screen Recording) The video is saved in .mp4 format.

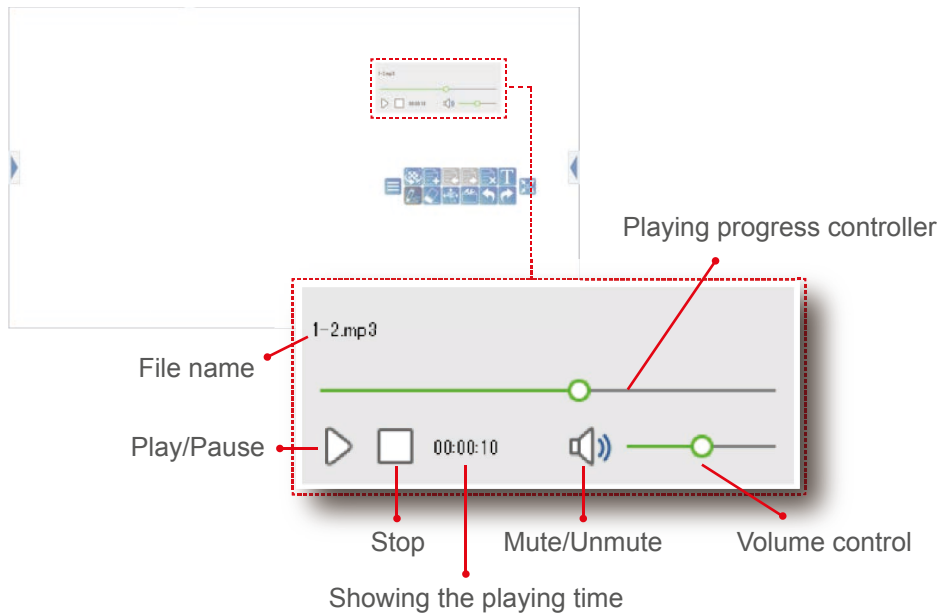


[Figure 36] Save Screen Recording

9-6 Media

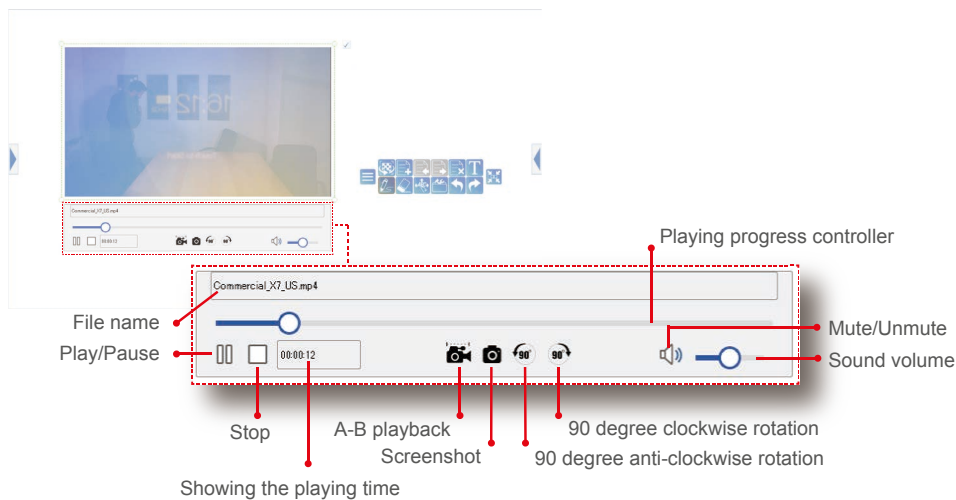
When you click the “Media” icon  in tools, the open dialog pops up. You may choose any multimedia file in the system and insert into the slide. The supported multimedia files are Video, Audio and Image. Select the file and press “Open”.

The interface of the control panel of music player is as the [Figure 37] Music Player shows.



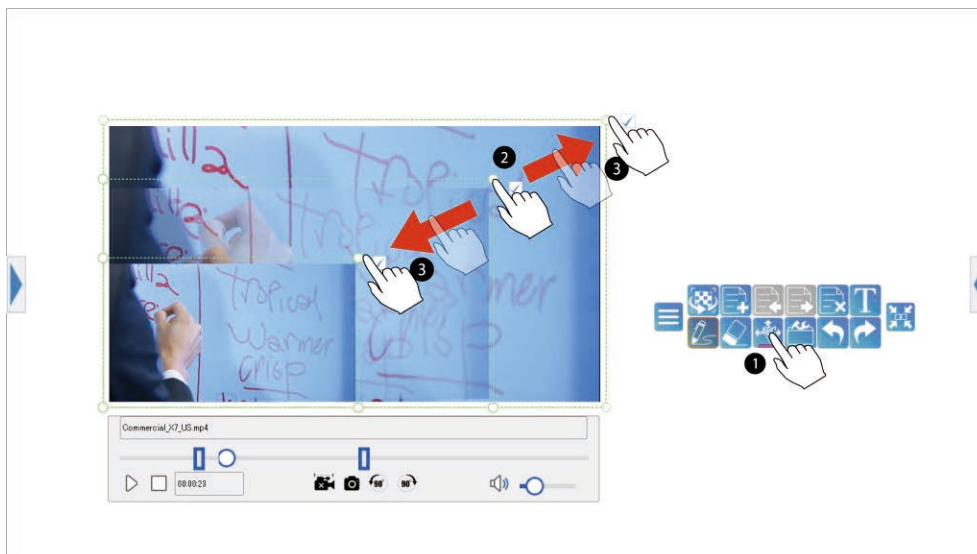
[Figure 37] Music Player

The interface of the control panel of video player is as the [Figure 38] Video Player shows.



[Figure 38] Video Player






You may change the size of the video screen as the [Figure 39] Change Screen Size shows.

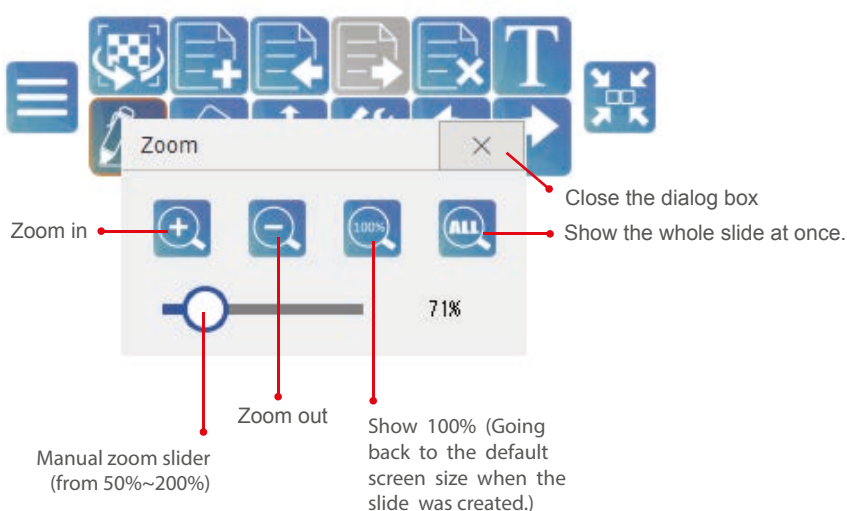


[Figure 39] Change Screen Size

<Note> The video aspect ratio can not be adjusted.


9-7 Zoom

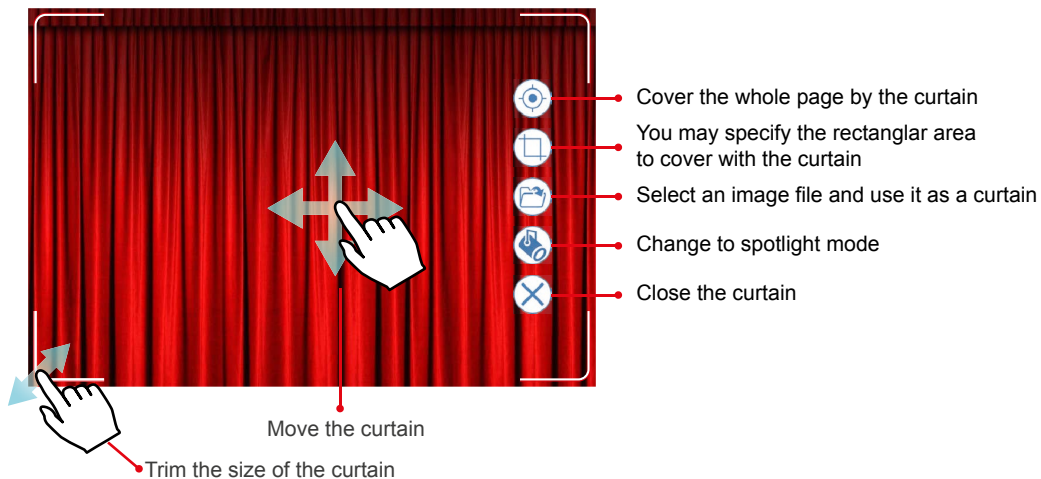
When you click “Zoom”  icon in tools, the dialog box of zoom control pops up. Zoom tool provides the function of zoom in/zoom out. There are 4 different methods provided: zoom in , zoom out , 100% , and show the whole slide (Bird eye) . You may also adjust the zoom manually by the gauge at the bottom of the dialog box. ([Figure 40] Zoom) Moreover, if “Zoom gesture” is on in the setting, you may adjust the zoom with two fingers. For the detail, please also see [13-6](#).



[Figure 40] Zoom


9-8 Curtain

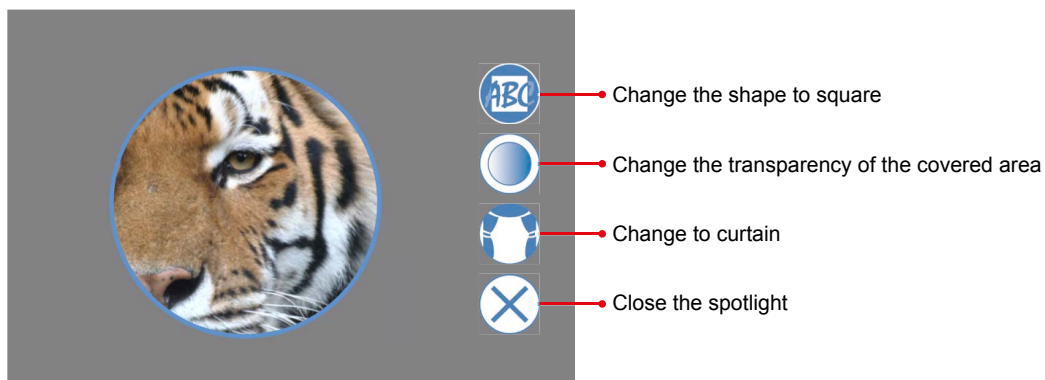
When you click “Curtain” icon  in tools, the whole slide page is covered with a curtain. (See [Figure 41] Curtain) You may move it by dragging it up, down, left or right or change the size by dragging the corner. You may use the icons to operate the curtain function more intuitively. The functions of each icon are also shown as in [Figure 41] Curtain.



[Figure 41] Curtain

9-9 Spotlight

When you click Spotlight  icon in tools, the spotlight effect comes on. The spotlight can illuminate a region of the screen to make the audience focus on the lighted region and enhance the teaching effectiveness. (See [Figure 42] Spotlight) You may use the icons to operate the curtain function more intuitively. The functions of each icon are also shown as in [Figure 42] Spotlight.




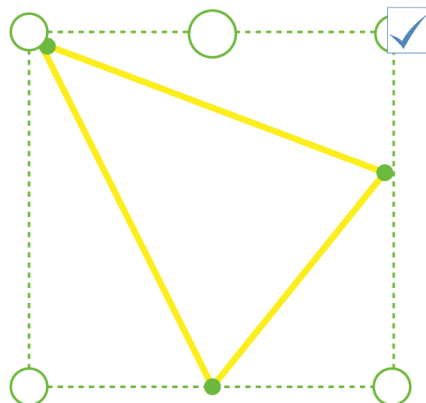
[Figure 42] Spotlight

10 Edit Objects


The software provides various tools for editing objects/annotation data including changing the color/width/shape of the objects, copying/cutting/pasting/cloning the objects, flipping/mirroring the objects. This section introduces how to edit objects.

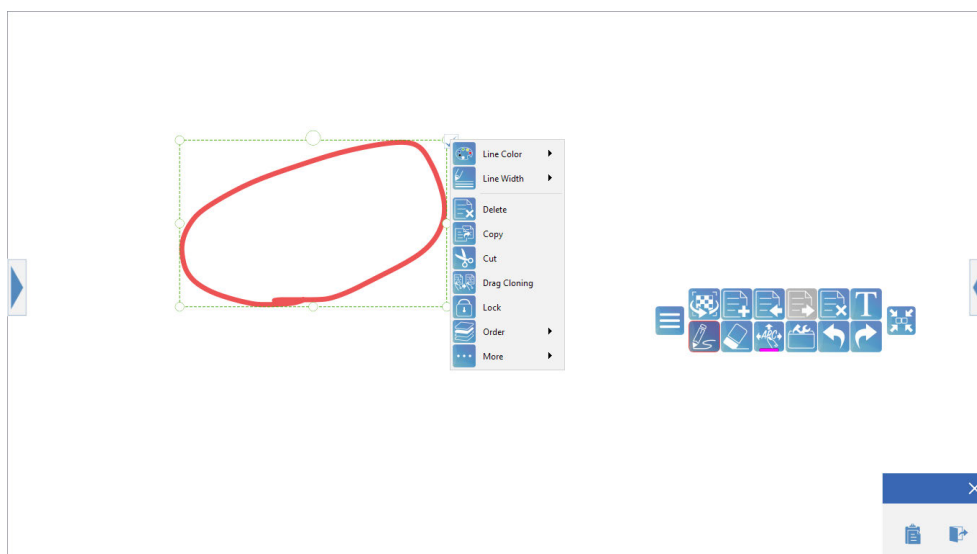
10-1 Select Objects

For editing any object, it is necessary to select that object(s) first. Firstly you need to click “Select” icon  and tap the object or draw a line over the object(s) you want to edit. When the object(s) is selected, it will be surrounded by green dot line as [Figure 43] Selected Object shows.



[Figure 43] Selected Object

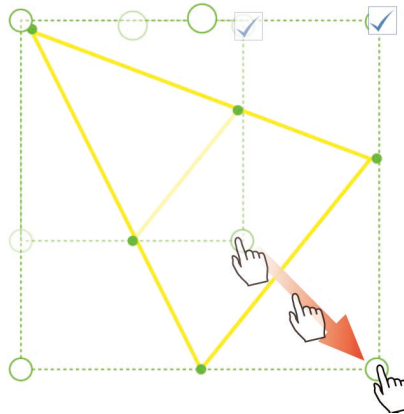
Tap the object or click the check mark  on the right hand side top part, the option box, which contains variety of options for editing shows up as [Figure 44] Option Box shows. How to use each option are introduced in this section.



[Figure 44] Option Box

10-2 Change the Size of Objects

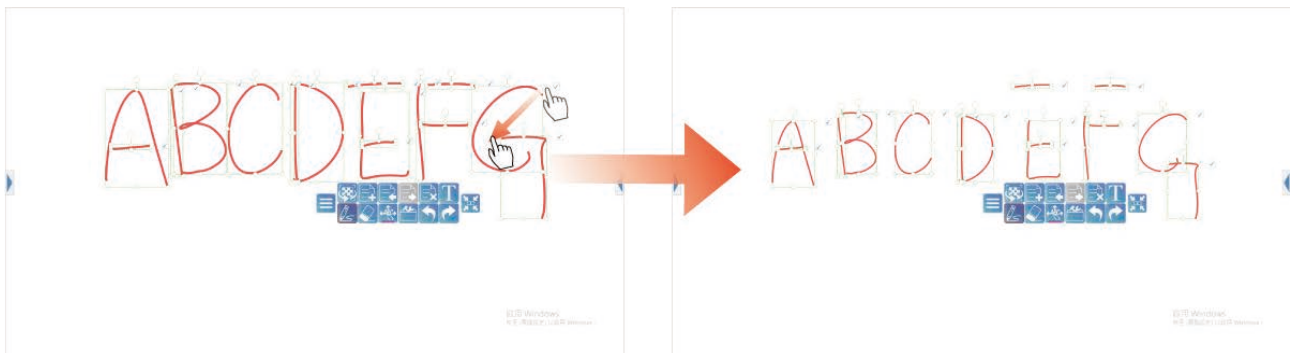
By dragging one of the circles at 4 corners, you may change the size of the objects without changing the aspect ratio. ([Figure 45] Change Object Size)



[Figure 45] Change Object Size

<Tip>

You may select multiple objects and change the size at once by controlling one of the selected objects. However, the position of each object will not be kept as [Figure 46] Position of Objects shows.



[Figure 46] Position of Objects

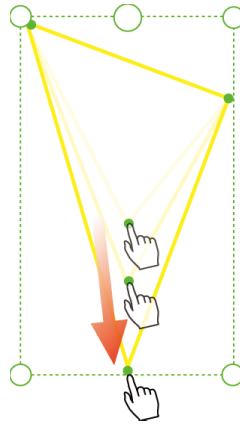
In order to avoid this, you may group the objects before changing the size. (See [Figure 47] Grouping Objects)



[Figure 47] Grouping Objects; Please also see “10-13 Group” for more detail.

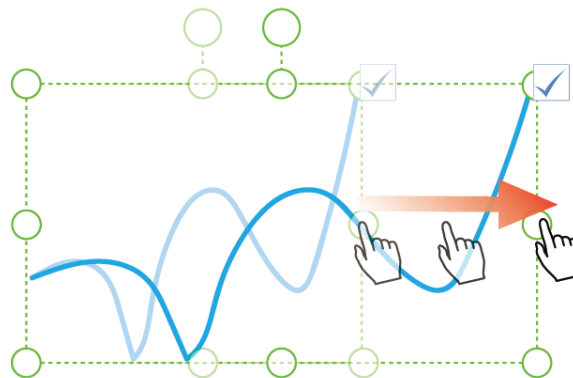
10-3 Change the Shape of Objects

For the objects such as rectangle, triangle, and circle drawn with the intelligent pen, by dragging one of the green circles, you may change the shape of the objects. ([Figure 48] Change Object Shape 1)



[Figure 48] Change Object Shape 1

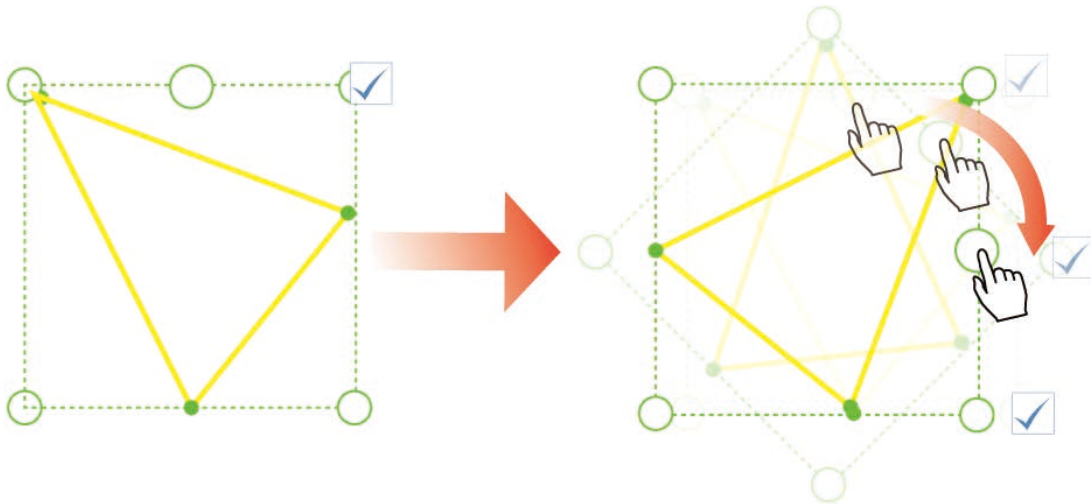
If the object is drawn with the smooth pen, highlighter etc., you can change the shape vertically or horizontally by dragging one of the circles. ([Figure 49] Change Object Shape 2)



[Figure 49] Change Object Shape 2


10-4 Rotate Object(s)

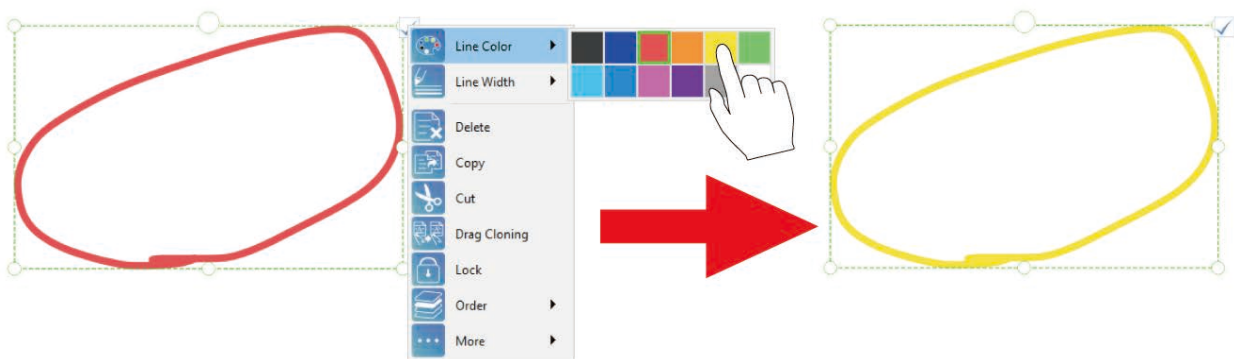
By dragging and rotating the white circle at the top, you may rotate the objects as [Figure 50] Rotate Object shows.



[Figure 50] Rotate Object


10-5 Change Line Color

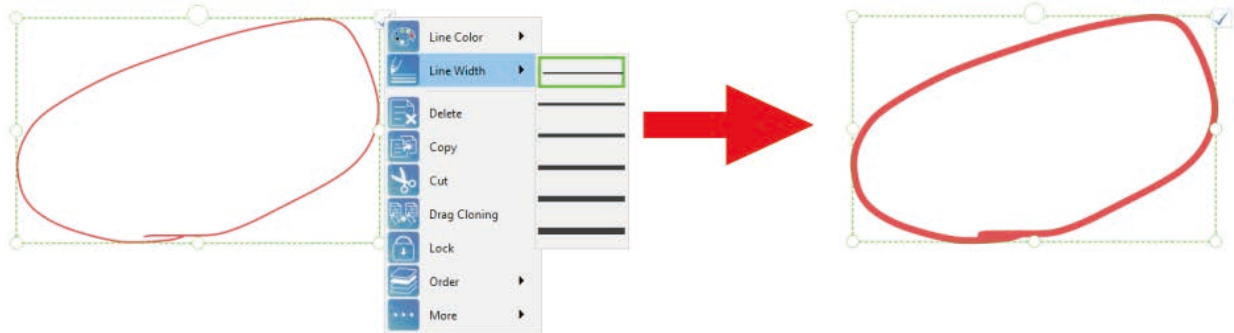
Click “Line Color” icon  in the option box and select the color from the pallet, you may change the line color as [Figure 51] Line Color Change shows.



[Figure 51] Line Color Change


10-6 Change Line Width

Click “Line width” icon  in the option box and select the width from the box, you may change the line width as [Figure 52] Line Width Change shows.



[Figure 52] Line Width Change


10-7 Change Line Mode

Click “Line Mode” icon  and you may change the line pattern of the lines drawn with the intelligent pen mode. (See [Figure 53] Change Line Mode)






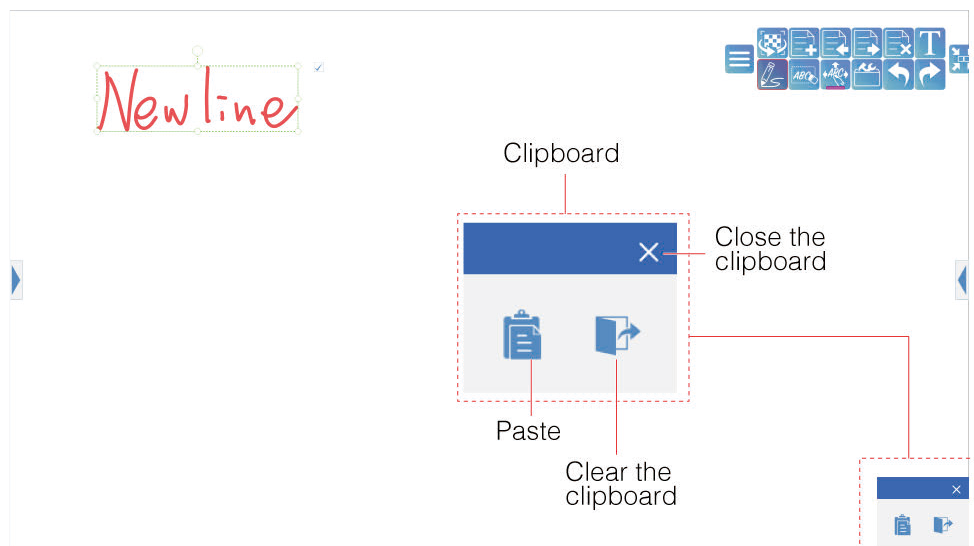
[Figure 53] Change Line Mode

10-8 Delete Objects

Click “Delete” icon  in the option box, you may delete the object(s).




10-9 Copy

Click “Copy” icon  in the option box, you may copy the object(s). After copying the object(s), there will be a clipboard shown at the right hand side bottom corner as [Figure 54] Clipboard shows. Click “Paste” icon  in the box and you may paste the objects. For exiting the clipboard, click “Exit” icon .




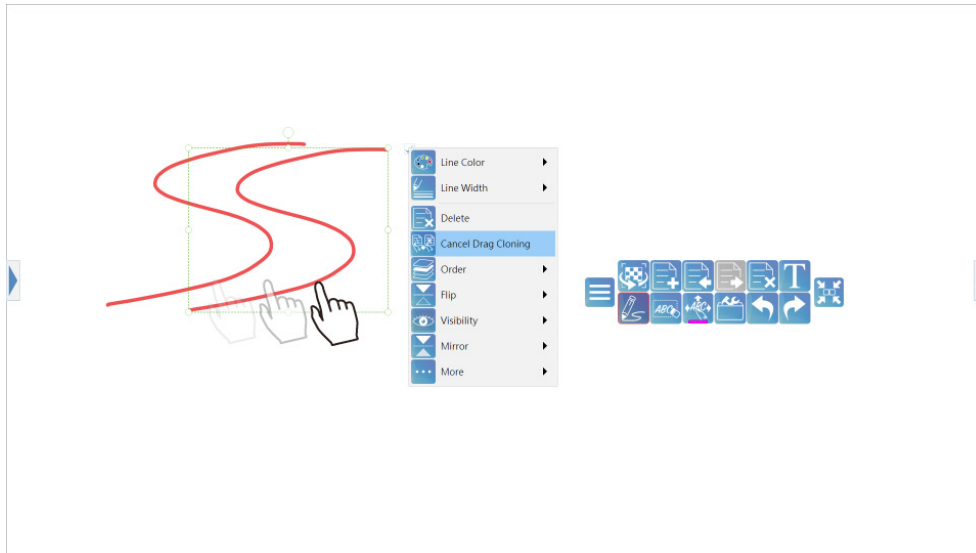
[Figure 54] Clipboard

10-10 Cut

Click “Cut” icon  in the option box and cut the object(s) and then as well as “Copy” function, you may paste the object(s) by clicking “Paste” icon  in the clipboard. For exiting the clipboard, click “Exit” icon .



10-11 Drag Cloning

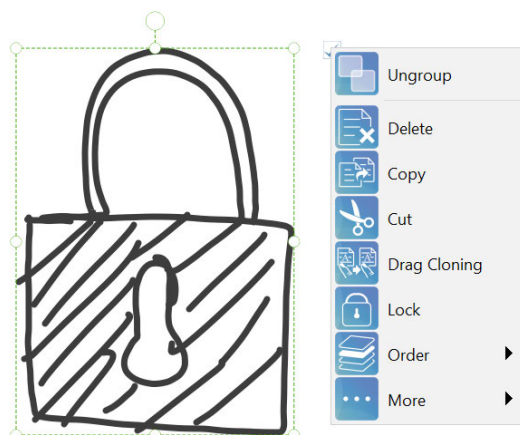
Click “Drag cloning” icon  and then drag the object, you may create the unlimited clones of the object as [Figure 55] Drag Cloning shows each time you drag them. For canceling the function, click “Cancel Drag cloning” icon in the option box.



[Figure 55] Drag Cloning



10-12 Lock

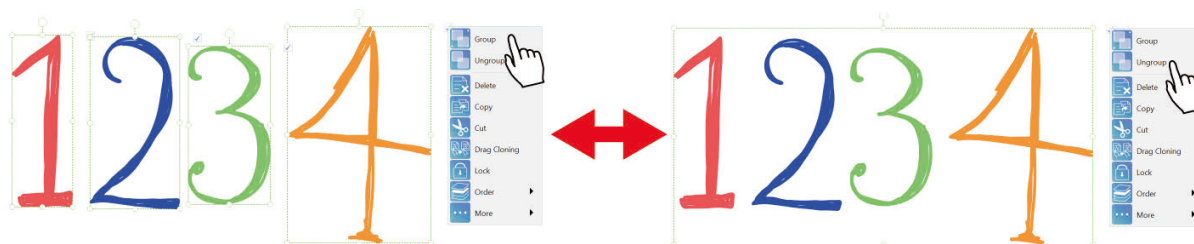
Click “Lock” icon  and you may lock the object(s). When the object(s) are locked, you may avoid it being moved to any other places. For restoring to the unlocked state, click “Unlock” icon  in the option box. ([Figure 56] Lock)



[Figure 56] Lock






10-13 Group

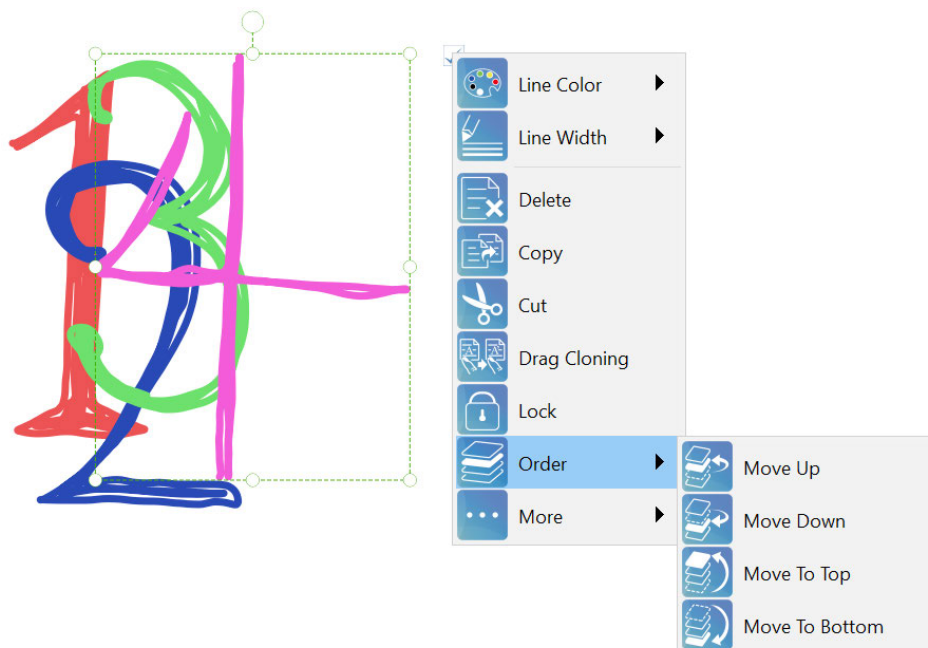
Select multiple objects in the slide and click “Group” icon  , you may group them. When multiple objects are grouped, you may move them at once, enlarge them without changing the balance etc. For ungrouping the grouped objects, click “Ungroup” icon  in the option box. ([Figure 57] Group)



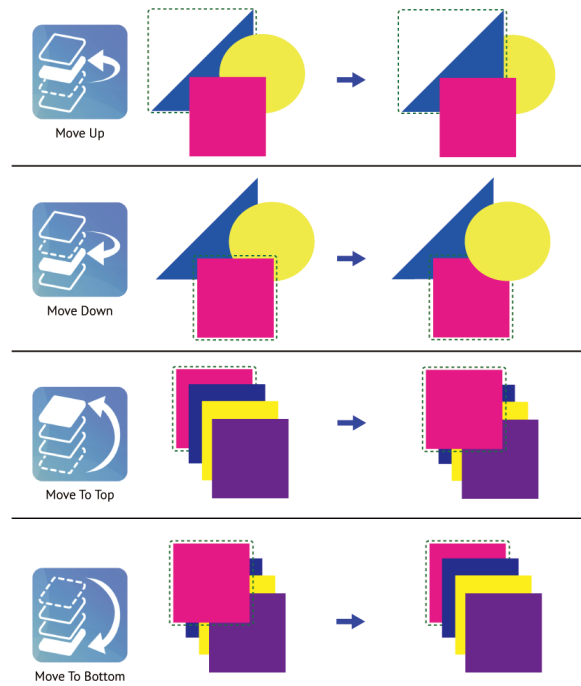
[Figure 57] Group

10-14 Order

Click “Order” icon  and you may change the layer order and display of the object by the 4 icons “Move up”  , “Move down”  , “Move to Top”  and “Move To Bottom”  as [Figure 58] Order shows. Each function shows in [Figure 59] Order Function.



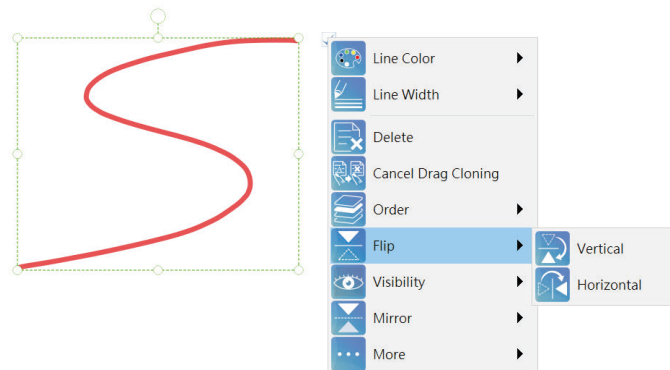
[Figure 58] Order



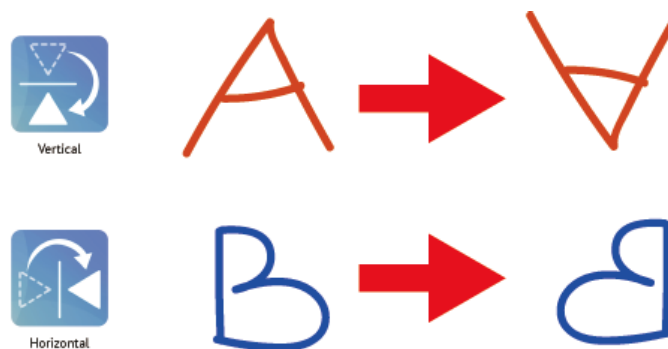
[Figure 59] Order Function

10-15 Flip

Click “More” icon  and then Click “Flip” icon , you may flip the current object. ([Figure 60] Flip Icon) You may flip them vertically or horizontally as [Figure 61] Flip Function shows.









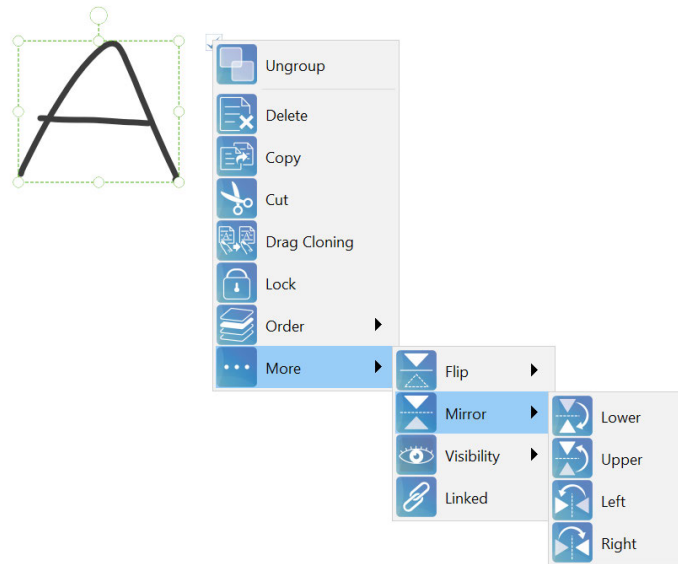
[Figure 60] Flip Icon



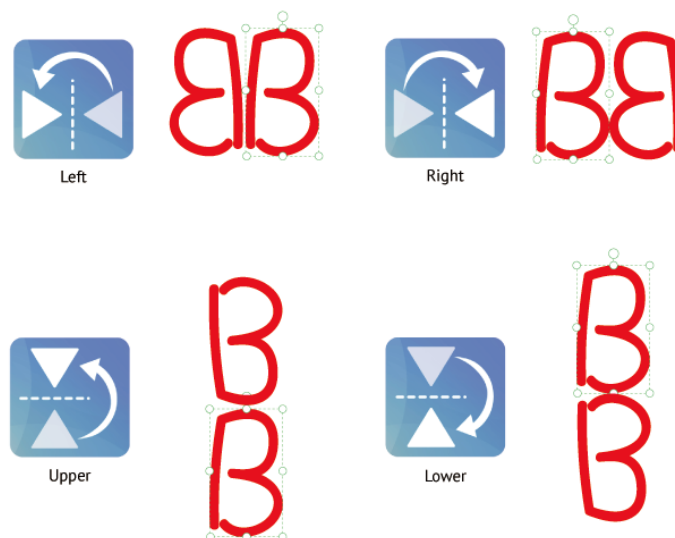
[Figure 61] Flip Function

10-16 Mirror

Click “More” icon  and then click “Mirror” icon  ([Figure 62] Mirror) and you may create the mirror image of the currently selected object(s) upwards , downwards , leftwards  or rightwards  as [Figure 63] Mirror Function shows.







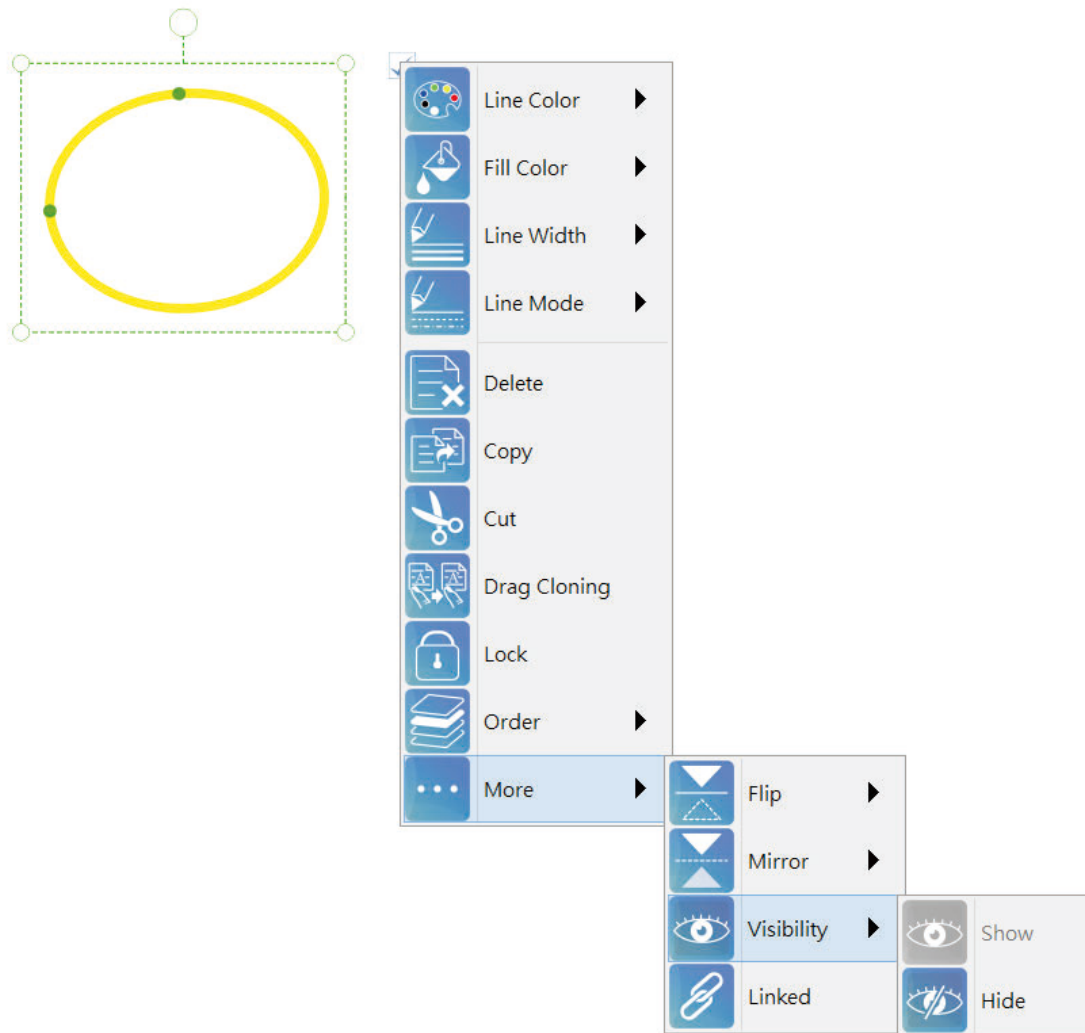
[Figure 62] Mirror



[Figure 63] Mirror Function


10-17 Visibility

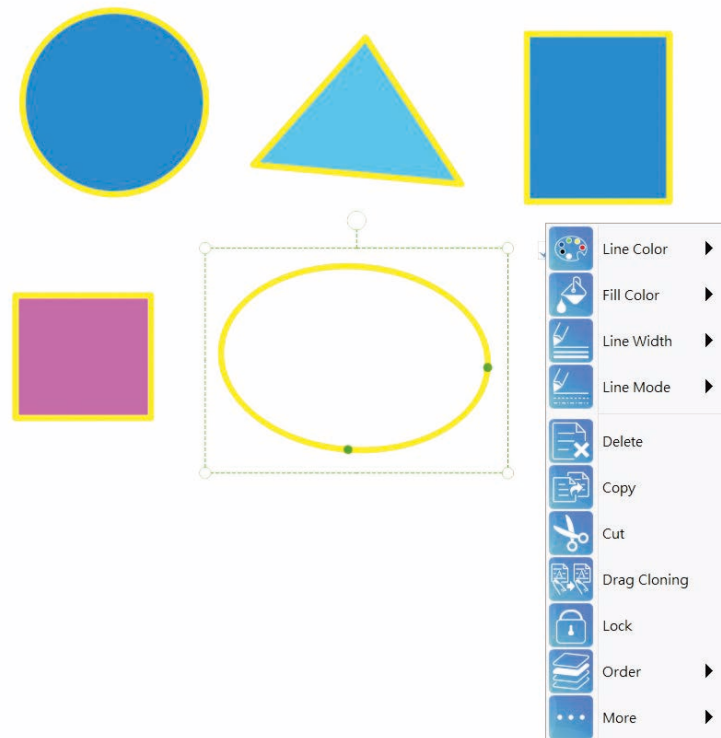
Click “More” icon , then click “Visibility” icon  and you may set the visibility of object(s). When the setting is “Show” , the object is visible. When the setting is “Hide” , the object is invisible. ([Figure 64] Visibility)



[Figure 64] Visibility





10-18 Fill Color

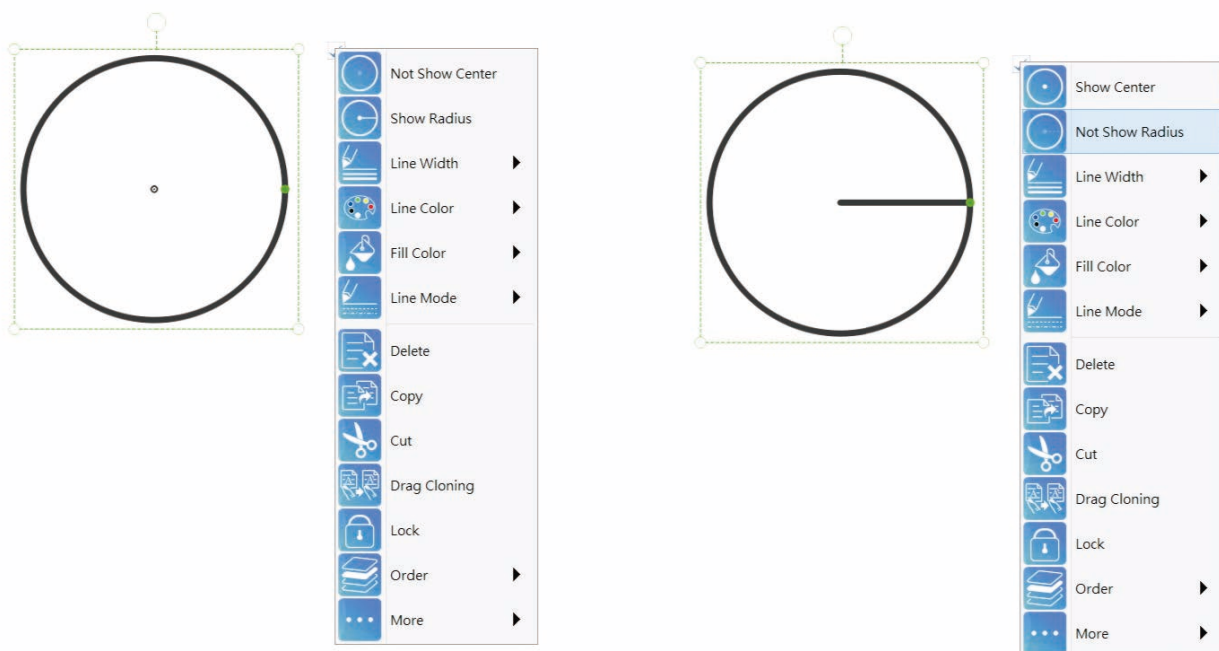
If the objects are such as circles, ovals, rectangles, squares triangles drawn with the intelligent pen, select “Fill color” icon  and you may fill color to the selected objects. ([Figure 65] Fill Color)



[Figure 65] Fill Color




10-19 Show Center/Radius

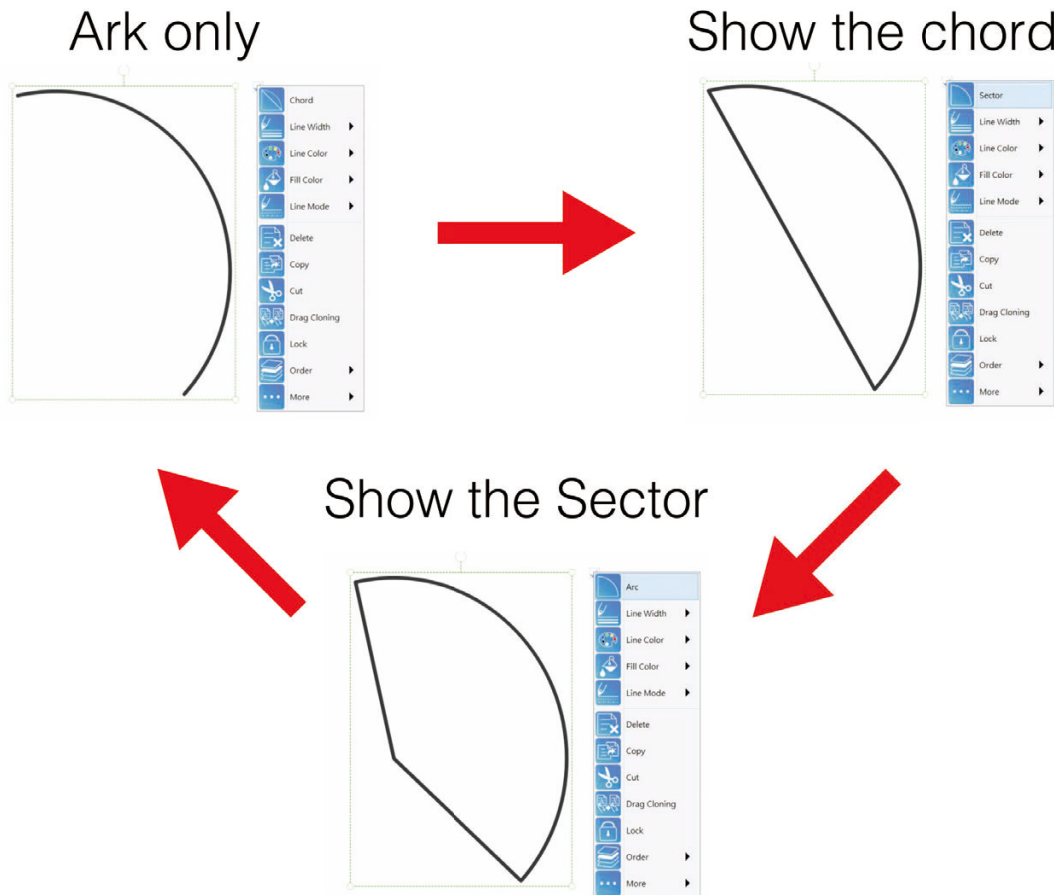
Clicking “Show center” icon  or “Show radius “ icon  , and you may show the center or the radius of the circle drawn with the intelligent pen. ([Figure 66] Show Center/Radius) Clicking “Not Show Center” icon  or “Not Show Radius” icon  and you may hide them.



[Figure 66] Show Center/Radius

10-20 Show Chord/Sector

Clicking “Chord” icon , and you may add the chord to the arc drawn with the intelligent pen. The icon will change to “Sector” . Press the icon and again and you may add the sector. ([Figure 67] Show Chord/Sector) The icon will change to “Arc” . Press it once again and it will show the arc only.








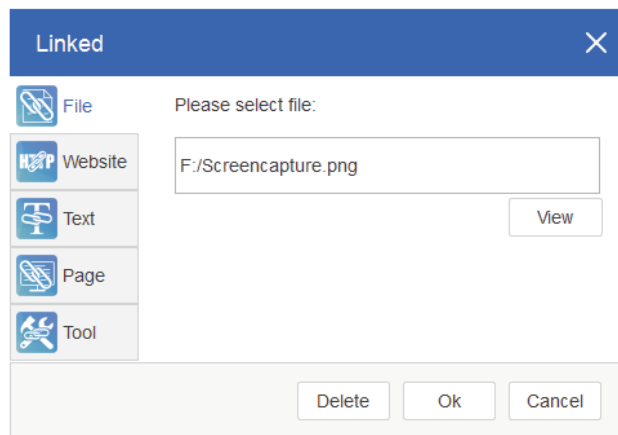
[Figure 67] Show Chord/Sector

10-21 Add Links

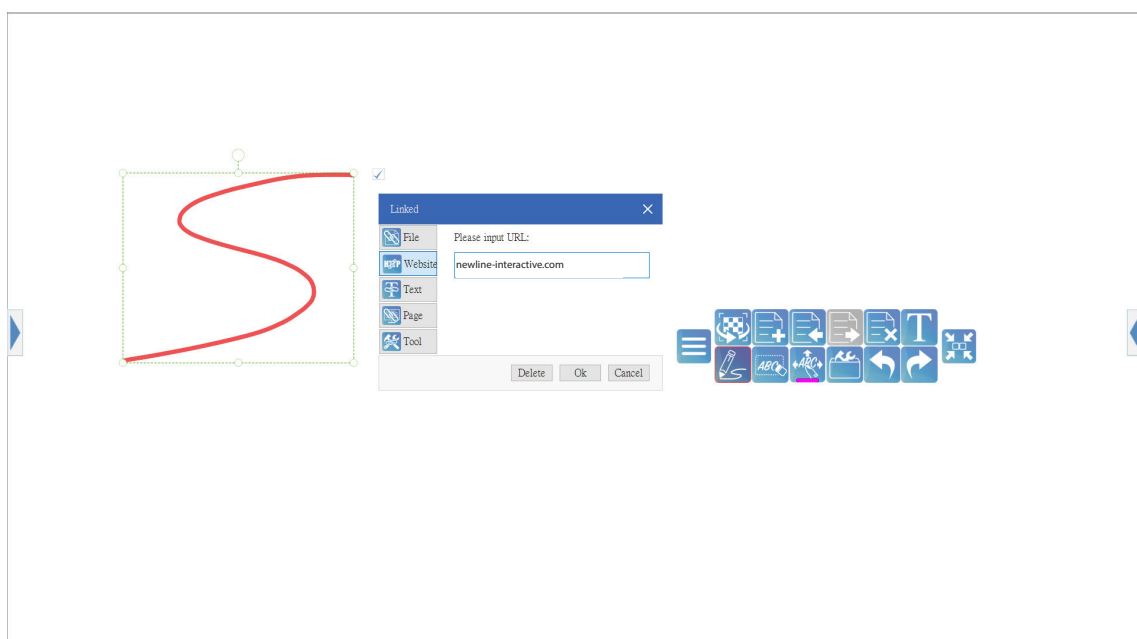
Click “More” icon  and then “Linked” icon  and you may add link to objects as Table 4 Add Link shows. (See also Figure 68 ~ Figure 72)

[Table 4] Add Link

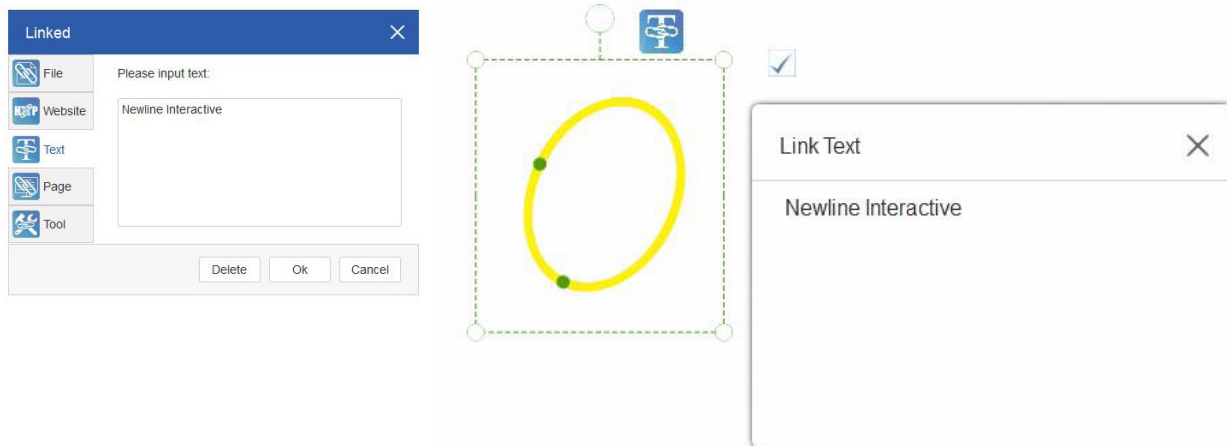
Link	Icon	Function
File		Link with a file and open it. See also Figure 68 File Link
Web site		Link with URL and open the Web site by browser. See also Figure 69 Web link
Text		Input text and open the text box. See also Figure 70 Text link
Page		Link with the whiteboard page number and open it. See also Figure 71 Page link
Tool		Select curtain or spot light and activate them. See also Figure 72 Tool link



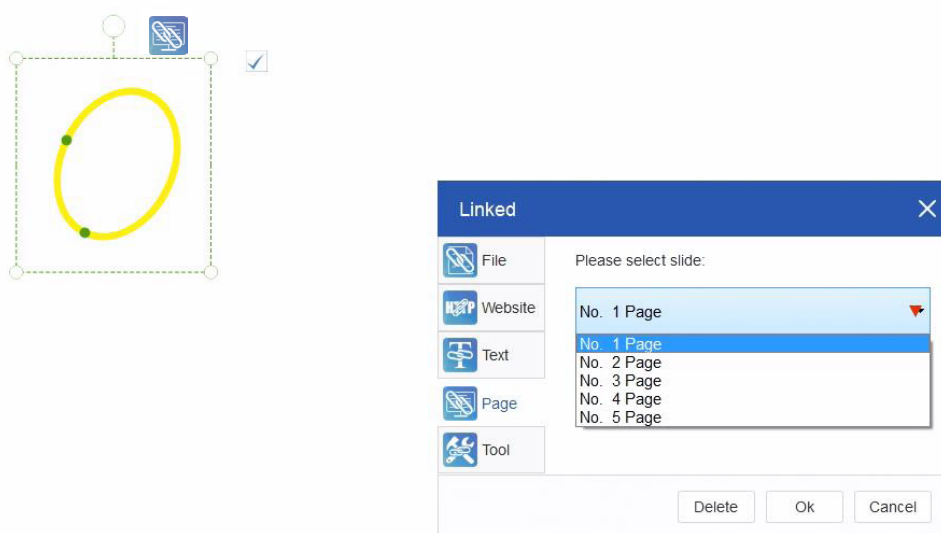
[Figure 68] File Link



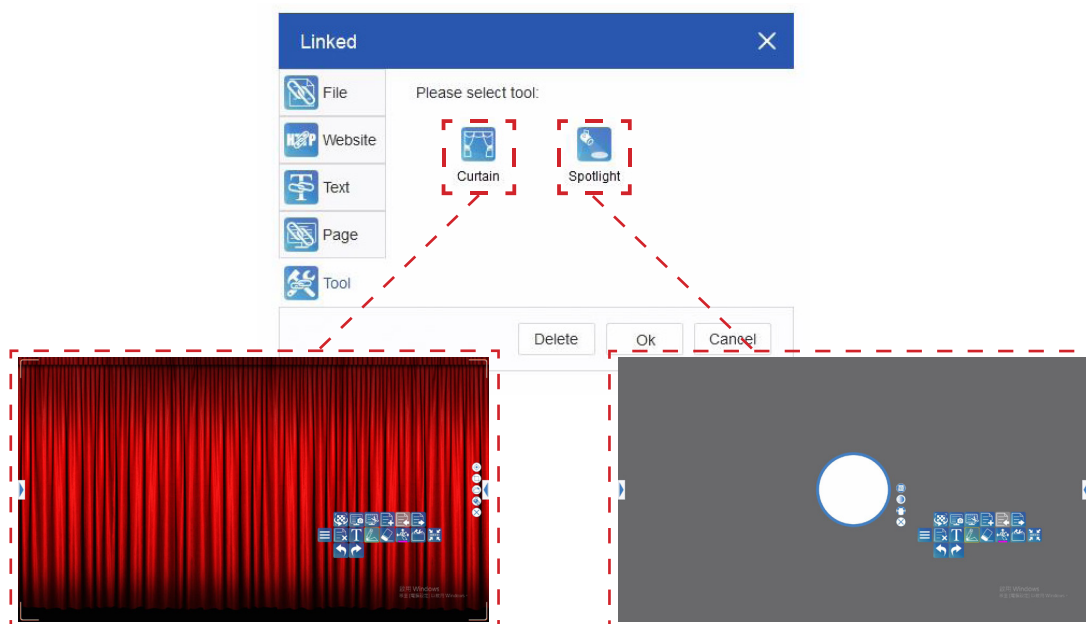
[Figure 69] Web Link



[Figure 70] Text Link



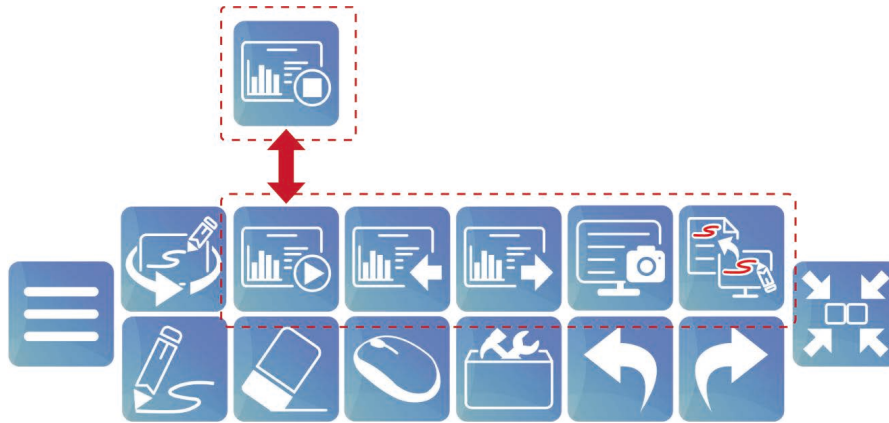
[Figure 71] Page Link



[Figure 72] Tool Link



11 Presentation Control

The software provides tools (See [Figure 73] Presentation Control Icons) to control PowerPoint presentation in annotation mode. This section introduces how to use those tools.





[Figure 73] Presentation Control Icons


11-1 Start/Stop Presentation

When a PowerPoint file is opened, press the “Play PPT” icon  to start Slideshow. After the Slideshow starts, the icon changes to “Stop” icon. Press the icon  and you may stop the Slideshow.

11-2 Go to the Previous Page/Next Page

During the Slideshow, press “Previous Slide”  icon to go back to the previous page or press “Next Slide” icon  to go to the next page.


11-3 Screenshot

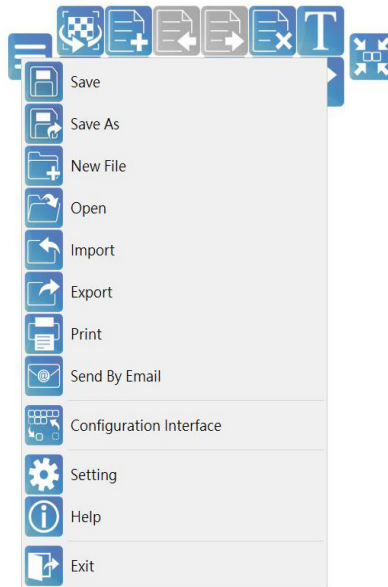
In annotation mode, you may press “Screenshot” icon  and take instant screenshots and save to the selected folder. (The default folder is "Pictures" folder.)

11-4 Embed Annotation

After annotation on document file, press “Embed” icon  and you may embed it to the page.


12 File Management

Click “Menu” icon  in Whiteboard mode and it provides various functions for file management. This section introduces how to use those functions. (See [Figure 74] Menu)




[Figure 74] Menu


12-1 Save

Click “Save” icon  and you may save the current file as .httx format. For the first time saving the file, it is necessary to name it with the software keyboard. From the next time, it overwrites the file. The files saved as .httx format can be edited later.


12-2 Save As

Click “Save as” icon  and you may choose different location and name to save the current writing file as .httx format.


12-3 New File

Click “New file” icon  and you may create a new file.


12-4 Open

Open Click “Open” icon  and you may open an existing .hht and .hhtx file.


12-5 Import

Click “Import” icon  and you may import PowerPoint (.ppt, .pptx file), DPS file or IWB file to the whiteboard page. (Please make sure the software supporting the format is installed.)


12-6 Export

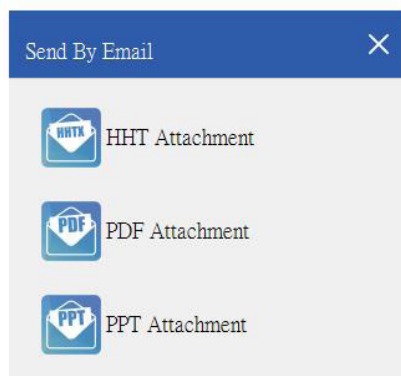
Click “Export” icon  and you may export the current content. There are various output formats you may choose such as: Image, Word, Excel, PowerPoint, PDF, HTML to facilitate your sending and using. You may choose the appropriate format to fit your needs. (Please make sure the software supporting the format is installed.)

12-7 Print

Click “Print” icon  and you may Print currently editing and writing content directly. Click this option, to pop up Print Dialog Box, and set the Page Range and Numbers on demand.


12-8 Email

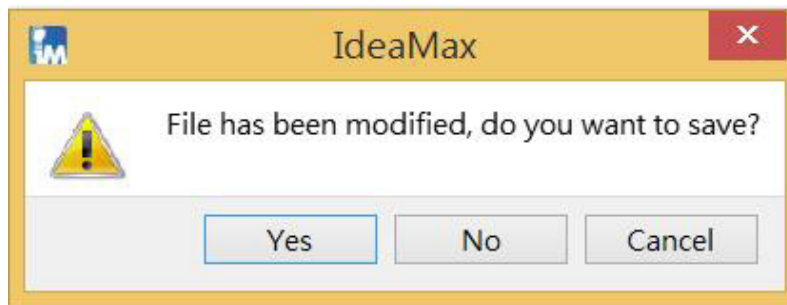
Click “Send By Email” icon  and you may send the current content by Email as an attachment. There are 3 output formats: You can send the file as an attachment in the format of HHT file, PDF file, PPT file. You may choose the appropriate format to fit your needs. (Please set the mail account in Outlook firstly) (Please see [Figure 75] Send By Email)



[Figure 75] Sent By Email



12-9 Exit

Press “Exit” icon  and you may close the software. If the current content has not been saved, there will be a dialog pop up for the confirmation. Press “Yes” for saving the content. Press “No” for closing the software without saving the data. Or press “Cancel” to go back to editing. (See [Figure 76] Exit)



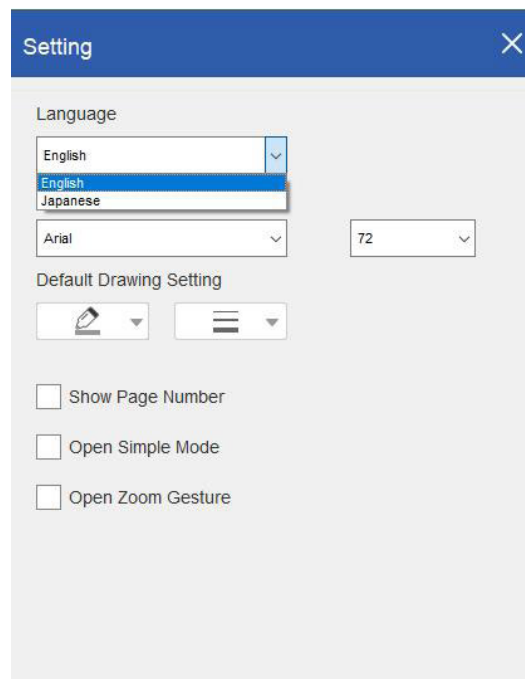
[Figure 76] Exit

13 Setting

Click “Menu” icon  and then choose “Setting” icon  you may change various settings and tool bar configuration. This section introduces how to change setting.

13-1 Language Setting

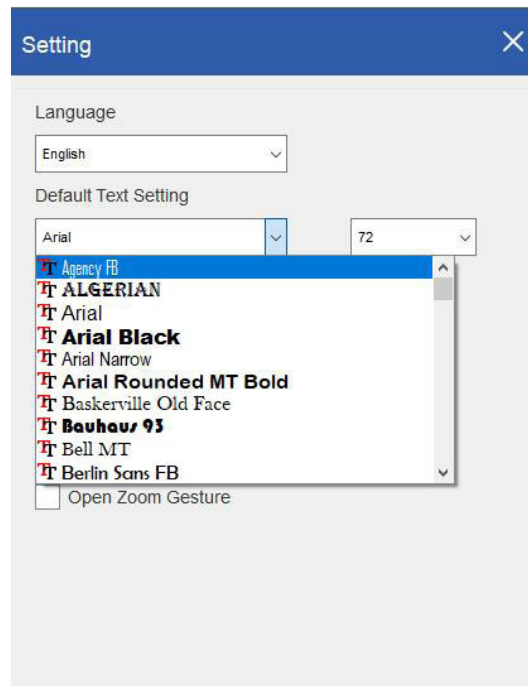
In the setting menu, you may choose language from the pull-down menu. (See [Figure 77] Language Setting)



[Figure 77] Language Setting

13-2 Default Text Setting

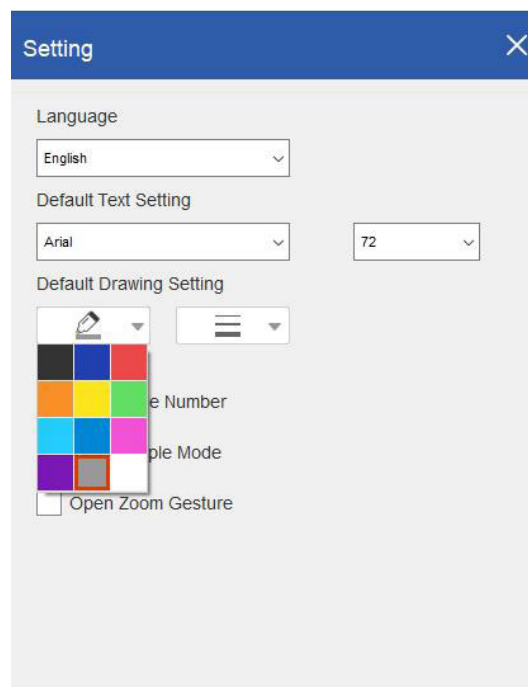
You may choose the default font and size from the pull-down menu. (See [6-4](#) Text Box and [Figure 78] Default Text Setting)



[Figure 78] Default Text Setting

13-3 Default Drawing Setting

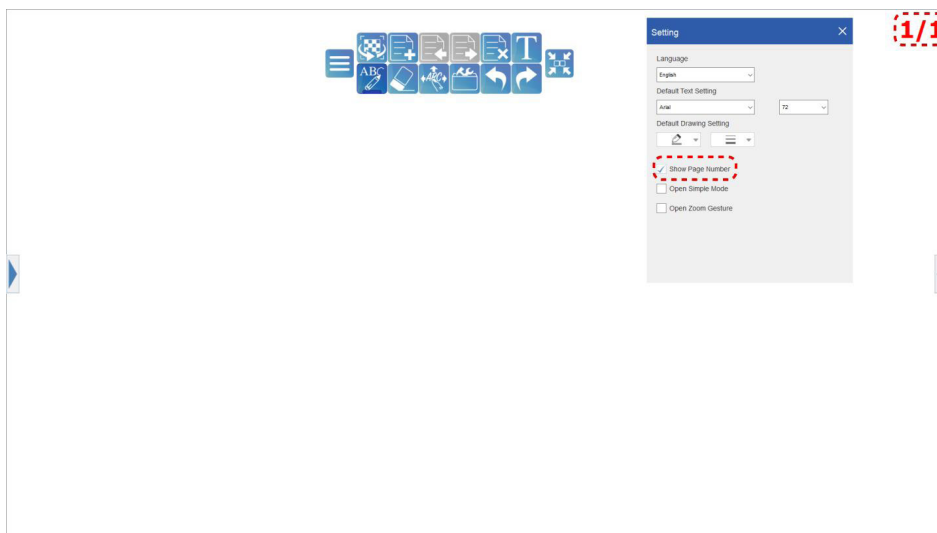
You may choose the default color and the width of the smooth pen from pull-down menu. (See [Figure 79] Default Drawing Setting)



[Figure 79] Default Drawing Setting

13-4 Show Page Number

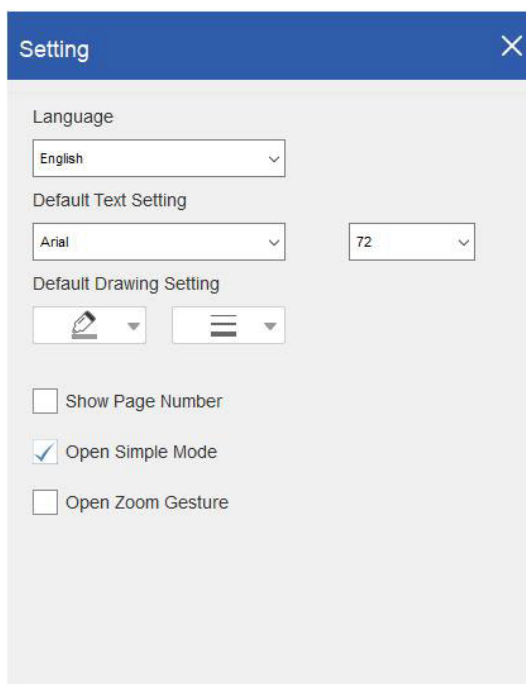
Add a check mark to “Show Page Number” and the page number will be shown in whiteboard mode. (Please see [Figure 80] Show Page Number)



[Figure 80] Show Page Number

13-5 Open Simple Mode

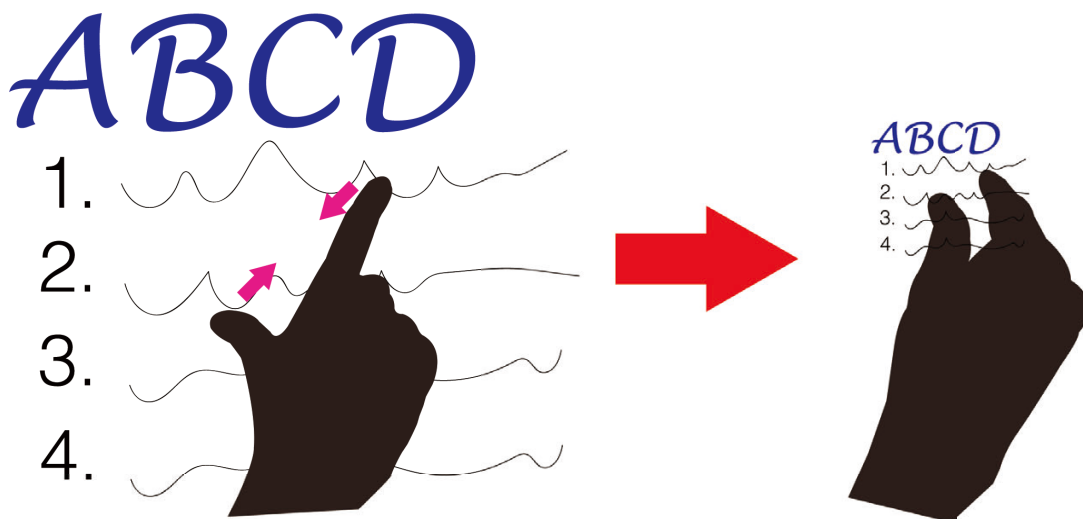
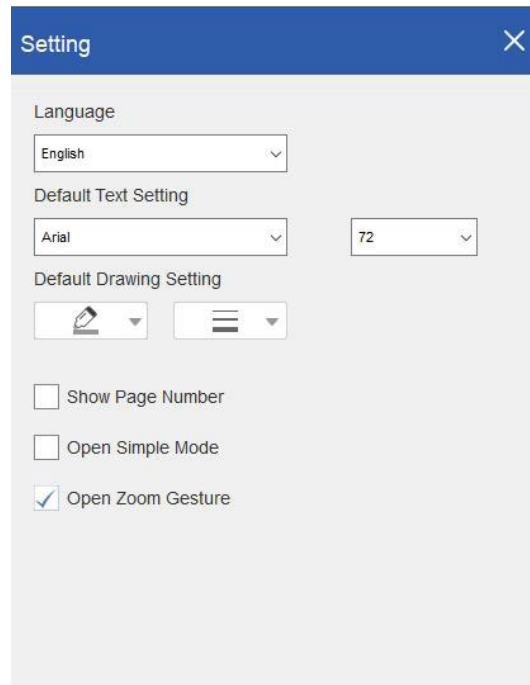
Add a check mark to “Open Simple Mode”, you may switch the toolbar to the simple mode. Please also see [5-6](#) “Minimize toolbar”. (See [Figure 81] Open Simple Mode)



[Figure 81] Open Simple Mode



13-6 Open Zoom Gesture

If a check mark is added to “Open Zoom Gesture” (See [Figure 82] Open Zoom Gesture), you may use 2 fingers and zoom in/out in Move mode. (Please also see [8-2](#) Move Whole Slide)



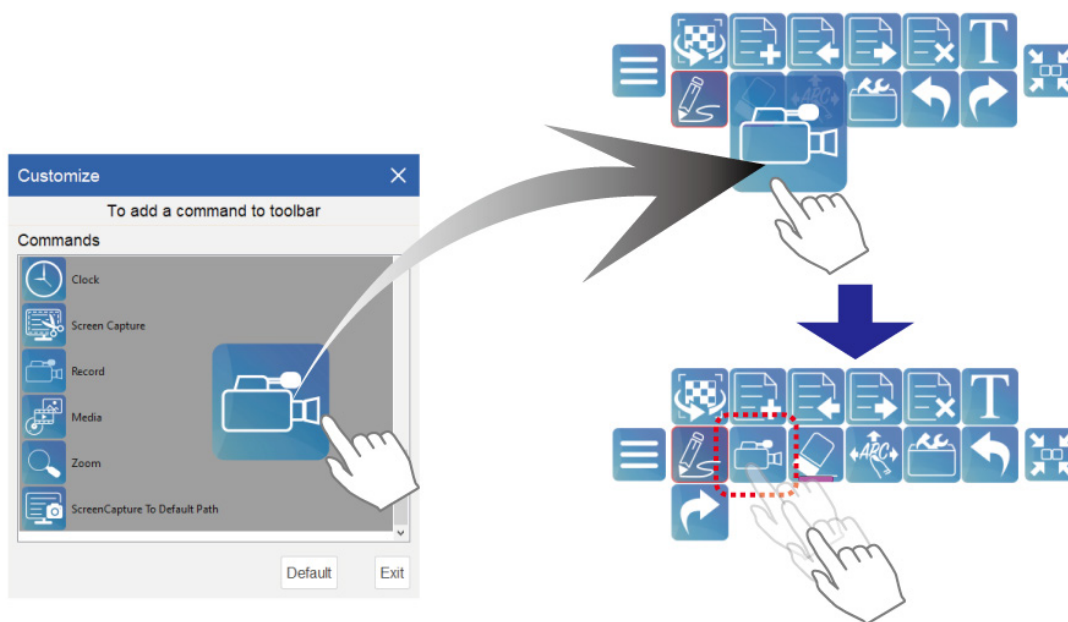
[Figure 82] Open Zoom Gesture

14 Configuration Interface

Click “Menu” icon  and then choose “Configuration interface” icon , you may change tool bar configuration. This section introduces how to change the configuration.

14-1 Add Icons

Drag the icon you want to add from the box and drop it in between the icons in toolbar and you may add the icon in the toolbar. (See [Figure 83] Add Icons) You may add the icons, which do not appear in the default toolbar such as “Record” and “Screen capture”. You may also add multiple pen icons and assign different types of pens to each icon. (See [Figure 84] Example of Toolbar Configuration)



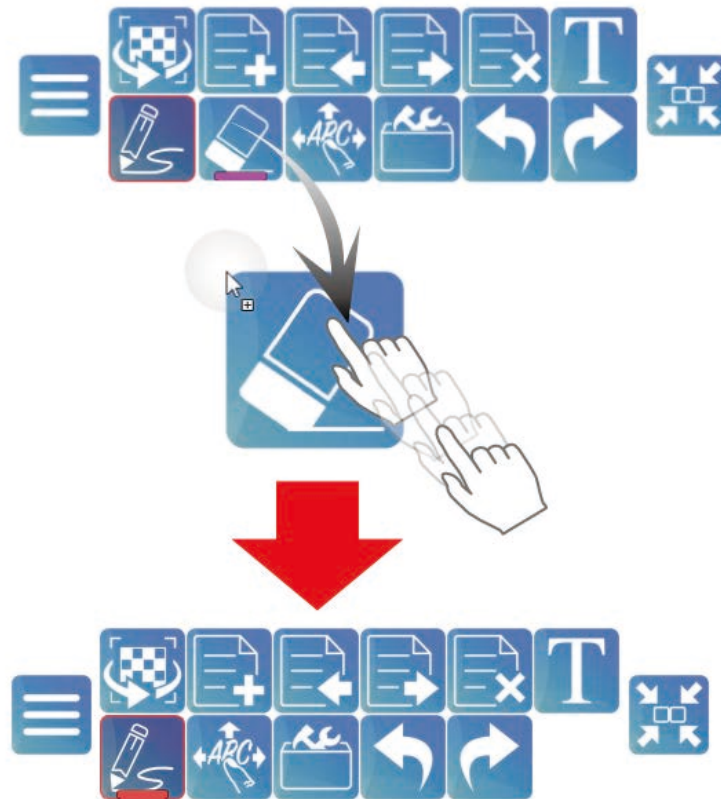
[Figure 83] Add Icons



[Figure 84] Example of Toolbar Configuration

14-2 Remove Icons

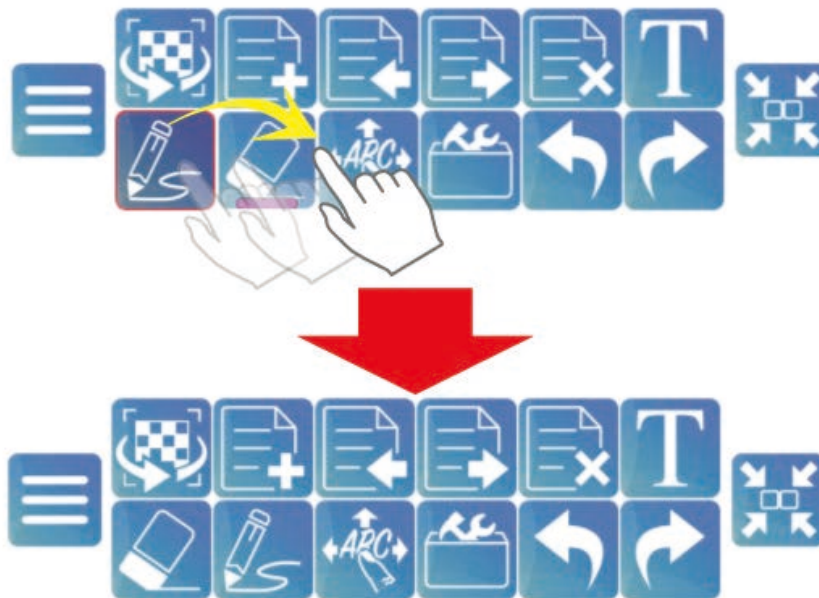
Drag the icon in the toolbar to outside of the toolbar and you may remove the icon in the toolbar.
(See [Figure 85] Remove Icons)



[Figure 85] Remove Icons

14-3 Change the Position of Icons

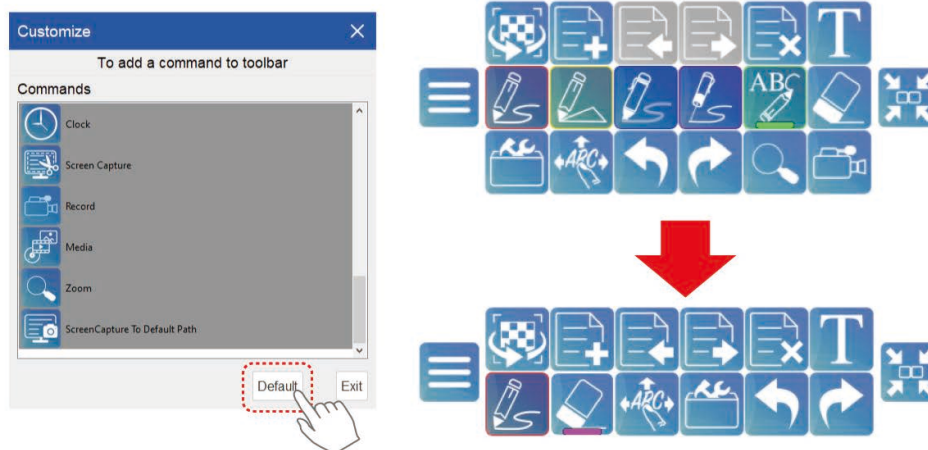
Drag the icon and drop it to the position you want to place it, and you may change the position of the icon. (See [Figure 86] Change the Position of Icons)



[Figure 86] Change the Position Icons

14-4 Reset Toolbar to the Default Settings

Press “Default” in the box, then press “OK” to confirm and you may restore the toolbar to the default setting position. (See [Figure 87] Reset Toolbar)



[Figure 87] Reset Toolbar

Note:

1. You may not be able to change the configuration of tool bar in annotation mode or simple mode.
2. The position of Menu and Minimize icon (Or Simple mode icon) cannot be changed.

15 More Information

For more information about Newline products, please visit www.newline-interactive.com
Contact us for supports, please email us at support@newline-interactive.com