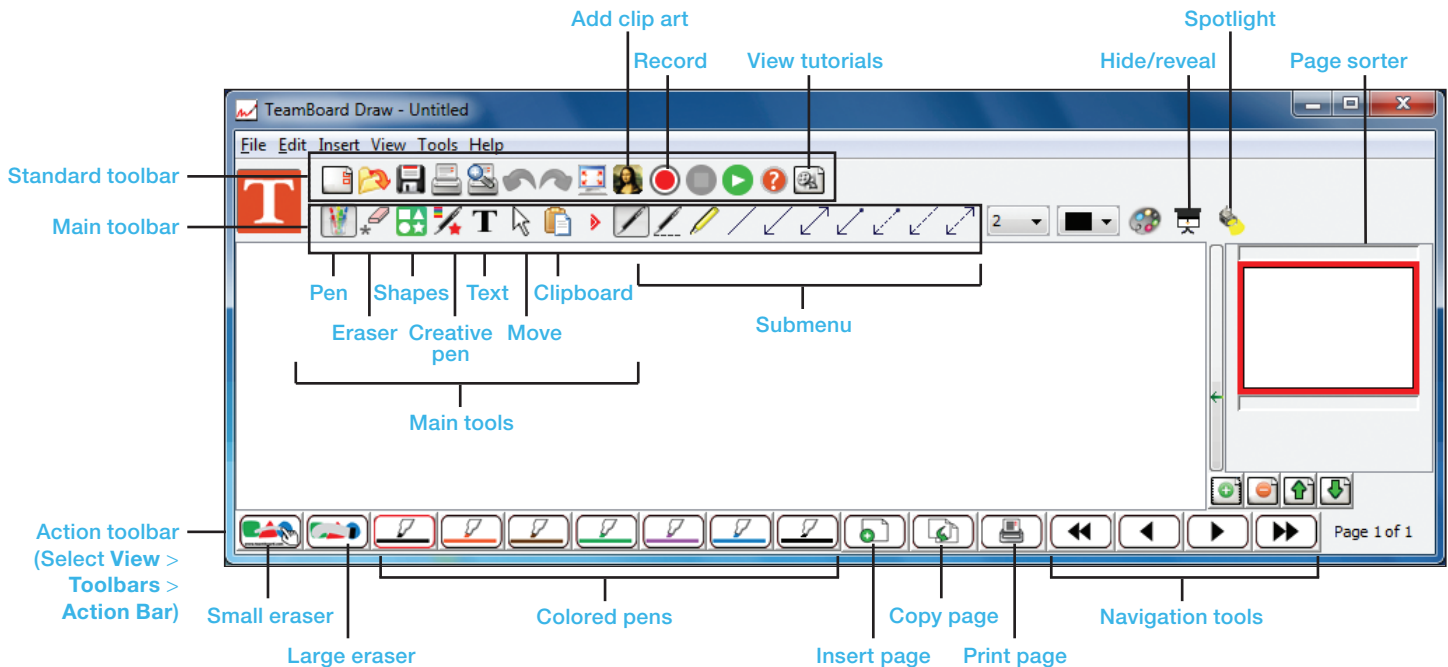# TeamBoard Draw Tips

1 To start TeamBoard, do one of the following:

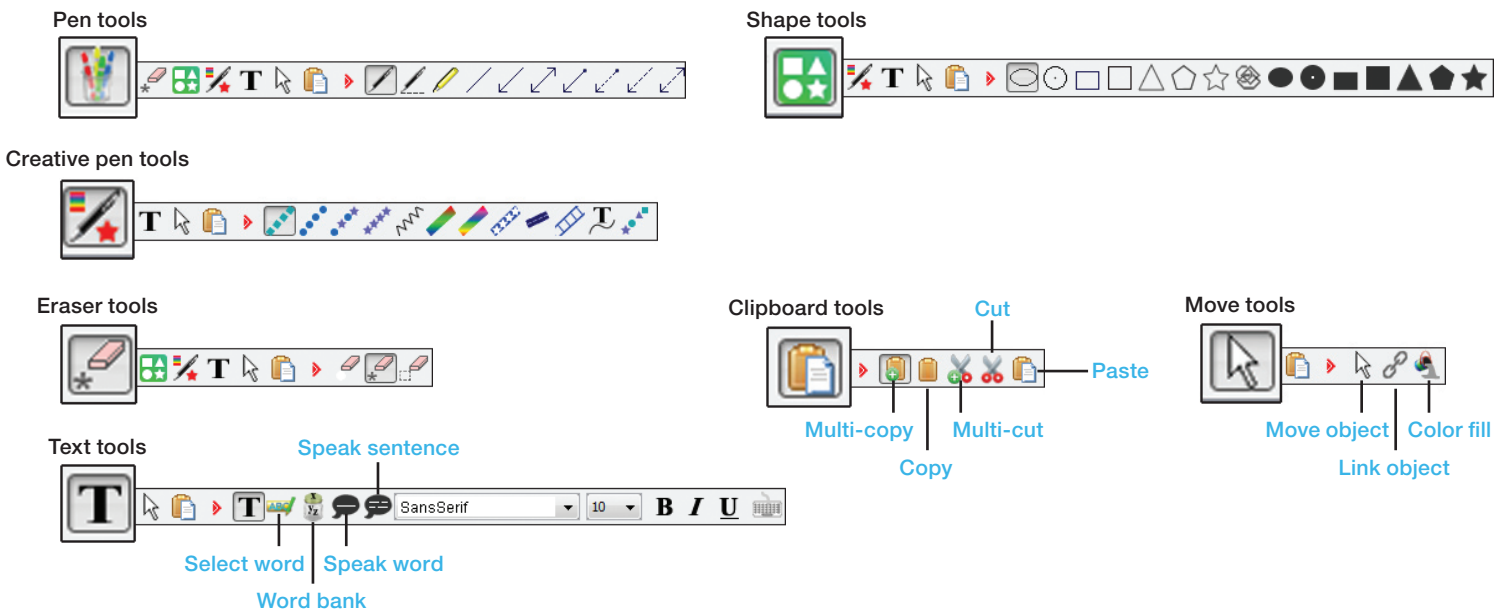- **Windows ®**: Select 🪟 or **Start** > **All Programs** or **Programs** > **Teamboard** > **Draw**.

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

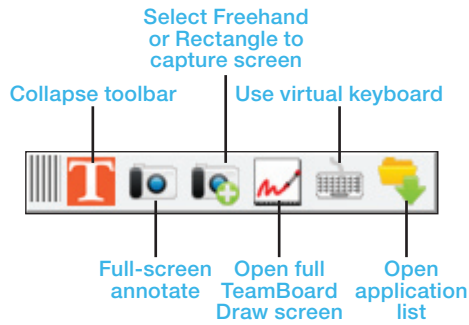- **Mac OS X ®**: Open the Applications folder and select 〰️ **Draw**.

Add clip art · Record · View tutorials · Spotlight · Hide/reveal · Page sorter

Standard toolbar · Main toolbar

Pen · Shapes · Text · Clipboard · Submenu

Eraser · Creative pen · Move

Main tools

Action toolbar (Select **View** > **Toolbars** > **Action Bar**)

Small eraser · Large eraser · Colored pens · Copy page · Insert page · Print page · Navigation tools

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 · Cut · Paste · Multi-copy · Multi-cut · Copy

Move tools · Move object · Color fill · Link object

Text tools · Speak sentence · Select word · Speak word · Word bank

Using the Annotation Toolbar

Select Freehand or Rectangle to capture screen

Collapse toolbar

Use virtual keyboard

Full-screen annotate

Open full TeamBoard Draw screen

Open application list

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.

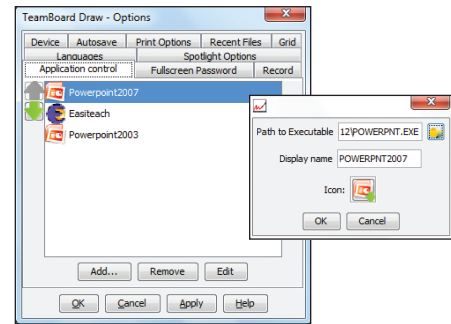**4** To save annotated images in TeamBoard, open the **File** menu and select one of the following:

- **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
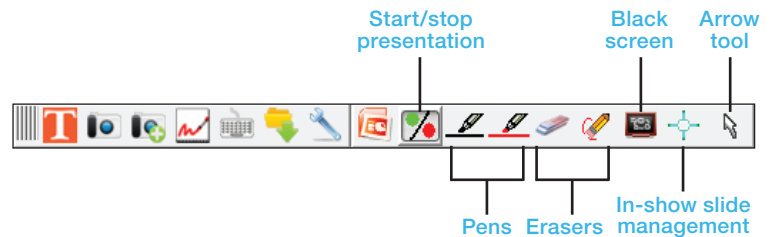
First, you need to associate PowerPoint with TeamBoard.

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:

Powerpoint2007

Easiteach

Powerpoint2003

Additional tools appear on the toolbar as shown below:

Start/stop presentation

Black screen

Arrow tool

Pens Erasers

In-show slide management

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.

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