



Interactive Whiteboard

WVN Studio Guide

The interactive whiteboard performs several functions within the studio. In its most basic form the whiteboard is a screen for the projector, but it also has sophisticated tools that allow full control of the data PC.

You can also use the board to ‘chalk and talk’ with the added convenience of being able to store and recall your drawings and annotations. With the aid of Microsoft® NetMeeting® conferencing software other conference sites are able to see and collaborate with the contents of your whiteboard. Details of how to use the whiteboard with NetMeeting® conferencing software are described in the NetMeeting® studio guide.



Please **do not use any form of marker pen** on the interactive whiteboard as it may damage the surface. A stylus is provided, or you can simply use your finger.

Using the Whiteboard to control the Room PC

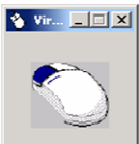
Ensure that the data PC display is being projected onto the screen. This is the default mode, but if you have used the projector controls to view a different image, you may need to switch back to **Data PC** first (see the Projector Guide for details).

The whole of the whiteboard surface is touch-sensitive. To control the data PC, all you need to do is to touch the screen where you would normally perform a mouse click. For example, to activate the start menu, simply press the **Start** button with the stylus or your finger. The start menu will open on the data PC, and on the whiteboard. If you find that the whiteboard does not respond to your commands, please contact the primary contact for your studio, or the WVN Support Centre, as the whiteboard may need to be calibrated.

There are a few accessory programs that can be used with the whiteboard in order to provide full Windows functionality. Two useful tools are the **Virtual Mouse** and the **Virtual Keyboard**.



As you can see above right, next to the **T** icon in the data pc system tray at the bottom right of the screen, is a picture (icon) of a virtual mouse. In this illustration the left hand mouse button is highlighted, which indicates that if you touch the screen, a mouse click will occur at the point touched. The highlighted mouse button indicates which mouse button (left or right) is selected. You can press the virtual mouse icon to swap between left or right hand mouse buttons.



To display a menu of all the available tools, press the **T** icon. To access a larger version of the virtual mouse that can be moved around the screen, press the **T** icon followed by **Virtual mouse**.

The virtual keyboard allows you to enter text using the whiteboard. To display the keyboard, press the **T** icon followed by **Virtual keyboard**. The keyboard will be displayed on the screen. Touch the part of the screen where you want to type (the cursor will appear as normal) and then press the buttons on the virtual keyboard as you would if using a normal keyboard.



Using the Whiteboard with Microsoft® PowerPoint®

When a PowerPoint® presentation graphics program is running in slideshow mode, the whiteboard buttons perform special actions. Press the navigation buttons to change the slide.



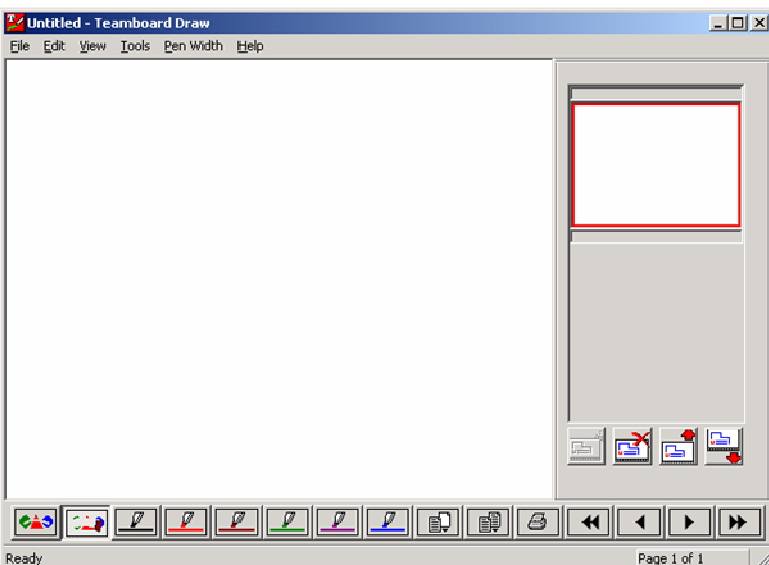
Go to slide: **First** **Previous** **Next** **Last**



You can also use the PowerPoint® **Pen** feature to annotate the slide by pressing the appropriate colour pen at the bottom of the whiteboard (see left). The annotations are not stored and you can remove them by selecting the large or small eraser buttons, as shown above right.



Using the Whiteboard to “Chalk and Talk”



The whiteboard can be used in the traditional way using the **Draw** tool. You can use the stylus, or your finger, to draw on the surface of the board, but please **do not use any marker pens** as they may damage the surface.

Press the **T** icon and select the **Draw** tool. Select the **View** menu followed by **Full Screen**. You now have a blank whiteboard screen, ready to draw!



Select a pen by touching the appropriate colour pen on the bottom of the board. Then simply draw on the surface.



You may use the large or small eraser to remove parts of your drawing (as described above).



You can start a new page by pressing the **Insert Page** button, shown on the left. This has the effect of wiping the entire board and giving you a fresh screen to start again. The original screen is stored and can be recalled (see below).

The button shown on the right is the **Copy Page** button. This stores a copy of the current screen, which you can then continue to alter.



When you have inserted or copied several pages you can use the navigation buttons to move between the pages.



When you have finished drawing, you can return to the normal screen by pressing the red icon (shown left), which appears at the top right hand side of the screen. This will return you to the Draw application, which will have captured all of your drawings. All of your work is displayed and you can save or print your work here, or you can return to drawing by selecting **View** and then **Full Screen**. Your work is saved conventionally using the Draw application File menu.

The interactive whiteboard is a powerful tool and can be used in many different ways. This guide is intended to give you a flavour of what is possible. If you would like further details please speak to your local studio support staff or call the WVN Support Centre.