

# How to handle the Smartboard

easily



On the right hand side are **pencils** to write on the board with. The **pointy end** is for **writing**; the **round end** for **highlighting**. You can use the **pencil as a paintbrush** as well. You can use your **flat hand to wipe something off**.

Next to the power-button are several ports (e.g. **USB, HDMI**). There are also corresponding **cables to connect your device** to the Smartboard. Devices using Windows may also connect via "screen-mirroring".

To **switch** it **on/off**: Use the button below "**POWER**".

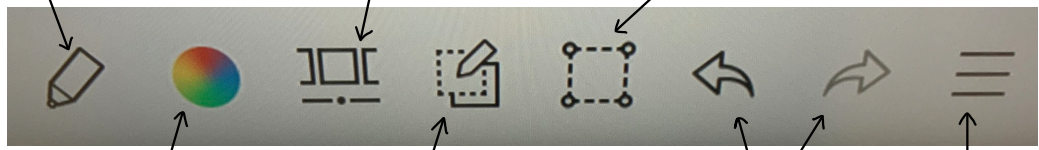
To **adjust** the **height**: Use the little **triangles** next to the power-button.

**Files** can be **sent by e-mail**. Use the drop-down menu at the top of the screen and go to "Export".

Switch between pencil and paintbrush.

Change the slide you work on or bring them into a new order.

Take a screenshot of what you selected.



Choose a colour.

Go back/forth.

Make a sticky note: This will be shown as a new "layer" on your slide.

Drop-down menu with more options. Use "Sammlungs-Browser" to delete your files once you are finished.

