

eBeam Interactive Tools User Guide



eBeam Interactive Tools User Guide

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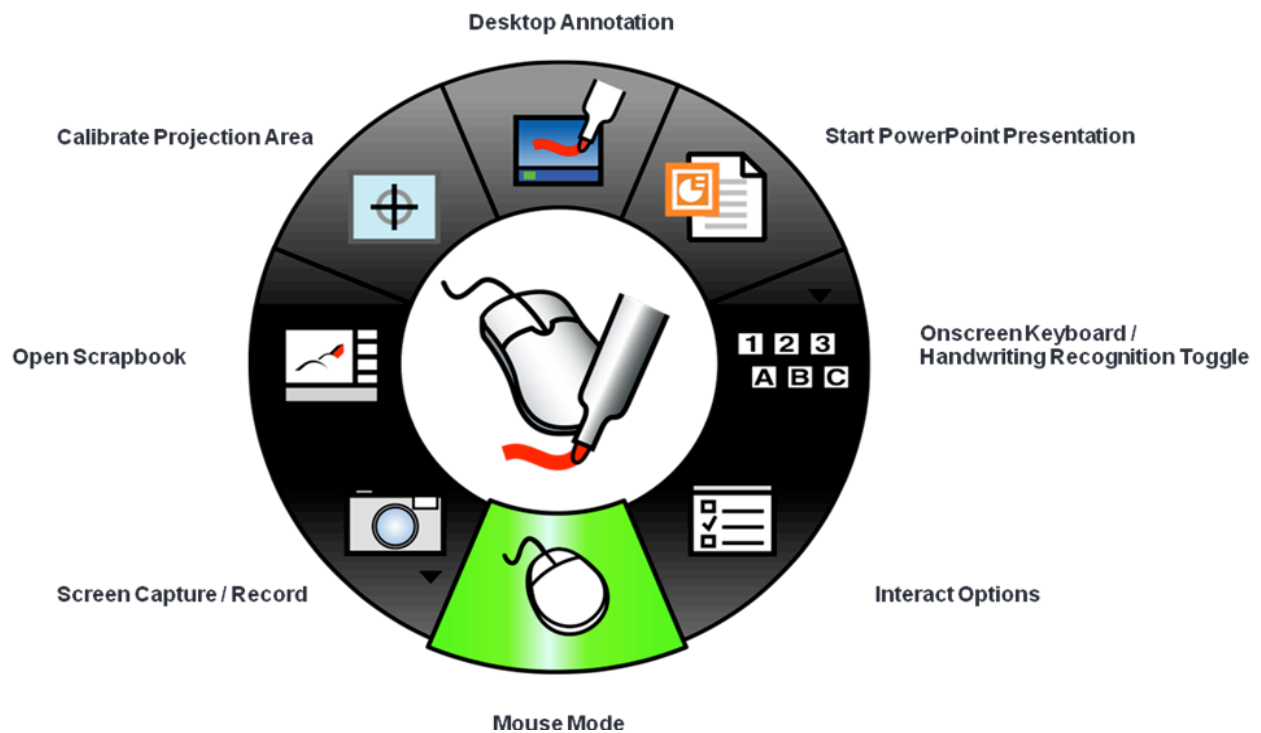
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Desktop Tools

Summary of Desktop Tools

The **Desktop Tools** palette is the main tool palette for the software. All other tool palettes and software features can be accessed from Desktop Tools.



Pen Annotation



Selecting the **Pen** tool allows you to annotate your desktop and causes the **Desktop Tools** palette to change to the **Desktop Annotation Tools** palette.

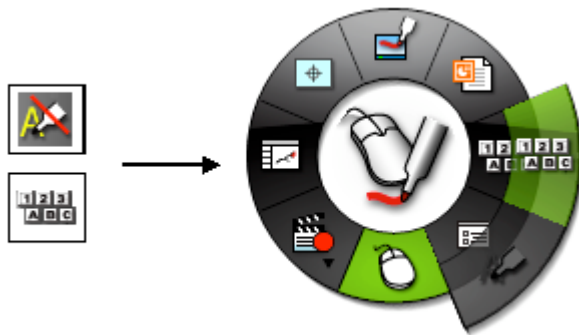
Start PowerPoint Presentation



Selecting **Start PowerPoint Presentation** opens the Windows File > Open dialog so you can browse your files and select a PowerPoint presentation to open.

On-Screen Keyboard and Handwriting Recognition Tools

The **On-Screen Keyboard Tool** and **Handwriting Recognition Toggle Tool** are grouped into a single sub-menu on the **Desktop Tools** palette.



On-Screen Keyboard Tool



Selecting On-Screen Keyboard opens the Windows On-Screen Keyboard that you can use to enter text by tapping keys with the Interactive Stylus. You can change the font and font size on the keyboard by selecting Settings > Font. You can close the On-Screen Keyboard by selecting the On-Screen Keyboard button again or selecting the close (X) button on the On-Screen Keyboard.

Handwriting Recognition Toggle Tool



Toggles the Handwriting Recognition package on and off. Handwriting Recognition is used to convert Interactive Stylus annotations into text that can be used in Text Boxes and dialog boxes. Interact software specifically works with ritePen® version 2.5 or later or MyScript® Stylus version 2.6 or later.

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Options



Selecting **Options** from the **Desktop Tools** palette launches the **Options** dialog box. The **Options** dialog allows you to set the following setup options and preferences:

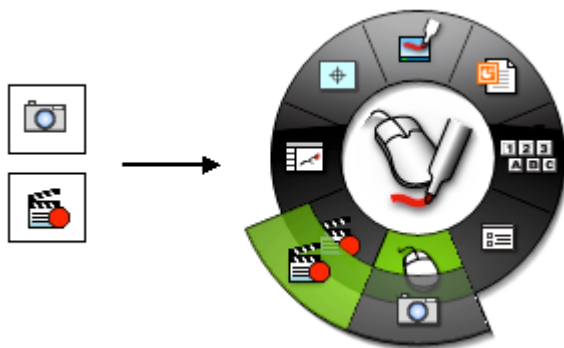
- The **General** tab in the Options dialog allows you to set the appearance and behavior for all of the Interactive Tool palettes.
- The **Annotations** tab in the Options dialog allows you to set behavior for how desktop and PowerPoint annotations are saved.

Mouse



The **Desktop Mouse Tool** switches you from annotating your desktop to navigating your desktop. The **Mouse Tool** remains selected until a different tool from the **Desktop Tool** palette is selected.

Snapshot and Recorder Tools



The **Snapshot Tool** and **Recorder Tool** are grouped into a single sub-menu on the **Desktop Tools** palette.

Snapshot allows you to take a picture of the current screen and save it into Scrapbook either as a background image in a new Page or a Scrapbook element in the current Page.

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Use **Recorder** to record everything that happens on your desktop including voice tracks from your computer's microphone. Play back your recording instantly in our Movie Player if you save the recording in the default *.ebm format. Or save your recording as an .avi, .swf or .wmv movie.

Scrapbook



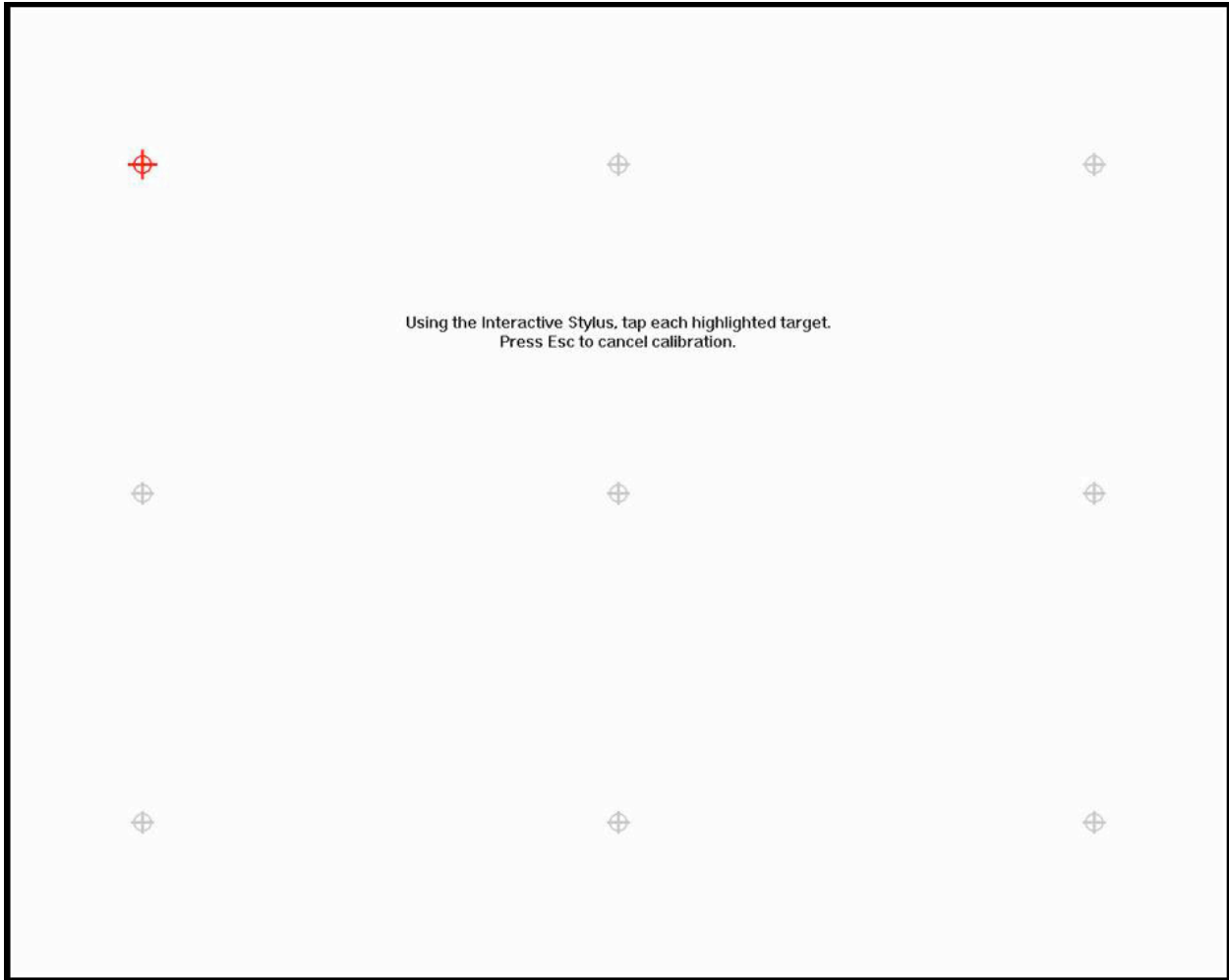
Selecting **Scrapbook** launches the eBeam Scrapbook application.

Calibrate



Selecting **Calibrate** starts the interactive calibration process. You will be prompted to perform a 9-point calibration. You can also start Calibration from the **Calibrate Interactive Area...** menu item in the Windows Taskbar menu. Carefully tap the center of the red targets with your interactive stylus to successfully calibrate.

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Desktop Annotation Tools

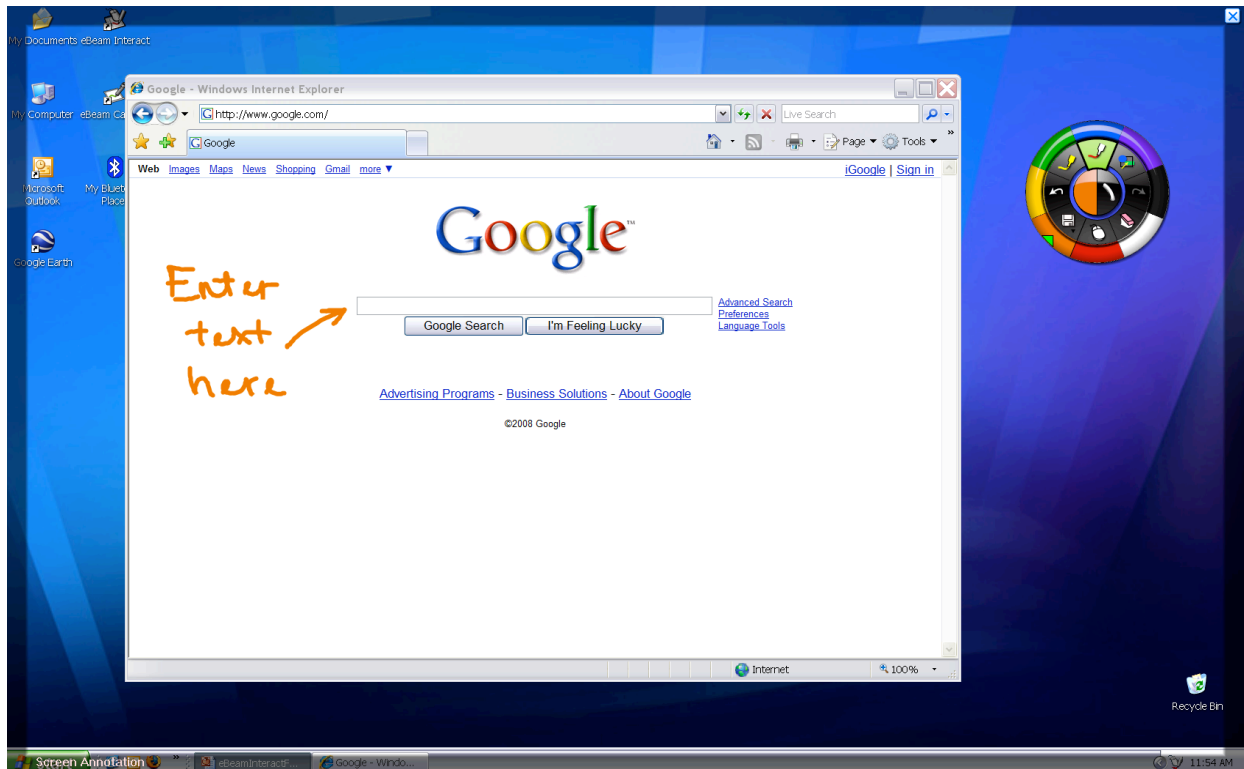
Summary of Desktop Annotation Tools



The **Desktop Annotation Tools** appear when you select Annotate Your Desktop. The Desktop Annotation Tool palette gives you all of the tools you will need to annotate your desktop.

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When you select Desktop Annotation, a snapshot is taken of your desktop at that moment and turned into an image that you can write on. A translucent frame appears around the border of the screen to indicate that you are annotating the desktop image and not navigating your desktop.



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Pen Tool



The **Pen Tool** allows you to annotate the desktop freehand.

When the **Pen Tool** is selected, the **Pen Tool button** becomes highlighted and the center of the **Desktop Annotation Tool** palette changes to show the current color and line width settings.

Shapes Tool



The **Shapes Tool** allows you to draw shapes on your desktop.

When the **Shapes Tool** is selected, the **Shapes Tool button** becomes highlighted and the center of the **Desktop Annotation Tool** palette changes to show the current color and line width settings.

Redo Tool



The **Redo Tool** allows you to redo the last undone annotation, provided you had previously used the **Undo Tool**. If you have used **Undo** multiple times, you can redo the changes back to the beginning of the series. **Redo** is disabled once a new annotation occurs.

Eraser Tool



The **Eraser Tool** allows you to erase desktop annotation marks made using the **Desktop Annotation Tool** palette.

When the **Eraser Tool** is selected, the Eraser Tool button becomes highlighted and the center of the **Desktop Annotation Tools** palette changes to show the current eraser thickness setting.

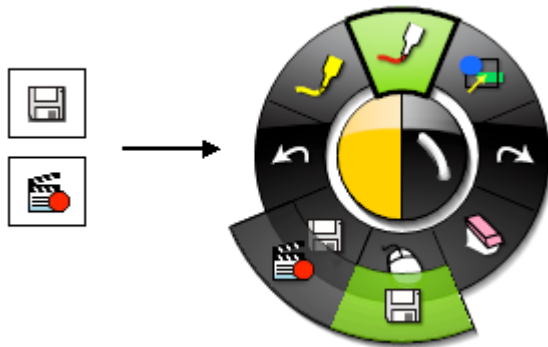
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Mouse Tool



The **Desktop Mouse Tool** switches you from annotating your desktop to navigating your desktop. It also changes the **Desktop Annotation Tools** palette to the **Desktop Tools** palette.

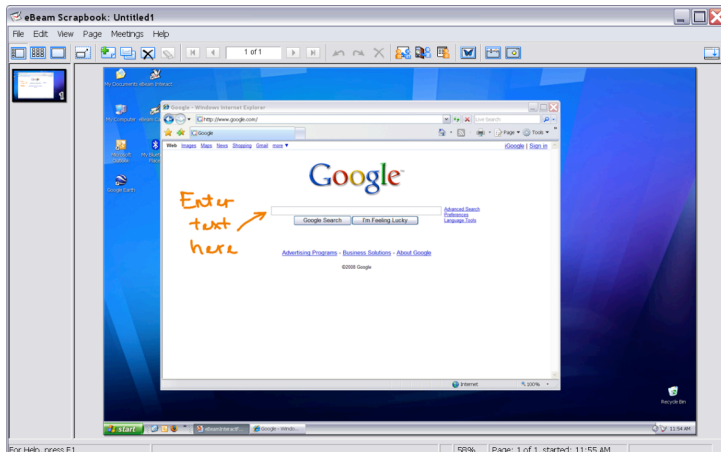
Save and Recorder Tools



The **Save Tool** and **Recorder Tool** are grouped into a single sub-menu on the **Desktop Annotation Tools** palette.

Use **Recorder** to record everything that happens on your desktop including voice tracks from your computer's microphone. Play back your recording instantly in our Movie Player if you save the recording in the default *.ebm format. Or save your recording as an .avi, .swf or .wmv movie.

The **Save Tool** allows you to save a snapshot of the annotated desktop into Scrapbook as a new Page. As the new Page is being saved, a save icon will appear on your desktop. You must save the Scrapbook file if you want to keep the Page permanently.



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Undo Tool



Undo erases the previous annotation. It is possible to select **Undo** multiple times until the page is blank.

Highlighter Tool



The **Highlighter Tool** allows you annotate the desktop freehand.

When the **Highlighter Tool** is selected, the Highlighter Tool button becomes highlighted and the center of the **Desktop Annotation Tools** palette changes to show the current color and line width settings.

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Scrapbook



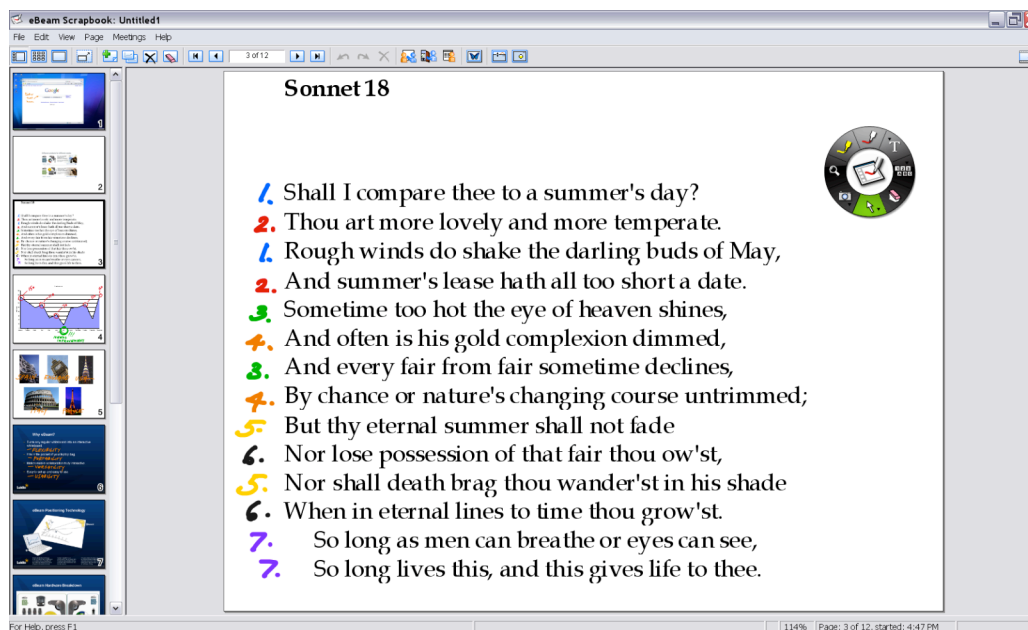
eBeam Scrapbook is a digital repository for all your handwritten notes, drawings, image files, and Microsoft Office documents.

Four Scrapbook View Options

Page and Thumbnails View

When the Page and Thumbnails View is selected, a scrollable column of Thumbnails is displayed on the left side of the Scrapbook window, while one full Page is displayed on the right side of the Scrapbook window. Features of the Page and Thumbnails View include:

- Scrollable column of Thumbnails for viewing all Pages included in the Scrapbook meeting.
- Drag and drop page reordering.
- Sizable Thumbnails column. Resize by dragging the boundary between the Thumbnails and the Page.
- Click on any Thumbnail to display its large view as the Page on the right side of the Scrapbook window.
- Drag and drop elements from Page onto a thumbnail.
- Page Selection tools in the Scrapbook Toolbar.
- Meeting file playback. (Page and Thumbnails View or Page View only).
- Background Image import into the displayed Page.
- Page annotation using Scrapbook Tools or the standard annotation toolbar.

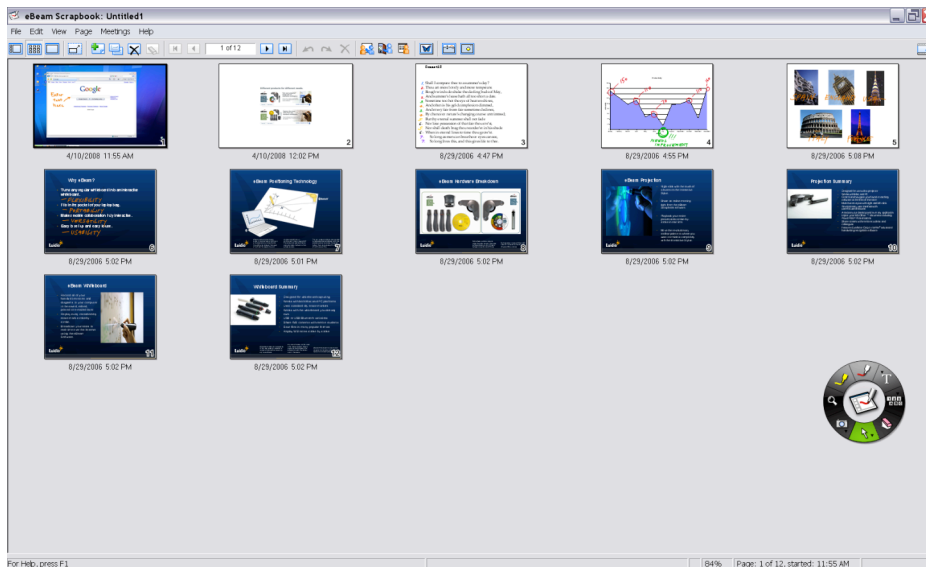


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Thumbnails View

When the Thumbnails View is selected, only Thumbnails are displayed in the Scrapbook window. The Thumbnails View is very useful for giving you a summary of the pages in your meeting and allowing you to find individual pages rapidly. Features of the Thumbnails View include:

- Scrollable column of Thumbnails for viewing all Pages included in the Scrapbook meeting.
- Drag and drop page reordering.
- Instantly display Thumbnail in Page View with a Double-tap (Interactive Stylus) or double-click (mouse).

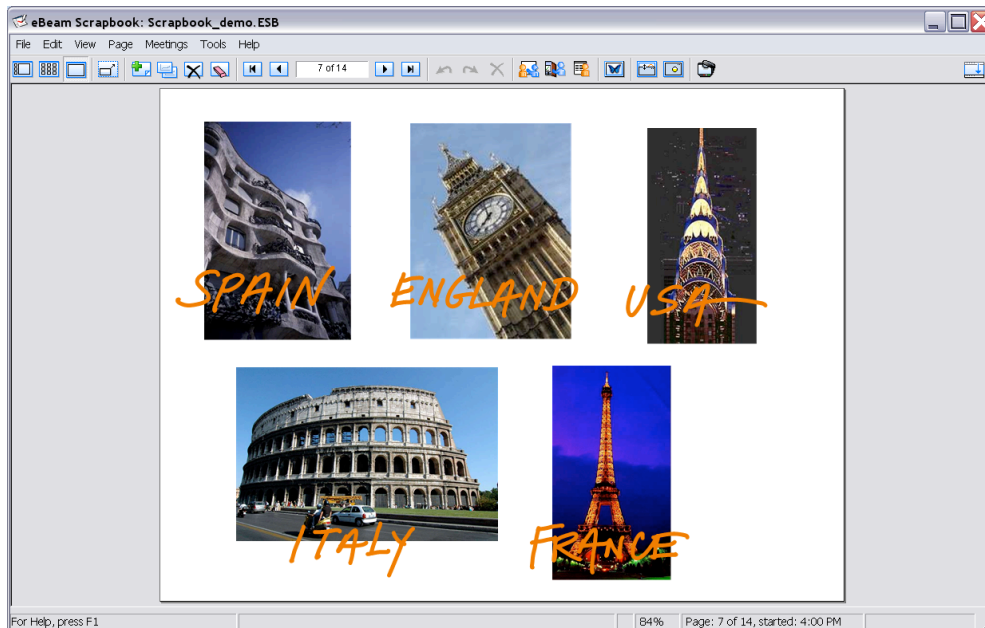


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Page View

When the Page View is selected, only a single Page is displayed in the Scrapbook window. Features of the Page View include:

- Page Selection tools in the Scrapbook Toolbar.
- Annotate within the Page.
- Background Image import into the displayed Page.
- Page menu options for adding a new page, duplicating a page, or deleting a page.



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Full Screen View

Full screen view maximizes the current page to full screen size. The Scrapbook Toolbar becomes a floating toolbar that can be closed and the Scrapbook Tool palette becomes the Scrapbook Full Screen Tool palette.

Working in Scrapbook's Full Screen View gives you the ability to present Scrapbook meeting Pages in the same way that you would present a MS PowerPoint slide show, except that you have the access to all of the useful presentation features found in Scrapbook.

Useful features include:

- Import, rotate, resize image elements while giving your presentation.
- Annotate within the Page.
- Add new Pages to the presentation.



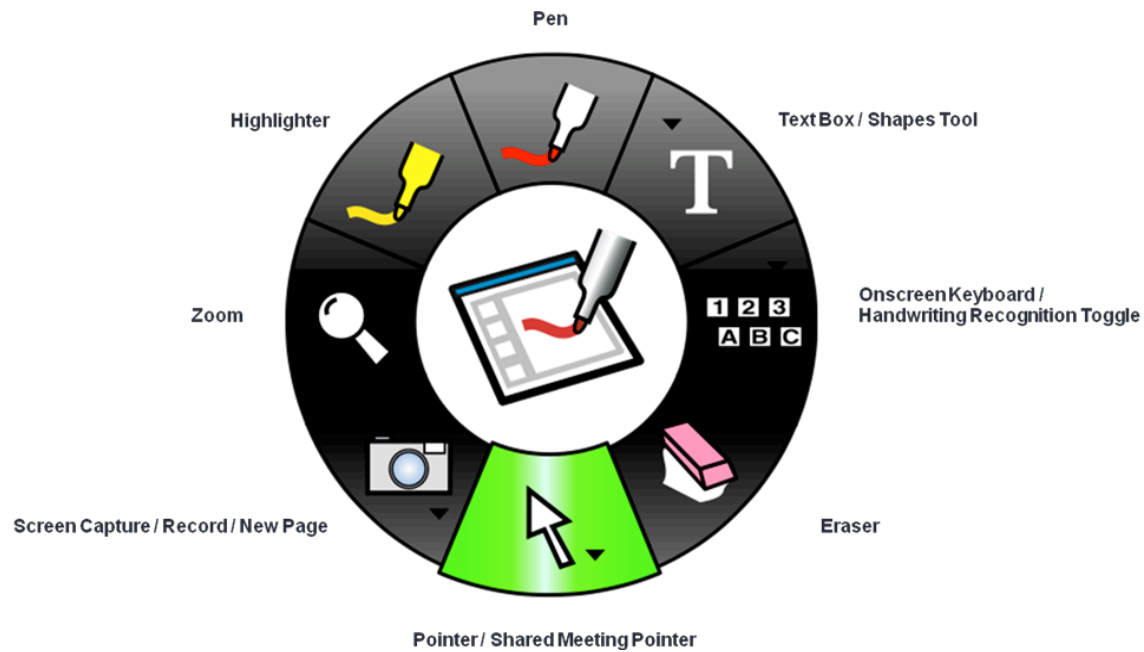
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Scrapbook Tools

Summary of Scrapbook Tools

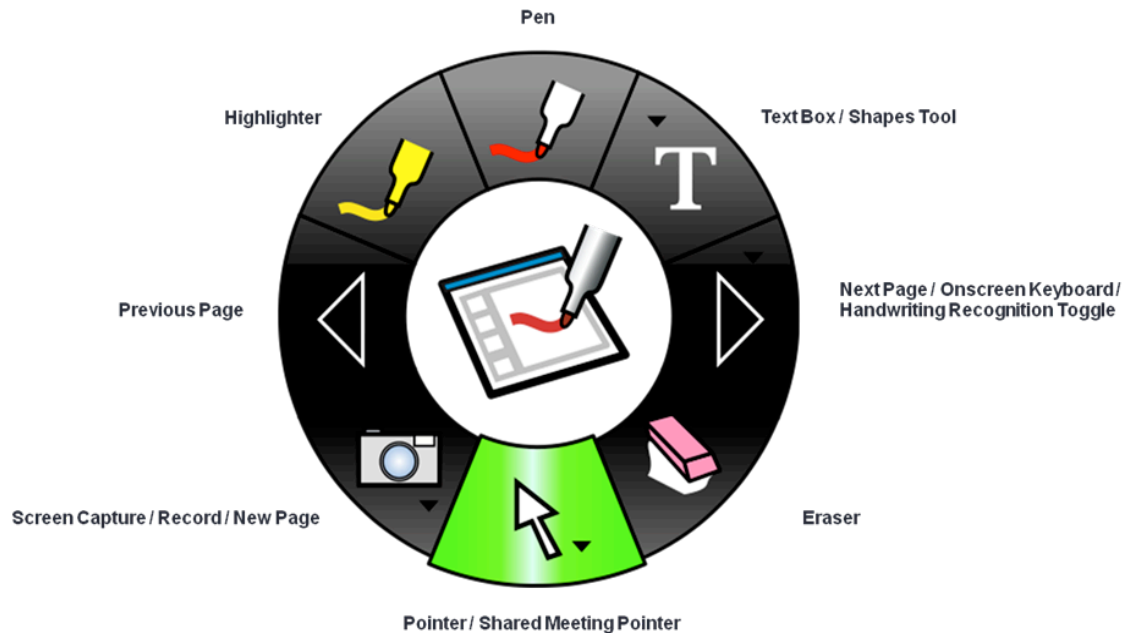
There are two flavors of tool palettes in Scrapbook. The Scrapbook Tools Palette and the Full Screen Tools Palette:

Scrapbook Tools Palette



Full Screen Tools Palette

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Scrapbook Tools appear when Scrapbook is the active window. The **Scrapbook Tools** palette gives you all of the tools you need to create Page content.

While working in Full Screen View, the **Scrapbook Tools** palette switches to a presentation-based focus, displaying the **Slide Forward** and **Slide Back** tools.

Please note the following important points:

- If you select anywhere outside the Scrapbook window, the **Scrapbook Tools** palette will change to the **Desktop Tools** palette.
- When you switch to the Full Screen View, the **Scrapbook Tools** palette switches to a **Scrapbook Full Screen Tool** palette.

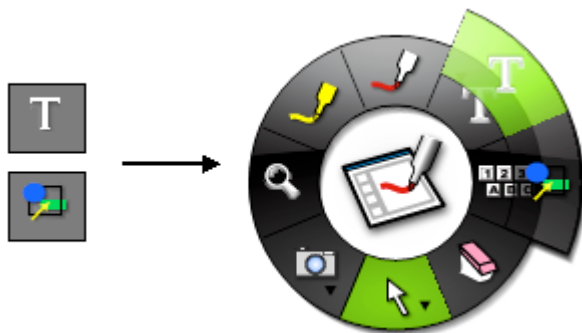
Pen Tool



The **Pen Tool** allows you to annotate the displayed Page freehand.

When the **Pen Tool** is selected, the Pen Tool button becomes highlighted and the center of the **Scrapbook Tool** palette changes to show the current color and line width.

Text and Shapes Tools



The **Text Tool** and **Shapes Tool** are grouped into a single sub-menu on the **Scrapbook Tools** palette.

The **Text Tool** allows you to add a text box to the displayed Page. When the **Text Tool** is selected, the Text Tool button becomes highlighted and the center of the Scrapbook Tools palette displays the Text Tool.

The **Shapes Tool** allows you to draw shapes in Scrapbook. When the **Shapes Tool** is selected, the Shapes Tool button becomes highlighted and the center of the **Scrapbook Tools** palette changes to show the current color and line width settings.

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Eraser Tool

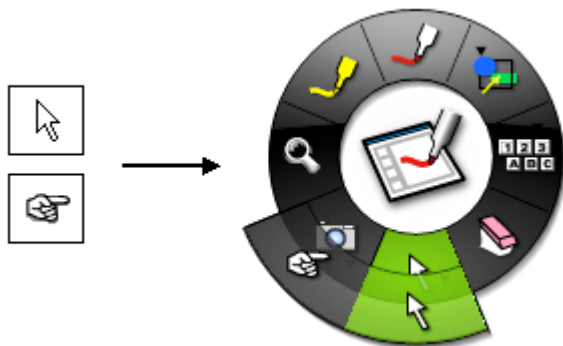


The Scrapbook **Eraser Tool** allows you to slice an annotation element on a Scrapbook Page into two separate Scrapbook elements. Annotation elements are pen or highlighter lines created using the Pen Tool or the Highlighter Tool.

Annotation elements that have been sliced into two elements are automatically grouped so they appear to still be a single element. To ungroup, select the element using the **Select Tool**, and choose Edit > Ungroup. It is now possible to use the **Select Tool** to move, resize, or rotate each element separately.

When the **Eraser Tool** is selected, the Eraser Tool button becomes highlighted and the center of the Scrapbook Tool palette changes to show the current eraser thickness.

Select and Pointer Tools



The **Select Tool** and **Pointer Tool** are grouped into a single sub-menu on the **Scrapbook Tools** palette.

The **Select Tool** allows you select a Scrapbook element on a Page to move, rotate, resize, group, or copy. To select a Scrapbook element tap the element. Once selected, handles will appear on the element.

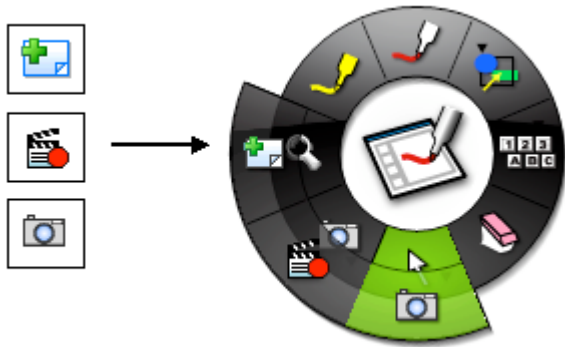
The **Select Tool** can also be used to draw a bounding rectangle around a group of elements to manipulate the entire group of elements at one time.

The **Pointer Tool** allows each participant in a meeting to point to data anywhere within the meeting window. Each participant's pointer is displayed in a different color.

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Note: The **Pointer Tool** is enabled only during a shared meeting. When the **Pointer Tool** is selected, the Pointer Tool button becomes highlighted and the center of the **Scrapbook Tools** palette displays the pointer logo.

Snapshot, New Page, and Recorder Tools



The **Snapshot Tool**, **New Page Tool**, and **Recorder Tool** are grouped into a single sub-menu on the **Scrapbook Tools** palette.

Snapshot allows you to take a picture of the current screen and save it into Scrapbook either as a background image in a new Page or a Scrapbook element in the current Page.

Use **Recorder** to record everything that happens on your desktop including voice tracks from your computer's microphone. Play back your recording instantly in our Movie Player if you save the recording in the default *.ebm format. Or save your recording as an .avi, .swf or .wmv movie.

The **New Page Tool** creates a new blank page in the Scrapbook meeting. The new page is inserted directly after the displayed page.

Zoom Tool



The **Zoom Tool** allows you to zoom into or out of the Page displayed in Scrapbook. When the **Zoom Tool** is selected, the Zoom Tool button becomes highlighted and the center of the **Scrapbook Tools** palette changes to show the zoom logo.

Slide Back Tool



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The **Slide Back Tool** allows you to move to the previous page in the Scrapbook meeting. This tool is available only from the **Scrapbook Full Screen Tool** palette.

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Highlighter Tool



The **Highlighter Tool** allows you to annotate the displayed page freehand.

When the **Highlighter Tool** is selected, the Highlighter Tool button becomes highlighted and the center of the **Scrapbook Tools** palette changes to show the current color and line width.

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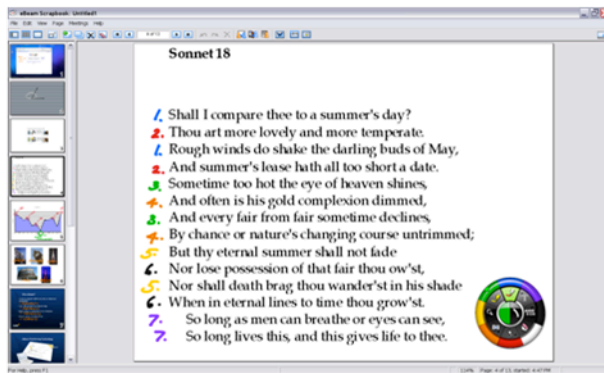
Background Settings

Background Settings allow you to set a color, image or document as the background for any Scrapbook Page.

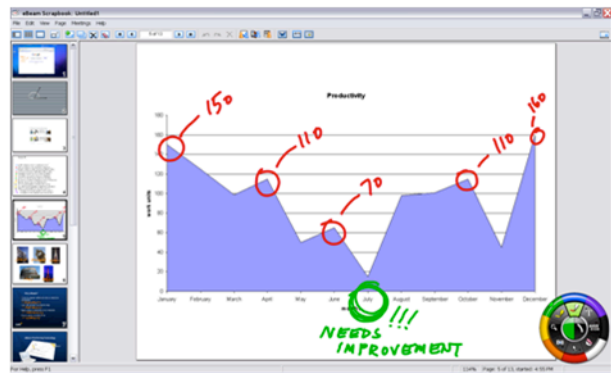
To open the **Scrapbook Background Settings** dialog box, go to Page > Background Settings in the Scrapbook window.

Supported file formats for Background Settings

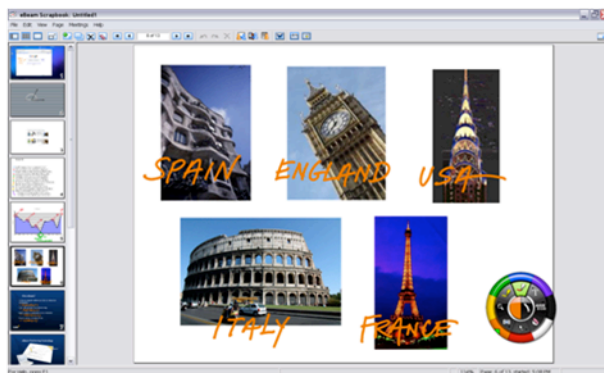
- Bitmap (*.bmp)
- Graphic Files (*.gif, *.jpg, *.tif, *.ico, *.emf, *.wmf)
- Excel Spreadsheets (*.xls).
- PowerPoint Presentations (*.ppt).
- Word Document (*.doc, *.rtf).



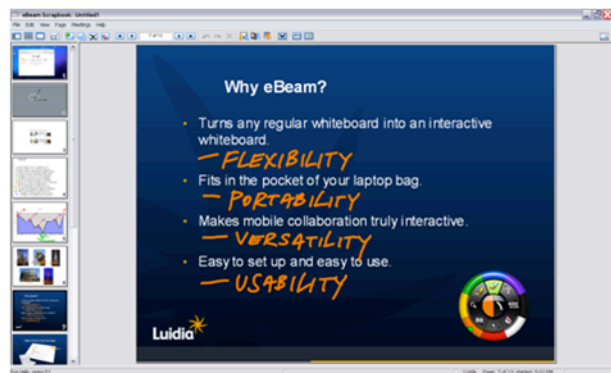
Word Documents



Excel Documents



Images



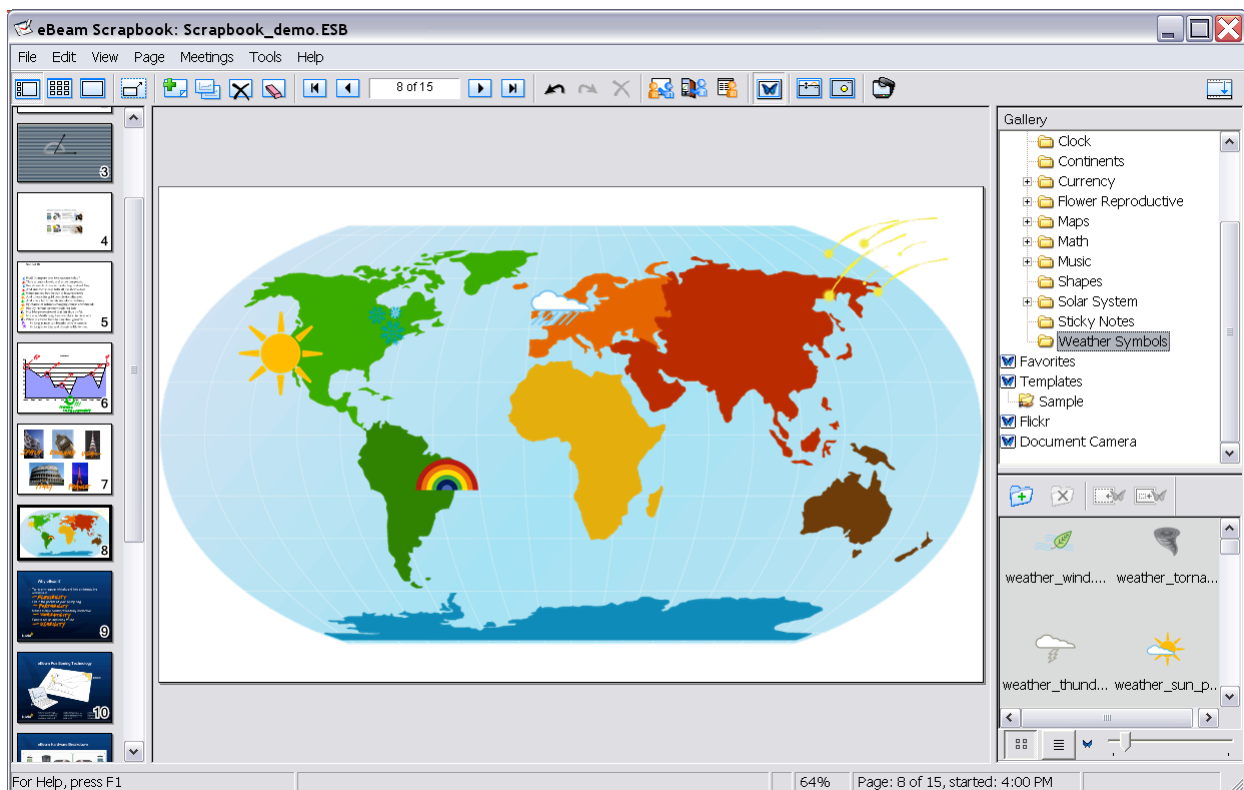
PowerPoint Presentations

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Gallery

Gallery Overview

With Scrapbook's Gallery, you can quickly add graphics and photographs as Scrapbook Elements or as Scrapbook Page Backgrounds. Scrapbook's Gallery includes a centralized image directory used to organize multiple image directories located on your PC or on your network. It also includes a place to store and reference Favorite images, Templates, and a search capability that accesses Flickr online.



Sample Folder

The Gallery installs by default with a complimentary clip-art library included in the Sample Folder so you can begin working with the Gallery immediately. You can add Links to Folders in the Gallery that point to folders and directories elsewhere on your computer or on your network. This makes it easier for you to work with a much wider range of images than those included in the Sample Folder.

Favorites Folder

Using the Favorites folder, you can store thumbnail short-cuts to any number of images you need to reference repeatedly when working on Scrapbook pages.

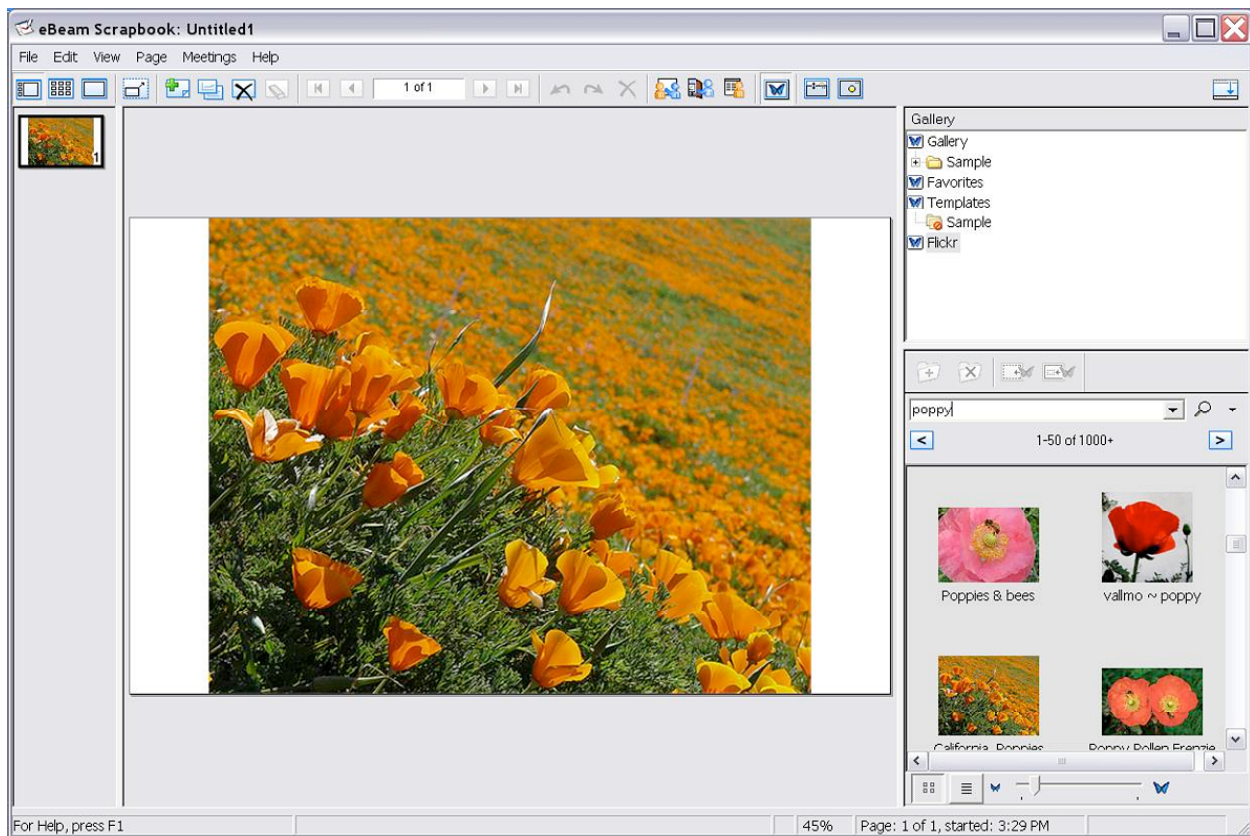
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Templates Folder

If you have certain page layouts that you use often, you will want to leverage the Templates folder. You can create and store numerous template pages containing backgrounds and page elements. When it comes time to put together a presentation, starting out with a template can save you time.

Flickr Search

If you have internet access, you can use the Gallery's Flickr feature. With our Flickr search capability, you can easily search the virtually limitless body of photographs stored on www.flickr.com. Just type any search term into the Gallery's Flickr search field and any image with that tag will be imported into the Gallery for you to use in Scrapbook.

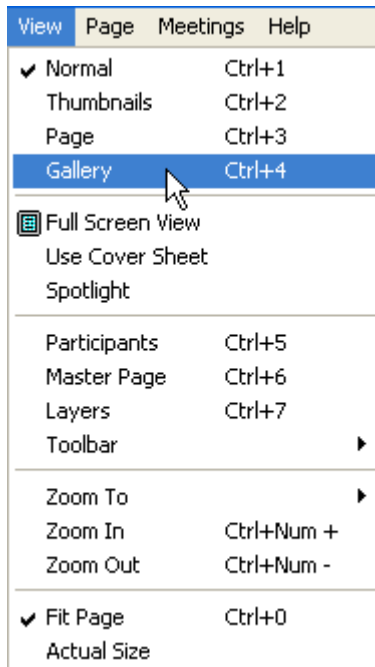


Accessing the Gallery

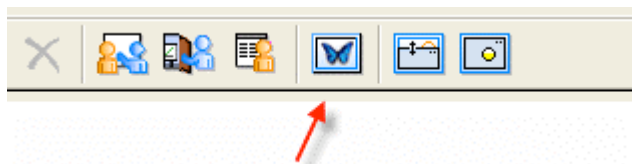
To open the Gallery

You can open the Gallery several ways:

1. From the Scrapbook menu, select **View**, then **Gallery**.



2. Or press **Ctrl+4** on your keyboard (note: **Ctrl** + the number **4**, not **F4**).
3. Or select the **Gallery** button from the Scrapbook Toolbar.



The Gallery directory tree, toolbar, preview pane and options toolbar display on the right side of the Scrapbook window.

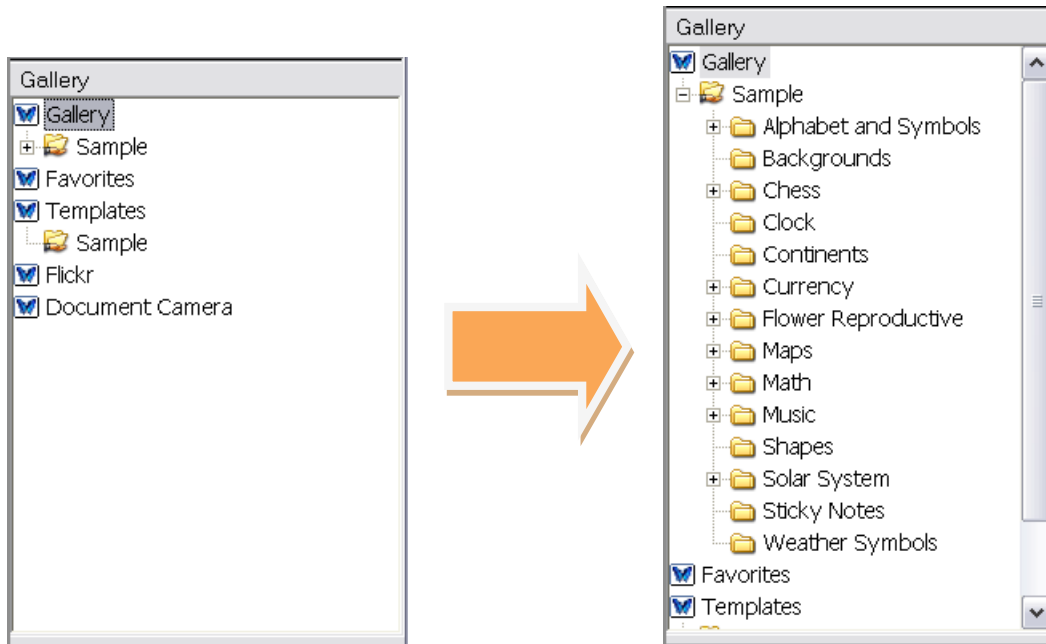
Note: You can resize the height and width of the Gallery panels to enlarge the Preview Pane.

After opening the Gallery, you will see it on the right side of the Scrapbook window. The upper right area displays the Gallery directory tree, including all directories linked to the Gallery. Each directory (Gallery, Favorites, Templates and Flickr) is visible and can be accessed through the upper right area.

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Gallery Directory Tree

Scrapbook includes a Gallery directory named **Sample**. If you expand the Sample directory, you will see a number of sub-directories with various categories of clip art available.



Gallery Toolbar

Beneath the Gallery Directory Tree is the Gallery Toolbar.



The Gallery Toolbar contains (from left to right) the Add Folder (or Add Link to Folder), Delete Folder (or Remove Link to Folder), Add as Background, and Add as Object buttons.

Preview Pane

The Preview Pane displays the image files contained in the directory you have selected in the Gallery Directory Tree including Favorites, Templates and Flickr. The Gallery is compatible with the following image file types:

Bitmap (*.bmp)

Graphic Files (*.gif, *.jpg, *.ico, *.emf, *.wmf, *.png)

Flash Movies (*.swf, *.flv)

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Gallery Options

You can set the image view options for the Preview Pane using the Gallery Options toolbar. These toolbar settings apply to any images you are currently viewing in the Preview Pane.



If you select the Show Thumbnails icon (the first button on the left), the Preview Pane displays the images as thumbnails. If you select the Show List icon (the second button from the left), the Preview Pane displays the images as a list of filenames including a very small file type icon as a scrolling list.

Use the thumbnail size slider bar to reduce or enlarge the size of the thumbnail images. The slider bar is not visible when you have selected the List view.

Adding Images to Scrapbook Pages

You can import an image from the Gallery into a Scrapbook Page either as a Scrapbook Element or as a Background Image. If you import an object as a Scrapbook Element, then you can later move, rotate, resize, copy/paste, and edit the object within the Scrapbook Page. If you import an object as a Background Image, then the image is imported into the background of the selected Scrapbook Page and cannot be edited the same way you can edit a Scrapbook Element. However, you can modify certain aspects of the Background Image's appearance through the Background Settings.

To add an image as a Scrapbook Element

1. Select a Scrapbook Page.
2. Search for an image using the Gallery Folders, the Favorites Folder(s) or the Flickr search capability.
3. Once you have located the image you want to use, select it in the Preview Pane.
4. Use one of the following methods to add the image to the Scrapbook page:
 - a. With the image selected in the Preview Pane, select the **Add as Object** button from the Gallery Toolbar.



- b. Or drag-and-drop the object from the Preview Pane onto the Scrapbook Page.
- c. Or double-click the object in the Preview Pane.

The object displays on the Scrapbook Page as a Scrapbook Element (with handles for manipulating the object).

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To add an image as a Scrapbook Page Background

1. Select a Scrapbook Page.
2. Select an image using the Gallery Directory Tree and Preview Pane.
3. With the image selected in the Preview Pane, select the **Add as Background** button from the Gallery Toolbar.



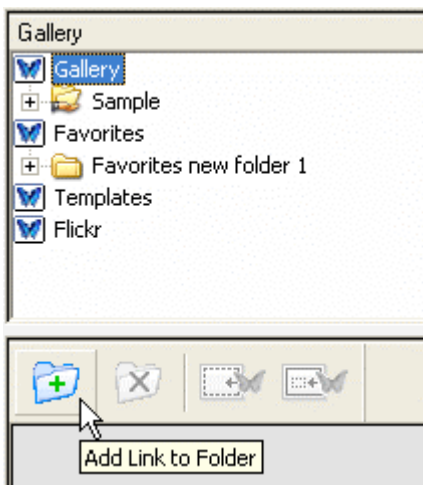
The object is now shown on the Scrapbook Page as a background. The background image has a default scale setting of Scale Proportionally. To change this setting, select the Page menu, then Background Settings. In the Background Settings dialog, select a scale setting from the Options section of the dialog.

Adding and Removing Links to Folders

For your convenience and ease of access, you can add any directory that your computer can access to the Gallery Directory Tree. You can name it anything you like and link it to any directory that your computer can access.

To Add a Link to a Folder

1. With the Gallery folder selected, select the **Add Link to Folder** button.



The Add Link to Folder dialog box opens.

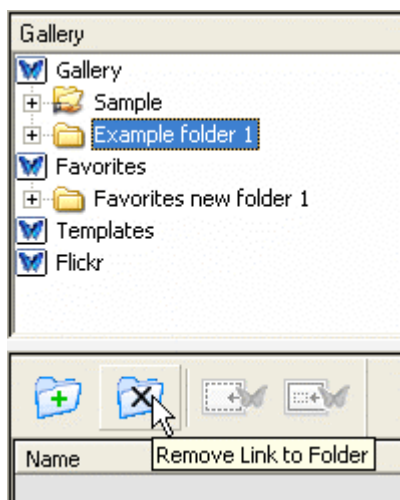
2. Fill in the name for the folder you want to create and see in the Gallery's directory tree. You are free to name this anything you like. It does not have to match the folder name used on your computer.
3. Select the **Browse...** button. The Browse for Folder dialog box opens.

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4. Navigate to the directory you'd like to add and select it.
5. Select **OK**. If you select a Folder from your File Directory, the Folder name will be auto-filled with the Folder's name and the Folder Location field will automatically show the path.
6. Select **OK** in the Add Link to Folder dialog box. The link to a folder you created is now shown in the Gallery Directory Tree.
7. Select your newly created link name to see its images in the Gallery Preview Pane.

To Remove a Link to a Folder

1. Select the folder you want to remove from the Gallery Directory Tree.
2. Select the **Remove Link to Folder** button.



The Remove Link to Folder confirmation window displays.

3. Select **Remove**. The folder is removed from the Gallery Directory Tree.

Note: This does not delete the folder itself from your computer or network, it deletes only the link to the folder in the Gallery Directory Tree.

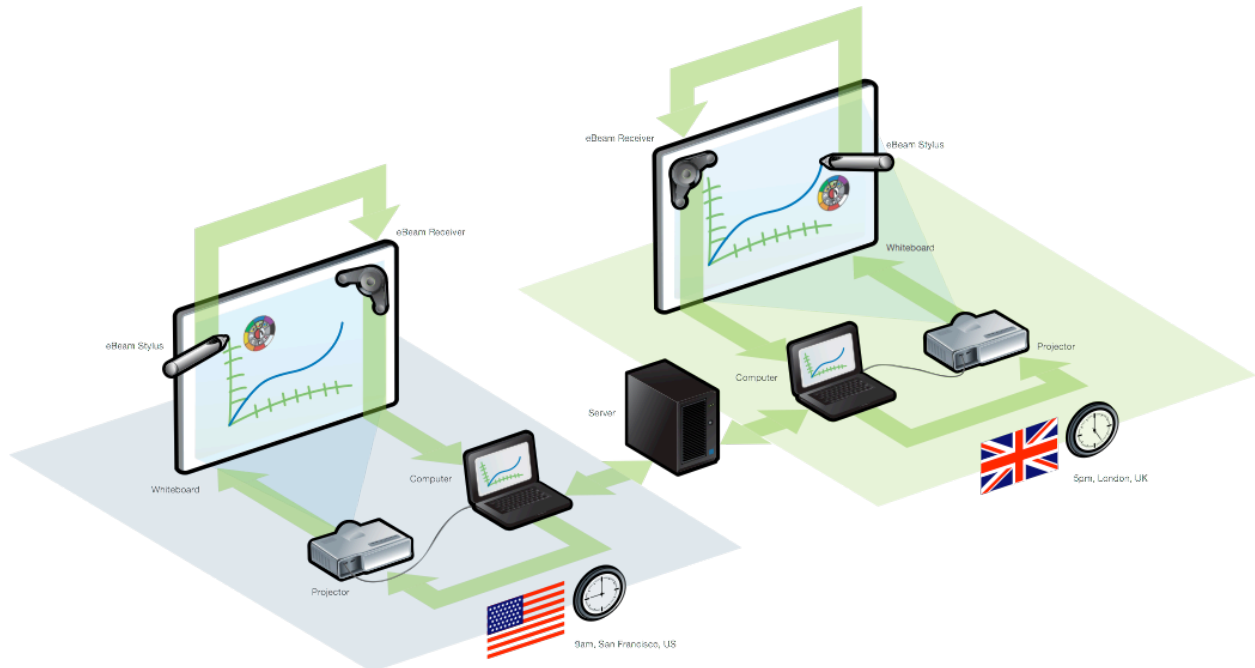
eBeam Interactive Tools User Guide

What is a Meeting?

A **meeting** is a collection of notes and images stored as elements in Scrapbook Pages in a Scrapbook meeting file (*.esb). Scrapbook allows one meeting at a time to be open.

A single meeting may have one or more participants who are sitting in one room using the interactive system to capture notes and diagrams.

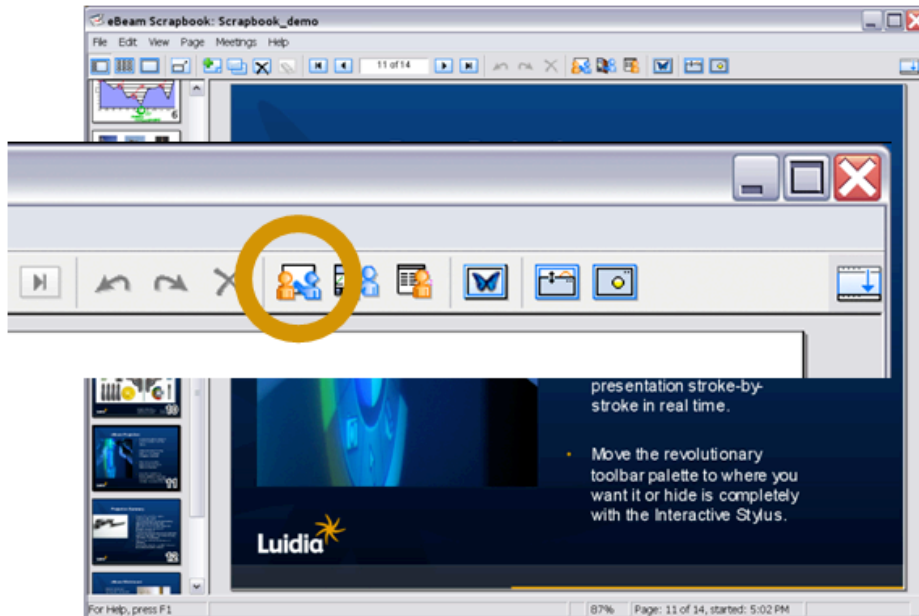
A single meeting may also have participants who are located in other locations, such as another floor in your building, another state, or even another country. This process of having participants attend your meeting over the Internet/intranet in real time is called Sharing a Meeting.



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Hosting a Meeting

Choose Meetings > Share Meeting or select the Share Meeting button from the Scrapbook Toolbar :



The Share Meeting dialog will open:

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Share Meeting

Meeting Information

Meeting name: eBeam_Meeting Publish meeting name

My name: robin

Notes: Welcomel

Password: Use password

Confirm:

To hold a secure meeting, enter a password (at least 6 characters). To join the meeting, guests will be required to enter the password.

Send meeting invitation

Archive meeting on the server

Synchronize participants immediately

Deny access to remote participants with mismatched software versions

Server Information

Use my PC to host this meeting Port: 80

Use other meeting server to host this meeting

eBeam Server

Help Share Cancel

Under Meeting Information, enter the following:

Meeting Name - The meeting name is the name shown in the Join Meeting dialog box. The meeting name is saved as the default name for subsequent meetings, until you change it. The meeting name can be up to 20 characters.

My Name - The name displayed in the Participants View. See Participants.
Notes - Any notes/comment you would like to include.

Publish Meeting Name - Select Publish Meeting Name if you want the name of the meeting to be visible to network users who are attempting to join a meeting using either the Join Meeting (see Joining a Meeting for more information) dialog box, or the Meetings web page located at www.e-beam.com.

If you do not publish the name, guests will need to know the full meeting name beforehand and manually type it into the Join Meeting dialog box.

Password/Confirm/Use Password - If a password is required, check the Use Password checkbox and type the same password into both the Password and Confirm text boxes.

The password must be at least 6 characters, and can be up to 20 characters.

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Send Meeting Invitation - Meeting invitations are e-mail invitations that are sent out using your standard e-mail client. If Send Meeting Invitation is checked, the Send Invitation dialog box opens once you select the Share Meeting button. See Sending an Invitation for more information.

Archive Meeting on the Server - An archived meeting allows you to search for, view, download, edit, and/or delete your archived meeting (based on the archive privileges you select). If Archive Meeting on the Server is checked, the Archive Meeting dialog opens after you select the Share Meeting button. See Archive a Meeting for more information.

Synchronize Participants Immediately - Causes remote participants to be synchronized from the start of the meeting. Synchronize is on by default. See Participants.

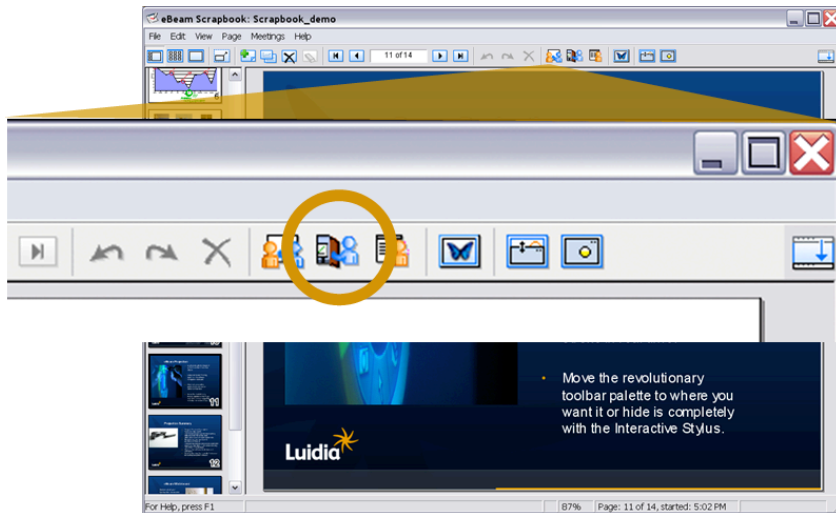
Deny access to remote participants with mismatched software versions - The version of software you are using is not fully compatible with previous versions. During a shared meeting, participants running previous versions may not be able to see imported image files and will not be able to see when annotation or image elements are moved, rotated, resized, etc. Selecting Deny access to remote participants with mismatched software versions will only allow participants using the same software version or later to join your meeting.

Once the information is entered, click **Share** to start the meeting.

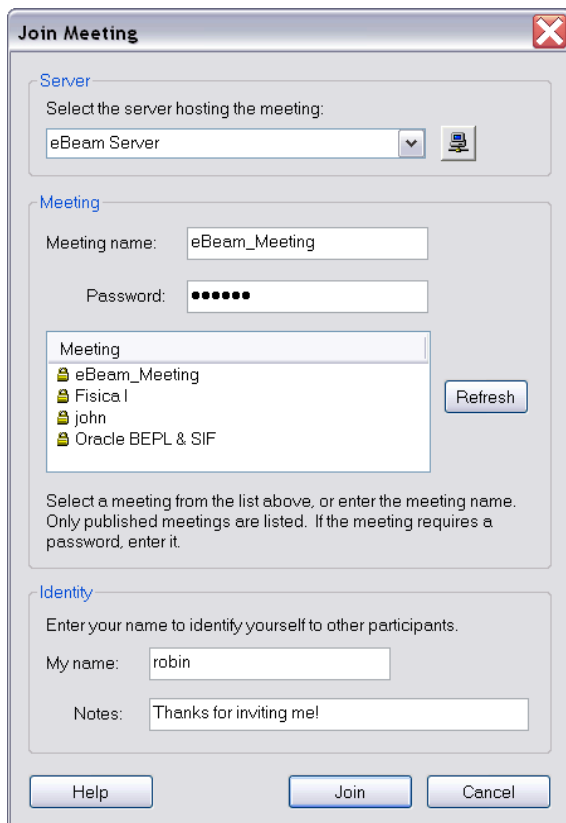
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Joining a Meeting

Choose Meetings > Join Meeting or select the Join Meeting button from the Scrapbook Toolbar:



The Join Meeting dialog will open:



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In the Join Meeting dialog box, select the meeting server, enter your name, and select a meeting name from the Meeting list.

The **Meeting** list shows active meetings whose names have been published. If the pull-down menu does not include the meeting server you want, you can manually type the server name. Select **Refresh** to update the list of published meetings.

If the meeting appears with a Lock icon, enter the password.

If the meeting is not listed, enter the meeting name, and a password if required.

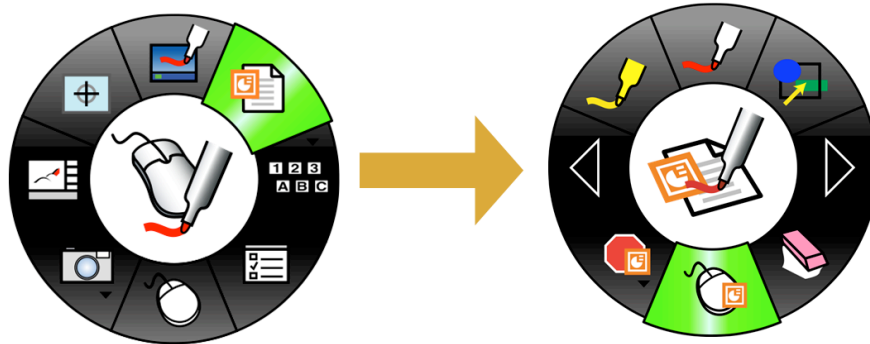
Select **Join**.

To leave a meeting, choose Meetings > Leave Meeting From..., or select the **Leave Meeting** button from the Scrapbook Toolbar.

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PowerPoint Presentations

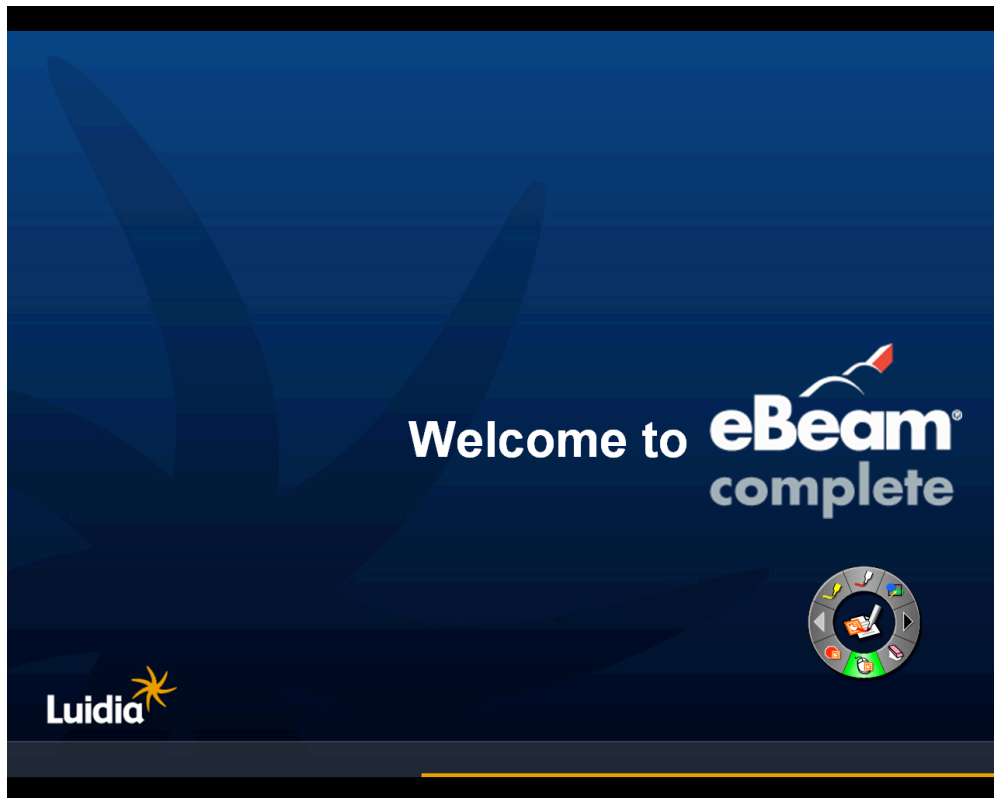
When you select the PowerPoint icon on the Desktop Tools Palette, your file directory will open and you can select any PowerPoint presentation that you have saved. The presentation will launch in Slide Show mode and the tool palette will change into the PowerPoint tools palette.



Desktop Palette

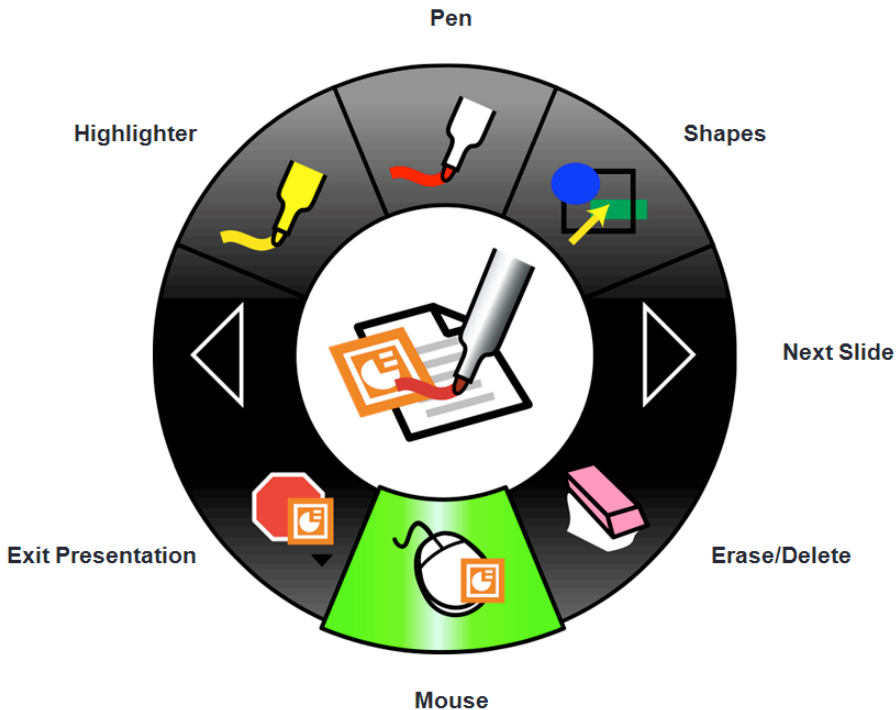
PowerPoint Palette

Note the icon change in the center of the palette.



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PowerPoint Tools Palette



Pen Tool



The **Pen Tool** allows you to annotate the displayed Page freehand.

When the **Pen Tool** is selected, the Pen Tool button becomes highlighted and the center of the **PowerPoint Tool** palette changes to show the current color and line width.

Shapes Tools



The **Shapes Tool** allows you to draw shapes on the PowerPoint slide. When the **Shapes Tool** is selected, the Shapes Tool button becomes highlighted and the center of the **PowerPoint Tools** palette changes to show the current color and line width settings.

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Slide Forward Tool



The **Slide Forward Tool** allows you to move to the next Page in the PowerPoint presentation. This tool is disabled when you are on the last page in the PowerPoint presentation.

Eraser Tool



The PowerPoint **Eraser Tool** allows you to delete an annotation element on a PowerPoint slide. Annotation elements are pen or highlighter lines created using the Pen Tool or the Highlighter Tool.

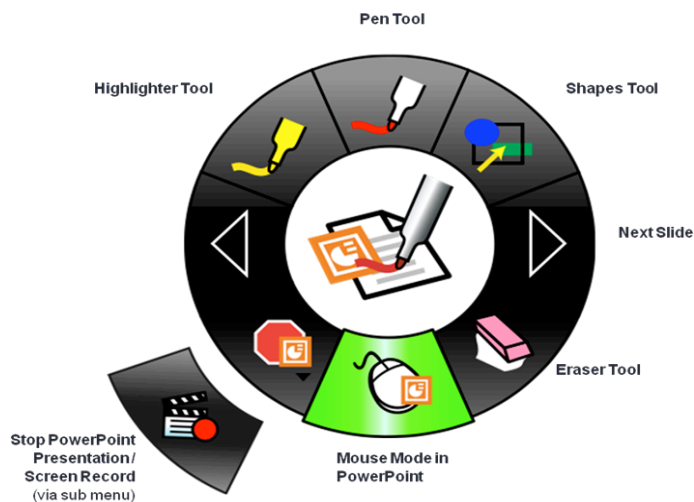
Mouse Tool



The PowerPoint **Mouse Tool** changes your stylus back to mouse functionality, so you can just click on a slide to forward the presentation.

eBeam Interactive Tools User Guide

Stop PowerPoint Presentation and Screen Record Tools



The **Stop PowerPoint Presentation Tool** and **Screen Record Tool** are grouped into a single sub-menu on the **PowerPoint Tools** palette.

Stop PowerPoint Presentation exits Slide Show mode and puts you back into PowerPoint Edit mode.

Use the **Screen Record Tool** to record everything that happens on your desktop including voice tracks from your computer's microphone. Play back your recording instantly in our Movie Player if you save the recording in the default *.ebm format. Or save your recording as an .avi, .swf or .wmv movie.

Slide Back Tool



The **Slide Back Tool** allows you to move to the previous slide in the PowerPoint presentation.

Highlighter Tool



The **Highlighter Tool** allows you to annotate the displayed page freehand.

When the **Highlighter Tool** is selected, the Highlighter Tool button becomes highlighted and the center of the **PowerPoint Tools** palette changes to show the current color and line width.

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Saving Annotations

Once you've completed your presentation, click the **Stop PowerPoint Presentation** icon. Go to the File menu in the PowerPoint window and choose either "Save" or "Save As..." from the list to save your annotations to the .PPT file.

