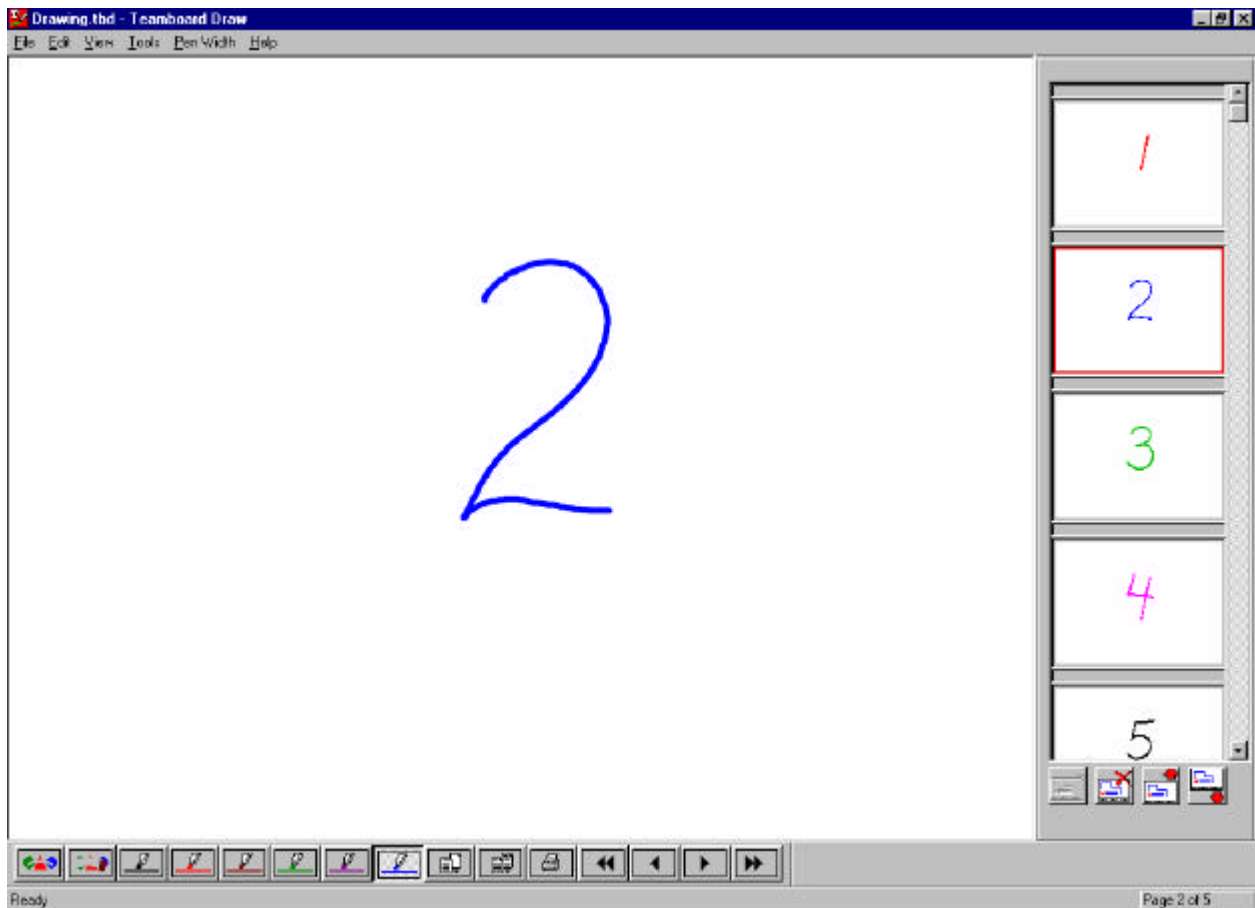# 6 Working with TeamBoard Draw

TeamBoard Draw is the application specifically developed to capture all notes and drawings created on the TeamBoard. Its user-friendly interface emulates that of the actual TeamBoard, including a toolbar that is identical to the TeamBoard Action Bar.

It offers a sharper image with "ink-like" lines as a result of a high resolution and line smoothing features. Users also have a variety of pen widths to choose from. All notes and drawings are automatically backed up by the AutoSave feature at a configurable interval.

Drawing on the TeamBoard

1. Select the desired pen colour button on the TeamBoard Action Bar.
2. Draw on the TeamBoard using the marker, stylus or your finger.

Erasing Drawings

You have two eraser tools to choose from on the TeamBoard: the small eraser and the large eraser. The small eraser is used to wipe out letters, words or parts of a drawing, whereas the large eraser is used to wipe out large areas.

Using the small eraser:

1. Select the **Small Erase** button on the TeamBoard Action Bar.
2. Use your finger or the corner of the dry eraser to wipe out the desired object(s).
   The objects are erased from the Draw application window simultaneously.

Using the large eraser:

1. Select the **Large Eraser** button on the TeamBoard Action Bar.
2. Use the dry eraser to wipe the board.
   The area is erased from the Draw application window.

Inserting a New Page

The *Insert Page* button on the TeamBoard Toolbar is a quick way to get a new, clean page to work with.

1. Select the **Insert Page** button on the TeamBoard Action Bar.
   A new, clean page is inserted into the Draw application. The drawing on the TeamBoard remains, but the eraser function is automatically enabled so that you can use the dry eraser on the TeamBoard. To continue writing, you must select a pen colour.

Copying a Page

The TeamBoard has a feature which allows you to copy the current page and create a new, identical page following it.

1. Select the **Copy Page** button on the TeamBoard Action Bar.

Printing

Use the *Print* button on the TeamBoard Action Bar to quickly print all pages, or use the *Print* command in Draw to specify which pages to print.

1. Select the **Print** button on the TeamBoard Action Bar.

Tip: The *Print button prints all pages* option in the *File* menu is a toggle switch for the *Print* button. If this option is enabled (checked), the *Print* button prints all pages. If the option is not enabled then the *Print* button prints the active page in Draw.

Navigating in the Draw Workbook

Use the arrow buttons on the TeamBoard Action Bar, or the arrow buttons in the *Draw* application window.

Beginning (First page)	◀◀
Back one page	◀
Forward one page	▶
End (Last page)	▶▶

Saving a WorkBook

1. Select **File**, **Save As**.
    The Save As dialog box appears.
2. Enter a file name in the **File name** text box.
3. Select **Save**.

PLEASE NOTE Use the Auto-Save feature to automatically save the current workbook at a specifed interval. By default, this feature is disabled. Use the following procedure to enable it and specify the interval.
1. Select **Tool**, **Options**.
2. Select the **Auto-Save** tab.
3. Enter the desired interval in the **Auto-Save Interval (mins)** text box.
4. Select **OK** when done.

Deleting a Page

Delete an unwanted page from the Draw workbook.
1. Select **Edit, Delete Page** to delete the current page.
    Please note this action cannot be undone.

Viewing Full Screen

In Interactive mode, work with TeamBoard Draw in Full Screen view to maximize
drawing space. In Full Screen view the title bar, menu bar and toolbar are hidden.
1. Select **View, Full Screen**.

To return to the standard view, select the button in the upper-left corner of the
window.

Changing Pen Width

There are eight pen width options.
1. Select **Pen Width** and then select the desired pen width.
The selection remains until you select a new pen width.