

StarBoard Software

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1.Operations

1.1. Selecting a mode

StarBoard Software starts in Whiteboard mode.

A blank screen is displayed by default.

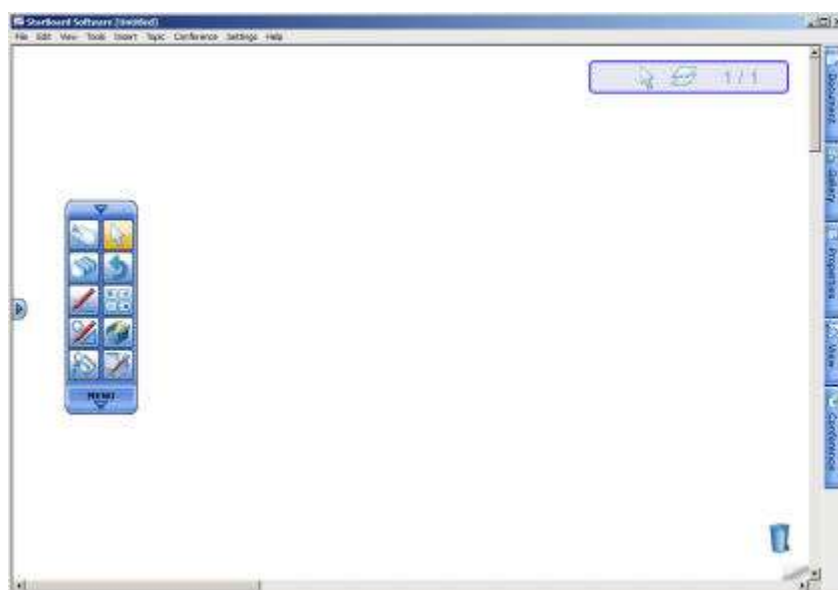
To switch between Whiteboard mode and Desktop mode, select  (Desktop) from the toolbar.

1.1.1. Selecting Whiteboard mode

A white page with scrollbars is displayed.

The available space will expand at the bottom right-hand corner of the screen as you add annotations.

Whiteboard mode has two view modes : Full-screen mode and Windowed mode. See also Full-screen mode.



1.1.2. Selecting Desktop mode

The current desktop content of your computer along with the toolbar is displayed.

In this mode, you can operate your computer directly from the Interactive Whiteboard using the electronic pen, and also you can add annotations on the screen. (Refer to Drawing on the desktop for details.)



2. Annotation and related tasks

2.1. Drawing

StarBoard Software has six Pen styles: Normal Pen, Highlighter, Outline Pen, Shadow Pen, Tube Pen, and Texture Pen.

2.1.1. Using a Pen

Select  (Normal-Pen) from the toolbar and start drawing.
See also Using Intelli-Pen/Pointer-Pen.

2.1.2. Changing the Pen style/color/width

1. Select  (Tool Properties) from the toolbar.
The Tools Properties widget is displayed.

2. Select the Pen style tab you want to use.

Normal Pen



Highlighter



Outline Pen



Shadow Pen



Tube Pen



Texture Pen



3. Select the Pen color and width using the buttons or drop-down list.

2.1.3. Drawing by 2 or 3 people at the same time

You can select Multi Input from Tools menu to use the Multi Input function in the following conditions. 2-3 people can select each tool simultaneously and draw on the left, center and right sides of the screen.

2.1.3.1. When using the StarBoard

You must connect a StarBoard capable of Multiple Input (FX-DUO / PX-DUO / FX-TRIO / FX-79E1 / FX-79E2 / FX-89WE1 / FX-89WE2 / StarBoard Link EZ / StarBoard Link EZ2) to the computer.

(The feature may not be available depending on your system configuration.)

FX-DUO / PX-DUO / FX-79E1 / FX-79E2 / FX-89WE1 / FX-89WE2 are capable of Two-Point Input.

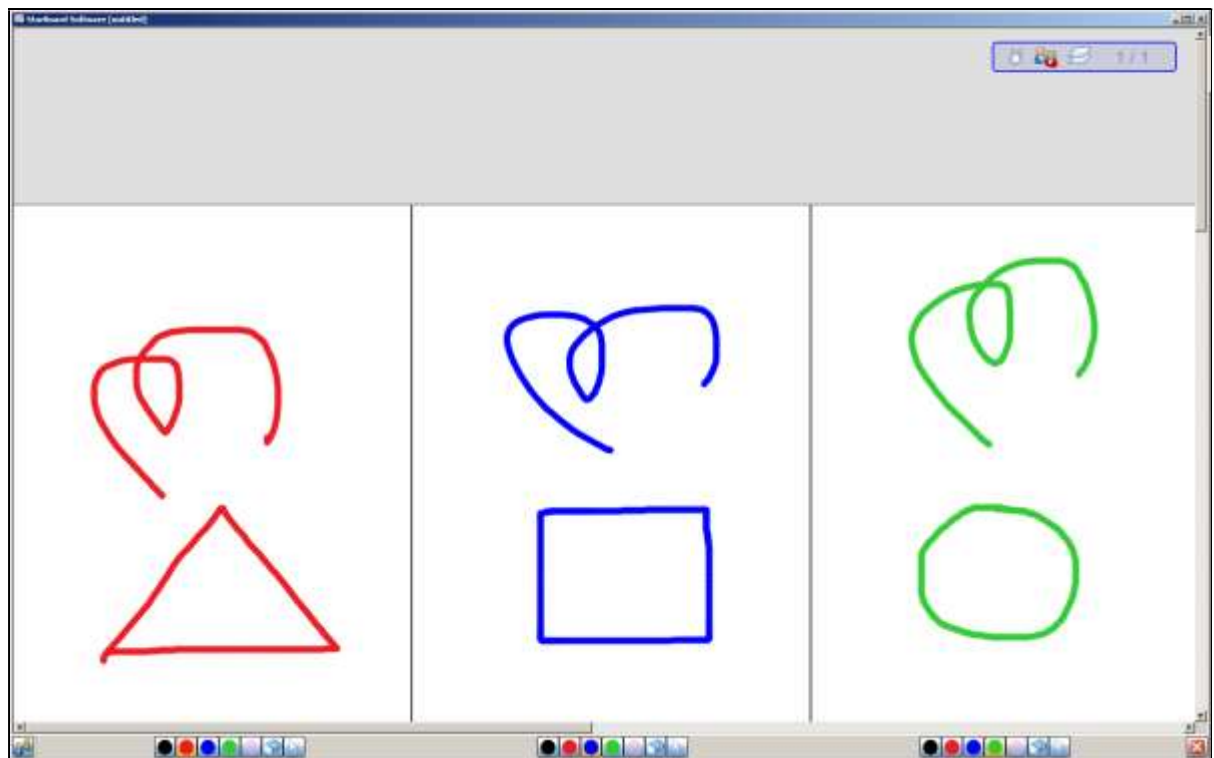
FX-TRIO / StarBoard Link EZ / StarBoard Link EZ2 are capable of Three-Point Input.

When both inputs are in a horizontal line across the board at the same time, those inputs may be unstable (unexpected movement of tools may occur). If both inputs start at the same time, those inputs may not be recognised.

2.1.3.2. When using interactive boards other than StarBoard

An interactive whiteboard capable of Multi-Touch must be connected to the computer in Windows environments.

The number of possible inputs depends on the recognizable touch points of the interactive whiteboard connected to the computer.



Each user's section of the screen has its own context bar with the following basic controls:



When an interactive whiteboard capable of Three-Point Input is connected to the computer (FX-TRIO / StarBoard Link EZ / StarBoard Link EZ2 for StarBoard), or in the Windows environment, you can use the toggle button on the bottom of the screen to switch to either 2-User Mode or 3-User Mode.



- Click this button if you want to use 2-user mode.



- Click this button if you want to use 3-user mode.

To close the multi-user mode and return to normal single user mode, click on the **Exit**

button: 

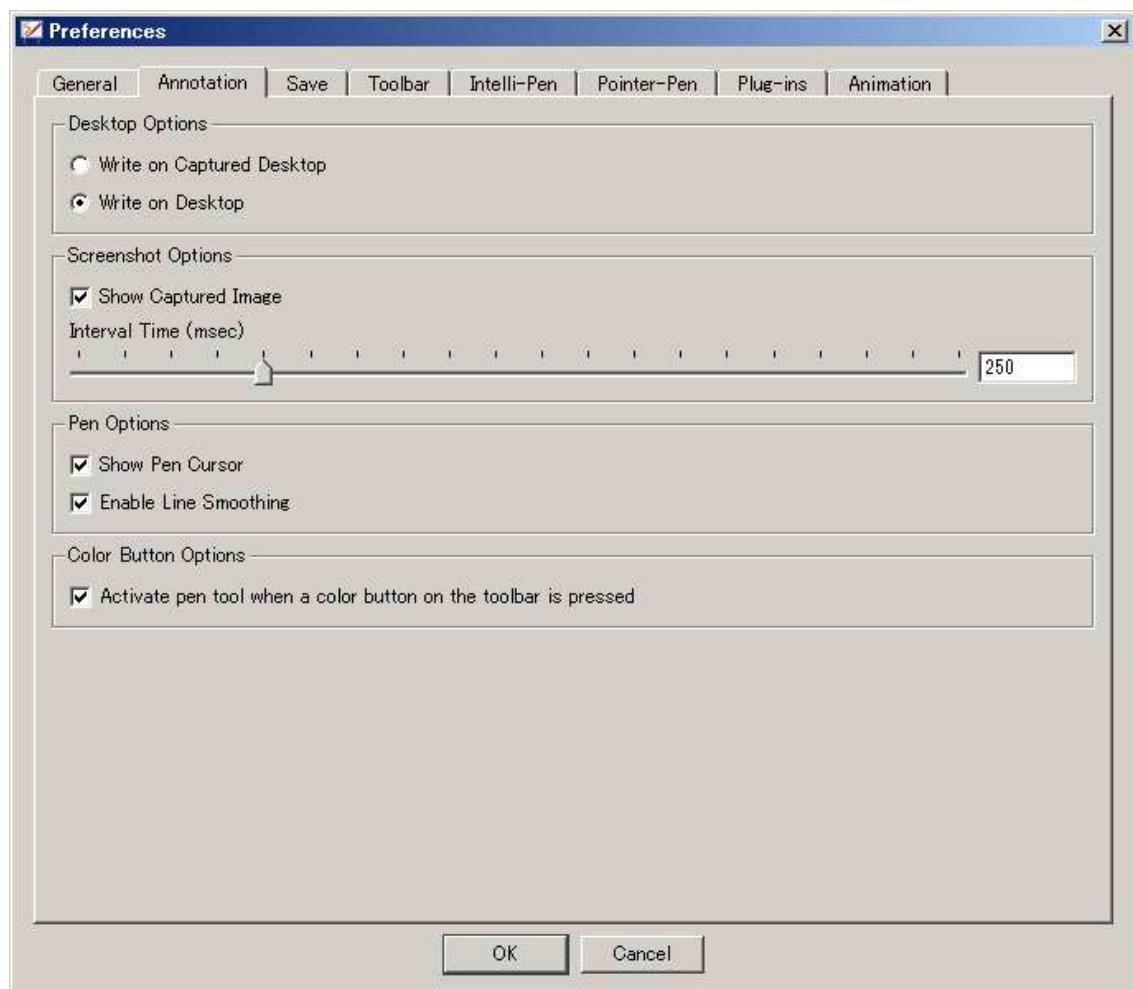
2.2. Drawing on the desktop

You can draw directly on the desktop of your computer.

Also you can capture a screenshot of the current desktop content and draw on the image.

2.2.1. Drawing directly on the desktop

1. Select **Preferences** from the **Settings** menu.
The **Preferences** dialog box is displayed.
2. Select the **Annotation** tab.
3. Select **Write on Desktop** from the **Desktop Options** section.



4. Select **OK**.

5. Select  (Desktop) from the toolbar.

The screen switches to Desktop mode.

6. Select  (Normal-Pen) from the toolbar and start drawing.

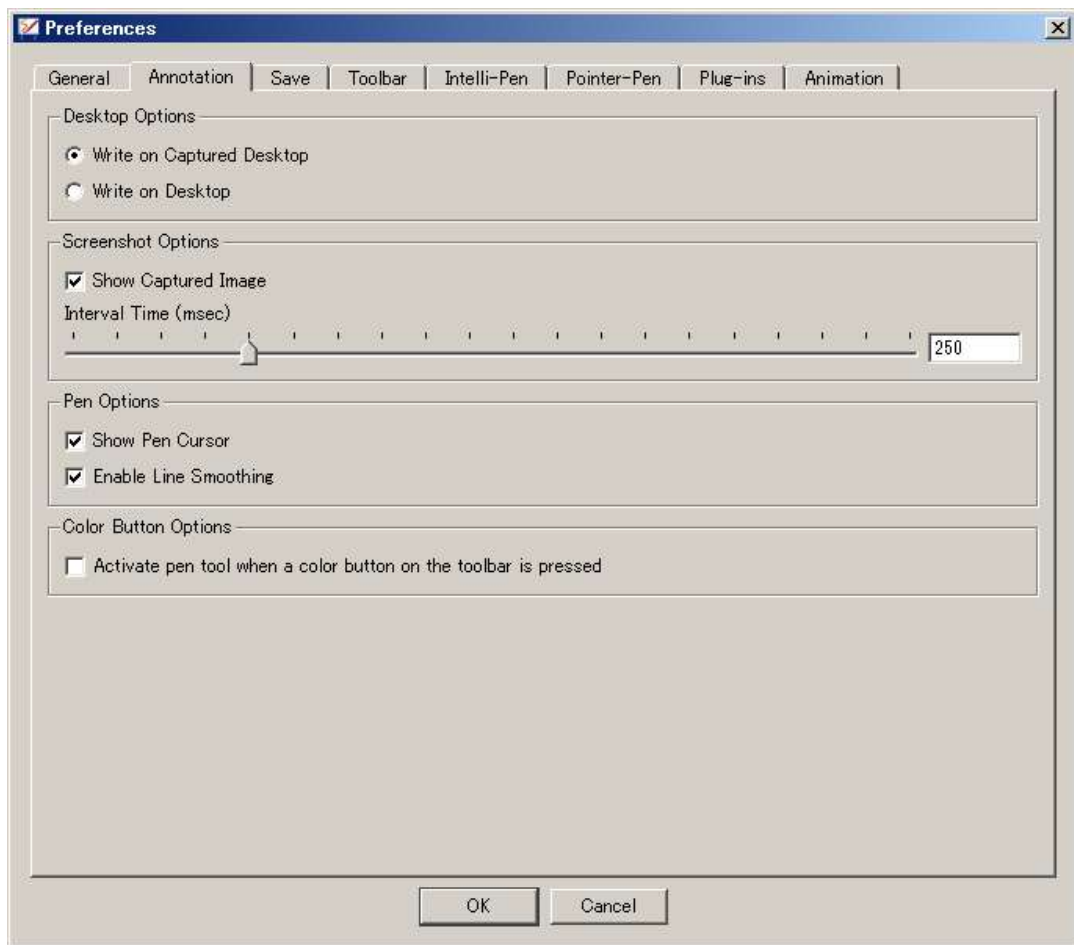
To save what you have drawn, select Screenshot from the Insert menu to capture a screenshot.

2.2.2.Restrictions when drawing directly on desktop

- When Select tool is selected, you can operate desktop objects and controls by click or touch.
- Pen and Eraser tools are available and the rest of tools are unavailable.
- Gesture of Pen tools are unavailable except deleting objects, but Shape Recognitions are available.
- The annotations and recognized shape objects cannot be moved / resized / rotated.

2.2.3.Drawing on the captured desktop

1. Select **Preferences** from the **Settings** menu.
The Preferences dialog box is displayed.
2. Select the **Annotation** tab.
3. Select **Write on Captured Desktop** from the **Desktop Options** section.



4. Select **OK**.

5. Select  (Desktop) from the toolbar.
The screen switches to Desktop mode.

6. Select  (Normal-Pen) from the toolbar.

Or select **Normal-Pen**, **Intelli-Pen**, or **Pointer-Pen** from the **Tools** menu.

When any Pen tool is selected, a screenshot of the current desktop content is captured automatically as the background layer for drawing, and added at the end of the Whiteboard topic.

The screen switches to Whiteboard mode automatically and the captured screenshot is displayed.

7. Start drawing.

2.3. Drawing with the shape tools

The shape tools allow you to draw basic shapes quickly and accurately.

2.3.1. Selecting a shape tool

You can select a shape tool from the Tools > Shapes menu options (Shapes menu).

You can also select a shape tool or change the current shape tool's settings with the context bar (if this feature has been enabled):



The shape selector is the drop-down on the far left of this context bar. See also Context Bars.

Shape tools can also be dragged to the toolbar or to the whiteboard area.

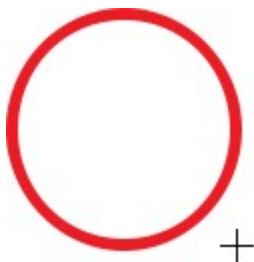
The following basic shapes are available:

- Line
- Arrow
- Circle
- Ellipse
- Triangle
- Right Angle Triangle
- Diamond
- Rectangle
- Square

Drawing with a shape tool

2.3.2. Drawing with a shape tool

1. Select the shape tool. The pointer will change to a cross shape:
2. Click and drag the pointer to create a shape of the desired size:



Note: You can use the shape tool's pointer to select any type of object in the whiteboard's editable area. This means you will not need to keep changing to the Select tool in order to move or resize objects.

2.4. Grid

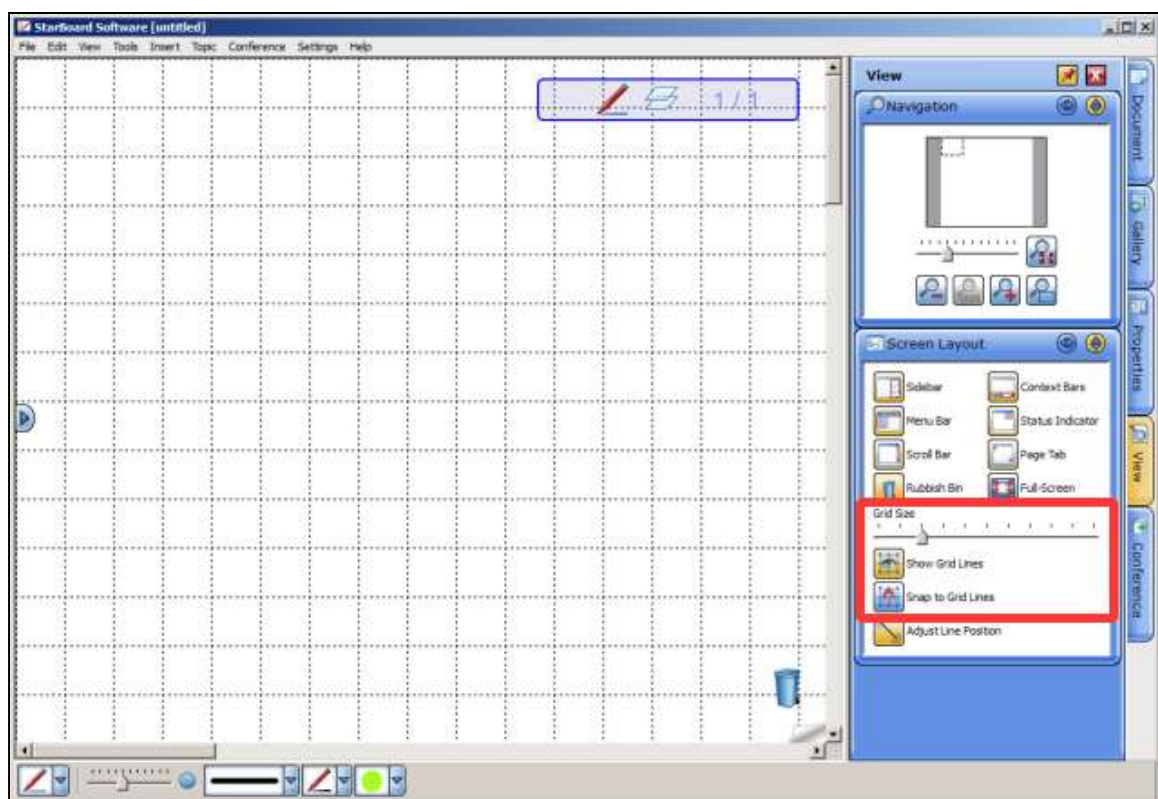
With the Grid feature, you can show a grid on-screen and can use snap-to-grid for precise alignment and sizing of objects.

The grid is displayed on the screen only, and it is not included in the yar file when you save your project.

Use the **Grid** option in the **View** menu to open the **Grid** menu, or use the options available in the **Screen Layout** widget (on the **View** tab).

The **Grid** button is also available in the context bar for the **Select** tool, the **Intelli-Pen** and for when an object is selected.

The following example shows the grid lines when enabled. The area outlined in red shows the location of the Grid controls in the Screen Layout widget.



2.4.1. Showing or hiding the grid

1. Use the **Grid** option in the **View** menu to open the **Grid** menu, and select the **Show Grid Lines** option.
2. Alternatively, click on the **View** tab and open the **Screen Layout** widget, then click on the **Show Grid Lines** button:



This is a toggle - to turn off this attribute, click on the button or select the menu option again.

2.4.2. Adjusting the grid size

1. Click on the **View** tab and open the **Screen Layout** widget.
2. Turn on the grid with the **Show Grid Lines** button:



3. Drag the **Grid Size** slider to adjust the grid size:



2.4.3. Turning snap to grid on or off

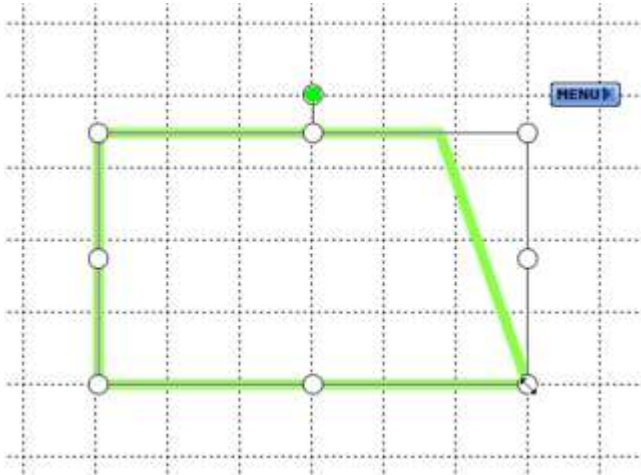
1. Use the **Grid** option in the **View** menu to open the **Grid** menu, and select the **Snap to Grid Lines** option.
2. Alternatively, click on the **View** tab and open the **Screen Layout** widget, then click on the **Snap to Grid Lines** button:



This is a toggle - to turn off this attribute, click on the button or select the menu option again.

2.4.4.Using snap to grid when resizing an object

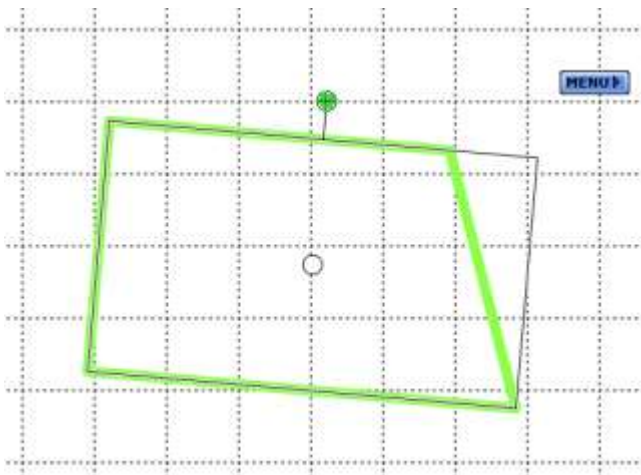
1. You can use the snap to grid feature when resizing an object. Turn on snap to grid.



2. Drag the handles to resize the object. The object will snap into position to conform to the grid.

2.4.5.Using snap to grid when rotating an object

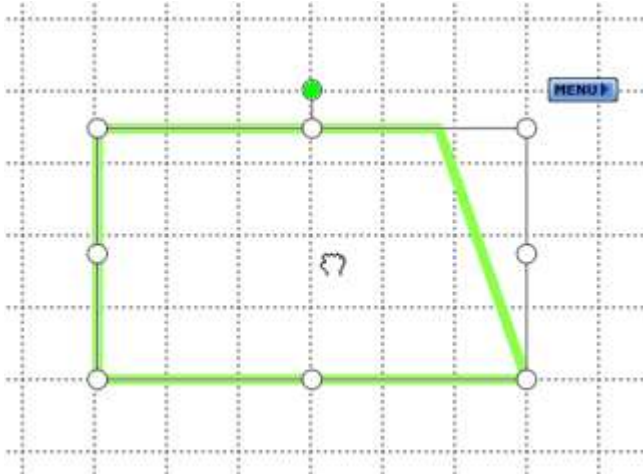
1. You can use the snap to grid feature when rotating an object. Turn on snap to grid.



2. Drag the rotation handle to rotate the object. If the object is rotated close to the absolute vertical or horizontal, the object will snap into position to conform to the grid.

2.4.6.Using snap to grid when positioning an object

1. You can use the snap to grid feature when positioning an object. Turn on snap to grid.



2. Click and drag the object to position the object. The object will snap into position to conform to the grid.

2.5. Adjust Line Position

When drawing a line or arrow with the Intelli-Pen or Line tool, you may need to reposition its start or end so that it snaps into position with another object.

Note: This other object can be a shape drawn with the Shape tools or the Intelli-Pen, or an image. It will not work with annotations made with the Normal-Pen.

2.5.1.Turning Adjust Line Position on or off

This feature is enabled by default. To turn the feature on or off:

In the **View** menu, select **Grid** and then **Adjust Line Position**.

Alternatively, you can click on the **Adjust Line Position** button in the Screen Layout widget:



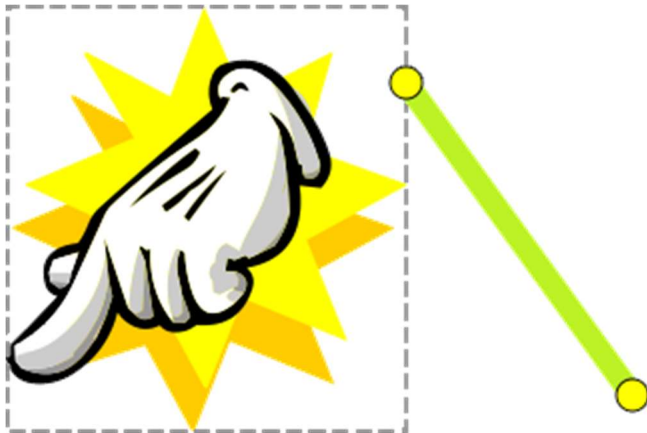
2.5.2. Using Adjust Line Position

When you draw a line with the Intelli-Pen, if the end of the line is close to another object, it will snap into place.

Note: When the line snaps into place on a corner of the object's tracker box, the handle will "twinkle" if that feature has been enabled. See **Visual Effects Settings** for more

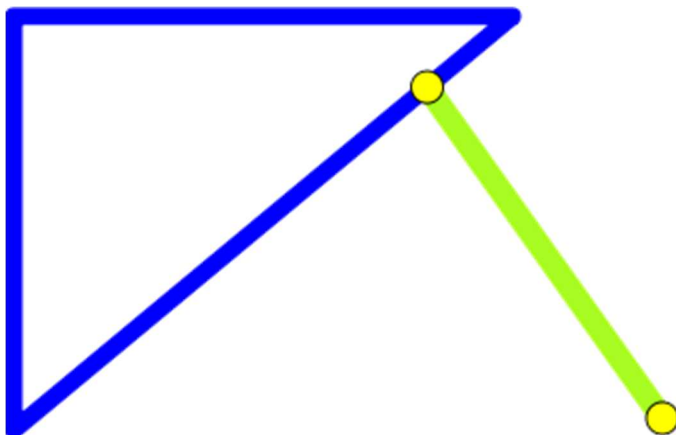
information.

In the case of images, the end of the line will snap to the tracker box around the image:



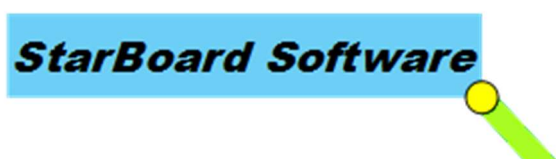
Note: The dotted line shown here is just for illustrative purposes only - it does not appear in the application.

In the case of objects drawn with the Intelli-Pen or with the Shape tools, the beginning or end of the line will snap to the center of the object (circles, ellipses, and arcs only) and the nearest position anywhere along the line of the object itself (if the Snap to Grid Lines setting is OFF - if it is ON, the end of the line only snaps to the vertices or center of the object and intersection points with the other shape lines, and it does not snap to other points of the shape):



Once a line or arrow has been drawn, it can be repositioned by grabbing the yellow handle at the end. When moving the entire line or arrow, the Adjust Line Position feature will not work - it will only work when the end handle is repositioned.

In the case of text objects, the end of a line will snap into place only if the text has settings defined for a box or background fill:



2.6. Fill tool

The Fill tool allows you to fill any enclosed area with color. The Fill tool can be used to fill shapes created with the pen, shapes created with the Shape tools, image objects and the background. It can not be used to fill locked or grouped objects.

2.6.1. Selecting the Fill tool

The Fill tool is opened by using the **Fill** option in the **Tools** menu.

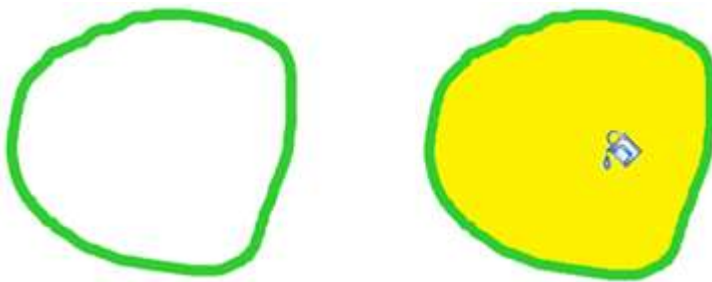
You can also use the function by creating a button on the toolbar or whiteboard (select and drag the menu option): 

Settings for the Fill tool can be changed in the **Tool Properties** panel or with the context bar (if this feature has been enabled - see also Context Bars):



2.6.2. Filling an area with color

1. Draw a shape, ensuring that it is fully enclosed with no breaks in the line.
Note: If there is a break in the line, the color will fill the work area.
2. Select the Fill tool. Change any settings such as color and pen type.
3. Hold the pointer anywhere within the shape and click to fill:



2.7. Erasing

2.7.1. Using Eraser

Select  (Eraser) from the toolbar, then move the Eraser tool over any previously drawn object.

Selecting Eraser from the Tools menu also switches to the Eraser tool.

To delete all contents of the currently displayed screen, select  (Clear) from the toolbar, then select Yes in the confirmation dialog box.

Note that the Eraser cannot be used to erase objects created using tools such as the Intelli-Pen (rectangles, triangles, ellipses, diamonds, lines, arrows).

To delete these objects, see Moving/Editing/Deleting objects for details.

To clear the whiteboard of all pen-based annotations (leaving other items such as text and bitmaps intact), you can use the Clear Annotation feature.

2.7.2. Changing the Eraser type/width

1. Select  (Tool Properties) from the toolbar.

The Tool Properties widget is displayed.



2. Select the Eraser type and width using the buttons.

To erase only lines drawn with the Pen, select .

To erase both lines and inserted images, select .

Note: Vector format files (wmf, emf, and svg) are not erasable with this tool.

2.8. Using Intelli-Pen/Pointer-Pen

2.8.1. Using Intelli-Pen/Pointer-Pen

Select **Intelli-Pen** or **Pointer-Pen** from the **Tools** menu.

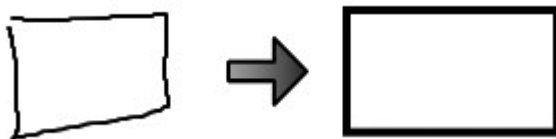
2.8.2.Intelli-Pen: Shape recognition

In addition to allowing you to draw lines freely by hand on the screen, the Intelli-Pen has a shape recognition function.

Objects drawn like the ones shown on the left in the chart below will automatically be converted to objects like those on the right.

Note: The smoothness of the conversion process can be enhanced by using the Morphing upon shape recognition setting.

Rectangle



Triangle

Specific types of triangles are also possible, such as equilateral triangles and inverted triangles.



Ellipse



Diamond



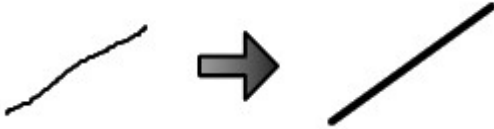
Polygon

Including pentagons, hexagons, and stars.

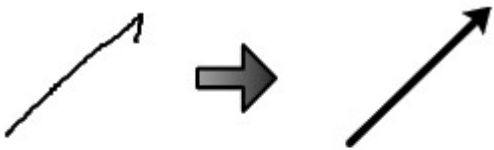


Line

Various angles formed by straight lines can also be drawn.



Arrow



2.8.3.Intelli-Pen: Scrolling the screen

1. Press and hold down the Intelli-Pen lightly on the screen.
The cursor icon changes from a pen to a hand icon allowing the screen to be grasped.
2. Scroll the screen by moving the hand icon.

2.8.4.Intelli-Pen: Selecting/moving/resizing objects

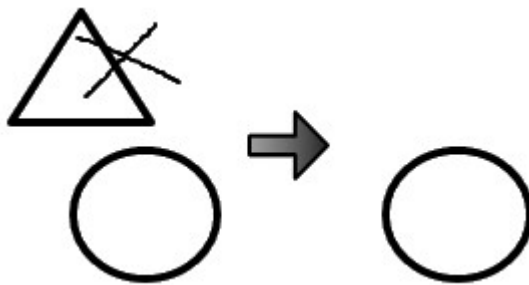
1. Press the Intelli-Pen lightly on the object to be selected.
Handles appear around the object, and the cursor icon changes from a pen to a hand icon allowing the object to be grasped.
2. Move the object with the hand icon.
3. To resize the object, drag one of the handles.

2.8.5.Intelli-Pen: Specifying areas/Selecting multiple objects

1. Press the Intelli-Pen lightly twice on the screen.
2. Move the Pen to specify an area on the screen.
All objects within this area are selected.

2.8.6.Intelli-Pen: Deleting objects

Draw an X like the one shown in the figure below over an object to delete that object.



2.8.7.Intelli-Pen: Operating with gestures

See Using hand and finger gestures.

2.8.8.Pointer-Pen: Using the Pen as a laser pointer

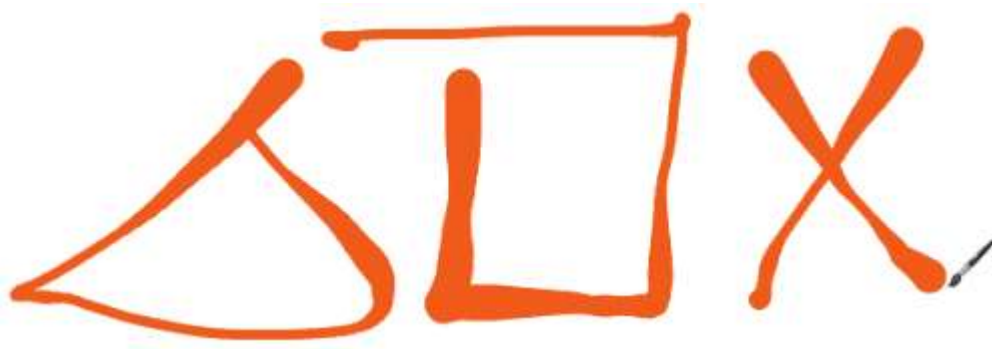
The Pointer-Pen is used for occasions such as presentations.

- The functions of the Pointer-Pen are the same as those of the Pen used to freely draw lines by hand on the screen. However, any lines drawn disappear when the screen is touched again, or a tool is selected.
- An arrow is displayed when the Pointer-Pen is tapped once on the screen. The arrow also disappears in the same way.

2.9. Using Brush Pen

Select the **Brush Pen** from the **Tools** menu and start drawing.

Lines become thicker when drawn slowly and thinner when drawn quickly.



Caution: The Outline Pen and Texture Pen pen styles cannot be used with the Brush Pen.

2.10. Using hand and finger gestures

Various hand and finger gestures can be used with StarBoard Software for performing basic functions.

- When using the StarBoard
- When using interactive boards other than StarBoard

2.10.1. When using the StarBoard

When an FX-DUO / PX-DUO / FX-TRIO / FX-79E1 /FX-79E2 / FX-89WE1/ FX-89WE2 / StarBoard Link EZ / StarBoard Link EZ2 is connected to the computer and used in Touch mode, you can perform the following operations with your hand or fingers. (The feature may not be available depending on your system configuration.)

2.10.1.1. Erasing

Placing two fingers of one hand at an angle on the board will switch on the Eraser tool. You can then drag these fingers on the board to erase annotations.

2.10.1.2. Zooming the view in/out

You can zoom the view in/out by touching the board with two fingers.

Place two fingers on different points of the board at the same time.

To zoom the view in, move the two fingers away from each other.

To zoom the view out, move the two fingers close to each other.

2.10.1.3. Scrolling the screen

You can scroll the screen by touching the board with your open hand or clenched hand, and moving the hand in the scrolling direction.

The following table provides a summary of the gestures you can use with each tool:

Tool	Two Fingers (Eraser)	Pinch in / out (zoom out / in)	Palm (Scroll)
Normal-Pen	✓		✓
Intelli-Pen	✓	✓	✓
Pointer-Pen	✓		✓
Eraser			✓
Select	✓		✓
Scroll	✓	✓	✓
Fill	✓		✓
Text	✓		✓
Shapes	✓		✓

2.10.2. When using interactive boards other than StarBoard

When an interactive whiteboard other than StarBoard is connected to the computer in Windows environments, you can use the following Windows Touch gestures.

2.10.2.1. Zoom

You can zoom in or zoom out on the screen by opening or closing two fingers.

(Note: An interactive whiteboard capable of Multi-Touch must be connected to the computer in Windows environments.)

The following table provides a summary of the Windows Touch gestures you can use with each tool:

Tool	Zoom
Normal-Pen	
Intelli-Pen	
Pointer-Pen	
Eraser	
Select	
Scroll	
Fill	
Text	
Shapes	

2.11. Clearing annotations

You can clear the whiteboard of all pen-based annotations (without clearing any diagrams, pictures or text objects you have placed) using the Clear Annotations feature.

This feature will remove only annotations you have made with the Normal Pen, Highlighter Pen, Outline Pen, Shadow Pen, Tube Pen and Texture Pen. It will not remove any objects you have created with the Shape tools or the Intelli-Pen.

2.11.1. How to clear the annotations

1. To clear all annotations from the whiteboard, use the **Edit > Clear Annotation** menu option (this option is also available in the Tap menu that appears when you click on a blank part of the whiteboard, with no objects selected).
This option is only available if there are pen-based annotations present on the page.
2. You will be prompted to confirm that you wish to clear the current page's annotations.
Click on **Yes** to proceed.

2.12. Hiding Object with Curtain Components

By using the Curtain function, onscreen text and image objects may be hidden.

By using this Curtain function, groups of text, images, etc can be displayed in parts throughout your presentation for greater effect.

The Curtain itself may be saved as an object instead of a simple screen-block. Presentation content may be prepared while certain text and image objects are hidden.

2.12.1. Inserting Curtain Component

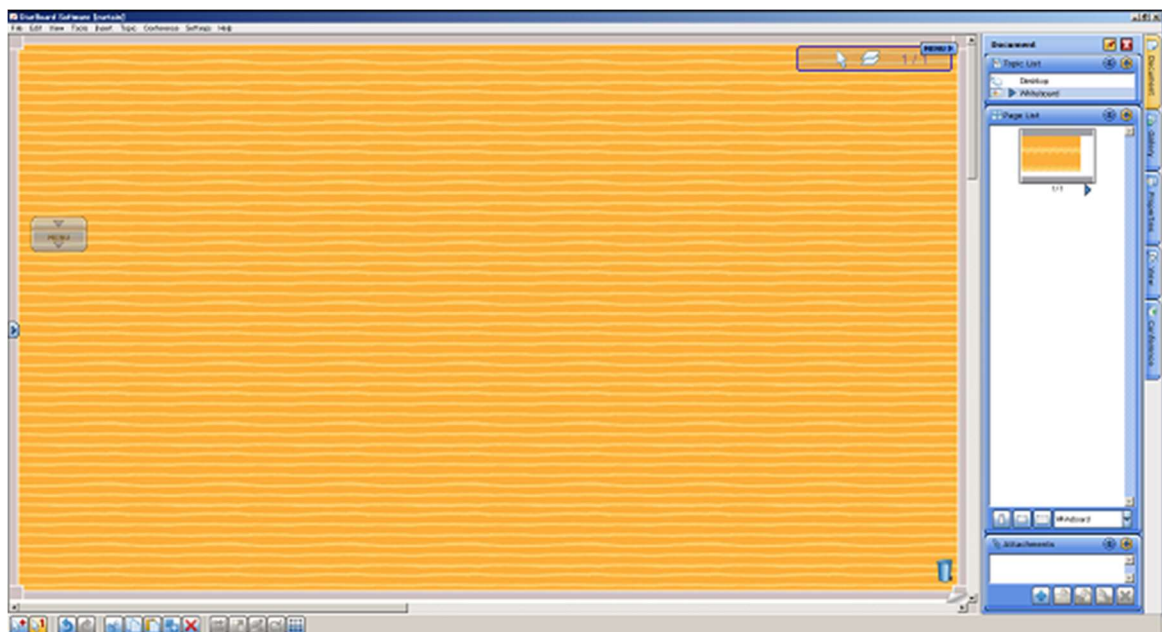
Select the Curtain Component option from the Insert menu.

A Curtain component will be inserted on the current page.



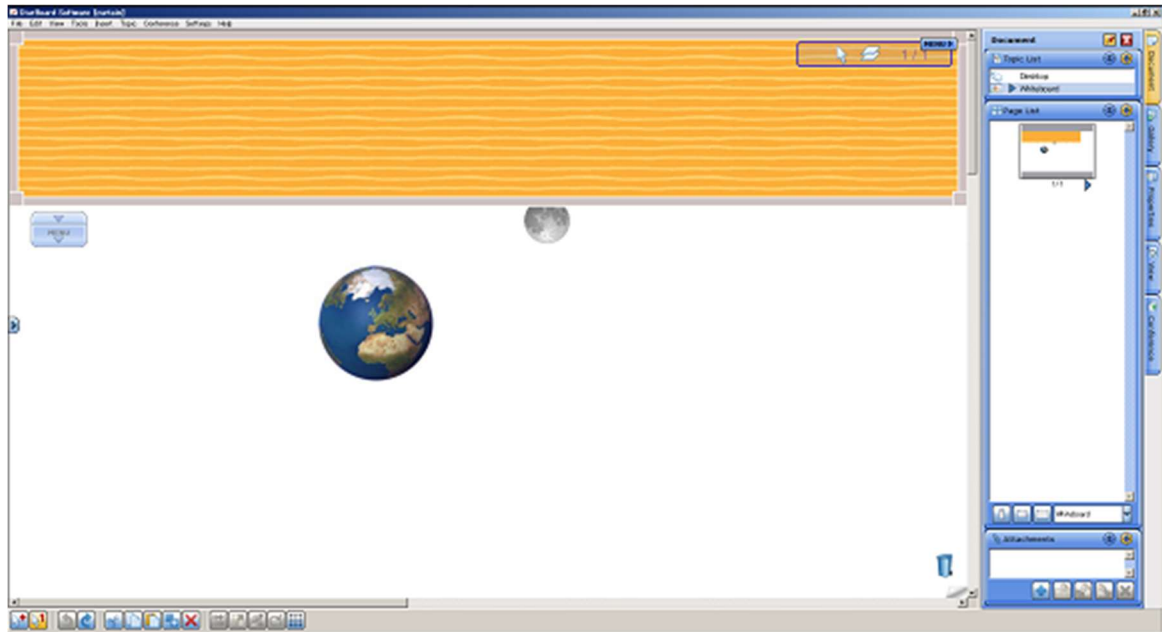
The presentation's initial screen will automatically have a Curtain component inserted.

By placing the Curtain component over text and image objects, those objects can be hidden.



2.12.2. Partially displaying objects hidden by the Curtain component

By dragging the four sides of the Curtain Tracker, objects can be displayed in parts.



3. Text and related tasks

3.1. Adding text

Text can be added using either of two methods:

- By first drawing a text box
- By direct input of text

3.1.1. By drawing a text box

1. Select **Text** from the **Tools** menu.
2. Drag the area in which you want enter text, and then enter text.



3.1.2. By direct input of text

1. Position the pointer anywhere on the whiteboard area.
2. Type in the text (you can press a number, letter or symbol key or Ctrl+T - or ⌘+T on Mac).

A text box will be automatically created:



3. Resize or move the text box as required.

Note: To fit text within an object, see Fitting text within an object.

Note: When the speech recognition engine is available on your computer, Speech Recognition

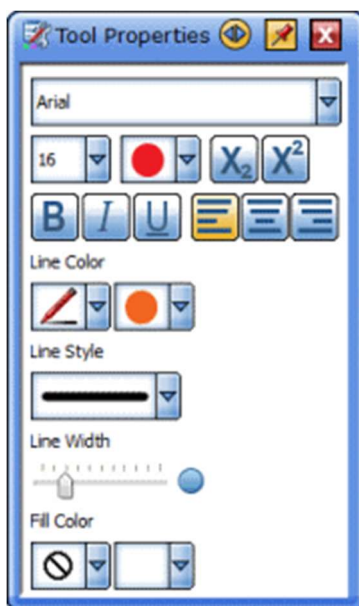
button  will be displayed.

To input text using speech recognition, see Setting up and using Speech Recognition.

3.1.3. Changing the format of text

1. Select  (Tool Properties) from the toolbar.

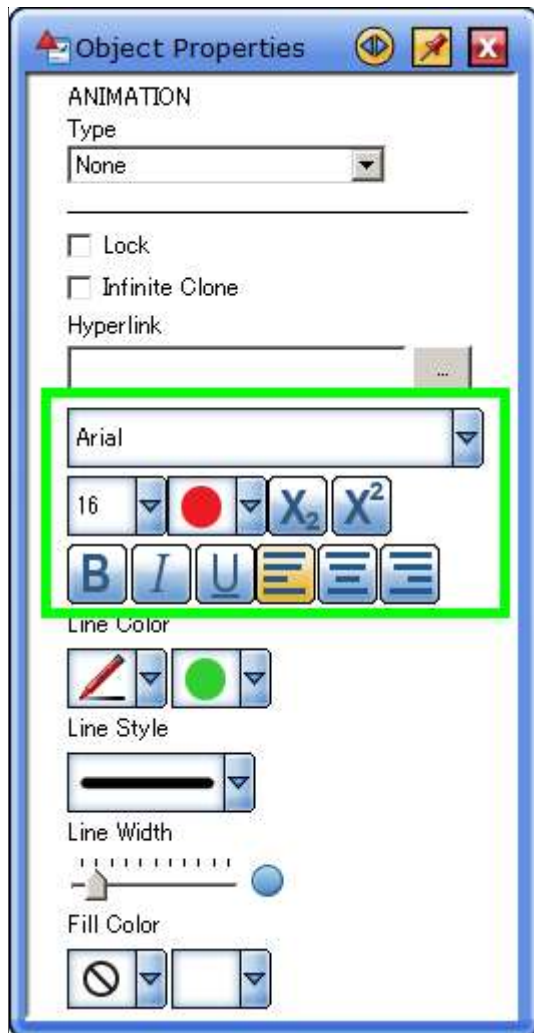
The **Tool Properties** widget is displayed.



2. Set the format of the character and text object using the buttons, drop-down lists, or slider.

3.1.4. Other ways to change the format of text

You can also change the properties of selected text by using the buttons and drop-down lists in the Object Properties panel (in the sidebar):



You can also use the buttons and drop-down lists in the selected text's context bar (if this feature has been enabled):



Please also see Context Bars.

3.2. Converting handwriting to text

You can convert your handwriting to a text object.

See [Converting Handwriting to Equation](#) for methods for converting text input to equations.

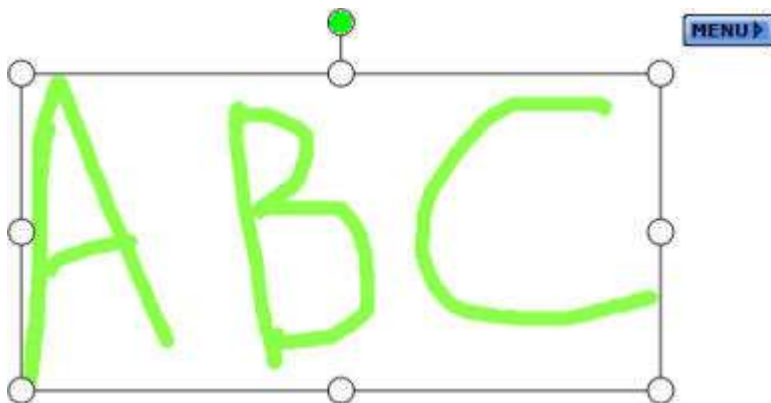
See also [How to perform a search from an annotation](#) to see how you can perform a Web search on text you have written.

1. Select  (Select) from the toolbar.

Selecting **Select** from the **Tools** menu also switches to the Select tool.

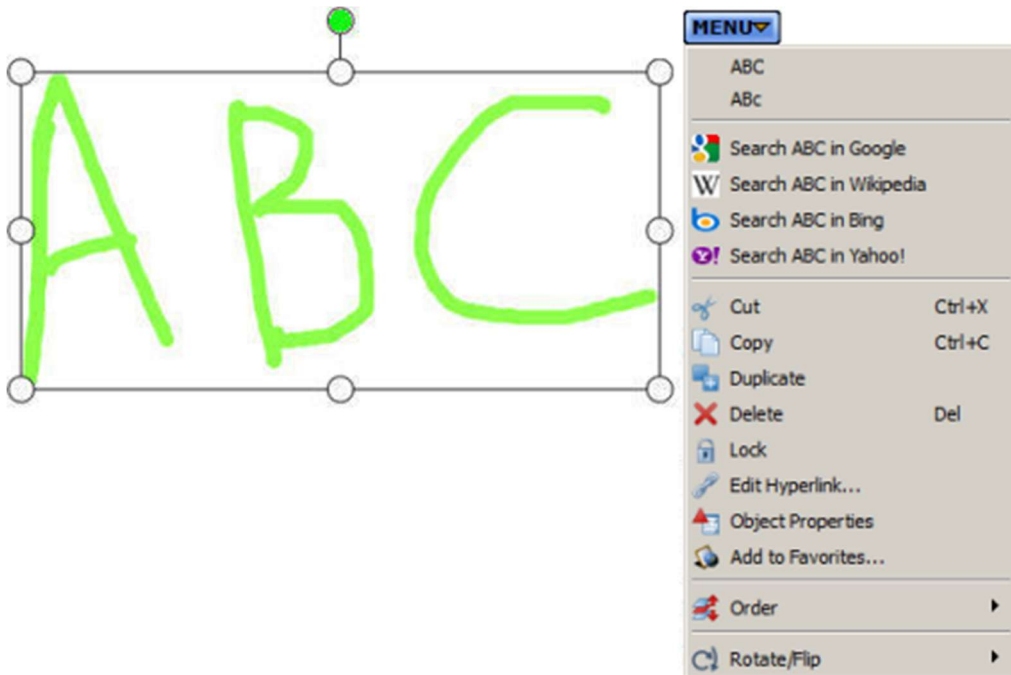
2. Select the handwriting to be converted.

Handles appear around the object, and a **MENU** button appears next to it.



3. Select the **MENU** button.

A candidate line as the target for text conversion will appear at the top of the menu.



Select the candidate line if the text is correct.

The handwriting will be converted to text.

When more than one handwritten object is selected, all the objects will be combined and converted to a single text object.

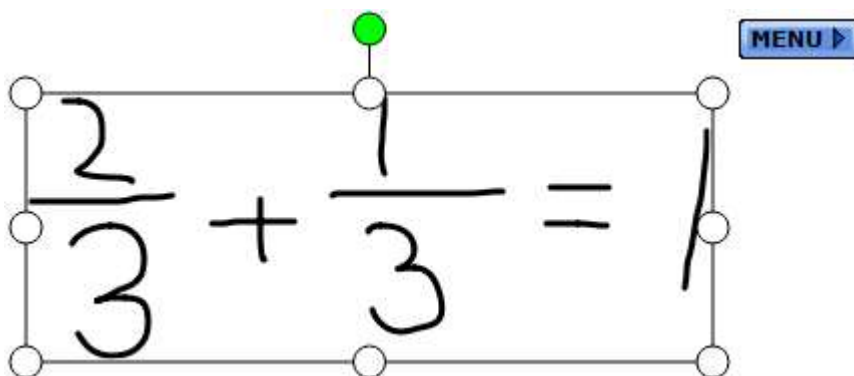
3.3. Converting Handwriting to Equation (*May not be included depending on the structure.)

Handwriting input using the pen may be converted into equation objects.

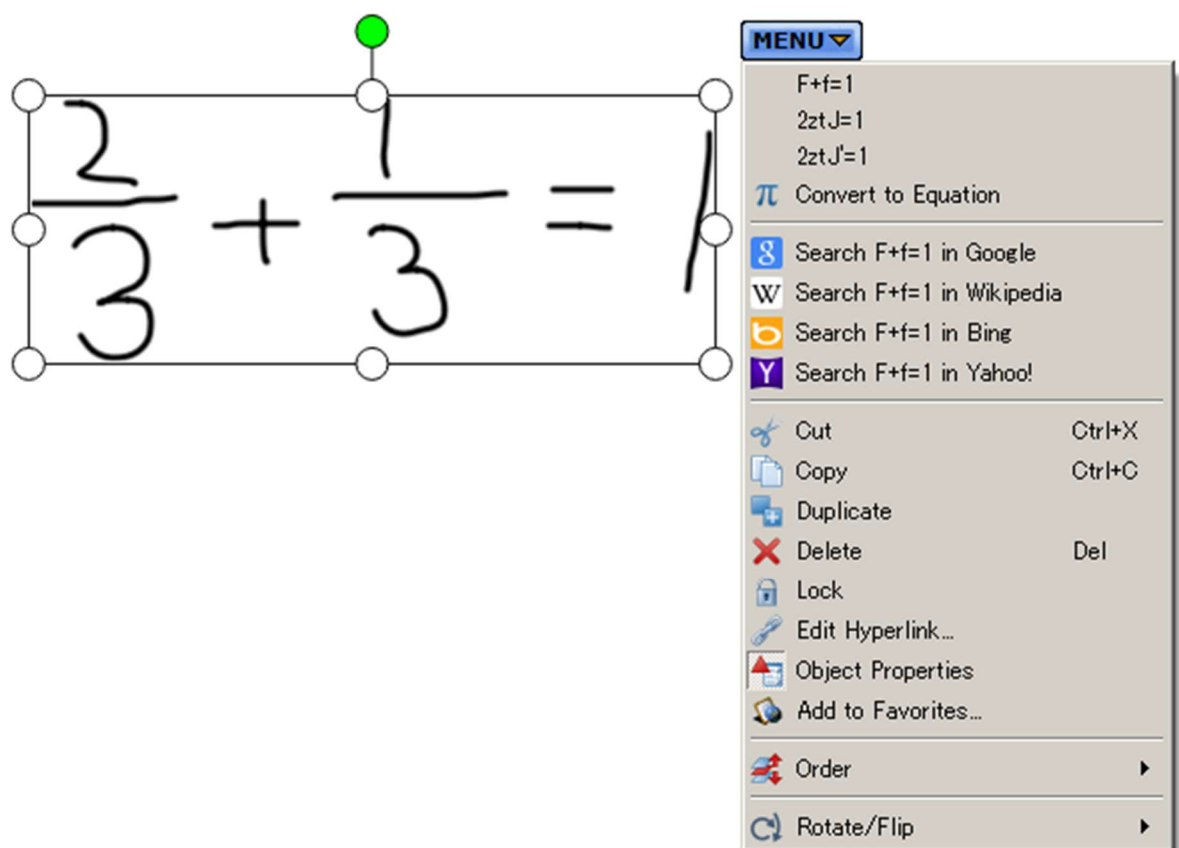
See Converting Handwriting to Text for more ways to convert handwritten text to typed text. Also, see Searching the Web using Handwritten Text for ways to search the Web using handwritten text input.

Note: Before connecting to StarBoard, users are required to run the StarBoard Software License Activation.

1. Choose  "Select" from the Toolbar.
You can also choose **Select** from the **Tools** menu to activate the Select Tool.
2. Select handwriting to convert.
The handle and **Menu** button will be displayed around the object.



3. Click the **Menu** button.



4. Select **Convert to Equation**.

Handwriting will be converted to an equation.

When two or more lines of handwritten text are selected, all objects will be integrated into a single equation.

3.3.1. Mathematical Symbols and Characters Supported by StarBoard Software

A	B	C	D	E	F	G	H	I	J	K	L	M	N
O	P	Q	R	S	T	U	V	W	X	Y	Z		
a	b	c	d	e	f	g	h	i	j	k	l	m	n
o	p	q	r	s	t	u	v	w	x	y	z		

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

!	%	'	(	)	*	-	+	,	.	/	:	;	<	=	>
[	\	]	^	{		}	±	÷	←	↑	→	↓	↔	↕	
↖	↗	↘	↙	⇐	⇒	⇓	⇑	⇔	↕	∇	∂	∃	≠	∅	
∇	∈	∉	⊃	⊄	Π	Σ	∘	√	α	∞	∠				
	∩	∪	∫	∫	~	≈	≠	≡	≤	≥	≪	≫	⊂	⊃	⊆
⊂	⊆	⊆	⊆	⊆											

Γ	Δ	Φ	Ω	α	β	γ	δ	ε	η	θ
λ	μ	ν	π	ρ	σ	τ	φ	ψ	ω	

Note: Problems may occur when displaying formulas depending on the OS and language. In this case, correct the problem(s) with a pen, etc. Problems occur when displaying the formulas checked in the table below.

		⊄	⊆	⊆
Windows	Ελληνικά (ELL)	✓	✓	✓
	עברית	✓	✓	✓
Mac				

3.4. Text Pen

The Text Pen is a pen tool that automatically converts handwritten pen annotations to font-based text.

Note: You must connect a StarBoard or perform a License Activation for the StarBoard Software to actuate it. You must also ensure that Handwriting Recognition is turned on in the Preferences dialog.

3.4.1.Using the Text Pen

Select **Tools > Text-Pen** or 

The pointer will change to look like this: 

Using this pointer, you can start writing. Any words you write will automatically be converted into handwriting objects.



The handwritten text you have just entered will be recognized and converted to font-based text. Alternative words identified by the recognition software are listed in a little box next to the finished result (see Show alternatives if you wish to turn this feature on or off):



You can click on any of these alternative words if they are more accurate than the original word identification.

3.4.2. Selecting objects with the Text Pen

You can use the Text Pen to select objects, in the same way that the Shape tool or Intelli-Pen can be used.

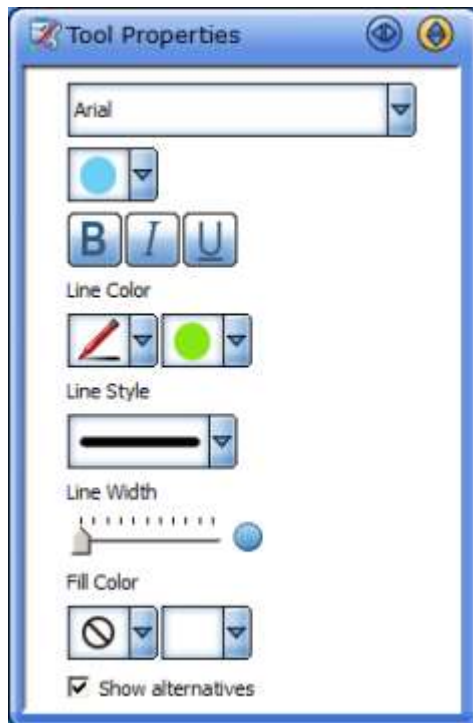
Just click or tap once on an object with the Text Pen, and wait.

The object will be selected when the handles appear. You will then be able to move or resize the object without needing to change tools.

3.4.3. Settings for the Text Pen

Settings for the Text Pen are made in the **Tool Properties** widget.

To open this widget, click on the **Properties** tab in the Sidebar.



The settings you can make here are very similar to those of the Text tool, with the addition of the **Show alternatives** and **Overwrite text** check boxes.

Here, you can change the settings for the font, the box and the box's fill color.

The **Show alternatives** check box allows you to turn the alternative word feature on or off (it is enabled by default). If you turn it off, the little box containing alternative words will not be displayed.

The **Overwrite text** check box allows you to turn the overwriting feature on or off (it is disabled by default). When enabled, it allows you to write words over the top of those that are currently in place. The word recognition software will replace the existing words with the new ones.

3.4.4.Context bar

When context bars are enabled (see Context Bars for more information), the Text Pen has a context bar like the following:



3.5. Fitting text

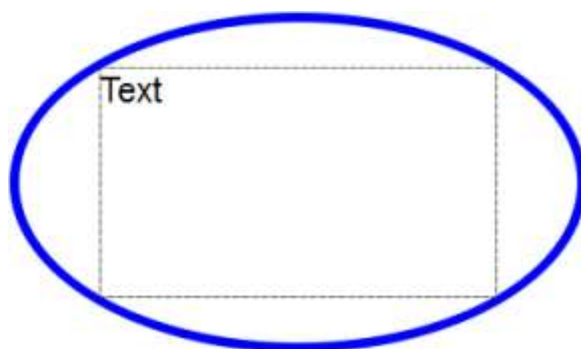
3.5.1. Fitting text within an object

You can automatically fit an item of text inside an object with the Fit Text feature. The Fit Text feature is a part of the Text tool's functionality.

3.5.1.1. Fitting the text

To fit text within an object, do the following:

1. Create an object.
2. Use the Tools > Text menu option.
3. Using the Text cursor, click on the object.
4. A text box will be created which follows the same size as the object (see picture below for an example). You can type your text into this box.



Note: This feature is available only for some types of objects (such as an ellipse, circle, square or rectangle created with the Shape tools, or still image). The text box will fit within the boundary of the shape itself.

With some other objects and shapes, the text box will be created (using a default size) at the point where you clicked.

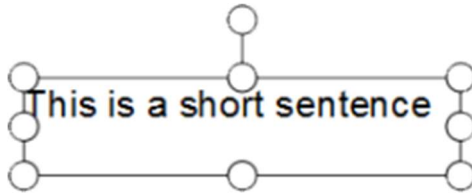
3.6. Splitting text

3.6.1. Splitting a text object

You can split a text object apart into separate word objects.

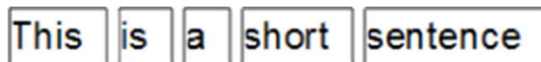
Do the following:

1. Select a non-locked text object containing multiple words:



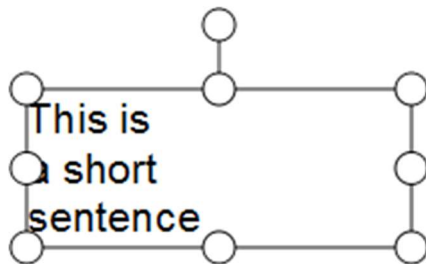
2. Use the **Edit > Split Text** menu option.

Separate objects will be created, each containing a single word:

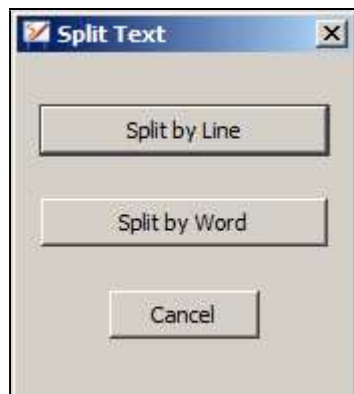


Note: If the original text object was rotated before you performed the splitting process, the separate word objects that are created will have no rotation applied. Any alignment property (left, right or center) that has been applied to the text will also be lost. Note also that a locked text object cannot be split.

If the block of text contains more than one line (and more than one word on at least one line), such as in the following:



A dialog like the following will be displayed:



This provides you with the choice of splitting the text apart by lines or by words.
If you click on the **Split by Line** button, the text will split apart like this:

This is
a short
sentence

If you click on the **Split by Word** button, the text will split apart like this:

This is
a short
sentence

Note: Split Text may not work as expected when used on a text object copied from other applications. If this happens, copying a smaller area of text may help.

3.7. Finding text

You can find a specific item of text on the current whiteboard page with the Find Text feature.

3.7.1. Opening the Find Text dialog

To open the Find Text feature, use the **Edit > Find Text...** menu option.

This opens the following dialog box:



Specifying a search

Type the search text in the **Keyword** box, and click on **Find**.

When the text has been found, the object containing the text will be shown selected in the whiteboard area.

If the search text is not found, a message will be displayed, allowing you to search again from the beginning of the document.

4. Internet and related tasks

4.1. Using search engines

You can search for a selected item of text on the World Wide Web using any popular search engine.

4.1.1. How to perform a search

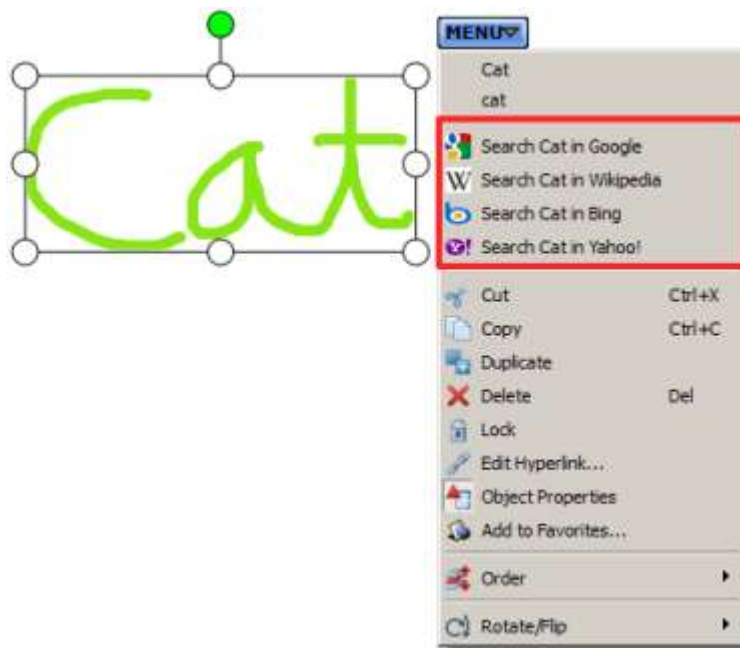
To perform a search, do the following:

1. Select a text object containing the text you wish to use in the search engine.
2. Click on the Tap menu and select one of the Web search options.
The default options available here are Google™ and Wikipedia™. See below for guidance on how to customize the items in this menu.
3. A Web search will be performed for the selected text using the search engine you have chosen.
The search engine results will be displayed in your computer's default Web browser.

4.1.2. How to perform a search from an annotation

You can perform a Web search directly from a written annotation. To do this, do the following:

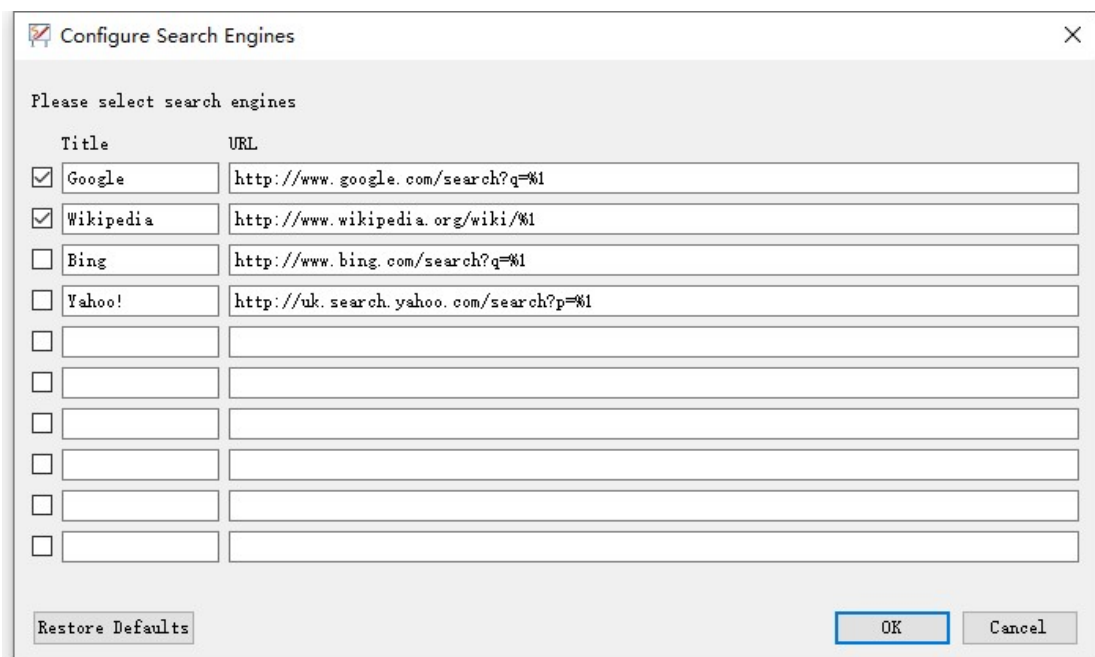
1. Using the Normal Pen or Intelli-Pen, write your text on the whiteboard.
2. Select the annotated text. StarBoard Software will recognize the words you have written. (Note: You must connect a StarBoard or perform a License Activation for the StarBoard Software to actuate it.)
3. Click on the Tap menu and select one of the Web search options (outlined in red in the example below).



4.1.3. Customizing your list of search engines

You can customize the list of search engines that are displayed in the Tap menu. This allows you to create a list of up to 10 of your favorite search engines.

To do this, use the **Settings > Configure Search Engines...** menu option. This opens the following dialog:



The check boxes allow you to turn the search engines on or off in the list. Unchecking a check box will retain the settings, but will remove the search engine from the menu.

You can enter a title for the search engine in the **Title** box.

You can enter a URL (website address) for each search engine in the **URL** box.

If you wish to restore the default search engines, click on the **Restore Defaults** button. Note: This will remove any non-default search engines you may have specified.

4.2. Web Image Search

The Web Image Search feature allows you to search the Internet for images. You can use these images in your whiteboard presentations.

This feature requires an active Internet connection.

Note: Please be aware that any image you capture from the Internet is copyrighted material, and you should use it with respect.

Note: You may need to define HTTP proxy settings for your connection to the Internet. See Proxy settings for further information.

4.2.1. Opening the Web Image Search tab

In the Gallery, click on the Web Image Search tab:



This displays the following controls in the Gallery (a drop-down list and Start search button):

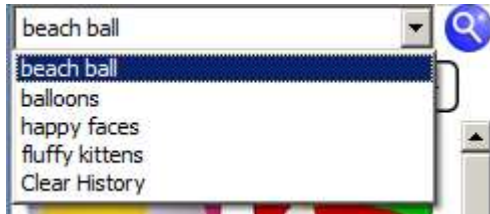


4.2.2. Using the Web Image Search feature

You can perform the following operations using the **Web Image Search** feature:

4.2.3. Define a search

At the top of the Gallery, there is a drop-down list and entry field that can be used for text entry or for selecting any of your previous image searches:



To start a new search, type your search text in the text entry field and click on the **Start search** button, or press Enter on your keyboard:



Note: When the speech recognition engine is available on your computer, Speech Recognition button



will be displayed.

To define a search using speech recognition, see Setting up and using Speech Recognition.

4.2.4. Re-using a previous search

To re-use a search that has been performed before, click on the drop-down arrow and select from the history list.

This history list will hold up to 20 of the previous image searches that were performed.

4.2.5. Clearing the previous searches from history

If you wish to clear the history list, click on the **Clear History** option in this drop-down.

4.2.6. Browsing through the search results

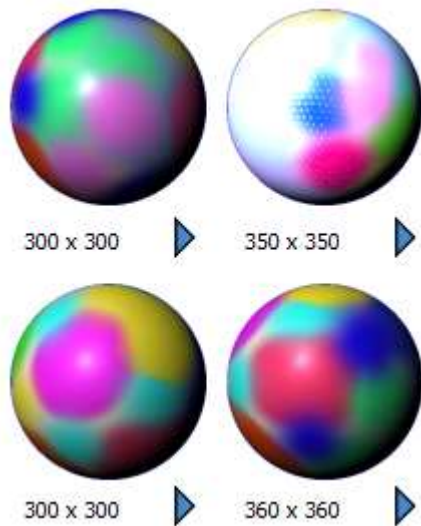
To move between pages of image search results, you can click on the page numbers or the left and right arrow buttons:



The page number button of the page you are currently viewing is colored so you can distinguish it from the others.

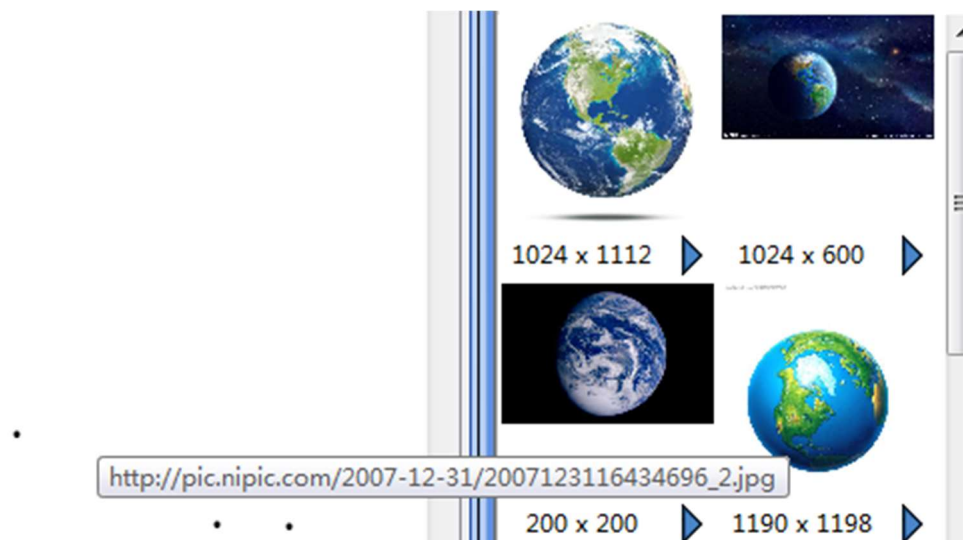
4.2.7. Image dimension display

Each image thumbnail is displayed with an arrow button and details of the image's dimensions (width x height in pixels):



4.2.8. Web address (URL) display

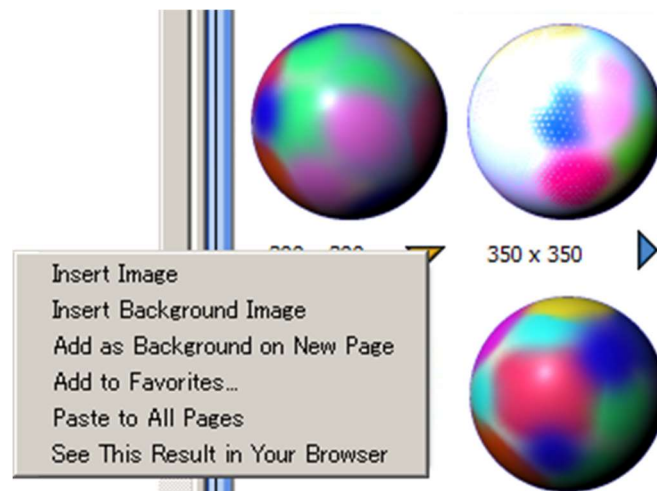
Each thumbnail will display its Web address (URL) in a pop-up when you hover the pointer over it:



This allows you to see the name of the website before you copy an image.

4.2.9. Arrow button menu

Clicking on the arrow button will display a menu with various options:



These options are as follows:

- **Insert Image** - This option inserts the original-sized image into the center of the whiteboard's editable area.
- **Insert Background Image** - This option inserts the full-sized image into the center of the whiteboard's editable area, on the background layer.
- **Add as Background on New Page** - This option inserts the full-sized image into the center of the whiteboard's editable area, on the background layer, on a new page.
- **Add to Favorites** - This option adds the image to the Favorites folder in the Gallery (see Managing your favorite pictures).
- **Paste to All Pages** - The Image is inserted as a background centered on the editable area of the whiteboard in all pages in its current size.
- **See This Result in Your Browser** - This option opens the full-sized image with your computer's default Web browser.

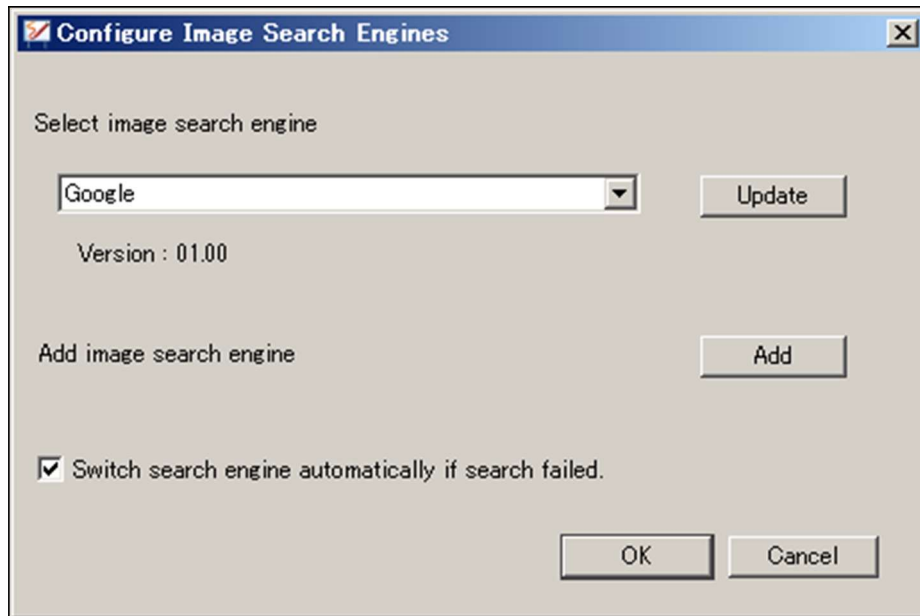
4.2.10. Other ways to transfer an image to the whiteboard

- **Using drag and drop:** You can drag and drop any of the thumbnails to the whiteboard's editable area. This will place the full-sized image into the whiteboard area. It is also possible for you to drag and drop an image directly from your Web browser (note that in Internet Explorer this will not work on Windows unless you uncheck the **Enable Protected Mode** option in **Internet Options > Security > Security level for this zone**).
- **Using double-click:** You can double-click any of the thumbnails. This will place the full-sized image into the whiteboard area.

4.2.11. Configure Image Search Engines

In the Configure Image Search Engines dialog box, you can select, update or add an image search engine site, and specify to automatically switch engines when a search fails.

Select **Configure Image Search Engines...** from the **Setting** menu to display the dialog box.



4.2.12. Select image search engine

Select the image search engine that you wish to use for searching images from the Select image search engine list. The version of the currently selected engine is displayed at the bottom of the selection list.

4.2.13. Update image search engine

The currently selected image search engine is updated from an update website.

4.2.14. Add image search engine

The selection dialog opens and image search engines can be added.

Switch search engine automatically if search failed

When this check box is checked, the search is automatically performed in a different image search engine when an image is not found in the image search.

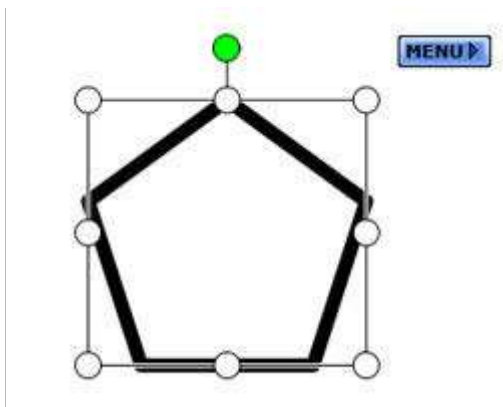
5. Objects and related tasks

5.1. Moving/Editing/Deleting objects

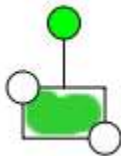
Objects on the screen can be moved/edited/deleted.

5.1.1. Single object

1. Select  (Select) from the toolbar.
Selecting **Select** from the **Tools** menu also switches to the Select tool.
2. Select the object to be moved.
Handles appear around the object, and a **MENU** button appears next to it.



Note: In the case of a very small annotation object, only the rotation handle and the top-left and bottom-right resizing handles will be shown:



3. To move the object, drag and drop it to the desired position.

To resize the object, drag one of the circular handles.

Use the handles at the four corners of the object to keep the aspect ratio.

To cut the object, select **Cut** from the **MENU** button.

To copy the object, select **Copy** from the **MENU** button.

To duplicate the object, select **Duplicate** from the **MENU** button.

To delete the object, select **Delete** from the **MENU** button.

To change the stack order of the object, select **Order** from the **MENU** button.

Choose either: **Step Up**, **Step Down**, **To the Top**, **To the Bottom**, **To Foreground**, or **To Background**.

To rotate or flip the object, select **Rotate/Flip** from the **MENU** button.

Choose either: **Rotate Clockwise**, **Rotate 180**, **Rotate Counterclockwise**, **Flip Horizontally**, or **Flip Vertically**.

You can also rotate the object by dragging the extra handle sticking out from the selection box.

* If the selected object is grouped, then **Ungroup** is shown in the tap menu.

To ungroup the objects, select **Ungroup** from the **MENU** button.

This creates selected multiple objects.

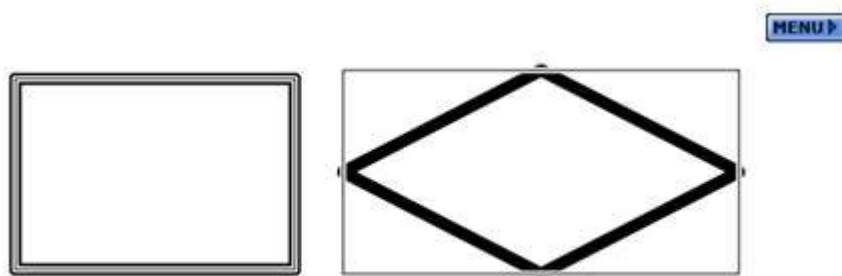
5.1.2. Multiple objects

1. Select  (Select) from the toolbar.

Selecting **Select** from the **Tools** menu also switches to the Select tool.

2. Select the objects to be moved.

A selection border appears around the objects, and a **MENU** button appears next to it. No handles are shown.



3. To move the objects, drag and drop the selection to the desired position.

To cut the objects, select **Cut** from the **MENU** button.

To copy the objects, select **Copy** from the **MENU** button.

To duplicate the objects, select **Duplicate** from the **MENU** button.

To delete the objects, select **Delete** from the **MENU** button.

To group the objects, select **Group** from the **MENU** button.
This creates one single object.

To change the alignment of the objects, select **Align** from the **MENU** button.
Choose either: Top, Bottom, Left, Right, Horizontal Center, Vertical Center, Distribute horizontally, or Distribute vertically.

To resize the object, select **Resize** from the **MENU** button
Choose either: Widest, Narrowest, Highest, or Lowest.

To change the stack order of the objects, select **Order** from the **MENU** button.
Choose either: Step Up, Step Down, To the Top, To the Bottom, To Foreground, or To Background.

Note: Step Up, Step Down, To the Top and To the Bottom are not available if you have multiple objects selected.

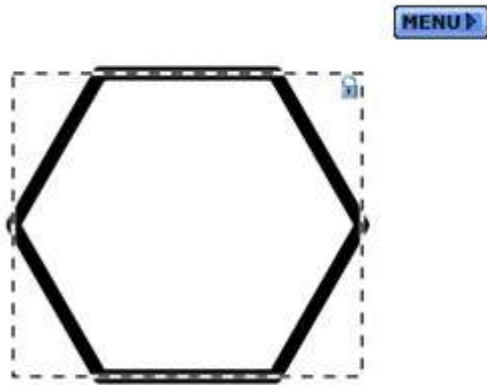
To rotate or flip the objects, select **Rotate/Flip** from the **MENU** button.
Choose either: Rotate Clockwise, Rotate 180, Rotate Counterclockwise, Flip Horizontally, or Flip Vertically.

Note: No rotation handle is displayed if you have multiple objects selected.

5.1.3.Locking objects

Objects can be locked to prevent accidental alteration. Objects must be unlocked in order to move/edit/delete them.

1. Select  (Select) from the toolbar.
Selecting **Select** from the **Tools** menu also switches to the Select tool.
2. Select the object(s) to be locked or unlocked (as described above).
3. To lock the object(s), select **Lock** from the **MENU** button.



To unlock the object(s), select **Unlock** from the **MENU** button.

5.2. Cloning objects

Objects on the screen can be cloned using the Infinite Clone property. This property, once set, allows repetitive cloning of a touched object.

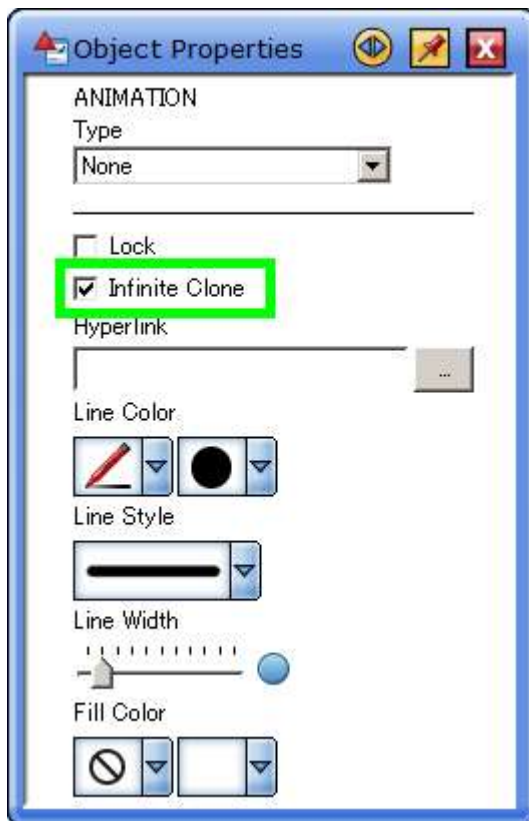
Cloning is a much faster process of creating multiple copies of an object than using the Copy and Paste and Duplicate commands.

The following are some general notes:

- When a clone is created, all properties are copied except for the Infinite Clone property. The Infinite Clone property of each newly-created clone is not set.
- When you save a session, the Infinite Clone property will be saved along with the object's other settings.
- When an object is locked into place (using the **Lock** property), the Infinite Clone property will still be active, and you will be able to create new clones.
- When selecting an object with the Intelli-Pen, the click and drag will create a clone if the object has the Infinite Clone property set. In this scenario, you would click once on an object to select it, then click and drag to create clones.

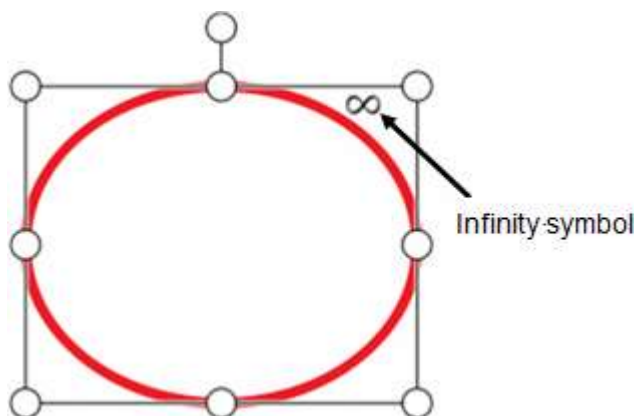
5.2.1. Cloning a single object

1. Select  (Select) from the toolbar.
Selecting **Select** from the **Tools** menu also switches to the Select tool.
2. Select the object you wish to clone.
3. You can find the Infinite Clone property under the **Lock** property in the **Object Properties** panel (in the sidebar):

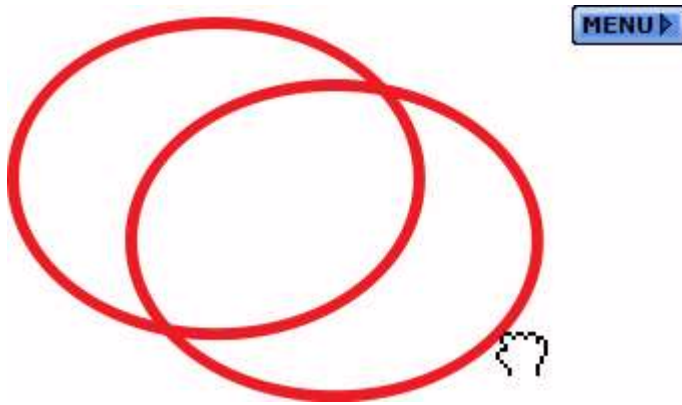


You can turn the property on or off with the check box.

4. Once the property is set, the selected object displays an infinity symbol in the top right of the selected area:



5. Drag the object with the Select tool. This creates a clone of the object and starts dragging the clone:



To create further clones, repeat the select and drag process on the object that has the Infinite Clone property.

5.2.2. Cloning a group of objects

The Infinite Clone property can be applied to a group of objects. In this scenario, the following happens:

1. Select  (Select) from the toolbar.
Selecting **Select** from the **Tools** menu also switches to the Select tool.
2. Select the objects you wish to clone.
3. If the objects are not automatically grouped together, use the **Group** option in the **Edit** menu to create a group.
4. Set the Infinite Clone property for the group of objects.
5. When you click and drag one of the objects, the group that was originally selected is cloned.

5.2.3. Behavior of Infinite Clone when using the Multi Select tool

The Multi Select tool  has a higher priority than the Infinite Clone Property (the Infinite Clone property is ignored). In this scenario, the following happens:

1. You set the Multi Select tool to “active”.
2. You select an object.

3. You drag another object with the Infinite Clone Property.
4. This object is added to the selection and both objects are dragged without creating a clone.

5.2.4. Behavior of Infinite Clone when dragging a group of objects

The Infinite Clone property is ignored when dragging multiple objects. In this scenario, the following happens:

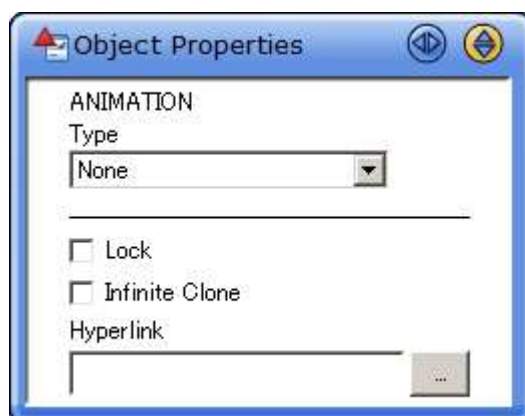
1. You select multiple objects (whether or not they have the Infinite Clone property does not matter).
2. When you click and drag one of the selected objects, this starts dragging all selected objects without creating a clone, even if the touched object has the Infinite Clone property.

5.3. Animating objects

Onscreen objects may have animation effects applied to them.

5.3.1. Creating an Animation

1. Choose  "Select" from the Toolbar.
You can also choose **Select** from the **Tools** menu to activate the Select Tool.
2. Select the object to be animated.
3. Open the **Object Properties** panel from the Sidebar, click on **Animation** Properties and select from the **Type** list.



There are eight types of animation available for use.

- Fade In

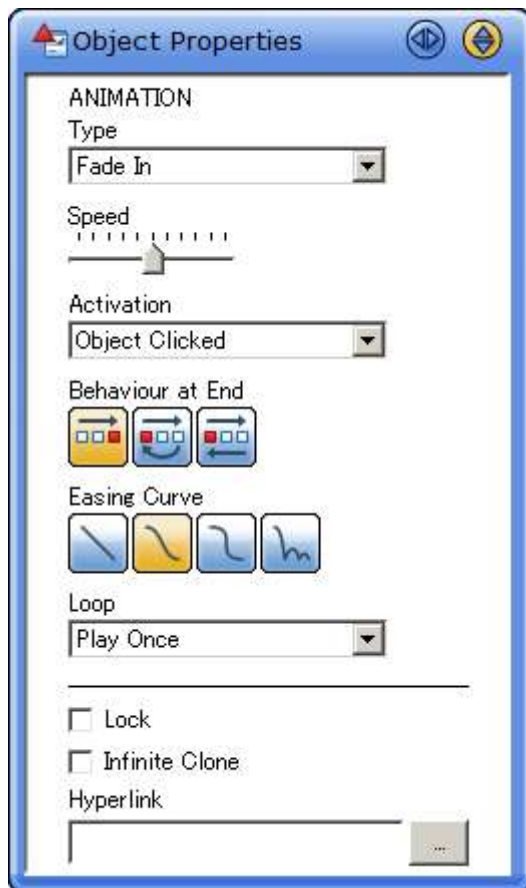
- Fade Out
- Flip About Axis
- Fly In
- Fly Out
- Shrink
- Grow
- Spin

By selecting Animation, users can set the method of animation activation, animation speed, number of animation cycles, etc.

5.3.2.Using Animation

Animations will run when the page is displayed or the object is clicked.

To set the timing of Animations, open the **Object Properties** panel from the Sidebar, then select from the **Activate** list under **Animation** Properties.



5.3.3.Resetting Animation Functions on This Page

Animation settings on the displayed page may be reset to their default conditions.

Select **Reset Animation** from the **Display** menu.

5.4. Adding hyperlinks to objects

Objects on a StarBoard Software can be linked to a resource through the object's Hyperlink property.

The resource can be one of the following: An Attachment, File, Web Page (URL), or another page in the current StarBoard document.

5.4.1. Adding/Editing hyperlinks

To add or edit a hyperlink, select a single object, then select **Edit Hyperlink** from the **MENU** button displayed.

The **Edit Hyperlink** dialog box is displayed.



- None
 1. Select **None** from the **Hyperlink Type** drop-down list.
 2. Selecting this option will remove a hyperlink from an object.
- Attachment
 1. Select **Attachment** from the **Hyperlink Type** drop-down list.
 2. Select the attachment from the **Target** drop-down lists.
To add a new attachment, select **Attach a file** from the **Target** drop-down list.
- File
 1. Select **File** from the **Hyperlink Type** drop-down list.
 2. Enter the path to the file in the **Target** text box.
Or select the **Browse** button and select the file.
The maximum path length is 256 characters.
- Web Page
 1. Select **Web page** from the **Hyperlink Type** drop-down list.

2. Enter the URL in the **Target** text box.
The maximum length of the URL is 500 characters.
- StarBoard Page
1. Select **Page in the document** from the **Hyperlink Type** drop-down list.
The **Select Page** dialog box is displayed.
 2. Select one page from those displayed and click **OK**.

5.4.2. Opening hyperlinks

To open the hyperlink associated with an object, either select the object and select **Open Hyperlink** from the **MENU** button displayed, or double-click on the object.

5.4.3. Grouped Objects

When a set of objects are grouped, the hyperlink(s) for each individual object is not available.

The links are preserved and will become available if the objects are ungrouped.

A grouped object may have a hyperlink of its own.

However, this link is not preserved when its constituent objects are ungrouped.

5.5. Inserting menu items/toolbar buttons as objects

By dragging and dropping icons or menu items from the toolbar to the Whiteboard page, you can create buttons to launch the selected functions.

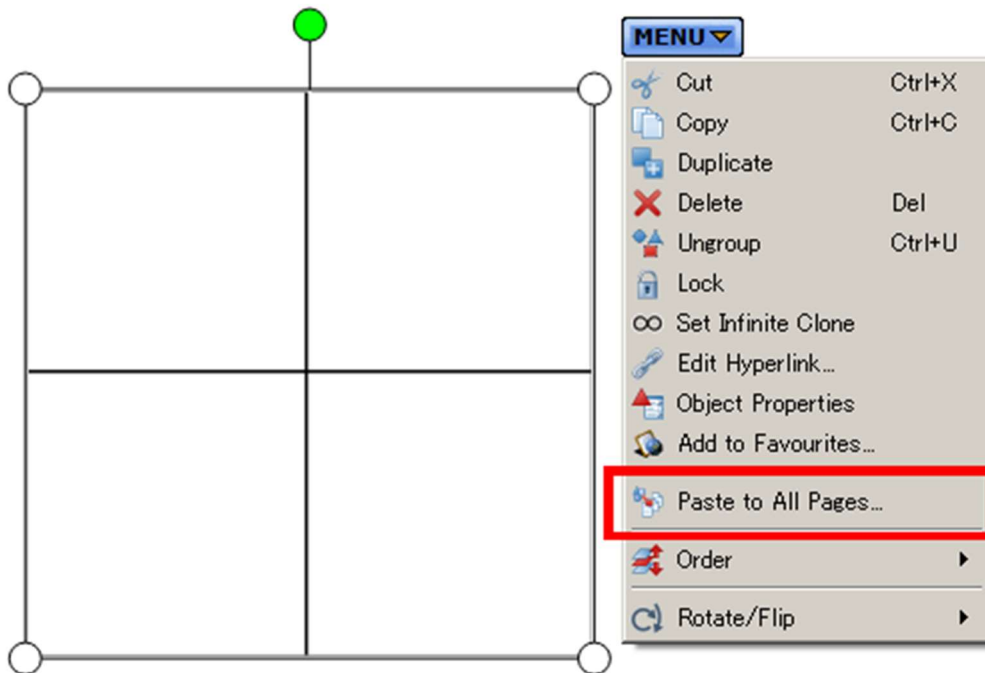
1. Click and hold on the icon on the toolbar.
After a short period, the icon pops up.
2. Drag and drop the icon outside of the toolbar.
The menu items on the toolbar also can be dragged and dropped.
The pop-up menu is displayed.
3. Select **Create button on page** from the pop-up menu.
A button is created as an object.
The size of the button can be changed by using the Select tool.
The buttons created are saved on the page when you save the document.

Note: On the Windows version, it is also possible to drag items from the main menu to the Whiteboard page. On the MacOS version, this feature is not available - but you can drag items from the Toolbar menu or the Tap menu.

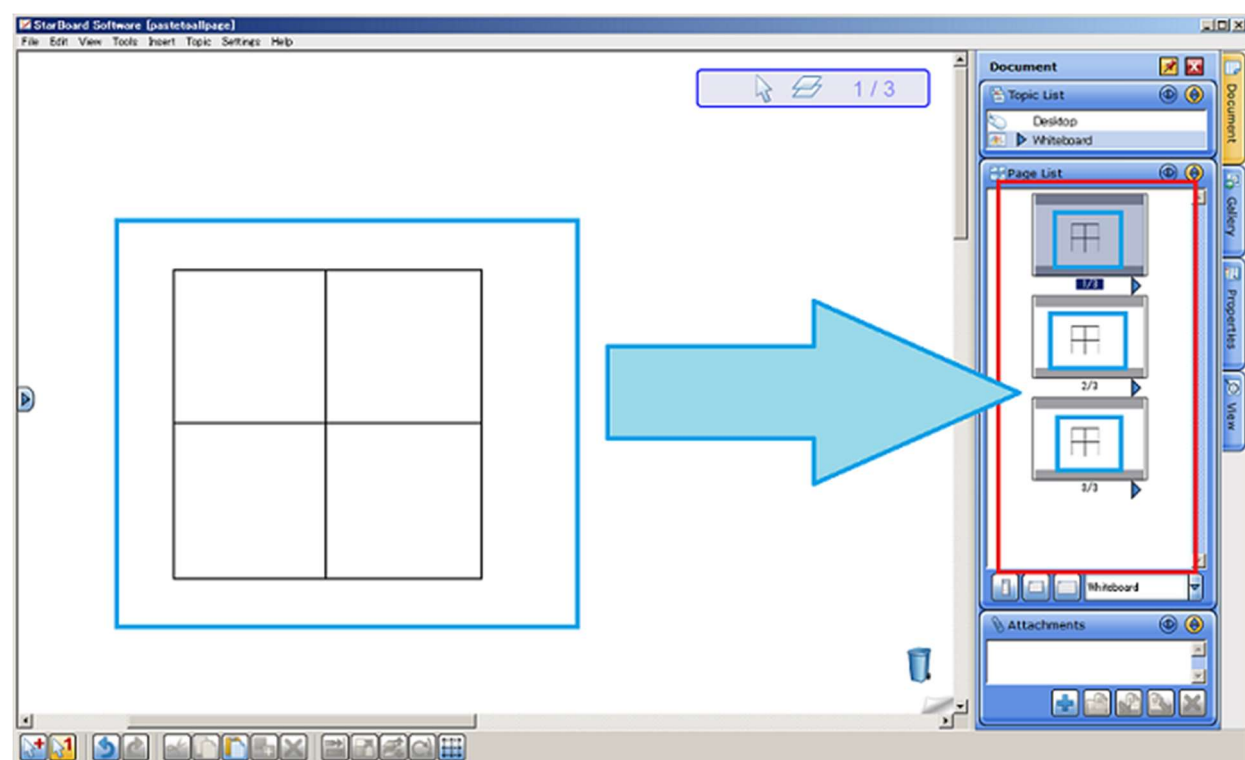
5.6. Insert the object as a background for all pages

1. Select  (Select) from the toolbar.
Selecting **Select** from the **Tools** menu also switches to the Select tool.
2. Select the object to insert as the background.
3. Select **Paste to All Pages...** from the **Menu** button.

Caution: Menu is not displayed if there are two or more pages.



Objects are inserted also into other pages in the same position as the selected object.



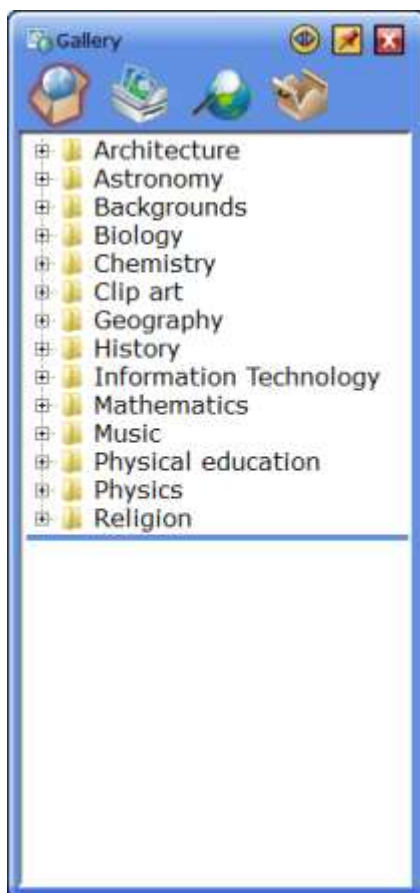
6. Images and related tasks

6.1. Inserting images

Image files can be inserted into the current StarBoard document.
Please also see Clip art and Web Image Search for further details.

1. Select  Gallery from the sidebar.

The **Gallery** widget is displayed.



2. Select the button at the top of the widget to select the root of the image file you want to insert.

-  (StarBoard Content) : Opens the preset StarBoard Content folder.

-  (My Files) : Displays the list of all drives, volumes and picture folders mounted on your computer. This also allows you to open the Desktop, Favorites, Pictures/My Pictures and Documents/My Documents folders.
-  (Web Image Search) : Allows you to search for images on the Internet, using a Google Images™ search service. See [Web Image Search](#).
-  (Toolboxes) : Displays the toolboxes you currently have installed.

3. Select the folder.
Thumbnails of the images in the folder are displayed at the bottom of the widget.



4. Select the image you want to insert.
5. To insert an image to the current page, drag and drop the thumbnail onto the screen, or double-click on the thumbnail.

Alternatively, select Insert Image or Insert Object from the ► button.

Note: If you drag and drop or double-click on the thumbnail of a page template file (saved as a .sbc file), it will be inserted to the document as a new page.

To insert a still image as a background, select Insert Background Image or Add as Background on New Page from the ► button.

When you select Add as Background on New Page, a new page is created at the end of the current topic, and the selected image is displayed as the background. The

background image is used at full screen size.

Also, when **Paste to All Pages** is selected, the image is inserted as a background image at the center of all pages in its current size.

6.2. Clip art

You can create your own items of clip art, which can be added to the My Files/Favorites section of the Gallery for future use.

You can optionally specify picture type and size settings for any existing item of clip art (in the StarBoard Content section), using the Clip Art item Settings (Note: this functionality is not available for items you have added to Favorites in the My Files section).

Creating clip art

Deleting clip art

Clip Art Item Settings

6.2.1. Creating clip art

To create clip art and add it to the Gallery, do the following:

1. Create or import a picture into StarBoard Software. You can use the Web Image Search to find suitable pictures.
2. Select the picture with the Select tool.
3. Click on the Tap menu button (the floating MENU button that appears next to the picture when it is selected). The pop-up Tap menu will be displayed.
4. In the Tap menu, select the **Add to Favorites** menu option.

Your picture will be added to the Favorites folder. Please see Managing your favorite pictures.

6.2.2. Deleting clip art

Occasionally, you may need to delete clip art from the Gallery when it is no longer required.

1. In the Gallery, find the item of clip art.
2. Click on the  button below the picture and select the **Delete** option.
3. You will be prompted to confirm the deletion. Click on **Yes** to proceed.

You may also wish to delete items of clip art from your Favorites folder. Please see Managing your favorite pictures.

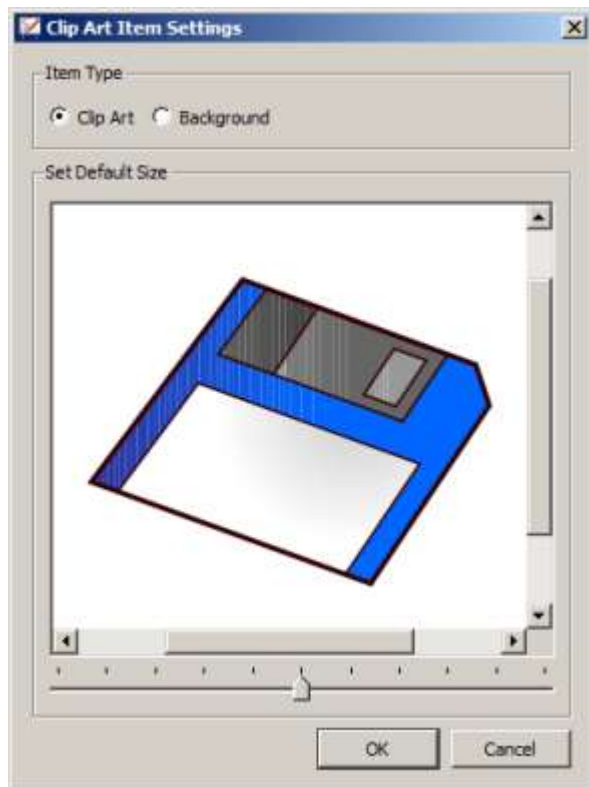
6.2.3.Clip Art Item Settings

You can set a default size for any of the clip art items in the Gallery.

This means that you can specify the size of the object as it will appear when you drag it from the Gallery onto the whiteboard area.

To do this, click on the ► button below the picture and select the **Item Settings...** option.

This opens the following dialog:



This dialog shows the clip art at the current size. To change the size, use the slider to make the picture bigger or smaller.

You can also specify whether this picture is to be used as clip art or as a background image, by using the option buttons. If you set a picture as a background image, it will automatically go to the background layer when it is used.

Once you have made your settings, click **OK**.

These settings will now be used as the default behavior for the selected item of clip art.

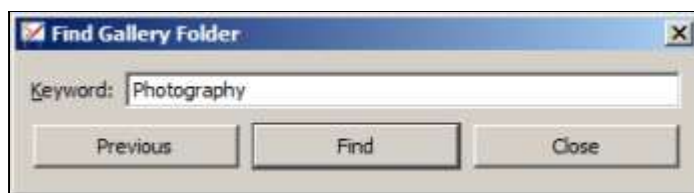
6.3. Find Gallery Folder

When looking for clip art within the Gallery, you can use the Find Gallery Folder feature to take you to a specified Gallery folder.

6.3.1. Using Find Gallery Folder

In the **Edit** menu, select **Find Gallery Folder...**

This opens the following dialog:



In the **Keyword** field, type in a search keyword (the name of a folder in the Gallery). Typing in part of a keyword opens a drop-down list containing all existing folder names that begin with these letters. Select the correct folder from the drop-down and click on **Find** to jump to the Gallery folder. The folder will be opened in the Gallery, with the folder's name selected.

If there is more than one folder containing this word, you can click **Find** again to go to the search result.

If you need to go back to the previous instance that was found, you can click on the **Previous** button.

6.4. Managing your favorite pictures

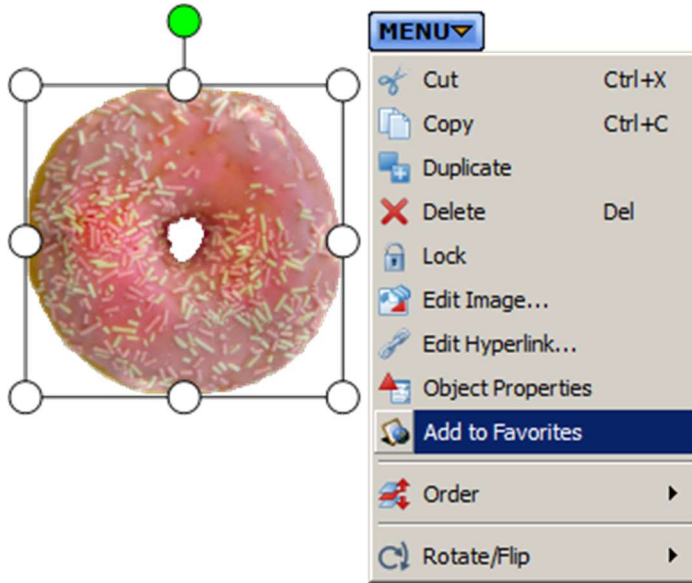
If you have lots of pictures in your clip art collection, you may wish to create a list of favorites that you use frequently.

You can specify that images are saved to a Favorites folder, and you can manage these images.

6.4.1. How to specify a "favorite" graphic

There are several ways you can make a picture into a "favorite":

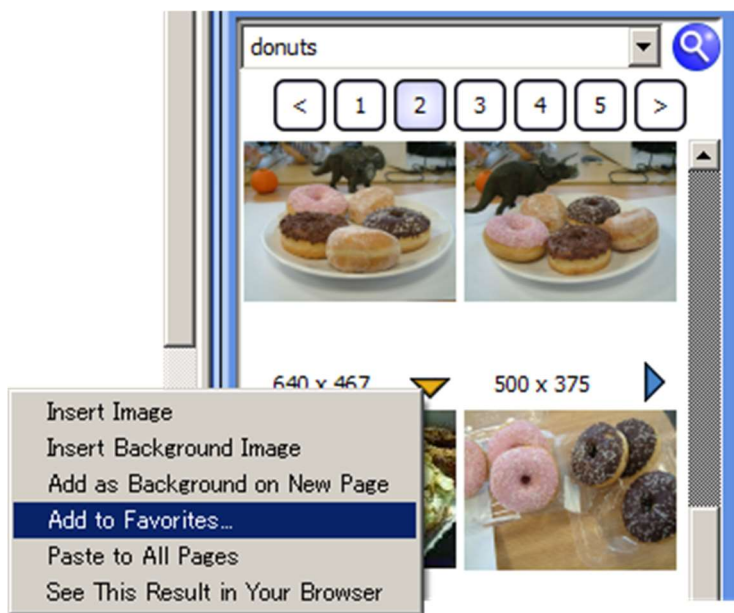
- When a picture is in the whiteboard's editable area, select it and use the **Add to Favorites** option in the Tap menu:



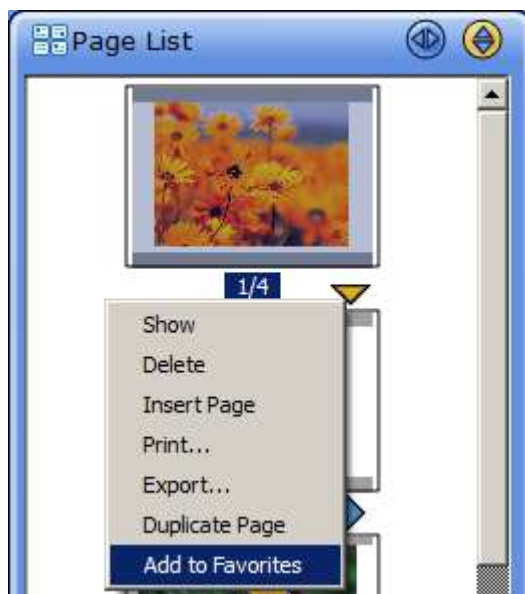
- When browsing clip art in the Gallery, click on a thumbnail's arrow button and use the **Add to Favorites** option:



- When browsing the results of a Web Image Search, click on a thumbnail's arrow button and use the **Add to Favorites** option:

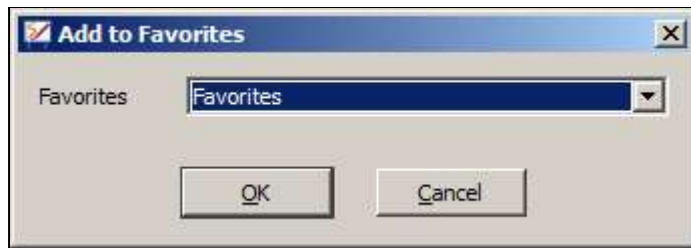


- When browsing the Page List, click on a page thumbnail's arrow button and use the **Add to Favorites** option:

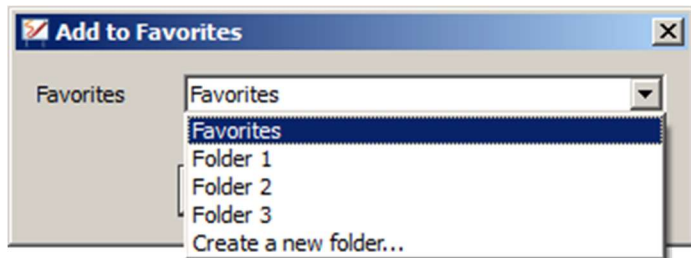


Note: This will save the entire page as a file, in the Favorites folder. This allows you to create template pages that you can re-use for a variety of purposes.

After selecting **Add to Favorites**, the following dialog will be displayed:



If you want to save the picture in the top level of the Favorites folder, click on **OK**.



If you wish to save the picture in a sub-folder within the Favorites folder, you can select one of the existing folder names or select **Create a new folder...** to add a new one.

If you select **Create a new folder...**, a dialog will open:

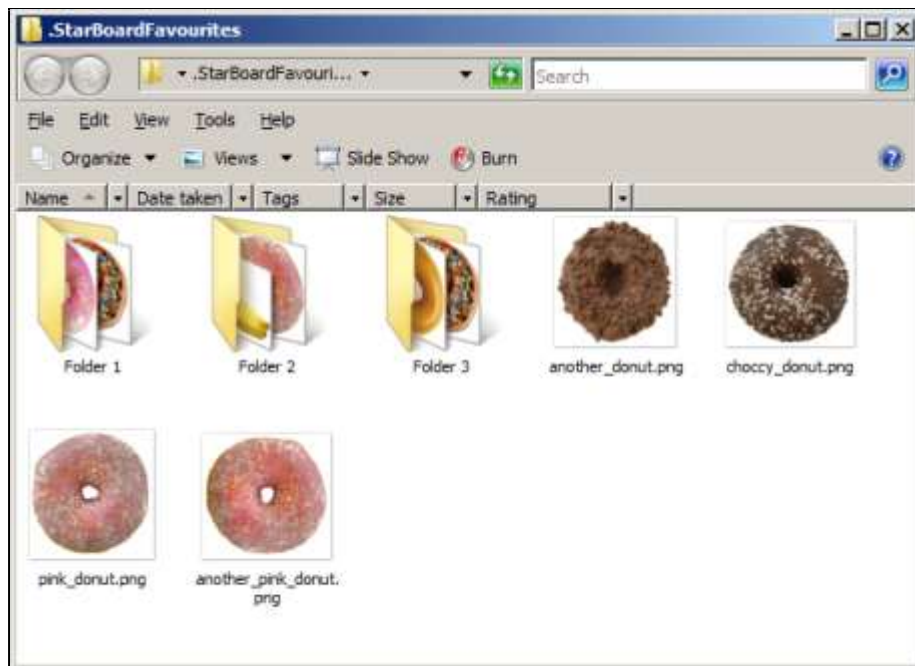


Type in a name for the new folder and click **OK**. This new folder will be created within the Favorites folder.

6.4.2.Managing your favorites

In the **Edit** menu, select the **Manage Gallery Favorites...** option.

This opens the following folder window:



This window shows the contents of the favorites folder (all the pictures you have specified as "favorites").

Here, you can manage favorites by deleting, organizing collections of pictures in folders, renaming the pictures and folder names and so on.

Note: As this is a standard type of folder in your computer's operating system, you can handle files here in the same way as you would by using Windows Explorer (on Windows) or Finder (on Mac).

6.4.3.Explanation of the types of files in the favorites folder

The following types of files can be stored in the favorites folder:

- **Image Files:** These are bitmaps saved in common formats (.png, .jpg, gif). If you select items in the whiteboard area and use the **Add to Favorites** option in the Tap menu, they will usually be saved in .png format. (In the case of animated GIF files, they will be saved in .gif image format.) If you use the **Add to Favorites** option in the Web Image Search, the bitmaps will usually be saved in the .png format.

- **StarBoard Content Files:** These are files saved in the .sbc format. These .sbc files can hold 4 types of content:

1. **Images that contain "Clip Art" settings**

This type of .sbc file can be created by using the **Add to Favorites** option on any of the clip art content that appears in the StarBoard Content section of the Gallery (or anywhere within the **My Files** section except for "Favorites"), for which the "Clip Art" setting has

been made with the Clip Art Item Settings dialog. This also saves any default picture sizing you have set.

2. **Images that contain "Background" settings**

This type of .sbc file can be created by using the **Add to Favorites** option on any of the clip art content that appears in the StarBoard Content section of the Gallery (or anywhere within the **My Files** section except for "Favorites"), for which the "Background" setting has been made with the Clip Art Item Settings dialog.

3. **Saved Page Templates**

This type of .sbc file can be created by using the **Add to Favorites** option in the Page List widget.

4. **Flash**

This type of .sbc file can be created by using the **Add to Favorites** option on any of the Flash-based content that is provided in the StarBoard Content section of the Gallery.

7. Multimedia and related tasks

7.1. PowerPoint presentations

A PowerPoint presentation can be viewed from within the current StarBoard session.

1. Select  (Open File) from the toolbar.
The **Open File** dialog box is displayed.



2. Select PowerPoint files from the file type selection drop-down list.
3. Select the desired file and select **Open**.
The PowerPoint presentation is shown in StarBoard Software.

By selecting  (Normal-Pen), you can draw on the screen.

7.1.1. PowerPoint restrictions

- When the Select tool is selected, you can operate PowerPoint by clicking or tapping on the slide.
- Pen and Eraser tools are available and the other tools are unavailable.
- Gestures of Pen tools are unavailable except deleting objects, but Shape Recognition is available.
- The annotations and recognized shape objects cannot be moved / resized / rotated.
- Occasionally there are some problems if you use accessories during a slideshow.

- The first slide is shown again when you click on the slide or select "Next Page" on the Toolbar at the last slide
(this means the slideshow will "loop"; therefore the last slide is shown if "Previous Page" is selected at the first slide).
- It is recommended that you quit PowerPoint before using this feature in StarBoard Software.
- PowerPoint presentations containing macros are not supported.
- PowerPoint presentations containing embedded animations are not supported.
- Timer-driven page transitions are not supported.
- StarBoard shows PowerPoint presentations in full-screen mode only.

7.2. Using a TWAIN device

You can display images from a TWAIN device connected to your computer. Examples of TWAIN devices are scanners, webcams or other digital cameras.
See also Using Webcam.

1. Connect a TWAIN device to your computer.
2. Select **TWAIN Device** from the **Insert** menu.
If you only have one device installed, the TWAIN software will start up.
If you have more than one TWAIN device installed, a **Select Source** dialog will be displayed, listing available devices.
3. Select the device you wish to use, and click on **Select**.
The TWAIN software and driver that you have installed for the selected device will start up.

7.3. Using Webcam

You can display images from a Webcam connected to your computer.
See also Using a TWAIN device.

1. Connect a Webcam to your computer.
2. Select **Webcam Device** from the **Insert** menu.
Images from the camera are displayed on the screen.

By selecting  (Normal-Pen), you can draw on the screen.

7.4. Playing movie files

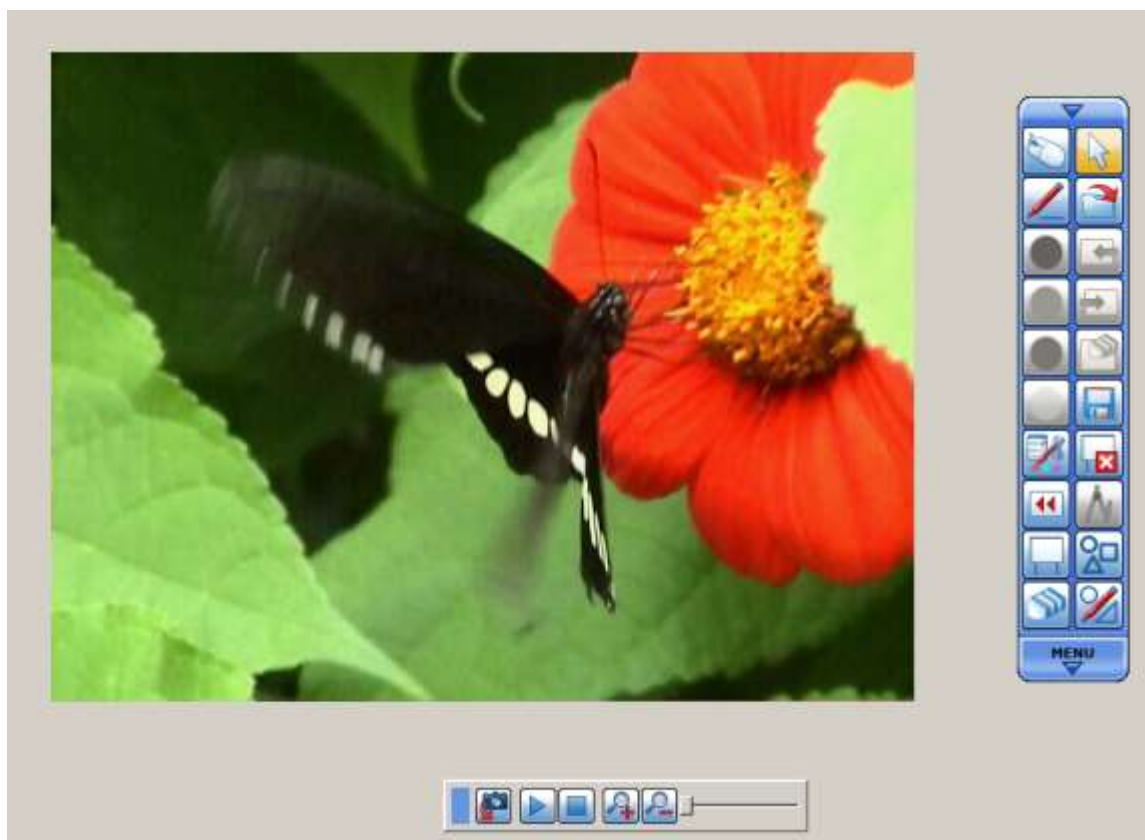
You can play movie files in StarBoard Software.

The following file types are

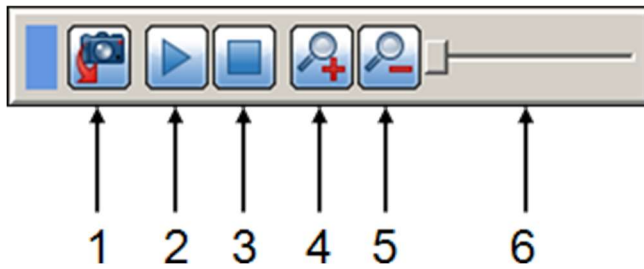
supported: .avi, .mpg, .mpeg, .m1v, .m2v, .m2p, .wmv, .mov, .asf, .qt, .m4v and .mp4 (note that .wmv and .asf files are only supported on the Windows version, and .m4v, .mp4 and .qt files on the Mac version only).

Note: The file types that are supported here will depend on the video codecs that are currently installed on your computer

1. Use the **Open...** option in the **File** menu to open the file browser, and browse for the movie file you wish to play.
2. StarBoard Software will switch to the Desktop view and then open the movie file as a new topic, occupying the entire screen:



3. The controls for the movie topic are contained in a floating control bar:



Key to controls:

1	Screenshot - This will create a screenshot of the movie, placing it on the background layer of the Whiteboard topic.
2	Play / Pause - Click this button to play the movie file. This will change to a Pause button while the movie is playing.
3	Stop - Click this button to stop the movie.
4	Scale up - Click this button to magnify the picture.
5	Scale down - Click this button to make the picture appear smaller.
6	Progress slider - You can drag this slider to show the movie at a specific point. When playing, this slider will move to show the playing progress.

- Click on the **Play** button to play the movie file. You can pause the movie at any point by clicking on the **Pause** button.
- To stop the movie at any point, you can click on the **Stop** button.

If you wish to return back to the Whiteboard topic, use the **Topic > Whiteboard** option in the toolbar's menu (click the **MENU** arrow on the toolbar). Alternatively, you can return to the

Whiteboard view by clicking on the **Screenshot** button.

Note: Each movie file you load will be listed as a topic in the Topic List.

8. Viewing pages and related tasks

8.1. Viewing pages

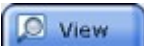
It is possible to move forwards or backwards through the pages.

To display the page following the current one, select  (Next Page) from the toolbar.

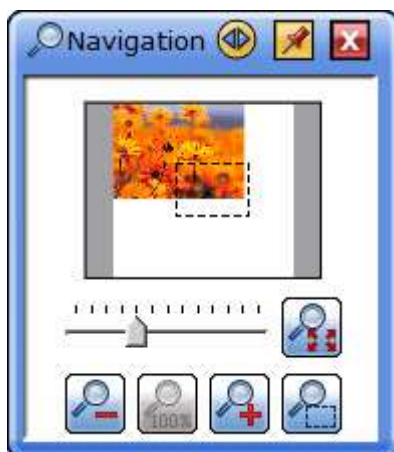
To display the page preceding the current one, select  (Previous Page) from the toolbar.

See also Managing pages using the Page List.

8.1.1. Zooming-in/out and scrolling the view

1. Select  from the sidebar.

The **Navigation** widget is displayed, and a thumbnail image of the current page is displayed on the view area.



2. To zoom the view in or out, drag  or click  .

To scroll the view, drag the dashed-line rectangle on the view area.

By clicking , you can zoom the view out to fit the entire contents of the page in the visible area.

By clicking  and dragging on a part of the editable area, you can zoom in on the selected area.

It is also possible to use gestures to scroll, zoom in or zoom out of the screen.
See Using hand and finger gestures for details.

8.1.2. Using the Scroll tool

Open the Scroll tool with the **Tools - Scroll** menu option.
The pointer will change to a little hand:



Click and drag on the page, moving in the direction you wish to scroll towards. The pointer will change to indicate that the page is being scrolled:



To stop using the Scroll tool, select a different tool.

8.1.3. Scrolling with the palm of your hand

With the Select tool  active, you can place the palm of your hand on the whiteboard's editable area and scroll. The scrolling will behave in the same way as for the Scroll tool.

8.2. Zoom

The display of objects in the whiteboard area can be magnified or reduced using the Zoom facility. This does not resize the objects themselves, it simply changes the view.

See also Viewing pages.

8.2.1.Zooming in

1. Selecting **Zoom In** from the **View > Zoom** menu will magnify the view of the objects.
2. Selecting **Zoom In** again will increase the amount of zoom by a further increment.

8.2.2.Zooming out

1. Selecting **Zoom Out** from the **View > Zoom** menu will reduce the view of the objects.
2. Selecting **Zoom Out** again will decrease the amount of zoom.

8.2.3.Zoom in rectangle

1. Selecting **Zoom In Rectangle** from the **View > Zoom** menu will magnify the view of the objects within a selected rectangle.
2. The **Zoom In Rectangle** tool allows you to draw a rubber-band box around the area you wish to magnify.

8.2.4.Resetting the zoom

1. Selecting **Reset** from the **View > Zoom** menu will reset the view of the objects to 100%.
2. The view will be returned to the normal level of zoom.

8.3. Editing the screen layout

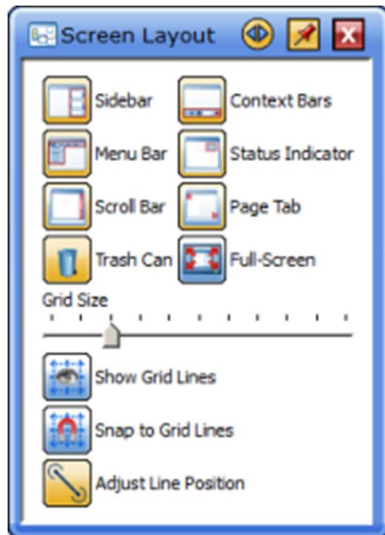
The **Screen Layout** widget displays options that allow you to turn various parts of the user interface on or off.

It also contains controls for the **Grid** feature (see Grid) and **Adjust Line Position** feature (see Adjust Line Position).

8.3.1.Opening the Screen Layout widget

Select  from the sidebar.

The **Screen Layout** widget is displayed:



8.3.2.Using the Screen Layout widget

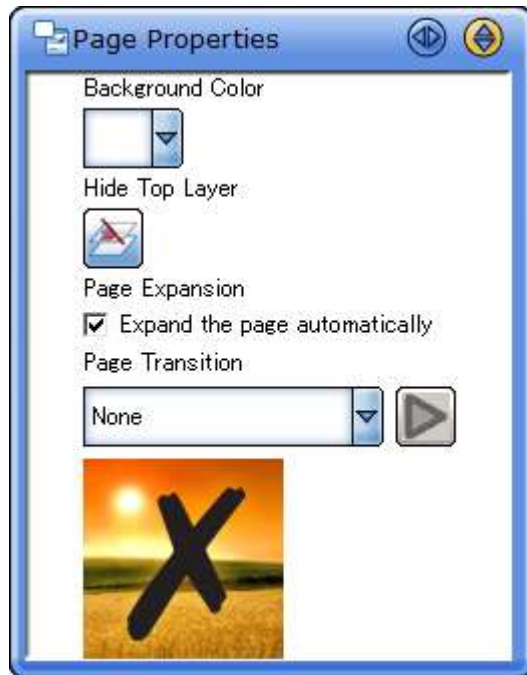
You can perform the following operations using the **Screen Layout** widget:

-  - Toggle the **Sidebar** on or off;
-  - Toggle the **Context Bars** on or off;
-  - Toggle the **Menu Bar** on or off (on Windows version only);
-  - Toggle the **Status Indicator** on or off;
-  - Toggle the **Scroll Bar** on or off;
-  - Toggle the **Page Tab** on or off;
-  - Toggle the **Trash Can** on or off;
-  - Toggle between full-screen and normal mode;
-  - Change the grid size;
-  - Toggle grid lines on or off;
-  - Toggle snap to grid on or off.
-  - Toggle **Adjust Line Position** on or off.

8.4. Setting page properties

You can make settings that determine how the page is displayed.

To set these properties, click on the  **Properties** tab in the Sidebar, and open the **Page Properties** widget:



You can use this widget to do the following:

8.4.1. Change the background color

Select a color from the Background Color drop-down.

This color is on the background layer.

8.4.2. Hiding or showing the top layer

1. Click on the **Hide Top Layer** button  to hide or show the top layer. Alternatively, you may use the **Hide Top Layer** option in the **View** menu.
2. If the top layer is currently showing, you will see the following status indicator at the top of the screen (icon outlined in red):



3. If the top layer is currently hidden, you will see the following status indicator at the top of the screen (icon outlined in red):



4. With the top layer hidden, you can work with any objects or pictures that have been sent to the background layer.

8.4.3.Expanding the page automatically

You can set the page behavior so that the page will either stay a fixed size, or will expand if your annotations go off the bottom or right edges of the page.

1. Check the **Expand the page automatically** check box to allow the page to resize automatically.
2. If you prefer to have a fixed page size that does not expand, leave the check box unchecked.

8.4.4.Inserting transition effects between pages

Transition effects can be set for moving to the next or previous page.

1. To insert a transition effect during movement between pages, select an option using the **Page Transition** drop-down list.

2. To confirm a transition effect's appearance, click the **Preview** button .

9. Document management and related tasks

9.1. Adding a blank page

To add a new blank page, select **New Page** from the **Insert** menu.

The new page will be added at the end of the Whiteboard topic.

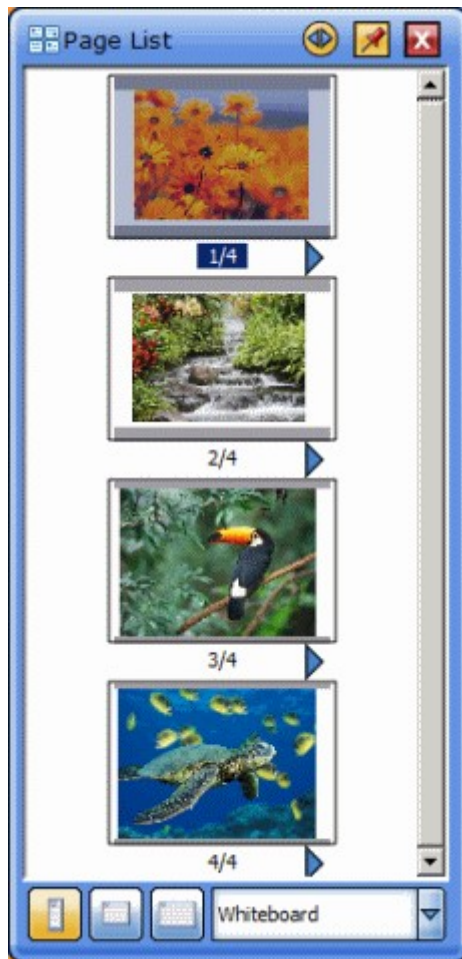
9.2. Managing pages using the Page List

The **Page List** widget initially displays thumbnails of all pages in the current topic. It can also be used to display thumbnails in topics selected with the Topic Selector drop-down.

9.2.1. Opening the Page List widget

Select  from the sidebar.

The **Page List** widget is displayed.



The **Page List** widget can also be displayed in Desktop mode.
In this case, select **Page List** from the **View** menu.

9.2.2. Managing pages using the Page List

You can perform the following operations using the Page List widget:

- Displaying a page on the screen
- Deleting a page
- Inserting a page
- Printing a page
- Saving a page
- Duplicating a page
- Adding a page to the Favorites folder
- Copying a page to the whiteboard
- Changing the page order
- Changing the size of the Page List
- Selecting topics in the Page List
- Selecting items in the Page List

9.2.3. Displaying a page on the screen

1. Select the thumbnail of the desired page in the **Page List** widget.
2. Click  to select **Show**, or double-click the thumbnail to display the page.

9.2.3.1. Deleting a page

1. Select the thumbnail of the desired page in the **Page List** widget.
2. Click  to select **Delete**.
3. Select **Yes** in the confirmation dialog box.

9.2.3.2. Inserting a page

1. Select the thumbnail of the desired page in the **Page List** widget.
2. Click  to select **Insert Page**.
A blank page is inserted after the selected page.

9.2.3.3. Printing a page

1. Select the thumbnail of the desired page in the **Page List** widget.
2. Click  to select **Print**.

9.2.3.4. Saving a page

1. Select the thumbnail of the desired page in the **Page List** widget.
2. Click  to select **Save As**.

9.2.3.5. Duplicating a page

1. Select the thumbnail of the desired page in the **Page List** widget.
2. Click  to select **Duplicate Page**.
A copy of the selected page is added to the end of the Whiteboard topic.

Note: This option is available if you are viewing the Whiteboard topic.

9.2.3.6. Adding a page to the Favorites folder

It is possible to save a page to the Favorites folder, in much the same way as with images.

1. Select the thumbnail of the desired page in the **Page List** widget.
2. Click ► to select **Add to Favorites**.
Please see Managing your favorite pictures for further details.

9.2.3.7. Copying a page to the whiteboard

1. Select the thumbnail of the desired page in the **Page List** widget.
2. Click ► to select **Copy to Whiteboard**.
A copy of the selected page is added to the end of the Whiteboard topic.

Note: This option is available if you have imported a file, or are viewing a topic other than the Whiteboard topic.

9.2.3.8. Changing the page order

Only the page order of the Whiteboard topic can be changed.

1. Select the thumbnail of the desired page in the **Page List** widget.
2. Drag and drop the thumbnail to the desired position in the **Page List** widget.

9.2.3.9. Changing the size of the Page List

When the Page List has been undocked from the Sidebar and is in floating mode, it can be resized.

You have a choice of 3 sizes, which can be selected from the button bar on the bottom of the Page List:



- **Small** - This displays 4 page thumbnails and has a scroll bar. This size can be selected by clicking the following button:



- **Medium** - This displays 16 page thumbnails and has a scroll bar. This size can be selected by clicking the following button:



- **Large** - This displays 30 page thumbnails and has a scroll bar. This size can be selected by clicking the following button:



9.2.3.10. Selecting topics in the Page List

With the Topic Selector, you can view page thumbnails within a topic without switching to the topic.

Selecting a topic will just display the thumbnails for that topic. However, if you wish to jump to a page in a different topic, just double-click on the appropriate thumbnail.

The Topic Selector drop-down is at the bottom of the Page List:



- **Whiteboard** - This option is always in the drop-down list. This shows the pages that are currently in the "Whiteboard" topic.
- **Other topic names** - The names of all the other topics currently in the topic list (apart from the Desktop and Movie topic) will be listed. This list of names changes according to which topics and files are currently loaded or imported.

9.2.3.11. Selecting items in the Page List

Single page thumbnails can be selected by clicking on them (left-clicking with a mouse or by tapping with the pen).

Multiple page thumbnails can be selected by using any of the following methods:

- **Ctrl + click (or ⌘ + click on Mac)** - You can select multiple items by holding down the Ctrl key (or ⌘ key on Mac) and left-clicking on the thumbnails.
- **Shift + click** - You can select multiple items by holding down the Shift key and left-clicking on the thumbnails.
- **Drag-select** - You can select multiple items by clicking and dragging the pointer (starting on a blank area of the Page List). A "rubber band" selection box allows you to perform the selection.

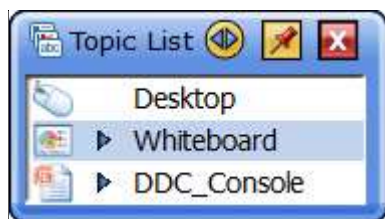
9.3. Managing topics using the Topic List

The **Topic List** widget lists all topics in the current document.

9.3.1. Opening the Topic List widget

Select  from the sidebar.

The **Topic List** widget is displayed.



The **Topic List** widget can also be displayed in Desktop mode.

In this case, select **Topic List** from the **View** menu.

9.3.2. Managing topics using the Topic List widget

You can perform the following operations using the Topic List widget:

- Displaying a topic on the screen
- Deleting a topic
- Printing a topic
- Saving a topic
- Copying a topic to the Whiteboard

Note that some operations may not be possible, depending on the topic selected.

9.3.3. Displaying a topic on the screen

Select the topic desired in the **Topic List** widget.

9.3.4. Deleting a topic

1. Select  at the left of the topic desired in the **Topic List** widget.
2. Select **Delete**.
3. Select **Yes** in the confirmation dialog box.

9.3.5. Printing a topic

1. Select  at the left of the topic desired in the **Topic List** widget.
2. Select **Print**.

9.3.6. Saving a topic

1. Select  at the left of the topic desired in the **Topic List** widget.
2. Select **Save As**.

9.3.7. Copying a topic to the Whiteboard

1. Select  at the left of the topic desired in the **Topic List** widget.
2. Select **Copy to Whiteboard**.
A copy of all pages of the selected topic is added to the end of the Whiteboard topic.

9.4. Managing attachments

Attachments are files that are associated with a StarBoard document.
The **Attachments** widget displays any files attached to the current document.

9.4.1. Opening the Attachments widget

Select  from the sidebar.

The **Attachments** widget is displayed.



The **Attachments** widget also can be displayed in Desktop mode.
In this case, select **Attachments** from the **View** menu.

9.4.2.Opening attachments

1. Select the attachment you want to open in the **Attachments** widget.
2. Select  (Open).

9.4.3.Extracting attachments

1. Select the attachment you want to save to the disk in the **Attachments** widget.
2. Select  (Extract).
3. Select the destination folder.
4. Select **OK**.

9.4.4.Importing attachments to the Whiteboard

1. Select the attachment you want to import in the **Attachments** widget.
2. Select  (Import).

9.4.5.Adding new attachments

1. Select  (Add).
2. Select the file(s) you want to add as attachment(s) in the **Attachments** widget.

Files can also be added by dragging and dropping from Explorer to the **Attachments** widget.

9.4.6. Removing existing attachments

1. Select the attachment(s) you want to remove in the **Attachments** widget.

2. Select  (Remove).

Select **Yes** in the confirmation dialog box.

10. Files and related tasks

10.1. Creating a new document

Select **New** from the **File** menu.

A new document is displayed and the previous document is closed.

If the currently displayed file has been changed, a confirmation dialog box is displayed to ask if the file should be saved.

To save the file select **Yes**, otherwise, select **No**.

To cancel the operation, select **Cancel**.

10.2. Saving and exiting

10.2.1. Saving a document as a new file

1. Select  (**Save As...**) from the **File** menu.

The **Save As** dialog box is displayed.



2. Enter the file name, then select the location where the file should be saved.
3. Select **Save**.

10.2.2. Saving an existing file

Select  (**Save**) from the **File** menu.

10.2.3. Saving to various formats

1. Select  (**Save As...**) from the **File** menu.

The **Save As** dialog box is displayed.



2. Enter the file name, select the file type, then select the location where the file should be saved.

You can save in PPT (Windows only), HTM, PDF, PNG, JPG, and BMP format.

When saving as PNG, JPG or BMP, each page will be saved as a separate image file.

3. Select **Save**.

10.2.4. Exiting

Select  (**Exit**) from the **File** menu.

StarBoard Software will close.

If the current file has been changed, a confirmation dialog box is displayed to ask if the file should be saved.

To save the file, select **Yes**, otherwise, select **No**.

To cancel the operation, select **Cancel**.

10.3. Loading saved data

A file can be opened by double-clicking the file icon, or you can use the following procedure:

1. Select  (**Open...**) from the **File** menu.

The **Open File** dialog box is displayed.



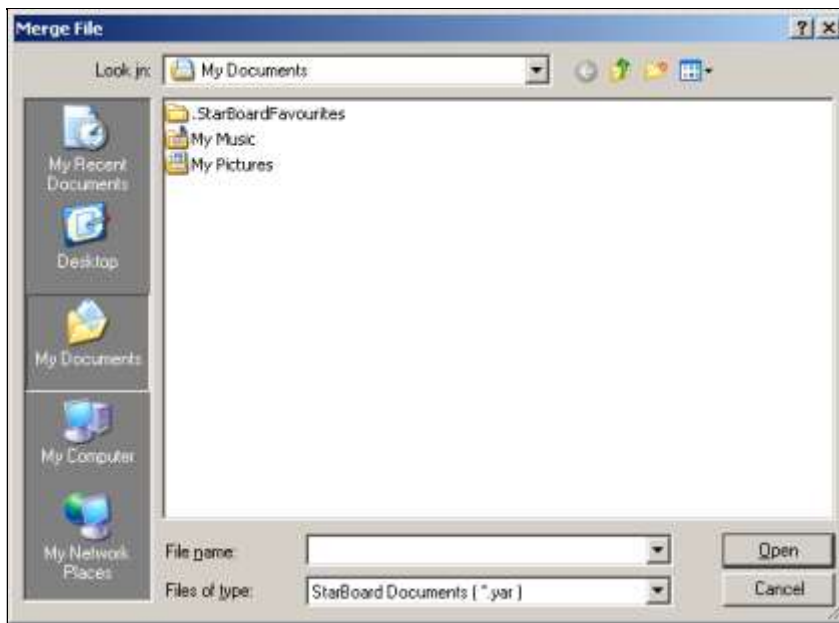
2. Select the desired StarBoard Document file and select **Open**.
If the currently displayed file has been changed, a confirmation dialog box is displayed to ask if the file should be saved.
To save the file select **Yes**, otherwise, select **No**.
To cancel the operation, select **Cancel**.

10.4. Merging files

A file can be merged with the current StarBoard document.

1. Select  (**Merge...**) from the **File** menu.

The **Merge File** dialog box is displayed.



2. Select the desired file and select **Open**.
The selected file is merged to the current document.
Any attachments and topics of the selected file are also added to the current document.

10.5. Importing data from any external application (Windows version only)

It is possible to import data from any application by using StarBoard Software's virtual printer software.

This is a program that acts as a printer driver and creates a graphical output from any external application. This graphical data is then imported to a new page in StarBoard Software.

Note: This data is graphical (in the form of a bitmap) and is not character-based.

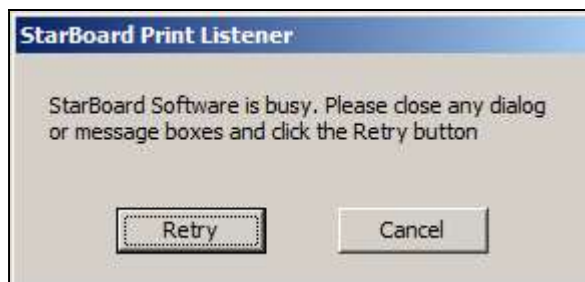
10.5.1. How to import from an external application

In your other application, open the **Print** dialog (your application's **Print** dialog may look different from the example below):



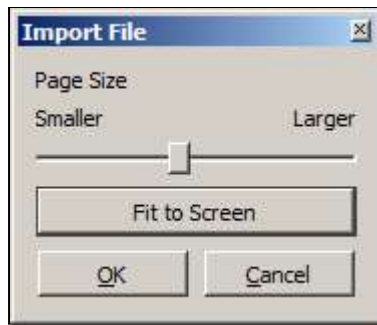
Select the "StarBoard Document Capture" printer option (as shown above) and click on **Print**.

If you try to use this feature while StarBoard Software has a dialog or message box open, you may see a message like the following:



This means you will need to close StarBoard Software's dialog or message box before you can proceed. Once you have done this, try printing again by clicking on the Retry button.

In StarBoard Software, an **Import File** dialog will be displayed:



Use the slider control or the **Fit to Screen** button to adjust the size of the imported data, and click on **OK**.

The imported data will be added to a new page.

Note: The imported data will be added to the background layer on the new page. If you wish to interact with this data, you will need to hide the top layer (see **Setting page properties** for information on hiding the top layer).

10.6. Recent Documents

The **Recent Documents** feature allows you to quickly find and open yar files you have previously used.

10.6.1. Opening the Recent Documents dialog

In the **File** menu, select the **Recent Documents...** option. This opens the following dialog:



This dialog displays a list of up to 10 of your most recently-accessed yar files, with the most recent at the top.

Page thumbnails for the currently selected file are shown in the bottom list.

To open a file, select it from the top list and click on the **Open** button.

To merge a file, select it from the top list and click on the **Merge** button.

To clear the list, click on the **Clear** button.

To close the dialog, click on the **Close** button.

10.7. Printing

Select **Print** from the **File** menu to print the document.

11. Settings and related tasks

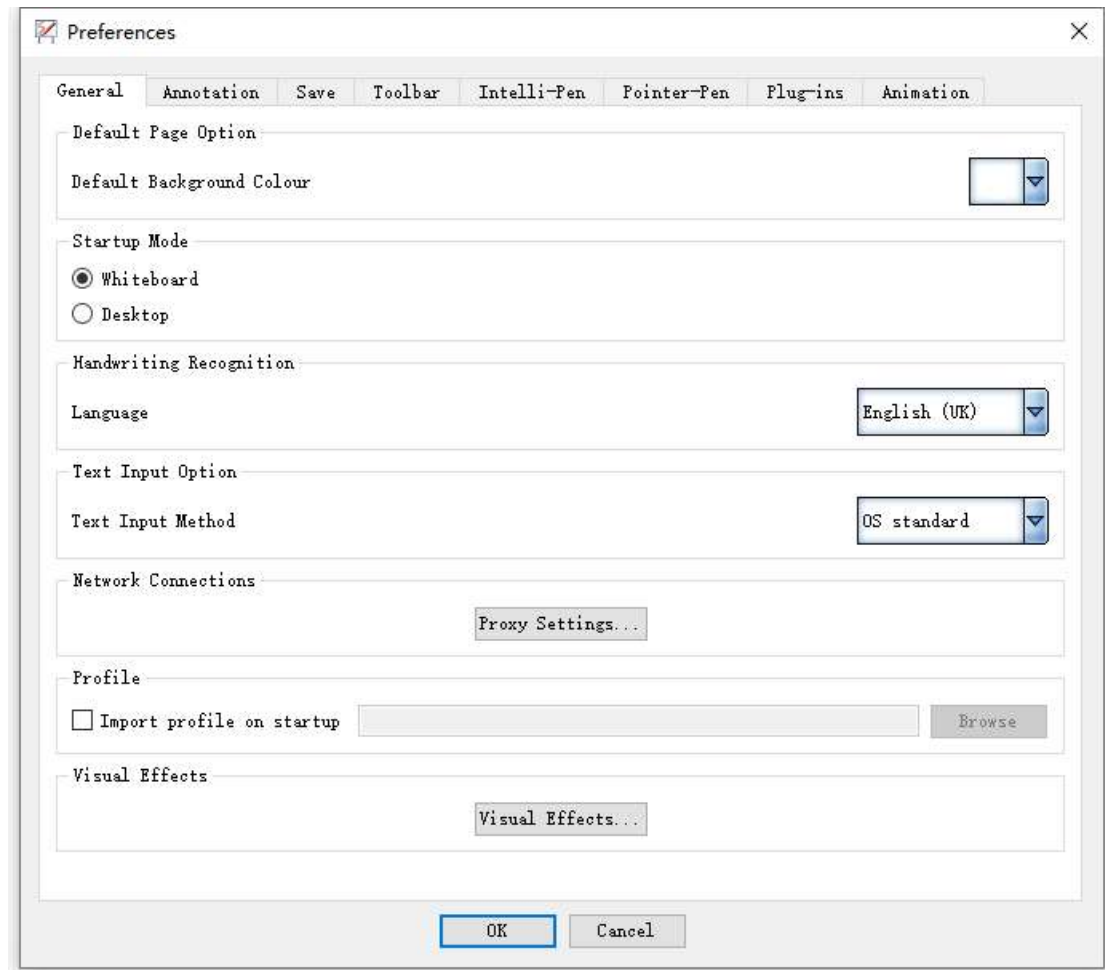
11.1. Settings

You can change various settings for using StarBoard Software from the **Settings** menu.

- Preferences
- The General tab
- The Annotation tab
- The Save tab
- The Toolbar tab
- The Intelli-Pen tab
- The Pointer-Pen tab
- The Plug-ins tab
- Animation Tab
- Language...
- Profile
- StarBoard
- Plug-ins...
- Function Button Settings...
- Manage Gallery Favorites...
- Configure Search Engines...

11.1.1. Preferences

11.1.1.1. The General tab



11.1.1.1.1. Default Page Option

Sets the default background color of the Whiteboard page.

11.1.1.1.2. Startup Mode

Sets the default screen mode when starting StarBoard Software.

11.1.1.1.3. Handwriting Recognition

Selects the language to be used for handwriting recognition.

11.1.1.1.4. Text Input Option

Selects the text input method.

11.1.1.1.5. Network Connections

The **Proxy Settings...** button allows you to define HTTP proxy settings for connection to the Internet. See Proxy settings for further information.

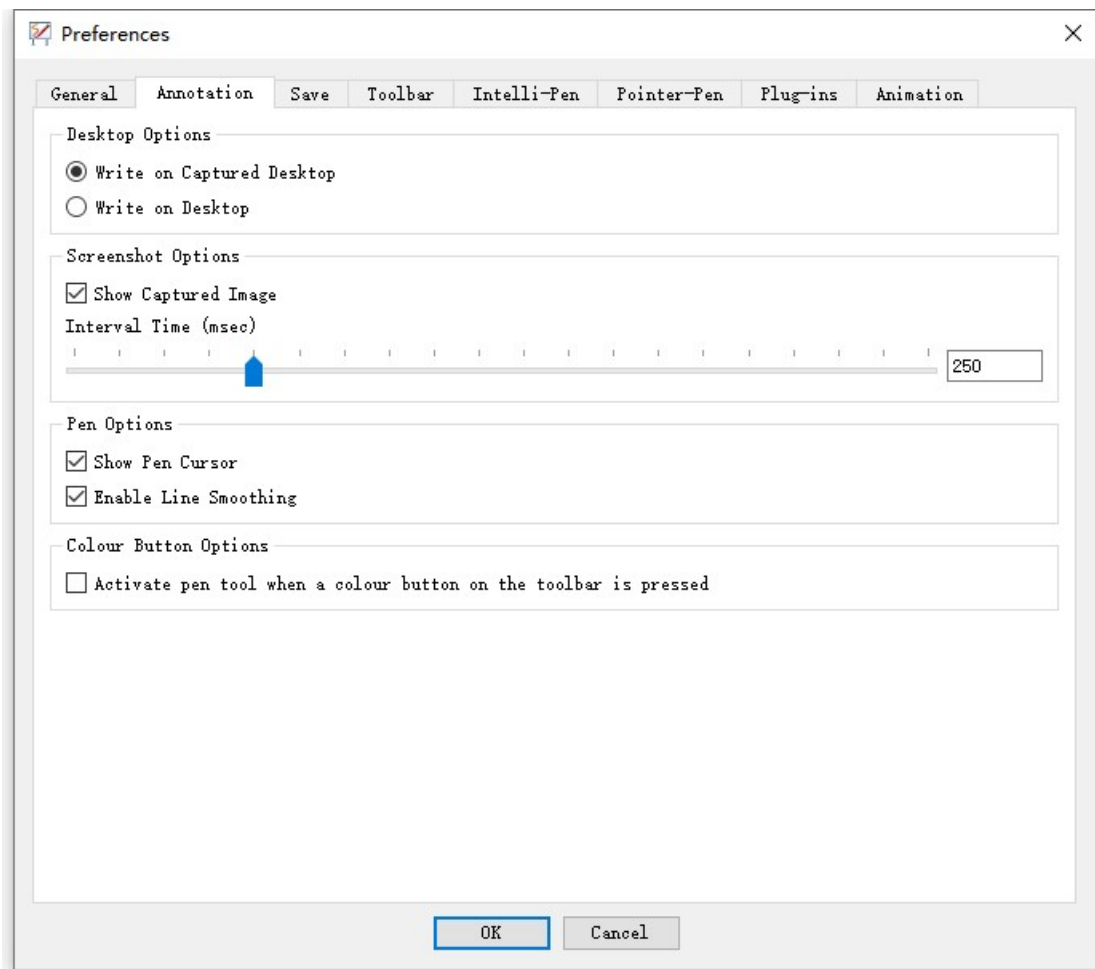
11.1.1.1.6. Profile

Sets the profile that will be used when StarBoard Software launches.

11.1.1.1.7. Visual Effects

See Visual Effects Settings for further information.

11.1.1.2. The Annotation tab



11.1.1.2.1. Desktop Options

Selects whether to draw on the captured desktop or draw directly on the desktop when the screen is in Desktop mode.

11.1.1.2.2. Screenshot Options

Sets whether to display the captured screenshot on the screen straight away.

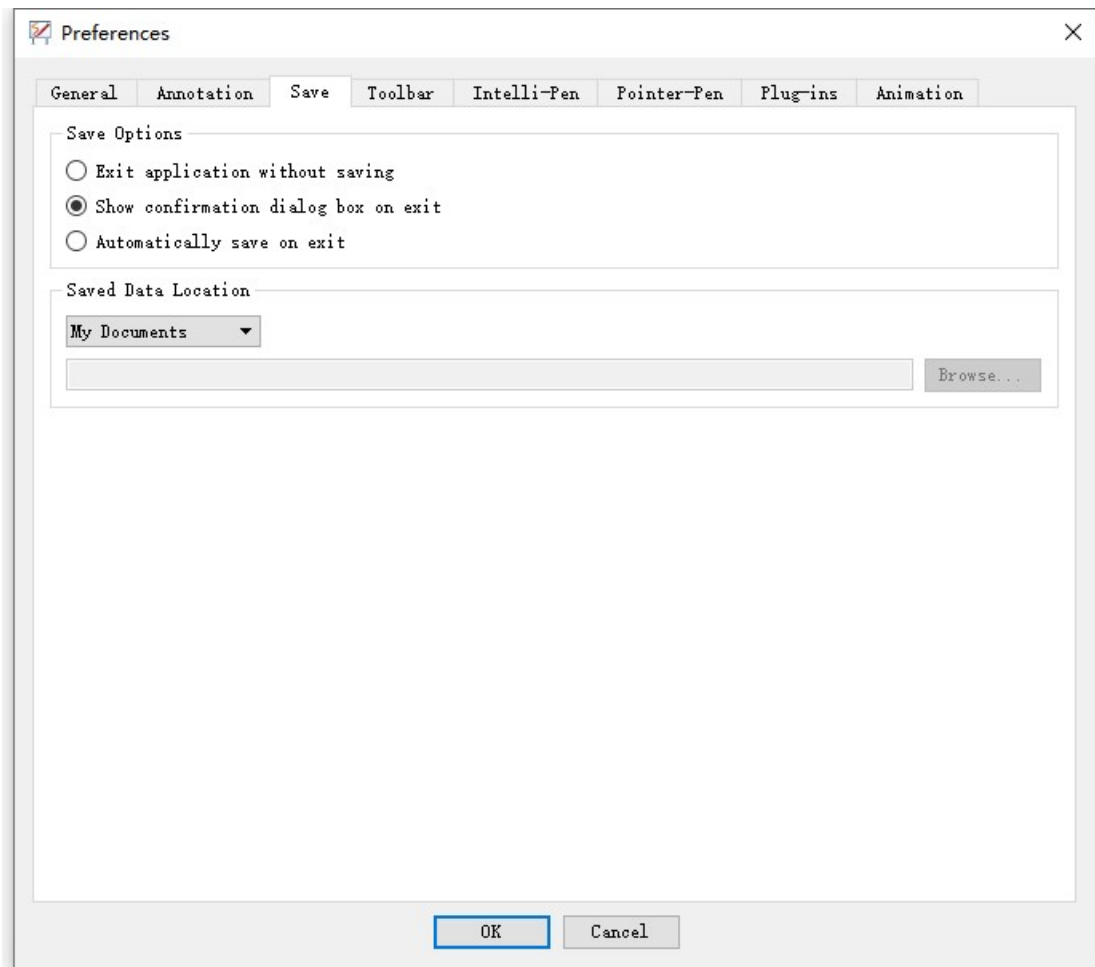
11.1.1.2.3. Pen Options

Sets whether to display the cursor while drawing, and whether to smooth the line drawn.

11.1.1.2.4. Color Button Option

Sets whether to activate the Pen tool automatically when one of the color buttons on the toolbar is selected.

11.1.1.3. The Save tab



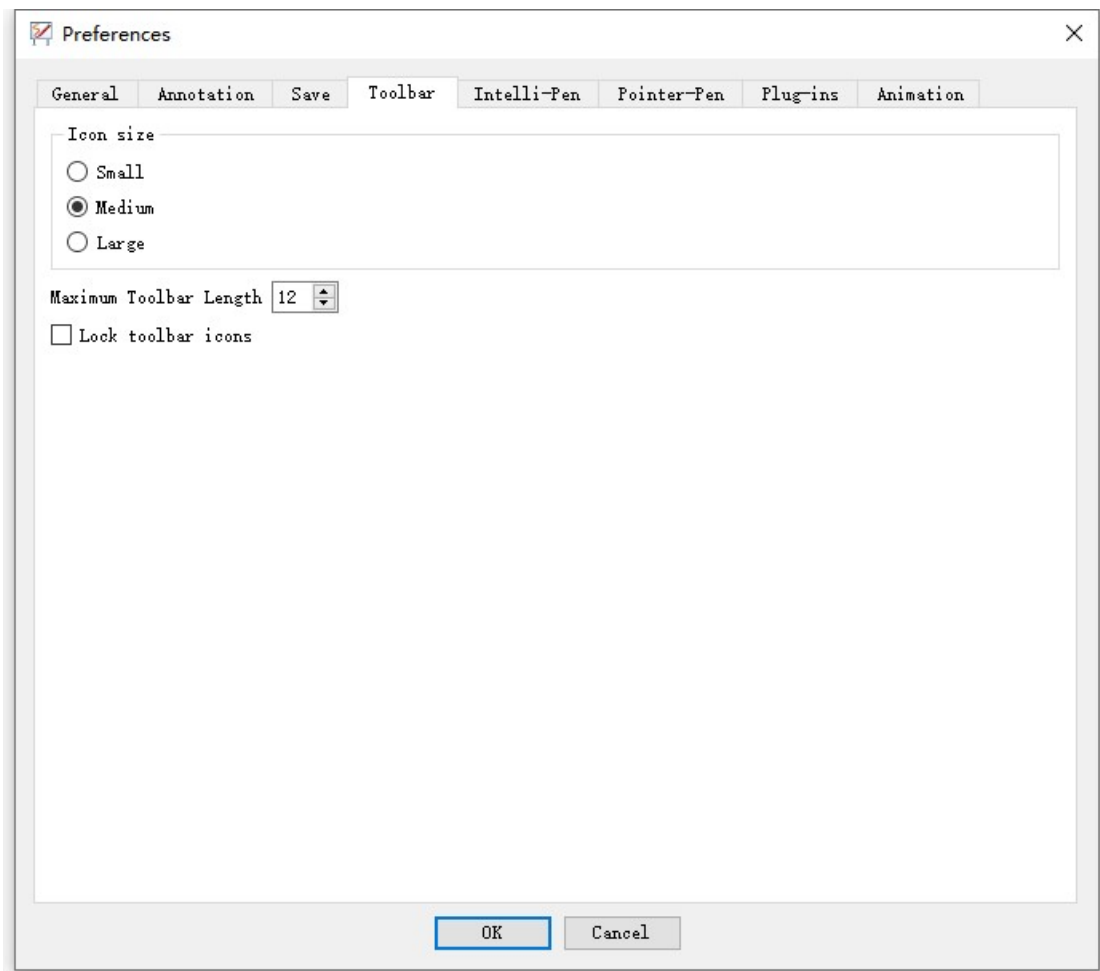
11.1.1.3.1. Save Options

Sets how to save data when exiting the software.

11.1.1.3.2. Saved Data Location

Sets where to save the StarBoard Document file (.yar).

11.1.1.4. The Toolbar tab



11.1.1.4.1. Icon size

Selects the size of icons on the toolbar.

11.1.1.4.2. Maximum Toolbar Length

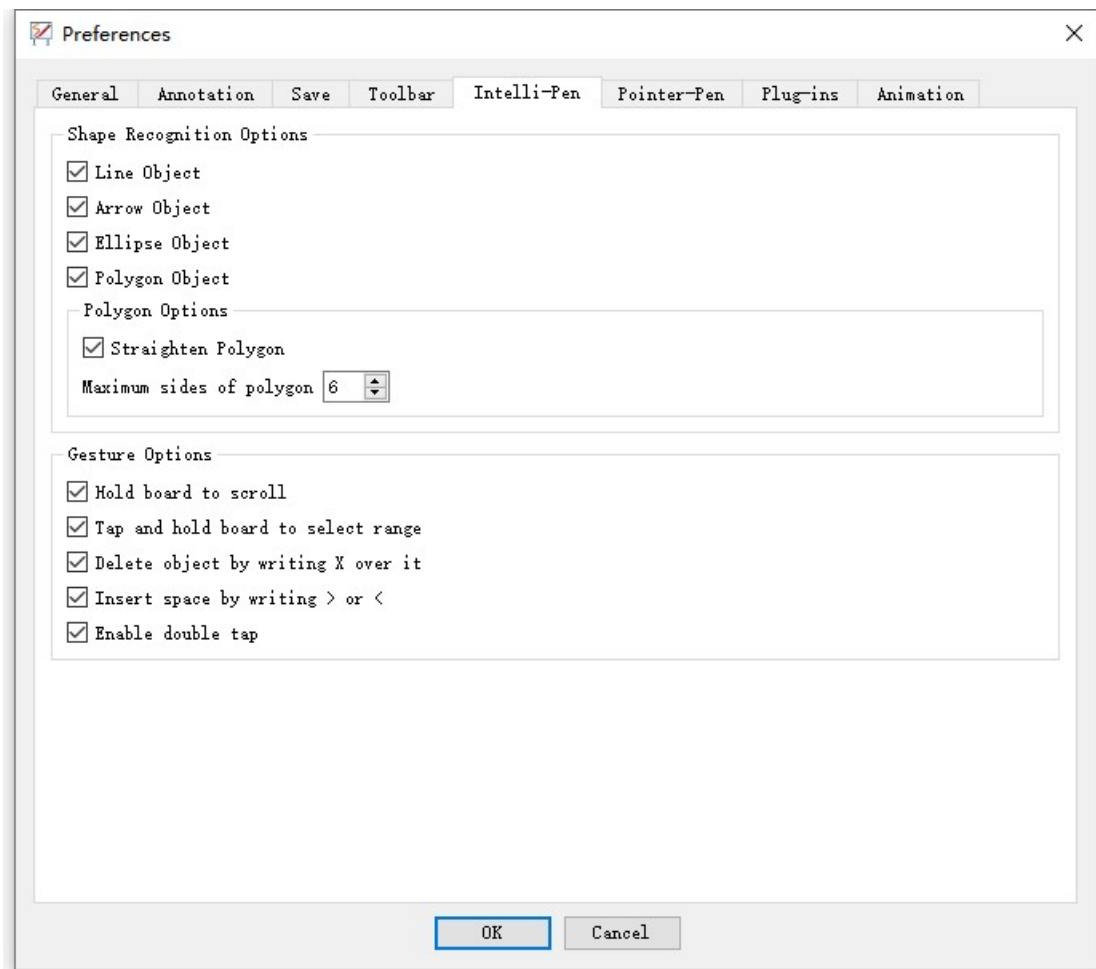
Sets the maximum number of icons in a row/column on the toolbar.

11.1.1.4.3. Lock toolbar icons

Sets whether to lock the toolbar icons.

When the check box is checked, toolbar icons cannot be added or deleted, and the order of the icons cannot be changed.

11.1.1.5. The Intelli-Pen tab



11.1.1.5.1. Shape Recognition Options

Sets the object types to be recognized.

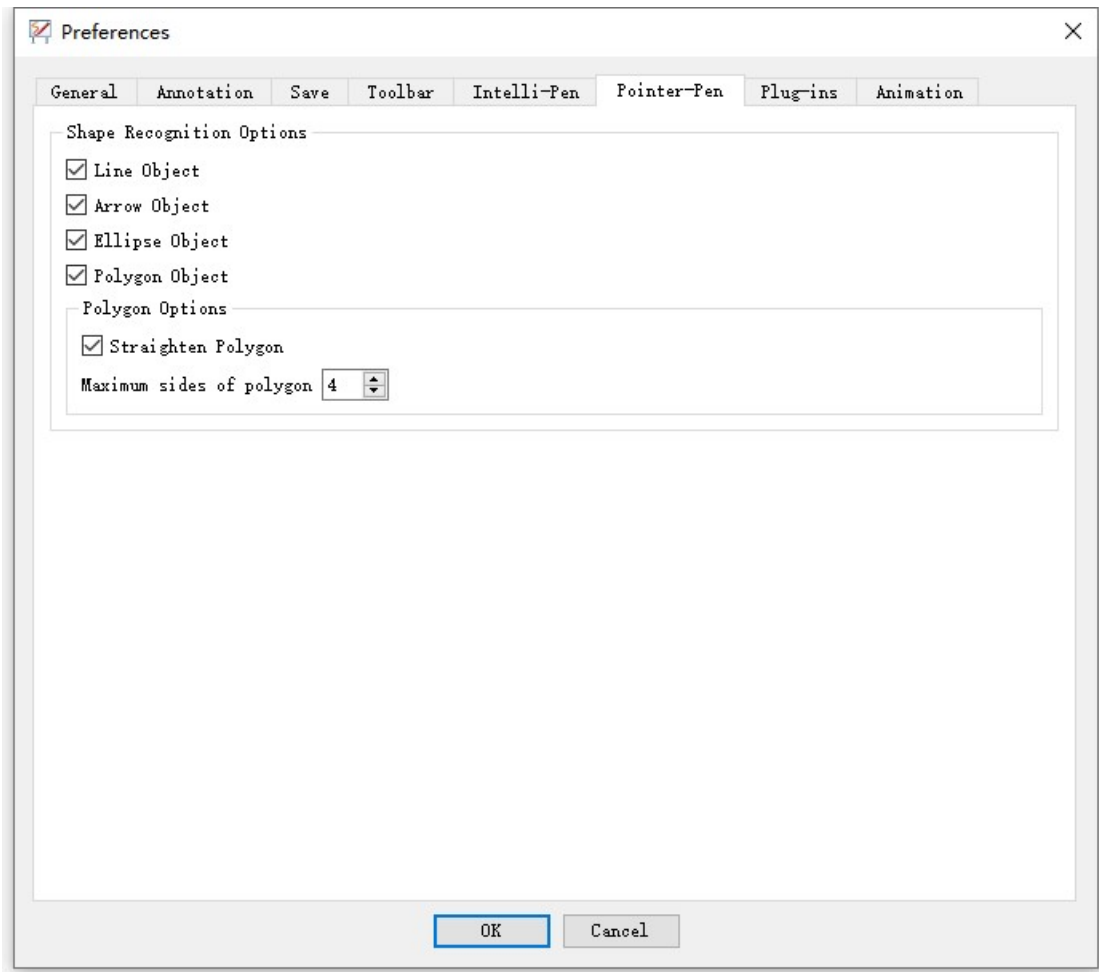
11.1.1.5.2. Polygon Options

Sets whether to straighten the recognized polygons. And you can also set the maximum number of sides of polygons to be recognized.

11.1.1.5.3. Gesture Options

Sets the gesture types to be recognized.

11.1.1.6. The Pointer-Pen tab



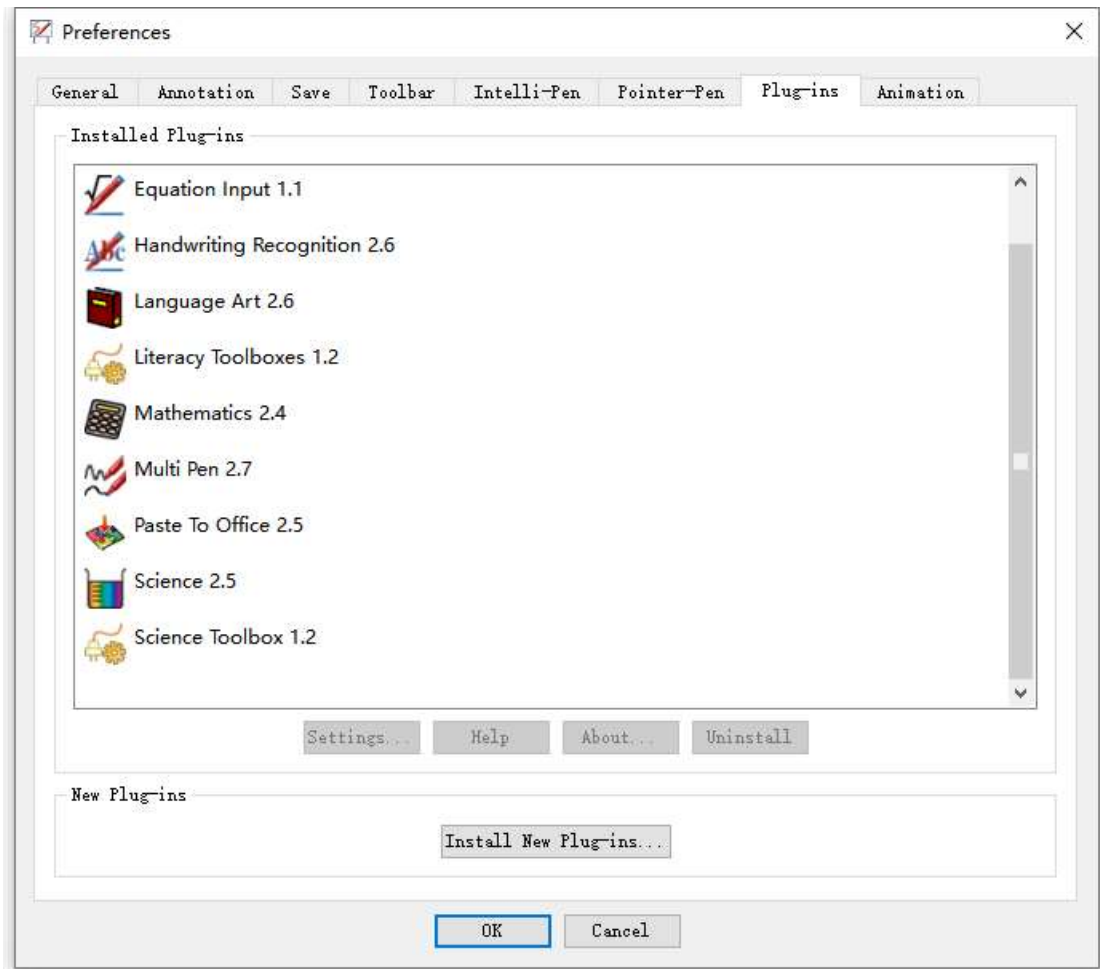
11.1.1.6.1. Shape Recognition Options

Sets the object types to be recognized.

11.1.1.6.2. Polygon Options

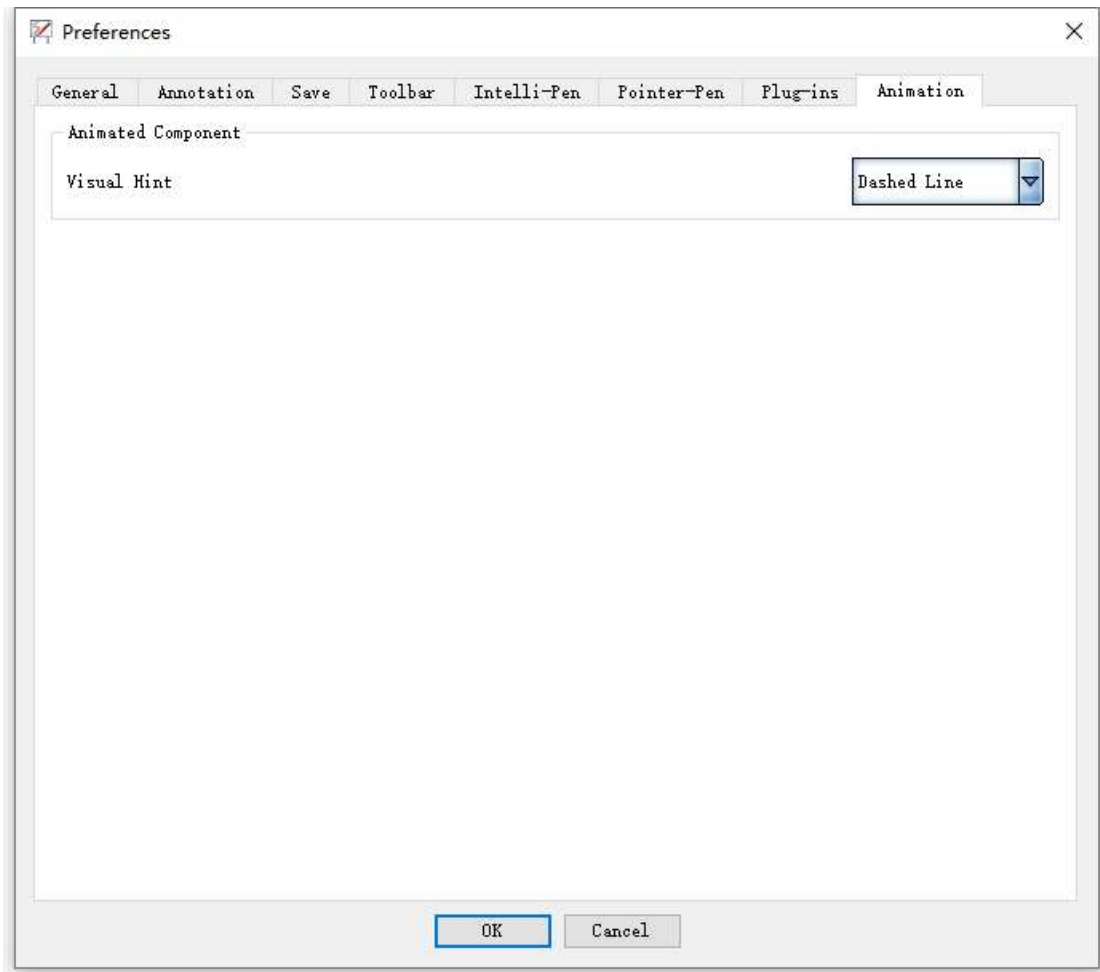
Sets whether to straighten the recognized polygons. And you can also set the maximum number of sides of polygons to be recognized.

11.1.1.7. The Plug-ins tab



Plug-ins are small programs that will work with your StarBoard Software. The Plug-ins tab allows you to manage your plug-ins (downloading, installing and uninstalling). Please see Plug-ins for further information about this tab.

11.1.1.8. Animation Tab



Hint Display mode may be set for animated components.
Select Hint Display mode from the following three options.

1. None: Disable Hint Display
2. Dashed line: Display a dashed line border around animated components.
3. Icon: Display icons at bottom right for animated components.

11.1.2. Language

You can select the language to be used for the messages on the screen of StarBoard Software.

1. Select **Language** from the **Settings** menu.
2. Select the desired language from the list.

11.1.3. Profile

A profile can be set consisting of a combination of the various settings of StarBoard Software.

1. **Load profile**
Loads saved profiles.
2. **New profile**
Selects one of the preset profiles as a template to create a new profile.
In the **New Profile** dialog, when you select a profile from the list, a preview of the selected profile is displayed at the right of the screen.
3. **Save profile as**
Saves the current settings to a profile.

11.2. Function button setting (Windows version only)

You can change the function button assignments for your StarBoard. These settings can be saved for use in future sessions by saving a user profile.

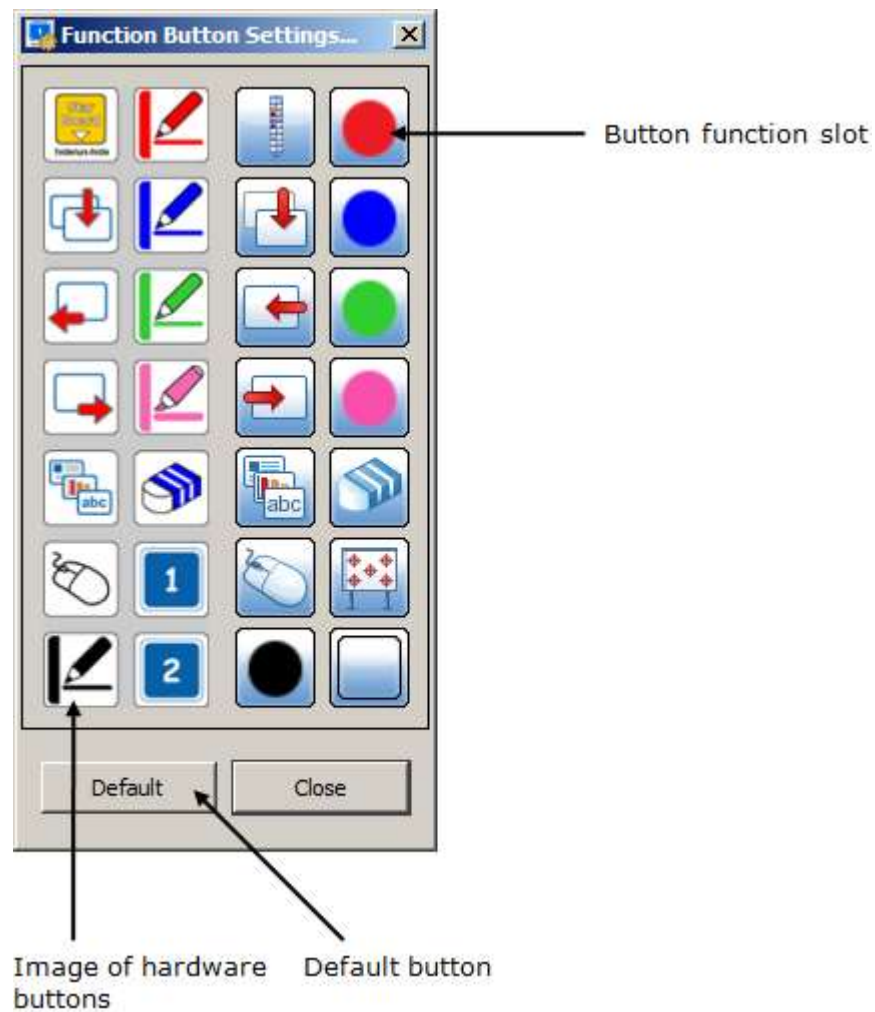
Before you can begin using this feature, you must have your StarBoard connected to your computer.

11.2.1. Opening the Function Button Settings dialog

To change the function button settings, use the **Function Button Settings...** option in the **Settings** menu.

A dialog box with either a vertical or horizontal layout will be displayed (what type of layout you will see depends on your StarBoard model and the driver that has been installed).

The following picture shows how the vertical dialog box looks:

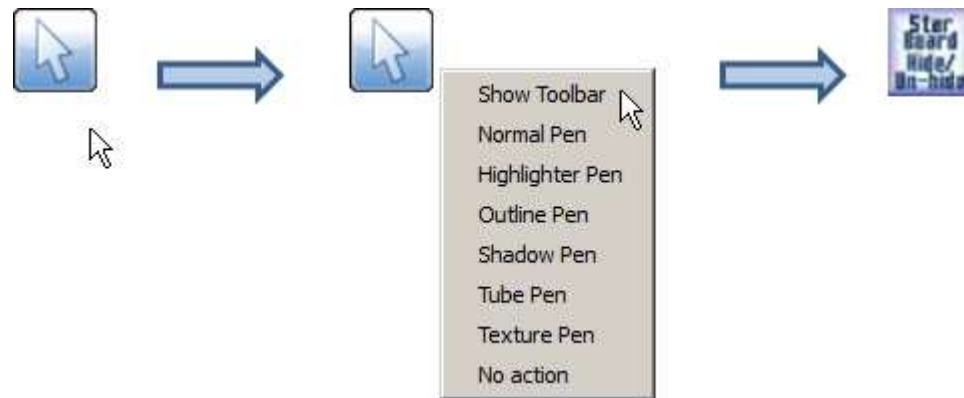


The following picture shows how the horizontal dialog box looks:

11.2.2. Assigning a function to a function button

You can assign functions by dragging and dropping top-level menu items or pen color swatches (from the **Tool Properties** panel) to the button function slots on the Function Button Settings dialog.

Some other functions that can be assigned are not included in the menu or Pen Palette. These options are displayed in a pop-up menu when you click or right-click on the button function slot:



11.2.3. Resetting back to defaults

If you wish to reset the function button settings back to their factory defaults, select the **Default** button.

11.2.4. Saving a user profile

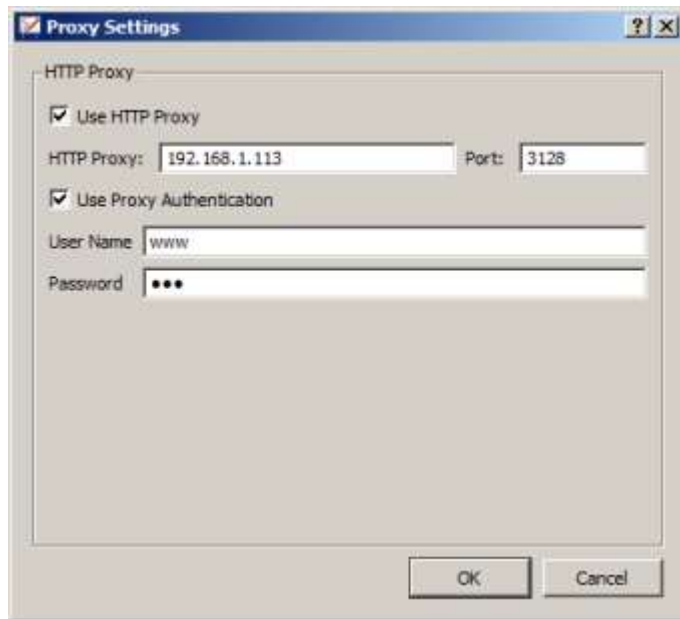
To save your settings in a user profile, use the **Settings > Profile > Save Profile As...** menu option.

See also Profile.

11.3. Proxy settings

On the General tab in the Preferences dialog, click on the **Proxy Settings...** button.

This opens the following dialog:



The check boxes allow you to specify whether to use an HTTP proxy (and optionally, proxy authentication).

You will need to type in the IP address and port number of the HTTP proxy that is being used. If you need to use proxy authentication, you will need to know the user name and password that will allow access through the proxy.

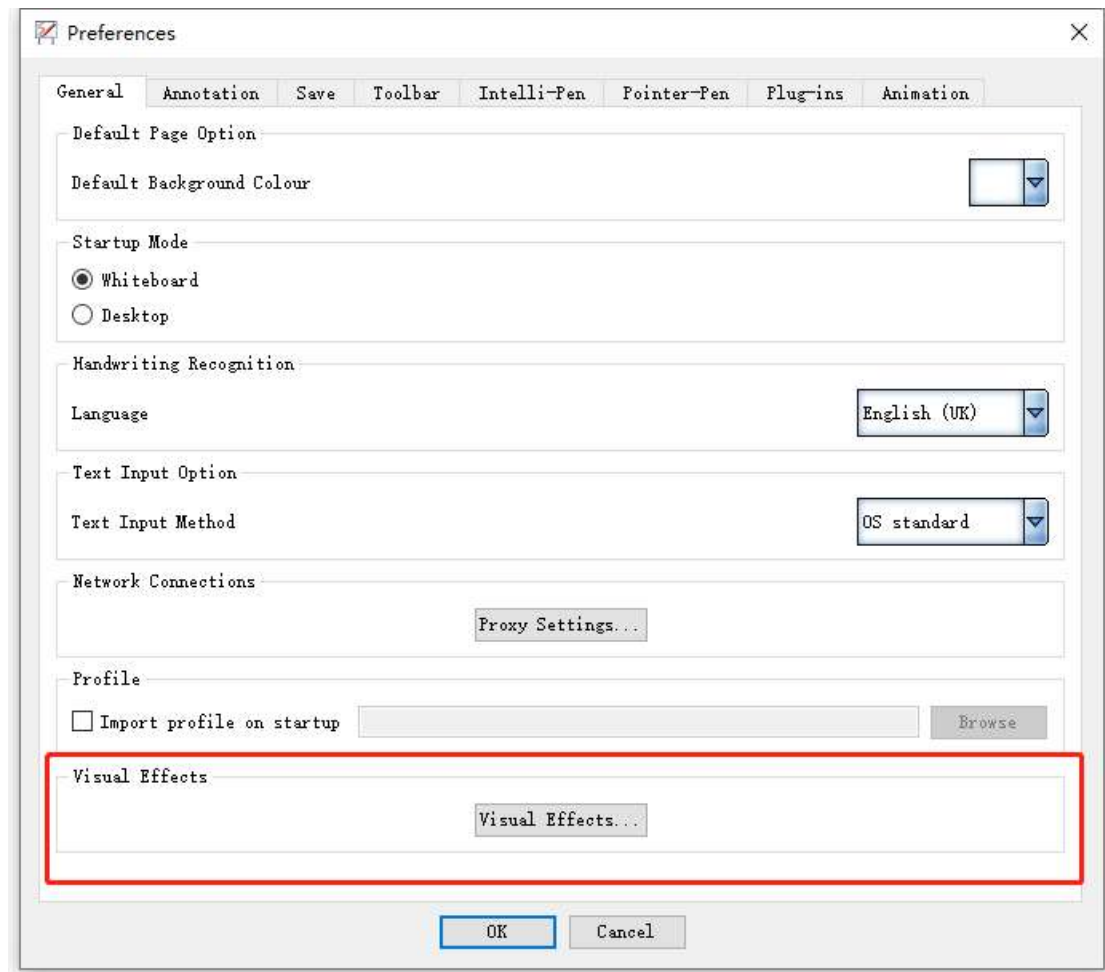
Please contact your system administrator, who will be able to give you this information.

11.4. Visual Effects Settings

You can change various visual effects settings for StarBoard Software.

In the **Settings** menu, select **Preferences...** and select the **General** tab:

11.4.1. The General tab



Clicking on the **Visual Effects...** button will open the following dialog:



These check boxes are all checked by default.

If you wish to turn off any of these visual effects, uncheck the appropriate box and click **OK**.

11.4.2. Morphing upon shape recognition

This option provides a smooth "morphing" effect when shape recognition changes a shape drawn with the Intelli-Pen to a standard shape. The shape change is much smoother when this feature is turned on.

11.4.3. Twinkle when snapping



This option provides a "twinkle" effect during the following operations:

- When a line's end handle is being snapped into place onto the vertices on the grid (when Snap to Grid Lines is active);
- When a line's end handle is being snapped into place onto an object's vertices or another line's end handle (when Adjust Line Position is active);
- When the "focal point" of one of the stationery tools (Compass, Protractor, Ruler) is snapped onto an object's vertices or a line's end handle.

11.4.4. Action name on Status Indicator

This option provides scrolling text in the Status Indicator. This text informs you of the tool, action or feature you have just selected.

For example, if you select the Normal-Pen, the Status Indicator will flash twice and will temporarily change from this state:



To this:



12. Other functions and tasks

12.1. Useful functions

StarBoard Software has several useful accessories:

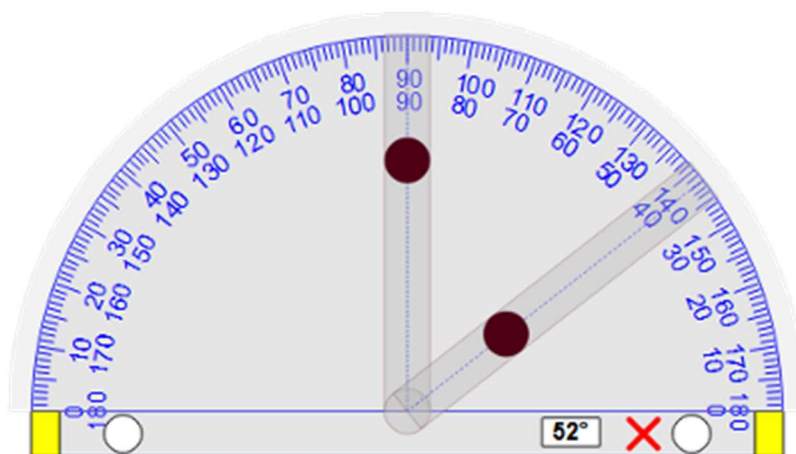
Protractor
Ruler
Spotlight
Stopwatch
Screen Capture
Screen Recorder
Screen Block
Compass
Screen Keyboard

Also, applications installed on your computer can be added as external accessories:

Adding external applications as accessories

12.1.1. Protractor

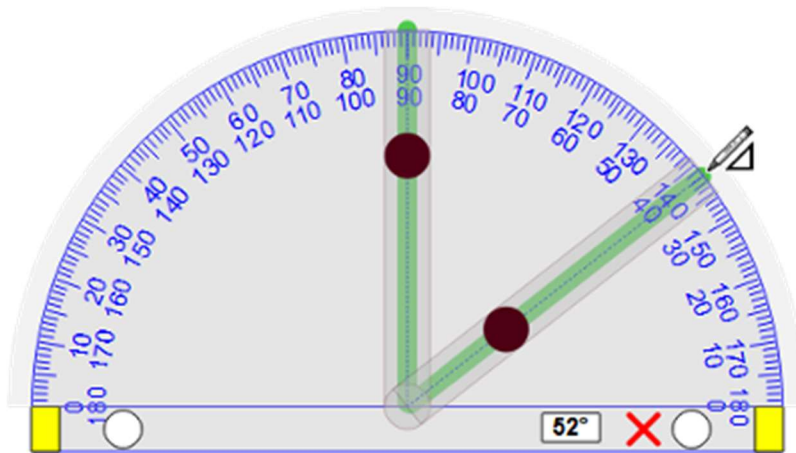
1. Select **Accessories - Protractor** from the **Tools** menu.
The protractor is displayed on the screen.



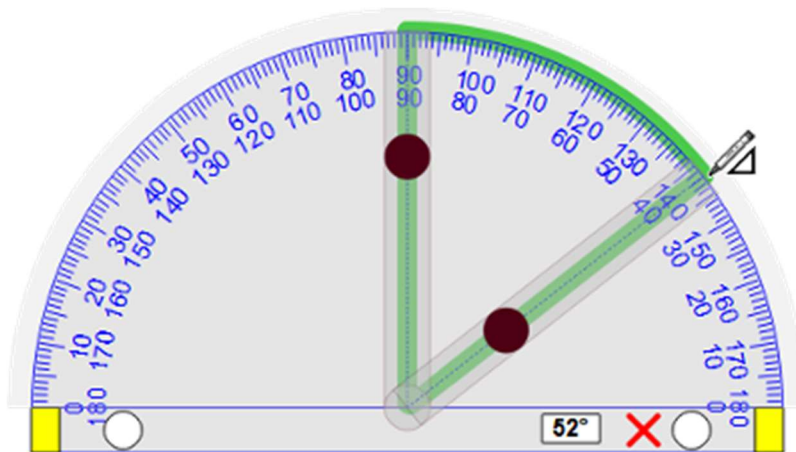
Drag  to adjust the size of the protractor.

Drag  to rotate the protractor.

2. Drag  to point to the area you want to measure. The angle will be displayed in the white box.
3. If you wish to draw a straight line along the angle guides, start dragging the pointer along the angle guides (the pointer will change to a pen, as shown in the picture below). The line will snap to the angle guide.



4. To draw an arced line around the arc of a protractor, start dragging within the colored area on the periphery of the arc (the pointer changes to the pen icon as shown in the figure below). Drag in either direction to draw a line along the arc.



5. To exit the protractor, select .

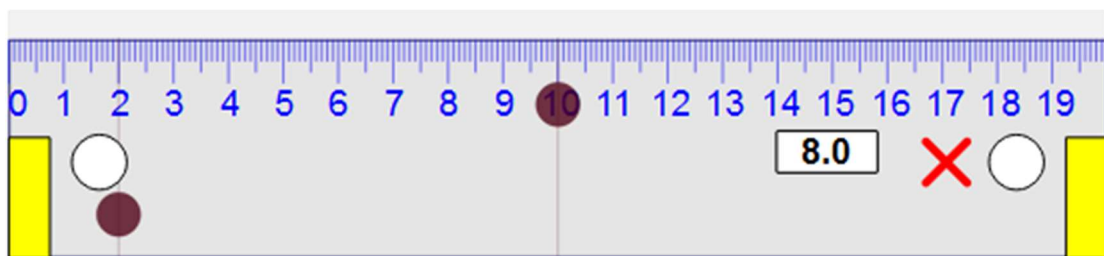
Note: The protractor will snap into position onto any objects.

With the Snap to Grid Lines setting ON, the protractor will snap into position on the grid.

If the "Twinkle when snapping" setting is ON, the focal point of the Protractor (where the angle guides meet) will appear to "twinkle" when it is snapped onto an object's vertices, a line's end handle or the vertices of the grid (when the Snap to Grid Lines setting is ON). See Visual Effects Settings for more details.

12.1.2. Ruler

1. Select **Accessories - Ruler** from the **Tools** menu.
The ruler is displayed on the screen.



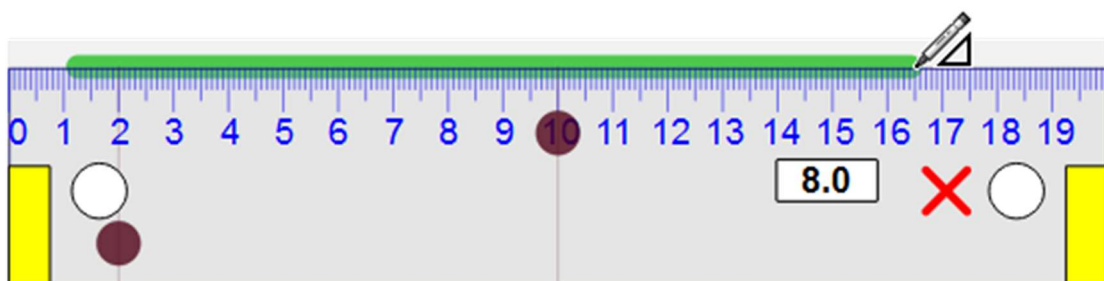
Drag  to adjust the size of the ruler.

Drag  to rotate the ruler.

2. Drag  to point to the area you want to measure. The length between the two adjustable measuring lines will be displayed in the white box.
3. If you wish to draw a straight line along the ruler, start dragging the pointer on the area above the top edge of the ruler (the pointer will change to a pen, as shown in the picture below).

The line will snap to the edge.

Note: If you continue drawing, the line will stop at the end of the ruler.



4. To exit the ruler, select .

Note: The ruler will snap into position onto any objects.

With the Snap to Grid Lines setting ON, the ruler will snap into position on the grid.

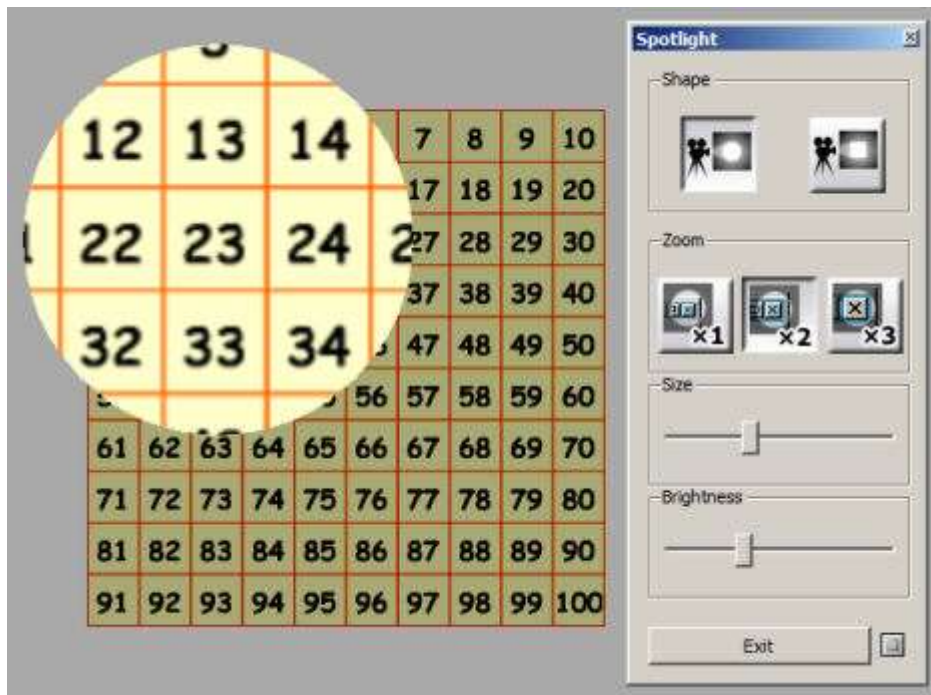
If the "Twinkle when snapping" setting is ON, the focal point of the Ruler (the top left corner) will appear to "twinkle" when it is snapped onto an object's vertices, a line's end handle or the vertices of the grid (when the Snap to Grid Lines setting is ON). See Visual Effects Settings for more details.

12.1.3. Spotlight

It is possible to display only a portion of the screen, which can be enlarged.

1. Select **Accessories - Spotlight** from the **Tools** menu.

The screen goes into the spotlight mode and the **Spotlight** dialog box is displayed.



2. Change the settings if necessary.

- **Shape** : Sets the shape of the spotlight (Circle or Square).
- **Zoom** : Sets the enlargement ratio (from x1 to x3).
- **Size** : Sets the size of the area of the spotlight.
- **Brightness** : Sets the brightness of areas not under the spotlight.

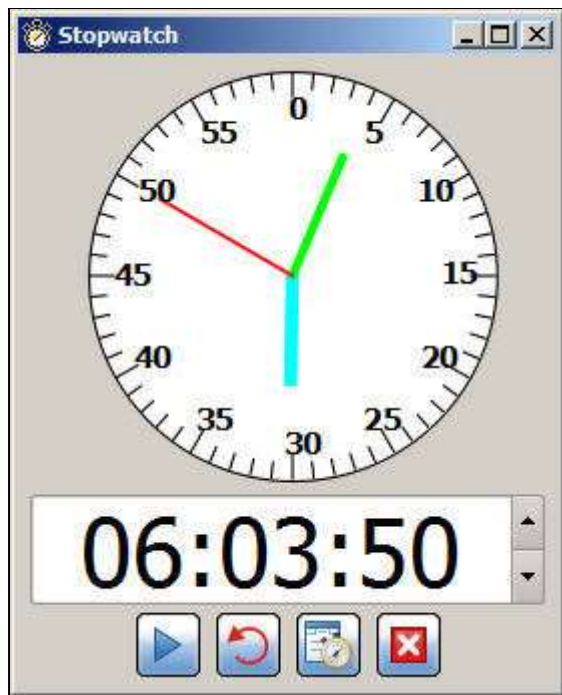
3. To exit the spotlight mode, select **Exit** on the dialog box.

12.1.4. Stopwatch

The stopwatch has both a count up and countdown function.

Select **Accessories - Stopwatch** from the **Tools** menu.

The stopwatch is displayed on the screen.



Allows the countdown time to be set by using the buttons to the right of the timer.

Start/Stop: Starts/stops the stopwatch.

Reset/Clear: Resets the timer to its original value.

Config: The following settings are available.

Keep the dialog box on top of other applications.

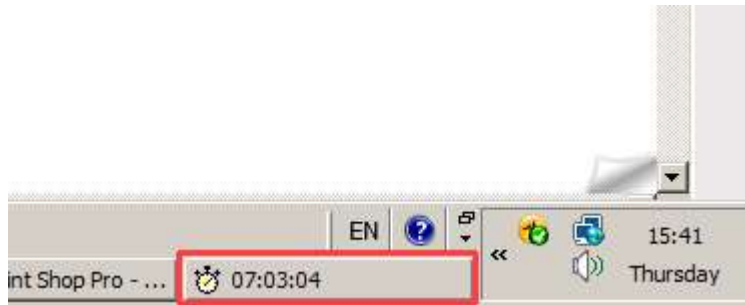
Pop-up when the timer expires.

Change the stopwatch display.

Play sound when the timer expires.

Exit: Exits the stopwatch.

While it is running, the stopwatch can be minimized. The stopwatch will continue running and displays the time in the Taskbar (Windows):



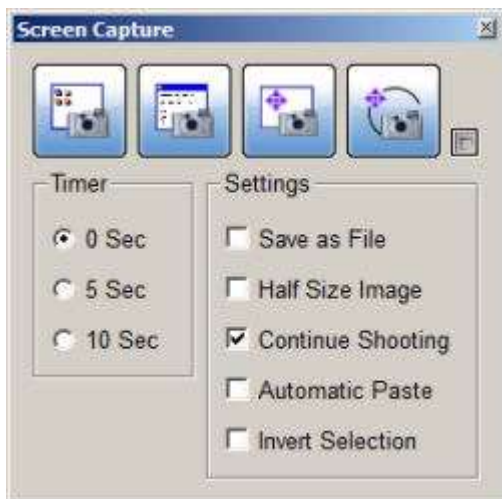
12.1.5. Screen Capture

Contents shown on the screen can be captured.

1. Select **Accessories - Screen Capture** from the **Tools** menu.
The screen capture accessory is displayed on the screen.



2. Click  (Show Options), and change the option settings, if necessary.



- **Timer** : Sets the time until the capture begins.
- **Settings** : Sets the options for this feature.
- **Save as File** : The captured image is saved with one of the following file extensions (.bmp, .jpg, .png).
- **Half Size Image** : Reduces the captured image to half size.

- **Continue Shooting** : The screen capture accessory stays open after capturing the screen, and you can capture images continuously.
- **Automatic Paste** : The captured image is automatically inserted into the end of the Whiteboard topic.
- **Invert Selection** : Anything that is outside the selected area will be captured.

3. Select the capture button.



- (Desktop Capture) : Captures the entire desktop.



- (Window Capture) : Captures the selected window.



- (Drag-select Capture) : Captures the rectangular area specified with the Pen.



- (Freehand Capture) : Captures the area surrounded by a freehand line.

If the user selects a timing other than 0 seconds, when a screen capture is triggered, a countdown timer will be displayed in the top right of the screen. This shows a countdown to the screen capture.

Note: This feature is only available on the Windows version.

12.1.6. Screen Recorder

A sequence of events can be recorded, and can be replayed as a video. This is useful for demonstration purposes.

Note: The following instruction is for Windows only. On Mac, QuickTime Player X is launched for Screen Recorder. Operate it to record. See the QuickTime Player X instructions for more details.

1. Select **Accessories - Screen Recorder** from the **Tools** menu.
The screen recorder accessory is displayed on the screen.



This has the following buttons:

-  (Start recording) : Starts recording events that occur on the screen.
-  (Pause recording/Resume recording) : Pauses or resumes the recording.
-  (Stop recording) : Stops the recording. This button appears when the recording has started.
-  (Settings) : Allows you to specify settings for the screen recording session, such as a folder where the video files will be stored.

2. Select the **Start recording** button to begin. The Screen Recorder will become invisible (to make it visible again, just move the pointer over the Screen Recorder's last position). You can then perform various tasks in StarBoard Software - this sequence of events will be recorded.

If you need to pause the recording at any time, click on the **Pause recording** button.

To start recording again after pausing, click on the **Resume recording** button.

3. When you have finished recording, click on the **Stop recording** button.
4. A **Save Movie As** dialog will be displayed, allowing you to specify a file name and folder for saving the recording.
The recording will be saved as a video file.

A video file created with the Screen Recorder can be replayed in your computer's video player or media player software.

12.1.7. Screen Block (Windows version only)

The Screen Block accessory allows you to hide all or part of the screen.

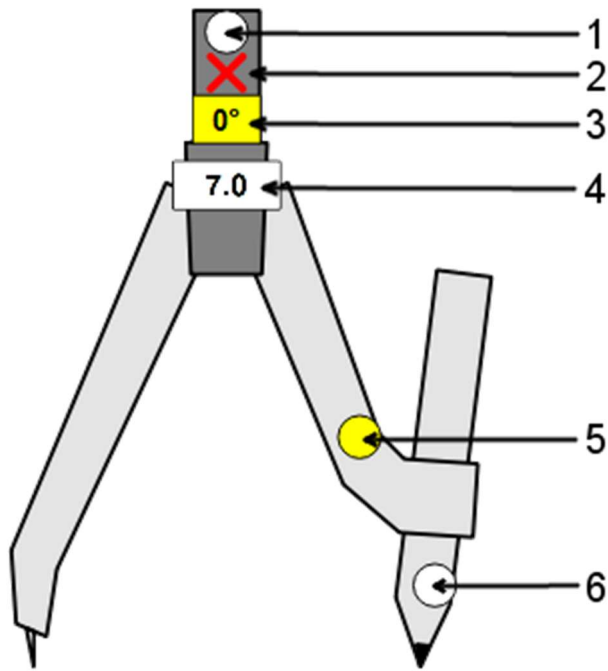
This is described in full detail here: [Screen Block](#)

12.1.8. Compass

The Compass tool allows you to draw curves at any angle.

Select **Accessories - Compass** from the **Tools** menu.

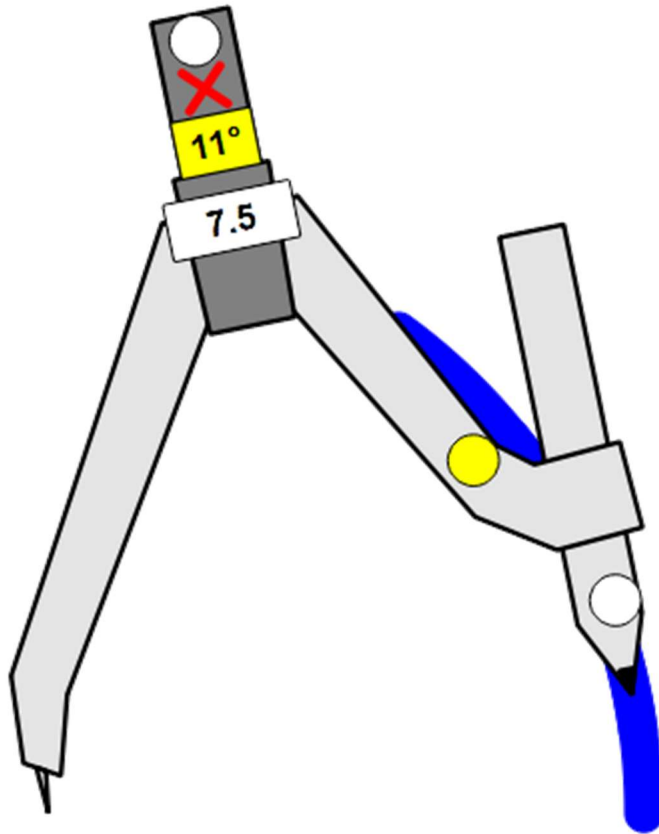
The following picture shows the parts of the Compass:



The following table is a key:

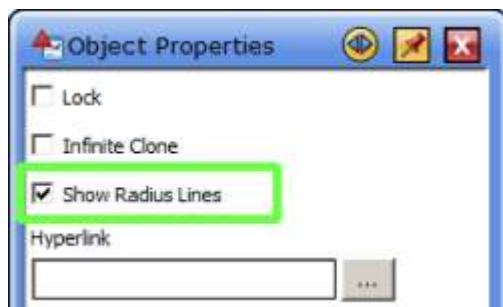
Number	Name	Description
1	Rotation handle	By grabbing the rotation handle, you can rotate the Compass without drawing an arc.
2	Close button	Click on this button to close the Compass tool.
3	Angle display	The angle of the Compass tool is displayed in the “Angle display” area.
4	Radius display	The radius (the distance between the needle and the pen) is displayed in the “Radius display” area.
5	Change radius	You can change the radius (the distance between the needle and the pen) by grabbing the Radius handle and pulling the Compass arm.
6	Draw arc	By grabbing the Compass's pen handle, you can draw an arc on the whiteboard area.

The following picture shows an example of arc drawing with the Compass:

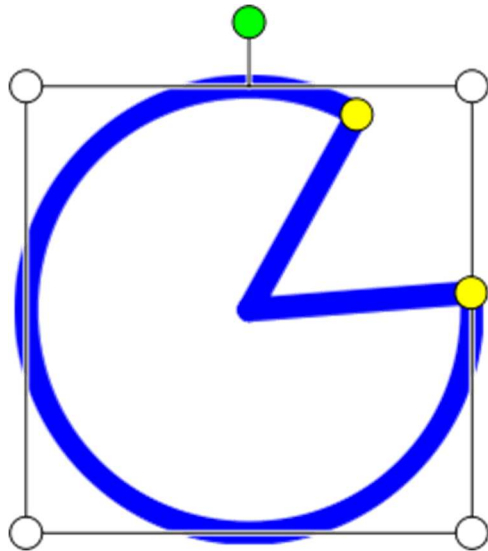


After drawing an arc with the Compass, you can select it and use the Object Properties widget to change attributes such as the line color and thickness.

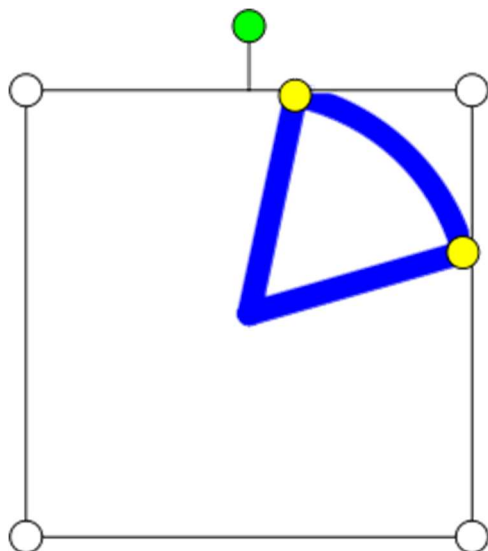
You can also add radius lines, using the **Show Radius Lines** check box:



This can produce an effect like this:



Or this:



To define a fill color, you can use the options in the Object Properties widget.

Note: If the object has no fill color and the radius lines are not visible, you can not use the Fill tool to add a fill color.

To edit the arc, you can grab the yellow handles. The pointer will change to a cross  and you can drag the handles to change the size and angle of the arc.

Note: The compass will snap into position onto any objects.

With the Snap to Grid Lines setting ON, the compass will snap into position on the grid.

If the "Twinkle when snapping" setting is ON, the focal point of the Compass (the needle) will appear to "twinkle" when it is snapped onto an object's vertices, a line's end handle or the vertices of the grid (when the Snap to Grid Lines setting is ON). See Visual Effects Settings for more details.

12.1.9. Screen Keyboard

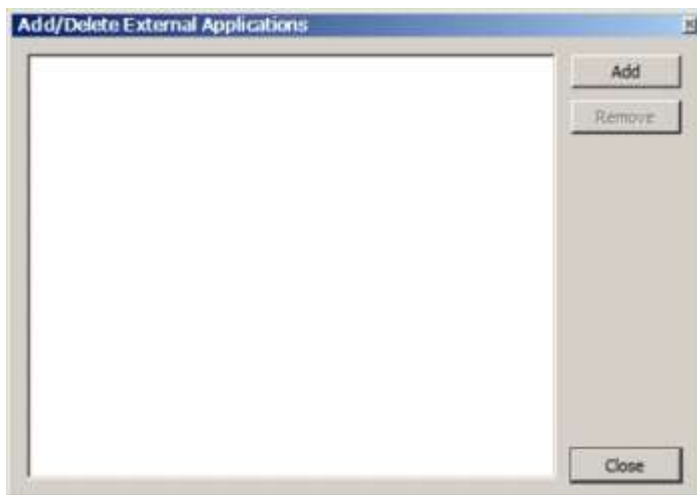
The Screen Keyboard accessory allows you to enter text with a pen or finger, using an on-screen keyboard.

This is described in full detail here: [On-Screen Keyboard](#)

12.1.10. Adding external applications as accessories

You can add applications installed on your computer as external accessories. Added applications are displayed as accessories and can be easily launched.

1. Select **Accessories - Add/Delete External Applications** from the **Tools** menu.
The **Add/Delete External Applications** dialog box is displayed.



2. Select **Add**.
The **Add external accessory programs** dialog box is displayed.
3. Select the application executable (.exe on Windows, .app on Mac) you want to add.
4. Select **Open**.

To remove accessories, select the accessory in the **Add/Delete External Applications** dialog box and select **Remove**.

12.2. Screen Block (Windows version only)

With the Screen Block feature, you can block out all or part of the screen. This screen block is a movable window that covers all applications that are currently running.

You can move it to reveal what is beneath, or you can create a cut-out transparent shape which reveals what is beneath.

This is useful for presentations where you wish to gradually reveal or hide part of a diagram or slide.

How to open the screen block

Specifying an image file for use as the screen block

Setting the image file back to the default

Setting the transparency

Snapping the screen block into place

Moving the screen block around on screen

Creating a cut-out area to reveal what is beneath

Exiting from the screen block

12.2.1. How to open the screen block

To create the screen block, use the **Tools > Accessories > Screen Block** menu option.

This creates a gray window that covers the entire screen:



12.2.2. Specifying an image file for use as the screen block

You can specify an image for use as the screen block. To do this, click on the screen block window and select the **Open image file...** menu option.

This allows you to browse for image files (bitmap formats such as JPEG, BMP or PNG).

12.2.3. Setting the image file back to the default

If you have specified an image file for use as the screen block image, you may wish to reset it back to the default.

Click on the screen block window and select the **Use default image** menu option.

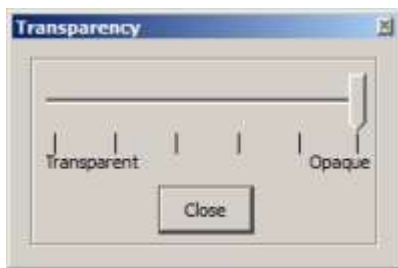
This will set the screen block back to a gray window.

12.2.4. Setting the transparency

You can specify the level of transparency of the screen block.

Click on the screen block window and select the **Set transparency...** menu option.

This opens the following dialog box:



Use the slider control to adjust the level of transparency, and click **Close** to accept your settings.

12.2.5. Snapping the screen block into place

You can specify whether or not the screen block will snap into place when it is moved close to the edge of the screen.

Click on the screen block window and select the **Snap to edge** menu option.

This is a toggle, so you can turn it off by selecting the option again.

Moving the screen block around on the screen

You can select from a list of 3 options to specify how the screen block can be moved:

- **Move freely** - selecting this option allows you to move the screen block window about in any direction. This is the default setting.
- **Vertical move only** - selecting this option allows you to move the screen block window vertically, but not horizontally.
- **Horizontal move only** - selecting this option allows you to move the screen block window horizontally, but not vertically.

To select any of these options, click on the screen block window and select the appropriate menu option.

12.2.6. Creating a cut-out area to reveal what is beneath

There are 2 types of cut-outs you can create to reveal parts of the screen beneath:

- **Rectangular cut-out** - selecting this option allows you to create a rectangular transparent area (example below):



- **Freehand cut-out** - selecting this option allows you to create a freehand transparent area (example below):



To select any of these options, click on the screen block window and select the appropriate menu option.

Note: If you click on the transparent cut-out on the screen block window, the menu will not be displayed.

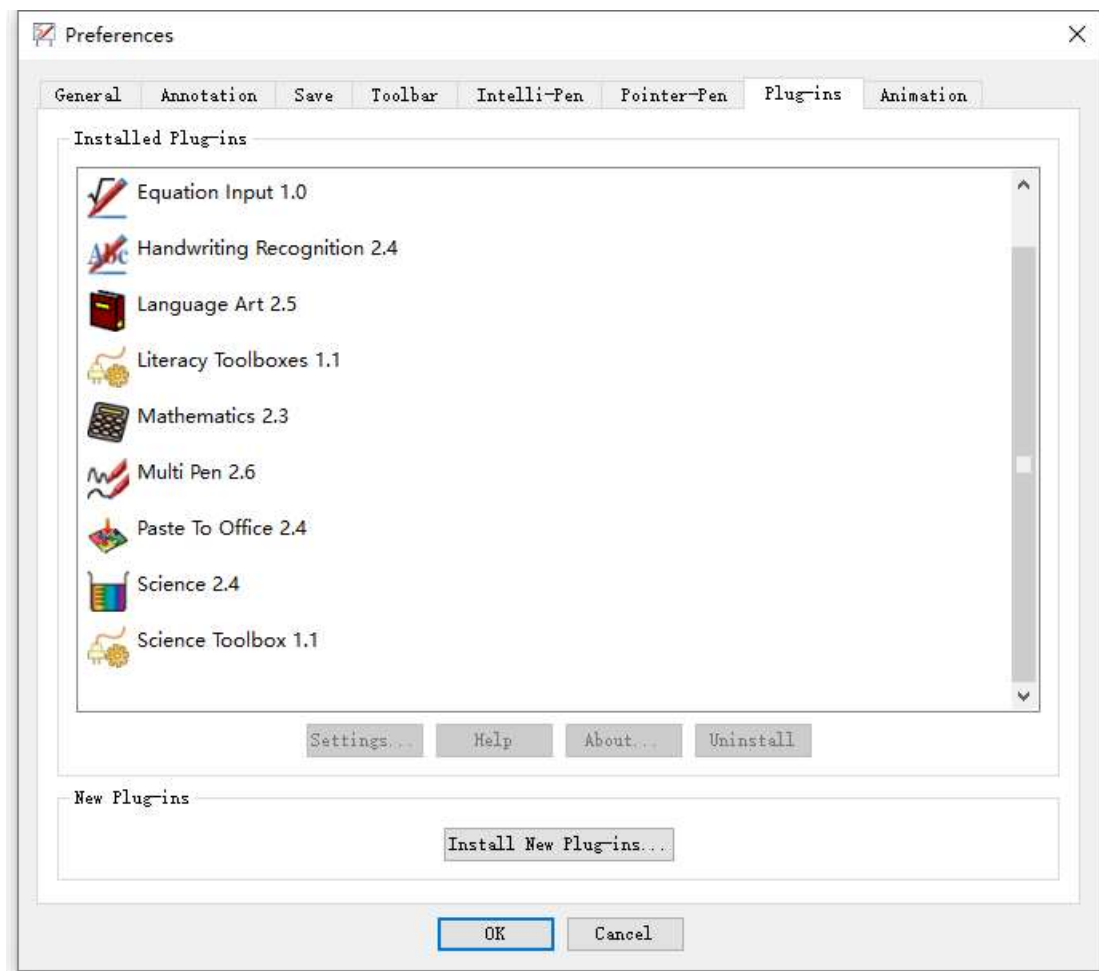
12.2.7. Exiting from the screen block

To close down the screen block window, click on the screen block window and select the Exit menu option.

12.3. Plug-ins

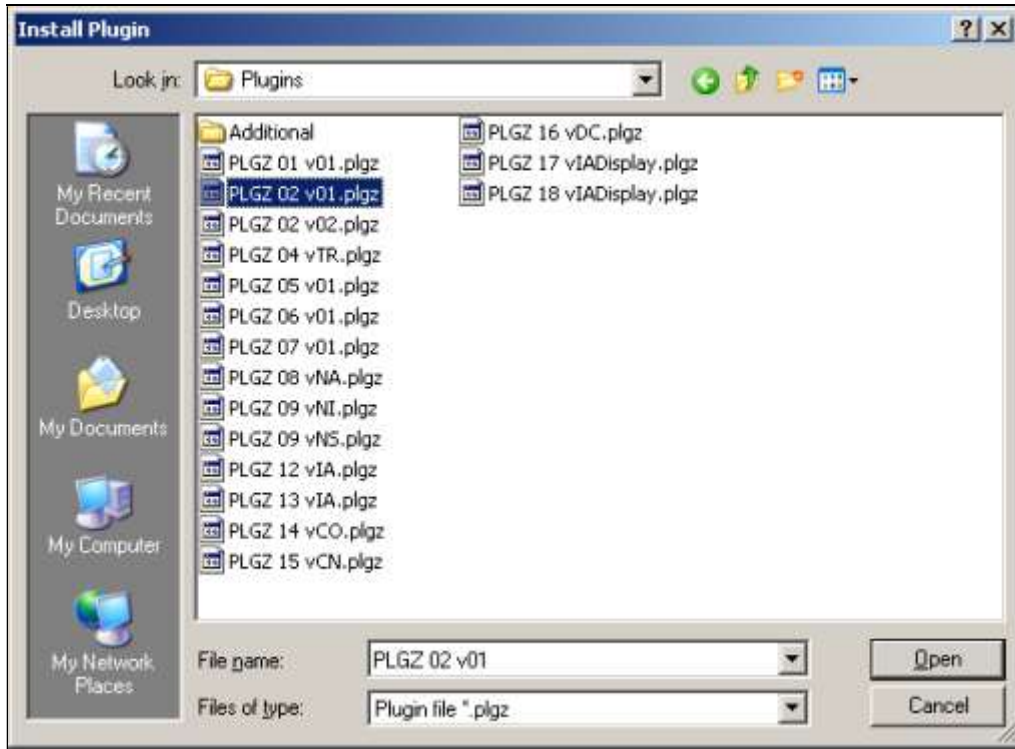
Plug-ins - small programs that will work with your StarBoard software - are available from StarBoard Solution or other vendors. You will need to install each plug-in before you can use it with your StarBoard software. StarBoard plug-ins are distributed in the .plgz file format.

To open the plug-in management dialog, select the **Plug-ins...** option in the **Settings** menu.



12.3.1. Installing a plug-in

1. To install a plug-in, select the **Install New Plug-ins** button.
A file browser window will open to allow you to find the plug-in files on your computer:



2. Select the appropriate .plgz file and select **Open**.
3. When the plug-in has installed successfully, a message will prompt you to close down and restart your StarBoard software. Select **Close** to close down the dialog.
4. When the software has been restarted, the new plug-in will be displayed in the list of installed plug-ins.
5. If the new plug-in has some settings or some information associated with it, the **Settings** and **About** buttons will be enabled.

You can select the **Settings** button to adjust settings for the plug-in. Please refer to the instructions included with the plug-in for further information.

You can select the **About** button to view any information that has been included with the plug-in. This information may include basic instructions and the publisher's copyright details.

After installation, the plug-ins will be available for selection in the **Tools** menu.

12.3.2. Alternative method of installation

Alternatively, you may also install a plug-in by looking for the .plgz file with your computer's file browser (such as Windows Explorer on Windows) and double-clicking on the file.

You do not need to have the StarBoard software running if you use this method.

This action will automatically attempt to install the plug-in.

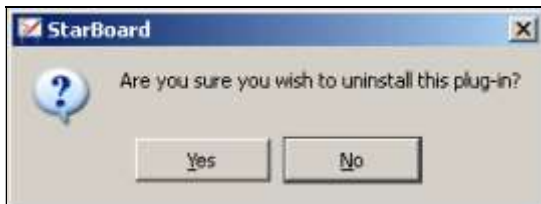
A message will be displayed to inform you about the results of the installation. You will be prompted to close down and restart your StarBoard software.

After installation, the plug-ins will be available for selection in the **Tools** menu.

12.3.3. Uninstalling a plug-in

You may wish to uninstall (remove) a plug-in because you no longer use it or because you would like to install a newer version.

1. To uninstall a plug-in, first select the plug-in from the **Installed Plug-ins** list in the plug-in management dialog.
2. Select the **Uninstall** button.
3. A confirmation message will be displayed:



4. Select **Yes** to uninstall the plug-in.
In the **Installed Plug-ins** list, the plug-in will be marked as **Deleted**.
5. Select **Close** to close down the dialog. You must close down and restart your StarBoard software for the plug-in to be removed from the list.
6. When the software has been restarted, the plug-in will not be shown in the list of installed plug-ins.

12.4. On-Screen Keyboard

The On-Screen Keyboard feature allows you to enter text without the need to use the keyboard on your computer.

12.4.1. Opening the On-Screen Keyboard

In the Tools menu, select Accessories and then Screen Keyboard.

This opens your operating system's built-in on-screen keyboard feature (example from Windows shown below):



Note: The on-screen keyboard you see may appear different from this, according to the operating system you are using on your computer - the appearance is not determined by StarBoard Software.

If your operating system does not have such a feature built in, no on-screen keyboard will be displayed.

To use, select the editable area of the whiteboard, and with your on-screen keyboard, you can just click or tap to enter text.

To close down the on-screen keyboard, just click or tap on the **X** button in the title bar of the window.

Note: On a Mac system, you may need to switch this feature on before you can use it in StarBoard Software.

To switch on this feature, open the System Preferences on your computer.

Click on the Language & Text icon.

Click on the Input Sources button.

Check the Keyboard & Character Viewer check box (as shown below):

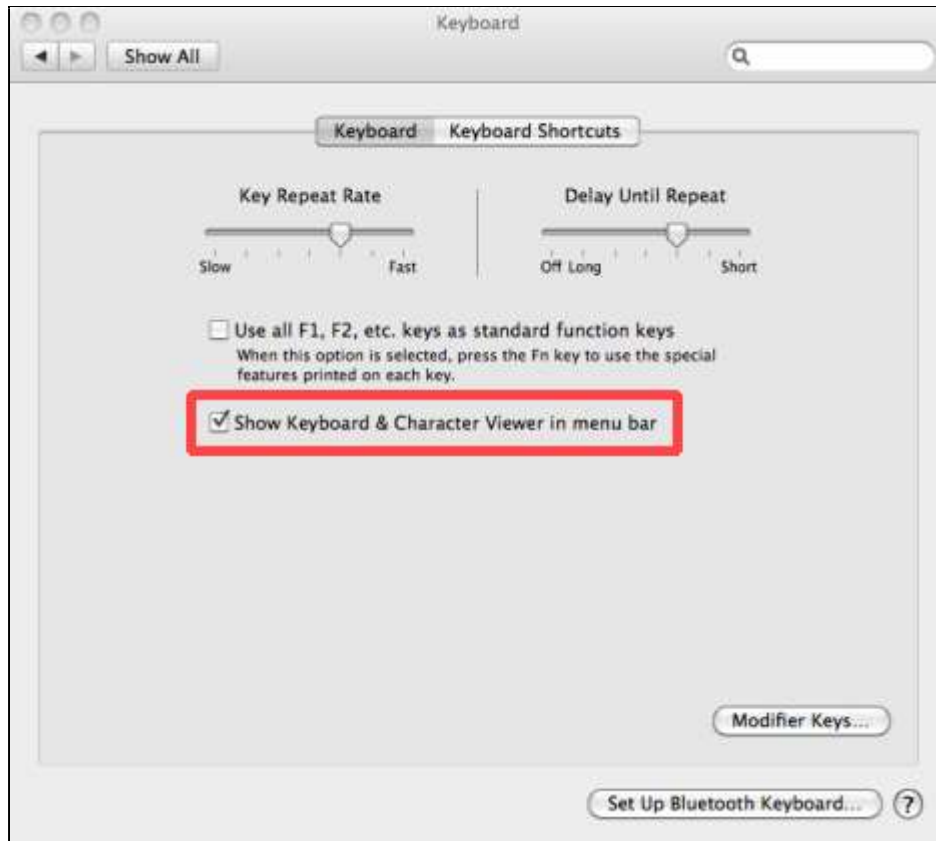


Also, you may need to check the keyboard settings.

Click on the back button () until you see the list of icons in the System Preferences.

Click on the Keyboard icon.

You may need to ensure that the Show Keyboard & Character Viewer in menu bar check box is checked:



The screen keyboard on the Mac will look similar to the following example:



12.5. Setting up and using Speech Recognition

12.5.1. Supported OSes and languages

StarBoard Software speech recognition supports Windows only.

StarBoard Software speech recognition supports the following languages:

- US English
- UK English
- Japanese
- French
- Spanish
- German
- Simplified Chinese
- Traditional Chinese

Note: The recognition engine language may be available in your OS language only.

12.5.1.1. Setting up Speech Recognition

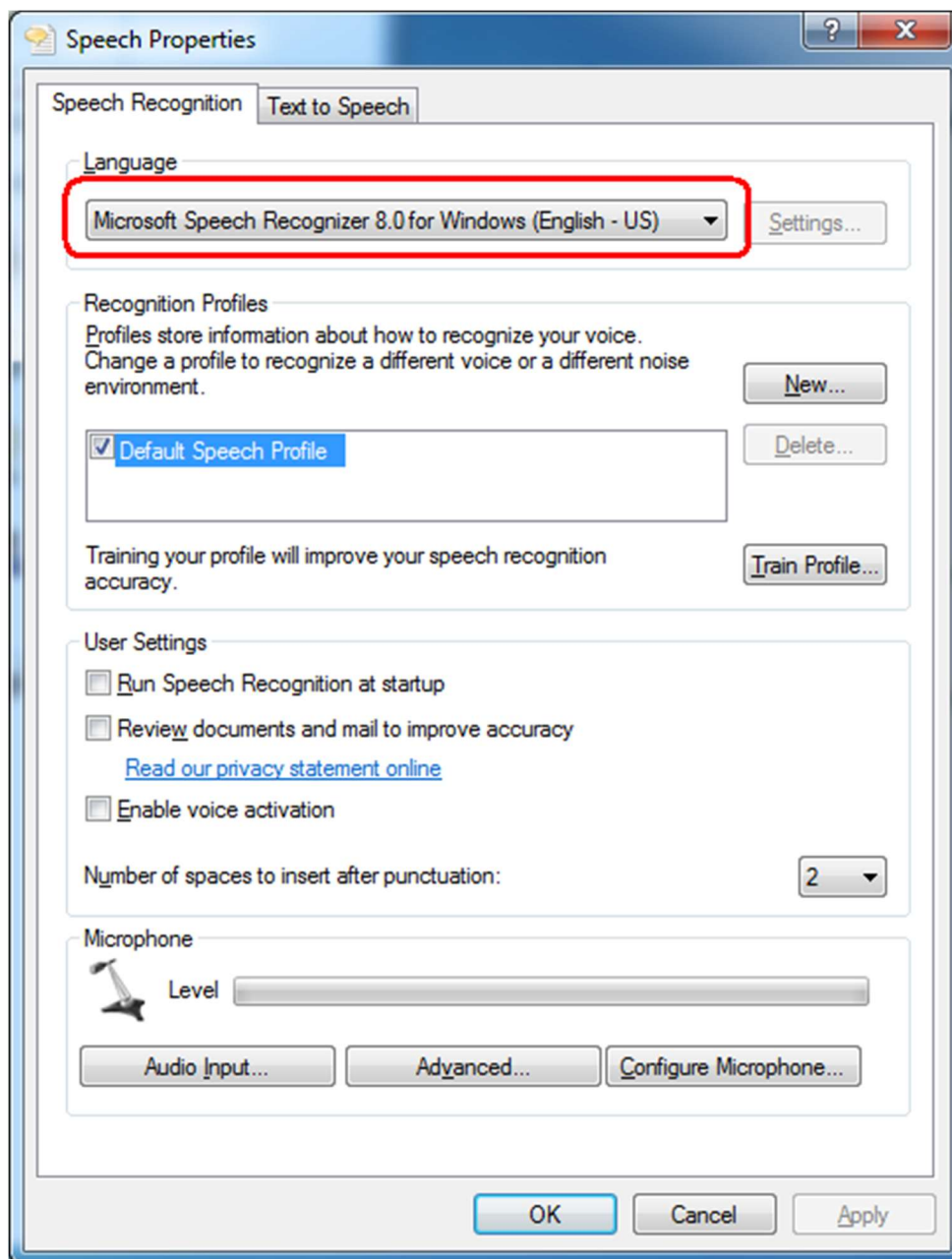
You need to setup your computer before using Speech Recognition in StarBoard Software.

There are three steps to setting up speech recognition: select speech engine, configure your microphone, and train your computer to understand your speech.

12.5.1.2. Select speech engine

1. Open Speech Properties dialog by clicking [Start]-[Control Panel]-[Ease of Access]-[Speech Recognition]-[Advanced speech options].

2.



3. Select "Microsoft Speech Recognizer 8.0 for Windows (English - UK)" in Language dropdown.
4. Click OK.

12.5.1.3. Configure your microphone

1. Open Ease of Access dialog by clicking [Start]-[Control Panel]-[Ease of Access].
2. Click [Set up a microphone].
3. Follow the instructions on the screen.

12.5.1.4. Train your computer to understand your speech

Training your computer can improve your computer's ability to understand your speech.

1. Open Speech Recognition dialog by clicking [Start]-[Control Panel]-[Ease of Access]-[Speech Recognition].
2. Click [Train your computer to better understand you].
3. Follow the instructions on the screen.

Each training session lasts about 20-30 minutes. The more you train your computer, the more accurate it can recognise your speech.

12.5.1.5. Using Speech Recognition

12.5.1.5.1. Using speech recognition to define a search

1. Open Web Image Search.
- 2.



3. Click Speech Recognition button  to start listening. The button background will change to 
4. Speak into your microphone. The recognised text will be inserted at the current cursor position
5. Click Speech Recognition button  again to stop. The button background will change to 

12.5.1.5.2. Using speech recognition to input content into a text object

1. Adding a new text object or double click on an existed one to enter edit mode.



2. Click Speech Recognition button  to start listening. The button background will change to 
3. Speak into your microphone. The recognised text will be inserted into the current cursor position.
4. Click Speech Recognition button  again to stop. The button background will change to 

Note: The speech recognition engine will automatically stop after 60 seconds, or when the text field losing its focus.

13. StarBoard Conferencing

With the StarBoard Conferencing feature, you can create a shared whiteboard - this is where several computers with StarBoard Software are networked together and can share a presentation session. The maximum is 50 users (1 presenter and 49 audience members). See Important Note for additional information.

Each computer with StarBoard Software has the potential to host a shared whiteboard session, or to attach to a shared whiteboard session.

To open the Conferencing feature, use the options in the Conference menu.

Note: Please read the Terminology and Important Note sections before reading the other sections. Please follow the links and read the section(s) below that are relevant to you if you log on as a certain type of user. Also, the information in the As a conference user (applies to all users) section should be read by all conference users.

Terminology

Important Note

Technical Considerations

As the Host

Hosting a shared whiteboard session

The Conference Console widget

Copying pages between the Whiteboard and the Shared Whiteboard topics

Synchronizing all users

Removing a user from the conference

As the Presenter

Copying pages between the Whiteboard and the Shared Whiteboard topics

Granting Presenter status to another user

Getting your Presenter status back

Synchronizing all users

As a conference user (Audience)

Copying pages between the Shared Whiteboard and the Whiteboard topics

Joining a shared whiteboard session as a member of the audience

The Conference Console widget

Requesting Presenter status

Synchronizing to the latest conference data

As a conference user (applies to all users)

Connection status display
Shared Whiteboard topic
Disconnecting from a shared whiteboard session
Saving a shared whiteboard session for future use

13.1. Terminology

The Conferencing feature has the following terminology:

- The Shared Whiteboard topic is the topic on which the users share the data over the network. This topic is shown as "Shared Whiteboard" in the Topic List and the Topic menu.
All the other topics are local and changes to the local topics will not affect any other users.

- The Conference host is the computer on which both the Conference server and client program are running. A conference must be hosted on one computer before other users can connect to the shared whiteboard.

- A Conference client is a computer on which only the Conference client program is running.

- The Host is the user on the host computer. This person is hosting the session, and therefore has 'super user' privileges.

By default, the Host is also the Presenter when a Shared Whiteboard session starts. The Host can make any other user a Presenter, and can give them the appropriate privileges.

The Host is represented by the following icon:



See As the Host for details of how to host a conference.

- The Presenter is the user who has the privileges to add/move/delete pages and add/modify/delete components in the Shared Whiteboard topic.

There is always only one Presenter in a Shared Whiteboard session.

A Presenter can transfer the Presenter's privilege to another user during the session.

The Presenter is represented by the following icon:



See *As the Presenter* for details of the Presenter's tasks and information on how to interact with the conference as a Presenter.

- The Audience is the user (or users) watching the presentation. The Audience cannot make any changes to the Shared Whiteboard topic.

An ordinary member of the audience is represented by the following icon:



See *As a conference user (Audience)* for details on how to interact with the conference as an Audience user.

- The Group refers to all users connected to the Conference (the Audience, Host and Presenter).
See *As a conference user (applies to all users)* for information that applies to all conference users.

13.2. Important Note

Before you attempt to host a conference session, you must check that your computer has the following minimum specification:

- CPU: Intel Core i3 or more
- Memory: 2GB or more
- Display color: 32 bits

Recommended number of participants: Up to 4 users.

If you host a conference with more than 4 participants, the computer will require more CPU and memory resources.

Performance will also depend on network bandwidth - if it is insufficient, the conference may experience problems. See *Technical Considerations* below for additional technical information.

Please turn off all screensavers and power saving features on the computer you wish to use as the Host. This is because such features may cause a disconnection to occur during a period of inactivity.

Note that presentations containing animations, videos, PowerPoint, Flash, and animated GIF files in page transitions and animation components are not supported across this conferencing feature (this also applies to the Flash items provided in the Gallery). What this means is that a presenter may view these media types correctly on their own computer, but the conference clients will not see them correctly. Therefore, it is recommended that you do not use these types of media in your presentation when conferencing.

13.3. Technical Considerations

13.3.1. Port settings and firewalls

If you wish to use the StarBoard Conferencing feature on a computer that is running a firewall, you may need to change the allowed port settings in your firewall product.

If in doubt, please ask your system administrator to make the appropriate changes.

Note: The default port number in StarBoard Software 9.x is set to 18737 - this is different from StarBoard Software 8.x or older versions. If you need to change this port number, please see the instructions in *As the Host*.

13.4. As the Host

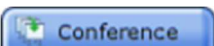
As a Host user, you will be able to give a presentation by interacting with the Shared Whiteboard topic, and you will also be able to perform various user admin tasks.

The following section describes how to host the conference and lists all the tasks you can perform while using the Conference feature.

As the Host user, you will also have Presenter status at start-up time. For details of the tasks you can perform as a Presenter, please also see *As the Presenter*.

13.4.1. Host: Hosting a shared whiteboard session

To host a conference, you can either use the Conference > Host Shared Whiteboard... menu option, or you can do the following:

Click on the  **Conference** tab in the Sidebar to open the Conference Console:



Click on the Host Shared Whiteboard button: 

The following dialog is displayed:



In the Username field, type in the name that you wish to see displayed in the user list.

If this is the first time you have hosted a conference on this computer, you must click on the Settings... button. This opens the following dialog, allowing you to type in a port number for the server:



This dialog allows you to type in a server port number. You can optionally click on Restore Defaults, which resets the current port setting to 18737.

Click OK. You will be returned to the first Host Shared Whiteboard dialog.

Click on the OK button to host the session.

This information will be retained for the next conferencing session.

Note: As Host, you must tell the other conference participants about the IP address of the hosting computer; they will need this in order to connect to the session.

The Host computer's IP address will be displayed in the connection status display (example below):



13.4.2. Host: The Conference Console widget



Host's Conference console

This widget contains the following features:

1. Disconnect button - this is used for disconnecting from a conference. See All users: disconnecting from a shared whiteboard session.
2. Conference Users list - this list contains all the user names and icons, and displays the user's status.
3. Presenter button - a Host or Presenter can use this button to give Presenter privileges to a selected user. See As the Presenter for more details.
4. Remove user button - this appears only on the Host's console, and allows the Host user to remove a selected user from the conference.
5. Attention button - this allows the Host to synchronize all users with the latest conference data.

Host: Copying pages between the Whiteboard and the Shared Whiteboard topics

To copy pages from the Whiteboard topic to the Shared Whiteboard:

1. Click on the Whiteboard topic in the Topic List.
2. Select the page(s) in the Page List and click on the  button.

3. Select the Copy to Shared Whiteboard menu option.

To copy pages from the Shared Whiteboard topic to the Whiteboard:

1. Click on the Shared Whiteboard topic in the Topic List.
2. Select the page(s) in the Page List and click on the  button.
3. Select the Copy to Whiteboard menu option.

13.4.3. Host: Synchronizing all users

To synchronize all conference users to the current position in the presentation, click on the Attention button:



This forces all users to catch up with the latest conference data.

13.4.4. Host: Removing a user from the conference

As the Host (the user hosting the conference session), you have the ability to remove a user from the conference.

On your Conference console, select the user's name from the list and click on the Remove User button:



Note: If a user's icon goes grey, this indicates that they are experiencing network connection problems. You will not be able to remove a user from the conference if the user's icon is grey.



13.5. As a Presenter

As a Presenter, you will be able to give a presentation by interacting with the Shared Whiteboard topic.

You will be able to create pages and annotate on the whiteboard.

The following section describes all the tasks you can perform while using the Conference feature.

13.5.1. Presenter: Copying pages between the Whiteboard and the Shared Whiteboard topics

To copy pages from the Whiteboard topic to the Shared Whiteboard:

1. Click on the Whiteboard topic in the Topic List.
2. Select the page(s) in the Page List and click on the  button.
3. Select the Copy to Shared Whiteboard menu option.

To copy pages from the Shared Whiteboard topic to the Whiteboard:

1. Click on the Shared Whiteboard topic in the Topic List.
2. Select the page(s) in the Page List and click on the  button.
3. Select the Copy to Whiteboard menu option.

13.5.2. Presenter: Granting Presenter status to another user

An ordinary user may request temporary Presenter status. On the Presenter's Conference Console, this request appears as a raised hand against the user's name:



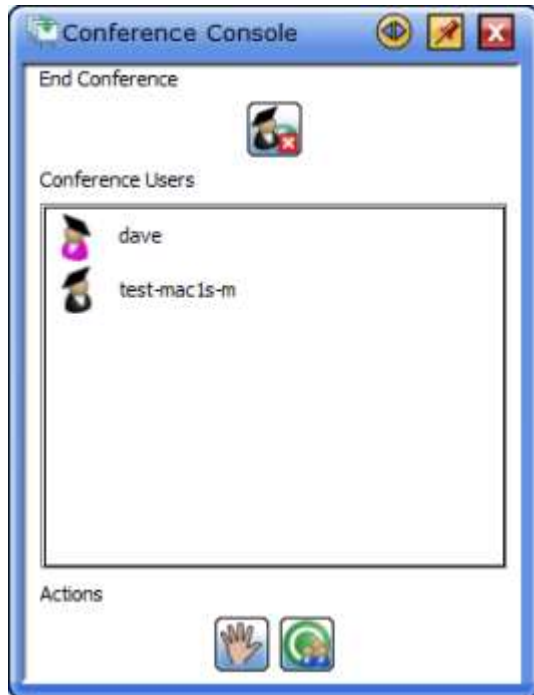
If you are the Presenter, to grant temporary Presenter status to the user, you must select the user's name and click on the Presenter button:



The user who is now the Presenter will be advised of their new status by a change of icon in their connection status display:



Also, the user's Conference Console will change to look similar to the following:



13.5.3. Presenter: Getting your Presenter status back

If you are the original Presenter and you wish to go back to presenting, you must select your own name from the list and click on the Presenter button:



This will remove Presenter privileges from whoever is currently presenting, and will restore those privileges to you.

13.5.4. Presenter: Synchronizing all users

To synchronize all conference users to the current position in the presentation, click on the Attention button:



This allows all users to catch up with the latest conference data.

Note: If a user's icon goes grey, this indicates that they are experiencing network connection problems.



13.6. As a conference user (Audience)

As an ordinary conference user (member of the Audience), you will be able to observe a presentation. You will not be able to interact with the Shared Whiteboard while the conference is running, unless you request to become the Presenter (using the Raise Hand button).

The following section describes how to join the conference as an Audience member and lists all the tasks you can perform while using the Conference feature.

13.6.1. Audience: Joining a shared whiteboard session as a member of the audience

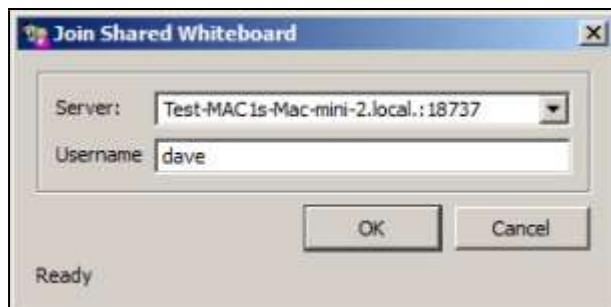
To join a conference, use the Conference > Join Shared Whiteboard... menu option, or you can do the following:

Click on the  tab in the Sidebar to open the Conference Console:



Click on the Join Shared Whiteboard button: 

This opens the following dialog:



In the Username field, type in the name that you wish to see displayed in the user list. This user name will

be used to identify you in the session.

If this is the first time you have joined a conference on this computer, you must type the host computer's IP address into the Server field, or select the host computer's name from the drop-down.

This information will be retained for the next conferencing session.

Click on OK to join the conference.

13.6.2. Audience: The Conference console widget



Audience user's Conference Console

This widget contains the following features:

1. Disconnect button - this is used for disconnecting from a conference. See All users: disconnecting from a shared whiteboard session.
2. Conference Users list - this list contains all the user names and icons, and displays each user's status.
3. Raise Hand/Hand Down button - as an Audience user, you can use this toggle button to request Presenter privileges from the current Presenter.
4. Sync/Async button - this toggle button allows you to synchronize to the latest conference data, or to temporarily navigate away from the Shared Whiteboard.

13.6.3. Audience: Copying pages between the Shared Whiteboard and the Whiteboard topics

To copy pages from the Shared Whiteboard topic to the Whiteboard:

1. Click on the Shared Whiteboard topic in the Topic List.
2. Select the page(s) in the Page List and click on the ▶ button.
3. Select the Copy to Whiteboard menu option.

13.6.4. Audience: Requesting Presenter status

If you are an ordinary member of the audience, you can ask to be temporarily granted Presenter status.

This means that you can use the shared whiteboard to continue with the presentation.

To request Presenter status, click on the Raise Hand button:



When the Presenter has granted Presenter status to you, the following icon will appear next to your name:



See As the Presenter for information about tasks you can perform as the Presenter.

13.6.5. Audience: Canceling a request for Presenter status

To cancel a request for Presenter status, click on the Hand Down button:



13.6.6. Audience: Synchronizing to the latest conference data

You can use the Sync/Async button to toggle between synchronous and asynchronous states.

What this means is that if you want to do something on your own (local) whiteboard, you can click on the Sync/Async button when it looks like this:



Asynchronous mode allows you to navigate away from the Shared Whiteboard.

To synchronize yourself to the current position in the presentation, click on the Sync/Async button when it looks like this:



Synchronous mode allows you to catch up with the latest conference data.

Note: When you toggle this button, the connection status display will change to the state you have selected.

13.7. As a conference user (applies to all users)

The following items apply to all users of the Conferencing feature:

13.7.1. All users: Connection status display

The conference connection status is displayed in the top right corner of the whiteboard area.
The status indicator also displays the name or IP address of the server that is hosting the session.

13.7.1.1. Disconnected

When you are not connected to (or hosting) a conference session, the disconnected status is red:



13.7.1.2. Connected in synchronous mode

When you are successfully connected to (or hosting) a conference session, the status indicator is green:



This indicates that you are viewing the current position in the presentation.

13.7.2. All users: Shared Whiteboard topic

While connected, the Shared Whiteboard topic will be shown in the Topic List:



13.7.2.1. *Connected in asynchronous mode*

When you are successfully connected to (or hosting) a conference session you may occasionally see an amber status indicator:



If you are logged in as an ordinary Audience user, this indicates that you are not viewing the current position in the presentation.

To synchronize with the latest conference data, click on the Sync/Async button in the console:



If at any time you navigate away from the presentation (for example, when working on your own local Whiteboard topic), the status display will automatically go amber. To rejoin the presentation and sync to the current position, click on the Sync/Async button when it displays as green (note that the Sync/Async button will change its color and status).

13.7.2.2. All users: Disconnecting from a shared whiteboard session

To disconnect from a shared whiteboard session, click on the Disconnect button:

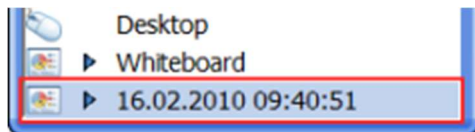


If you are the Host, this will terminate the entire conference session.

Note: Even if you have a red connection status, you should click on this button to finalise the conference - you must always use this button to end a session.

All users: Saving a shared whiteboard session for future use

After disconnecting from a shared whiteboard session (by using the Disconnect button), the Shared Whiteboard topic will still be displayed in the Topic List or in the Topic menu:



The date and time of the end of the session will be displayed instead of "Shared Whiteboard". You can

save this shared whiteboard session as a yar file for future use.

14. User Interfaces

14.1. Full-screen mode

In Whiteboard mode, you can switch between two view modes: Full-screen mode and Windowed mode.

Full-screen mode



Windowed mode



Select Full-Screen from the View menu.

The screen switches between Full-screen mode and Windowed mode.

14.2. Menubar

This section explains every menu available in StarBoard Software.

	Menu	Description
File menu	New	Opens a new blank document.
	Open...	Loads an existing StarBoard Document file (.yar) from the disk.
	Merge...	merges another StarBoard Document file (.yar) with the current document.
	Recent Documents...	Allows you to browse and open the mostly-recently accessed StarBoard Software documents.
	Save	Saves the current document.
	Save As...	Saves the current document as a new StarBoard Document file (.yar).

	Print...	Prints the current document.
	Exit	Exits StarBoard Software. On the Mac version, this option is in the StarBoard Software menu.
Edit menu	Undo	Cancels the previous editing operation on the page. There are 15 levels of "Undo".
	Redo	Cancels the previous Undo operation.
	Cut	Copies and cuts the selected object.
	Copy	Copies the selected object to the clipboard.
	Paste	Pastes the copied object.
	Select all	Selects all the objects on the current page.
	Duplicate	Duplicates the selected object.
	Delete	Deletes the selected object.
	Clear	Erases all data on the current page.
	Clear Annotation	Erases all pen annotations only on the current page.
	Group/Lock	Opens a sub-menu containing the following options: Group - Groups the selected objects. Ungroup - Ungroups a grouped object. Lock - Locks the selected object. Unlock - Unlocks a locked object.
	Infinite Clone	
	Split Text	Splits a block of text into separate words.
	Find Text...	Finds a specified item of text within the current document.
	Find Gallery Folder...	Allows you to search the Gallery widget for a specified folder.
	Manage Gallery Favorites	Opens a folder holding your favorite pictures.
	Edit Image...	Edits the selected image.
	Hyperlinks	Opens a sub-menu containing the following options: Edit Hyperlink... - Edits a hyperlink of the selected object. Open Hyperlink... - Opens a hyperlink of the selected object.
	Align	Aligns the selected objects.

		- Top - Bottom - Left - Right - Horizontal Center - Vertical Center - Distribute horizontally - Distribute vertically
	Resize	Resizes the selected objects. - Widest - Narrowest - Highest - Lowest
	Order	Changes the order of the selected object. - Step Up - Step Down - To the Top - To the Bottom - To Foreground - To Background
	Rotate/Flip	Rotates/Flips the selected object. - Rotate Clockwise - Rotate 180 - Rotate Counterclockwise - Flip Horizontally - Flip Vertically
View menu	Back	Displays the page previously displayed.
	Forward	Undoes the previous Back operation.
	Previous Page	Displays the previous page.
	Next Page	Displays the next page.
	Sidebar Widgets	Opens a sub-menu containing the following options: - Topic List - Displays/hides the Topic List widget. - Page List - Displays/hides the Page List widget. - Attachments - Displays/hides the Attachments

	widget. Gallery - Displays/hides the Gallery widget. Tool Properties - Displays/hides the Tool Properties widget. Object Properties - Displays/hides the Object Properties widget. Page Properties - Displays/hides the Page Properties widget. Navigation - Displays/hides the Navigation widget. Screen Layout - Displays/hides the Screen Layout widget. Conference Console - Displays/hides the Conference Console widget.
Layout	Opens a sub-menu containing the following options: Menubar - Displays/hides the menubar (Windows version only). Sidebar - Displays/hides the sidebar. Context Bars - Displays/hides the context bars.(Context Bars)
Grid	Opens a sub-menu containing the following options: Show Grid Lines - Displays/hides the grid lines. Snap to Grid Lines - Switches the snap to grid on or off. Adjust Line Position - Switches the Adjust Line Position feature on or off.
Zoom	Opens a sub-menu containing the following options: Zoom In - Magnifies the view of the objects in the work area. Zoom Out - Reduces the magnification of the objects in the work area. Zoom In Rectangle - Magnifies a selected rectangular area. Reset - Resets the level of zoom back to normal (100%).
Full-Screen	Switches between Full-screen and windowed mode.
Hide Top Layer	Displays/hides the foreground sheet.

	Refresh View	Allows the screen to be refreshed.
	Reset Animation	Return an animated component's action to its initial state.
Tools menu	Normal-Pen	Selects Normal-Pen.
	Intelli-Pen	Selects Intelli-Pen.
	Pointer-Pen	Selects Pointer-Pen.
	Text-Pen	Selects Text-Pen. (Text Pen)
	Eraser	Selects Eraser.
	Select	Selects the Select tool.
	Scroll	Selects the hand-scroll tool.
	Multi-Input	Activates the Multi-Input tool. See also Drawing by 2 or 3 people at the same time.
	Fill	Selects the Fill tool.
	Text	Inserts a text object at the location specified by the Pen.
	Shapes	Inserts objects at the location specified by the Pen.

Line
 Arrow
 Ellipse
 Circle
 Triangle
 Right Angle Triangle
 Diamond
 Rectangle
 Square

Accessories	Compass	Launches the compass accessory.
	Protractor	Launches the protractor accessory.
	Ruler	Launches the ruler accessory.
	Screen Keyboard	Launches the operating system's On-screen Keyboard feature.
	Screen Block	Launches the screen block accessory (Windows version only).
	Screen Recorder	Launches the screen recorder accessory.
	Spotlight	

		Launches the spotlight accessory.
		Stopwatch
		Launches the stopwatch accessory.
		Screen Capture
		Launches the screen capture accessory.
		Add/Delete External Applications
		Adds/deletes external applications as accessories.
Insert menu	New Page	Adds a blank page to the end of the current Whiteboard topic and displays the page.
	Screenshot	Captures the current desktop content, adds it to the end of the current Whiteboard topic, and displays the page.
	Picture	Inserts an image in the current page.
	Flash	Inserts a Flash file (.swf) in the current page.
	Curtain Component	Insert a Curtain component into current page.
	TWAIN Device	Allows you to select a TWAIN device (scanner or camera). Windows version only.
	Webcam Device	Opens a Webcam topic. (Windows version only)
Topic menu	Desktop	Switches to Desktop mode.
	Whiteboard	Displays the Whiteboard topic.
Conference menu	Host Shared Whiteboard...	Allows you to host a StarBoard conferencing session. (Conferencing (Host))
	Join Shared Whiteboard...	Allows you to join a StarBoard conferencing session. (Conferencing (Audience))
Settings menu	Preferences	Allows access to various settings for StarBoard Software.(Preferences) On the Mac version, this option is in the StarBoard Software menu.
	Language	Selects the language to be used.
	Profile	Load profile Loads saved profiles.
		New profile Selects one of the preset profiles as a template to create a new profile.
		Save profile as Saves the current settings to a profile.
	Plug-ins	Allows the installation or removal of StarBoard Software plug-ins. (Plug-ins)

	Function Button Settings	Allows settings for the StarBoard function buttons to be changed. (Function button settings) Windows version only.
	Configure Search Engines...	Allows you to specify which search engines will be used with StarBoard Software.
	Configure Image Search Engines...	In the Configure Image Search Engines dialog box, you can select, update or add an image search engine site, and specify to automatically switch engines when a search fails.
Help menu	StarBoard Help	Displays the online help.
	Online Support	Displays the customer support web site.
	About	Displays version information for StarBoard Software.

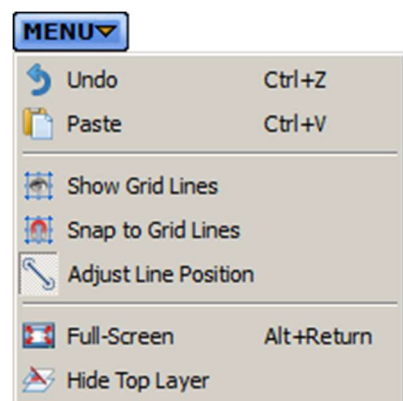
14.3. Tap Menu

The Tap menu is a pop-up menu that you can display anywhere on the whiteboard's editable area by clicking or tapping with the pen.

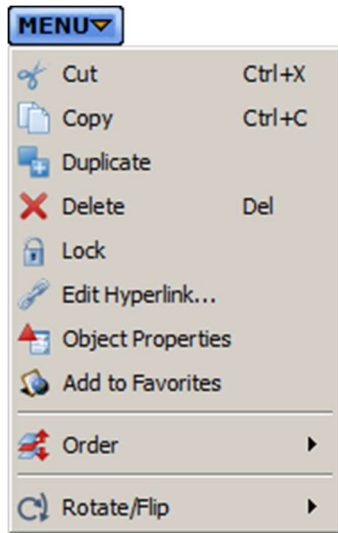
Note: The options that are listed in the Tap menu will vary according to context (this depends on the type of object that is currently selected).

14.3.1. Opening the Tap menu

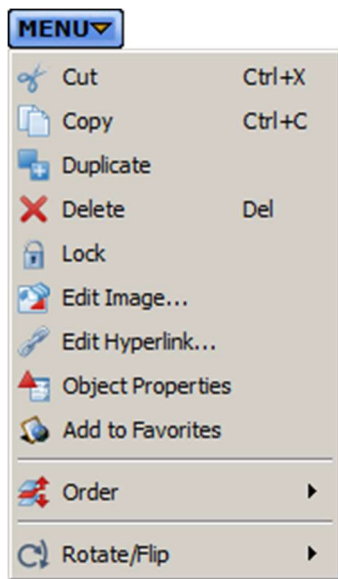
If you click or tap on the editable whiteboard area, you will see a Tap menu similar to the following:



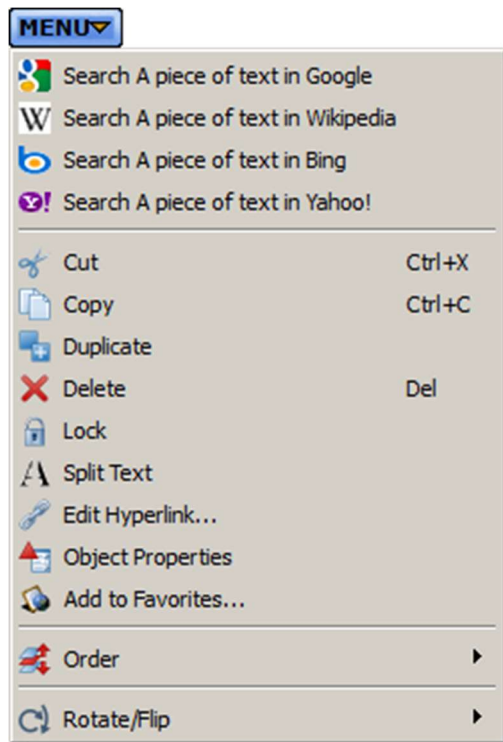
If you click or tap on an annotation in the editable whiteboard area, you will see a Tap menu similar to the following:



If you click or tap on a picture in the editable whiteboard area, you will see a Tap menu similar to the following:



If you click or tap on a text object in the editable whiteboard area, you will see a Tap menu similar to the following:



If you click or tap on a handwritten text object in the editable whiteboard area, various text recognition items will appear in the Tap menu.

See [Converting handwriting to text](#) and [Converting Handwriting to Equation](#) for further information.

14.4. Toolbar

This section explains how to use the toolbar.

See [List of tools on the toolbar](#) for detailed information on each tool.

14.4.1. Moving the toolbar

To move the toolbar, drag the framed area on the toolbar displayed in the image below.



14.4.2. Displaying the menu tree

By clicking the MENU button, you can display the menu tree.
For details on each menu, see Menubar.

14.4.3. Adding items to the toolbar

Frequently used menu items can be added to the toolbar.

To add an item, drag the item from the menu tree and drop it on the toolbar.

You can also add a short cut icon to a file by dragging the file from the explorer and dropping it on the toolbar.

Note that these operations cannot be performed in the following modes.

- Desktop mode
- PowerPoint presentation
- Movie
- Webcam Device

On Mac, menu items on the Menubar cannot be added to the Toolbar.

Deleting items from the toolbar

1. Click and hold on the item on the toolbar.
After a short period, the icon pops up.
2. Drag and drop the icon outside of the toolbar.
The pop-up menu is displayed.
3. Select Remove button from toolbar from the pop-up menu.

Note that this operation cannot be performed in the following modes.

- Desktop mode
- PowerPoint presentation
- Movie
- Webcam Device

14.4.4. Creating a button on the Whiteboard page

1. Click and hold on the item on the toolbar.
After a short period, the icon pops up.
2. Drag and drop the icon outside of the toolbar.
The pop-up menu is displayed.
3. Select Create a button on the page from the pop-up menu.

14.4.5. Minimizing/expanding the toolbar

To minimize the toolbar, click .

The minimized toolbar will be semi-transparent.

To return the toolbar to its original size, click .

14.4.6. Changing the orientation of the toolbar

To change the orientation of the toolbar, click and hold , and then rotate the direction around the MENU button.

14.4.7. Changing the number of columns in the toolbar

To change the number of columns in the toolbar, click , then move toward the MENU button.

14.4.8. Changing the toolbar settings

You can change the icon size and maximum length of the toolbar, and set whether to lock toolbar icons from the Toolbar tab displayed by selecting Preferences from the Settings menu. For details, see The Toolbar tab.

14.5. List of tools on the toolbar

Button	Description
	Desktop Switches between Whiteboard mode and Desktop mode.(Selecting a mode)
	Normal-Pen Lines can be drawn freely on the screen. (Drawing)
	Sets the color of the current tool.
	
	
	
	Tool Properties Displays/hides the Tool Properties widget.
	Back Displays the page previously displayed.
	StarBoard Displays the StarBoard settings menu. (StarBoard)
	Eraser Switches to the Eraser tool to erase objects. (Erasing)
	Select Selects one or more objects. (Moving/Editing/Deleting objects)
	Open File Loads an existing StarBoard Document file (.yar) from the disk. (Loading saved data)
	Previous Page Displays the previous page. (Viewing pages)
	Next Page Displays the next page. (Viewing pages)

	Clear	Erases all data on the current page. (Erasing)
	Save	Saves the current document as a file. (Saving and exiting)
	Exit	Exits StarBoard Software. (Saving and exiting)
	Accessories	Displays the Accessories menu. (Accessories)
	Fill	Switches to the Fill tool to fill objects. (Fill tool)
	On-Screen Keyboard	Displays the on-screen keyboard. (On-Screen Keyboard)
	Shapes	Displays the Shapes menu. (Shapes)

14.6. Sidebar

The sidebar is docked on the left or right side of the screen (in Whiteboard mode only). See List of tools on the sidebar for detailed information on each tool.

14.6.1. Opening/closing the panel

Select one of the four tabs to show the corresponding panel.

To close the panel, select  at the top of the panel or click the tab again.



14.6.2. Switching the position of the sidebar

Click  on the opposite side of the screen from the sidebar.

14.6.3. Folding the widget

Click  at the top of the widget.

To unfold the widget, click  .

14.6.4. Docking/undocking the widget

Each widget can be pulled out of the side panel as a draggable window.

To pull out the widget, click  at the top of the widget.

To dock the window with the tab, click  at the top of the window.

Note: While undocked, some widgets (for example, the Gallery and Topic List) can be resized vertically and horizontally by dragging on the outside frame of the widget:



14.6.5. Pinning the panel

By clicking  at the top of the panel, you can pin the panel.

When the panel is not pinned (), it closes automatically when you start drawing on the editable area.

When the panel is pinned (), it stays open even when you draw on the editable area.

To release the panel, click  .

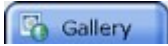
14.6.6. Hiding the sidebar

Select **Layout - Sidebar** from the **View** menu.

To display the sidebar, select **Layout - Sidebar** from the **View** menu again.

14.7. List of tools on the sidebar

Tab/Widget	Description
 Document	Displays/hides the Document panel.
Topic List widget	Lists all topics in the current document. (Managing topics using the Topic List)
Page List widget	Displays the thumbnails of pages in the current topic. (Managing pages

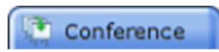
	using the Page List)
Attachments widget	Displays all files attached to the current document. (Managing attachments)
	Displays/hides the Gallery panel.
Gallery widget	Selects images to be imported to the current StarBoard document.(Inserting images)
	Displays/hides the Properties panel.
Tool Properties widget	Displays the properties of the currently selected tool. (Changing the Pen type/color/width, Changing the Eraser type/width, Changing the format of text)
Object Properties widget	Displays the properties of the currently selected objects.
Page Properties widget	Displays the properties of the current page. (Setting page properties)
	Clicking  uncovers/covers the foreground sheet of the Whiteboard page.
	Displays/hides the View panel.
Navigation widget	Displays a thumbnail image of the current page. Using the buttons and cursor, you can zoom-in/out and scroll the view. (Zooming-in/out and scrolling the view)
Screen Layout widget	Clicking the toggle buttons allows you to specify whether to display the following components of the screen. It also allows you to switch between the Full-screen mode and the Windowed mode.

Sidebar
 Menu Bar (Windows version only)
 Scroll Bar
 Trash Can
 Context Bars
 Status Indicator
 Page Tab
 Full-Screen

This widget also contains the following controls for the Grid feature:

Grid Size
 Show Grid Lines
 Snap to Grid Lines

Adjust Line Position



Displays/hides the Conference panel.

Conference
widget

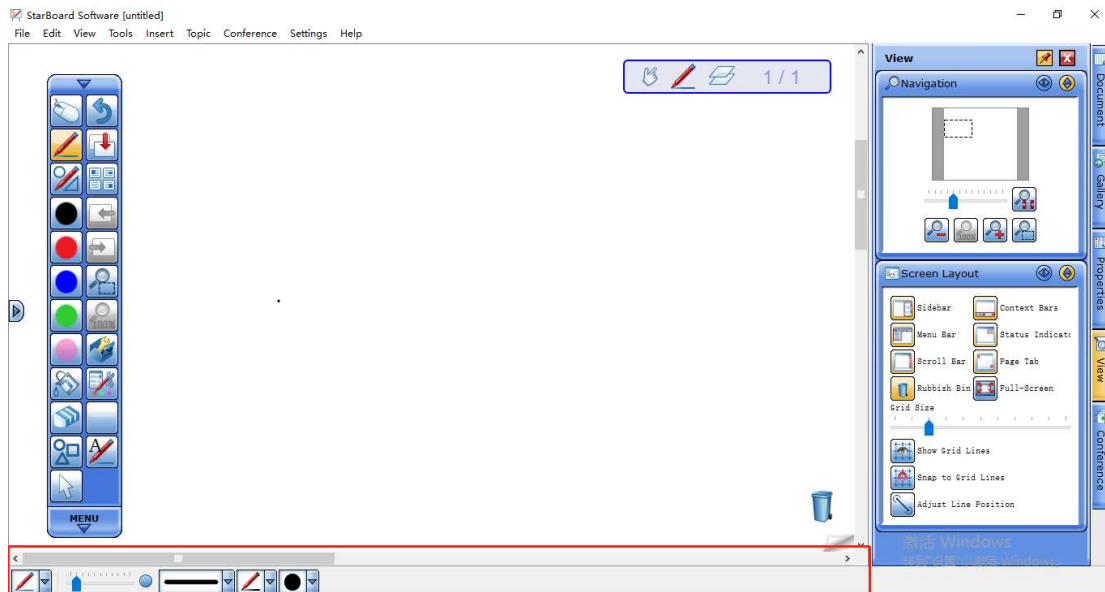
Displays the properties for the conferencing feature.
The controls in the widget allow you to hold a conference with other
StarBoard Software users. (StarBoard Conferencing)

14.8. Context bars

Each tool has a contextually-appropriate bar containing all the settings that can be made for the tool. These work the same way as the settings shown in the Tool Properties panel (in the sidebar, on the Properties tab).

The context bars are not available in Desktop, PowerPoint, Movie and Webcam topics.

When this feature is active, the context bars are docked on the bottom of the screen:



Turning the context bars on or off

You can turn the context bars feature on or off by selecting the Layout > Context Bars option in the View menu. Once the context bars have been enabled, they will remain active for future sessions.

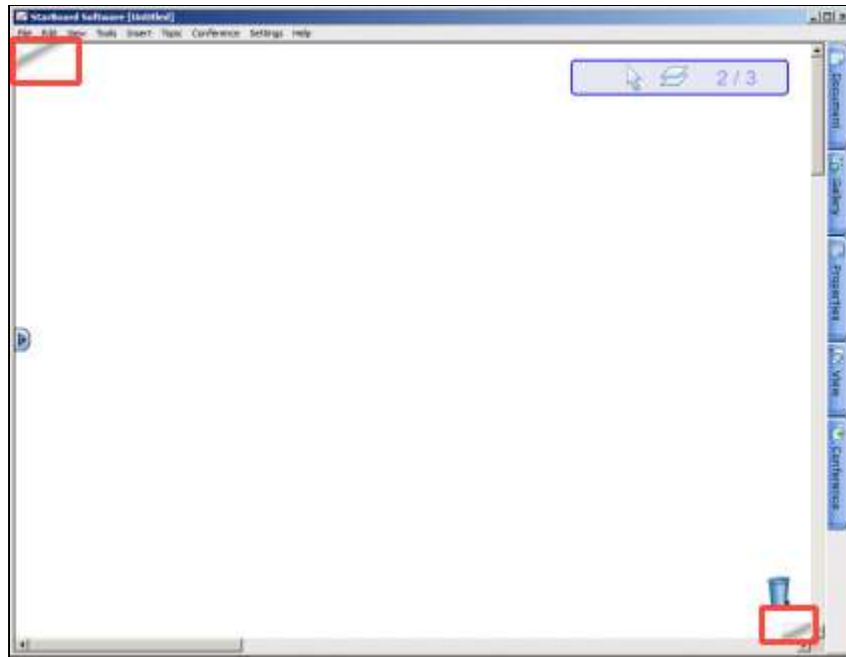
You can also turn the context bars feature on or off by using the Screen Layout widget on the View tab (Screen Layout).

14.9. Page tab

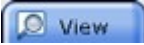
By clicking the page tab on the lower right corner of the editable area, you can display the next page.
When the last page is displayed, a new blank page is added at the end of the current topic.

By clicking the page tab on the upper left corner of the editable area, you can display the previous page.

Page tabs



14.9.1. Hiding the page tab

1. Select  **View** from the sidebar.
The Screen Layout widget is displayed.
2. Click on the Page Tab button:



14.10. Trash Can

You can delete objects by dragging and dropping them onto  (Trash Can) at the lower right corner of the editable area.

A delete operation using the Trash Can can be canceled by selecting Undo from the Edit menu.

The position of the Trash Can can be moved to the bottom left by dragging and dropping the icon to the left side of the editable area.

14.10.1. Hiding the Trash Can

1. Select  from the sidebar.
The Screen Layout widget is displayed.
2. Click on the Trash Can button:



15. Notice

This section gives advice on using StarBoard Software.

15.1. Notes on the operating environment

- "Tablet mode" on Windows 10 (Win)

StarBoard Software does not support "Tablet mode" in Windows 10. Unexpected movement may occur.

- Split View on MacOS X El Capitan, MacOS Sierra, MacOS High Sierra (Mac)

StarBoard Software does not support Split View in MacOS X El Capitan, MacOS Sierra, MacOS High Sierra. Unexpected movement may occur.

- MacOS X El Capitan, MacOS Sierra, MacOS High Sierra Multi input tool restriction (Mac)

If both inputs start, the responses of the tools may become slower.

- Changing the display resolution (Win/Mac)

Do not change the display resolution while StarBoard Software is running. Doing so may cause a distortion of the display or disable the electronic pen annotation feature.

- Changing the window display order (Win/Mac)

When any applications that change the window display order forcibly are running, StarBoard Software may not run properly. In this case, close the other applications, and then restart StarBoard Software.

- Switching users in Windows (Win)

StarBoard Software does not support the Switch User function in Windows. If the user account is switched to another one while StarBoard Software is running, the software cannot be used in another user account.

- Multiple Monitors (Win/Mac)

In some multi monitor settings, a gap between the position of the pen tip and cursor will still remain even if it is calibrated.

In that case, please make sure that operating screen is set to primary screen.

- Using an FX-DUO / PX-DUO / FX-TRIO / FX-79E1 /FX-79E2 / FX-89WE1/ FX-89WE2 / StarBoard Link EZ / StarBoard Link EZ2 with Mighty Mouse (Mac)

When using an FX-DUO / PX-DUO / FX-TRIO / FX-79E1 /FX-79E2 / FX-89WE1/ FX-89WE2 / StarBoard Link EZ / StarBoard Link EZ2 board with Apple Mighty Mouse, Intelli-Pen's scroll gesture conflicts with a shortcut used to launch Dashboard in the default settings of Mighty Mouse. Please unplug the mouse, or change the shortcut settings to use scroll gestures.

- FX-DUO / PX-DUO / FX-TRIO / StarBoard Link EZ / StarBoard Link EZ2 Multi input tool restriction (Win/Mac)

When both inputs are in a diagonal line across the board (top-left to bottom-right, or top-right to bottom-left) at the same time, those inputs may be unstable (unexpected movement of tools may occur).

And the Eraser tool and the Select tool are selected on both sides at the same time, the responses of the tools may become slower.

- FX-79E1 /FX-79E2 / FX-89WE1/ FX-89WE2 Multi input tool restriction (Win/Mac)

When both inputs are in a horizontal line across the board at the same time, those inputs may be unstable (unexpected movement of tools may occur).

If both inputs start at the same time, those inputs may not be recognized.

And the Eraser tool and the Select tool are selected on both sides at the same time, the responses of the tools may become slower.

- Printer Settings (Win)

Some printers may have problems with printing data from StarBoard Software. In this case, change the spool setting to Print directly to the printer and try to print again. If this doesn't solve the problem, configure the print settings so as not to replace the font or prioritize image quality, and try again.

- Printing from other applications (Win)

Some applications print documents that contain application-dependent elements, such as fonts. These documents may not be rendered properly in StarBoard Software.

- Problems with printing in Arabic and Hebrew (Win/Mac)

Arabic or Hebrew text may print incorrectly. Please try saving the text as a PDF and print it from the PDF reader.

- Problems with printing or saving textures (Win/Mac)

The image of the texture pen does not represent the same image when printing or saving.

- Font size in Display Property (Win)

Please use the standard (or small) font. Using a large font may result in missing letters in dialog boxes.

- Using StarBoard Software in Whiteboard mode without a projector (Win/Mac)

In Windowed mode, some handwriting data may not be seen, depending on its window size and position. In this case, please change the view to Full-screen mode. When connecting multiple StarBoards, please touch the StarBoard to use with a pen and use StarBoard Software in Whiteboard mode.

- Profile compatibility (Win/Mac)

Exported profile settings (".pro" file) that have been created on StarBoard Software 8.x, or older versions, are not supported.

- Side buttons of the pen supplied with the T-series panel and WT tablet (Win/Mac)

When using side button 1 of the pen supplied with the T-series panel and WT tablet, push the button after moving the pen closer to the monitor. Pushing the button before moving the pen closer to the monitor may result in the same operation as that of the tail button.

On Mac OS X, pushing and dragging side buttons may not work correctly in some circumstances. If you want to use Eraser tool, please select the tool from StarBoard Software menu.

- Screen refresh rate of the T-series panel (Win/Mac)

For the T-series panel, the appropriate screen refresh rate is 60Hz. Please switch the rate to 60Hz if you have difficulty pointing accurately on the screen with the electronic pen.

- Watermark displayed when a StarBoard is not connected (Win/Mac)

When using the StarBoard Software included with the StarBoard, you can use the StarBoard Software without being connected to the StarBoard, but a watermark will be displayed in the editing area. Functions like content creation are not affected. Connect to the StarBoard and the watermark will disappear.

- Pen side button functions (Mac)

The Mac version of the software does not support pen side button customization. The functions assigned to each button cannot be changed.

- Keyboard shortcuts (Win/Mac)

Keyboard shortcuts are disabled when StarBoard Software is in Desktop mode, or when you are viewing a Movie or Webcam topic.

- [Delete] keyboard shortcut (Mac)

[Delete] keyboard shortcut is available in StarBoard Software but [Backspace] keyboard shortcut is not. To use [Delete] on a Mac which has no [Delete] key, press [Fn] + [Backspace].

- Write on Captured Desktop and Show Captured Image settings (Win/Mac)

When you select Write on Captured Desktop on the Annotation tab within Preferences, please also select Show Captured Image. If Show Captured Image isn't selected, you cannot write on Captured Desktop.

- Aligning of rotated objects (Win/Mac)

When selected objects have different angles of rotation, they will not be aligned correctly.

- A note on switching users (Mac)

Please restart OS to use StarBoard as another user. There may be problems detecting StarBoard if you switch users without restarting.

- Screen flickers on PowerPoint / Movie topic (Win)
Some flickers (the desktop shows for a moment) may be shown on the screen when starting and using PowerPoint / Movie topic, but there are no problems.
- A note on using Tube pen (Win/Mac)
If you draw a lot of shape objects using Tube pen, the response of the software may become slower.
- Translation issues with Arabic and Hebrew (Win/Mac)
In Arabic and Hebrew, some dialogs are not translated completely. They will be shown in English.
- Transparent colors in Webcam Topic (Win)
When using a webcam device, annotations using transparent color (Highlighter pen / Shadow pen) may be displayed as opaque color (no transparency).
If you want to use transparent colors on a webcam image, please take a screenshot using the Screenshot button on the webcam toolbar and annotate on the captured image.
- Disconnection while importing images from a TWAIN device (Win)
DO NOT disconnect a TWAIN device from the computer while importing images, either by unplugging the connection cable or by turning off the power switch. This may cause unexpected results including an application halt or loss of data.
- ELMO L-1n TWAIN driver issue (Win)
The TWAIN driver for the ELMO L-1n document camera may cause some issues, including abnormal termination of StarBoard Software. In this case, please download an alternative driver (for L-1ex) from the ELMO corporate web site and use it.
- Issues with the use of the Multi-input tool for an extended period (Win/Mac)
If you use the Multi-input tool for an extended period, it is possible that you may experience poor performance or errors.
- The multi-input tool may use a large amount of processor resources (Win/Mac)
To ensure you have good performance, it is recommended that you use a powerful processor.
- Issues with plug-in installation and uninstallation (Win/Mac)
You may experience problems with installation or uninstallation of plug-ins.
If this occurs, please restart the StarBoard Software with administrator privileges by following these steps and try again:
Windows: Right-click the application icon and select "Run as administrator".
Mac: Open the terminal and input: `sudo open "/Applications/StarBoard Software.app"`
- Launching the on-screen keyboard may affect performance (Win)
When using a StarBoard on Windows, launching the on-screen keyboard may cause

some loss of performance in StarBoard Software. Closing the on-screen keyboard after use will restore performance.

- Non-Latin alphanumeric characters in filenames may cause file loading issues (Win/Mac)
In rare instances, a file may fail to load if it has a filename containing characters that are not in the Latin alphanumeric character set. Please rename the file if this occurs.

- Windows Snap feature (Win)
You may have some problems with displaying annotations and toolbar when docking other applications to the side of the screen.
Please do not use Windows Snap feature while StarBoard Software is running.

- Power saving settings (Win)
In some rare instances, resuming from sleep may cause abnormal termination of StarBoard Software.
Please turn off power saving features while using the software.

- Regarding equation displays (Win/Mac)
Problems may occur depending on the content of the equation.
In such cases, please modify with the pen, etc.
- Regarding animation effects (Win/Mac)
Problems may occur if multiple animation effects are in motion at the same time.
In such cases, reduce the number in motion at the same time by cancelling animation effects.

- Regarding Retina display (Mac)
Retina display is not supported.

15.2. Notes on using StarBoard Software with other programs

- Applications that cannot be used with StarBoard Software (Win/Mac)
Avoid using StarBoard Software when any of the following applications are running:
 1. Applications that supplement mouse input;
 2. Applications that block TCP ports;

3. Applications that use a lot of memory, CPU time, resources, or network bandwidth;
 4. Applications that control printers.
- Write on Desktop with other programs (Win/Mac)
If you are in "Write on Desktop" mode, some applications may have a problem with their operations. Additionally, some applications with security functions may limit the ability of writing directly on their windows(For example, Adobe Reader X with Protected Mode enabled).
To avoid this please use "Write on Captured Desktop" mode.
 - Format problems with copying and pasting text from other programs (Win/Mac)
If you paste text from another program, you may experience some problems with the formatting (font size, alignment and other text attributes).
 - Regarding use with Antivirus Software (Win/Mac)
If antivirus software is installed, there are cases in which StarBoard Software will not run correctly.
Following the directions in your antivirus software's manual, please add StarBoard Software's executable file to the antivirus exclusion settings.

15.3. Notes on starting/exiting StarBoard Software

- Function button availability (Win/Mac)
The function buttons of the StarBoard are available only while StarBoard Software is being used in Whiteboard mode.
- Critical errors involving StarBoard Software (Win/Mac)
 1. When StarBoard Software has a critical error, your computer may become unstable. In this case, restart StarBoard Software, and then exit it normally. This procedure will cause the computer to recover.
 2. When PowerPoint is terminated abnormally, a slide show may not be launched in StarBoard Software. In this case, launch PowerPoint again and exit it normally, and then try the operations in StarBoard Software again.
 3. If the above operation does not solve the problem, please reboot the computer.
- Launching StarBoard Software by double clicking a .yar file (Win)
In Windows, if you launch StarBoard Software by double clicking a .yar file, the mouse cursor may become stuck in the "busy" mode. Please load .yar files from StarBoard Software.

15.4. Notes on using movie playback features

- **Movie playback performance (Win/Mac)**
Depending on the format or bit rate of a movie file, it may require more computer resources than those required by StarBoard Software to play the movie file smoothly.
- **Zooming the view on a movie topic in/out (Win)**
When displaying a movie topic with a Windows system, use of zooming-in/out features may cause performance loss during movie playback.
- **Capturing movie files with the screen capture accessory (Win/Mac)**
The screen capture accessory may not work properly if you use it to capture movie files.
- **Lack of response when playing some movie files (Win/Mac)**
StarBoard Software may become non-responsive with some movie files. If this happens, please quit by using the Windows Task Manager.

15.5. Notes on Microsoft® Office and PDF files

- **When you cannot open an Office file (Win)**
If Office files fail to open from StarBoard Software, re-setup Microsoft Office and install Visual Basic for Applications (VBA).
- **When StarBoard Software cannot detect Microsoft Office (Win/Mac)**
If StarBoard Software cannot detect Word/Excel/PowerPoint, even when these programs are installed on the computer, Microsoft Office may not have been installed properly. In such a case, please reinstall Microsoft Office.
- **Keyboard shortcuts for a PowerPoint topic (Win)**
For a PowerPoint topic, StarBoard Software keyboard shortcuts are disabled. Those of PowerPoint itself are available.
- **Displaying PDF files (Win/Mac)**
When importing PDF files to StarBoard Software, some characters may become blurred.
- **Page size when a file is imported (Win/Mac)**
Page sizes and display items (display range, page number, etc.) available when files are imported to StarBoard Software depend on the print page settings that are saved for each file.

- Importing PDF files that have multiple pages (Win/Mac)
When importing PDF files that have multiple pages and various page sizes, each page will be imported in the same ratio specified in the Import File dialog.
- Objects pasted in Office Documents (Win/Mac)
When objects or meta files created in other applications are pasted in an Office Document, the document may not be imported to StarBoard Software properly. In this case, please paste these objects as BMP, JPEG, or PNG data in the Office Document.
- A note on changing slides (Win)
Occasionally, the background in a PowerPoint presentation may turn black when you go to the next slide. If this occurs, select a different slide and then return to the original one.
- Misaligned annotations on a PowerPoint topic (Win)
An annotation can be misaligned when opening a PowerPoint slide show. This is caused by the screen aspect ratio. Please use the same aspect ratio to show this annotation correctly.
- Note for PowerPoint 2013 Users (Win)
When using a PowerPoint presentation on StarBoard Software in a multi-monitor environment, do not use the Presenter View option. Also, do not use the Presenter View option in PowerPoint 2013 when StarBoard Software is running.
- Importing PowerPoint Presentations (Mac)
Importing of PowerPoint presentations and the PowerPoint topic display function will not be supported from Version 9.6 onward. To import a PowerPoint presentation, save the presentation as a PDF and then import the PDF.
To display a PowerPoint topic created in Version 9.5 or earlier, save the PowerPoint topic as a PDF in Version 9.5 or earlier and then import the PDF.

15.6. Notes on importing files

- Retrying to import files (Win)
If files are not being imported properly, retry the operation.
- When some portion of the imported file is not displayed (Win)
If the print paper size setting specified in a file to be imported is smaller than the size required by the content, some portion of the content may disappear or may be displayed in too small a font size when the file is imported to StarBoard Software. In this case, please make sure the print paper size setting of the file is appropriate to the content size.
- Displaying straight lines (Win/Mac)
Straight lines may not be displayed or may be displayed in different widths, depending on the scale and width of the line.

- Print dialog displayed when you start to import a file (Win)
When you start to import a file, if the print dialog of the application associated with the file is displayed, select the StarBoard Document Capture printer and start to print.
- Dialog displayed while files are being imported (Win)
If printing confirmation messages of the application associated with a file to be imported are displayed, do not cancel printing. If printing is cancelled, the file may not be imported properly.
- Canceling a print job while importing a file (Win)
Do not cancel a StarBoard Document Capture print job directly while importing a file. If the print job is cancelled, the file may not be imported properly.
- When a file cannot be imported because of a printer time-out (Win)
When the application cannot start printing because it must wait for the input of a password, etc., import of the files may fail after a message is displayed. In this case, close the application that has been awaiting input and retry to import the file. Files that take too long to print may not be imported, even if you retry the operation.
- Notes on importing image files (Win/Mac)
When importing an image file from the "File" or "Insert" menu, or the Gallery Widget, in some cases there may be problems importing certain images correctly,
In particular on the Mac, some vector format images can cause serious problems (including abnormal termination of the software)
In this case, please convert the image to another format before importing.

If there are any problems when importing the still image file which has ".dib" file extension, please change its extension to ".bmp".
- Loading older versions of YAR files (Win/Mac)
When loading a YAR file created by an older version of StarBoard Software (version 8.x or older), the conversion process may take a long time (a minute or longer) in some cases. It depends on the size and complexity of the document. After saving the converted document once, the loading time will be shorter than the first time.
- Notes on importing Flash files (Win/Mac)
Flash files held in any network folders cannot be imported correctly. Please copy the files into a local folder before importing.
Flash Player needs to be installed in order to use Flash content. Java SE6 runtime may also be required. Install the software if required.
- Problems associated with Hindi characters in filename (Win)
When importing data using the Virtual Printer feature, problems may be encountered if the original filename contains Hindi characters. To work around this problem, try renaming the file so it does not use Hindi characters.

15.7. Saving a file

- Saving a PowerPoint topic to a PDF file (Win)
It may take tens of minutes if the PowerPoint topic contains a large amount of image data.
- Free disk space required for saving documents (Win/Mac)
Check that there is enough free disk space for saving the StarBoard documents as another format. A corrupted file may be created if the target disk drive does not have enough free disk space.
- A note on disconnection of the target drive while saving data (Win/Mac)
Check that the target drive is correctly connected (also includes connection status of the network if the target is network drive).
If the target drive becomes unavailable during saving, occasionally accidental data loss or abnormal termination of the software may occur.
- A note on switching application or other operation during print operation (Mac)
Please do not switch to other applications and do not perform any operations on StarBoard Software during a print operation.
Occasionally, this may cause abnormal termination of the software.

15.8. Notes on using speech recognition

- Speech recognition button does not show
The availability of speech recognition feature depends on your OS and language.
To see further information about supported OSes and languages, see Setting up and using Speech Recognition.
- Poor recognition results
The quality of speech recognition is directly related to the quality of the microphone you use.
It is recommended to use Headset microphones because they are less prone to picking up noise.
Make sure to configure your microphone before using speech recognition.
To see further information about configuring microphone, see Setting up and using Speech Recognition.
- Inconsistent recognition results
Make sure that the distance between your microphone and your mouth is consistent while you are speaking.
You must also make sure that your voice and your voice level are consistent from session to session.
The recommended position for the microphone is a thumb-width away from the corner of your mouth.

16. StarBoard Software 9.74 for Windows

Please read this document before installation.

16.1. Gesture and multi-touch features on Windows

Touch hardware

Hardware specific gesture and multi-touch features may conflict with those of StarBoard Software.

In that case, please refer to your hardware manual, and change settings to prevent those conflicts.

16.2. Installation Notes

1. Administrator privileges

You will need administrator privileges to install the StarBoard Software. Do not use the “install program as another user” feature even if that user has administrative privileges.

2. If the software seems to have frozen

If the installation or uninstallation process freezes, please minimize the window and determine whether any dialog boxes for other applications are open. If so, please close them and restore the window you have minimized.

3. Tablet driver conflicts

Installing support for StarBoard T-series tablets in an environment where tablet drivers other than those of StarBoard have been installed may cause the tablet drivers to conflict with each other, in turn causing the StarBoard T series to malfunction. In such cases, please remove all tablet drivers other than StarBoard.

In addition, if the tablet driver fails to install, please disconnect the tablet from the PC and install the driver again.

4. yar file association

The installation associates the .yar extension of the file type of “StarBoard Software” with the default action of Open with Launcher.exe.

If the installation fails to make this association you can install the software again or set up the association manually through Windows Explorer - Folder Options - file types in the standard manner.

5. Installation from network folder

The recommended installation procedure is from DVD. If you attempt an installation from a networked folder, the installation may fail if the network path is too deep or too long.

6. Reinstall on Windows

Do not use “Reinstall using recommended settings” if you cancel installation.

7. Install/Uninstall
Do not install/uninstall StarBoard Software while the program is running. Please exit StarBoard Software before installation/uninstallation.
8. Restart installation on Windows
Installation may not restart automatically on Windows. If this occurs, please launch setup again.

16.3. Release Notes

1. Operating Environment Requirements

1.1 StarBoard

FX-TRIO, FX-DUO, PX-DUO, FX-79E1, FX-79E2, FX-89WE1, FX-89WE2, StarBoard Link EZ/EZ2/EZ2-Pen, FX, FX Portable, T-17SXLG(rev.B or later)/19WX, WT-1, iPJ-AW250N, CP-AW2519N/2519NJ/3019WN/3019WNJ, CP-TW2503/2505/3003/3003J/3005/3005J/3506/3506J, HMP-TW2503/3003, HMP-TX226/231/627/632, HMP-TX2700/3300, HMP-TW2510/3010, LP-TW3001/LP-TW4001,MP-TW4011/TW3011/TW4001/TW3001,MC-TW3506/TW3006, DCHD-5M.

(Note: Some models may not be sold in your area)

1.2 Hardware

PC/AT: Compatible Machine

CPU: Intel Core Duo 1.8GHz

HDD: 2GB of free space

Memory: 2GB of free space

Please use a computer with the following minimum specifications when using the StarBoard Conference feature:

CPU: Intel Core i3 or more

Memory: 2GB or more

Recommended number of participants: Up to 4 users.

If you host a conference with more than 4 participants, the computer will require more CPU and memory resources.

Performance will also depend on network bandwidth - if it is insufficient, the conference may experience problems.

1.3 Operating System

Microsoft Windows 8.1 (32-bit and 64-bit)

Microsoft Windows 10 (32-bit and 64-bit)

(Note: StarBoard Software has been tested with the latest service pack at release.)

1.4 Display Color

32 bits

1.5 Network

Internet-connected environment

(Using search engines from within StarBoard Software, Web Image Search, and website access such as Online Support.)

1.6 Browser

Internet Explorer 9/10/11

(Note: StarBoard Software has been tested with the latest service pack at release.)

1.7 Others

Video card with hardware overlay feature

(Only required for movie playback.)

DV capture devices (Digital video, DV cameras, D-VHS, etc.) which support DirectShow (with WDM drivers).

(Only required for Webcam playback and capturing.)

2. Other Software Requirements

2.1 Viewing and Editing Microsoft Office documents

The Viewing and Editing Microsoft Office documents feature requires the following software:

Microsoft PowerPoint 2010/2013/2016

Microsoft Excel 2010/2013/2016

Microsoft Word 2010/2013/2016

(Note: StarBoard Software has been tested with the latest service pack at release.)

2.2 PDF Browse

One of the following applications has to be installed to browse PDF files:

Adobe Reader X/XI, Adobe Acrobat Reader DC

2.3 SVG Support

StarBoard Software supports "SVG Tiny 1.2".

2.4 Speech Recognition feature requires the following software

Microsoft Speech Recognizer 8.0 for Windows

3. Notice

See online help

4. Related Programs

LEADTOOLS (Copyright © 1991-1997 by LEAD Technologies, Inc.)

(Included as a runtime module.)

Black ICE Metafile Printer Drivers (Copyright © 1995-2009 Black Ice Software, Inc.)

(Some applications that use the same driver may conflict with the StarBoard Software.)

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5. Notes

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