

EasyMeeting Quick User Guide

Start EasyMeeting



Double-click or double-tap the EasyMeeting icon on the desktop.

Once EasyMeeting is loaded, you can use the stylus or your fingers to draw or write on the board.

Switching between EasyMeeting and other programs

To switch out of EasyMeeting and use other programs, press the **Desktop** button on the EasyMeeting toolbar.

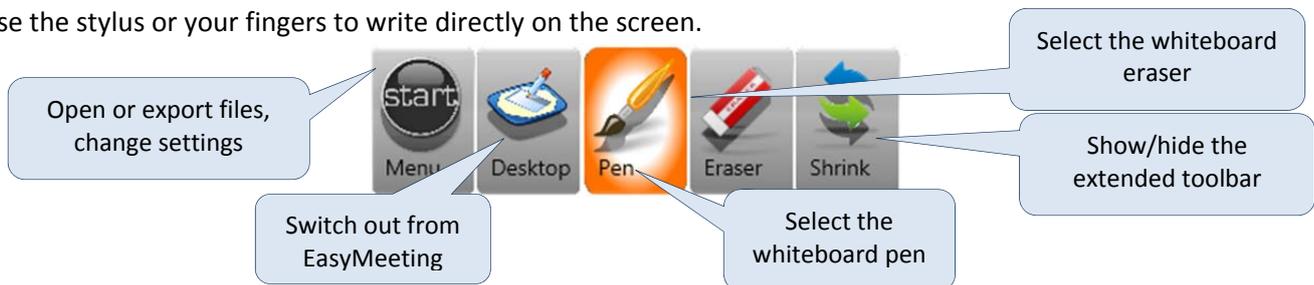


To return to EasyMeeting from another program, press the **Back** button on the EasyMeeting toolbar.



Whiteboard

Use the stylus or your fingers to write directly on the screen.



Adding new pages to EasyMeeting

To add new pages to an open EasyMeeting file:



1. Press **Shrink** button to display additional tools.
2. Press **New Page** button. A new blank page will open.

To view all the pages in your currently open EasyMeeting file, tap the slide bar on the right hand edge of the screen. Tap on the page thumbnail to display it on the big screen.



Taking screenshots



Press **Desktop** button in EasyMeeting. This will take you back to the programs currently running on the PC.

Press the **Postil** button on the EasyMeeting toolbar.

You will be taken back to EasyMeeting. Your screenshot will be set up as the background of a new EasyMeeting page and you can write on it.

Opening a PowerPoint file in EasyMeeting

You can open a PowerPoint file in EasyMeeting and annotate it.



1. Press the Menu button on the EasyMeeting toolbar.
2. Select **File > Open**.
3. Find the PowerPoint file you want to open.

Your PowerPoint slides will be transferred into EasyMeeting. Use the slide bar to move between the slides.

Saving and exporting your EasyMeeting notes

EasyMeeting files can only be opened on computers that have EasyMeeting installed. To save your files in a format you can open on other computers, you must export them.



1. Press the **Menu** button on the EasyMeeting toolbar.
2. Select **Export**.
3. Select a format: JPG (image), PDF or PowerPoint.
4. Save the file.

EasyMeeting tools

To display the full toolbar, press the **Shrink** button.

Press this button again to minimise the toolbar.



Display the file menu



Erase the pen marks



Undo the last action



Add or remove toolbar buttons



Return to desktop or other programmes



Select an object on the page.



Go back a page.



Display or hide the full toolbar



Select the type of pen.



Move the screen when zoomed in.



Go forward a page.



Zoom in on the page.



Select pen colour and size.



Add another page.



Save the file as an EasyMeeting file.



Zoom out