



# Installation and User Guide

for Mac® OS X (10.3 and newer including Leopard)  
eBeam Interact 1.1



[www.luidia.com](http://www.luidia.com)

©2008 Luidia, Inc. All rights reserved. eBeam and the eBeam logo are trademarks or registered trademarks of Luidia, Inc. Other product names and logos may be trademarks or registered trademarks of their respective owners. Used under license.

**Copyright © 2006 Luidia, Inc.  
All rights reserved.**

The publications included with the interactive product are protected by copyright, and all rights are reserved. No part of it may be reproduced or transmitted in any form or by any means for any purpose without express prior written consent from Luidia, except as expressly permitted herein. Information in this document is subject to change without notice and does not represent a commitment on the part of Luidia.

The software described in this publication is furnished under license and may only be used or copied in accordance with the terms of such license.

# Table of Contents

Contents	5
About...	6
Setup	7
Minimum System Requirements	8
Setup Checklist	9
Hardware Setup	10
Bluetooth Wireless Configuration	11
Software Setup	13
Connecting the Software to the Receiver	14
Your Receiver is Not Detected	15
Calibration	16
Getting Started	17
Navigating with the Interactive Tools	18
Interactive Tools Preferences	20
The Interactive Stylus	21
Interact Menu on the Mac Menubar	22
Desktop Tools	23
Summary of Desktop Tools	24
Pen - Annotation	25
Keyboard Viewer	26
Start Presentation	27
Preferences	28
Interact Palette	29
Hardware Settings	30
Software Updates	31
Mouse	32
Snapshot	32
Scrapbook	33
Calibrate	34
Desktop Annotation Tools	35
Summary of Desktop Annotation Tools	36
Pen Tool	37
Shapes Tool	38
Redo Tool	39
Eraser Tool	40
Mouse Tool	41
Save Tool	42
Undo Tool	43
Highlighter Tool	44
Scrapbook	45
What is Scrapbook?	46
What is a Meeting?	47
Scrapbook Views	48
Scrapbook Menus	50
Scrapbook Menu	51

File Menu	52
Edit Menu	54
View Menu	56
Page Menu	58
Sharing Menu	60
Help Menu	61
Scrapbook Tools	62
Summary of Scrapbook Interactive Tools	63
Pen Tool	65
New Page Tool	66
Pointer Tool	67
Text Tool	68
Slide Forward Tool	69
Eraser Tool	70
Select Tool	71
Snapshot Tool	72
Zoom Tool	73
Slide Back Tool	74
Highlighter Tool	75
Scrapbook Toolbar	76
Replay	79
Graphic Objects	80
Background Settings	81
Scrapbook Preferences	82
Automatic File Saving	83
Supported File Types	84
Shared Meetings	85
What is a shared meeting?	86
Hosting/Sharing a Meeting	87
Join a Meeting	89
Sending an Invitation	91
Accepting an Email Invitation	92
Proxy Server Setup	93
View Participants	94
Adding a Meeting Server	95
Troubleshooting	96
Interactive Hardware Detection	97
Shared Meetings	98
Interactive Tools Not Found	99

# Contents

**Setup**

**Getting Started**

**Macintosh Menubar Extras Menu**

**Desktop Tools**

**Desktop Annotation Tools**

**Scrapbook**

**Shared Meetings**

**Troubleshooting**

-0-

# About Interact Software

## Version 1.1

**Interact Software** makes it easy to develop, organize and communicate the contents of your interactive meetings.

- Use the projector oriented workspace to control your computer, open and edit in applications.
- Use the virtual whiteboard space in Scrapbook to record meeting notes.
- Work with graphic objects. Drag-and-drop an image object into the Scrapbook window and then rotate and/or resize the image.
- Open your the presentation slideshow from the projection area.
- Share your presentation and/or notes over the Internet or your intranet in real time.
- Allow remote users to log in and annotate the presentation in real time.
- Use your projection area as a virtual whiteboard.
- Replay, edit, print, and annotate images from your meetings.
- Copy and paste notes into most popular office applications.

-0-

# Setup

**Minimum System Requirements**

**Setup Checklist**

**Hardware Setup**

**Bluetooth Wireless Configuration**

**Software Setup**

**Connecting the Software to the Receiver**

**Your Receiver is Not Detected**

**Calibration**

-0-

## Minimum System Requirements

- Mac OS X 10.3.x
- Power Mac G3, 400 MHz
- 192 MB RAM
- 10 MB available hard drive space
- 65K color SVGA or comparable high performance video card
- CD-ROM drive or Internet connection (for software installation)
- Internet connection (for participating in shared meetings)
- One available USB port or Bluetooth connection
- Digital projector attached to computer

-0-

## Setup Checklist

The complete system setup is described on the installation CD.

**Important:** Keep or record all CD Keys and serial numbers for registration, update, and support purposes.

To set up your system:

1. **Set up your hardware.** See *Hardware Setup*.

**Note:** If you are not using hardware provided by eBeam, see your OEM hardware setup manual for instructions.

2. **Set up your projector.**

Refer to the projector's set up instructions.

3. **Install software.**

Use the installation CD to install the software. If your system ships with a CD-Key, keep or record the CD-Key posted on the installation CD for registration, update, and support purposes.

The CD-Key is not required for software installation.

4. **Connect the software to the receiver.** See *Connecting the Software to the Receiver*.
5. **Calibrate.** See *Calibration*.

-0-

## Hardware Setup

The following describes a typical setup for the eBeam USB or Bluetooth Wireless receivers and related hardware.

If you plan to use a projector, see your projector's instruction manual for setup information.

**Note:** If you are not using hardware provided by eBeam, see your OEM hardware setup manual for instructions.

### Interactive Stylus Set Up

The Interactive Stylus takes one AA battery. To insert a battery, unscrew the bottom of the Interactive Stylus and put the battery in with the plus (+) side down. Screw the bottom back in completely.

### Attaching the Receiver Mounting Brackets

The eBeam package contains the following receiver mounting options.

- suction cups
- command adhesive
- magnetic mounting brackets

The eBeam receiver is pre-attached to the suction cup mounting bracket. To detach any of the mounting brackets from the eBeam receiver, position thumbs at bottom corners of the bracket and push up; the bracket should easily snap off.

To secure brackets to the receiver, position the desired bracket over the back of the receiver and snap it into place. To permanently fasten the receiver, use the clear mounting bracket -- the one without suction cups. Fasten the receiver to the mounting surface through the holes in the clear mounting bracket.

**Note:** For best performance, always secure your eBeam receiver to either the left or right top corners of the mounting surface (e.g., whiteboard).

See the *Bracket Mounting Guide* for more detailed instructions on mounting.

### Cable Setup

- **USB Only:** Connect the USB cable to the eBeam receiver by inserting mini-b connector (smaller connector) into the connector slot on the eBeam receiver. Connect the USB A connector to your computer.
- **Bluetooth Wireless:** The Bluetooth receiver can communicate wirelessly to other devices, but it must be connected either to the computer or to its own power block with a USB cable. Insert the mini-b connector (smaller connector) into the connector slot on the eBeam receiver, then Connect the USB A connector either to your computer or to the eBeam power block.

## Bluetooth Wireless Configuration

When you are using a Bluetooth Wireless interactive receiver, the first thing you need to do is to establish a connection between the receiver and your computer. To establish a connection, your computer must have built-in Bluetooth, or you need to be using a Bluetooth adaptor. See the Apple Support website for more information.

Select one of the following links for a description of how to establish a connection between your computer and the Bluetooth interactive receiver.

- [Setup on Mac OS 10.4 \(Tiger\)](#)
- [Setup on Mac OS 10.3 \(Panther\)](#)

### Setup on Mac OS 10.4 (Tiger)

1. Make sure your Bluetooth hardware is connected to your computer and your Bluetooth interactive receiver has power.
2. Start Interact software.
3. When the Welcome dialog appears, select the Bluetooth Setup button to open the Bluetooth Setup Assistant.

**Note:** An alternative way to access the Bluetooth Setup Assistant is to select Preferences from the *Mac Menubar Interactive* menu. Select *Hardware Settings* and select the Bluetooth Preferences button to open the Mac Bluetooth Setup dialog box. Select Devices, and then Select the Set Up New Device button to open the Bluetooth Setup Assistant.

4. At the Introduction screen, select the Continue button.
5. At the Select Device Type screen, choose Any Device, and select the Continue button.
6. At the Bluetooth Device Set Up, Searching For a Device screen, select your interactive receiver (the default name is generally eBeam [xxxxxx]) name.
7. Select the Passkey Options button, choose the Do not use a passkey for this device option, and select the OK button.
8. Select Continue.
9. At the final screen, select the Quit button.
10. At the Your receiver could not be detected dialog, select the Search Again button.

Your interactive software has now established a connection with your Bluetooth interactive receiver and the *Desktop Tools* are now shown on your desktop.

### Setup on Mac OS 10.3 (Panther)

1. Make sure your Bluetooth hardware is connected to your computer and your Bluetooth interactive receiver has power.

2. Start Interact software.
3. When the Welcome dialog appears, select the Bluetooth Setup button to open the Bluetooth Serial Utility.

**Note:** An alternative way to access the Bluetooth Serial Utility is to open the Mac System Preferences dialog and choose the Bluetooth icon from the Hardware section.

4. Select the New button and enter the following information.
  - Type in a name for your Bluetooth receiver.
  - Choose Outgoing.
  - Select the Select Device button to search for your interactive receiver (make sure it's plugged in).
  - Click the Search button.
  - When your Bluetooth interactive receiver is found in the Device column, select the receiver name, and double-click White Board to choose the receiver as the device.
  - Select Port Type: RS-232.
  - Select OK.

Your receiver is now shown in the Bluetooth Serial Utility.

5. Close the Bluetooth Serial Utility.
6. At the Your receiver could not be detected dialog, select the Search Again button.

Your interactive software has now established a connection with your Bluetooth interactive receiver and the *Desktop Tools* are now shown on your desktop.

## Software Setup

Interact Software can be installed from the installation CD that came in the box. A CD-Key may be posted on the installation CD. Keep or record the CD-Key for access to registration, updates, and support.

-0-

## Connecting the Software to the Receiver

Each time you launch Interact software, the software will attempt to connect to your interactive receiver hardware.

### Connecting Software to a Receiver

Be sure you have performed the *Hardware Setup* for your receiver before attempting the software-to-receiver connection.

1. Launch the interactive software.
2. If the Welcome dialog appears, your device may require additional setup. See *Your Receiver is Not Detected*.

### Receivers:

- **USB Only:** This type of receiver should be detected immediately. If the receiver is not detected, see *Your Receiver is Not Detected*.
- **Bluetooth Wireless:** Bluetooth Wireless receivers require an extra step to allow the software to connect properly. See *Bluetooth Wireless Configuration*.

-0-

## Your Receiver is Not Detected

Each time you launch the interactive software, the software will attempt to connect to your interactive receiver.

When the software does not detect an interactive receiver, it opens a detection dialog. If your interactive receiver is not detected:

- Make sure the hardware is set up properly, powered up, and connected to your computer. Refer to the setup instructions included in the product box and in *Hardware Setup*, or *Bluetooth Wireless Configuration*.
- Is the correct communication port selected? It is possible to specify the port to try to connect to by opening the *Preferences* dialog from the *Macintosh Menubar Extras* menu.
- If Autodetect is selected, change the setting to connect using Connect To and attempt the connection again.
- If you have attached an interactive receiver to a USB hub, plug the USB cable directly into the computer instead and then try to Search Again from the Welcome dialog.
- See also *Troubleshooting - Interactive Hardware Detection*.

The detection dialog allows you to do the following:

Bluetooth Setup	Opens the Bluetooth Setup Wizard. This allows you to see whether your Bluetooth receiver is connected, or set up a new connection.
Search Again	Searches all available ports for an interactive receiver.
Cancel	Use this button if you do not have an interactive receiver but wish to join a meeting.

**Note:** Many advanced features of the interactive software are available only when an interactive receiver or security key is detected by the software. See *Interactive Tools Not Found* for more information.

-0-

# Calibration

## What is Calibration?

The interactive software requires set of reference points on the capture area so the software can correctly map to your desktop and capture your markups and projections. The calibration process allows you to indicate 9 specific points within the projection area that correspond to points on your computer desktop.

Whenever you move the projector or the receiver you will need to recalibrate.

## Calibrating Your Software

Each time you start up the interactive software, you will be prompted to calibrate. Always perform the calibration step unless you are certain the projector and the interactive receiver have not been moved since the last use. If you are unsure, perform the calibration.

To calibrate:

1. Set up the hardware as described by the setup instructions included in the box.
2. Connect the interactive software to the hardware.
3. To start the calibration:
  - When prompted to calibrate, select Yes, or
  - Select the Calibrate button from the Desktop Tools palette.

-0-

# Getting Started with the Interactive Software

**Navigating with the Interactive Tools**

**Interactive Tools Preferences**

**The Interactive Stylus**

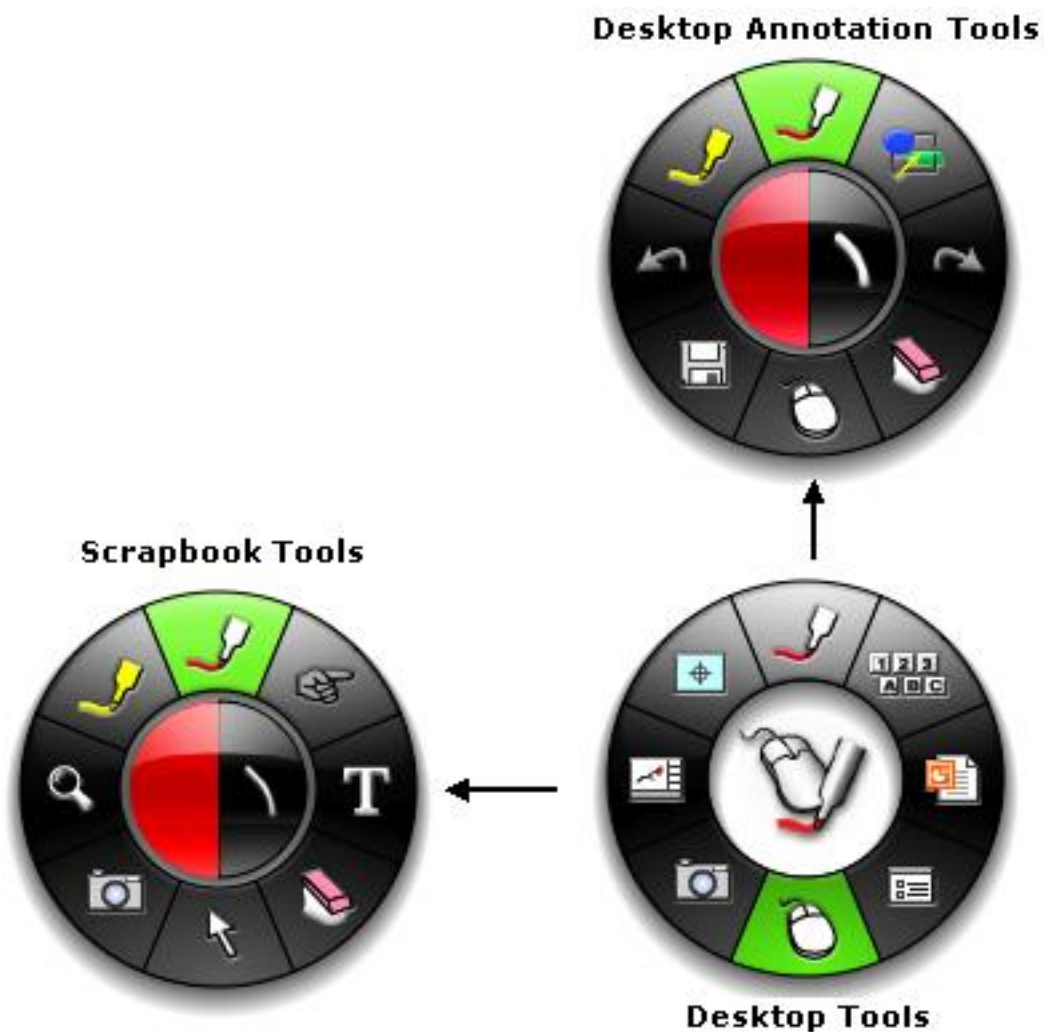
-0-

## Navigating with the Interactive Tools

You navigate the interactive software using the three Interactive Tool palettes. The Desktop Tools palette provides access to the Desktop Annotation, and Scrapbook Tool palettes. See the following diagram to see how to access the tool palettes.

**Note:** Many advanced features of the interactive software are available only when an interactive receiver or security key is detected by the software. See *Interactive Tools Not Found* for more information.

- *Desktop Tools* (Main tool palette. All other Interactive Tools are accessed through this palette.)
- *Desktop Annotation Tools*
- *Scrapbook Tools*



The **Desktop Tools** palette gives you to access all of the major features of the Interact software. Selecting the marker icon (top) brings up the Desktop Annotation Tools palette, and selecting the Scrapbook icon (left) brings up the Scrapbook Tools palette.

The **Desktop Annotation Tools** palette gives you all of the tools you need when you are *annotating your desktop*.

The **Scrapbook Tools** palette gives you the annotation and navigation tools necessary for working in *Scrapbook*. This palette is available only when Scrapbook is the active application. Any time you select an area of the screen that is not part of Scrapbook the Scrapbook Tools palette will switch to the Desktop Tools palette. To restore the Scrapbook Tools palette, select an area on Scrapbook.

-0-

## Interactive Tool Preferences

Each of the Interactive Tool palettes can be shown, hidden, moved, resized, and the transparency changed based on your preferences.

To **show or hide** an Interactive Tool palette:

- Press the *Show/Hide Interactive Tools* button on the Interactive Stylus.
- Select the *Interactive Tools* menu item from the *Interact Menu on the Macintosh Menubar*.

To **move** an Interactive Tool palette:

- Drag the Interactive Tool palette to a new location by placing the tip of the *Interactive Stylus* in the center of the palette and dragging to the new location.
- The Interactive Tool palettes will appear in the location where you show or hide the Interactive Tool palette using the Interactive Stylus.

See *Interact Palette* for a description of how to resize and modify the transparency of an Interactive Tool palette.

-0-

## The Interactive Stylus

The **Interactive Stylus** was created specifically for use with the interactive projection system. The Interactive Stylus behaves exactly like a mouse attached to your computer.



The following table shows the different components of the Interactive Stylus and what those components do.

<b>Button A - Menu Button</b>		Button A, the Menu Button is the equivalent of the Control-click action with your mouse.
<b>Button B - Show/Hide Interactive Tools Button</b>		Button B, the Show/Hide Interactive Tools Button shows/hides the Interactive Tools menu.
<b>Pen Tip</b>		The Pen Tip performs the same action as a click button on your mouse.
<b>Battery Cap</b>		The battery cap unscrews counter-clockwise to allow you to insert or replace the AA battery.

## Interact Menu on the Mac Menubar

The Interact menu appears as an icon in the Macintosh menu bar when the software is running. The following menu items are offered:

Menu Item	Description
Interact Palette	Shows/hides the <i>Desktop Tools</i> .
Scrapbook	Opens <i>Scrapbook</i> .
Calibrate Interactive Area...	Initiates the <i>calibration</i> . The interactive hardware must be detected by the software before calibration can begin.
Detect System	Attempts to detect the interactive hardware. See <i>Connecting the Software to the Receiver</i> .
Preferences...	Opens the Interactive Preferences box. See <i>Preferences</i> .
About...	Displays the About dialog box for the software. To close, tap anywhere in the About dialog box.
Help	Opens a sub-menu that allows you to access help and also provides links to various registration and support pages that are provided by the hardware manufacturer of your interactive system.
Exit	Completely closes the software. If you have Scrapbook open, you will be prompted to first save the Scrapbook file.

-0-

# Desktop Tools

**Summary of Desktop Tools**

**Pen - Annotation**

**Keyboard Viewer**

**Start Presentation**

**Preferences**

**Mouse**

**Snapshot**

**Scrapbook**

**Calibrate**

-0-

## Summary of Desktop Tools

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

See *Interactive Tools Preferences* for information on moving, showing, hiding, and changing the appearance of the Interactive Tools.

**Note:** Many advanced features of the interactive software are available only when an interactive receiver or security key is detected by the software. See *Interactive Tools Not Found* for more information.

### Desktop Tools

To learn more about a tool, select the tool below:



-0-

## Pen - Annotation



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

-0-

## Keyboard Viewer



Selecting **Keyboard Viewer** opens the Keyboard Viewer that you can use to enter text by clicking keys with the Interactive Stylus. You can change the font on the keyboard by selecting a font from the Font pull-down list. You can close the Keyboard Viewer by selecting the "Keyboard Viewer" button again or selecting the close (X) button on the Keyboard Viewer.

See *Text Tool* for information about using the Keyboard Viewer to create text and for changing text attributes.

-0-

## Start Presentation



Selecting **Start Presentation** opens the Open dialog so you can browse your files and select a PowerPoint-compatible presentation to open. If no presentation software (such as PowerPoint or Keynote) is loaded on your computer, the interactive software will not be able to search for presentations.

-0-

## Preferences



Selecting Preferences launches the Preferences dialog box. The Preferences dialog allows you to set the following setup options and preferences:

- *Interact Palette*: Set the Interactive Tools appearance and behavior.
- *Hardware Settings*: Set the communication port and Bluetooth Wireless configuration options.
- *Software Updates*: Set how often to check for updates.

You can also launch Preferences from the Interact menubar shortcut.

-0-

## Interact Palette

The **Interact Palette** tab in the *Options* dialog allows you to set the appearance and behavior for all of the Interactive Tool palettes. Available preferences are described in the table below.

Appearance	<ul style="list-style-type: none"> <li>● <b>Palette Size:</b> This option allows you to select how big or small the Interactive Tool palette will be.</li> <li>● <b>Transparency:</b> This option allows you to select how visible the Interactive Tool palette will be. Setting transparency to display the palette faintly is useful during a presentation to keep the Interactive Tool palette available, but visually in the background.</li> </ul> <p><b>Note:</b> If the Interactive Tool palette becomes too transparent, select the Restore Default button to set the transparency back to default.</p>
Features	<ul style="list-style-type: none"> <li>● <b>Hide cursor when drawing:</b> The Hide Cursor When Drawing option allows you to hide the selector arrow while you annotate your desktop.</li> <li>● <b>Double-click eraser clears screen:</b> The Double-Click Eraser Clears Screen option allows you to double-click the Eraser tool to erase all annotations created while annotating your desktop or during a Presentation.</li> </ul>
Restore Defaults	<p>The Restore Defaults button causes all Appearance and Features settings to be returned to their default settings.</p>

-0-

## Hardware Settings

The **Hardware Settings** tab in the *Preferences* dialog allows you to set up a connection between the software and the hardware, and to set hardware preferences.

If your receiver is not detected, see *Your Receiver is Not Detected*. If you are not using hardware provided by eBeam, see your OEM hardware setup manual for instructions.

Communication Port	<ul style="list-style-type: none"> <li>● <b>Autodetect:</b> If Autodetect is selected, the software will automatically attempt to connect to interactive hardware on any available USB port or Bluetooth device.</li> <li>● <b>Connect To:</b> The Connect To option allows you to manually specify which port to connect to the hardware on.</li> </ul>
Bluetooth Preferences...	Opens the Bluetooth panel of System Preferences, which allows you to add and configure Bluetooth devices. See <i>Bluetooth Wireless Configuration</i> for more information.
System Profile...	Opens the System Profiler application, which can be used to provide more information to Technical Support if necessary.

-0-

## Software Updates

The **Software Updates** tab in the *Preferences* dialog allows you to check for the latest version of the software.

Select **Automatically check for software updates** to enable an automatic check for updated software every time the software is launched.

Select the Check Now button to immediately check for a newer version of software.

-0-

## Mouse



The **Desktop Mouse Tool** switches you from *annotating your desktop* to navigating your desktop.

The Mouse Tool remains selected until a different tool from the Desktop Tools palette is selected.

-0-

## Snapshot



**Snapshot** allows you to take a picture of the current screen and save it into Scrapbook.

1. Select the Snapshot Tool button from the Desktop Tools palette to open the Take Snapshot dialog.
2. Select one of the following options:
  - **Capture screen:** Captures the entire desktop, and saves image into Scrapbook.
  - **Capture a selection:** Minimizes the Scrapbook, and the cursor becomes a cross hairs. To select an area to capture, use the Interactive Stylus to draw a selection rectangle.

The captured image is saved as a new Page in Scrapbook.

-0-

## Scrapbook



Selecting **Scrapbook** launches the Scrapbook application. See *What is Scrapbook?* for more information. If Scrapbook was minimized, selecting the Scrapbook button will restore the window. If Scrapbook is open, selecting the Scrapbook button will minimize the window.

-0-

## Calibrate



Selecting **Calibrate** starts the interactive calibration process. You will be prompted to perform a 9-point calibration.

You can also start Calibration from the Calibrate Interactive Area... menu item in the Interact Menubar Shortcut.

To calibrate, the software must be connected to the receiver. See *Calibration* and *Connecting the Software to the Receiver* for more information.

-0-

# Desktop Annotation Tools

## Summary of Desktop Annotation Tools

**Pen Tool**

**Shapes Tool**

**Redo Tool**

**Eraser Tool**

**Mouse Tool**

**Save Tool**

**Undo Tool**

**Highlighter Tool**

-0-

## Summary of Desktop Annotation Tools

The **Desktop Annotation Tools** appear when you select the Pen Tool from the Desktop Tools palette. The Desktop Annotation Tools palette give you all of the tools you will need to annotate your desktop.

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

To finish annotating and return to desktop navigation and the Desktop Tools, select the Mouse Tool.

See *Interactive Tools Preferences* for information on moving, showing, hiding, and changing the appearance of the Interactive Tools.

**Note:** Many advanced features of the interactive software are available only when an interactive receiver or security key is detected by the software. See *Interactive Tools Not Found* for more information.

### Desktop Annotation Tools

To learn more about a tool, select the tool below:



-0-

## Pen Tool



The **Pen Tool** allows you to annotate the desktop freehand in one of eight solid colors.

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

Change Color	<ol style="list-style-type: none"><li>1. Select the color in the center of the Desktop Annotation Tools palette. The outer ring of the menu changes to display all other color options.</li><li>2. Select a color on the outer ring.</li></ol> <p>Once a color has been selected, the center of the Desktop Annotation Tools palette changes to display the selected color. This color will remain selected until a new color is selected.</p>
Change Line Width	<ol style="list-style-type: none"><li>1. Select the line width in the center of the Desktop Annotation Tools palette. The outer ring of the menu changes to display the four line width options available.</li><li>2. Select a line width on the outer ring.</li></ol> <p>Once a line width has been selected, the center of the Desktop Annotation Tools palette changes to display the selected line width. This line width will remain selected until a new line width is selected.</p>

## Shapes Tool



The **Shapes Tool** allows you draw shapes on your desktop in one of eight solid colors.

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

Change Shape	<ol style="list-style-type: none"> <li>1. Select the shape in the center of the Desktop Annotation Tools palette. The outer ring of the menu changes to display all other shape options.</li> <li>2. Select a shape on the outer ring.</li> </ol> <p>Once a shape has been selected, the center of the Desktop Annotation Tools palette changes to display the selected shape. This shape will remain selected until a new shape is selected.</p>
Change Color	<ol style="list-style-type: none"> <li>1. Select the color in the center of the Desktop Annotation Tools palette. The outer ring of the menu changes to display all other color options.</li> <li>2. Select a color on the outer ring.</li> </ol> <p>Once a color has been selected, the center of the Desktop Annotation Tools palette changes to display the selected color. This color will remain selected until a new color is selected.</p>
Change Line Width	<ol style="list-style-type: none"> <li>1. Select the line width in the center of the Desktop Annotation Tools palette. The outer ring of the menu changes to display the four line width options available.</li> <li>2. Select a line width on the outer ring.</li> </ol> <p>Once a line width has been selected, the center of the Desktop Annotation Tools palette changes to display the selected line width. This line width will remain selected until a new line width is selected.</p>

## Redo Tool



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

-0-

## Eraser Tool



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

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

Set Eraser Thickness	<ol style="list-style-type: none"><li>1. Select the thickness from the center of the Desktop Annotation Tools palette. The outer ring of the menu changes to display all four thickness options available.</li><li>2. Select a thickness on the outer ring.</li></ol> <p>Once a thickness has been selected, the center of the Desktop Annotation Tools palette changes to display the selected thickness. This thickness will remain selected until a new thickness is selected.</p>
----------------------	---

-0-

## Mouse Tool



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

-0-

## Save Tool



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

-0-

## Undo Tool



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

-0-

## Highlighter Tool



The **Highlighter Tool** allows you annotate the desktop freehand in one of eight translucent colors.

**Note:** Some highlighter colors may not be visible on some computer backgrounds.

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

Change Color	<ol style="list-style-type: none"><li>1. Select the color in the center of the Desktop Annotation Interactive Tool palette. The outer ring of the menu changes to display the eight color options available.</li><li>2. Select a color on the outer ring.</li></ol> <p>Once a color has been selected, the center of the Desktop Annotation Interactive Tool palette changes to display the selected color. This color will remain selected until a new color is selected.</p>
Change Line Width	<ol style="list-style-type: none"><li>1. Select the line width in the center of the Desktop Annotation Interactive Tool palette. The outer ring of the menu changes to display the four line width options available.</li><li>2. Select a line width on the outer ring.</li></ol> <p>Once a line width has been selected, the center of the Desktop Annotation Interactive Tool palette changes to display the selected line width. This line width will remain selected until a new line width is selected.</p>

# Scrapbook

**What is Scrapbook?**

**What is a Meeting?**

**Scrapbook Views**

**Scrapbook Menus**

**Scrapbook Tools**

**Scrapbook Toolbar**

**Replay**

**Graphic Objects**

**Background Settings**

**Scrapbook Preferences**

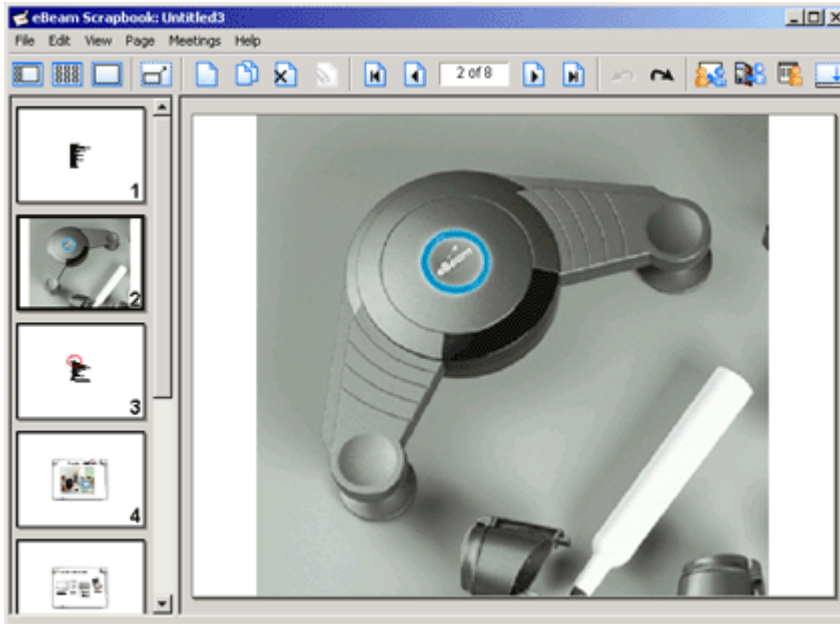
**Automatic File Saving**

**Supported File Types**

-0-

## What is Scrapbook?

The **Scrapbook** application turns any projection surface into a digital workspace.



Scrapbook allows you to:

- Digitally take notes while brainstorming, planning, etc.
- Store screen shots.
- Import image files and then annotate over those image files.
- Playback, edit, and annotate Pages from your Scrapbook meeting file and then export them to a standard image format, or simply print.
- Share meetings over the Internet/intranet with anyone, anywhere, in real time.
- Automatically save your meeting file to ensure that you never accidentally lose an important set of notes or a presentation.
- Allow you to work with graphic objects. Highlights include drag-and-drop placement with rotate and resize.

All data brought into Scrapbook is saved as a collection of Pages in a Scrapbook meeting file.

**Note:** Many advanced features of the interactive software are available only when an interactive receiver or security key is detected by the software. See *Interactive Tools Not Found* for more information.

## What is a Meeting?

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

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

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

-0-

## Scrapbook Views

Scrapbook gives you two ways to look at your meeting data: in a Page, or as a Thumbnail. Pages and Thumbnails are combined to create views. Scrapbook has four **view** options:

- *Page and Thumbnails View*
- *Thumbnails View*
- *Page View*
- *Full Screen View*

### Switching Between Views

You can switch between views using the *View* menu or the *Scrapbook Toolbar*. To switch to a view:

- Page and Thumbnails View:
  - Choose View > Normal, or
  - Press Command+1, or
  - Select the *View Page and Thumbnails* button from the *Scrapbook Toolbar*.
- Thumbnails View:
  - Choose View > Thumbnails, or
  - Press Command+2, or
  - Select the *View Thumbnails* button from the *Scrapbook Toolbar*.
- Page View:
  - Choose View > Page, or
  - Press Command+3, or
  - Select the *View Page* button from the *Scrapbook Toolbar*. **Note:** The View Page button is not included on the default Toolbar configuration. See *Scrapbook Toolbar* for information on how to customize the Scrapbook Toolbar.
- Full Screen View:
  - Choose View > Full Screen View, or
  - Press Command+Shift+F, or
  - Select the Full Screen button from the *Scrapbook Toolbar*.

### Page and Thumbnails View

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

- Scrollable column of Thumbnails for viewing all Pages included in the Scrapbook meeting.
- Sizable Thumbnails column. Resize by dragging the boundary between the Thumbnails and the Page.
- Click on any Thumbnail to display its large view as the Page on the right side of the Scrapbook window.
- Page Selection tools in the *Scrapbook Toolbar*.
- Meeting file playback.
- Background Image import into the displayed Page.
- Page annotation using Scrapbook Tools or the standard annotation toolbar.

## Thumbnails View

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

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

## Page View

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

- Page Selection tools in the *Scrapbook Toolbar*.
- Background Image import into the displayed Page.
- Page annotation using Scrapbook Tools or the standard annotation toolbar.
- Page menu options for add a new page, duplicating a page, deleting or page.
- Meeting file playback.

## Full Screen View

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

Working in Scrapbook's Full Screen View gives you the ability to present Scrapbook meeting Pages as a slideshow presentation, using all of the useful presentation features found in Scrapbook.

Useful features include:

- Sharing your presentation in real-time over the Internet/intranet.
- Import, rotate, resize image objects while giving your presentation.
- Annotate within the Page.
- Add new Pages to the presentation.
- All while sharing every moment of your presentation in real-time over the Internet/intranet.

# Scrapbook Menus

**Scrapbook Menu**

**File Menu**

**Edit Menu**

**View Menu**

**Page Menu**

**Sharing Menu**

**Help Menu**

-0-

## Scrapbook Menu

**Scrapbook Menu** options are described below:

About Scrapbook	Version release information.
Preferences (Command+,)	Opens the Preferences dialog box. See <i>Preferences</i> .
Services	Access to various Macintosh utility applications.
Hide Scrapbook	Hides the Scrapbook window.
Hide Others	Hides all application windows except Scrapbook.
Show All	Shows all open application windows.
Quit Scrapbook	Closes Scrapbook, but does not close the Interactive Tools palette.

-O-

## File Menu

**File Menu** options are described below:

New	<p><b>New</b> creates a new Scrapbook <i>meeting</i> file in it's own window. Any previously opened meetings remain open as separate meeting window.</p> <p>To create a new Scrapbook meeting file:</p> <ul style="list-style-type: none"> <li>● Choose File &gt; New, or</li> <li>● Press Command+N.</li> </ul> <p>A new meeting is created every time Scrapbook opens.</p>
Open...	<p><b>Open</b> allows you to open a Scrapbook (*.esb) file and a eBeam Software (*.wbd) file. To open a Scrapbook file:</p> <ol style="list-style-type: none"> <li>1. Choose File &gt; Open, or press Command+O. A standard Open File dialog box appears.</li> <li>2. Navigate to the *.esb file, and select that file.</li> <li>3. Select Open.</li> </ol> <p><b>Note:</b> Scrapbook will also open *.wbd files created by previous versions of eBeam Software.</p>
Open Recent	<p><b>Open Recent</b> contains a list of previously opened files. Select a file from the list to open the file in Scrapbook.</p>
Import Background Image...	<p><b>Import Background Image</b> allows you to import an image file to the background of the currently selected page.</p> <p>To import a background image:</p> <ol style="list-style-type: none"> <li>1. Choose File &gt; Import Background Image...</li> <li>2. A standard Open File dialog box opens. Navigate to the image file, and select that file to open.</li> </ol> <p>See <i>Background Settings</i> for more information.</p>
Close	<p><b>Close</b> closes the Scrapbook meeting file window, but does not close the <i>Interactive Tools</i>.</p> <p>If you have not saved your Scrapbook file, you will be prompted to save the file before the Scrapbook file is closed.</p>
Save	<p><b>Save</b> allows you to save a Scrapbook (*.esb) file. To save a Scrapbook file:</p> <ol style="list-style-type: none"> <li>1. Choose File &gt; Save, or press Command+S.</li> <li>2. If the file has been saved before, it is saved again under the existing name. If this is the first time the meeting has been saved, the standard Save As dialog box opens.</li> </ol>
Save As...	<p><b>Save As</b> allows you to save a new Scrapbook (*.esb) file, or to save an existing Scrapbook meeting file under a new name.</p> <p>To save a Scrapbook file:</p> <ol style="list-style-type: none"> <li>1. Choose File &gt; Save As, or press Command+Shift+S.</li> <li>2. The Save As dialog box opens.</li> <li>3. Enter a meeting name and select the folder location.</li> <li>4. Select Save.</li> </ol>
Save a Copy As...	<p><b>Save a Copy As</b> allows you to save a Scrapbook (*.esb) meeting file in a different format or a range of Pages.</p>

	<p>To save a Scrapbook file:</p> <ol style="list-style-type: none"> <li>1. Choose File &gt; Save a Copy As... The Save a Copy As dialog box appears.</li> <li>2. Enter a meeting name and select the folder location.</li> <li>3. Select the Page Range to save by selecting the appropriate Page Range radio button located at the bottom of the Save a Copy As dialog: <ul style="list-style-type: none"> <li>● <b>All</b> - The default range is All pages. This is also the only option available when the Scrapbook file has only one page.</li> <li>● <b>Selected</b> - Saves only the selected page.</li> <li>● <b>Range</b> - Allows you to select a range of pages to save.</li> </ul> </li> <li>4. Select Save.</li> </ol>
Revert	<p><b>Revert</b> closes the file you are working in and opens a previously saved version of the same file.</p>
Export	<p><b>Export</b> allows you to save Scrapbook file out as an image file. You can select the image width/height, the image format, and a page range of Pages from the Scrapbook file to export.</p> <ol style="list-style-type: none"> <li>1. Choose File &gt; Export The Export dialog box appears.</li> <li>2. Specify the image width/height (optional).</li> <li>3. Specify the image format.</li> <li>4. Select a Page Range. <ul style="list-style-type: none"> <li>● <b>All</b> - The default range is All pages. This is also the only option available when the Scrapbook file has only one page.</li> <li>● <b>Selected</b> - Saves only the selected page.</li> <li>● <b>Range</b> - Allows you to select a range of pages to save.</li> </ul> </li> <li>5. Select OK.</li> <li>6. Enter a meeting name and select the folder location.</li> <li>7. Select Save.</li> </ol>
Page Setup...	<p><b>Page Setup</b> opens the Page Setup dialog box. The Page Setup dialog box allows you to choose header and footer information for a printed Scrapbook page and allows you to add a border for the printed page.</p> <p>Allows changes to page numbering format, meeting name, and date and time formats.</p>
Print...	<p><b>Print</b> opens the standard Print dialog box. This dialog allows you to select a page range and the number of copies you want to print. The default settings are to print all pages in the file and to print one copy.</p> <p>To print the Scrapbook File:</p> <ul style="list-style-type: none"> <li>● Choose File &gt; Print, or</li> <li>● Press Command+P.</li> </ul>

## Edit Menu

**Edit Menu** options are described below:

Undo	<p><b>Undo</b> erases the previous annotation. It is possible to perform multiple Undos until all annotations have been erased. Undo applies only to the Page that is currently displayed.</p> <p>To Undo:</p> <ul style="list-style-type: none"> <li>● Choose Edit &gt; Undo, or</li> <li>● Select the Undo button from the <i>Scrapbook Toolbar</i>, or</li> <li>● Press Command+Z.</li> </ul>
Redo	<p><b>Redo</b> allows you to redo the last undone annotation, provided you had previously used the Undo Tool. If you have used Undo multiple times, you can redo the changes back to the beginning of the series. Redo is disabled once a new annotation occurs. Redo applies only to the Page that is currently displayed.</p> <p>To Redo:</p> <ul style="list-style-type: none"> <li>● Choose Edit &gt; Redo, or</li> <li>● Select the Redo button from the <i>Scrapbook Toolbar</i>, or</li> <li>● Press Command+Shift+Z.</li> </ul>
Cut	<p><b>Cut</b> is used with the <i>Text Tool</i> to cut and paste text within active text boxes.</p> <p>To cut text from text box:</p> <ol style="list-style-type: none"> <li>1. Highlight the text in the text box.</li> <li>2. Choose Edit &gt; Cut, or press Command+X.</li> </ol>
Copy	<p><b>Copy</b> allows you to copy <i>graphic objects</i> from a Scrapbook Page to other Scrapbook Pages and other applications.</p> <p>To copy a object from a Scrapbook Page:</p> <ol style="list-style-type: none"> <li>1. Use the <i>Selector Tool</i> to select an object to copy.</li> <li>2. Choose Edit &gt; Copy, or press Command+C.</li> <li>3. Paste to another Page or thumbnail in Scrapbook, or open another application and paste.</li> </ol> <p>It is also possible to copy text from within an active Scrapbook text box to paste to another text box or to an outside application.</p>
Paste	<p><b>Paste</b> is used to paste <i>graphic objects</i> into a Scrapbook Page from either another Scrapbook Page or from your computer's clipboard. It is also used with the <i>Text Tool</i> to cut and paste text between active Scrapbook text boxes.</p> <p>To paste an object:</p> <ol style="list-style-type: none"> <li>1. Copy the object from a Scrapbook Page, or an outside object.</li> <li>2. Click on the Scrapbook Page or Thumbnail.</li> <li>3. Choose Edit &gt; Paste, or press Command + V.</li> </ol> <p>To paste text between active Scrapbook text boxes:</p> <ol style="list-style-type: none"> <li>1. Copy text from another Scrapbook text box.</li> <li>2. Choose Edit &gt; Paste, or press Command + V.</li> </ol>
Delete	<p>Delete the selected object. See the <i>Select Tool</i> for information on selecting an object.</p>
Select All	<p><b>Select All</b> allows you to select all object in a Page as a single object.</p> <p>To Select All, choose Edit &gt; Select All, or press Command+A.</p>

Special Characters

Opens the special characters table. Special characters can be imported into a text box.

-0-

# View Menu

**View Menu** options are described below:

<p>Normal (View Page and Thumbnails)</p>	<p><b>Normal</b> allows you to switch to the Page and Thumbnails View. See <i>Scrapbook Views</i> for more information. Switch to the Page and Thumbnails View by:</p> <ul style="list-style-type: none"> <li>● Choose View &gt; Normal, or</li> <li>● Press Command+1, or</li> <li>● Select the View Page and Thumbnails (Normal) button from the <i>Scrapbook Toolbar</i>.</li> </ul>
<p>Thumbnails</p>	<p><b>Thumbnails</b> allows you to switch to the Thumbnails View. See <i>Scrapbook Views</i> for more information. Switch to the Thumbnails View by:</p> <ul style="list-style-type: none"> <li>● Choose View &gt; Thumbnails, or</li> <li>● Press Command+2, or</li> <li>● Select the View Thumbnails button from the <i>Scrapbook Toolbar</i>.</li> </ul>
<p>Page</p>	<p><b>Page</b> allows you to switch to the Page View. See <i>Scrapbook Views</i> for more information. Switch to the Page View by:</p> <ul style="list-style-type: none"> <li>● Choose View &gt; Page, or</li> <li>● Press Ctrl+3, or</li> <li>● Select the View Page button from the <i>Scrapbook Toolbar</i>. <b>Note:</b> The View Page button is not included on the default Toolbar configuration. See <i>Scrapbook Toolbar</i> for information on how to customize the Scrapbook Toolbar.</li> </ul>
<p>Full Screen View</p>	<p><b>Full Screen View</b> maximizes the current page to full screen size. The <i>Scrapbook Toolbar</i> becomes a floating toolbar that can be closed. The Scrapbook Tools palette becomes the Scrapbook Full Screen Tool palette (see <i>Summary of Scrapbook Tools</i>).</p> <p>To go to full screen:</p> <ul style="list-style-type: none"> <li>● Choose View &gt; Full Screen, or</li> <li>● Select the Full Screen button from the <i>Scrapbook Toolbar</i>, or</li> <li>● Press Command+Shift+F.</li> </ul> <p>To return to normal screen size:</p> <ul style="list-style-type: none"> <li>● Control-click the screen (press Button A on the Interactive Stylus), and select Full Screen Off from the menu that appears, or</li> <li>● Select the Full Screen button from the <i>Scrapbook Toolbar</i>, or</li> <li>● Press Command+Shift+F.</li> </ul> <p>See <i>Full Screen View</i> for more information.</p>
<p>Toolbar (Show/Hide Toolbars)</p>	<p>Choosing the <b>Toolbar</b> menu option causes a sub-menu to open with the following three selections:</p> <ul style="list-style-type: none"> <li>● <b>Participant Bar:</b> Choose the Participant Toolbar so you can see who has joined a shared Scrapbook meeting.</li> <li>● <b>Replay:</b> Choose this menu selection to show or hide the <i>Replay</i> toolbar. Also use Command+R.</li> <li>● <b>Interactive Tools:</b> Choose this menu selection to show or hide the <i>Interactive Tools for Scrapbook</i>.</li> </ul>
<p>Zoom</p>	<p><b>Zoom</b> allows you to zoom in or out on the currently displayed Page.</p>

The different zoom options include:

- **Fit Page:** Compresses or expands the Page to fit into the Page display area. Fit Page can also be selected by pressing Command+0.
- **Actual Size:** zooms the Page to 100%.
- **25%, 50%, 100%, 200%, 300%, 500%**
- **Zoom In:** Zoom in on the currently displayed Page. Zoom In can also be selected by pressing Command+
- **Zoom Out:** Zoom out of the currently displayed Page. Zoom Out can also be selected by pressing Command-

The Page will remain at the selected zoom value until a new zoom value is chosen.

For more information, see the *Zoom Tool*.

-0-

# Page Menu

**Page Menu** options are described below:

New	<p><b>New</b> creates a new blank Page in the Scrapbook meeting.</p> <p>To create a new Page:</p> <ul style="list-style-type: none"> <li>● Choose Page &gt; New, or</li> <li>● Select the "New Page" button from the <i>Scrapbook Toolbar</i>, or</li> <li>● Press Command+Shift+N</li> </ul> <p>The new Page is inserted directly after the displayed/selected page.</p>
Clear	<p><b>Clear</b> clears all annotations from the displayed/selected Page.</p> <p>To clear a Page, select the Page to be cleared, and:</p> <ul style="list-style-type: none"> <li>● Choose Page &gt; Clear, or</li> <li>● Select the "Clear Page" button from the <i>Scrapbook Toolbar</i>. <b>Note:</b> The Clear Page button is not included on the default Toolbar configuration. See <i>Scrapbook Toolbar</i> for information on how to customize the Scrapbook Toolbar.</li> </ul>
Duplicate	<p><b>Duplicate</b> creates a copy of the displayed/selected Page and makes the copy the displayed/selected Page.</p> <p>To duplicate a Page:</p> <ol style="list-style-type: none"> <li>1. Select the Page to be duplicated.</li> <li>2. Choose Page &gt; Duplicate (Command+D), or select the "Duplicate Page" button from the <i>Scrapbook Toolbar</i>.</li> </ol> <p>The duplicated Page is inserted directly after the selected/displayed Page. <b>Note:</b> The Duplicate Page button is not included on the default Toolbar configuration. See <i>Scrapbook Toolbar</i> for information on how to customize the Scrapbook Toolbar.</p>
Delete	<p><b>Delete</b> deletes the displayed/selected Page.</p> <p>To delete a Page:</p> <ol style="list-style-type: none"> <li>1. Select the Page to be deleted.</li> <li>2. Choose Page &gt; Delete (Command+Shift+X), or select the "Delete Page" button from the <i>Scrapbook Toolbar</i>.</li> </ol>
Delete All	<p><b>Delete All</b> deletes all Pages from the Scrapbook meeting. All data will be lost.</p>
Next Page/Previous Page	<p><b>Next Page</b> navigates to the next page in the Scrapbook meeting. This option is available only when the last page in the meeting is not displayed/selected.</p> <p>To select Next Page:</p> <ul style="list-style-type: none"> <li>● Choose Page &gt; Next Page (Command+Down Arrow), or</li> <li>● Select the "Next Page" button from the <i>Scrapbook Toolbar</i>.</li> </ul> <p><b>Previous Page</b> navigates to the previous page in the Scrapbook meeting. This option is available only when the first page in the meeting is not displayed/selected.</p> <p>To select Previous Page:</p> <ul style="list-style-type: none"> <li>● Choose Page &gt; Previous Page (Command+Up Arrow), or</li> <li>● Select the "Previous Page" button from the <i>Scrapbook Toolbar</i>.</li> </ul>
Replay Settings	<p>Replay Settings allows you to set the play speed for playback, whether or not to play all pages, and whether or not to loop. See <i>Replay</i> for more information.</p>
Add Image...	<p><b>Add Image</b> allows you to import an image file or screen capture into the currently selected</p>

	page. See <i>Graphic Objects</i> for more information.
Background Settings...	<b>Background Settings</b> allows you to import an image file or screen capture to the background of the currently selected page. See <i>Background Settings</i> for more information.

-0-

## Sharing Menu

**Sharing Menu** options are described below:

Share/End Meeting... (Command+Shift+M)	<p><b>Share Meeting</b> allows a meeting host to share a Scrapbook meeting over the Internet/intranet. While a meeting is shared, this menu option changes to End Meeting. See <i>Share a Meeting</i> for more information.</p>
Join Meeting/Leave Meeting... (Command+Shift+J)	<p><b>Join Meeting</b> allows invited participants to log into a shared Scrapbook meeting. The participant will need to know the meeting name and a password (if applicable) prior to attempting to log in to the meeting. While participating in a meeting, this menu option changes to Leave Meeting. See <i>Join a Meeting</i> for more information.</p>
Send Invitation...	<p><b>Send Invitation</b> allows the meeting host to send e-mail invitations to all invited participants for the shared Scrapbook meeting. See <i>Sending an Invitation</i> for more information.</p>
Permit Annotations	<p><b>Permit Annotations</b> allows the host to decide whether or not to allow the Participants to add annotations in the shared Scrapbook meeting. See <i>Meeting Host Tools</i> for more information.</p>
Synchronize Participants	<p><b>Synchronize Participants</b> allows the meeting host keep the participants on the same Page. While Synchronize Participants is on, the host controls which Page is displayed. See <i>Meeting Host Tools</i> for more information.</p>

## Help Menu

The **Help Menu** opens a sub-menu that allows you to access help and also provides links to various registration and support pages that are provided by the hardware manufacturer of your interactive system.

-0-

# Scrapbook Tools

## Summary of Scrapbook Tools

**Pen Tool**

**New Page Tool**

**Pointer Tool**

**Text Tool**

**Slide Forward Tool**

**Eraser Tool**

**Select Tool**

**Snapshot Tool**

**Zoom Tool**

**Slide Back Tool**

**Highlighter Tool**

-0-

## Summary of Scrapbook Tools

**Scrapbook Tools** appear when Scrapbook is the active window. The Scrapbook Tool palette give you all of the tools you need to annotate Pages, zoom, and capture images into a Page.

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

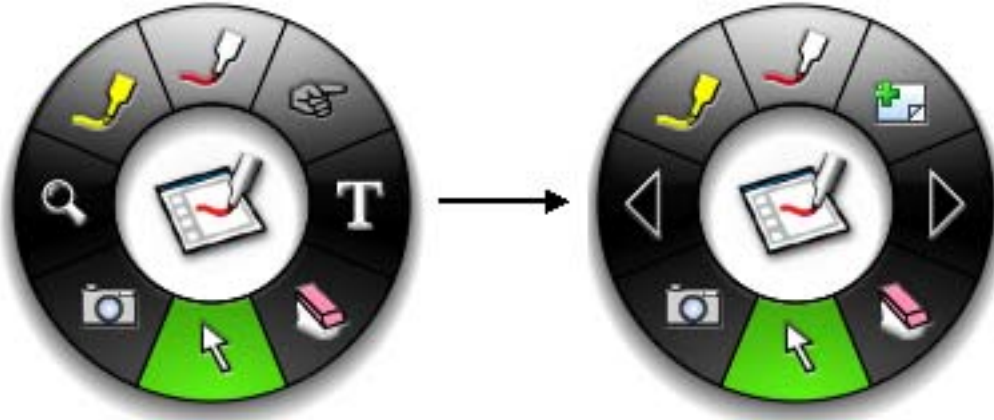
See *Preferences* for information on moving, showing, hiding, and changing the appearance of the Interactive Tool palettes.

Please note the following important points:

- If you select anywhere outside the Scrapbook window, the Scrapbook Tool palette will change to the *Desktop Tools* palette.
- When you switch to the *Full Screen View*, the Scrapbook Tool palette switches to a Scrapbook Full Screen Tool palette.
- Many advanced features of the interactive software are available only when an interactive receiver or security key is detected by the software. See *Interactive Tools Not Found* for more information. When hardware is not detected, you are given access to an *annotation toolbar* that can only be used in Scrapbook.

### Scrapbook Tools

To learn more about a tool, select the tool below:



Scrapbook Tools

Scrapbook Full Screen Tools

### Standard Annotation Toolbar

The standard annotation toolbar appears only when an interactive receiver is not detected.



The tools on the standard annotation toolbar include (from left to right):

Marker	The Marker tool allows you to annotate the displayed page freehand in one of four solid colors. The color can be selected from the palette that appears when the Marker tool is selected.
Highlighter	The Highlighter tool allows you to annotate the displayed page freehand in one of four transparent colors. The color can be selected from the palette that appears when the Highlighter tool is selected.

Eraser	The Eraser tool allows you to erase the annotation marks made with the annotation tools. The eraser size can be selected from the palette that appears when the Eraser tool is selected.
Zoom	The Zoom tool allows you to adjust the viewing size of the displayed page. The range of zoom values are from Fit Page to 500%. Use the Plus and Minus buttons to zoom in or out 1 step at a time. A zoom value can also be selected from the pull-down list that appears when the Zoom tool is selected.
Text	The Text tool allows you to add text annotations to a Page in any size, font, and color available on your computer. The size, font, and color may be selected from the palette that appears when the Text tool is selected.
Pointer	<p>The Pointer tool allows each participants in a meeting to point to data anywhere within the meeting window. Each participant's pointer is displayed in a different color.</p> <p>The Pointer tool is only enabled during a shared meeting.</p> <p>The Pointer direction (right, left, up, down) can be selected from the palette that appears when the Pointer tool is selected. You can also hide the Pointer by selecting the Hide Pointer button from the palette that appears when the Pointer tool is selected.</p>
Selector	The Selector tool allows you to select an object to copy. The selected object can then be pasted into another Page or application.

## Pen Tool



The **Pen Tool** allows you to annotate the displayed Page freehand in one of eight solid colors.

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

Change Color	<ul style="list-style-type: none"><li>● Select the color in the center of the Scrapbook Tools palette. The outer ring of the menu changes to display all other color options.</li><li>● Select a color on the outer ring.</li></ul> <p>Once a color has been selected, the center of the Scrapbook Tools palette changes to display the selected color. This color will remain selected until you select a new color.</p>
Change Line Width	<ul style="list-style-type: none"><li>● Select the line width in the center of the Scrapbook Tools palette. The outer ring of the menu changes to display the four line width options available.</li><li>● Select a line width on the outer ring.</li></ul> <p>Once a line width has been selected, the center of the Scrapbook Tools palette changes to display the selected line width. This line width will remain selected until you select a new line width.</p>

-0-

## New Page Tool



The **New Page Tool** allows you to add a new blank Page to the Scrapbook meeting. The new Page is inserted directly after the Page you are currently working in.

This tool is available only from the Scrapbook Full Screen Tool palette. See *Full Screen View* for more information.

-0-

# Pointer Tool



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

**Note:** The Pointer Tool is enabled only during a shared meeting. See *Share a Meeting* for more information.

When the Pointer Tool is selected, the Pointer Tool button becomes highlighted and the center of the Scrapbook Tools palette displays the pointer logo.

To point to data during a shared meeting	<ol style="list-style-type: none"> <li>1. Select the Pointer Tool button from the Scrapbook Tools palette.</li> <li>2. Tap/Click within the Page to show the pointer</li> </ol>
To move the pointer	Use the Interactive Stylus or your mouse to drag the pointer within the Page to a new location.
Show/Hide/Rotate pointer	<ol style="list-style-type: none"> <li>1. Select the Pointer Tool button from the Scrapbook Tools palette.</li> <li>2. Select the Pointer Tool button again to show the outer ring containing the pointer options. Available options are (beginning from the top and moving clockwise around the outer ring of the Scrapbook Tool palette): <ul style="list-style-type: none"> <li>● <b>Rotate pointer counter-clockwise:</b> Rotates the pointer 90 degrees in a counter-clockwise direction.</li> <li>● <b>Show Pointer:</b> Shows the pointer on the screen.</li> <li>● <b>Rotate pointer clockwise:</b> Rotates the pointer 90 degrees in a clockwise direction.</li> <li>● <b>Hide Pointer:</b> Hides the pointer.</li> </ul> </li> <li>3. Select an option.</li> </ol>

## Text Tool



The **Text Tool** allows you to add a text box to the displayed Page.

When the Text Tool is selected, the Text Tool button becomes highlighted and the center of the Scrapbook Tools palette displays the Text Tool.

Create a text Box on the Page	<ol style="list-style-type: none"><li>1. Select the Text Tool.</li><li>2. Tap/Click within the Page.<ul style="list-style-type: none"><li>● To enter text in the text box, tap/click the Keyboard Viewer icon in the bottom right corner of the text box to use the Keyboard Viewer, or type in text from your keyboard.</li><li>● To close the text box, tap/click anywhere outside of the text box or select a new Tool to close the text box.</li></ul></li></ol>
Move or Edit a Text Box	<ol style="list-style-type: none"><li>1. Select the Text Tool.</li><li>2. Tap/Click directly on top of the text that you wish to move/modify to make the text box active.</li><li>3. Make all text changes.<ul style="list-style-type: none"><li>● To move the text box, tap/click and drag the edge of the text box.</li><li>● To close the text box, tap/click anywhere outside of the text box or select a new Tool.</li></ul></li></ol>
Set Text Attributes	<ol style="list-style-type: none"><li>1. Select the Text logo from the center of the Scrapbook Tools palette to open the Font dialog.</li><li>2. Select the font type, style, size, color, etc.</li><li>3. Select OK.</li></ol> <p>Once the text attributes have been selected they will remain set until you select new attributes.</p>

## Slide Forward Tool



The **Slide Forward Tool** allows you to move to the next Page in the Scrapbook meeting.

This tool is available only from the Scrapbook Full Screen Tool palette. See *Full Screen View* for more information.

This tool is disabled when you are on the last Page in the Scrapbook meeting.

-0-

## Eraser Tool



The **Eraser Tool** allows you to erase annotation marks on the displayed Scrapbook Page.

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

Set Eraser Thickness	<ol style="list-style-type: none"><li>1. Select the thickness from the center of the Scrapbook Tools palette. The outer ring of the menu changes to display all four thickness options available.</li><li>2. Select a thickness on the outer ring.</li></ol> <p>Once a thickness has been selected, the center of the Scrapbook Tools palette changes to display the selected thickness. This thickness will remain selected until you select a new thickness.</p>
----------------------	--

-0-

## Select Tool



The **Select Tool** allows you select a graphic object on a Page to move, rotate, or resize. To select a graphic object, click on the object. Once selected, drag points will appear on the graphic object.

For more information about objects, see *Graphic Objects*.

-0-

## Snapshot Tool



**Snapshot** allows you to take a picture of the current screen and save it into Scrapbook.

Take a Snapshot of our Desktop (excluding the Scrapbook window)

1. Select the Snapshot Tool button from the Scrapbook Tools palette to open the Take Snapshot dialog.
2. Select one of the following options:
  - **Capture screen:** The entire desktop is captured and saved into Scrapbook.
  - **Capture a selection:** Scrapbook minimizes and the cursor becomes a cross hair. To select an area to capture, use the Interactive Stylus to draw a selection rectangle.

The captured image is saved as a new Page in Scrapbook.

-0-

## Zoom Tool



The **Zoom Tool** allows you to zoom into or out of the Page displayed in Scrapbook.

When the Zoom Tool is selected, the Zoom Tool button becomes highlighted and the center of the Scrapbook Interactive Tool palette changes to show the zoom logo.

Change the Zoom Value of the Page

1. Select the Zoom Tool button from the Scrapbook Tools palette.
2. Select the Zoom Tool button again to display the outer option ring.
3. Select a zoom value. The available zoom options, beginning from the plus sign and moving clockwise around the Tool palette are:
  - **Zoom in** (plus sign): Zooms in to the Page by a factor of 1.25 to no greater than 2000%
  - **300%**
  - **500%**
  - **Fit Page**: Compresses or expands the Page to fit into the Page display area. Fit Page can also be selected by pressing Ctrl+0.
  - **Zoom out** (minus sign): Zooms out of the Page by a factor of 1.25 to no lower than 25%
  - **50%**
  - **100%**
  - **200%**

## Slide Back Tool



The **Slide Back Tool** allows you to move to the previous Page in the Scrapbook meeting.

This tool is available only from the Scrapbook Full Screen Tool palette. See *Full Screen View* for more information.

This tool is disabled when you are on the first Page in the Scrapbook meeting.

-0-

## Highlighter Tool



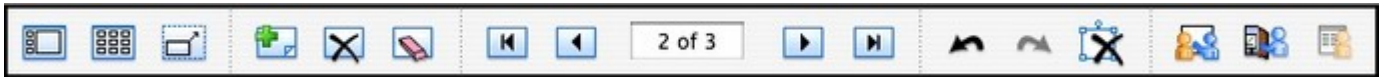
The **Highlighter Tool** allows you to annotate the displayed Page freehand in one of eight translucent colors.

**Note:** Some highlighter colors may not be visible on some computer backgrounds.

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

Change Color	<ol style="list-style-type: none"><li>1. Select the color in the center of the Scrapbook Interactive Tool palette. The outer ring of the menu changes to display the eight color options available.</li><li>2. Select a color on the outer ring.</li></ol> <p>Once a color has been selected, the center of the Scrapbook Interactive Tool palette changes to display the selected color. This color will remain selected until you select a new color.</p>
Change Line Width	<ol style="list-style-type: none"><li>1. Select the line width in the center of the Scrapbook Interactive Tool palette. The outer ring of the menu changes to display the four line width options available.</li><li>2. Select a line width on the outer ring.</li></ol> <p>Once a line width has been selected, the center of the Scrapbook Interactive Tool palette changes to display the selected line width. This line width will remain selected until you select a new line width.</p>

# Scrapbook Toolbar







The **Scrapbook Toolbar** gives you quick access to commonly used Scrapbook features.



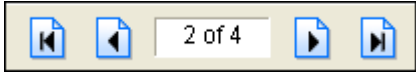




The Scrapbook Toolbar is customizable. Some buttons not shown on the default Scrapbook Toolbar can be added by using the toolbar customization screen.


To customize the toolbar:

1. Control-click on the toolbar and choose Customize Toolbar...
2. Drag buttons onto the Toolbar to add or drag buttons away from the Toolbar to remove.

The following buttons are available on the **Scrapbook Toolbar**.

<p>Normal</p> <p>Thumbnails</p> <p>Page Only (<i>Not shown on default Scrapbook Toolbar</i>)</p>		<p><b>Normal, Thumbnails, and Page Only</b> allow you to switch between the different <i>Scrapbook Views</i>.</p> <p>You can also switch between views by pressing the following combination of keys:</p> <ul style="list-style-type: none"> <li>● <b>Normal</b>(Page and Thumbnails): Command+1</li> <li>● <b>Thumbnails</b>: Command+2</li> <li>● <b>Page Only</b>: Command+3</li> </ul>
<p>Full Screen</p>		<p><b>Full Screen</b> maximizes the current Page to full screen size. The Scrapbook Toolbar becomes a floating toolbar.</p> <p>To go to full screen:</p> <ul style="list-style-type: none"> <li>● Choose View &gt; Full Screen, or</li> <li>● Select the Full Screen button from the Scrapbook Toolbar.</li> </ul> <p>To return to normal screen size:</p> <ul style="list-style-type: none"> <li>● Select the Full Screen button, or</li> <li>● Control-click the screen (press Button A on the <i>Interactive Stylus</i>).</li> </ul> <p>See also <i>Scrapbook Full Screen Tools</i> for more information on working at full screen size.</p>
<p>New Page</p>		<p><b>New</b> creates a new blank Page in the Scrapbook meeting.</p> <p>To create a new Page:</p> <ul style="list-style-type: none"> <li>● Select the New Page button, or</li> <li>● Choose Page &gt; New (Command+Shift+N).</li> </ul> <p>The new Page is inserted directly after the displayed/selected page.</p>
<p>Duplicate Page (<i>Not shown on the default Scrapbook Toolbar</i>)</p>		<p><b>Duplicate</b> creates a copy of the displayed/selected Page and makes the copy the displayed/selected Page.</p> <p>To duplicate a Page:</p> <ol style="list-style-type: none"> <li>1. Select the Page to be duplicated.</li> </ol>

		<p>2. Select the <b>Duplicate Page</b> button, or choose Page &gt; Duplicate (Command+D).</p> <p>The duplicated Page is inserted directly after the selected/displayed Page.</p>
Delete Page		<p><b>Delete</b> deletes the displayed/selected Page.</p> <p>To delete a Page:</p> <ol style="list-style-type: none"> <li>1. Select the Page to be deleted.</li> <li>2. Select the Delete Page button, or choose Page &gt; Delete (Command+Shift+X).</li> </ol>
Clear Page		<p><b>Clear</b> clears all annotations from the displayed/selected Page.</p> <p>To clear a Page:</p> <ol style="list-style-type: none"> <li>1. Select the Page to be cleared.</li> <li>2. Select the Clear Page button, or choose Page &gt; Clear.</li> </ol>
Page Selection		<p>The Page Selection buttons are used to choose which Page to display by selecting the page number. From left to right, the Page Selection buttons are:</p> <ul style="list-style-type: none"> <li>• Jump to first Page</li> <li>• Previous Page</li> <li>• Next Page</li> <li>• Jump to last Page</li> </ul> <p>Jump to First Page and Previous Page are disabled when Page 1 is displayed. Next Page and Jump to last Page are disabled when the last page is displayed.</p> <p>You can also select the page number by typing the page number directly into the text box and pressing Enter, or using the Go To Page... option found in the <i>Page Menu</i>.</p>
Undo		<p><b>Undo</b> erases the previous annotation. It is possible to undo until the page is blank.</p> <p>To Undo:</p> <ul style="list-style-type: none"> <li>• Select the Undo button, or</li> <li>• Choose Edit &gt; Undo (Command+Z).</li> </ul>
Redo		<p>The <b>Redo Tool</b> allows you to redo the last undone annotation, provided you had previously used the Undo Tool. If you have used Undo multiple times, you can redo the changes back to the beginning of the series. Redo is disabled once a new annotation occurs.</p> <p>To Redo:</p> <ul style="list-style-type: none"> <li>• Select the Redo button, or</li> <li>• Choose Edit &gt; Redo (Command+Shift+Z).</li> </ul>
Delete Object		<p><b>Delete Object</b> deletes the selected object. See the <i>Select Tool</i> for information on selecting an object.</p>
Share/End Meeting		<p><b>Share Meeting</b> allows a meeting host to share a Scrapbook meeting over the Internet/intranet.</p> <p>While a meeting is being shared, this button becomes the End Meeting button.</p>

		See <i>Share a Meeting</i> for more information.
Join Meeting		<p><b>Join Meeting</b> allows invited participants to log into a shared Scrapbook meeting.</p> <p>See <i>Join a Meeting</i> for more information.</p>
Participant View		<p><b>Participants</b> opens the Participants window. The Participants window allows you to see who is attending a shared Scrapbook meeting.</p> <p>The Participants window can also be opened by pressing Ctrl+4.</p> <p>See <i>What is Sharing?</i> and <i>View Participants</i> for more information.</p>

# Replay





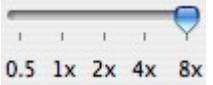
The **Replay** Toolbar can be opened by choosing View > Toolbar > Replay.

The Replay Toolbar allows you to replay the meeting like a movie. The meeting can then be played forward, line by line, and at varying speeds. Playback can be restricted to either the current Page, or set to play all Pages.

Some uses for the Replay Toolbar:

- Viewing the meeting chain of events.
- Branching, by replaying a multiple action page to a point where you'd like to branch, then stopping the session and duplicating the page. The new (duplicated) page will contain the page data to the selected point, allowing you to explore a new idea from that point in the new page. The original page remains intact.

The following tools are available on the Replay Toolbar (View > Toolbar > Replay). You also can select Play All Pages, Loop and Speed from the *Page Menu* > Replay Settings sub-menu.

Jump to Beginning		Jumps to the beginning of the Scrapbook meeting (if All Pages is checked) or to the beginning of the selected Page.
Drag Control Slider		Allows you to step through the meeting forward or reverse by using the Interactive Stylus or your mouse to drag the drag bar on the drag line, or to immediately jump to a specific point in the meeting by dragging the drag bar to a location on the drag line.
Play		Replays the entire Scrapbook meeting (if All Pages is checked) or the selected Page from beginning to end. During playback, the Play button changes to a "Stop" button, allowing you to stop the playback.
Jump to End		Jumps to the end of the Scrapbook meeting (if All Pages is checked) or the beginning of the selected Page.
All Pages	<input type="checkbox"/> All Pages	Sets the number of pages played. If All Pages is checked, selecting Play causes the entire meeting to be played back. If "All Pages" is not checked, only the currently displayed page is played back. You also can set this option in the Page > Playback sub-menu.
Loop	<input type="checkbox"/> Loop	Option for looping through the entire Scrapbook meeting (if All Pages is checked) or for looping the selected page. You also can set this option in the Page > Playback sub-menu.
Play Speed		Sets the speed at which the meeting is played. The slowest speed is 0.5x; the fastest speed is 8.0x. You also can set this option in the Page > Playback sub-menu.

## Graphic Objects

You can bring **graphic objects** such as JPG and GIF images onto the displayed/selected Scrapbook Page and work with them as objects, changing their size, shape, position and other attributes as needed.

To add a graphic object:

- Choose Page > Add Image to browse your computer to find the image filename.
- Drag-and-drop the image file from your desktop or file directory directly onto the Scrapbook Page.

### **Supported file formats for graphic objects:**

- Bitmap (\*.bmp)
- Graphic Files (\*.gif, \*.jpg, \*.png, \*.pdf, \*.eps, \*.tif)
- If you attempt to load a file type that is not supported the Page will display a file icon and the filename, but will not attempt to load that file into the page.

-0-

## Background Settings

**Background Settings** allow the user to set an image as the background for any Scrapbook Page. Annotations and *graphic objects* remain visible in front of the background image. Background Settings are displayed to all participants during a shared meeting (see *Share a meeting*).

The Page background can be set from two locations:

- a quick import from File > Import Background Image... menu option, or
- the *Background Settings dialog box*.

See *Supported File Formats* for information on which file types can be imported by Background Settings as a background image.

### Import a background image from the File Menu

Selecting **File > Import Background Image** opens a standard Open dialog box. This allows you to navigate directly to the file location and select OK to load the file.

### Using Background Settings

The Page > **Background Settings** option in Scrapbook allows you to import an image file, screen captures, or data from the clipboard as a background image on the selected Page.

The following table describes the Background Settings dialog box features.

<b>Background Settings options</b>	All options affect the displayed Page or selected Thumbnail in Scrapbook. <ul style="list-style-type: none"><li>• <b>Load Image:</b> Opens the standard Open dialog box. To load an image, navigate to and select the file you want to load into the Page background, and then select OK.</li><li>• <b>Load from Clipboard:</b> Loads data from the computer's clipboard as the background image. If there are no data in the computer's clipboard, this button is disabled.</li><li>• <b>Remove Image:</b> Removes the background image from the Page. Any annotations will remain on the Page.</li><li>• <b>File Scaling Options:</b><ul style="list-style-type: none"><li>○ <b>Do Not Scale:</b> The file is imported into the background as is. This option is not available if the image size is bigger than the Page size.</li><li>○ <b>Scale Proportionally:</b> The file is scaled to fit as much of the Page as possible while retaining the aspect ratio.</li><li>○ <b>Scale to Fit:</b> The file is scaled to fit the Page completely. The aspect ratio is not preserved.</li></ul></li><li>• <b>Drag from Finder:</b> Alternatively, you can drag a file from the Finder to the Background Settings options dialog box.</li></ul>
------------------------------------	---

### Supported file formats for Background Settings:

- Bitmap (\*.bmp)
- Graphic Files (\*.gif, \*.jpg, \*.png, \*.pdf, \*.eps, \*.tif)
- The open dialog will not allow you to select files whose formats are not supported.

## Scrapbook Preferences

The Scrapbook Preferences dialog box allows you to set preferences and settings specific to Scrapbook. Other options and settings for the Interactive Tools can be found in *Preferences*. The Scrapbook Preferences dialog contains three tabs:

- *General*  
(Allows you to set up automatic file saving preferences)
- *Sharing*  
(Allows you to set up Proxy Server settings)
- **Page Setup**  
(Opens the Page Setup dialog box. The Page Setup dialog box allows you to choose header and footer information for a printed Scrapbook page and allows you to add a border for the printed page. Allows changes to page numbering format, meeting name, and date and time formats.)

-0-

## Automatic File Saving

The "**File Saving**" feature ensures that you don't lose your meeting data if the power goes out, your laptop runs out of battery life, etc.

To adjust your automatic file saving settings:

1. Open the *Scrapbook Preferences* dialog.
2. Select the General tab.
3. Set the following options in File Saving box:
  - **Save Recovery File:** Enable or disable automatic file saving by checking/unchecking this option.
  - **XX Minutes:** Choose how often your Scrapbook meeting file will be automatically saved by changing the number of minutes. The default "File Saving" setting is every 5 minutes.

-0-

## Supported File Types

**Supported file formats** for Save As and Export from the *File Menu*.

- Scrapbook File (\*.esb)
- eBeam Software File (\*.wbd)
- PDF (\*.PDF)
- HTML (\*.HTM)
- Bitmap (\*.BMP)
- JPEG (\*.JPG)
- TIFF (\*.TIF)
- PNG (\*.PNG)

-0-

## Shared Meetings

**What is a shared meeting?**

**Hosting/Sharing a Meeting**

**Join a Meeting**

**Sending an Invitation**

**Accepting an Email Invitation**

**Proxy Server Setup**

**View Participants**

**Adding a Meeting Server**

-0-

## What is a shared meeting?

A **Shared Scrapbook Meeting** is a meeting that is broadcast over your local intranet or the Internet.



At one location, the meeting coordinator/host uses the interactive system (software and hardware) to host or "broadcast" the meeting over the network (see *Hosting/Sharing a Meeting*). Remote participants use the interactive software or a Web browser to log into the meeting (see *Join a Meeting*).

The meeting is held in real time, which means that remote participants see the notes and annotations as they are created.

If the meeting coordinator allows participants this option, participants can annotate meeting pages, highlighting important points, and adding notes that can be seen by all other participants as well as the coordinator.

To allow remote participants (located outside of your local network firewall) to access your shared meeting, the meeting server must be located on the Internet. Luidia currently hosts a meeting server that may be used by any eBeam-enabled interactive system user.

-0-

## Hosting/Sharing a Meeting

The following explains how to **host/share a meeting** over your local intranet or the internet.

If you share the meeting on your local intranet, only people within your intranet can access the meeting. If you share your meeting over the Internet (using an eBeam server), participants from any Internet location can access your meeting. During a shared meeting, background and graphic images are displayed to all participants, however, participants running the Windows versions of eBeam Interactive software prior to 1.0.5, any version of eBeam Software 1.0-2.3.x, and the web browser applet will not be able to see graphic objects.

To share a meeting, you must be connected to the interactive hardware or security key. Also, if there is any possibility that your network uses a proxy server, see *Proxy Server Setup*.

You can host one shared meeting at any time.

See:

- *Hosting A Shared Meeting*
- *Leaving A Shared Meeting*

For meeting host specific tools, see *Meeting Host Tools* found in the View Participants window.

### Hosting a Shared Meeting

1. Choose Sharing > Share Meeting, or select the Share Meeting button from the *Scrapbook Toolbar* to open the Share Meeting dialog.
2. Under Meeting Information, enter the following:

Meeting Name	The meeting name is the name shown in the Join Meeting dialog box. The meeting name is saved as the default name for subsequent meetings, until you change it. The meeting name can be up to 20 characters.
My Name	The name displayed in the Participants View. See <i>View Participants_</i>
Notes	Any notes/comment you would like to include.
Publish Meeting Name	Select Publish Meeting Name if you want the name of the meeting to be visible to network users who are attempting to join a meeting using either the Join Meeting (see <i>Joining a Meeting</i> for more information) dialog box, or the Meetings web page located at <a href="http://www.e-beam.com">www.e-beam.com</a> . If you do not publish the name, guests will need to know the full meeting name beforehand and manually type it into the Join Meeting dialog box.
Password/Confirm/Use Password	If a password is required, check the Use Password checkbox and type the same password into both the Password and Confirm text boxes. The password must be at least 6 characters, and can be up to 20 characters.
Send Meeting Invitation	Meeting invitations are e-mail invitations that are sent out using your standard e-mail client. If Send Meeting Invitation is checked, the Send Invitation dialog box opens once you select the Share Meeting button. See <i>Sending an Invitation</i> for more information.
Synchronize remote participants when meeting starts	Causes remote participants to be synchronized from the start of the meeting. Synchronize is on by default. See <i>Meeting Host Tools</i> .
Allow participants to contribute	Specifies at the start of the meeting whether or not remote participants are allowed to annotate in the shared meeting. See <i>Meeting Host Tools</i> .

3. Under Server Information, select the server that will host the meeting.

The pull-down menu lists the default server and any other servers you have previously added to your server list. See *Adding a Meeting Server* for more information.

4. Notify guests of the meeting name, meeting time, and password, if required. See *Sending an Invitation* for more information.
5. Select Share.

Your shared meeting is now available on the network using the specified meeting server.

If you experience any problems sharing a meeting, see *Troubleshooting Shared Meetings* for the answers for some of the most common problems.

### **Leaving A Shared Meeting**

To leave a shared meeting at any time:

1. Select the "Share/End Meeting" button from the *Scrapbook Toolbar*.
2. Choose Sharing > End Meeting

**Important Note:** When the meeting host ends a shared meeting, all participants are disconnected from the meeting. As the meeting host, make sure the meeting is completely over before attempting to close the meeting.

## Join a Meeting

There are two ways you can **join a meeting**:

- *Using Scrapbook*
- *Using a Web Browser*

### Using Scrapbook to Join a Meeting

1. Open Scrapbook.
2. Choose Join Meeting from the *Scrapbook Toolbar*.
3. In the Join Meeting dialog box, select the meeting server, enter your name, and select a meeting name from the Meeting list.

The Meeting list shows active meetings whose names have been published.

If the pull-down menu does not include the meeting server you want, you can manually type the server name. You can also add a server to your server list, so that you can quickly select it on another occasion. See *Adding a Meeting Server* for more information.

4. Select Refresh to update the list of published meetings.  
If the meeting appears with a Lock icon, enter the password.  
If the meeting is not listed, enter the meeting name, and a password if required.
5. Select Join.

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

### Notes:

1. When the meeting host ends a shared meeting, all participants are disconnected from the meeting. Once disconnected, participants can continue to print, save, annotate, and modify their Scrapbook record of the meeting.
2. Desktop Tools, Desktop Annotation Tools, and Scrapbook Tools are available only when the interactive hardware is detected. If you have joined a meeting through Scrapbook and would like to annotate, you can access the *Standard Annotation Toolbar*.
3. During a shared meeting, background and graphic images are displayed to all participants, however, participants running Windows versions of eBeam Interactive software prior to 1.0.5, or any version of eBeam Software from 1.0-2.3.x will not be able to see graphic objects.

### Using a Web Browser to Join a Meeting

1. Launch Internet Explorer.
2. In the URL text box (Address or Location), type the IP address or DNS name of the computer hosting the meeting.

If the meeting is hosted by the eBeam server, type [www.e-beam.com](http://www.e-beam.com) and select the Meetings button.

3. Type your name in the My Name text box, and the meeting name in the Meeting Name text box. In the Meeting Password text box, type the password, if required.
4. Select Join a Meeting.

If the meeting is in session, the meeting window appears in your Web browser. Participants will see the full contents of the meeting.

Remote participants cannot print or save the meeting to disk. However, the host can save the meeting and make it available for viewing in a Web browser or another application.

To leave a meeting, choose Leave Meeting from the Meeting menu.

**Note:** The Web browser applet is unable to see graphic objects. Download the latest version of the interactive software to get the full sharing feature set.

-0-

## Sending an Invitation

You can invite others to a *shared meeting* by **sending an e-mail invitation** that contains a link or URL to the meeting. In order to send email invitations:

- *You must use the Share Meeting dialog to set up a shared meeting, or*
- *You must currently be sharing a meeting.*

**Note:** Remote participants cannot send out invitations.

### **Sending an E-mail Invitation from the Share Meeting Dialog**

1. In the Share Meeting dialog, check the Send Meeting Invitation checkbox. Set up the remainder of the Share Meeting dialog as described in *Hosting/Sharing a Meeting*.
2. The Select Language dialog opens. Select the language to be used for the e-mail invitation and then select Continue. At this point, your e-mail program might ask you to select the e-mail profile to be used.
3. A new e-mail with the Meeting Request information opens. Enter the e-mail addresses of the recipients in the To: field.
4. Select Send.

The e-mail invitation includes a link for downloading the latest software and links to enable the user to join the meeting via their Web browser or the software.

### **Sending an E-mail Invitation from the Meetings Menu**

1. Make sure you are sharing a meeting. See *Hosting/Sharing a Meeting* for more information.
2. Choose Sharing > Send Invitation to open the Select Language dialog.
3. Select the language to be used for the e-mail invitation and then select Continue. At this point, your e-mail program might ask you to select the e-mail profile to be used.
4. A new e-mail with the Meeting Request information opens. Enter the e-mail addresses of the recipients in the To: field.
5. Select Send.

The e-mail invitation includes a link for downloading the latest software and links to enable the user to join the meeting via their Web browser or the software.

## Accepting an Email Invitation

You can **accept an e-mail invitation** in one of the following ways:

- Select the http: link to join through your web browser.
- Select the file: link to join through your copy of Scrapbook.
- Manually open your browser, and copy and paste the link into the browser.
- Open Scrapbook, select the Join button, and manually fill in all of the meeting fields using information provided by the invitation.

See *Sending an Invitation* for more information.

-0-

## Proxy Server Setup

If your company uses a **proxy server**, your computer will not be able to access meetings over the Internet server (which is outside your company's firewall) until you enable the proxy server and enter the proxy server settings.

The *Preferences* dialog box gives you a place to enter settings for an HTTP proxy server. Proxy servers, which act as intermediaries between individual workstations and the Internet, provide security and other administrative functions for companies that use the Internet.

### Setting up a proxy server:

1. Choose Scrapbook > Preferences to open the Scrapbook Options dialog.
2. Select the Sharing tab.
3. Click Edit Proxy Settings.

You have several options for setting up the proxy server:

<b>Don't Use Proxy</b>	Selecting this option indicates that your network does not use a proxy server.
<b>Use system proxy configuration</b>	Selecting this option indicates that your computer should use the proxy server settings previously set up for your computer.
<b>Use manual proxy configuration</b>	<p>Selecting this option enables the IP address and Port boxes.</p> <p>To manually set up the proxy server configuration:</p> <ol style="list-style-type: none"> <li>1. Enter the IP address or DNS name of the proxy server.</li> <li>2. Enter the Port number of the proxy server.</li> </ol> <p>Or to manually set up basic authentication:</p> <ol style="list-style-type: none"> <li>1. Enter your User ID.</li> <li>2. Enter your Password.</li> </ol>

## View Participants

**View Participants** allows you to see information about every participant logged into a shared meeting.

To open the "View Participants" window while participating in a shared meeting:




- Choose View > Toolbars > Participant Toolbar, or
- Select the "View Participants" button from the *Scrapbook Toolbar*.

The View Participants window lists the following information:

Participant Name	The name of the participant as entered in the My Name text box in the Join Meeting dialog box. See <i>Join a Meeting</i> for more information.
Interactive/View Only	Write permission is displayed by an icon. When the participant has permission to annotate the meeting, a pen icon is displayed. When the participant does not have permission to annotate the meeting, the pen icon is displayed with a line through it.
Connected At	Displays the time the participant connected to the meeting.
IP Address	Displays the participant's IP Address.
Notes	Displays any notes entered into the Notes field in either the Share Meeting or Join Meeting dialog box. See <i>Join a Meeting</i> for more information.

### Meeting Host Tools

The following tools are available only to the meeting host (the person who set up the shared meeting).

Set View Only/Interactive		The meeting host can set a participant status to View Only or Interactive. An Interactive participant is able to annotate the Page. A view only participant is only able to view the page, but not able to annotate. To set a participant status to View Only or Interactive, select the participant in the View Participants window, and then select the Set View Only/Interactive button.
Dismiss Participant(s)		<b>Dismiss Participant</b> allows the meeting host to disconnect a participant from the meeting. To dismiss a participant from the meeting, select the participant in the View Participants window, and then select the Dismiss Participant button.
Synchronize Participants		If the meeting host has selected Synchronize Participants, remote participants are only able to view the Page that the host is viewing. However, remote participants are still able to annotate the Page. Synchronize is on by default.

-0-

## Adding a Meeting Server

When you share or join a meeting, you must choose a **meeting server**. You can enter the server information each time, or you can create a list of frequently used servers and select from this list whenever you share or join a meeting.

To add a meeting server to your list:

1. Choose Share Meeting or Join Meeting from the Sharing Menu or from the *Scrapbook Toolbar*.
2. In the Share Meeting or Join Meeting dialog under Server/Server Information, select the server button alongside the server pull-down list to open the Meeting Servers dialog.
3. Select the Add button.
4. Type the server name, the DNS name or IP address of the server you want to add to your list, and the port number.

**Note:** It is also possible to automatically search your local intranet for meeting servers by selecting the Search button.

**Note:** The default port number is 80.

5. Select OK.

The new server is added to the meeting servers list.

-0-

# Troubleshooting

**Interactive Hardware Detection**

**Shared Meetings**

**Interactive Tools Not Found**

-0-

## Interactive Hardware Detection

Problem	Resolution
The Welcome dialog box appears repeatedly.	<ul style="list-style-type: none"><li>● See <i>Your Receiver is Not Detected</i>.</li><li>● If USB system, check that all cables are connected as shown in the setup instructions.</li><li>● Check for the power LED (green on the USB system, blue on the Bluetooth Wireless system).</li><li>● Disconnect the cables, reconnect the cables and select Search Again from the Welcome dialog box.</li></ul> <p><b>Bluetooth Wireless specific</b></p> <ul style="list-style-type: none"><li>● Make sure that the port specified in the <i>Hardware Settings</i> is the same as the Bluetooth Port chosen by your Bluetooth Management software.</li><li>● Check your Bluetooth Management software and ensure that you are connected to the hardware. If not, try to connect to it again in the Bluetooth Management software.</li><li>● Disconnect the USB cable from the receiver, reconnect after a few seconds and then select Search Again from the Welcome dialog box.</li></ul>

-0-

## Shared Meetings

Problem	Resolution
After selecting Share Meeting, you see the message To share a meeting, your interactive hardware must be connected and detected.	<ul style="list-style-type: none"> <li>● To serve as a meeting host for a shared meeting, your computer must be attached to the interactive hardware. See <i>Hosting/Sharing a Meeting</i>.</li> </ul>
Unable to Share or Join a meeting over the Internet server.	<ul style="list-style-type: none"> <li>● If you are attempting to share a meeting, make sure that you have the interactive hardware connected.</li> <li>● If your network/internet connection is behind a firewall or proxy server, you must set up the proxy server. See <i>Proxy Server Setup</i>.</li> </ul>
Using a cable modem or dsl and unable to Share or Join a meeting over the Internet meeting server.	<ul style="list-style-type: none"> <li>● If you are attempting to share a meeting, make sure that you have the interactive receiver connected.</li> <li>● If your network/internet connection is behind a firewall or proxy server, you must set up the proxy server. See <i>Proxy Server Setup</i>. Even if you think you aren't behind a proxy server/firewall, you might be. Your ISP might have a firewall set up, causing this problem. If you suspect that is the case, try the following: <ul style="list-style-type: none"> <li>● Add a new server (see <i>Adding a Meeting Server</i>) with a DNS: meetings.e-beam.com, and port: 443.</li> </ul> </li> </ul>
Unable to see shared meeting names in the Join Meeting dialog box.	<ul style="list-style-type: none"> <li>● When the meeting host shares the meeting through the Share Meeting dialog box (see <i>Hosting/Sharing a Meeting</i>), they can select whether or not to publish the meeting name. If the meeting name is published, then it will show up in the Join Meeting dialog box. If the meeting name is not published, then other meeting participants must manually type the meeting name into the meeting name text box.</li> <li>● To publish the meeting name, make sure that the Publish meeting name checkbox in the Share Meeting dialog box is checked.</li> <li>● Does your intranet have a proxy server/firewall? Most intranets do. If you have not done so, enable your proxy server. See <i>Proxy Server Setup</i>.</li> </ul>
How do I set up the proxy server?	<ul style="list-style-type: none"> <li>● See <i>Proxy Server Setup</i>.</li> </ul>
Participant is unable to see graphic objects in the Scrapbook.	During a shared meeting, background and graphic images are displayed to all participants, however, participants running Windows versions of eBeam Interactive software prior to 1.0.5 or any version of eBeam software 1.0 - 2.3.x will not be able to see graphic objects.

## Interactive Tools Not Found

Many advanced features of the interactive software are available only when an interactive receiver or security key is detected by the software.

An interactive receiver includes any eBeam technology-based receivers. These receivers may or may not look like the receivers described in Setup. Please refer to the setup instructions that came with your system for manufacturing information on your system hardware. A security key may be a hardware-based USB dongle or may be a software-based security key that came packaged with the software.

The following table describes, in general, the features that are and are not available when an interactive receiver or security key is not detected/connected. This table does not give a full listing of features.

<p>Available Features when not connected</p>	<ul style="list-style-type: none"> <li>● Many Scrapbook features</li> <li>● Scrapbook's <i>standard annotation toolbar</i> instead of the Scrapbook Tools</li> <li>● Help</li> </ul> <p>When not connected to the interactive receiver or security key, the software is primarily available for use as a meeting viewer (though it is not possible to share a meeting), and for preparing presentations.</p>
<p>Features Not Available when not connected</p>	<ul style="list-style-type: none"> <li>● The Interactive Desktop Tools</li> <li>● Desktop Annotation</li> <li>● Sharing a Meeting</li> </ul>

-0-