BenQ Q Draw
User Manual

Copyright

Copyright 2010 by BenQ Corporation. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual or otherwise, without the prior written permission of this company.

Disclaimer

BenQ Corporation makes no representations or warranties, either expressed or implied, with respect to the contents hereof and specifically disclaims any warranties, merchantability, or fitness for any particular purpose. Further, BenQ Corporation reserves the right to revise this publication and to make changes from time to time in the contents hereof without obligation of this company to notify any person of such revision or changes.

Contents

Chapter 1　Introduction

Designed for the interactive whiteboard or virtual whiteboard, Q Draw is a powerful multi-media interactive tool that includes teaching, demonstrating and course making functions.

Together with the interactive whiteboard or virtual whiteboard, Q Draw makes these types of communications more effective and vivid, such as product exhibition, business conference, video communication, news broadcast, securities evaluation, military command, entertainment, medical consultation, engineering design, competition tactics analysis, and weather analysis and so forth.

The user-friendly interface and easy operation both help users to familiarize with Q Draw with ease. Its strong compatibility with the third-party software, such as Microsoft Word, Excel and PowerPoint, provides extensive benefits to users.

Chapter 2   Getting Started

2.1   System Requirements

- Windows 2000 / XP / 2003 / Vista / Win 7
- Pentium III CPU or higher
- 64MB RAM (128MB recommended)
- Microsoft DirectX 8.0 or above
- 1GB free hard disk space (for full installation)
- 800×600, 1024×768 resolution (16-bit high color or higher)

2.2   Installing and Uninstalling Q Draw

Q Draw can only be installed to Windows system under Administrator user account, but can be used in Windows system under any kind of user account. If your operating system is Windows 2000 SP3/SP4 or Windows XP SP1, the system will prompt you to update Windows Installer. Click **Yes** to update Windows Installer first.

2.2.1   Installing Q Draw

Double-click the **Q Draw Interactive Software** on the installation CD, and then follow the on-screen instructions to install the software.

Note:

1. After the installation, a Hardware Installation window appears. Click Continue Anyway to finish the hardware installation. Both Windows Media Encoder 9 and the handwriting recognition program are installed simultaneously.

2. If the firewall impedes the installation of Q Draw on Microsoft Windows 7, follow these steps:

   a. Right-click the Q Draw installation program, and then select **Properties**. This dialog box appears.
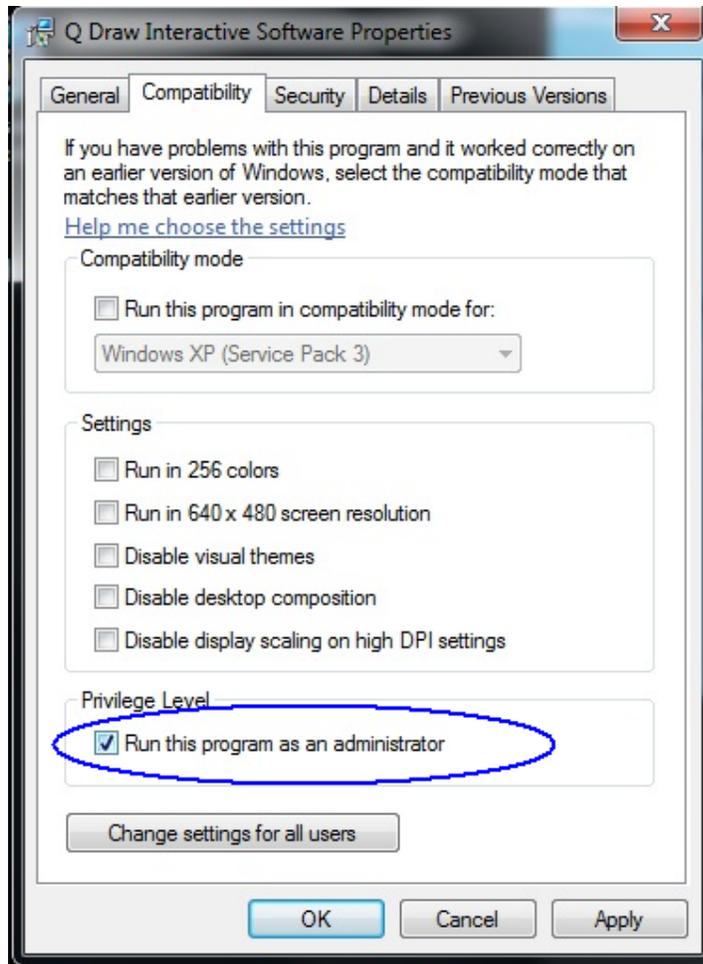
b. Click the **Compatibility** tab, select **Run this program as an administrator,** and then click **OK.**

c. Continue the installation of Q Draw program.

2.2.2   Uninstalling Q Draw

To remove Q Draw from your computer:

1. Follow one of these steps:
   - Click **Start** > **Programs** > **Q Draw** >**Uninstall.**
   - Open Control Panel, select **Add/Remove Programs**, select **Q Draw** in the list of currently installed programs, and then click **Remove.**
   - Click **Q Draw** on the installation CD again.
2. Follow the on-screen instructions to uninstall Q Draw.

2.3 Trial and Registration

2.3.1 Trial

You can download Q Draw from our website http://www.benq.com. After downloading and installing Q Draw on your computer, you can try it out immediately. The free trial edition allows 30 executions. The trial expires after 30 executions since you start Q Draw for the first time. In order to continue using Q Draw, you need to register your license.

2.3.2 Registering Q Draw

When you start the unregistered Q Draw, the Register Window appears. You also can select **Register** on the taskbar to open the Register Window. For details, see 3.4 Taskbar.

Enter the Product Serial Number (on the installation CD cover), User Name, Telephone Number, E-mail Address, and Country fields in the Register Window, then click **Register** to finish the registration.

After registration, the software will prompt the number of computers you can still register the software on. If the displayed number does not match the number stipulated in the software license, it may be the fact that

1. This SN has been used by other people, or
2. The retailers sell illegally. Please appeal to consumer organization for compensation.

   Note:

   1. When registering the product, please make sure your computer has been connected to Internet.

   2. The single-user license of Q Draw is only allowed to be registered on one computer. The enterprise license is allowed to be registered on multiple computers.

   3. If your Q Draw is of the enterprise license, after registration, the enterprise or school name will be displayed on the software interface and exported files (except .cdf files).

Chapter 3   Exploring Q Draw

3.1   Starting Q Draw

To start Q Draw, follow one of these steps:

- ◆ Double-click the Q Draw desktop shortcut.
- ◆ Click **Start** >**Programs** > **Q Draw**.

  The main window appears.

3.2   Main Window

The main window of Q Draw consists of:
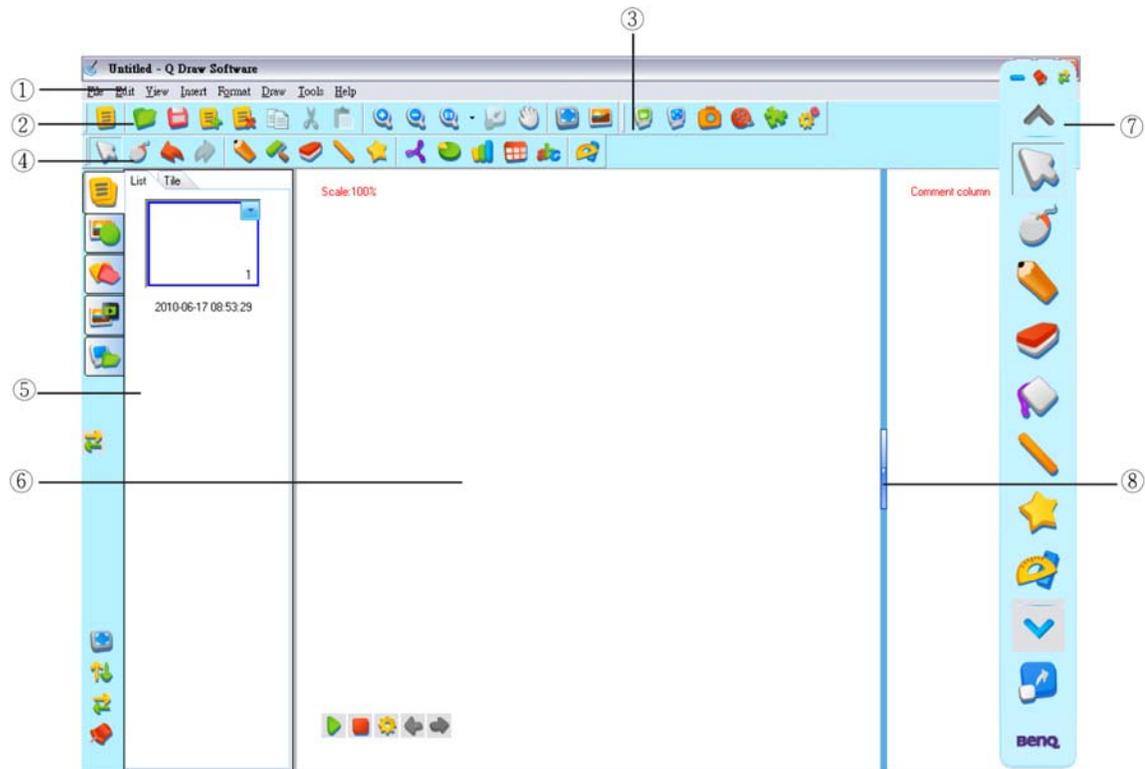
No.	Name	Function
1.	Menu Bar	Provides menus for all functions.
2.	Common Tools toolbar	Provides common page and object manipulating tools.
3.	Assistant Tools toolbar	Provides some screen tools and presenting tools
4.	Drawing Tools toolbar	Provides all drawing tools.
5.	Resource Panel	Allows you access and manage different kinds of resources. There are five tabs: Page, Symbol, Template, Resource and Local.
6.	Whiteboard Area	Displays the current page and enables you to create, edit and manipulate objects on a page.
7.	Floating Tools toolbar	Allows you quickly access frequently used tools and features. For details, see 3.3 Floating Tools Toolbar.
8.	Comment Column	To open the Comment Column to add comments or explanations to the current page, click the arrow button on the Whiteboard Area banner. Comments in this column can also be manipulated as objects.

3.3 Floating Tools Toolbar

The Floating Tools toolbar enables you to quickly access frequently used tools and features. Unlike the traditional toolbar, Floating Tools toolbar can be moved around and placed anywhere on the screen.

No.	Function	Details
1.	Minimize Floating Tools toolbar	Click ━ to minimize the Floating Tools toolbar. After the toolbar is minimized, click "Floating Tools" on the Taskbar icon menu to display the toolbar.
2.	Lock / Unlock Floating Tools toolbar	Click the **Lock** button 🔻 to lock or unlock the Floating Tools toolbar position.
3.	Switch Floating Tools toolbar style	Click the **Arrows** button ⇄ to display the Floating Tools toolbar horizontally or vertically.
4.	Move Floating Tools toolbar	Click on any part of the Floating Tools toolbar and drag the toolbar to new location.
5.	Customize Floating Tools toolbar	You can customize buttons on the Floating Tools toolbar so that the toolbar includes the tools you use most frequently. Refer to Chapter 12 System Setting for details.

3.4 Taskbar

After the Q Draw is started, a small taskbar appears in the notification area.

Click the taskbar icon to have the drop-down list.

No.	Name	Function
1.	Main window	Minimizes / displays the main window of Q Draw.
2.	Floating tools	Minimizes / displays the Floating Tools toolbar.
3.	Right-click / Left-click	Sets the mouse primary button to be right or left. Note: The mouse click behavior is changed here and remains the same. Note that clicking the Right-click button on the Assistant Tools bar only allows the mouse to behave as a one-time right-click.
4.	Single click to open an item / Double-click to open item	Switches the way to open items. The Single click to open item option allows you to open any programs or files with single click while the Double click to open item option allows you to do the same with double-click.
5.	System setting	Enters the System Setting window.
6.	Register	Registers Q Draw. For details, see 2.4.2 Registering Product Serial Number.
7.	Update	Updates Q Draw.
8.	About	Views the software version.
9.	Exit	Exits the Q Draw.

Chapter 4   Working Modes

Q Draw has 2 main working modes: Windows Mode and Board Mode. In Windows Mode, you can perform normal computer operation, annotate on screen in digital ink, and use some basic tools on the Floating Tools toolbar. The Board Mode displays whiteboard pages on screen.

4.1   Windows Mode

You can enter Window Mode by clicking the **Board** button on the Floating Tools toolbar or minimizing the Q Draw main window.

4.1.1   Annotating on Screen

Select any drawing tool on Floating Tools toolbar to enter annotating mode, an annotating frame will appear around the screen. You can annotate on screen in digital ink.

4.1.2   Operating Windows

When you are not in annotating mode, you can perform normal computer operation as you usually do with mouse.

4.1.3   Clearing Annotation

Click the **Clear** button on the toolbar at the right bottom screen to clear all annotations created by Q Draw.

4.1.4   Capturing Screen

Click the **Capture** button on the toolbar at the right bottom screen to capture the current screen to whiteboard page on Board Mode. All annotations created by Q Draw can be edited again.

4.1.5   Saving Annotation to Office Document

In case you have opened a Word, Excel or PowerPoint document and made your annotation directly on it, you can click the **Insert to Office** button on the toolbar at the right bottom screen to save your annotation to this Office document in original form.

4.1.6   Exiting Annotation

Click the **Exit** button on the toolbar at the right bottom screen to close the

annotating frame.

4.2　Board Mode

Click the **Board** button ⬛ on the Floating Tools toolbar to enter Board Mode. In Board Mode, you can see the main window of Q Draw.

4.2.1　Displaying Whiteboard Area on Full Screen

Click the **Full Screen** button ⬛ on the Common Tools toolbar or Resource Panel, or click **View** > **Full Screen** on the Menu Bar to display whiteboard area on full screen.

In this mode, all toolbars and Resource Panel will be hidden, but you can still access the tools on the Floating Tools toolbar. To exit full screen, click the **Exit full screen** button ⬛ on the left bottom of the screen.

Error! Use the Home tab to apply 標題 1 to the text that you want to appear here. |

Chapter 5   Working with Q Draw Files

5.1   Creating a New File

When you start Q Draw, a new file opens automatically. However, you can create a new file at any time.

To create a new file, follow one of these steps:

- Click **File** > **New** on the Menu Bar.
- Click the **New** button ▤ on the Common Tools toolbar.

5.2   Opening a File

With Q Draw, you can open a file in one of these formats: .cdf, .doc, .ppt, and .xls.

1. To open a file, follow one of these steps:
   - Click **File** > **Open** on the Menu Bar.
   - Click the **Open** button 📁 on the Common Tools toolbar. An Open dialog box appears.

   Note: If you create a new file and have not saved the current file yet, the system will prompt you to save it, click **Yes** to save to current file, click **No** to discard changes or click **Cancel** to quit closing the current file.

2. Browse and select the file you want to open.
3. Click **Open**.

5.3   Saving a File

Q Draw can save your file in .cdf format. You also can save your file in other formats, including document format (.doc, .ppt, .xls), webpage format (.html), and picture format (.bmp, .emf, .wmf, .jpg, .gif, .png, .tif,).

To save a new file:

1. Follow one of these steps:
   - Click **File** > **Save / Save as** on the Menu Bar.
   - Click the **Save** button 💾 on the Common Tools toolbar.
2. Select the destination folder and file type, enter a file name, and click **Save**. The file will be named according to current time by default.

To save an existing file, follow one of these steps:

- ◆ Click **File** > **Save** on the Menu Bar.
- ◆ Click the **Save** button on the Common Tools toolbar.

.

To save a file in a new name or location:

1. Follow one of these steps:
   - ◆ Click **File** > **Save as** on the Menu Bar.
   - ◆ Click the **Save** button on the Common Tools toolbar.
2. Select the destination folder and file type, enter a file name, and click **Save**. The file will be named according to current time by default.

   Note: If you want to save your file in picture format (.bmp, .emf, .wmf, .jpg, .gif, .png, .tif,), only the current page will be saved.

5.4 Saving a File as Template

If the layout of current file may be frequently used in future, you also can save it as template, which can be retrieved on Template tab.

1. To save your file as template, click **File** > **Save as template** on the Menu Bar.
   The Save As dialog box appears.
2. Click **Save** to save current file as template. By default, the template will be saved in the User-defined template folder and will be named according to current time.

5.5 Encrypting a File

You can encrypt .cdf file to protect it from the unwanted duplication and usage. The encrypted file cannot be opened without correct password.

1. To encrypt current file, click **File** > **Encrypt** on the Menu Bar.
   This dialog box appears.

2. Enter password and confirm it, and then click **OK**.

3. Save the current file in .cdf format.

To modify the password, open the encrypted .cdf file and repeat the above steps.

5.6 Enabling Auto-Save Function

Auto-save function can minimize your data loss in case of unexpected problems.

1. To enable Auto-save function, click **File** > **Auto-save** on the Menu Bar.

   This dialog box appears.
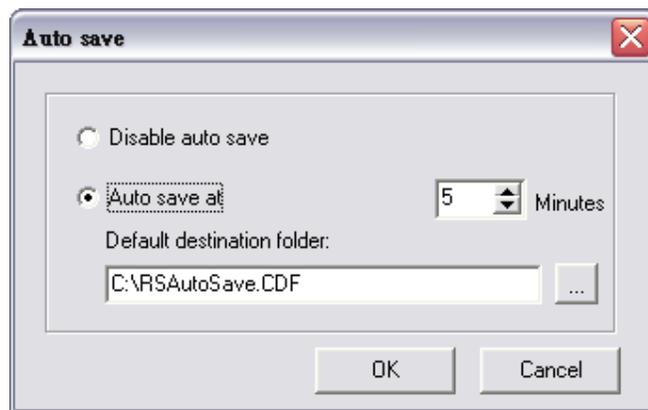
2. In this dialog box, you can enable or disable Auto-save function, and set time interval and destination folder.

5.7 Printing a File

You can print out your files.

To print the current file, click **File** > **Print** on the Menu Bar.

To preview the pages before you print, click **File** > **Print preview** on the Menu Bar.

To set the printer, click **File** > **Print setting** on the Menu Bar.

sized pages and print them out.

2. If no printer has been added to your computer, the system will prompt an error message when printing the page.

5.8　Sending a File

Send the current file as e-mail attachment in one of these formats: .cdf, .pdf, and .ppt

1. To send the current file as e-mail attachment, click **File** > **Send mail** on the Menu Bar. The Save as dialog box appears.
2. After you save the file, Microsoft Outlook automatically starts.

   Note: Please configure Microsoft Outlook before sending mail.

Chapter 6　Working with Pages

6.1　Inserting a Page

To insert a blank page, follow one of these steps:

- Click **Insert** > **Blank page** on the Menu Bar.
- Click the **New page** button on the Common Tools toolbar.
- Click the **New page** button on Floating Tools toolbar.

A blank page appears after the current page.

6.2　Deleting a Page

To delete a page:

1. Select the thumbnail of the page you want to delete on Page tab.
2. Follow one of these steps:

- Click **Edit** > **Delete page** on Menu Bar.
- Click the **Delete page** button on the Common Tools toolbar.
- Click the **Delete page** button on the Floating Tools toolbar.
- Click the menu arrow on page thumbnail in the List panel, and then select **Delete page**.
- Right-click on page thumbnail in the List panel, and then select **Delete page**.

6.3　Copying and Cutting a Page

To copy a page:

1. Select the thumbnail of the page you want to copy on Page tab.
2. Follow one of these steps:

- Click the menu arrow on page thumbnail in the List panel, and then select **Copy page**.
- Right-click on page thumbnail in the List panel, and then select **Copy page**.

To cut a page:

1. Select the thumbnail of the page you want to cut on Page Tab.
2. Follow one of these steps:

- Click the menu arrow on page thumbnail in the List panel, and then select **Cut page**.
- Right-click on page thumbnail in the List panel, and then select **Cut page**.

To paste the copied or cut page, right-click on page thumbnail in the List panel, and then select **Paste page**. The copied or cut page appears before the current page.

6.4 Duplicating a Page

This function allows you to insert a duplicate of an existing page.

To clone a page:

1. Select the thumbnail of the page you want to clone on Page Tab.
2. Follow one of these steps:
   - ◆ Click the menu arrow on page thumbnail in the List panel, and then select **Clone page**.
   - ◆ Right-click on page thumbnail in the List panel, and then select **Clone page**.

   The cloned page appears immediately after the current page.

6.5 Clearing a Page

1. To clear all content on current page, follow one of these steps:
   - ◆ Click **Edit** > **Clear page** on Menu Bar.
   - ◆ Click the menu arrow on page thumbnail in the List panel, and then select **Clear page**.
2. Right-click on page thumbnail on Page tab in the List panel, and then select **Clear page**.

6.6 Inserting Page Number

To insert page number:

1. Click **Insert** > **Page number** on the Menu Bar. This dialog box appears.
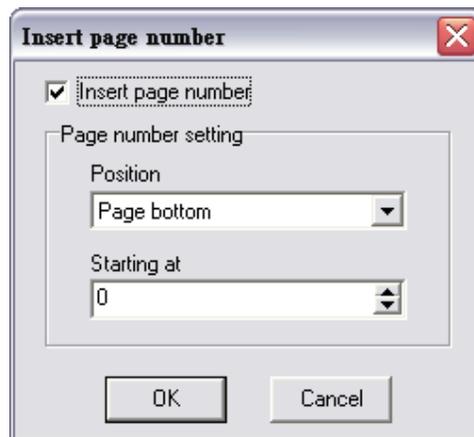
2. In this dialog box, you can set page number position and starting page number.

6.7 Displaying a Page

You can display any page on whiteboard area.

To display a page, click a thumbnail of the page you want to display on the Page tab.

6.7.1 First Page

To display the first page, follow one of these steps:

- ◆ Click **View** > **The first page** on the Menu Bar.
- ◆ Click the **Settings** button on the Operation Review toolbar on the bottom left page, and then select **The first page**.

6.7.2 Last Page

To display the last page, follow one of these steps:

- ◆ Click **View** > **The last page** on the Menu Bar.
- ◆ Click the **Settings** button on the Operation Review toolbar on the bottom left page, and then select **The last page**.

6.7.3 Previous Page

To display the previous page, follow one of these steps:

- ◆ Click **View** > **Previous page** on the Menu Bar.
- ◆ Click the **Settings** button on the Operation Review toolbar on the bottom left page, and then select **Previous page**.
- ◆ Click the **Previous Page** button on the Floating Tools toolbar.

6.7.4 Next Page

To display the next page, follow one of these steps:

- ◆ Click **View** > **Next page** on the Menu Bar.
- ◆ Click the **Settings** button on the Operation Review toolbar on the bottom left page, and then select **Next Page**.
- ◆ Click the **Next Page** button on the Floating Tools toolbar.

6.8 Moving a Page

A whiteboard page can be infinitely extended. You can move a page to get more space or to display any part of the page on screen.

To move a page:

1. Follow one of these steps:
   - ◆ Click **View** > **Move page** on the Menu Bar.
   - ◆ Click the **Move page** button on the Common Tools toolbar.
2. After the mouse pointer becomes a hand, you can click on the page to move it.

6.9 Zooming a Page

By default, whiteboard pages are displayed in their actual dimensions. But you can use the zoom tools to enlarge or reduce the size of whiteboard page.

6.9.1 Increasing / Decreasing Page Magnification

To increases or decrease page magnification:

1. Follow one of these steps:
   - Click **View** > **Zoom in** or **Zoom out** on the Menu Bar.
   - Click the **Zoom in** button 🔍 or **Zoom out** button 🔍 on the Common Tools toolbar.
   - Click the **Zoom in** button 🔍 or **Zoom out** button 🔍 on the Floating Tools toolbar.
2. After the mouse pointer becomes a magnifier, click page to enlarge or reduce it.

6.9.2 Zooming to a Preset Percentage

To zoom a page to a preset percentage:

1. Follow one of these steps:
   - Click **View** > **Zoom to** on the Menu Bar.
   - Click the triangle button on the Common Tools toolbar 🔍🔍🔍 .
2. Follow one of the these steps:
   - Specifies a zoom percentage between 50% and 200%.
   - Select **Fit Page** to make the entire page fit your display.

6.10 Setting Page Background

Specify a color, a gradient of two colors, a pattern, or an image as page background.

6.10.1 Specifying Page Background

To specify page background:

1. Follow one of these steps:
   - Click **Insert** > **Page background** on the Menu Bar.
   - Click the **Insert page background** button 🖼 on the Common Tools toolbar.
   This toolbar appears.

2. Select color, gradient, pattern, or image on this toolbar.

> **Note:** You can set the properties of color, gradient, pattern, or image. Refer to 7.11 Fill for

6.10.2 Canceling Page Background

To cancel page background, follow one of these steps:

- Click **Insert** > **Cancel background** on the Menu Bar.
- Click the button ✖ on the above toolbar.
- Click the menu arrow on page thumbnail in the List panel, and then select **Cancel background**.
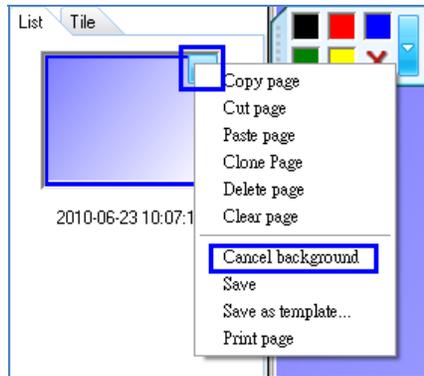
- Right-click on page thumbnail in the List panel, and then select **Cancel background**.

6.11 Saving a Page

Q Draw can save every single whiteboard page in .cdf format. You also can save whiteboard page in other formats, including document format (.doc, .ppt, .xls), webpage format (.html), and picture format (.bmp, .emf, .wmf, .jpg, .gif, .png, .tif,). Object in .cdf format can be re-edited by Q Draw.

To save a page:

1. Select the page thumbnail in the List panel you want to save.
2. Click the menu arrow on page thumbnail in the List panel, and then select **Save**.
   The Save dialog box appears.
3. Select the destination folder and file type, enter a file name, and click **Save**. The file will be named according to current time by default.

6.12 Saving a Page as Template

If the layout of current whiteboard page may be frequently used in future, you also can save it as template, which can be retrieved on Template tab.

To save a page as template:

1. Select the page thumbnail in the List panel you want to save.
2. Click the menu arrow on page thumbnail in the List panel, and then select **Save as template**.
   The Save As dialog box appears.
3. Click **Save** to save the current page as template. By default, the template will be saved in the User-defined template folder and named according to current time.

6.13   Printing a Page

To print a page:

1. Select the page thumbnail in the List panel you want to save.
2. Follow one of these steps:
   - Click **File** > **Print current page** on Menu Bar.
   - Click the menu arrow on page thumbnail in the List panel, and then select **Print page**.
   - Right-click on page thumbnail in the List panel, and then select **Print page**.

Chapter 7   Creating Objects

Q Draw provides many tools to create various objects. In case you are in Windows Mode, you can use tools on Floating Tools toolbar In case you are in the main window of Q Draw, you can use tools on the Menu Bar, Drawing Tools toolbar, and Floating Tools toolbar. In case you are in Full Screen Mode, you can use drawing tools on Floating Tools toolbar.

> **Note:** When creating objects, if the stroke color is the same as the background color, the stroke will be displayed in reverse color.

7.1   Freehand Drawing Tools

The Freehand Drawing Tools are the most frequently used tools, use them to annotate, write and draw on the interactive screen. Q Draw provides several Freehand Drawing Tools. Each tool has its unique character.

To use these Freehand Drawing Tools:

1. Follow one of these steps:

    ◆ Click **Draw** > **Freehand Drawing Tools** on the Menu Bar, then select a Freehand Drawing Tool.

    ◆ Select a Freehand Drawing Tool on the Common Tools toolbar.

    ◆ Select a Freehand Drawing Tool on the Floating Tools toolbar.

2. Adjust its properties if necessary. Refer to 7.1.2 Customizing Freehand Drawing Tools for details.

3. Create freehand objects by writing or drawing on the interactive screen.

7.1.1   The Freehand Drawing Tools
Pencil

Pencil has the characteristic of trim and smooth writing, and is fit for calligraphy of letter, figure and common character. You can adjust color, thickness, transparency and arrow effect for the Pencil tool. Refer to 7.1.2 Customizing Freehand Drawing Tools for details.

Brush Pen

Brush Pen is a writing effect based on the characteristic of traditional calligraphy from some of Asia countries such as China, Korea, and Japan. It shows the writing art of brush pen brilliantly. You can adjust color, thickness for Brush Pen tool. Refer to 7.1.2 Customizing Freehand Drawing Tools for details.

Pen

Pen has the pen-writing characteristic which can show the art of pen-writing brilliantly and is fit for superscription, signature, and other cases that need pen-writing effect. You can adjust color, thickness, and transparency for Pen tool. Refer to 7.1.2 Customizing Freehand Drawing Tools for details.

Washing Brush

Washing Brush is a writing effect based on the writing feature of Arabic. You can adjust color, thickness, and transparency for Pen tool. Refer to 7.1.2 Customizing Freehand Drawing Tools for details.

Broad Brush

Broad Brush is a writing effect of using several washing brushes in different colors to write together, usually used in case requiring special emphasizing such as title and frame, etc.
You can adjust color, thickness, and transparency for Broad Brush tool. Refer to 7.1.2 Customizing Freehand Drawing Tools for details.

7.1.2   Customizing Freehand Drawing Tools

You can customize the properties of Freehand Drawing Tools, including:
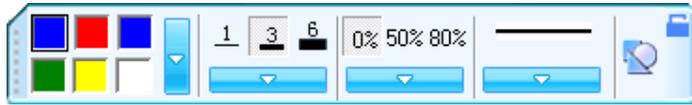
Color

Q Draw provides 6 color buttons on the properties toolbar. Select one of them to change the color of the Freehand Drawing Tool.

To apply other colors:

1. Double-click any color button or click the menu arrow of color section.
2. Select the color you want from the color list. The new color will replay the color in the current color button.

Error! Use the Home tab to apply 標題 1 to the text that you want to appear here. |
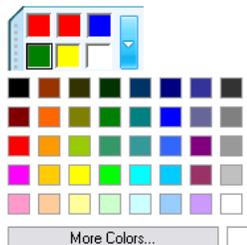
Note: The color setting of Broad Brush is different from other Freehand Drawing Tools. There are 6 color icons in total. By selecting a color for each color icon, you will get a combined writing effect of 6 colors. In case you don't want to use 6 colors, for instance only 3, then set the last 3 color icons as white.

Thickness

Q Draw provides 3 thickness buttons on the properties toolbar. Select one of them to change the thickness of Freehand Drawing Tool.

To apply other thicknesses:
1. Double-click any thickness color button or click the menu arrow of thickness section.
2. Select the thickness you want from the thickness list. The new thickness will replay the thickness in the current thickness button.
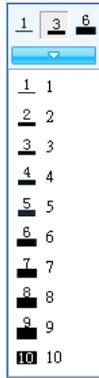
Transparency

Q Draw provides 3 transparency buttons on the properties toolbar. Select one of them to change the transparency of Freehand Drawing Tool.

To apply other transparencies:
1. Double-click any transparency button or click the menu arrow of transparency section.
2. Select the transparency you want from the transparency list. The new transparency will replay the transparency in the current transparency button.

Note: You cannot set the transparency of Brush pen tool.

Arrow effect

Q Draw provides several arrow effects for Pencil tool.

To apply an arrow effect:

1. Click the menu arrow of arrow section.
2. Select the arrow effect you want from the arrow effect list.
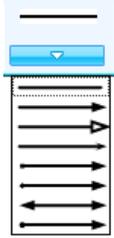
Fill

You can fill color, gradient, pattern, or image to a closed freehand drawing object. Refer to 7.11 Fill for details.

Shape Recognition

The Pencil tool also has Shape Recognition function. If you enable this function, the stroke drawn by Pencil will be automatically revised to Solid Line, Arc, Circle, Rectangle, Triangle, Polygon, and adjacent Solid Lines will be automatically combined to polygons.

To enable this function, click the **Shape Recognition** button on the Pencil properties toolbar.

You can click and drag any of the corner points to alter the shape.

7.2　Line

Q Draw provides different kinds of straight lines.

7.2.1　Drawing a Line

To draw a straight line on screen:

1. Follow one of these steps:

    *   Click **Draw** > **Line** on the Menu Bar.
    *   Click the **Line** button on the Common Tools toolbar.
    *   Click the **Line** button on the Floating Tools toolbar.

　Error! Use the Home tab to apply 標題 1 to the text that you want to appear here. |

2. Choose one of available lines, and adjust its properties if necessary. Refer to 7.2.2 Customizing Line for details.

3. Create a straight line by pressing where you want the line to start and dragging to where you want the line to end.

## 7.2.2   Customizing Line

You can customize the properties of Line tool, including:
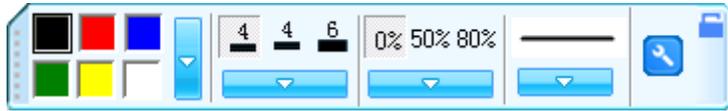
Color

Q Draw provides 6 color buttons in the properties toolbar. Select one of them to change the line color.

To apply other colors:

1. Double-click any color button or click the menu arrow of color section.

2. Select the color you want from the color list. The new color will replay the color in the current color button.

Thickness

Q Draw provides 3 thickness button properties toolbar. Select one of them to change the line thickness.

To apply other thicknesses:

1. Double-click any thickness color button or click the menu arrow of thickness section.

2. Select the thickness you want from the thickness list. The new thickness will replay the thickness in the current thickness button.
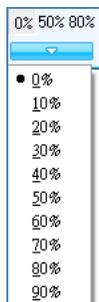
Transparency

Q Draw provides 3 transparency buttons properties toolbar. Select one of them to change the line transparency.

To apply other transparencies:

1. Double-click any transparency button or click the menu arrow of transparency section.

2. Select the transparency you want from the transparency list. The new transparency will replay the transparency in the current transparency button.

Style

Q Draw provides several line styles for Line tool.

To apply a line style:

1. Click the menu arrow of line style section.
2. Select the line style you want from the line style list.

To customize your own line styles:

1. Click on the bottom of the line style list,
2. Customize your own line style by selecting select start arrow, end arrow and line pattern.

Show Length

When you add a line to your whiteboard page, you can display the line length.

To display line length:

1. Click the **Setting** button on the properities toolbar.
2. Select **Show Length**.
    You also can set the Unit and Decimal Digits of length.

To modify the length properties:

1. Click the **Setting** button on the properities toolbar.
2. Select **Length Settings**.
3. Set the Unit and Decimal Digits of length.

7.3   Shapes

Q Draw provides different kinds of 2D and 3D shapes.

7.3.1   Adding a Shape

To add a shape on screen:

1. Follow one of these steps:
    *   Click **Draw** >**2D Shapes** or **3D Shapes** on the Menu Bar.
    *   Click the **Shapes** button on the Common Tools toolbar.
    *   Click the **Shapes** button on the Floating Tools toolbar.
2. Use the Shapes drop-down list to select a 2D or 3D shape, and adjust its properties if necessary. Refer to 7.3.2 Customizing Shapes for details.
3. Create a shape by pressing where you want to place the shape on screen and dragging until the shape is the size you want.

> **Note:** You can create perfect circles, squares, triangles and other shapes by pressing and holding SHIFT as you draw the shape.

7.3.2 Customizing Shapes

You can customize the properties of Shapes tool, including:

Color

Q Draw provides 6 color buttons in the properties toolbar. Select one of them to change the side color.

To apply other colors:

1. Double-click any color button or click the menu arrow of color section.
2. Select the color you want from the color list. The new color will replay the color in the current color button.

Thickness

Q Draw provides 3 thickness buttons properties toolbar. Select one of them to change the side thickness.

To apply other thicknesses:

1. Double-click any thickness color button or click the menu arrow of thickness section.
2. Select the thickness you want from the thickness list. The new thickness will replay the thickness in the current thickness button.

Transparency

Q Draw provides 3 transparency buttons properties toolbar. Select one of them to change the side transparency.

To apply other transparencies:

1. Double-click any transparency button or click the menu arrow of transparency section.
2. Select the transparency you want from the transparency list. The new transparency will replay the transparency in the current transparency button.

Style

Q Draw provides 3 shape buttons in the properties toolbar of Shapes tool.

To apply other shapes:

1. Follow one of these steps:
   - ◆ Click **Draw** > **Shapes** on the Menu Bar.
   - ◆ Double-click any shape button or click the menu arrow of shape section.
2. Select the shape you want from the shape list. The new shape will replay the shape in the current shape button.

Solid / Outlined Effect

Q Draw allows you to adjust Solid/Outlined Effect for Shapes.

To draw a solid shape:

1. Click the **Setting** button on the properties toolbar.
2. Select **Solid Effect**.
   Otherwise, the shape will be drawn outlined.

Regular Shape

When this item is selected, the shape you create will be regular.

To create a regular shape:

1. Click the **Setting** button on the properties toolbar.
2. Select **Regular Shape**.

Show Length

When you add a shape to your whiteboard page, you can display the length of each side.

To display length of each side:

1. Click the **Setting** button on the properties toolbar.
2. Select **Show Length**.
   You also can set the Unit and Decimal Digits of length.

To modify the length properties:

1. Click the **Setting** button on the properties toolbar.
2. Select **Length Settings**.
3. Set the Unit and Decimal Digits of length.

Show Circum Circle or Inner Circle

You can display Circum Circle or Inner Circle for any Right-Angled Triangle, Isosceles, Triangle, or Regular Shape.

Error! Use the Home tab to apply 標題 1 to the text that you want to appear here. |

To display Circum Circle or Inner Circle:

1. Click the **Setting** button on the properties toolbar.
2. Select **Show Circum Circle** or **Show Inner Circle**.

Fill

You can fill color, gradient, pattern, or image to a shape. Refer to <u>7.11 Fill</u> for details.

7.4 Point to Point

This tool allows you to create a polygon or a polyline.

7.4.1 Creating a Polygon

To create a polygon:

1. Follow one of these steps:
   - ◆ Click **Draw** > **Point to Point** on the Menu Bar.
   - ◆ Click the **Point to Point** button on the Common Tools toolbar.
   - ◆ Click the **Point to Point** button on the Floating Tools toolbar.
2. Adjust its properties if necessary. Refer to <u>7.4.3 Customizing Point to Point Tool</u> for details.
3. Select a point on screen as the start point of the first line, and select another point as the end point of the first line (which is also the start point of the second line), and then select the end point of the second line. Repeat these steps until you have got the shape you want.
4. Overlap the last point to the first point.
5. You can click and drag any of the corner points to alter the polygon.
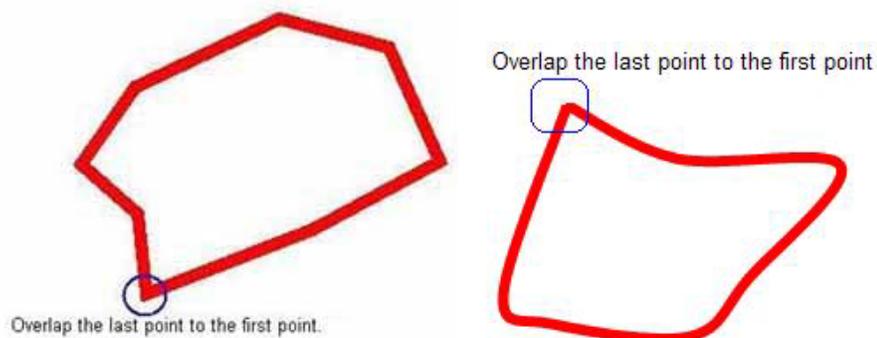
7.4.2 Creating a Polyline

To create a polyline:

1. Follow one of these steps:
   - ◆ Click **Draw** > **Polygon** on the Menu Bar.

- ◆ Click the **Point to Point** button ![icon] on the Common Tools toolbar.
- ◆ Click the **Point to Point** button ![icon] on the Floating Tools toolbar.

2. Adjust its properties if necessary. Please see 7.4.3 Customizing Point to Point Tools for details.

3. Select a point on screen as the start point of the first line, and select another point as the end point of the first line (which is also the start point of the second line), then select the end point of the second line. Repeat these steps until you have got the shape you want.

4. Double-click the last point

5. You can click and drag any of the corner points to alter the polyline.
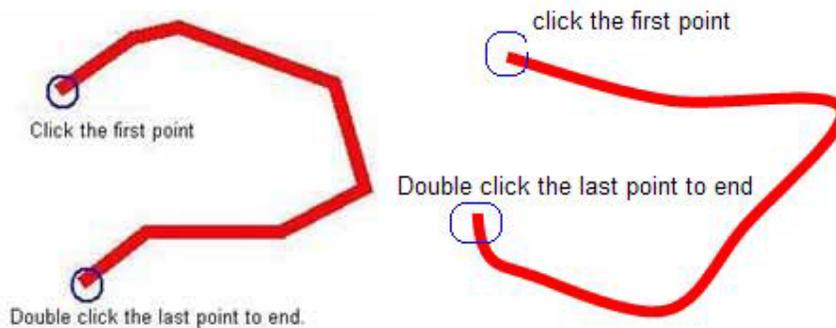
7.4.3   Customizing Point to Point Tools

You can customize the properties of Point to Point Tool, including:

Color

Q Draw provides 6 color buttons in the properties toolbar. Select one of them to change the side color.

To apply other colors:

1. Double-click any color button or click the menu arrow of color section.

2. Select the color you want from the color list. The new color will replay the color in the current color button.

Thickness

Q Draw provides 3 thickness buttons properties toolbar. Select one of them to change the side thickness.

To apply other thicknesses:

1. Double click any thickness color button or click the menu arrow of thickness section.

Error! Use the Home tab to apply 標題 1 to the text that you want to appear here. |

2. Select the thickness you want from the thickness list. The new thickness will replay the thickness in the current thickness button.

Transparency

Q Draw provides 3 transparency buttons properties toolbar. Select one of them to change the side transparency.

To apply other transparencies:

1. Double-click any transparency button or click the menu arrow of transparency section.
2. Select the transparency you want from the transparency list. The new transparency will replay the transparency in the current transparency button.

Straight Line Segment / Curve Segment

You can use Straight Line Segment or Curve Segment to create a polygon or a polyline.

To use Straight Line Segment:

1. Click the **Setting** button on the properties toolbar.
2. Select **Straight Line Segment**.

To use Curve Segment:

1. Click the **Setting** button on the properties toolbar.
2. Select **Curve Line Segment**.

Solid / Outlined Effect

Q Draw allows you to adjust Solid/Outlined Effect for a polygon.

To draw a solid polygon:

1. Click the **Setting** button on the properties toolbar.
2. Select **Solid Effect**.
    Otherwise, the polygon will be drawn outlined.

Show Length

When you add a polygon or a polyline to your whiteboard page, you can display the length of each side.

To display length of each side:

1. Click the **Setting** button on the properties toolbar.
2. Select **Show Length**.

You also can set the Unit and Decimal Digits of length.

To modify the length properties:

1. Click the **Setting** button on the properties toolbar.
2. Select **Length Settings**.
3. Set the Unit and Decimal Digits of length.

Fill

You can fill color, gradient, pattern, or image to a polygon. Refer to <u>7.11 Fill</u> for details.

7.5 Function

Q Draw provides different kinds of function graphs.

7.5.1 Creating a Function Graph

To create a function graph on screen:

1. Follow one of these steps:
   - Click **Draw** > **Function** on the Menu Bar.
   - Click the **Function** button on the Common Tools toolbar.
   - Click the **Function** button on the Floating Tools toolbar.
2. Choose one of the available function graphs, and adjust its properties if necessary. Refer to <u>7.5.2 Customizing Function Tools</u> for details.
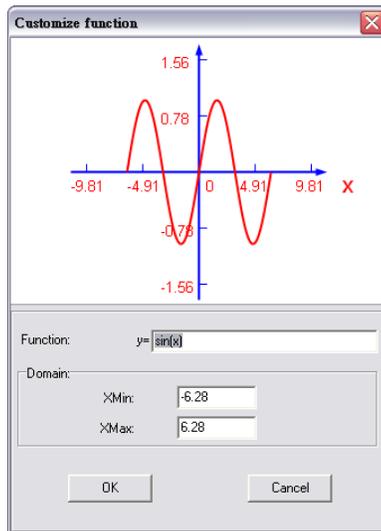
3. Create a function graph by clicking where you want to place the function graph on screen.
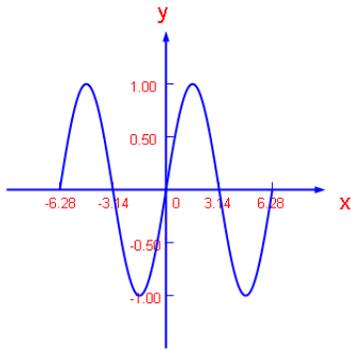
On whiteboard page, you can click on the area of function curve (a rectangle area surrounding the function curve) to select only the function curve; you also can click on the area of coordinate system (outside the area of function curve) to select the whole function graph.

7.5.2　Customizing Function Tools

You can customize the properties of Function tool, including:

Color

Q Draw provides 6 color buttons on the properties toolbar. Select one of them to change the function curve color.

To apply other colors:

1. Double-click any color button or click the menu arrow of color section.
2. Select the color you want from the color list. The new color will replay the color in the current color button.

Thickness

Q Draw provides 3 thickness buttons on the properties toolbar. Select one of them to change

the function curve thickness.

To apply other thicknesses:

1. Double-click any thickness color button or click the menu arrow of thickness section.

2. Select the thickness you want from the thickness list. The new thickness will replay the thickness in the current thickness button.

Transparency

Q Draw provides 3 transparency buttons on the properties toolbar. Select one of them to change the graph curve transparency.

To apply other transparencies:

1. Double-click any transparency button or click the menu arrow of transparency section.

2. Select the transparency you want from the transparency list. The new transparency will replay the transparency in the current transparency button.

Function Expression

Q Draw provides various function expressions.

To select a function expression:

1. Click the **Arrow** button on the **Setting** option of function section.

Linear function (y=k*x+b)
Quadratic function (y=a*x^2+b*x+c)
Cubic function (y=a*x^3+b*x^2+c*x+d)
Sine function (y=sin(x))
Cosine function (y=cos(x))
Tangent function (y=tan(x))
Cotangent function (y=cot(x))
Square root function (y=x^0.5)
Cube root function (y=x^(1/3))
Exponential function (y=e^x)
Logarithmic function (y=loge(x))
Proportional function (y=1/x)
Fractional function (y=(x-1)/(x+3))
Inverse sine function (y=arcsin(x))
Inverse cosine function (y=arccos(x))
Inverse tangent function (y=arctan(x))
Hyperbolic sine function (y=sinh(x))
Hyperbolic cosine function (y=cosh(x))
Hyperbolic tangent function (y=tanh(x))
Hyperbolic cotangent function (y=coth(x))
Absolute value function (y=abs(x))
Standard normal distribution function (y=normal(x))
User defined...

2. Select the function you want from the function list.

To customize your own function expression:

1. Select the **User-defined** function on the bottom of the function list (see the figure above).

2. Define the function and domain.
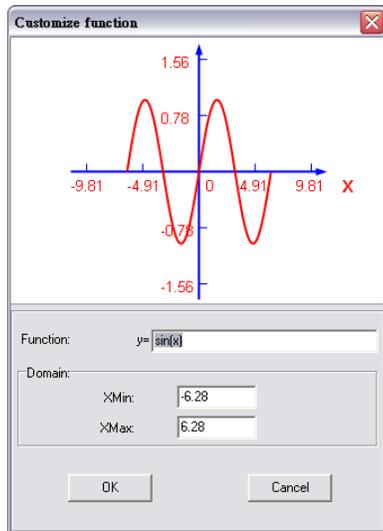
7.6 Pie Chart

You can use Pie Chart to illustrating relative magnitudes or frequencies or percents.

To create a Pie Chart on screen:

1. Follow one of these steps:
   - ◆ Click **Draw** > **Pie Chart** on the Menu Bar.
   - ◆ Click the **Pie Chart** button 🥧 on the Common Tools toolbar.
   - ◆ Click the **Pie Chart** button 🥧 on the Floating Tools toolbar.
2. Click where you want to put Pie Chart on screen. The Insert Pie Chart dialog box appears.

3. In the dialog box, you can set the name, value and transparency for each section of the chart. You also can set Title, 3D Effect, Background Color, Transparency, and Style for the Pie Chart.
4. Click the **Ok** button when you finish the settings. A pie chart will be displayed on the whiteboard page.

7.7 Bar Chart

You can use Bar Chart to compare two or more values.

To create a Bar Chart on screen:

1. Follow one of these steps:

    ◆ Click **Draw** > **Bar Chart** on the Menu Bar.

    ◆ Click the **Bar Chart** button 📊 on the Common Tools toolbar.

    ◆ Click the **Bar Chart** button 📊 on the Floating Tools toolbar.

2. Click where you want to put Bar Chart on screen. The Insert Bar Chart dialog box appears.

3. In the dialog box, you can set the name, value and transparency of each bar. You also can set Title, Category (X) Axis, Value (Y) Axis, Background Color, 3D Effect, Transparency, and Style for the Bar Chart.

4. Click the **Ok** button when you finish the settings. A bar chart will be displayed on the whiteboard page.
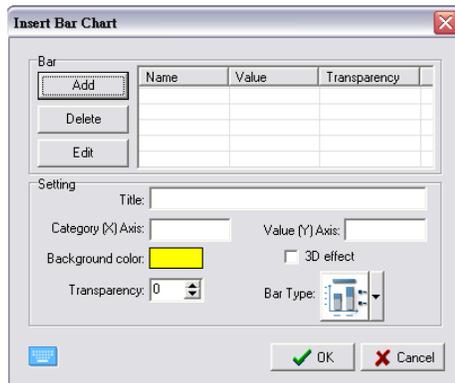
7.8 Table

You can add tables to your page. After you create a table, you can insert text and object into the table's cells, and customize the table.

7.8.1   Creating a Table

To add a Table:

1. Follow one of these steps:

    *   Click **Draw** > **Table** on the Menu Bar.
    *   Click the **Table** button on the Common Tools toolbar.
    *   Click the **Table** button on the Floating Tools toolbar.

2. Set row number and column number. You also can set the border color, thickness, and transparency if you want. Refer to Customizing Table for details.

3. Create a table by pressing where you want to place the table on screen and dragging until the table is the size you want.

7.8.2   Resizing Columns and Rows

To resize a column:

1. Rest the mouse pointer on column boundary you want to move until it becomes a resize pointer.

2. Drag the boundary to resize the column.

To resize a row:

1. Rest the mouse pointer on row boundary you want to move until it becomes a resize pointer.

2. Drag the boundary to resize the row.

7.8.3   Adding Objects to Tables

To add an object a table:

1. Select the object.

2. Drag the object to the table cell.

To move object from one cell to another:

1. Select the object.

2. Drag the object from one cell to another.

To remove an object from a table:

1. Select the object.

2. Drag the object out of the table.

7.8.4   Selecting Tables or Cells

To select a table:

1. Click the **Select** button .

2. Follow one of these steps:

   ◆ Click inside the table.

   ◆ Click outside the table, and drag a rectangle surrounding the table.

To select a cell:

1. Click the **Select** button 🔍 .

2. Follow one of these steps:

   ◆ Click inside the table, and then click inside the cell.

   ◆ Click inside, but near to, a corner of the cell, and then drag to the opposite corner.

To select multiple cells:

1. Click the **Select** button 🔍 .

2. Click inside the top and leftmost cell, and then drag to the bottom and rightmost cell.

   Note: If you select multiple cells and drag them to a different position on the page, you can create a new table consisting of the selected cells and their contents.

7.8.5   Moving Tables

To move a table:

1. Select the table.

2. Click the square in the table's upper left corner, and then drag the table to a different position on the page.

7.8.6   Adding Columns and Rows

To add a column:

1. Select a cell.

2. Click the menu arrow of the cell, and then select **Insert Column**. A new column appears to the right of the current column.

To add a row:

1. Select a cell.

2. Click the menu arrow of the cell, and then select **Insert Row**. A new row appears below the current row.

To remove a column:

1. Select a cell.

2. Click the menu arrow of the cell, and then select **Delete Column**.

To remove a row:

1. Select a cell.
2. Click the menu arrow of the cell, and then select **Delete Row**.

7.8.7 Splitting and Merging Cells

To split a cell:

1. Select the cell.
2. Click the menu arrow of the cell and then select **Split**.

To merge cells:

1. Select the cells.
2. Click the menu arrow of the cell, and then select **Merge Cells**.

7.8.8 Inserting Text into Cells

To insert text into a cell:

1. Select the cell.
2. Follow one of these steps:
   - Double-click the cell.
   - Click the menu arrow of the cell, and then select **Insert Text**.

7.8.9 Customizing Tables

You can customize the properties of Table tool, including:
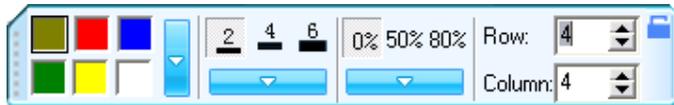
Color

Q Draw provides 6 color buttons on the properties toolbar. Select one of them to change the border color.

To apply other colors:

1. Double-click any color button or click the menu arrow of color section.
2. Select the color you want from the color list. The new color will replay the color in the current color button.

Thickness

Q Draw provides 3 thickness buttons on the properties toolbar. Select one of them to change

the border thickness.

To apply other thicknesses:

1. Double-click any thickness color button or click the menu arrow of thickness section.
2. Select the thickness you want from the thickness list. The new thickness will replay the thickness in the current thickness button.

Transparency

Q Draw provides 3 transparency buttons on the properties toolbar. Select one of them to change the border transparency.

To apply other transparencies:

1. Double-click any transparency button or click the menu arrow of transparency section.
2. Select the transparency you want from the transparency list. The new transparency will replay the transparency in the current transparency button.

Column and Row Number

You can use the drop-down lists on the properties toolbar to set the column and row number directly.

Fill

You can fill color, gradient, pattern, or image to each cell. Refer to [7.11 Fill](#) for details.

7.9 Text

You can insert text on a page and customize its font style, size and color.

7.9.1 Inputting Text on Page

To input text on a page:

1. Follow one of these steps:
   - Click **Draw** > **Text** on the Menu Bar.
   - Click the **Insert text** button on the Common Tools toolbar.
   - Click the **Insert text** button on the Floating Tools toolbar.
2. Click where you want the text to start on page. The Text Box and Fonts toolbar appears.

3. Change the text format through the Fonts toolbar if necessary.
4. Type your text.
5. After you finish inputting, click outside of the Text Box.

7.9.2 Inputting Text through On-Screen Keyboard

Click the **On-screen Keyboard** button ⌨ on the Fonts toolbar or Assistant Tools toolbar, an On-Screen Keyboard appears. You can input text through the On-Screen Keyboard.

7.9.3 Importing Text from .txt File

Q Draw allows you to import text from .txt file to the Text Box.

To import text from .txt file:

1. After the Text Box and Fonts toolbar appears, click the **Import text file** button 📄 on the Fonts toolbar. An Open dialog box appears.
2. Browse and select the .txt file you want.
3. Click **Open**. The text in the .txt file will be imported in the Text Box.
4. Change the text format through the Fonts toolbar if necessary.
5. Click outside of the Text Box to finish.

   Note: Right-click on the Text Box, you will see a menu providing basic Text Editing functions.

7.9.4 Editing Text

Q Draw also allows you to edit the text in a text object.

To edit text in a text object:

1. Follow one of these steps:
   ◆ Double-click the text object,
   ◆ Right-click the text objects, then select **Properties**.
   ◆ Select the text object, click the text object's menu arrow, and then select **Properties**.
   The text box and the Fonts toolbar appear.
2. Modify the text in the Text Box and change text format through the Fonts toolbar.
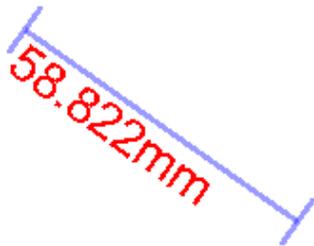
7.10　Label Tools

7.10.1　Dimension Label

You can make a Dimension Label for distance between two points.

To add a Dimension Label on page:

1. Follow one of these steps:
   - Click **Tools** > **Math tools** > **Dimension Label** on the Menu Bar.
   - Click the **Label tools** button 🔷 on the Assistant Tools toolbar, and then select the **Dimension Label** button ⚊ .
   - Click the **Label tools** button 🔷 on the Floating Tools toolbar, and then select the **Dimension Label** button ⚊ .

2. Move the cursor onto the whiteboard page, determine the start point of the dimension, and click once.

3. Move the cursor to another point on the whiteboard area, and click once. These two points will be automatically linked, and the length between will be displayed, as follows:

> **Note:** You can set the default properties for Dimension Label in System Setting. You also can change the properties for each Dimension Label object separately.

7.10.2　Angle Label

You can use the Angle Label tool to measure to an angle, and modify the magnitude of angle again.

To add an Angle Label on page

1. Follow one of these steps:
   - Click **Tools** > **Label tools** > **Angle Label** on the Menu Bar.
   - Click the **Label tools** button on the Assistant Tools toolbar, and then click the **Angle Label** button ◭ .
   - Click the **Label tools** button on the Floating Tools toolbar, and then click the **Angle Label** button ◭ .

2. Move the cursor onto the whiteboard page, click the page once to determine the vertex, click again to determine one side of the angle, then move the cursor, relevant angle will be

displayed on the page, as follows:

Note:

1. The displayed degree of Angle Label is the degree created by the second side rotating from the first side counterclockwise.

2. You can set the default properties for Angle Label in System Setting. You also can change the properties for each Angle Label object separately.
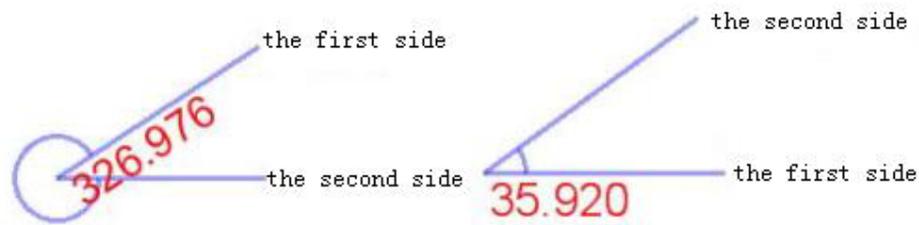
7.10.3 Dividers:

You can use the Dividers tool to draw an arc or a sector, and modify its radius, central angle, and other properties.

To draw an arc or a sector on page:

1. Follow one of these steps:
   * Click **Tool** > **Math tools** > **Dividers** on the Menu Bar.
   * Click the **Label tools** button on the Assistant Tools toolbar, and then click the **Dividers** button .
   * Click the **Label tools** button on the Floating Tools toolbar, and then click the **Dividers** button .

2. Select a point on the page to determine the center of circle.

3. Select another point on the page to determine the radius.

4. Move the cursor to draw the arc or sector. After you finished drawing, click the page again, the arc or sector will be displayed on the page, as follows:
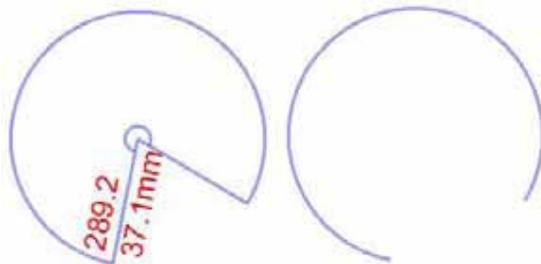

Note: You can set the default properties for Dividers in System Setting. The default shape is Sector.

7.10.4 Ruler

You can use Ruler to measure objects and to draw lines of a particular size.

To add a Ruler on page:

1. Follow one of these steps:
   - Click **Tool** > **Math tools** > **Ruler** on the Menu Bar.
   - Click the **Label tools** button on the Assistant Tools toolbar, and then click the **Ruler** button .
   - Click the **Label tools** button on the Floating Tools toolbar, and then click the **Ruler** button .

2. Move the cursor onto the whiteboard page, determine the position of the ruler, click once, then the ruler will be displayed on the whiteboard page, as follows:
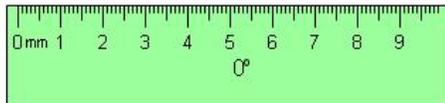
The Ruler can be manipulated as an object, refer to [Chapter 8 Manipulating Objects](#) for details. When rotating the Ruler, the current angle of rotation is displayed in the center of the Ruler. You also can use Freehand Drawing Tools or Line tool to draw a straight line of a particular length with Ruler tool.

To draw a straight line:

1. Select a Freehand Drawing Tool or a Line tool.
2. Move the cursor near the top edge of the ruler. The cursor will display a horizontal line. This indicates that you can draw a straight line along the edge of the ruler.
3. Click and drag the cursor along the top edge of the ruler to draw a line. Release the click when the line is at the desired length.

7.10.5 Protractor

You can add a Protractor on the whiteboard page. You also can use Protractor to measure angle and draw arcs at a particular angle.

To add a protractor on page:

1. Follow one of these steps:
   - Click **Tools** > **Math tools** > **Protractor** on the Menu Bar.
   - Click the **Label tools** button on the Assistant Tools toolbar, and then click the **Protractor** button .
   - Click the **Label tools** button on the Floating Tools toolbar, and then click the

Protractor button   .

2. Move the cursor onto the whiteboard page, determine the position of the protractor, click once, then the protractor will be displayed on the whiteboard page, as follows:
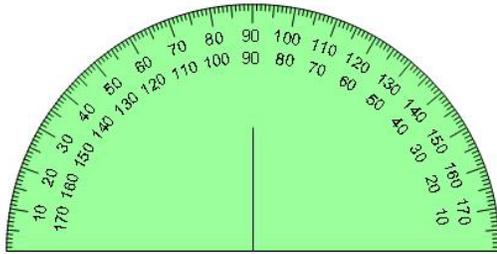
The Protractor can be manipulated as an object, refer to <u>Chapter 8 Manipulating Objects</u> for details.

You also can use Freehand Drawing Tools or Line tool to draw an arc of a particular angle with Protractor tool.

To draw an arc:

1. Select a Freehand Drawing Tool or Line tool.

2. Move the cursor near the outside edge of the Protractor. The cursor will display an arc. This indicates that you can draw an arc.

3. Click and drag the cursor along the outside edge of the Protractor to draw an arc. Release the click when the arc is at the desired angle.

Right-angled Set Square

Q Draw offers two Right-angled Set Squares for your convenience, including Isosceles Right-angled Set Square and 30 Degree Right-angled Set Square. The Right-angled Set Square can be used in angle measurement and drawing lines of a particular size.

To add a Right-angled Set Square

1. Follow one of these steps:

    ◆ Click **Tools** > **Math tools** > **Isosceles Right-angled Set Square** or **30 Degree Right-angled Set Square** on the Menu Bar.

    ◆ Click the **Label tools** button on the Assistant Tools toolbar, and then click the **Right-angled Set Square** button   or the **30 Degree Right-angled Set Square** button   .

    ◆ Click the **Label tools** button on the Assistant Tools toolbar, and then click the **Right-angled Set Square** button   or the **30 Degree Right-angled Set Square** button   .

2. Move the cursor onto the whiteboard page, determine the position of the Right-angled Set Square and click once, the Right-angled Set Square will be displayed on the whiteboard, as

follows:
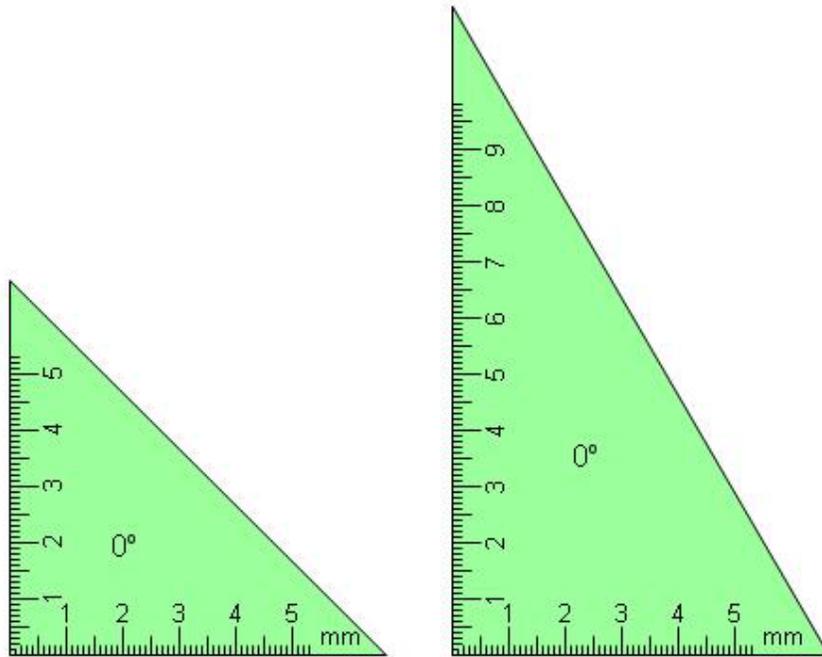
Isosceles Right-angled Set Square   30 Degree Right-angled Set Square

The Right-angled Set Square can be manipulated as an object, refer to Customizing Objects for details. When rotating the Right-angled Set Square, the current angle of rotation is displayed in the center of the Right-angled Set Square.

You also can use Freehand Drawing Tools or Line tool to draw a straight line of a particular size with Right-angled Set Square.

To draw a straight line:

1. Select a Freehand Drawing Tool or Line tool.
2. Move the cursor near the leg of the Right-angled Set Square. The cursor will display a horizontal line. This indicates that you can draw a straight line along the leg of the Right-angled Set Square.
3. Click and drag the cursor along the leg of the Right-angled Set Square to draw a line. Release the click when the line is at the desired length.

   Note: You can set the default properties for Right-angled Set Squares in System Setting. The default shape is Sector.

7.11   Fill

You can fill color, gradient, pattern, or image to any closed geometry.

7.11.1   Creating Fill Effects

Filling Effects

To fill effect:

1. Follow one of these steps:

    ◆   Click **Draw** > **Fill** on the Menu Bar.

    ◆   Click the **Fill** button on the Common Tools toolbar.

    ◆   Click the **Fill** button on the Floating Tools toolbar.

    The Fill toolbar appears.

2. Select one of the available colors, gradients, patterns, or images.

3. Click the desired drawing on the screen to fill.

Color Fill

To apply other color as a Color Fill:

1. Double-click any color fill button or click the setting button beside,

2. Select the color you want from the color list.

3. The new color will replace the color in current color fill button.

Gradient Fill

To apply other gradient as a Gradient Fill:

1. Double-click any gradient fill button or click the setting button beside,

2. Set the gradient in the Gradient Editor.

3. The new gradient will replace the gradient in current gradient fill button.

Pattern Fill

To customize the foreground and background colors of a Pattern Fill:

1. Double-click any pattern fill button or click the setting button beside,

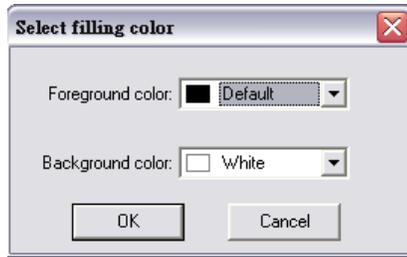2. Set the foreground color and background color.

Image Fill

To select an image as the Image Fill:

1. Double-click the image fill button or click the setting button beside. An Open dialog box appears
2. Browse to, and select an image file.
3. Click **Open**.

Clearing the Fill Effect

To clear the fill effect:

1. Click the button ✕.
2. Click the geometry.

7.11.2   Gradient Editor

The Gradient Editor lets you define a new gradient.
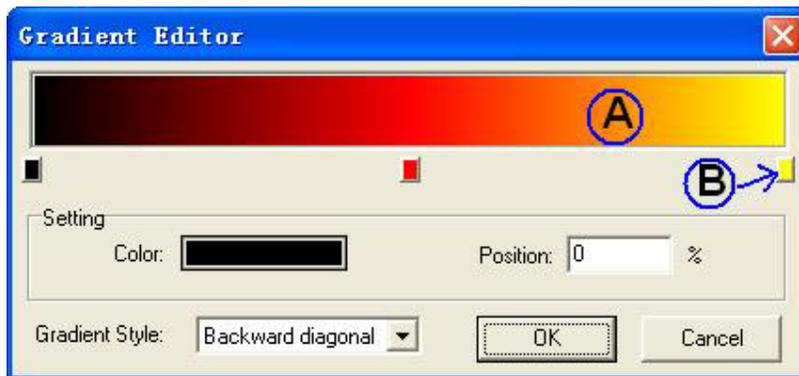
A indicates Gradient bar, and B indicates Color stop.

1. To define the starting color of the gradient, click the left color stop under the gradient bar.
2. Click the color swatch in the Color Stops section of the dialog box. Choose a color, and click **OK**.
3. To define the ending color, click the right color stop under the gradient bar. Then choose a color.
4. To add intermediate colors to a gradient, click below the gradient bar to define another

color stop. Specify the color as you would for the starting and ending stop and drag the stop to adjust its location.

5. To delete an intermediate color stop, right-click the stop.

7.12   Inserting Picture

You can insert a picture into a page. Q Draw supports these formats: .bmp, .wmf, .emf, .jpg, and .jpeg.

To insert a picture:

1. Click **Insert** > **Image file** on the Menu Bar. The Open dialog box appears.
2. Browse and select the picture you want to insert, and then click **Open.**
3. The picture appears in the upper left corner of the page.

7.13   Inserting Flash

You can insert a Flash file into a page.

To insert a Flash file:

1. Click **Insert** > **Flash file** on the Menu Bar.
   The Open dialog box appears.
2. Browse and select the Flash .swf file you want to insert, and then click **Open.**
3. The Flash object appears in the upper left corner of the page.

To play the Flash object, click the icon on the Flash object's bottom left.

7.14   Inserting Video

You can insert a video file into a page, and play it on the page.

To insert a Flash file:

1. Click **Insert** > **Video file** on the Menu Bar. The Open dialog box appears.
2. Browse and select the video file you want to insert, and then click **Open.**
3. Click on the page. The Flash object appears in the upper left corner of the page.

To play the video object, click the icon on the video object's bottom left.

7.15 Eraser

We have offered five erasing methods including the Normal Eraser, Circle Eraser, Area Eraser, Object Eraser and Erase All.

7.15.1 Selecting an Eraser

To select an eraser, follow one of these steps:

- ◆ Click **Draw** > **Eraser** on Menu Bar, and then select one eraser.
- ◆ Click the **Eraser** button on the Common Tools toolbar, and then select one eraser.
- ◆ Click the **Eraser** button on the Floating Tools toolbar, and then select one eraser.

7.15.2 Normal Eraser

Normal Erasers are used for clearing the digital ink created by Freehand Drawing Tools. There are six Normal Erasers in different sizes and shapes. Select one and press it on the interactive screen to erase the digital ink.

7.15.3 Object Eraser

Object Eraser can erase any object on screen. Select **Object Eraser** and click an object to clear it.

7.15.4 Circle Eraser

Circle Eraser can delete any object the selected circular. Select **Circle Eraser** and draw a circle around the object you want to erase.

> **Note:**
>
> 1. To delete the object created by Freehand Drawing Tools, you do not need to draw a closed circle. Q Draw will automatically close it.
>
> 2. To delete object created by other tools, please draw a closed circle surround the entire object.

7.15.5 Area Eraser

Area Eraser can clear any object in the selected area. Select **Area Eraser** and drag a rectangle around the object you want to erase

> **Note:** Except the object created by Freehand Drawing Tools, please make sure the rectangle is surround the entire object you want to delete.

7.15.6 Erase All

Select **Erase All** and click on a page to remove all objects from the page.

Chapter 8   Manipulating Objects

For each object created on whiteboard page, Q Draw provides a variety of ways to manipulate and edit them.

8.1   Selecting Objects

Before you can manipulate or edit an object, you must select it. You can select a single object, multiple objects or all objects on a page.

8.1.2   Single Object

To select a single object:

1. Follow one of these steps:

    ◆ Click **Draw** > **Select** on the Menu Bar.
    ◆ Click the **Select** button 🖱 on the Drawing Tools toolbar.
    ◆ Click the **Select** button 🖱 on the Floating Tools toolbar.

2. Click the object you want to select.

8.1.2   Multiple Objects

To select multiple objects:

1. Follow one of these steps:

    ◆ Click **Draw** > **Select** on Menu Bar.
    ◆ Click the **Select** button 🖱 on the Drawing Tools toolbar.
    ◆ Click the **Select** button 🖱 on the Floating Tools toolbar.

2. Follow one of these steps:

    ◆ Click the interactive screen and drag until a rectangle surrounds the objects you want to select.
    ◆ Press and hold **<CTRL>** on the keyboard, and then click the objects you want to select.

To select all objects on a page, follow one of these steps:

◆ Click **Edit** > **Select all** on Menu Bar.
◆ Right-click the interactive screen, then click **Select all**.
◆ Press **<CTRL>** + **<A>** on the keyboard.

When an object is selected, a selection rectangle appears around the object.

8.2 Managing Objects

You can copy or cut any object on a page, and paste it on the same or different page.

8.2.1 Copying an Object

To copy an object:

1. Select the object you'd like to copy.
2. Follow one of these steps:
   - Click **Edit** > **Copy** on the Menu Bar.
   - Click the **Copy** button on the Common Tools toolbar.
   - Click the object's menu arrow and select **Copy**.
   - Press **<Ctrl>** + **<C>** on the keyboard.

8.2.2 Cutting an Object

To cut an object

1. Select the object you'd like to copy.
2. Follow one of these steps:
   - Select **Edit** > **Cut** on the Menu Bar.
   - Click the **Cut** button on the Common Tools toolbar.
   - Click the object's menu arrow and select **Cut**.
   - Press **<Ctrl>** + **<X>** on the keyboard.

8.2.3 Pasting an Object

To paste the copied or cut object:

1. Select one or more objects you'd like to copy.
2. If you want to paste the object onto a different page, display the page by selecting the page thumbnail on Page tab.
3. Follow one of these steps:
   - Select **Edit** > **Paste** on the Menu Bar.
   - Click the **Paste** button on the Common Tools toolbar
   - Right-click where you want to paste the object on page, and select **Paste**.
   - Press **<Ctrl>** + **<V>**.

8.3 Cloning a Object

You can use this function to create a duplicate of an object.

1. Select the object you want to clone.

2. Follow one of these steps:

   ◆ Click **Edit** > **Infinite Cloner** on the Menu Bar.

   ◆ Click the object's menu arrow and select **Infinite Cloner**.

3. Drag the object to another position on the page.

4. Repeat Step 3 as many times as you want.

5. When you finish cloning the object, repeat step 2 to clear the selection of Infinite Cloner.

8.4 Rotating object

You can rotate objects on a page.

To rotate an object:

1. Select the object. When an object is selected, a selection rectangle appears around the object. Above the rectangle you can find a Rotation Handle.
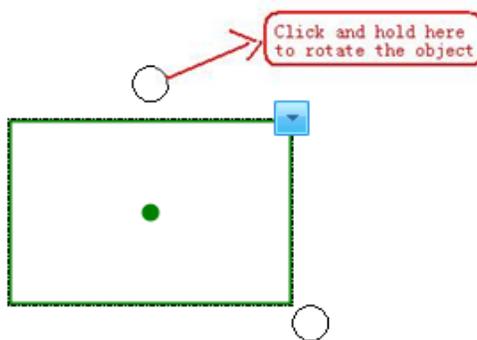
2. Click the Rotation Handle, and then drag it in the direction you want to rotate the object.

3. By default, the object rotates around its central point. You can define another base point by dragging the central point.

   Note:

   1. The center point by default is invisible, but can be found on right-click menu.

   2. No center point for function, pie chart and bar chart, label tools, table, subject tool, video file and flash.
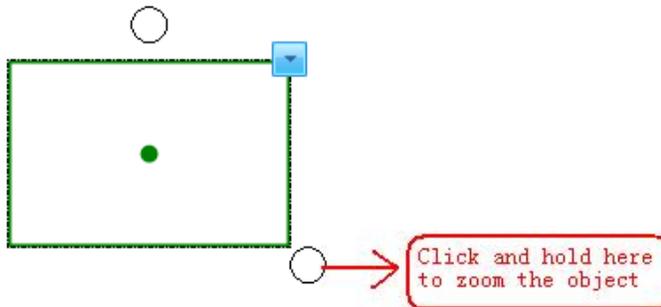

8.5 Resizing Objects

You can rotate objects on a page.

To resize an object:

1. Select the object. When an object is selected, a selection rectangle appears around the

Error! Use the Home tab to apply 標題 1 to the text that you want to appear here. |

object. On the rectangle's lower right corner, you can find the Resize Handle is a resize handle.

2. Click the Resize Handle, and then drag it to increase or reduce the object's size. In case of you select several objects, dragging handle of any object frame is ok.

Click and hold here to zoom the object

Note: If you have selected several object, drag the Resize Handle of one object, all other selected objects are resized automatically.
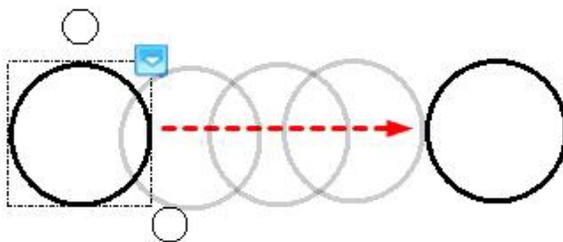
8.6   Moving Objects

You can move objects to another position on the same page. You can also move objects to another page.

8.6.1   Moving Objects to Another Position

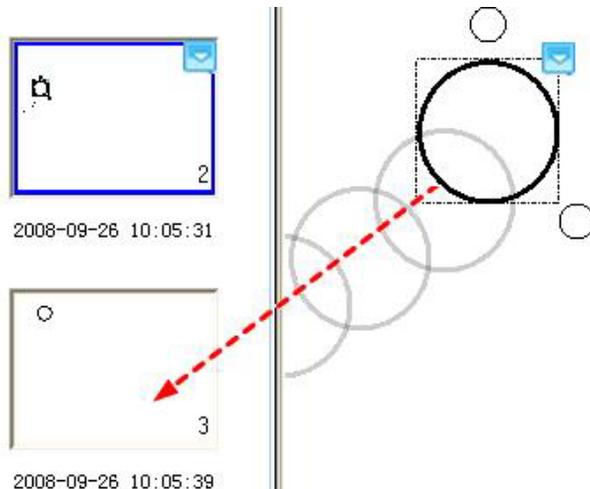To move object to another position on the same page:

1. Select one or more objects.
2. Drag the object or objects to a new position on the page.

8.6.2   Moving Objects to Another Page

To move objects to another page:

1. Select one or more objects.
2. Drag the object or objects onto the thumbnail of another page on the Page tab.

8.7　Grouping Objects

To work faster, you can group several objects together, and manipulate or edit them as though they were a single object.

8.7.1　Grouping

To group objects:

1. Select the objects.
2. Follow one of these steps:
   - ◆ Select **Format** > **Group** on the Menu Bar.
   - ◆ Right-click any one of the selected objects, then select **Group**.
   - ◆ Click the menu arrow of any one of the selected objects, and then select **Group**.

8.7.2　Ungrouping

To ungroup objects

1. Select the group.
2. Follow one of these steps:
   - ◆ Select **Format** > **Ungroup** on the Menu Bar.
   - ◆ Right-click the group, then select **Ungroup**.
   - ◆ Click the group's menu arrow, and then select **Ungroup**.

Note:

1. You cannot group Math Tools, Pie Chart and Bar Chart.

2. When you draw or write on an interactive screen with Freehand Drawing Tools, Q Draw can automatically groups the objects you create in close proximity, enabling you to interact with these objects as a single object. Refer to for details.

8.8 Arranging Stacked Objects

If objects overlap on a page, you can change the staking order.

To change the staking order of overlapped objects:

1. Select the object.
2. Follow one of these steps:
    - Select **Format** > **Arrange** on the Menu Bar, and select **Bring to Front**, **Send to Back**, **Bring Forward**, or **Send Backward** from the submenu.
    - Right-click the selected objects, and select **Bring to Front**, **Send to Back**, **Bring Forward**, or **Send Backward.**
    - Click the object's menu arrow, and select **Bring to Front**, **Send to Back**, **Bring Forward**, or **Send Backward.**

8.9 Flipping Objects

You can flip an object on a page.

To flip object:

1. Select one or more objects
2. Follow one of these steps:
    - Select **Format** > **Flip** > **Flip Horizontally** or **Flip Vertically** on the Menu Bar.
    - Right-click any one of the selected objects, then select **Flip Horizontally** or **Flip Vertically.**
    - Click the menu arrow of any one of the selected objects, and then select **Flip Horizontally** or **Flip Vertically.**

8.10 Inserting Object to Background

You can insert one or more objects into background.

To insert object into background:

1. Select one or more object,
2. Select **Format** > **Insert to background** on the Menu Bar.
   Once inserted to background, the object cannot be manipulated and edited.

8.11 Saving Objects as Image Files

You can save one or more object as image files in bmp, png, gif, jpg, emf, wmf, or tif format.

To save object as image file:

1. Select the object you'd like to copy.
2. Click the object's menu arrow and select **Save as…**
   The Save As dialog box appears.
3. Select the destination folder and file type, enter a file name, and click **Save**.

8.12   Locking Objects

You can lock an object to prevent its modification, movement or rotation. You can remove this lock at any time.

8.12.1   Locking

To lock object in place

1. Select one or more objects.
2. Follow one of these steps:
   - Select **Format** > **Lock** on the Menu Bar.
   - Right-click any one of the selected objects, then select **Lock**.
   - Click the menu arrow of any one of the selected objects, and then select **Lock**.

8.12.2   Unlocking

To unlock object

1. Select one or more locked objects.
2. Follow one of these steps:
   - Select **Format** > **Unlock** on the Menu Bar.
   - Right-click any one of the selected objects, then select **Unlock**.
   - Click the menu arrow of any one of the selected objects, and then select **Unlock**.

8.13   Adding Hyperlink to Objects

You can hyperlink any object on a page to a Web page, or a file on your computer.

8.13.1   Adding a Hyperlink

To add Hyperlink to an object:

1. Select the object.
2. Click the object's menu arrow, then select **Hyperlink**.
   The Hyperlink setting window appears.

3. Follow one of these steps:

   ◆ To hyperlink the object to a Web page or a file on your computer, select **Web page or file**, and then type the address for a Web page or a file. You also can browse and select the file directly.

   ◆ To hyperlink the object to a page in current file, select **Page in this File**, and then specify a page.

4. If you want to add sound effect when launching hyperlink, browse and select an audio file for the Sound Effect section. You also can type the audio file's path directly in the address box.

5. Follow one of these steps:

   ◆ If you want to open the link by clicking the corner icon, select **Corner Icon**.

   ◆ If you want to open the link by clicking anywhere in the object, select **Object**.

6. Click **Ok**.

If you select **Corner Icon**, an icon   appears in the lower left corner of the object. When the object is hyperlinked to an image file, audio file, or video file, we use unique technique to display or play the file directly on whiteboard page. Meanwhile, you can use Drawing Tools to annotate on the hyperlinked files.

8.13.2   Hiding a Hyperlink

To stop displaying or playing the linked image file, audio file, or video file:

1. Follow one of these steps:

   ◆ Click **Draw** > **Select** on Menu Bar.

   ◆ Click the **Select** button   on the Drawing Tools toolbar.

   ◆ Click the **Select** button   on the Floating Tools toolbar.

2. Click outside the displaying or playing window.

8.13.3   Removing a Hyperlink

To remove the Hyperlink from an object

1. Select the object.

2. Follow one of these steps:

- ◆ Right-click the selected objects, then select **Remove Hyperlink**.
- ◆ Click the object's menu arrow, then select **Remove Hyperlink**.

Note:

1. If you want to hyperlink an object to a video or audio file, please install Windows Media Player V9.0 or above first.

2. The supported video and audio file formats include mp3, midi, wav, wma, avi, wmv, mpg, mpeg, dat, asf, .rm, rmvb, vob and flv.

3. The supported audio file formats for **Sound effect** include mp3 and wav.

8.14 Changing Object Properties

You can select an object on the page and change its properties. The properties you can change depend on the object you select.
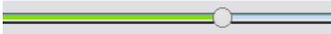
To change an object's properties"

1. Select the object.
2. Follow one of these steps:

- ◆ Double-click the object.
- ◆ Click **Insert** > **Object Properties** on Menu Bar.
- ◆ Click the object's menu arrow, and then select **Properties**.
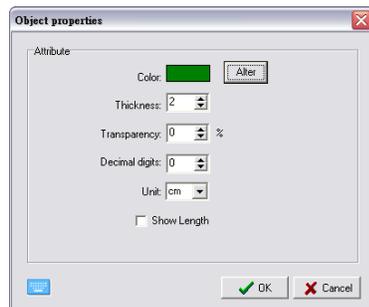
Chapter 9   Operation Review

When you are creating and manipulating objects, Q Draw automatically records your operation, and allows you to review them anytime. By default, you can find the Operation Review toolbar on the bottom left of whiteboard area.

1. Click ▷ to start reviewing your operation on whiteboard page. When Q Draw is playing your action, you can use drawing tool to annotate on page. After the playing is finished, Q Draw will prompt you to save your annotation.
2. Move the tracking button on the position slider ▬▬▬▬○▬▬ to play at a specific point.
3. Click ⏸ to pause playing.
4. Click ⏹ to stop playing. If you have added some annotation during playing, Q Draw will prompt you to save your annotation.
5. Click the **Settings** button ⚙ to call up the setting menu.

   The menu includes these options:

No.	Name	Function
1.	The first page Previous page Next page The last page	Click these buttons to snap to the relevant page. In case you click these buttons when Q Draw is playing your action, Q Draw will snap to the relevant page and continue playing your action on that page.
2.	Play	Play your actions on whiteboard page.
3.	Stop	Stop playing your actions.
4.	Speed	Set the playing speed in the "Speed" menu, the larger multiplication, the faster speed.
5.	Play from current page	Play your action from current page to the last page.
6.	Play current page only	Play your action in current page only.
7.	Loop	Repeat playing when selected.
8.	Tool bar position	Adjust the position of the Operation Review toolbar.

6. You also can snap to previous page or next page by clicking ◀ or ▶ .

Chapter 10 Using Resource Panel

On the right side of Q Draw main window is the Resource Panel, which allows you to browse, access, and manage resources for Q Draw.

10.1 Managing Resource Panel

The Resource Panel consists of 5 tabs, including Page, Symbol, Template, Resource, and Local.

Moving the Resource Panel

To move the Resource Panel, click this button again to move the Resource Panel back.

Hiding the Preview Pane

To hide the Preview pane of Resource Panel, click the **Hide Preview** button on the bottom left.

Hiding / Displaying the Resource Panel

To hide or display the entire Resource Panel, click **View** > **Toolbar** > deselect or select **Resource Panel**.

10.2 Page

The Page tab provides an overview of the current file. The Page Sorter displays all of the pages as thumbnails and automatically updates these thumbnails as you change the contents of the pages.
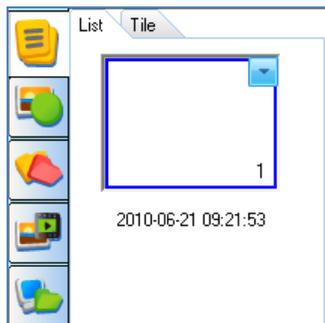

The Page tab displays all pages of current file as thumbnails. Page tab provides 2 preview modes: List Mode and Tile Mode. In List Mode, click the page thumbnail to enter the relevant page. In Tile Mode, double-click the page thumbnail to enter the relevant page.

To rename the page, double-click the title under the page thumbnail.

10.3   Symbol

The Symbol tab includes these options: Basic shape, Arrow, Star, Decorative line, Decorative rectangle, Subject symbol (English letter, Common number, Chinese phonetics, Algebra, Electronics, Chemistry, Music) and Common graphics (Office supply, Commodity, Weather).
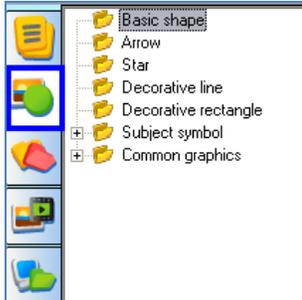
To add a symbol to whiteboard page:

1.   Select the symbol thumbnail you want to add in the preview area.
2.   Move the cursor onto the page, select the position on the page where you want to insert, click the page, then the relevant figure will be inserted into the page.
3.   You can use the Fill tool to fill the color into the symbol or its frame. You also can zoom and rotate the symbol.

10.4   Template

The Template tab offers various templates. You also can save a whiteboard page or a whiteboard file as template.
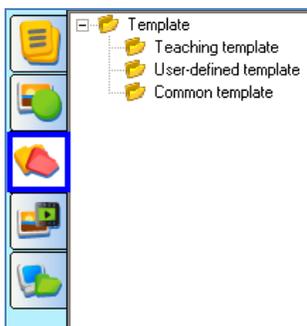
10.4.1   Opening a Template

To open a template

1.   Select the template thumbnail you want to insert to whiteboard in preview area.
2.   Click on the page (you also can drag the template onto the page), the relevant template will be inserted into the next page.

Note: To set the frame and filling colors of a symbol, click **Tools** > **System setting** > **Other settings**

10.4.2   Managing Template Resources

To manage the template resources:

1. Select a template folder.
2. Follow one of these steps:
    * Right-click the selected folder.
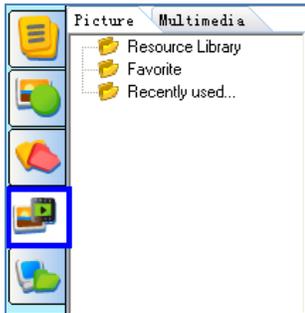   * Click the folder's menu arrow.

    A menu appears

In this menu, you can create a new sub folder, delete a folder, import a file, import and export a template folder.

10.5   Resource

On Resource tab, huge amount of picture and multimedia resources are waiting for you to use in presentation.

To add a picture or multimedia resource to whiteboard page, follow one of these steps:

1. Select a resource thumbnail and click on the page, the resource will be inserted into the page.
2. Select a resource thumbnail and drag a rectangle in the whiteboard page, the resource will be displayed according to the size of the rectangle. When dragging the object, you can press **<Shift>** on the keyboard to keep its aspect ratio.
3. Select a resource thumbnail and drag it onto the page, the resource will be inserted into the page.

Each resource on whiteboard page can be manipulated as object. For multimedia resource,

you can click the button on the object's bottom left to play it.

Note: When you want to use picture resource in "edf" format from the Favorite folder, only the first and the third method are available.

Q Draw also provides Favorite folders for picture and multimedia resources. You can add a picture or multimedia object on page to these folders

To add a picture or multimedia object on page to the Resource Library or Favorite folder:

1. Select the **Resource Library** or **Favorite** folder on the Resource tab.
2. Select the object on page.
3. Drag the object onto the preview area.

To add an object on page to the Resource Library or Favorite folder:

1. Select the **Resource Library** or **Favorite** folder on the Resource tab.
2. Right-click the thumbnail on preview area, and select **Delete**.

To manage the Resource Library or Favorite folder:

1. Select the **Resource Library** or **Favorite** folder on the Resource tab.
2. Follow one of these steps:
   - Right-click the folder.
   - Click the folder's menu arrow.

   A menu appears.
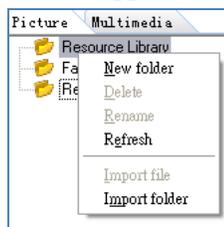
3. In this menu, you can create a new sub folder, delete, rename, refresh a folder, and import resource file and folder.

   Note:

   1. The Recently Used folder will automatically save your currently used picture, for the convenience of your future usage.

   2. You can only delete and rename the self-added folders.

   3. You can only import picture resource in bmp, wmf, emf, jpg, jpeg and gif formats, and import multimedia resource in avi, wmv, asf, dat, mpg, mpeg, rm, rmvb, mov, vob and flv formats.

10.6   Local

The Local tab allows you to add the files in the formats on your computer to whiteboard page, such as .edf, .bmp, .emf, .wmf, .tif, .jpg, .gif, .png, .cdf, .swf.

1. Select the relevant file in preview area.

2. Click on the page, or drag the file onto the page, then the file will be inserted into the page as an object.

The inserted file can be manipulated as object, and can be saved into the Favorite folder.

Note:

1. The preview area can display file in any format, but only the files in .edf, .bmp, .emf, .wmf, .tif, .jpg, .gif, .png, .cdf and .swf formats to whiteboard page. For the file in other format, you can double-click the thumbnail to open it.

2. For picture in .bmp, .jpg, .jpeg and .tif format, you can adjust its transparency by changing its properties.

Chapter 11   Assistant tools

Q Draw features with some useful assistant tools to make your teaching and presenting more convenient and efficient. The assistant tools include Screen Tools, Math Tools, Screen Capture, Screen Record, Special tools, and Quick Access to Application.

11.1   Screen Tools

11.1.1   Spotlight

Spotlight can draw attention to an area of the screen. You can operate Windows system in the highlighted area.

To use Spotlight:

1. Follow one of these steps:

    ◆   Click **Tools** > **Spotlight** on the Menu Bar.

    ◆   Click the **Spotlight** button ![icon] on the Assistant Tools toolbar.

    ◆   Click the **Spotlight** button ![icon] on the Floating Tools toolbar.

2. You can drag the rim to zoom and move the Spotlight.

3. You can click on the screen bottom right to adjust the properties of Spotlight.

    Note: If you do not quit Q Draw, it will save the current Spotlight settings for your next use.
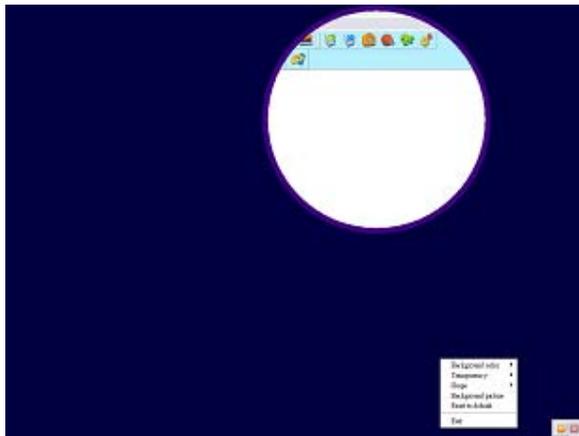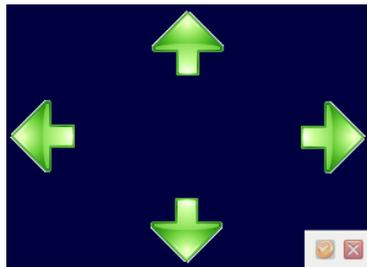

To close Spotlight, follow one of these steps:

◆   Click ![icon] on the screen bottom right, then select **Exit**.

◆   Click ![icon] on the screen bottom right.

11.1.2   Reveal Screen (top-bottom, left-right, all direction)

The Reveal Screen function can cover and reveal the information on your screen. You can operate Windows system in the revealed area.

To use Reveal Screen function:

1. Follow one of these steps:

   ◆ Click **Tools** > **Reveal Screen** on the Menu Bar, and then select a reveal style on the submenu.

   ◆ Click the **Reveal Screen** button on the Assistant Tools toolbar,

   ◆ Click the **Reveal Screen** button on the Floating Tools toolbar.

2. You can drag the arrows to reveal screen horizontally and longitudinally, and from center to all directions.

3. You can click on the screen bottom right to adjust the properties of Reveal Screen function.

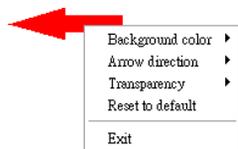To exit the Reveal Screen function, follow one of these steps:

   ◆ Click on the screen bottom right, then select **Exit**.

   ◆ Click on the screen bottom right.

11.2 Screen Arrow

You can place a large arrow on the interactive screen to draw attention to a screen element or area.

To use Screen Arrow:

1. Click **Tools** > **Screen arrow** on the Menu Bar.

2. To move the pointer, drag it to another location on the screen. When you drag the head of the arrow, it points in the direction that you drag it.

3. You can right-click the screen arrow to adjust its prosperities. Click and hold the arrow to move to the desired direction.

To close the Screen Arrow, right-click the screen arrow, then select **Exit**.

11.3 Black Screen

You can display a black screen to draw attention or prompt the next teach step.

To use Black Screen

1. Follow one of these steps:

    - Click **Tools** > **Black screen** on the Menu Bar.
    - Click the **Black screen** button   on the Assistant Tools toolbar.
    - Click the **Black screen** button   on the Floating Tools toolbar.

2. You can click the button in the bottom right of screen to adjust the properties of Black Screen.

To close the Black Screen, follow one of these steps:

    - Click the button on the screen bottom right, then select **Exit**.
    - Click the button on the screen bottom right.
    - Press **<Ctrl>** + **<Alt>** + **<E>** on the keyboard.

11.4 Highlight

You can highlight one or more areas on screen to draw attention.

To use Highlight:

1. Click **Tools** > **Highlight** on the Menu Bar.
2. Move the cursor to create the highlighted area.
3. You can click in the bottom right of screen to adjust the properties of Highlight.

11.5 Screen Capture

Q Draw offers 3 ways to capture screen, including Full Screen Capture, Area Capture and Window Capture. The image of the captured screen will be shown in the new page or the current page.

To capture screen:

1. Follow one of these steps:

    - Click **Tools** > **Screen capture** on the Menu Bar.
    - Click the **Screen Capture** button   on the Assistant Tools toolbar.
    - Click the **Screen Capture** button   on the Floating Tools toolbar.
      The Screen Capture toolbar appears.

2. Before capturing screen, you can click the **Setting** button ✖ on the toolbar to change the inserting method for the captured screen.

3. Follow one of these steps:

   ◆ To capture the whole screen, click the **Full Screen Capture** button 🗙 on the toolbar.

   ◆ To capture a Window on screen, click the **Window Capture** button ▭ on the toolbar, select the window you want to capture, and click the window.

   ◆ To capture an area of screen, click the **Area Capture** button ⬚ , and then click and drag the cursor to define the area you want to capture.

   ◆ To capture a freehand area, click the **Freehand Capture** button ▣ , and then click and drag the cursor to define the area you want to capture.

4. After you capture the screen, the system will insert the captured image to relevant page according to the inserting method you selected.

11.6   Screen Record

Q Draw provides 3 ways to record the actions you take on the interactive screen, including Full Screen Record, Area Record, and Window Record. You can also record sound simultaneously. The recorded file can be saved in AVI format, and can be converted to .wmv, .swf (FLASH file), or .exe formats. You can play the recording using the media players, such as Windows Media Player.

11.6.1   Using Screen Record

To use Screen Record function, follow one of these steps:

   ◆ Click **Tools**> **Screen record** on the Menu Bar

   ◆ Click the **Screen record** button 🎬 on the Assistant Tools toolbar

   ◆ Click the **Screen record** button 🎬 on the Floating Tools toolbar

   ◆ The Screen Record toolbar appears.

11.6.2   Recording Screen

To record screen:

1. Before start recording, you click the **Options** button 🔧 to configure the Screen Record options.

2. Click the **Start** button ◉ on the Screen Record toolbar. A message "*Start recording screen?*" appears.

3. Click **OK**. The Save AVI file window appears. Determine the file name and path, then click **Save** to start recording.
   - In case you have selected **Full screen record**, Q Draw will record the entire screen.
   - In case you have selected **Window record**, select the window you want to capture, and click the window.
   - In case you have selected **Area record**, press and drag the cursor to define the area you want to record.
4. During recording, click the Pause button ▮▮ to pause your recording. To finish recording, click ⦿.

11.6.3 Playing Record

After you finish recording, a player will automatically appear. You also can click the Play button ▶ on the Screen Record toolbar to manually start the player.

To play the record, click the **Play** button on the player.

> Note: You can use other player, such as the Windows Media Player to play the record.

11.6.4 Converting Video Format

You can convert the recorded .avi file to these formats: .swf, .wmv and .exe file.

To convert the recorded .avi file to .swf format
1. Click the **Converter** button ⟳ on the Screen Record toolbar, and then select **Convert AVI to SWF**. The converter window appears.
2. Open the .avi file you want to convert, click the **C** button in the converter window or select **Convert to SWF format** in the **File** drop-down menu, and then enter the name and path of SWF file. The converting starts.
3. When the converting is finished, the software will prompt the success of converting ("*Converting completed!*"). Click **Ok** to complete the converting.

To convert the recorded .avi file to .wmv format
1. Click the **Converter** button ⟳ on the Screen Record toolbar, and then select **Convert AVI to WMV**. The converter window appears.
2. Open the .avi file you want to convert, enter the name and path of the .wmv file, and click **Start converting** to start converting.
3. When the converting is finished, the software will prompt the success of converting ("*Converting completed!*"). Click **Ok** to complete the converting.

To convert the .swf file to .exe format

1. Click on the Screen Record toolbar, then select **Convert SWF to EXE**, the converter window appears.
2. Click **Open Flash file** button to open the .swf file you want to convert, and then click **Convert to EXE file** to start converting.
3. When the converting is finished, the software will prompt the success of converting ("*Converting completed!*"). Click **Ok** to complete the converting.

11.7   Special Tools

Q Draw also provides some useful tools, including Dice, Calculator, Magnifier, NetMeeting, Clock and On–Screen Keyboard.

11.7.1   Dice

You can use Dice to generate random number or a group of random numbers.

To use Dice,

1. Follow one of these steps:
   - Click **Tools** > **Special tools** > **Dice** on the Menu Bar.
   - Click the **Special tools** button on Assistant Tools toolbar, and then click the **Dice** button .
   - Click the **Special tools** button on Floating Tools toolbar, and then click the **Dice** button .
     This dialog box appears.
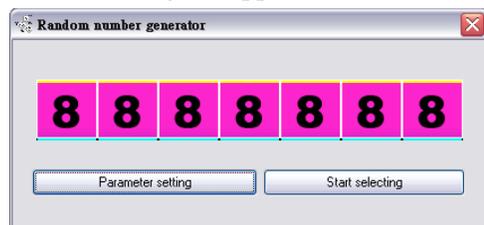
2. Click **Parameter setting** to set the maximum value and the selecting amount.
3. Click **Start selecting** to generate random number.

11.7.2 Calculator

Q Draw provides a Calculator for performing mathematical calculations.

To use Calculator, follow one of these steps:

* Click **Tool** > **Special tools** > **Calculator** on the Menu Bar.
* Click the **Special tools** button on Assistant Tools toolbar, and then click the **Calculator** button .
* Click t he **Special tools** button on Floating Tools toolbar, and then click the **Calculator** button .

11.7.3 Magnifier

Magnifier can easily magnify areas of the screen.

To use Magnifier,

1. Follow one of these steps:
   * Click **Tool** > **Special tools** > **Magnifier** on the Menu Bar.
   * Click the **Special tools** button on the Assistant Tools toolbar, and then click the **Magnifier** button .
   * Click the **Special tools** button on the Floating Tools toolbar, and then click the **Magnifier** button .
2. Click or right-click the magnifying window to change the Magnifier Properties.

11.7.4 NetMeeting

Q Draw supports the connection to the third-party videoconference programs such as Microsoft NetMeeting to empower the real-time web conferencing.

To start NetMeeting,

1. Click **Tools** > **Special Tools** > **NetMeeting** on the Menu Bar. The NetMeeting dialog box appears.
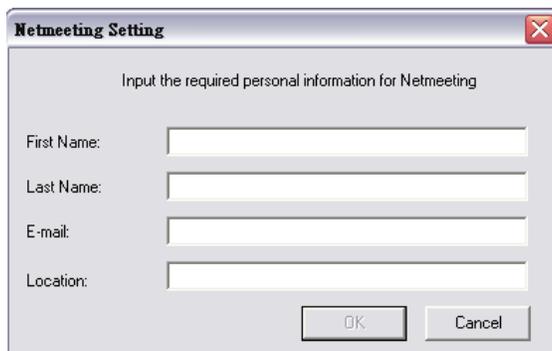
2. Enter the information in the required fields and click **OK**. The NetMeeting program is started.

11.7.5   Clock

The Clock tool allows you to display a clock or a counter on the screen.

To use Clock:

1. Follow one of these steps:

   - Click **Tools** > **Special tools** > **Clock** on the Menu Bar.
   - Click the **Special tools** button   on the Assistant Tools toolbar, and then click the **Clock** button   .
   - Click the **Special tools** button   on the Floating Tools toolbar, and then click the **Clock** button   .

2. Click the **Setting** button   on the bottom right to customize the Clock. The menu options include:

   - **Analogue Clock:** Displays a traditional clock with a circular face and hands.
   - **Digital Clock 1:** Displays a digital clock with time and date.
   - **Digital Clock 2:** Displays a digital clock with time only.
   - **Count Down:** Displays a digital counter. The counter will count down from the time entered in the Counter Setting window.
   - **Count Up:** Displays a digital counter. The counter will count up to the time entered in the Counter Setting window.

Clock Setting

Click **Setting** on the popup menu to open the Clock Setting window. This window includes Background Setting tab and Counter Setting Tab.
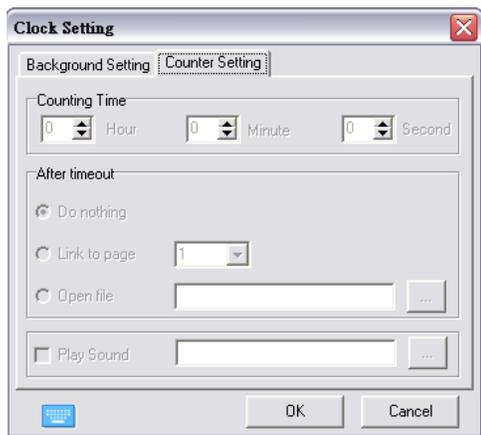
Background Setting:

On this tab you can modify the color or image of the background as well as the transparency.
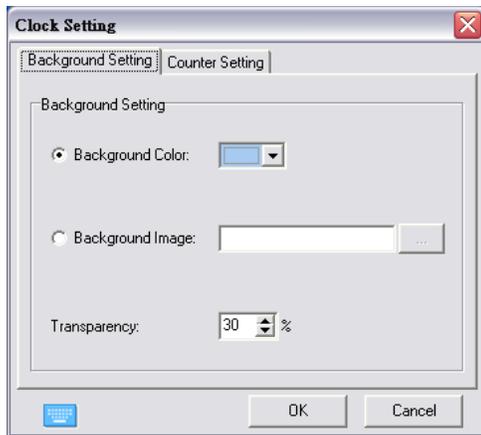
Counter Setting

On this tab you can set the counting time, as well as the action and the sound you want to perform or play when the counter has reached timeout.

Counting

When you select one of the counters and define the counting time, the counter will start counting automatically when it appears on screen. Click on button to temporarily stop and resume counting. Click on button to end and restart counting.

11.6.6　On–Screen Keyboard

On–Screen Keyboard is a virtual keyboard on the screen that allows you to type and interact with your computer directly on the interactive whiteboard.

To use On-Screen Keyboard, follow one of these steps:

- ◆　Click **Tools** > **Special tools** > **On-screen Keyboard** on the Menu Bar.
- ◆　Click the **Special tools** button 🛠 on the Assistant Tools toolbar, and then click the **On-screen Keyboard** button ⌨ .

◆ Click the **Special tools** button on the Floating Tools toolbar, and then click the **On-screen Keyboard** button .

11.8 Quick Access to Application

Q Draw provides a toolbar including the shortcut icons of frequently used applications.

To run an application through this toolbar

1. Follow one of these steps:

   ◆ Click **Tools** > **Frequently used Applications** on the Menu Bar.

   ◆ Click the **Frequently used Applications** button on the Assistant Tools toolbar.

   ◆ Click the **Frequently used Applications** button on the Floating Tools toolbar.

   The Frequently used Applications toolbar appears.

2. Click a shortcut icon on the toolbar.

   Note: By default, these two icons are not on the Floating Tools toolbar, you can customize the Floating Tools toolbar in System Settings. For details, see 12.6 Toolbars.

Chapter 12   System Setting

The System Setting panel allows you to customize the behavior of Q Draw and your Q Draw product.

12.1   Opening System Setting Panel

To open the System Setting panel, follow one of these steps:

- ◆ Click **Tools** > **System Setting** on the Menu Bar.
- ◆ Right-click the **Q Draw software** icon in the notification area, and then select **System Setting**.

12.2   Restoring Default Settings

To restore all default settings, click **Reset to default**.

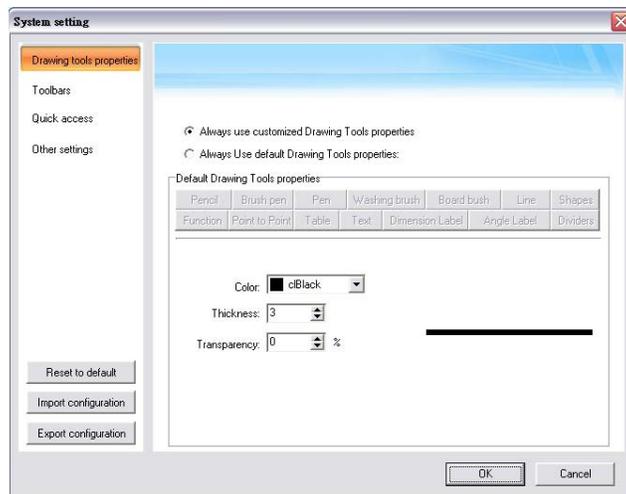## 12.3   Importing Settings

To import setting from a configuration file, click **Import configuration**.

12.4   Exporting Settings

To export setting to a configuration file, click **Export configuration**.

12.5   Drawing Tools Properties

You can change the default properties of Drawing Tools. You also can select whether to customized or default Drawing Tools properties.

- **Always use customized Drawing Tools properties**: Every time you restart Q Draw, it will apply the properties you customized last time for Drawing Tools.
- **Always Use default Drawing Tools properties**: Every time you restart Q Draw, it will apply the default properties for Drawing Tools.
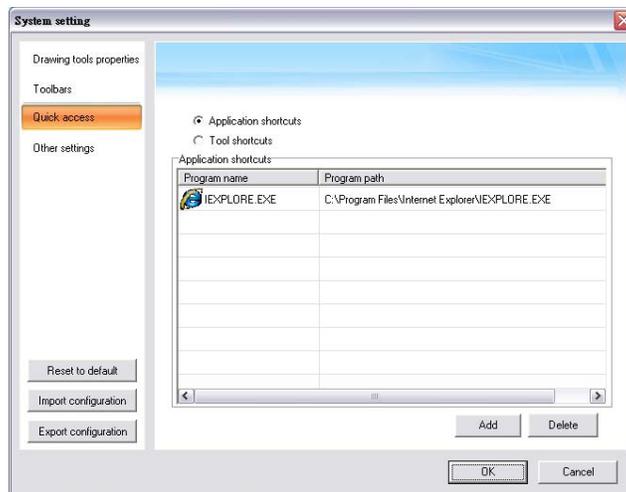
12.6   Toolbars

You can customize the icons on Drawing Tools toolbar, Common Tools toolbar, Assistant Tool toolbar, and Floating Tools toolbar.
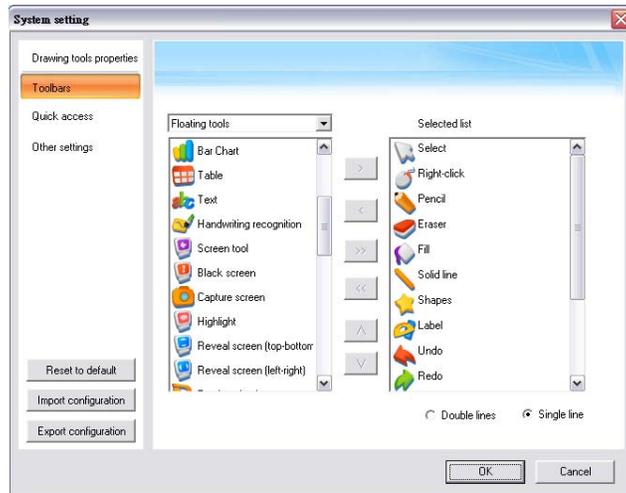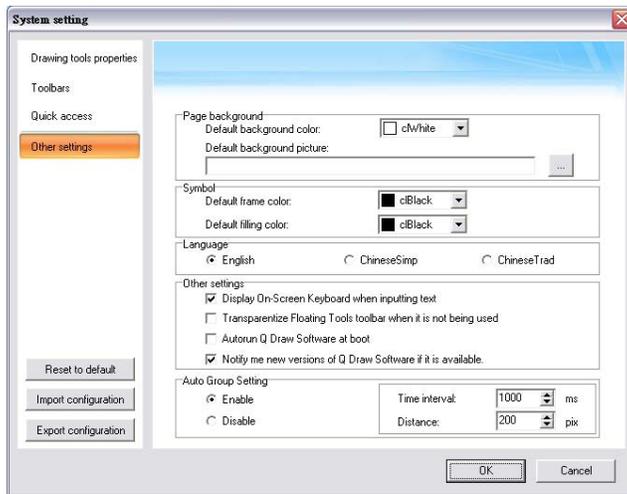

12.7   Quick Access

You can customize the shortcut icons for frequent used applications and Q Draw.

12.8   Other Settings

Change the default properties for page background and symbol, as well as some settings for Q

Draw.

◆ **Auto Group Setting**:

If you enable this function, when you draw or write on an interactive screen with Freehand Drawing Tools, Q Draw will automatically groups the objects you create in close proximity, enabling you to interact with these objects as a single object.

For example, if you write the letters of a word, Q Draw groups the individual letters into a single object, allowing you to interact with the whole word. You can customize the Time Interval and Distance to determine whether two objects will be grouped.

Time Interval: the duration between creating two different objects.
Distance: the intervening space between two different objects.