

## SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

# USING THE TEXT AND COLOR FORMATTING TOOLS IN THE VIRTUAL WHITEBOARD APPLICATION

### Purpose

Discuss how to use the text and color formatting tools in the virtual whiteboard application for the Numonics Tablet Monitor (PI-1900)

### Default Settings

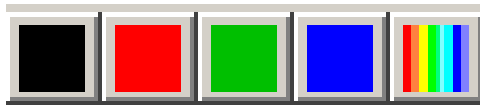


On start up, the **pen** is *automatically* selected with **black ink**.

### Selecting Virtual Ink Colors

**Select** a text formatting tool, either the pen, circle, rectangle, or line.





**Choose** the desired color. Quick access colors are black, red, green, and blue. The more colors icon allows for a wider range of color selections and choices.



The selected color will be **displayed** in the Color Previewer icon.



The object will now be the color that was selected

## Changing Pen Width

Change the slider to right to increase the width or change the slider to the left to decrease the width.





The pen width will now be changed to the new setting.

## Highlighting Text

Select the Highlight icon.

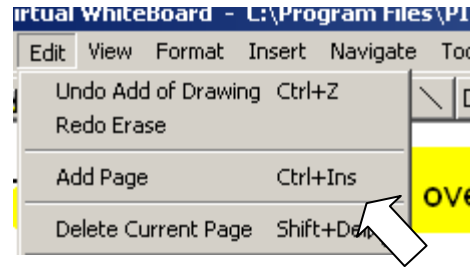
(The color previewer will have an H in the box to indicate highlighting functionality)



Use the highlighter like a pen tool.

## Erasing

First method, go to **Edit** → **Delete Current Page**

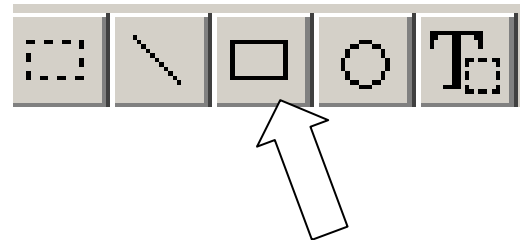


**Click** on the Eraser icon and choose the width.

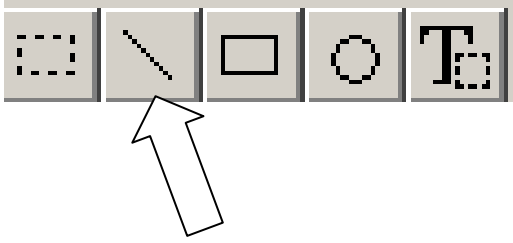
(An “E” will be displayed in the color preview box.)

## Drawing Tools

Rectangles – **Select** the rectangle tool

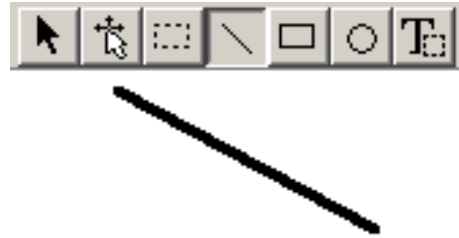


**Drag and Drop** the rectangle.

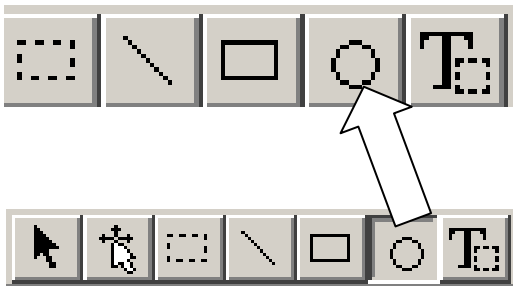


Lines – **Select** the lines tool

**Drag and Drop** the line.



Circles – **Select** the circles tool



**Drag and Drop** the circle.

