IQBoard Software V4.6
for Ubuntu 9.10 and Above Versions

User Manual

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Important Statements

This manual is for IQBoard Software.

Use this product strictly according to detailed operation instruction in this manual so as to ensure proper use. Before you install this product, please read this manual carefully to save your time.

Opening the package means you have agreed to purchase this product, Returnstar will not accept returns of opened packages.

The product specification may be subject to change without prior notice. The sample pictures in this User Manual may differ from the real product.

Returnstar reserves all rights to charge the fee at anytime for product replacement, revision and update. The content in this manual will be regularly revised without prior notice, and the printed manual will be updated when new version is released. Returnstar will make no guarantee for this product, both explicit and implicit, including the salability and the adaptability to certain purpose, and will deny all guarantees alike.

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Chapter 1 Product Introduction

IQBoard Software is a professional Multi-media Interactive Teaching and Demonstrating Tool, which is designed for the Interactive Whiteboard or Virtual Whiteboard. It is also a powerful Multi-media Courseware Making Tool. Through IQBoard Software, various interactive teaching and demonstrating functions can be achieved, such as write, erase, label (label in character, line, dimension and angle), drag, zoom, reveal screen, spotlight, screen capture and save, on-screen keyboard, and text input.

With IQBoard Software and interactive whiteboard or virtual whiteboard, marvelous interactive communicating effect can be achieved in various demonstrating and teaching situation, such as product exhibition, business conference, news broadcast, securities evaluation, military command, entertainment, medical consultation, engineering design, competition tactics analysis, weather analysis, etc.

The software interface adopts toolbar and embeds graph-text design. It has friendly software interface, easy operation, and strong human-computer interaction. You can master operation within 10 minutes without specialized training and checking manual in detail.

The software has strong system expandability and openness, you can customize your software system, e.g. you can save or import any picture, element, background, photo, and mode into resource base, thus affluent teaching resource inside and among school and in Internet can be fully shared. What’s more, you can manage and adjust the resource base.

This manual is for IQBoard Software, which can be adapted to Returnstar’s various interactive whiteboards or virtual whiteboards. For the usage and operation of these whiteboards, please refer to the corresponding user manuals.

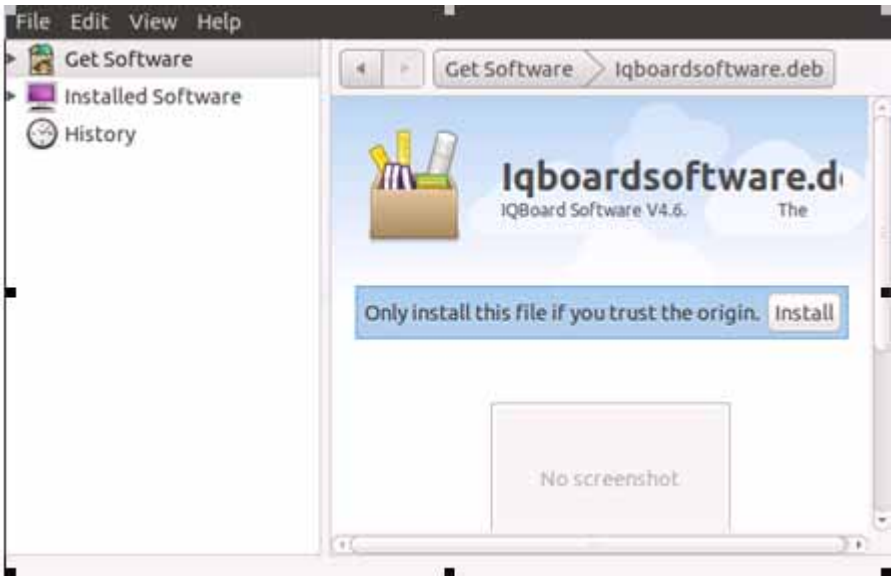
Chapter 2 Install, Uninstall, Register, and Update

2.1 System Requirements

Ubuntu 9.10/10.04/10.10
Celeron 2.1G or higher
256MB RAM(512MB recommended)
200M free hard disk space

2.2 Install IQBoard Software and IQBoard Resource Library

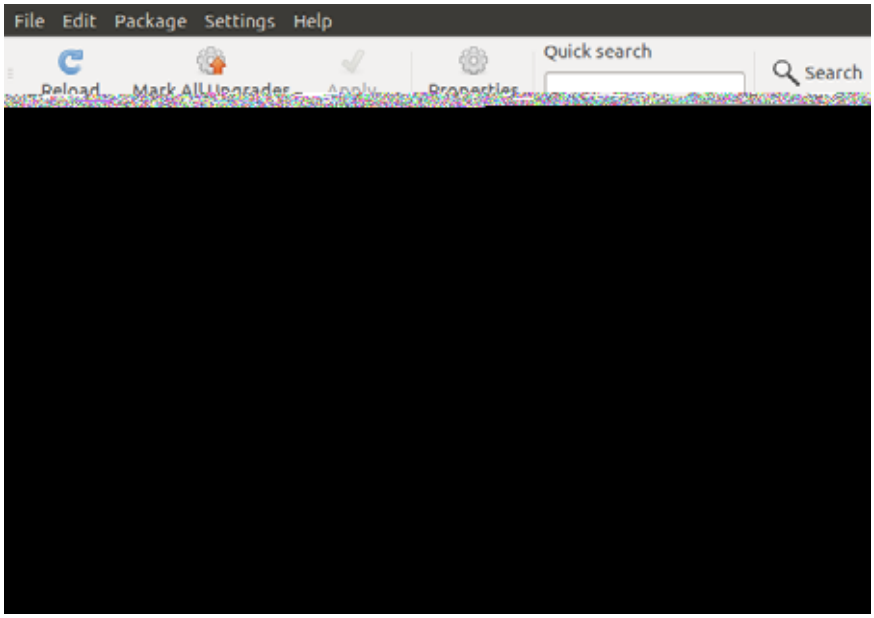
Double-click “IQBoard Software V4.6” in the installation CD, then follow the on-screen instruction to install the IQBoard Software and IQBoard Resource Library.



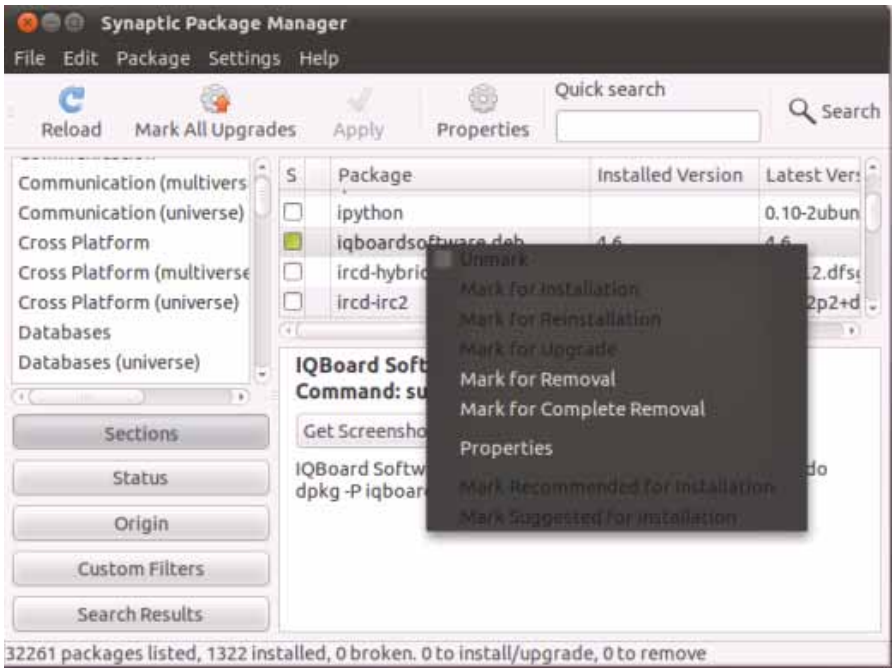
Prompt: The software will automatically recognize the corresponding language according to your system while installing.

2.3 Uninstall IQBoard Software and IQBoard Resource Library

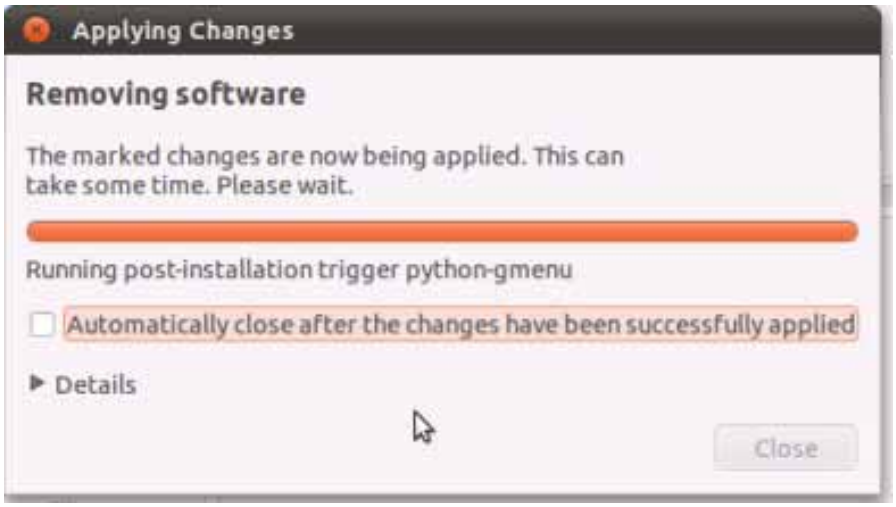
1. Click the “*System*” on the top left of the screen, select “*Administration*”, then select “*Synaptic Package Manager*”.



2. Select “iqboardsoftware.deb” from the Package list, then right-click and select *“Mark for Removal”* or *"Mark for Complete Removal"* from the pop menu.



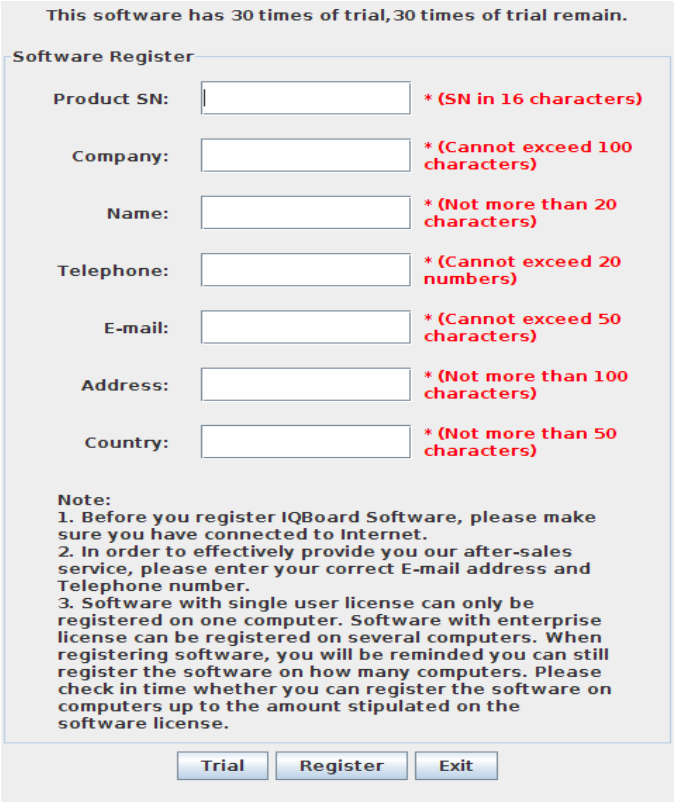
3. Click “*Apply*” to uninstall the software. (As shown in Fig below)



2.4 Register

2.4.1 Trial: You can download IQBoard Software from our website http://www.iqboard.net. After you have finished the downloading, install the software, then you can try it out immediately. IQBoard Software has 30 trial times, which are counted by the times you start the software. After the trial times have run out, please register if you want to continue using the software.

2.4.2 Register: You can register by Product SN. When you start the IQBoard Software (or after starting the IQBoard Software,) open the Register Window by selecting “Help > Register”.



Input Product SN (which is acquired when purchasing the software), User Name, Telephone, E-mail, and Country in the Register Window, then click *"Register"* to finish the registration.

After registration, the software will prompt how many computers you can still register the software on. If you can't register the software on computers up to the amount stipulated on the software license, the reason may be:

1. This SN has been used by other people.

2. The retailers sell illegally, please appeal to consumer organization for compensation.

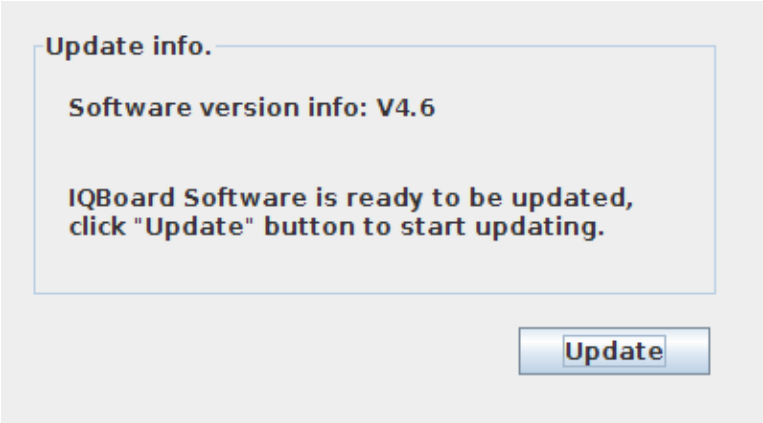
Prompt:

1. If the IQBoard Software you buy is trial version, your Product SN can only support one PC. If the IQBoard Software you buy is authorized version (for school or enterprise), your Produc SN can support several PCs.

2. After you register sucessfully for authorized version, your school or enterprise name will be showed in the start interface, title bar and about window of IQBoard Software and exported files from IQBoard Software (except CDF file).

2.5 Update

After starting IQBoard Software, system will automatically check whether the update package is available. If so, system will prompt you to update. Click *"Yes"* to update the software, click *"No"* if you don't want to update now. You can also select "*Help*" > "*Update*" to enter the update window.



Prompt:

1. Only the registered IQBoard Software can be updated.

2. If the update service has expired, a prompt window will appear when clicking "Update", you should pay the update fee to continue updating the software.

3. When updating the software, if the software prompt "End user's IQBoard Software has not been registered. Update failed.", please uninstall the software and register again, then update the software.

Chapter 3 Exploring IQBoard Software

3.1 Starting IQBoard Software

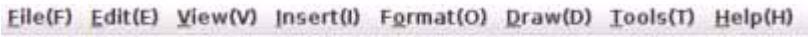
Prompt:*Please configure JDK manually before runnig IQBoard Software.*

After installation, you just need to select "*Applications* > *IQBoard Software folder* > *IQBoard Software*" to start the software without restarting the computer.

3.2 Main Window

The main window of IQBoard Software consists of:

Menu Bar: Provide menus for all functions.

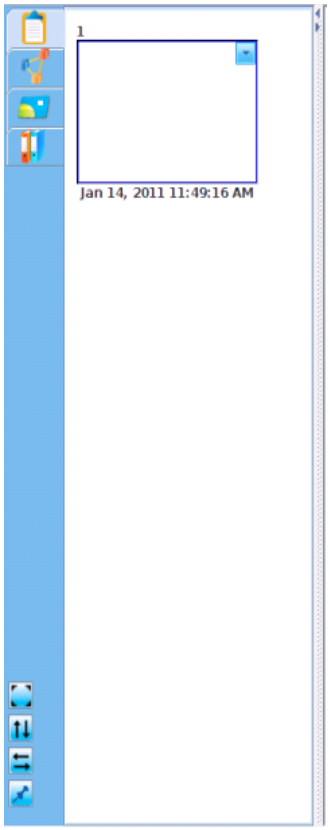


Common Tools toolbar: Provide common page and object manipulating tools.

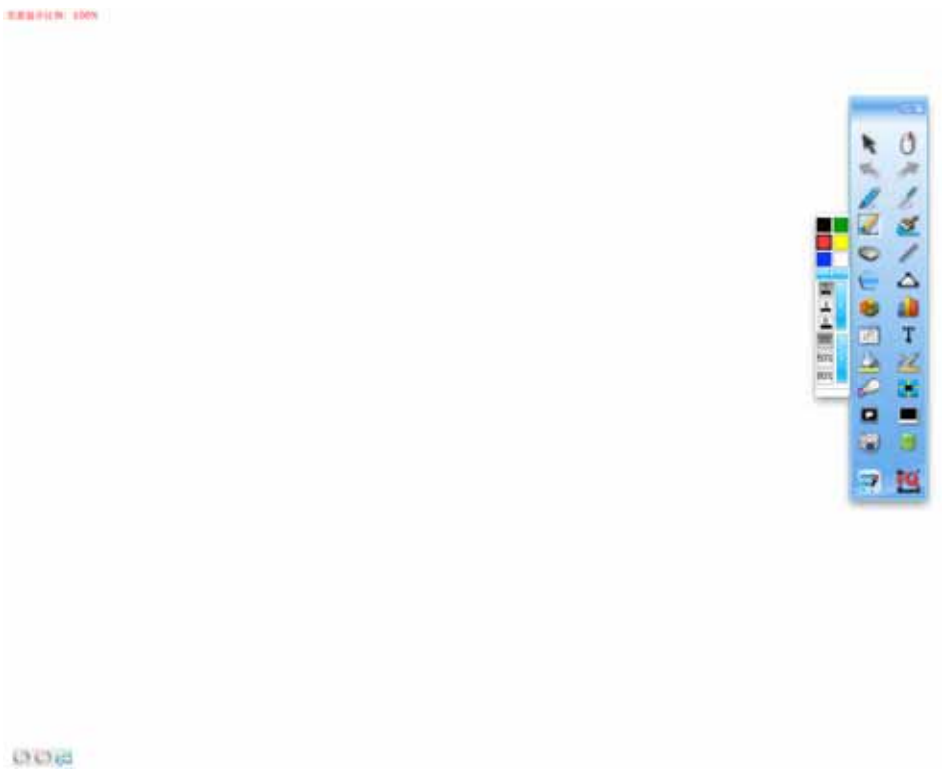
Assistant Tools toolbar: Provide some screen tools and presenting tools.

Drawing Tools toolbar: Provide all drawing tools.

Resource Panel: Allow you to access and manage recourses of IQBoard Software.



Whiteboard Area: Display the current page and enables you to create, edit and manipulate objects on a page.



Comment Column: In this column, you can use four kinds of drawing tools to add comment or explanation for curret page.

Prompt: *You can click* and *to move resource panel from bottom to top, left to right.*

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 is capable of being anywhere on the screen and being moved.

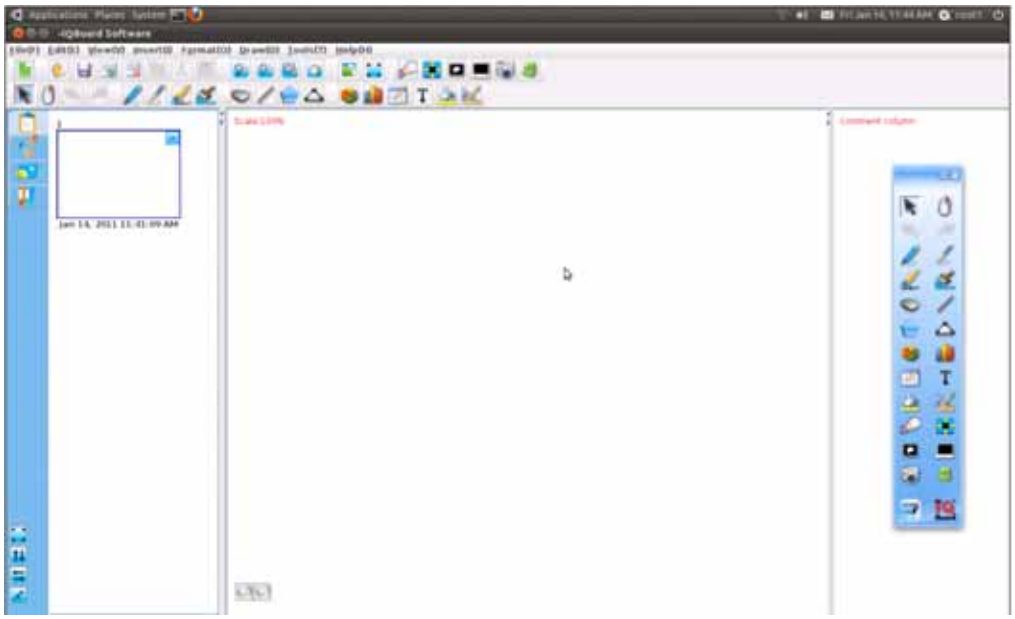
Minimize Floating Tools toolbar: Click to minimize the Floating Tools toolbar. After the toolbar is minimized, click on the Taskbar icon menu to display the toolbar.

Move Floating Tools toolbar: Click on any part of the Floating Tools toolbar and drag the toolbar to new location.

Lock/Unlock Floating Tools toolbar: Click to lock the Floating Tools toolbar position. Click this button again to unlock.

Chapter 4 Working Modes

IQBoard Software has 2 main working modes: Board Mode and Full Screen Mode. When you start IQBoard Software, it defaultly enters into Board Mode. In Board Mode, you can use all powerful functions of IQBoard Software in main interface of IQBoard Software (as shown in fig below).



Display whiteboard area in full screen

Click on Common Tools toolbar or Resource Panel, or select *"View - Full Screen"* to enter Full Screen Mode.

In this mode, all toolbars and Resource Panel will be hided. But you can use tools in the Floating Tools toolbar. To exit full screen, click on the screen left bottom.

Chapter 5 Working with IQBoard Software Files

5.1 Creating a New File

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

To create a new file:

Do one of the followings:

Click *“File > New”* on Menu Bar.

Click on Common Tools toolbar.

Click “ > *New”* on Floating Tools toolbar.

5.2 Opening a File

To open an existed CDF file in your PC:

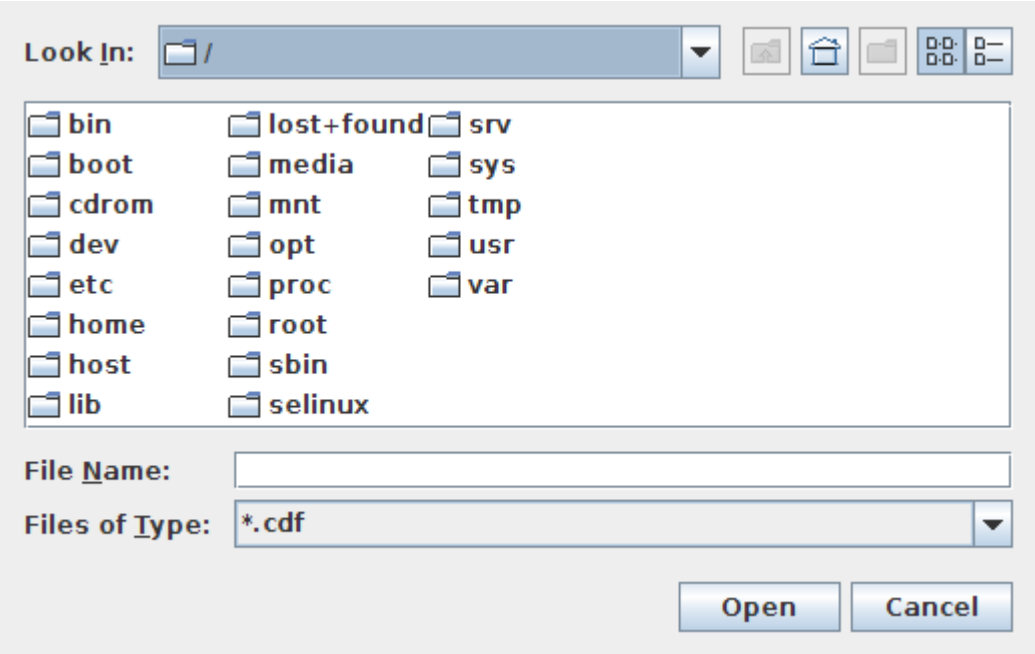
1. Do one of the followings:

Click *“File > Open”* on Menu Bar.

Click on toolbar of Common Tools.

Click “ > *Open”* on Floating Tools toolbar.

An Open dialog box appears



2. Browse to, and select, the file you want to open.

3. Click *"Open"*.

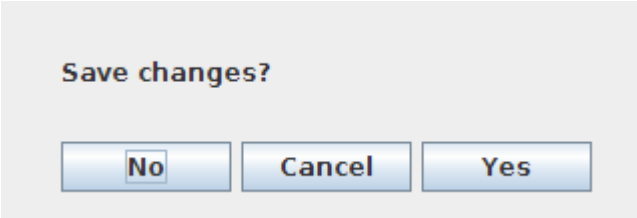
5.3 Closing a File

Do one of the followings:

Click *"File > Close"* on Menu Bar.

Click " > *Close"* on Floating Tools toolbar.

Prompt: When creating a new file, opening a file or closing a file, the system will prompt you whether to save the current file, you can click "Yes" or "No" to save the file or not. And click "Cancel" to stop closing the file. (As shown in Fig below)



5.4 Saving a File

IQBoard Software can save your file in .cdf format. You can also save your file in other formats, including: bmp、jpg、gif、png、cdf. The file will be named according to current time by default.

To save a new file:

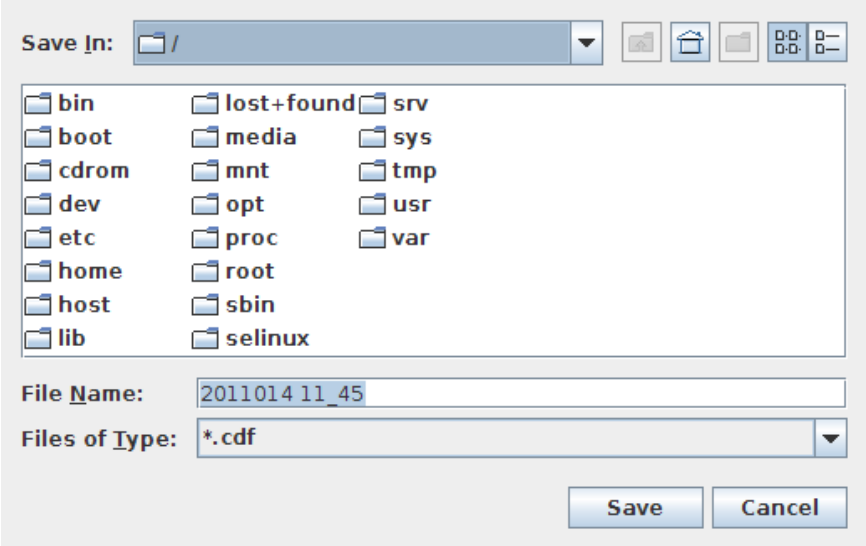
1. Do one of the followings:

   Click *"File > Save/Save as"* on Menu Bar.

   Click on toolbar of Common Tools.

   Click " > *Save/Save as"* on Floating Tools toolbar.

The Save As dialog box appears:



Note: Only the pictures on the current page can be saved if you want to save the pictures in the format, such as: bmp, jpg, gif and png.

5.5 Saving a File as Template

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

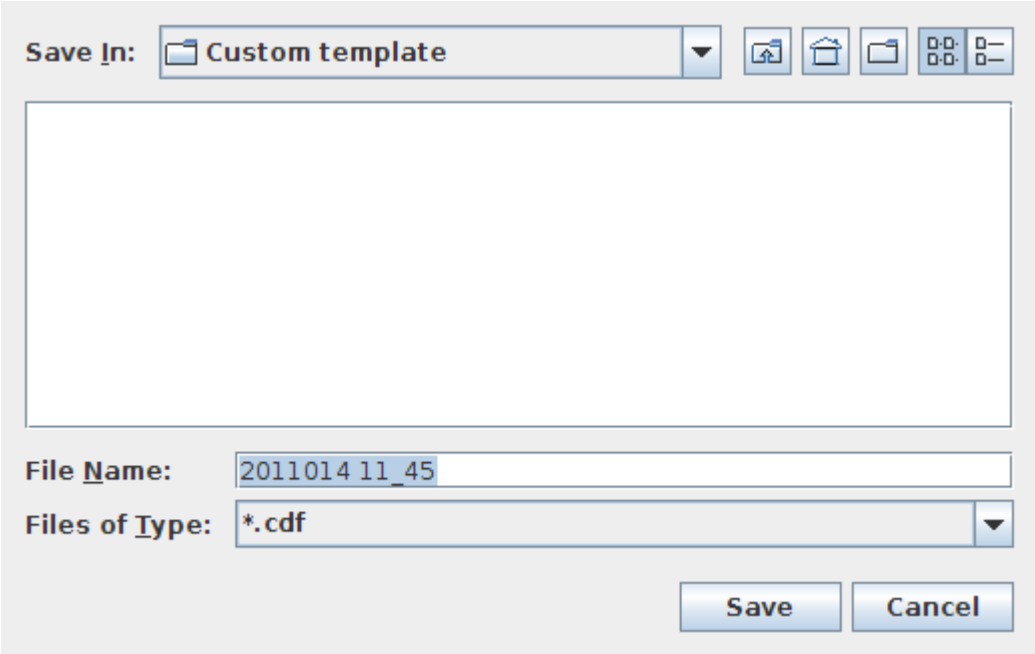
To save your file as template:

1. Do one of the followings:

   Click *"File > Save as template"* on Menu Bar.

   Click " > *Save as template"* on Floating Tools toolbar.

The Save As dialog box appears.



5.6 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.

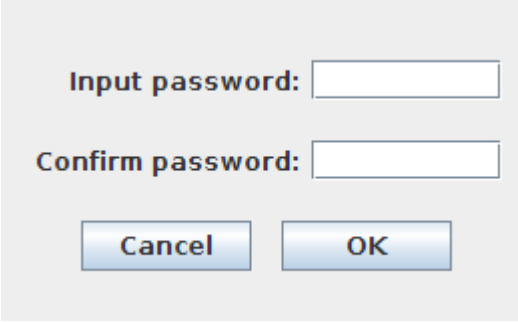
To encrypt current file:

1. Do one of the followings:

   Click *"File > Encrypt"* on Menu Bar.

   Click " > *Encrypt"* on Floating Tools toolbar.

Following window will appear:



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

Note: 1. The password can be any character (case sensitive) but nor more than 8 characters. After the password has been set, please keep it in mind. And we do not provide any decryption services.
2. The "Confirm password" should be the same as the "password".

Chapter 6 Working with Pages

6.1 Inserting a Page

To insert a blank page:

Do one of the followings:

Click *“Insert > Blank page”* on Menu Bar.

Click on toolbar of Common 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.

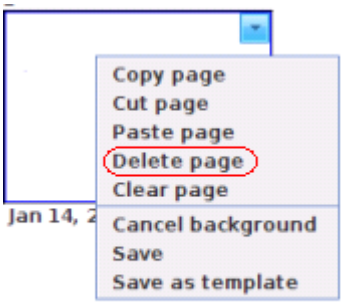
2. Do one of the followings:

Click *“Edit > Delete page”* on Menu Bar.

Click on toolbar of Common Tools toolbar.

Click the menu arrow on page thumbnail, then select *“Delete page”.*

Right-click on page thumbnail, then select *“Delete page”*.



6.3 Copying or Cutting a Page

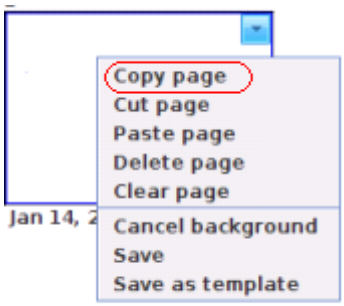
To copy a page:

1. Select the thumbnail of the page you want to copy on Page tab.

2. Do one of the followings:

   Click the menu arrow on page thumbnail, then select *"Copy page".*

   Right-click on page thumbnail, then select *"Copy page".*



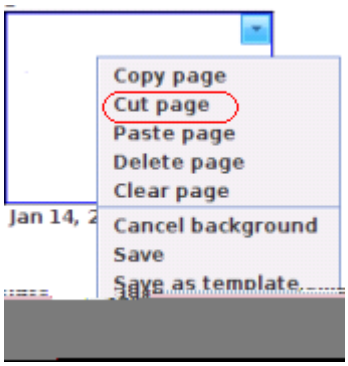
To cut a page:

1. Select the thumbnail of the page you want to cut on Page Tab.

2. Do one of the followings:

   Click the menu arrow on page thumbnail, then select *"Cut page".*

   Right-click on page thumbnail, then select *"Cut page".*



To paste the copied or cut page:

Do one of the followings:

To display a page:

Click a thumbnail of the page you want to display in Page tab.

To display the first page:

Click *“View > The first page”* on Menu Bar.

To display the last page:

Click *“View > The last page”* on Menu Bar.

To display the previous page:

Do one of the followings:

Click *“View > Previous page”* on Menu Bar.

Click on page bottom left.

Click on Floating Tools toolbar.

To display the next page:

Do one of the followings:

Click *“View > Next page”* on Menu Bar.

Click on page bottom left.

Click on Floating Tools toolbar.

6.6 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. Do one of the followings:

Click *“View > Move page”* on Menu Bar.

Click on toolbar of Common Tools toolbar.

2. After the mouse pointer becomes a hand, you can click on page to move it.

To return a page to its original position:

Do one of the followings:

Click *“View > Return page”* on Menu Bar.

Click on toolbar of Common Tools toolbar.

6.7 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.

To increases or decrease page magnification:

1. Do one of the followings:

Click “View > Zoom in/Zoom out” on Menu Bar.

Click or on Common Tools toolbar.

2. After the mouse pointer becomes a magnifier, click page to enlarge or reduce it.

To restore page:

Do one of the followiings:

1. Click “View > Restore Page” on Menu Bar.

2. Click on Common Tools toolbar.

6.8 Setting Page Background

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

To specify page background:

Click *“Insert > Page background”* on Menu Bar.

Following toolbar will appear:

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

To cancel page background:

Do one of the followings:

Click ✕ on the above toolbar, then click page.

Click *"Insert > Cancel background"* on Menu Bar.

Click the menu arrow on page thumbnail, then select *"Cancel background".*

Right-click on page thumbnail, then select *"Cancel background".*

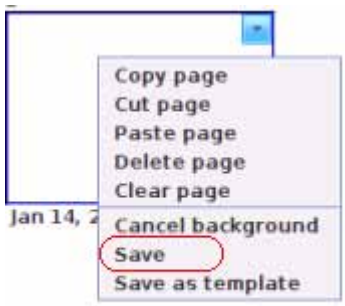
6.9 Saving a Page

IQBoard Software can save every single whiteboard page in .cdf format. You can also save whiteboard page in other formats, including: bmp、jpg、gif、png、cdf.

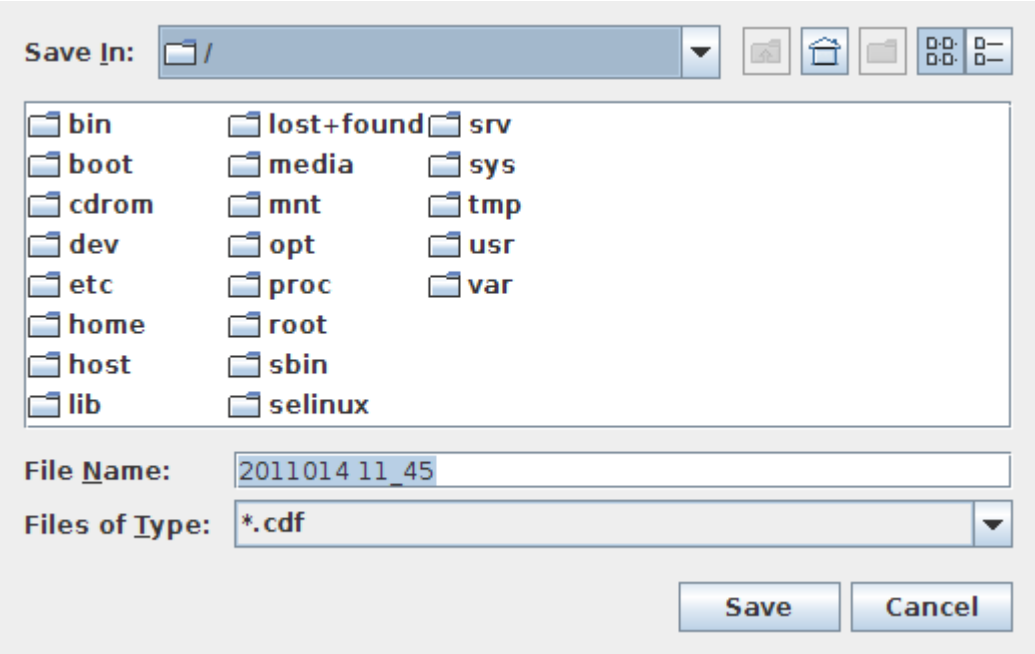
To save a page:

1. Select the thumbnail of the page you want to save in Page tab.

2. Click the thumbnail's menu arrow, 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.

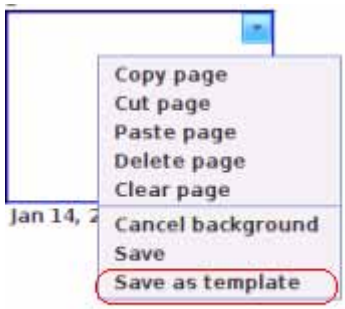
6.10 Saving a Page as Template

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

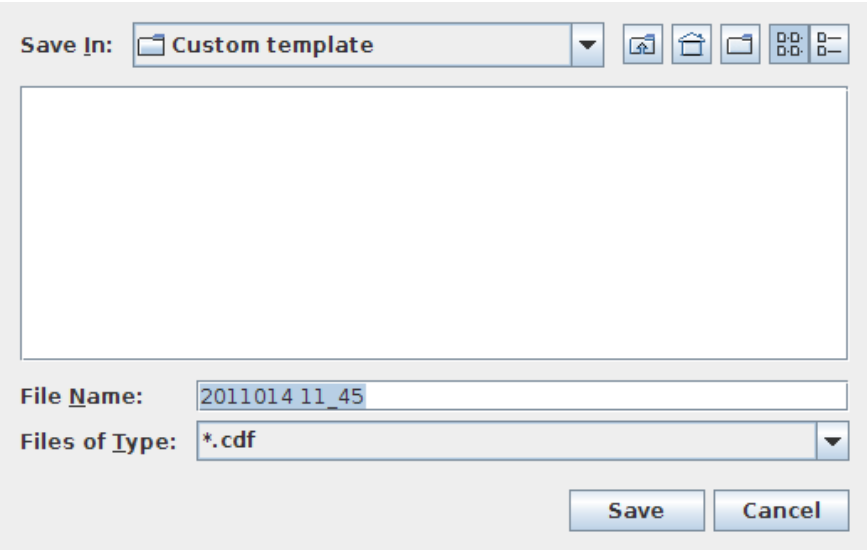
To save a page as template:

1. Select the thumbnail of the page you want to save in Page tab.

2. Click the thumbnail's menu arrow, 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 “Custom template” folder and will be named according to current time.

Chapter 7 Creating Objects

IQBoard Software provides many tools to create various objects.

In case you are in Board Mode you can use tools in the Menu Bar, Drawing Tools toolbar, and Floating Tools toolbar.

In case you are in Full Screen Mode, you can use drawing tools in Floating Tools toolbar.

> ***Prompt:*** *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. IQBoard Software provides several Freehand Drawing Tools. Each tool has its unique character.

To use these Freehand Drawing Tools:

1. Do one of the followings:

   Click *"Draw > Freehand Drawing Tools"* on 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 Customizing Freehand Drawing Tools for details.

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

The Freehand Drawing Tools include:

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 Pencil tool. Refer to 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 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 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 Customizing Freehand Drawing Tools for details.

Customizing Freehand Drawing Tools

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

Color

IQBoard Software 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 replace the color in the current color button.

Prompt: *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.*

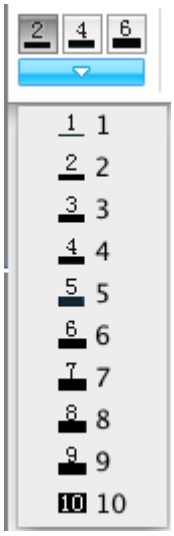
Thickness

IQBoard Software 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 replace the thickness in the current thickness button.



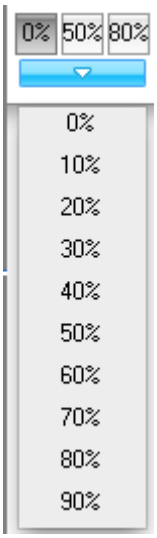
Transparency

IQBoard Software 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 replace the transparency in the current transparency button.



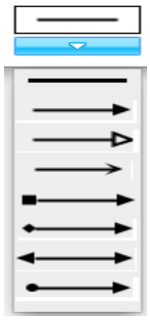
Arrow effect

IQBoard Software 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 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, Circle, Rectangle, Triangle, Polygon, and adjacent Solid Lines will be automatically combined to polygons.

To enable this function, click on the properties toolbar.

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

7.2 Line

IQBoard Software provides different kinds of straight lines.

To draw a straight line on screen:

1. Do one of the followings:

   Click *“Draw > Line”* on Menu Bar.

   Click on the Common Tools toolbar.

   Click on the Floating Tools toolbar.

2. Choose one of available lines, and adjust its properties if necessary. Refer to 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.

Customizing Line

You can customize the properties of Line tool, including:

Color

IQBoard Software 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 replace the color in the current color button.

Thickness

IQBoard Software provides 3 thickness buttons 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 replace the thickness in the current thickness button.

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.

Customizing Shapes

You can customize the properties of Shapes tool, including:

Color

IQBoard Software 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 replace the color in the current color button.

Thickness

IQBoard Software 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 replace the thickness in the current thickness button.

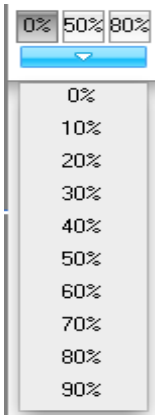
Transparency

IQBoard Software 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 replace the transparency in the current transparency button.



Style

IQBoard Software provides 3 shape buttons in the properties toolbar of Shapes tool.

To apply other shapes:

1. Do one of the followings:

Click *“Draw > Shapes”* on 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 replace the shape in the current shape button.

7.4 Point to Point

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

To create a polygon:

1. Do one of the followings:

Click *“Draw > Point to Point”* on Menu Bar.

Click on the Common Tools toolbar.

Click on the Floating Tools toolbar.

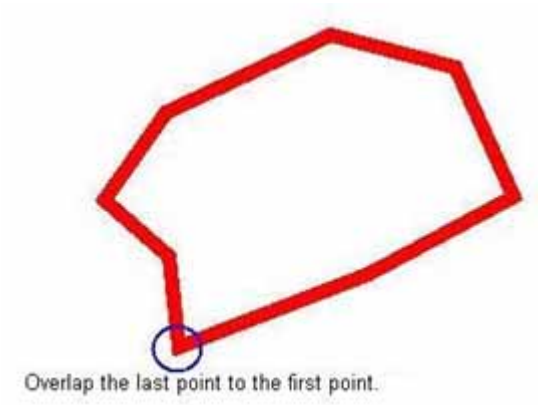
2. Adjust its properties if necessary. Refer to Customizing Point to Point tool for details.

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, and so forth, …… Until you have got the shape you want.

4. Overlap the last point to the first point.

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



To create a Polyline:

1. Do one of the followings:

Click *"Draw > Polygon"* on Menu Bar.

Click on the Common Tools toolbar.

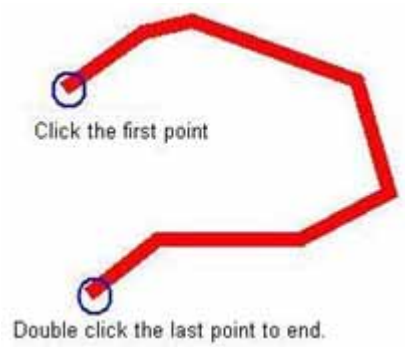
Click on the Floating Tools toolbar.

2. Adjust its properties if necessary. Please see 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, and so forth, 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.



Customizing Point to Point Tool

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

Color

IQBoard Software 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 replace the color in the current color button.

Thickness

IQBoard Software 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 replace the thickness in the current thickness button.

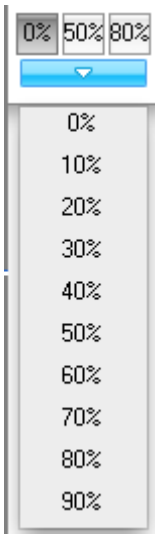
Transparency

IQBoard Software 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 replace the transparency in the current transparency button.



7.5 Pie Chart

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

To create a Pie Chart on screen:

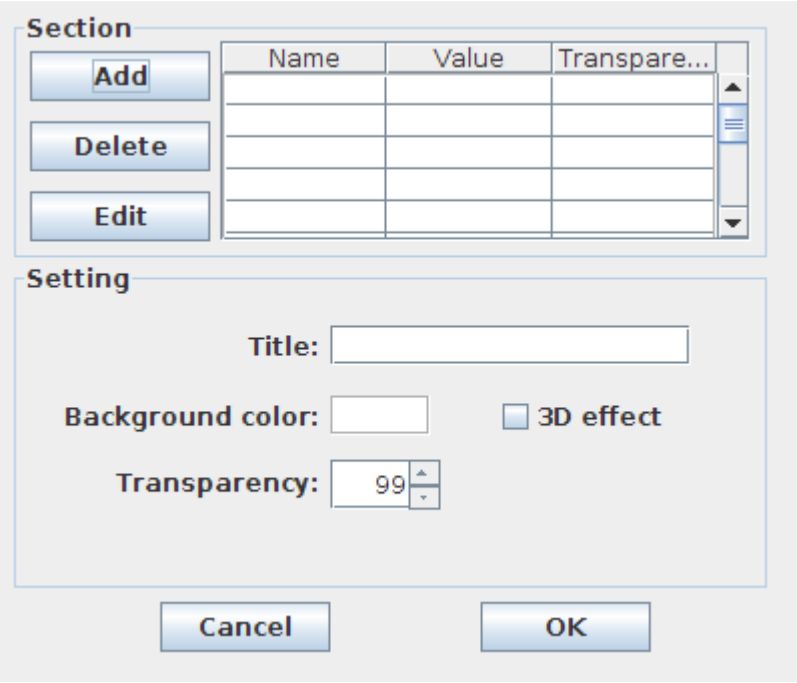
1. Do one of the followings:

   Click *"Draw > Pie Chart"* on Menu Bar.

   Click on the Common Tools toolbar.

   Click on the Floating Tools toolbar.

2. Click where you want to put Pie Chart on screen. The setting window of Pie Chart will appear.



3. In setting window, you can set the name, value and transparency of each section. You can also set Title, 3D Effect, Background Color, and Transparency for the Pie Chart.

4. Click *"Ok"* button on the setting window, the relevant Pie Chart will be displayed on the whiteboard page.

Prompt: *You can modify the magnitude of each sector. You can also use "Fill" tools to change the color of each sector.*

7.6 Bar Chart

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

To create a Bar Chart on screen:

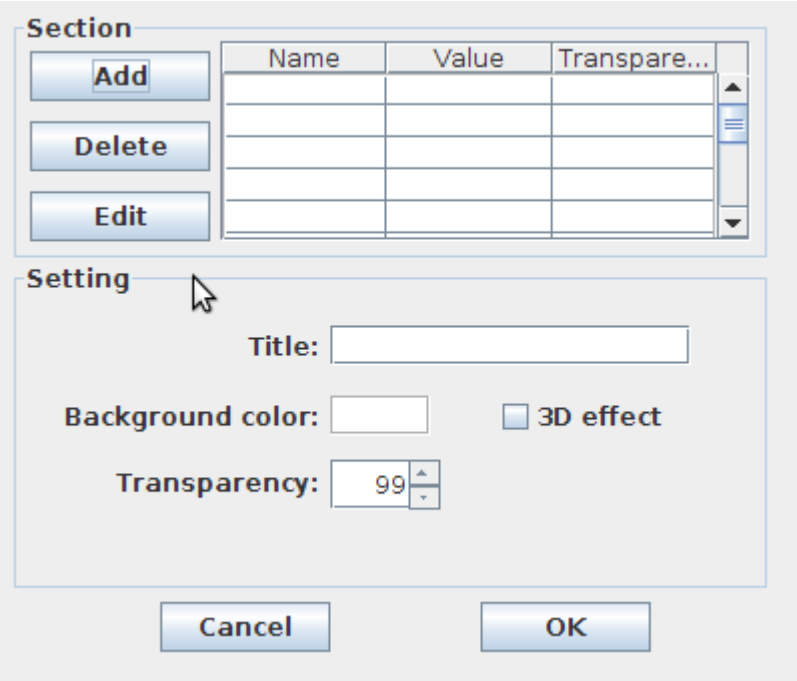
1. Do one of the followings:

   Click *"Draw > Bar Chart"* on Menu Bar.

   Click on the Common Tools toolbar.

   Click on the Floating Tools toolbar.

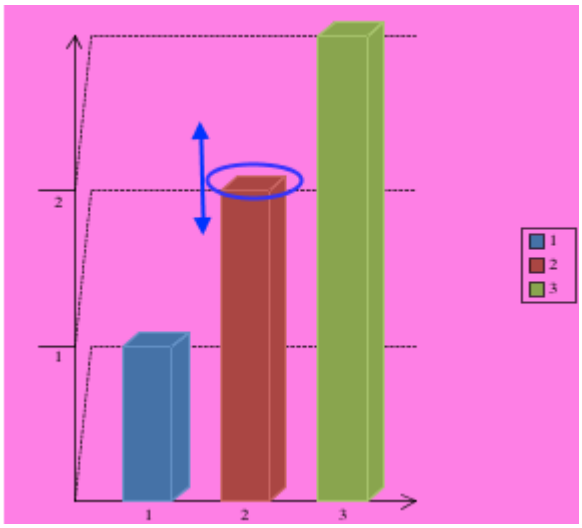
2. Click where you want to put Bar Chart on screen. The setting window of Bar Chart will appear.



3. In setting window, you can set the name, value and transparency of each bar. You

can also set Title, Background Color, 3D Effect, and Transparency for the Bar Chart.

4. Click *"Ok"* button on the setting window, the relevant Bar Chart will be displayed on the whiteboard page.



Prompt: *You can modify the magnitude of each bar directly on the Bar Chart. You can also use "Fill" tools to change the color of each bar.*

7.7 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.

Creating a Table

To add a Table:

1. Do one of the followings:

Click *"Draw > Table"* on Menu Bar.

Click on the Common Tools toolbar.

Click on the Floating Tools toolbar.

2. Set row number and column number. You can also 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.

Resizing Column and Row

To resize a column:

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

2. Drag the boundary to resize the row.

Selecting Table or Cell

To select a table

1. Click

2. Do one of the followings:

Click inside the table

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

To select a cell

1. Click

2. Do one of the followings:

Click inside the table, 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

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

Moving Table

To move a table:

1. Select the table

2. Click the blank area of the table and then drag the table to a different position on the page.

Inserting Text into Cell

To insert text into a cell:

1. Select the cell,

2. Double-click the cell. And then input text into table property dialog box.

Customizing Table

You can customize the properties of Table tool, including:

Color

IQBoard Software provides 6 color buttons in 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 replace the color in the current color button.

Thickness

IQBoard Software provides 3 thickness buttons 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 replace the thickness in the current thickness button.

Transparency

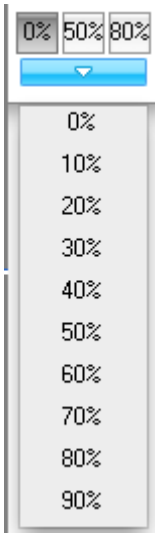
IQBoard Software provides 3 transparency buttons properties toolbar. Select one of them to change the border transparency.

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 replace the transparency in the current transparency button.



Column and Row Number

You can set the column and row number directly on the properties toolbar.

Fill

You can fill color, gradient, pattern, or image to each cell. Refer to Fill for details.

7.8 Text

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

Inputting text on page

To input text on a page:

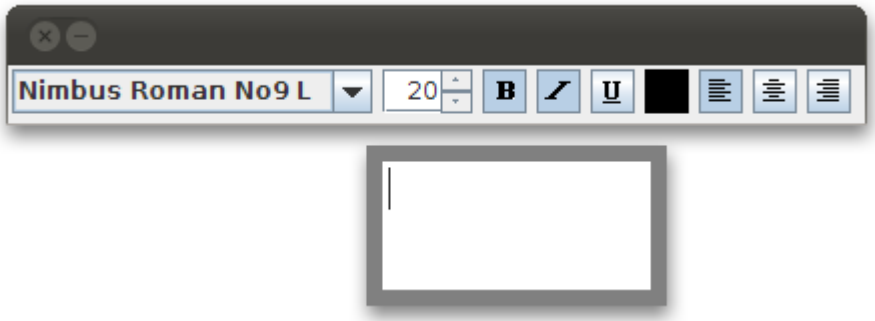
1. Do one of the followings:

Click *"Draw > Text"* on Menu Bar.

Click on the Common Tools toolbar.

Click on the Floating Tools toolbar.

2. Click where you want the text to start on page. The Text Box and Fonts toolbar will appear.



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.

Input text through keyboard

Type your text in Text Box through keyboard.

Edit text

IQBoard Software also allows you to edit the text in a text object.

To edit text in a text object:

1. Double-click the text object.

2. Modify the text in the Text Box and change text format through the Fonts toolbar.

7.9 Math tools

Dimension Label:

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

To add a Dimension Label on page:

1. Do one of the followings:

Click *“Tool > Math tools > Dimension Label”* on Menu Bar,

Click on Assistant Tools toolbar, then select .

Click on Floating Tools toolbar, then select .

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:

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

Angle Label:

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

To add an Angle Label on page

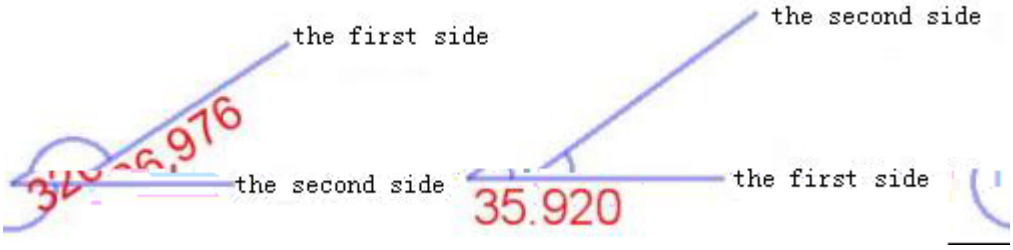
1. Do one of the followings:

Click *“Tool > Math tools > Angle Label”* on Menu Bar,

Click on Assistant Tools toolbar, then select .

Click on Floating Tools toolbar, then select .

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:



> ***Prompt:***
>
> *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 can also change the properties for each Angle Label object separately.*

Dividers:

You can use *"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. Do one of the followings:

   Click *"Tool > Math tools > Dividers"* on Menu Bar,

   Click on Assistant Tools toolbar, then select .

   Click on Floating Tools toolbar, then select .

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 finish drawing, click the page again, the arc or sector will be displayed on the page, as follows:

Ruler.

Protractor:

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

To add a protractor on page:

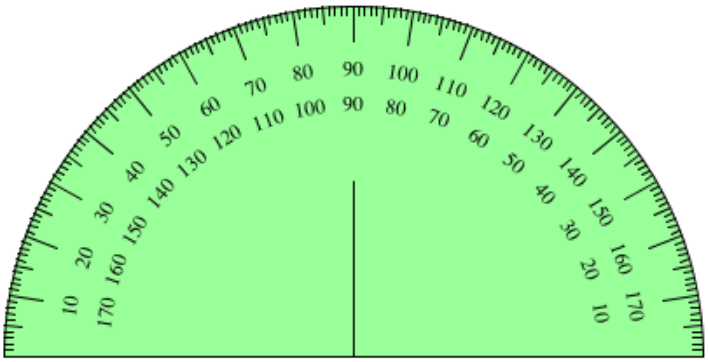
1. Do one of the followings:

   Click "*Tool* > *Math tools* > *Protractor*" on Menu Bar,

   Click on Assistant Tools toolbar, then select .

   Click on Floating Tools toolbar, then select .

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 Manipulating Objects for details.

Right-angled Set Square

IQBoard Software 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. Do one of the followings:

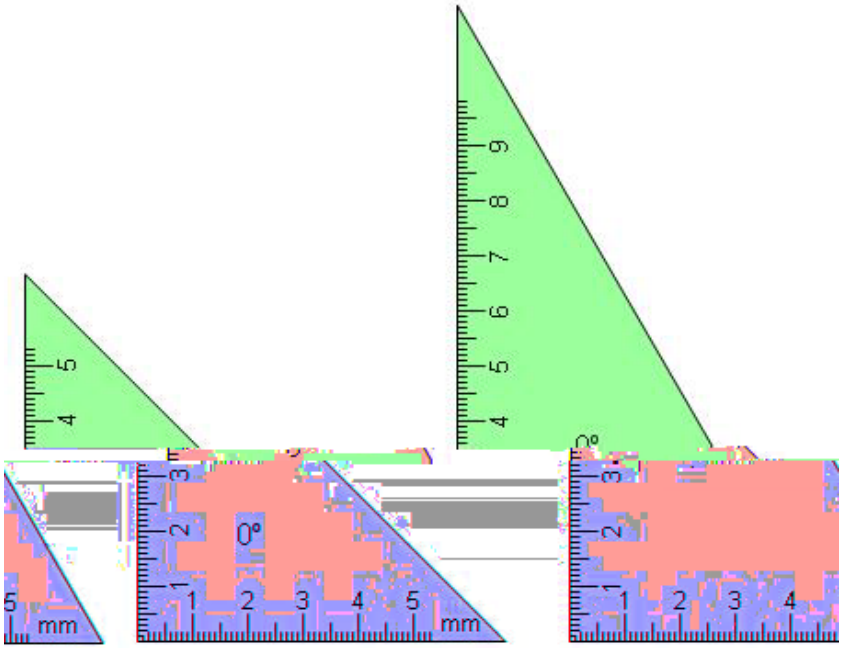
   Click *"Tool > Math tools > Right-angled Set Square"* on Menu Bar, then select

“Isosceles Right-angled Set Square” or *“30 Degree Right-angled Set Square”*.

Click on Assistant Tools toolbar, then select or .

Click on Floating Tools toolbar, then select or .

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.

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

7.10 Fill

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

To fill effect:

1. Do one of the followings:

   Click *“Draw > Fill”* on the Menu Bar.

   Click on the Common Tools toolbar.

   Click on the Floating Tools toolbar.

The Fill toolbar appears.

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

3. Click the geometry.

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.

To apply other gradient as a Gradient Fill:

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

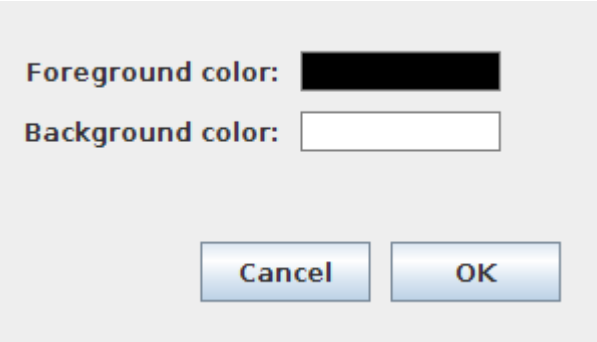
2. Set the gradient in the Gradient Editor.

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

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

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

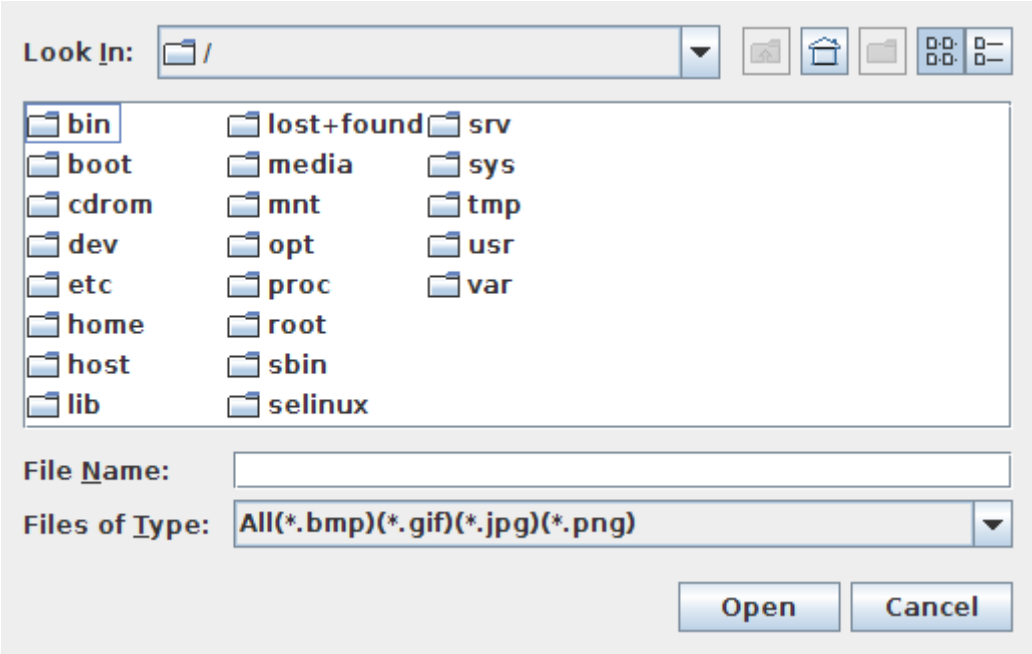
2. Set the foreground color and background color.



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"*.

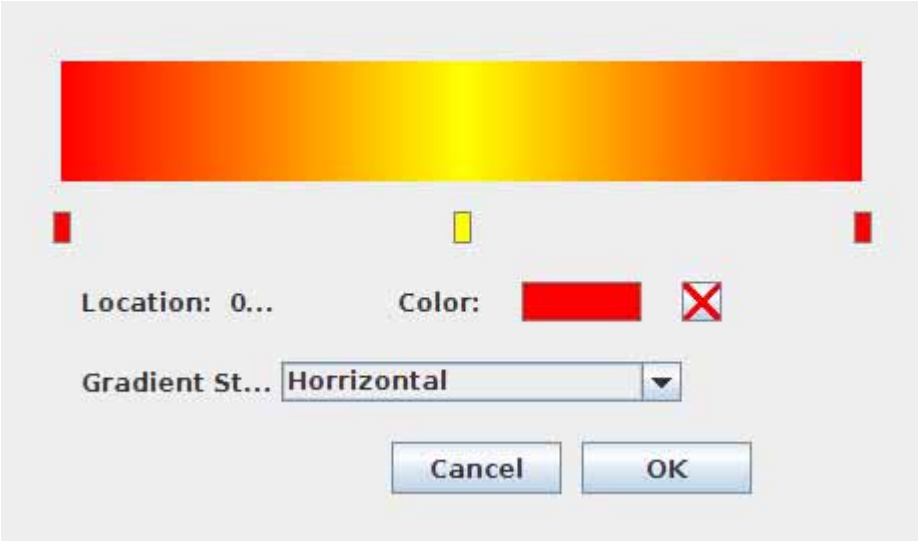
To clear the fill effect:

1. Click button.

2. Click the geometry.

Gradient Editor

The Gradient Editor lets you define a new gradient.



A. Gradient bar, B. 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, or click the stop then click .

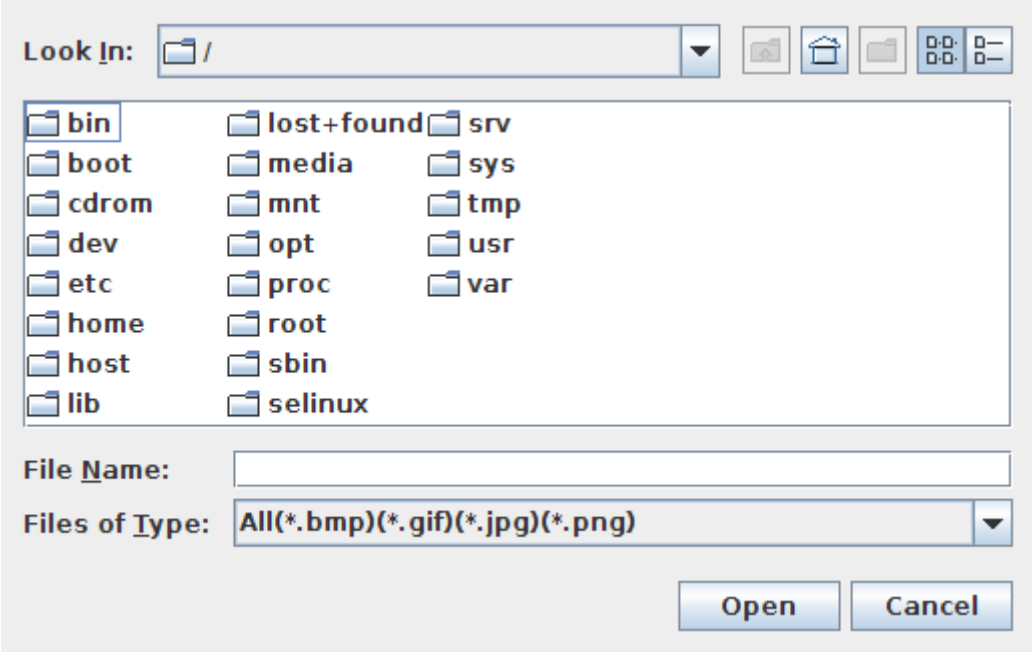
7.11 Insert Picture

You can insert a picture into a page. IQBoard Software supports .png, .bmp, .jpg and gif formats.

To insert a picture:

1. Click *"Insert > Image file"* on the Menu Bar.

The Open dialog box appears.



2. Browse to, and select the picture you want to insert, and then press *"Open".*

3. Click on the page. The picture appears in the upper left corner of the page.

7.12 Eraser

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

To select an eraser, do one of the followings:

Click *"Draw – Eraser"* on Menu Bar, then select one eraser.

Click on the Common Tools toolbar, then select one eraser.

Click on the Floating Tools toolbar, then select one eraser.

Normal Erasers

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.

Circle Eraser

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

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

Object Eraser

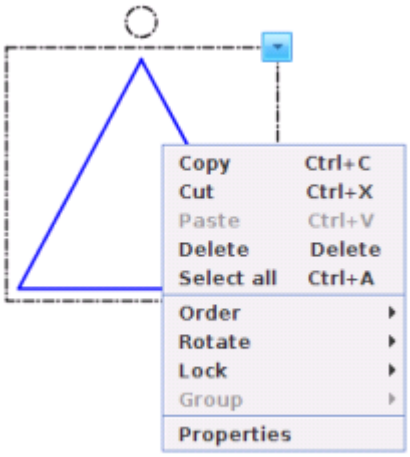
Object Eraser can erase any object on screen. Select *"Object Eraser"* and click an object to clear it.

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, IQBoard Software provides a variety of ways to manipulate and edit them.



Selecting object

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.

To select a single object:

1. Do one of the followings:

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

   Click on the Drawing Tools toolbar.

   Click on the Floating Tools toolbar.

2. Click the object you want to select.

To select multiple objects:

1. Do one of the followings:

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

Click on the Drawing Tools toolbar.

Click on the Floating Tools toolbar.

2. Do one of the followings:

Click the interactive screen and drag until a rectangle surrounds the objects you want to select.

Press and hold “Ctrl”, and then click the objects you want to select.

To select all objects on a page, do one of the followings:

Click *“Edit* > *Select all”* on Menu Bar.

Right-click the interactive screen, then click *“Select all”*.

Press *”* Ctrl +*A”*.

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

Copying, cutting, pasting, and deleting object

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

To copy an object:

1. Select the object you'd like to copy.

2. Do one of the followings:

Click *“Edit* > *Copy”* on the Menu Bar.

Click on the Common Tools toolbar

Click the object’s menu arrow and select *“Copy”*.

Press “Ctrl +*C”*.

To cut an object

1. Select the object you'd like to copy.

2. Do one of the followings:

Select *“Edit > Cut”* on the Menu Bar.

Click on the Common Tools toolbar

Click the object’s menu arrow and select *“Cut”*.

Press “Ctrl +*X”*.

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 in Page tab.

3. Do one of the followings:

Select *“Edit > Paste”* on the Menu Bar.

Click on the Common Tools toolbar

Right-click where you want to paste the object on page, and select *“Paste”*

Press “Ctrl +*V”*.

Rotating object:

You can rotate objects on a page.

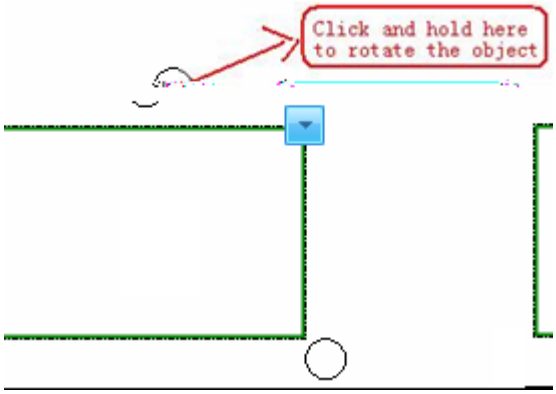
To rotate an object:

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.



Prompt: *If you have selected several object, drag the Rotation Handle of one object, all other selected objects rotate automatically.*

Resizing object:

You can rotate objects on a page.

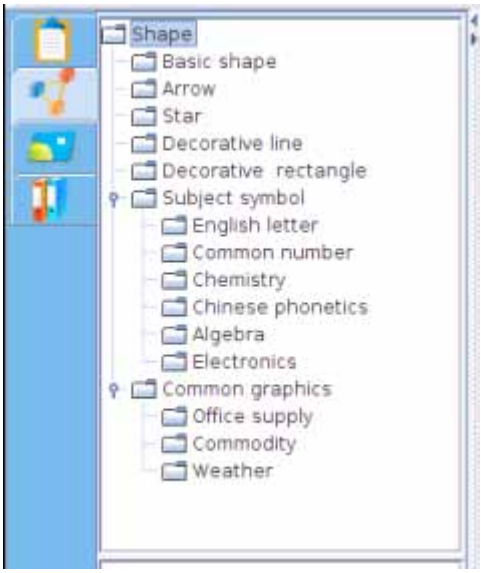
To resize an object:

1. Select the object

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

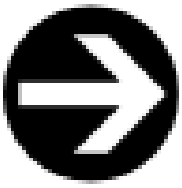
In case that you select several objects, dragging handle of any object frame is ok.



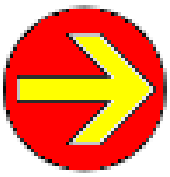
To add a symbol to whiteboard page:

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.



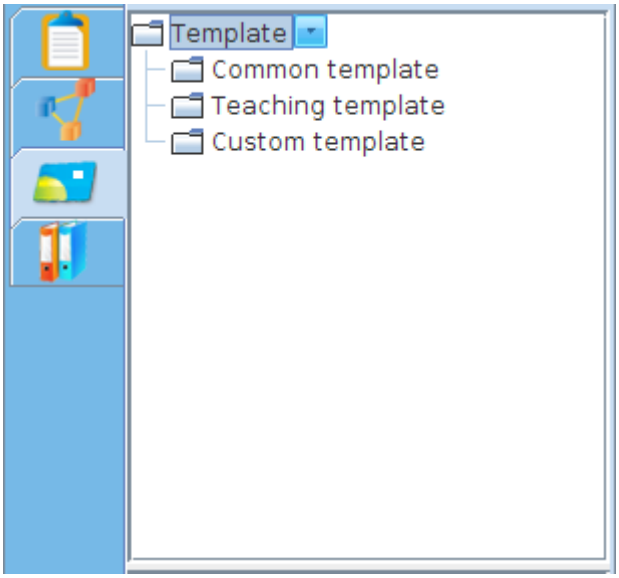
3. You can use the Fill tool to fill the color into the symbol or its frame. You can also zoom and rotate the symbol.



Prompt: *you can set the default color of a symbol in "Symbol Setting" in "System Setting".*

Template:

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



To open a template

1. Select the template thumbnail you want to insert to whiteboard in preview area.

2. Click on the page, the relevant template will be inserted into the next page.

To manage the template resources:

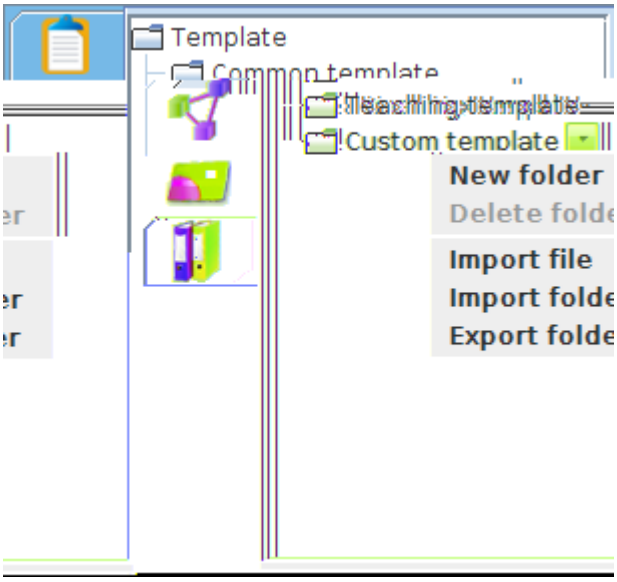
1. Select a template folder

2. Do one of the followings:

   Right-click the selected folder.

   Click the folder's menu arrow.

A menu appears



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

Resource

In Resource tab, huge amount of pictures are waiting for you to use in presentation.

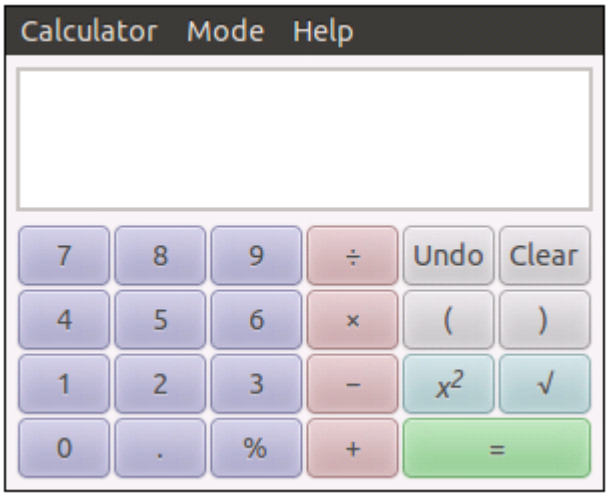
To add a picture to whiteboard page, do one of the followings:

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.

Each resource on whiteboard page can be manipulated as an object.

IQBoard Software also provides Favorite folders for picture. You can add a picture or multimedia object on page to these folders



To use Calculator, do one of the followings:

Click *"Tool > Special tools > Calculator"* from the submenu.

Click on Assistant Tools toolbar, then select .

Click on Floating Tools toolbar, then select .

Magnifier

Magnifier can easily magnify areas of the screen.

To use Magnifier,

1. Do one of the followings:

Click *"Tool > Special tools > Magnifier"* from the submenu.

Click on Assistant Tools toolbar, then select .

Click on Floating Tools toolbar, then select .

2. Click or right-click the magnifying window to change the Magnifier Properties.

Chapter 11 System Setting

The System Setting panel allows you to customize properties of Drawing Tools, Language, Page Background and so on.

To open the System Setting panel:

Click *“Tools > System setting”* on Menu Bar.

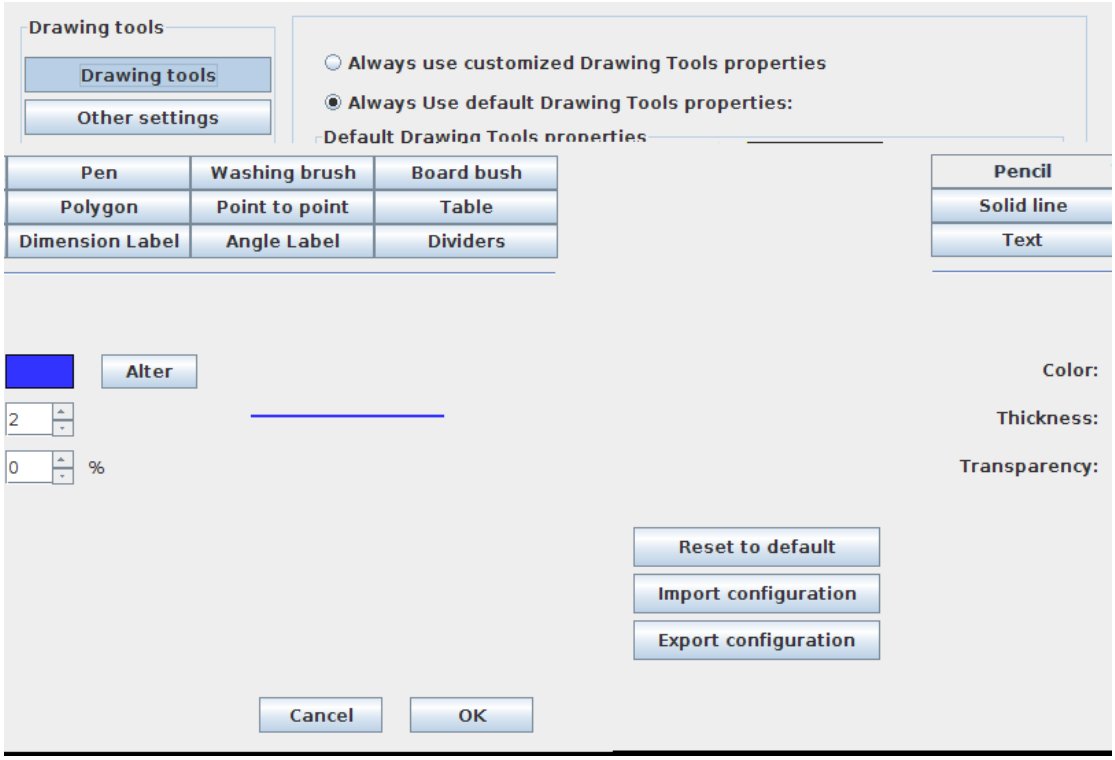
To restore all default settings, click *“Reset to default”.*

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

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

11.1 Drawing tools properties

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



Always use customized Drawing Tools properties

Chapter 12 Version Statement

IQBoard Software is a set of software that will be constantly updated. In addition to the update of Symbol Library and Resource Library, we will continually make expansion and improvement. So we strongly recommend the clients to update the software regularly.