



www.AdamsBIZ.com

### **eBeam Whiteboard Training for PC (Capture 1.0 Software)**

- 1.) **Download software from [www.adamsbiz.com/gettingstarted](http://www.adamsbiz.com/gettingstarted). Click on the eBeam Capture icon on your desktop, and become familiar with the whiteboard pens and eraser.** Practice loading the dry-erase markers into the pen sleeves and replacing the batteries.
- 2.) **Calibrate the whiteboard** (Tools, Calibrate Capture Area) **and shortcut strip** (Tools, Calibrate Shortcut Strip).
- 3.) **Become familiar with the tools available for the participant (left corner of screen):** marker, highlighter, eraser, magnifying glass, text box, pointer, and finger pointer.
- 4.) **Become familiar with menu bar:** 4 page views (normal, thumbnails, page, full screen), new page, duplicate, delete, clear, and meeting icons.
- 5.) **Playback every page you have created:** Go to View, Toolbar, Playback. Rewind and select a playback speed and then press Play.
- 6.) **Record your voice over the presentation:** Go to View, Toolbar, Recorder. Your presentation can be saved as a Windows AVI (.avi) file.
- 7.) **Practice sharing a web meeting.** Click on Share Meeting. Type in the meeting name, your name, password, and the click Share. Once connected, click on the finger pointer and point to an object on your page. Click on End Meeting (red stop sign on menu bar) to disconnect the meeting.
- 8.) **Save your work.** File, Save. Your work will be saved as a whiteboard file with a .wbd ending. To save in a different format, select the file desired in the drop down "save as type" menu.