To start TeamBoard, do one of the following:

- **Windows**: Select or Start > All Programs or Programs > Teamboard > Draw.

  Or, right-click the TeamBoard Draw icon in your system tray (lower right corner of your screen) and select TeamBoard Draw.

- **Mac OS X**: Open the Applications folder and select Draw.

The Main toolbar has 7 key tools. Each tool has its own submenu on the right side (after the red arrow).

Move your mouse or interactive pen over any of the tool icons to see a definition.
Using the Annotation Toolbar

To access the floating annotation toolbar or dashboard, do one of the following:

- **Windows**: Select \( \text{Start} > \text{All Programs or Programs} > \text{Teamboard} > \text{Annotation} \).
  
  Or, right-click the \( \text{TeamBoard Draw} \) icon in your system tray (lower-right corner of your screen) and select \text{Annotation}.

- **Mac OS X**: Select the \( \text{TeamboardAnnotate} \) icon on your screen.

To take a full-screen snapshot for annotation, select the \( \) camera icon. The following toolbar appears:

![Annotation Toolbar](image)

You can use all of the TeamBoard tools to draw or annotate on a web page or anything else on your computer.

To save your annotations and return to your desktop, select the \( \) icon on the right end of the toolbar.

To save annotated images in TeamBoard, open the **File** menu and select one of the following:

- **Save as** (to save in .tmb file format)
  
- **Export** (to save in .jpg, .ppt, .bmp, .pdf, .html, .tif, .png, or .iwb file formats)

After you export a .ppt file, you can open it in PowerPoint®. First you need to associate PowerPoint with TeamBoard by following the steps in the next column.

---

Presenting and Annotating in PowerPoint

First, you need to associate PowerPoint with TeamBoard.

1. Open the **Tools** menu and select **Options**.

2. Select the **Application Control** tab, then select the **Add** button.

3. Locate and select **POWERPNT.EXE** in your Program Files/Microsoft Office folder.

4. Select **OK**, then select **OK** again to close the Options window.

Once you have associated PowerPoint, you can open it from the TeamBoard annotation toolbar:

![PowerPoint Options](image)

Additional tools appear on the toolbar as shown below:

![PowerPoint Tools](image)

You can open your PowerPoint file and annotate it using the TeamBoard tools. When you are finished, select **Keep** to save your “ink annotations” with the PowerPoint file. This is great for sharing meeting notes.