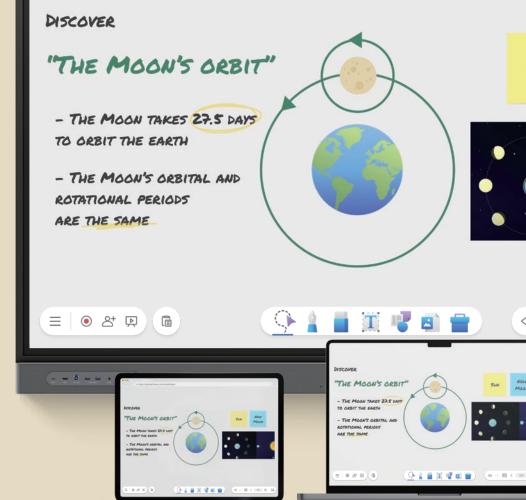


# Teacher's Guide: EZWrite 6



## BenQ Education

### The EZWrite Workspace

When you launch EZWrite, you load the workspace and the three main menus.

### Menu bar

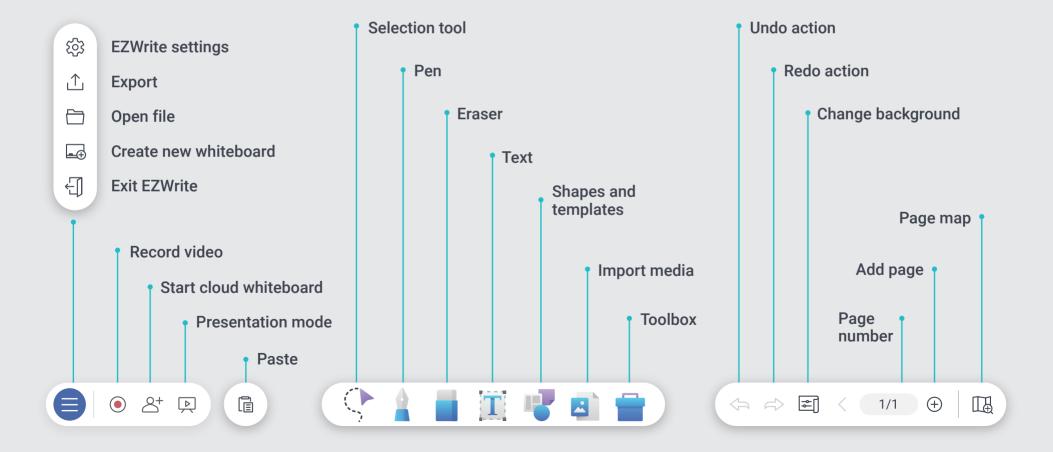
Found at the bottom-left corner, the menu bar contains the following:

### **Toolbar**

At the bottom-center is the toolbar, which has the all the essential EZWrite whiteboarding tools:

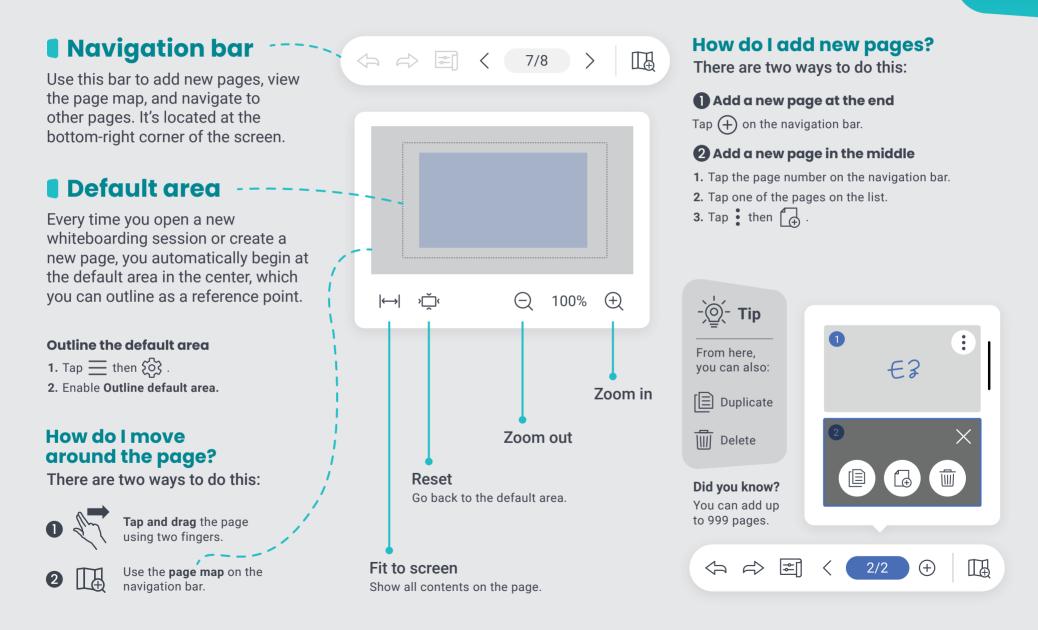
### Navigation bar

At the bottom-right is the navigation bar, which has the following controls:



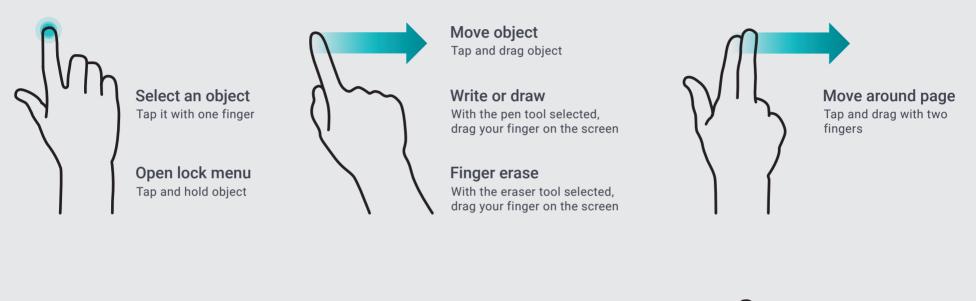
### **Page Navigation and Controls**

Each page on EZWrite is expansive, allowing you to work on a large blank canvas. If you want more free space, you can easily move to a different area of the page or add new pages.



### **Hand Gestures**

EZWrite lets you use hand gestures to perform different tasks on the page.



Zoom out Pinch the screen with two fingers



**Zoom in** Hold the screen with two fingers then spread them apart



#### Palm erase

With the palm eraser enabled and the eraser or pen tool selected, drag your palm on the screen

### **General Object Controls**

### What are objects?

An object is any item that you can interact with on the page. They can be pen strokes, shapes, images, and other types of media.

### What are object controls?

Object controls are the set of actions you can do with any object on the page. The controls that are common for the majority of objects are called general object controls.

To access the object controls menu, just tap the object you want to modify.



Lock

You can lock objects in place to prevent accidentally moving or deleting them. Locked objects also remain on the page even if you use Erase all.



Delete Tap this button to delete the object from the page.

Bring to front

Tap this to bring the

object in front of all

other objects on the

page.



Rotate Tap and drag this button to rotate the object.

Send to back

Tap this to move

the object behind

the page.

all other objects on

Unlock

unlock it.

#### Show more

Tap this button to show more object controls.



If an object is already locked, tap and

the unlock button. Tap the button to

hold it for at least two seconds to reveal

### Add link

You can link an object to a site by tapping this button and adding a URL.



In case you want to undo or redo a certain action, you can easily tap  $\langle \neg \rangle$  or  $\in \rangle$  on the navigation bar at the bottom-right corner of the screen.





**Duplicate** Tap this to instantly create a copy of the object on the page.



Copy Tap this to add the object to the clipboard.

۲۹	<b>-</b>
L	Ξ

### Paste

Paste the object from the clipboard. This appears beside the main menu.

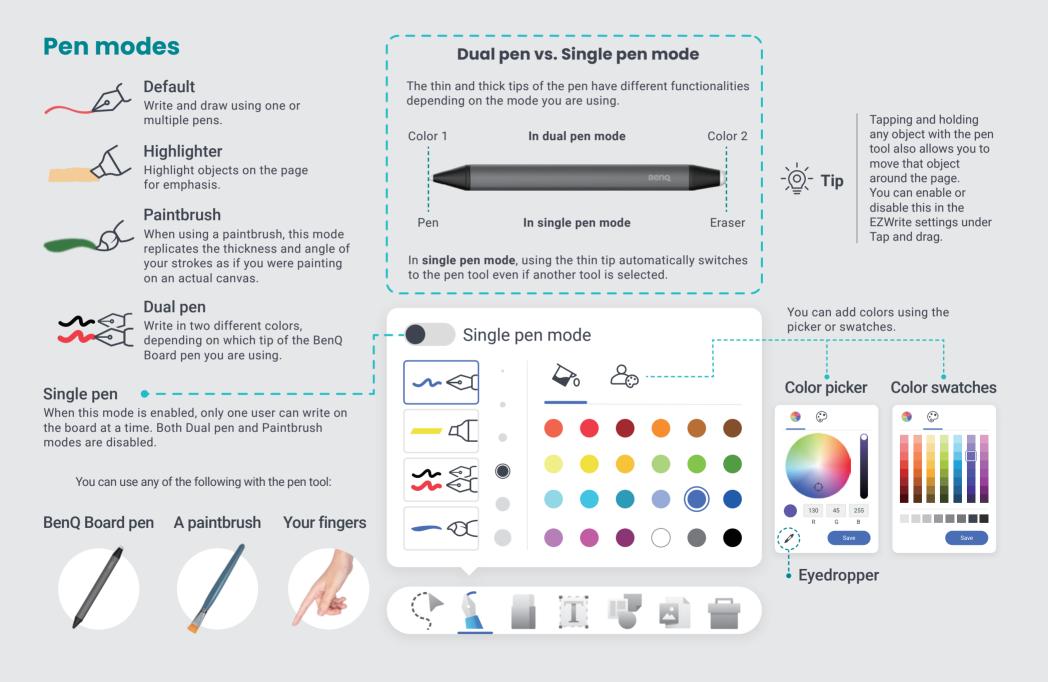
### EZCopy

Tap this to use EZCopy and drag to copy objects. For more details, see EZCopy.



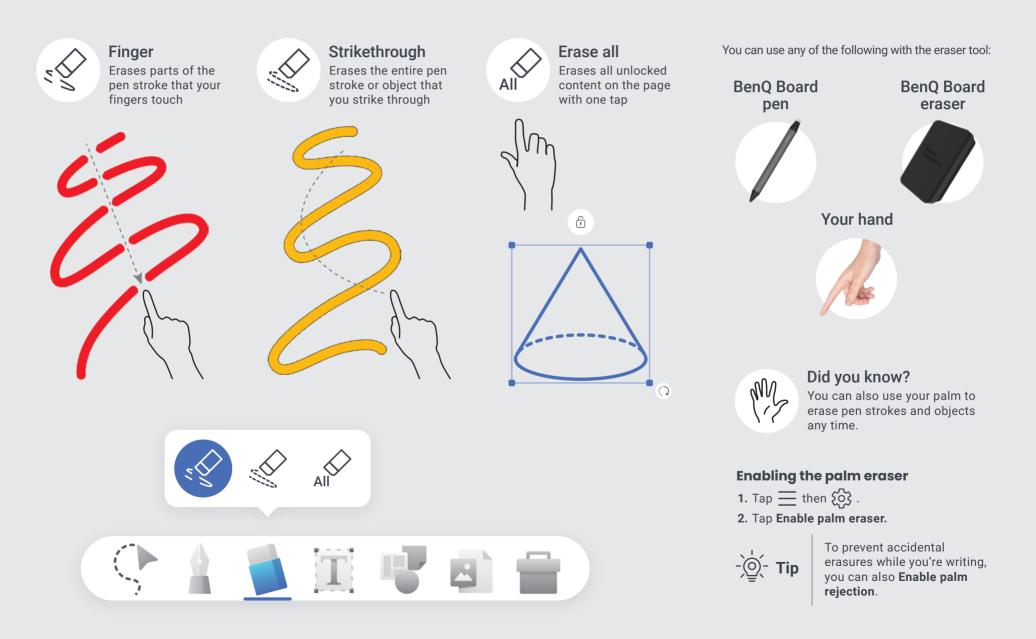
### Pen

The pen tool lets you write or draw on the page.



### **Eraser**

The eraser tool lets you erase pen strokes and other content from the page.



## **Import Media**

EZWrite lets you import various file types and links to add multimedia elements to lessons.



#### Camera



See Live camera for more details.



#### Whiteboard files

Import pages from EZWrite,	IWB,
and NOTEBOOK whiteboard	files
to use as lesson materials.	

Links

Add a URL to your whiteboard to quickly access useful websites during lessons or for students to review at their pace.



#### YouTube videos

Paste a link to a YouTube video or search for one directly from EZWrite.



### Image files

Import image files in a variety of file formats, including animated GIFs.

### Office files or PDFs

Add your existing lesson materials to your whiteboard and select which pages in your file to import.



### **Google Drive**

Add lesson materials from your Google Drive to the whiteboard.

### Audio files

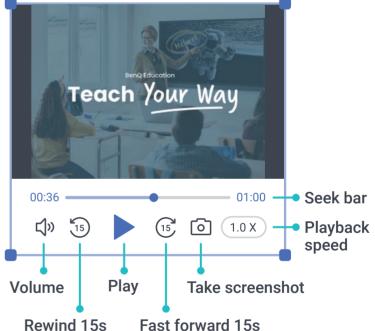
Դ

Add audio files in MP3 and WAV formats to play them on the page.



#### Video files

Import video files to play them directly in EZWrite. Pause and annotate over videos, even take screenshots.



### **AI Recognition Tools**

EZWrite has three built-in AI tools that you can use to make handwriting, text, and 2D shapes on the board perfectly legible.

### Handwriting recognition

Convert your handwritten text into editable text in dozens of languages.

Write on the board in print or cursive, select it using the selection tool, then tap  $\mathcal{CZ}$ .

## Optical character recognition (OCR)

Convert text from images and documents into editable text by selecting an image, then tapping [T].

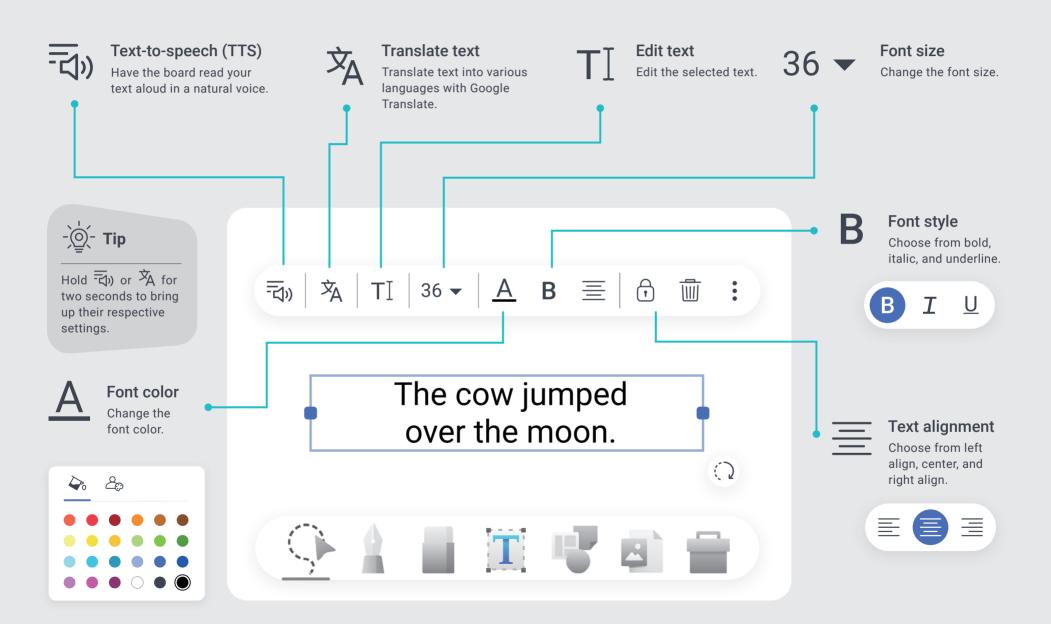
### **Shape recognition**

Convert hand-drawn geometric shapes into editable, perfect shapes. Draw a shape, select it using the selection tool, then tap  $\widehat{\Box}$ .



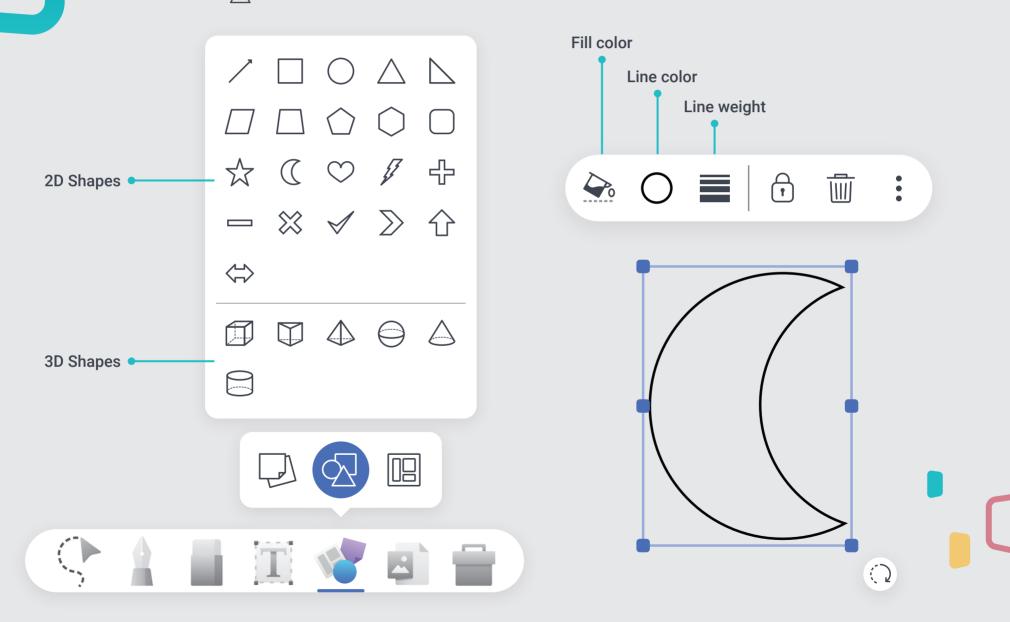
### **Text Box**

Use the Text Box to input, edit, and translate text. You can even have EZWrite read it aloud. To access it, tap T on the toolbar.



### **Shapes**

EZWrite has various editable 2D and 3D shapes that you can add to the page for geometry class and more. To insert shapes onto the page, tap  $\square$  on the toolbar, then tap  $\bigtriangledown$  to pull up the available shapes.



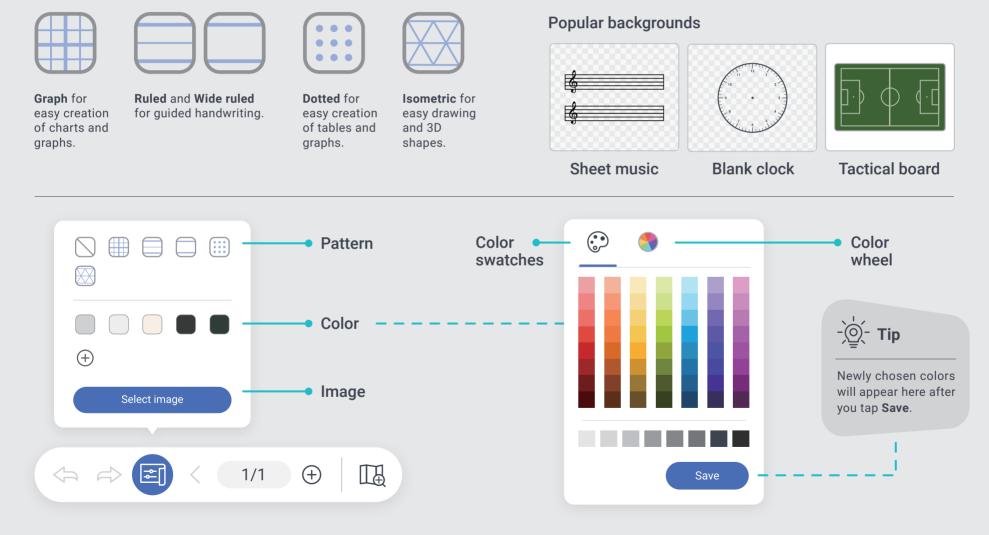
### **Backgrounds**

Change the background of your pages to match your lessons. You can access the background options by tapping  $\boxed{\texttt{res}}$  on the navigation bar. Choose from any of the preloaded background patterns or images.

### **Background patterns**

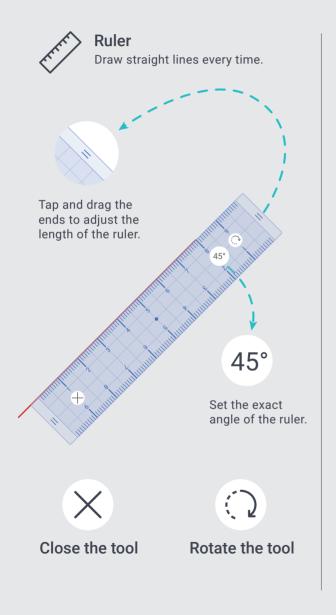
### **Background images**

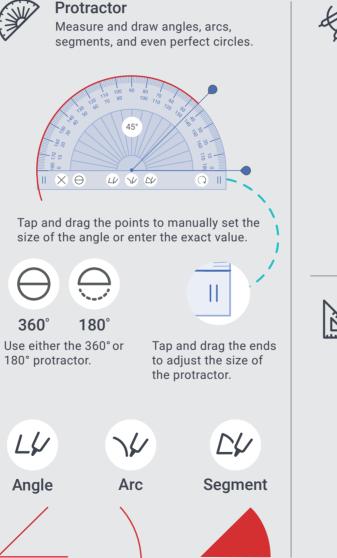
Choose from a collection of backgrounds or tap  $\square_{\square}^+$  to add your own.

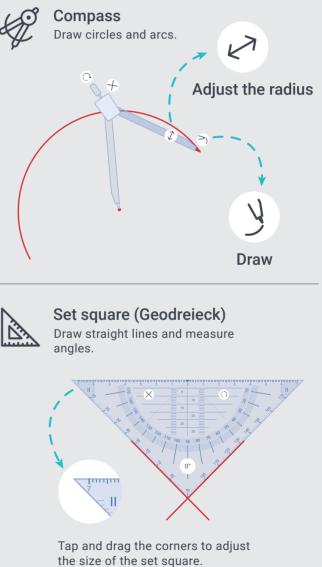


### **Geometry Tools**

EZWrite has a set of built-in geometry tools that you can use to draw precise shapes and lines on the board. You can access all of them from the Toolbox 📄 .







### **Math Tools**

EZWrite has built-in math tools to help you easily calculate or evaluate computations directly on the board. To access them, tap 💼 on the toolbar.

### Calculator $\times \div$

Use the calculator to perform simple arithmetic functions such as addition, subtraction, multiplication, and division.

	Calculator 🗙				
A	C	%	+/-	•••	
	7	8	9	×	
4	1	5	6	_	
	1	2	3	+	
	0		•	=	
	_				

10 =

VX	Access Microsoft Math Solver to get step-by-step solutions to math problems for pre-algebra, algebra, trigonometry, and calculus.

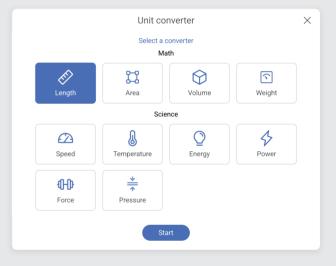
**Math Solver** 

	Solve	
Trigonometry	Linear equation	
$4\sin\theta\cos\theta = 2\sin\theta$	y = 3x + 4	
Matrix	Simultaneous equation	
$\left[\begin{array}{ccc}2&3\\5&4\end{array}\right]\left[\begin{array}{ccc}2&0&3\\-1&1&5\end{array}\right]$	$\begin{cases} 8x + 2y = 46\\ 7x + 3y = 47 \end{cases}$	
Integration	Limits	
$\int_0^1 x e^{-x^2} dx$	$\lim_{x\to -3}\frac{x^2-9}{x^2+2x-3}$	
	$4\sin\theta\cos\theta = 2\sin\theta$ Matrix $\begin{bmatrix} 2 & 3 \\ 5 & 4 \end{bmatrix} \begin{bmatrix} 2 & 0 & 3 \\ -1 & 1 & 5 \end{bmatrix}$ Integration	



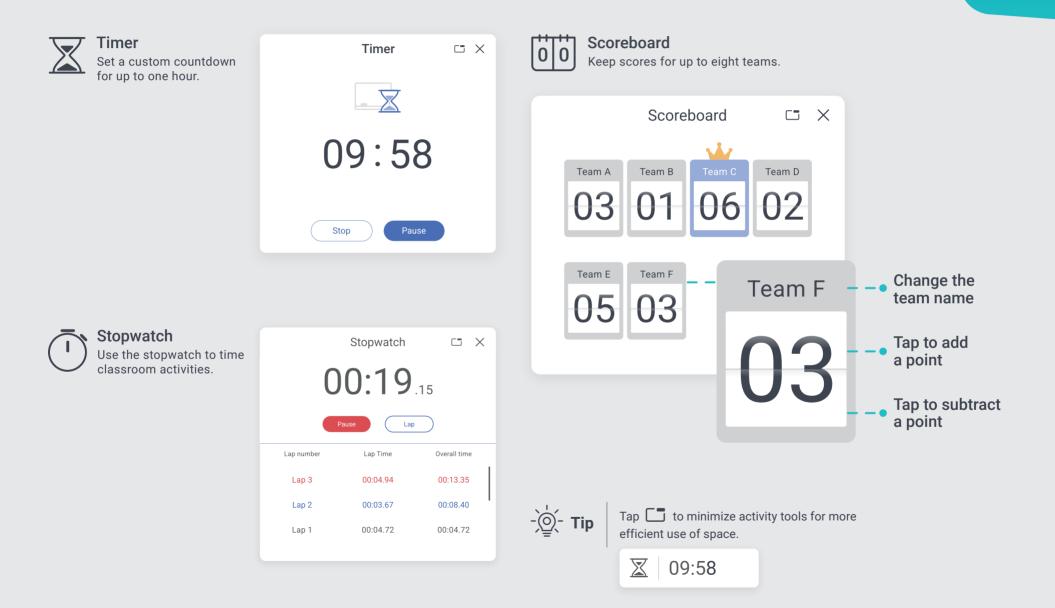
### **Unit converter**

Use this tool to convert math and science units of measurement from systems including metric, imperial, astronomical, and nautical. Export converted data to the canvas as text. The tool can also be minimized.



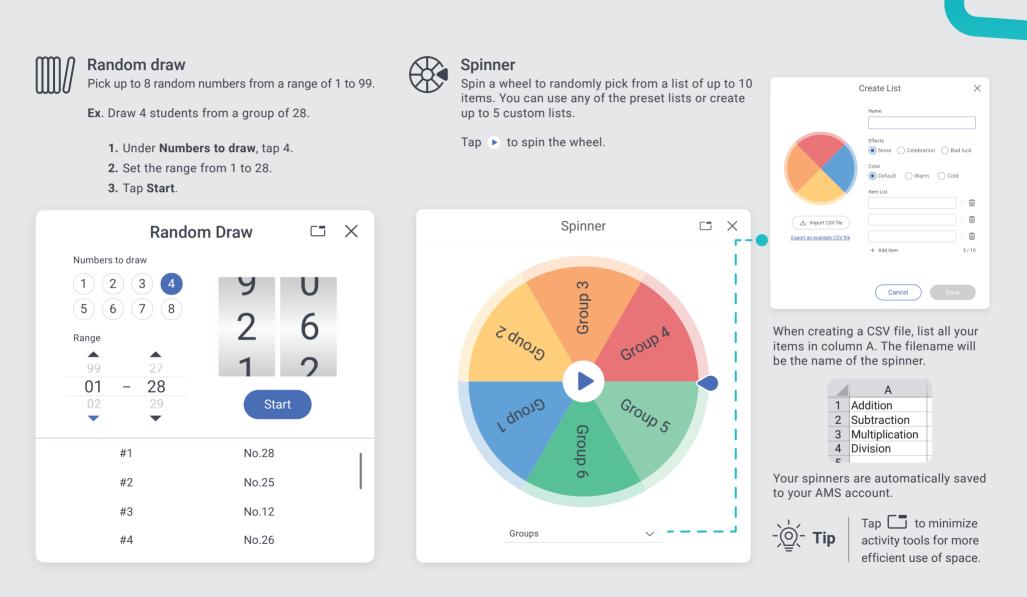
# Activity Tools: Timer, Stopwatch & Scoreboard

EZWrite has built-in activity tools that you can use to make lessons more engaging and help students focus. To access them, tap in the toolbar.



### **Activity Tools: Random Draw & Spinner**

Use these tools to randomly select students, groups, and other items to add excitement to class. To access them, tap in the toolbar.



### **Floating Notes**

Floating Notes is a movable, transparent notepad that lets you annotate anywhere on the display, even over an HDMI input source, while simultaneously interacting with the EZWrite canvas. To access it, tap 🚔 then 🔯 .

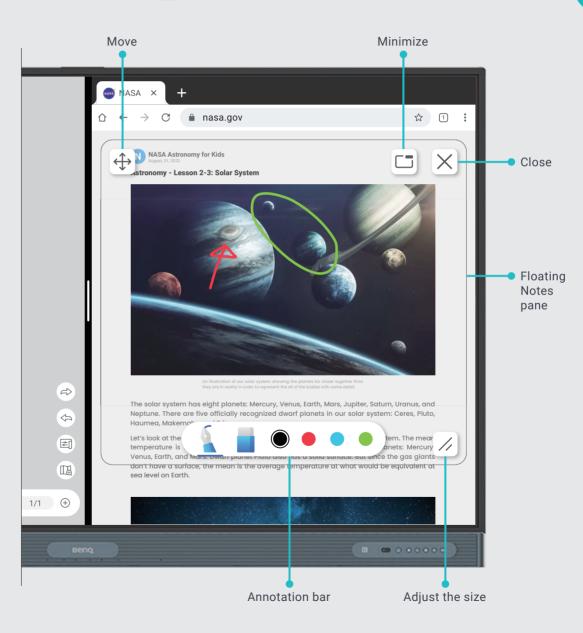
## Annotate anywhere

Your annotations always stay where you leave them, even when you're using **split-screen mode** or **multi-window mode**, letting you keep important notes and details on screen until you're ready to move on.

> • You can also find Floating Notes in the Floating Tool.

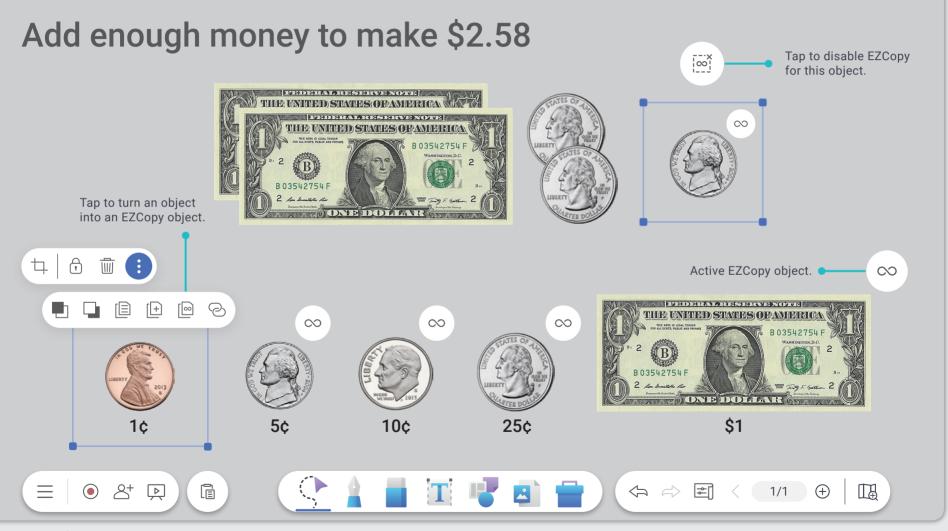


- You can also move the pane by tapping and holding the top or bottom of the window.
- Note
- Closing Floating Notes will erase your annotations.



### **EZCopy**

EZCopy lets you infinitely copy text, images, sticky notes, and 2D and 3D shapes. Enabling EZCopy saves time when you're duplicating objects for different activities.



**Note** EZCopy does not work with grouped objects.

### **Presentation Mode**

Activating the Presentation mode streamlines the EZWrite UI for presentations. To access this mode, tap  $\triangleright$  in the menu bar.



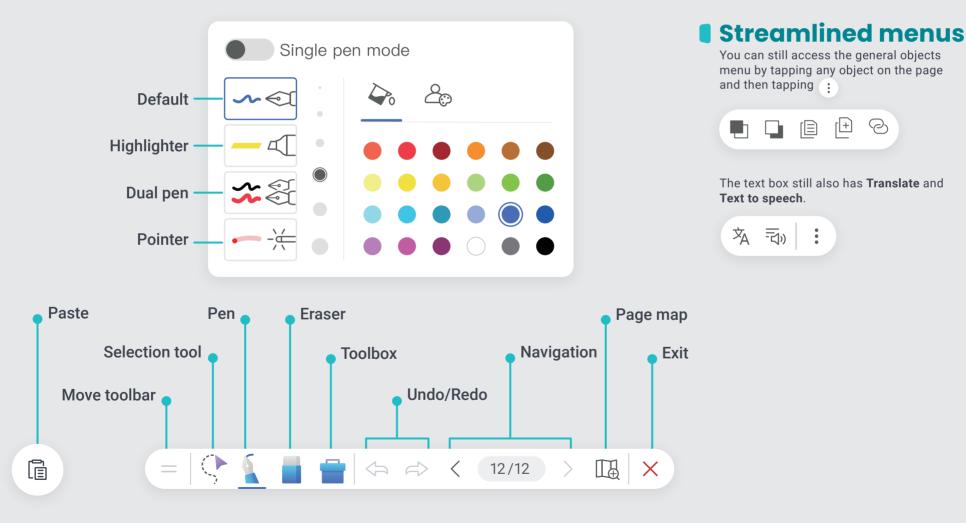
Lectures Give lectures with a cleaner interfa and fewer distractions.

ce		

**Student presentations** Let students present on a topic individually or in groups to the class.

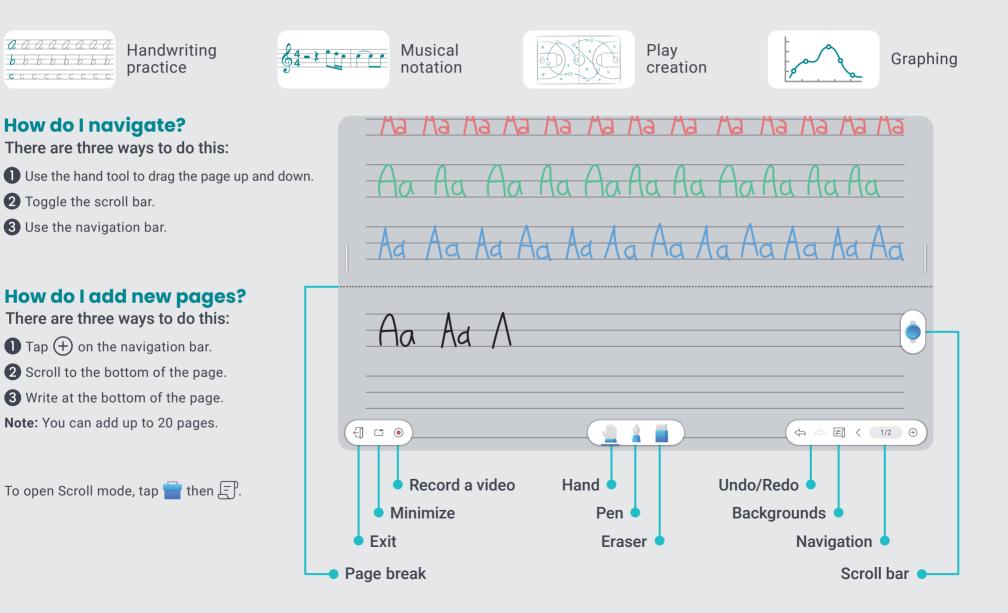
C

|+|



### **Scroll Mode**

Use a scrolling canvas designed for lessons activities that require repeating backgrounds.



### **Collaboration Tools**

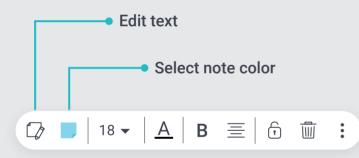
EZWrite gives you collaboration tools to stimulate discussion and brainstorming. To access them, tap 📑 on the toolbar.



#### Sticky Notes

Add sticky notes to the board during cloud whiteboarding sessions to brainstorm with students. Let them contribute by typing notes from their devices and sticking them to the shared board.

You can also use sticky notes for activities such as polling, SWOT analysis, and more.



I think the story's theme is about cherishing what you have.

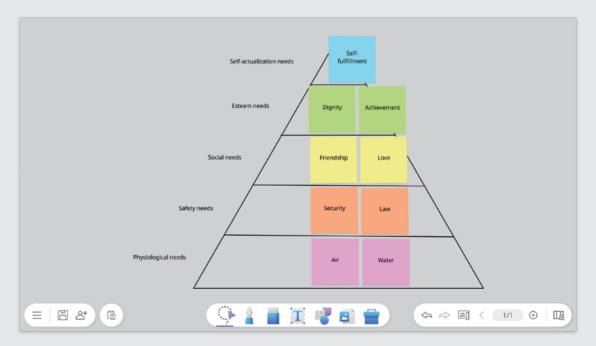


### Templates

EZWrite includes pre-loaded interactive templates for class collaboration, such as Maslow's Hierarchy and a Venn Diagram. Edit the text, sticky notes, or the templates themselves. You can also add custom templates to further bring discussions to life.

You can choose between blank or pre-filled templates by tapping the toggle switch in the templates menu.

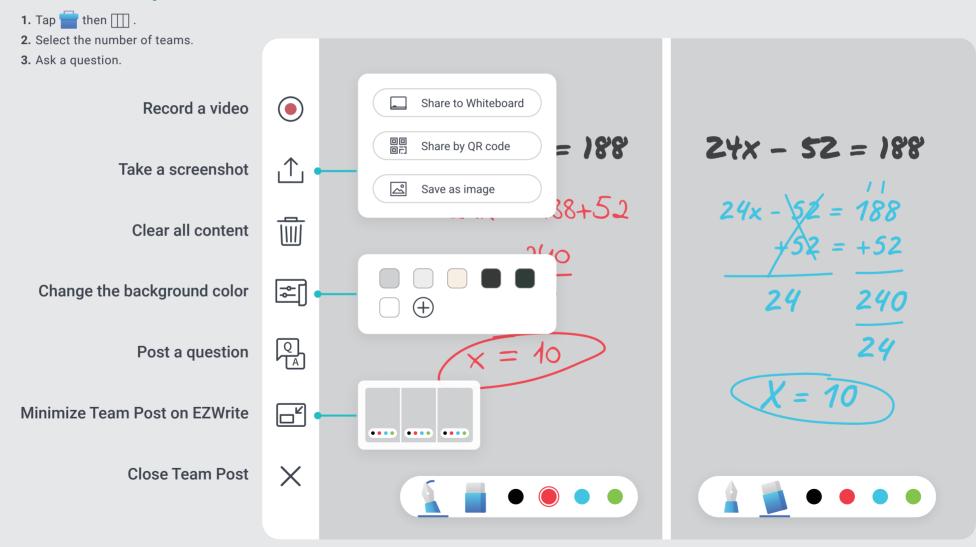




**Team Post** 

Get students to compete against each other, individually or in teams, to test their understanding of the subject matter. Split the board into two or three sections and hold a live quiz right in front of the class.

### How do I set up Team Post?



### **Split-Screen Mode**

Activating the split-screen mode from EZWrite allows you to whiteboard while using Google Chrome or Maps.

### **Split with Chrome**

Tap 🖶 then 🧿 .

Splitting with Google Chrome conveniently lets you search for information related to your lesson.

### Did you know?

You can easily copy text, images, and links to EZWrite by holding it in Chrome for two seconds and then dragging it onto the whiteboard.

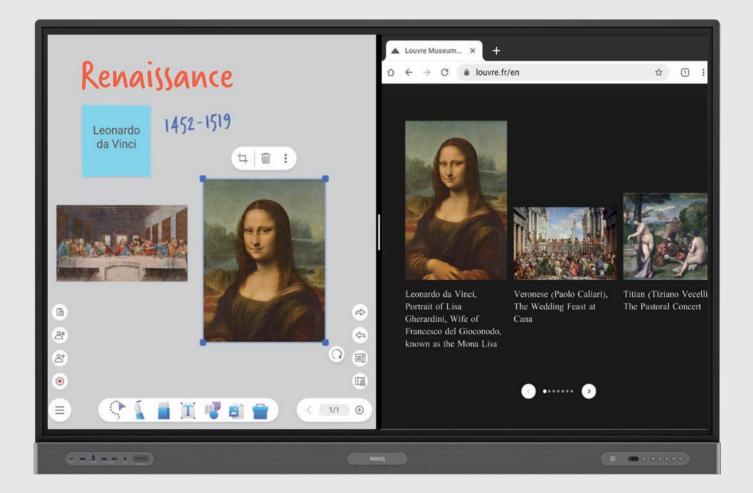
### **Split with Maps**

Tap 🖶 then 💡 .

Splitting with Google Maps lets you explore real-world locations that are relevant to the topic at hand.



Drag the divider to adjust the size of both windows.



## **Spotlight**

Use the spotlight to highlight and hide parts of the screen for more engaging teaching.



#### Interactive O&As

Highlight a question on the board then move the spotlight to reveal the answer.

#### " Focus on phrases

Zoom in on specific words or " phrases when studying long sections of text.



#### **Reveal a sequence**

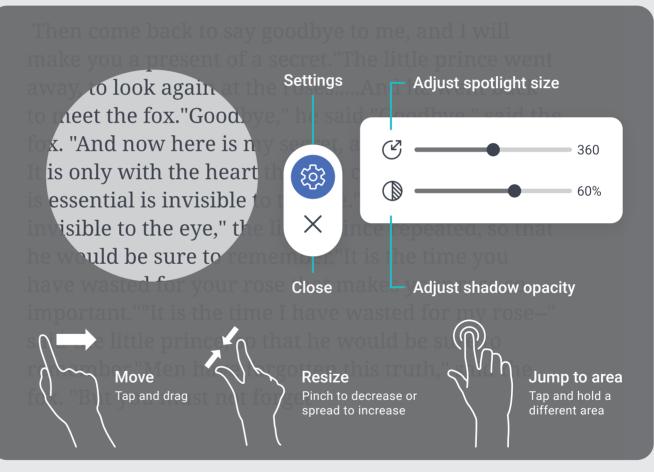
Show a map or diagram portion by portion to discuss parts of a journey or sequence.



#### Analyze details

Isolate parts of a busy image to examine noteworthy details that can be easily missed.

To open the spotlight, tap 🖶 then 🔊 .



### **Live Camera**

Present a live camera feed directly on EZWrite so you can zoom in on important details while whiteboarding.



### View reference materials

Use a document camera to show text and illustrations from books and other printed materials.



### Monitor experiments

Check the status of your students' experiments by magnifying their results on the board.



#### Demonstrate steps

Show the step-by-step process of an activity so that students can follow closely from their seats.

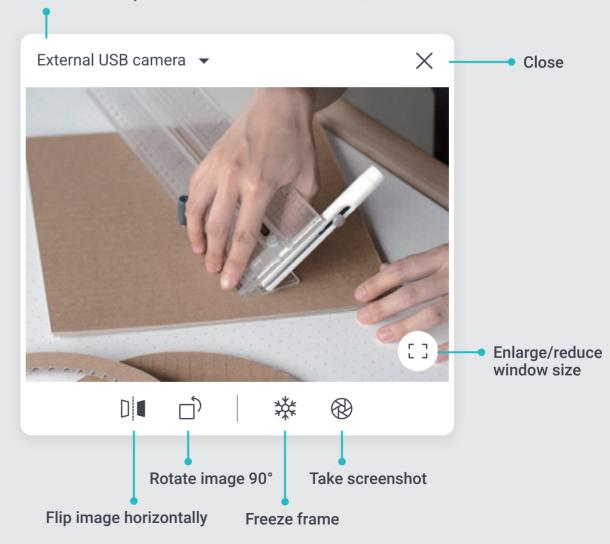
### Examine objects

Give students a closer look at fragile artifacts without having to pass them around the room.

To open the camera, tap 斟 then 🙆 .

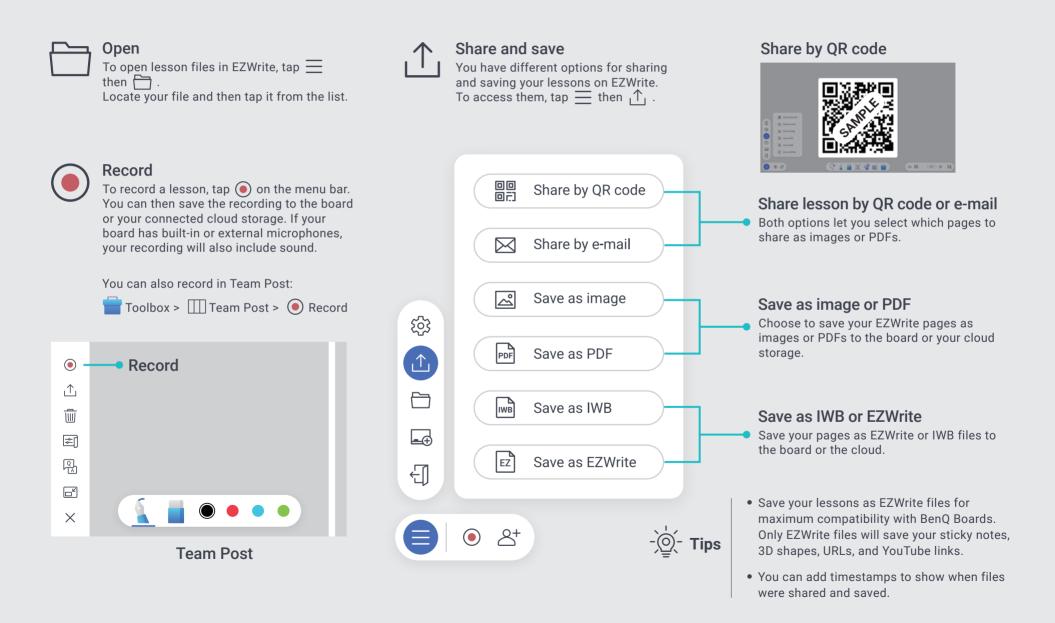
#### Select camera

EZWrite lists every available camera connected to the BenQ Board.



### Open, Record, Share, and Save

EZWrite lets you easily use, share, and save your lesson files, whether it's for students or for your own reference.



### **Cloud Whiteboard**

Enabling the cloud whiteboard feature allows others to join your whiteboarding session remotely from their devices.

### How do I host a session?

#### Regular cloud whiteboard

Tap  $\overset{\bigcirc}{\overset{\frown}{\overset{\frown}{\overset{\frown}}}}$  then **Start cloud whiteboard**.

#### **Google Classroom whiteboard**

- **1.** Tap  $\overset{\frown}{\longrightarrow}$  then **Start Google Classroom**.
- **2.** Select your Google Classroom account. If your account is not listed, log in with your Google Classroom account.
- 3. Select a class and then tap OK.

#### EZWrite will display the room information:



### How do I join a session?

- 1. Either scan the QR code or enter the URL.
- 2. Enter the Room ID.
- 3. Enter a user name.

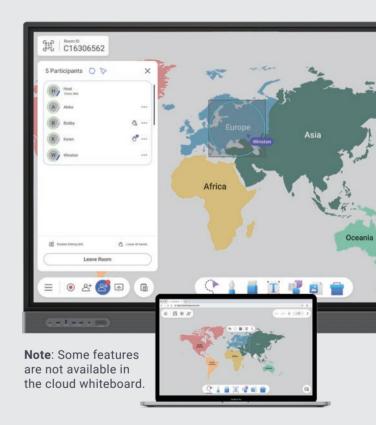
You can join using a laptop, smartphone, or tablet.

### How do I moderate the session?

Tap  $\triangle^{\equiv}$  to show the list of participants.

From this window, you can:

- Refresh the list of participants
- See who's raising their hands Check who has 🖑 beside their names. Tap 🖑 to lower their hand.
- Enable or disable hand-raising Tap ... then Enable or Disable hand-raising.
- Enable or disable editing for a participant Tap / beside their name.
- Enable or disable editing for all participants
- View or hide what participants are editing Tap ▷ or ≫.
- Remove participants Tap ••• then Remove.
- End the cloud whiteboarding session Tap Leave Room.



Tap 🕎 to enable or disable Page Sync mode.

- **Enabled**: Students on their personal devices can only see the page the teacher is on and cannot navigate away from it.
- **Disabled**: Students can navigate pages on their own from their personal devices.

### **Google Classroom**

If you are Google Classroom user, you can link your account to use your Classwork and Stream from the EZWrite cloud whiteboard.

### How do I host a session?

- 1. Tap 2<sup>+</sup> then Start Google Classroom.
- **2.** Select your Google Classroom account. If your account is not listed, log in with your Google Classroom account.
- 3. Select a class and then tap OK.

## How do I view and share the session info?

Tap the Session ID to show the sharing window:

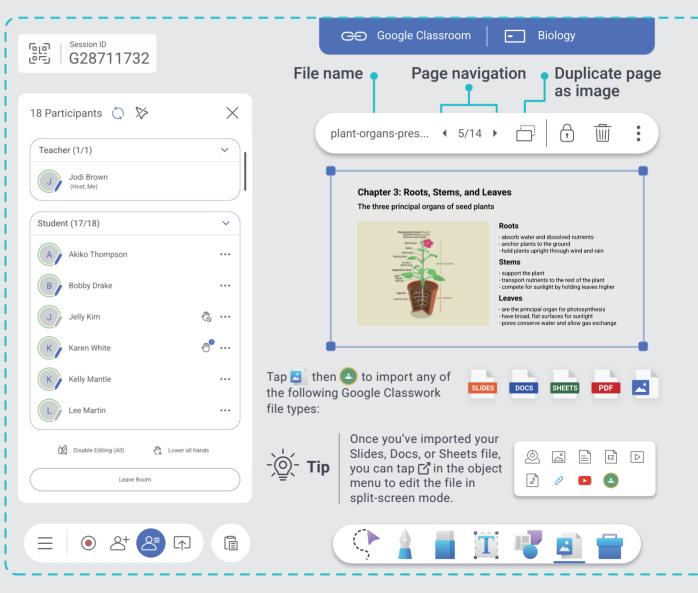


Users can join the session 3 ways:

- Scan the QR code.
- 2 Go to the URL and then enter the session ID.
- 3 Tap **Announce** to post the whiteboard link to your Stream. Students can click the link to instantly join your session.



You can tap  $\bigoplus$  Google Classroom or  $\equiv$  then  $\stackrel{\checkmark}{=}$  to switch classrooms.



### **EZWrite Settings**

Tap  $\equiv$  then  $\{ \circ \}$  to modify EZWrite settings.



### **Always-on Floating Tool**

Have the Floating Tool on the BenQ Board screen when you exit EZWrite, giving you easy access without having to tap and hold the screen.

### Tap and whiteboard

Enable this setting to launch EZWrite when tapping a BenQ Board pen on the NFC sensor.



#### Tap and drag

Enable this setting so you can tap and hold any object with the pen tool to move that object around the page.



#### Palm eraser

Enabling this setting allows you to use your palm to erase annotations on the board.



### Palm rejection

Enabling this setting prevents you from leaving marks on the page every time your palm accidentally touches the screen. This disables the palm eraser.

### Maximum picture quality

Select the maximum resolution for imported and exported images. Select Full HD for faster loading times and 4K UHD for better image guality.

Images with resolutions lower than the maximum will remain unchanged, while images with higher resolutions will be compressed.

#### Outline default area

Put an outline around the default work area. This makes it easier to identify your original starting point when moving around each page.



#### Watermark

Set a watermark on the center of all pages by importing a PNG, JPEG, or BMP image file.



#### Handwriting and shape recognition

Download and select a language pack for handwriting recognition and an image library for shape recognition.



#### **Google Translate**

Select the source and target languages.

(OCR)

**Optical Character Recognition** 

Select among different OCR language packs.



### **Text to Speech**

Select a language and set the speech rate and pitch of the AI voice.

#### **EZWrite update**

Tap () Check to see if you are running the latest version of EZWrite.

If an update is available, a pop-up message will appear asking if you want to Update Now or Update Later.



Although EZWrite automatically saves your work in the background, it is still recommended to save before tapping Update Now.