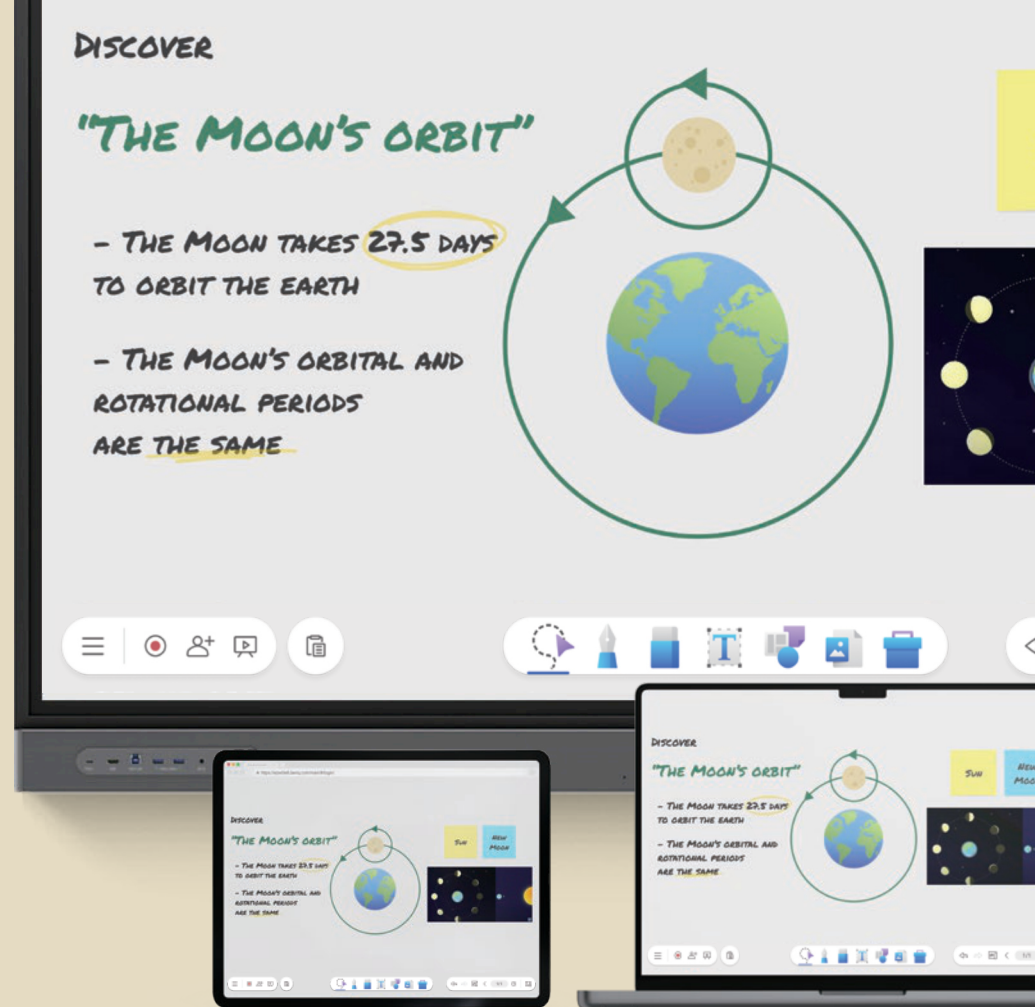


Teacher's Guide: EZWrite 6

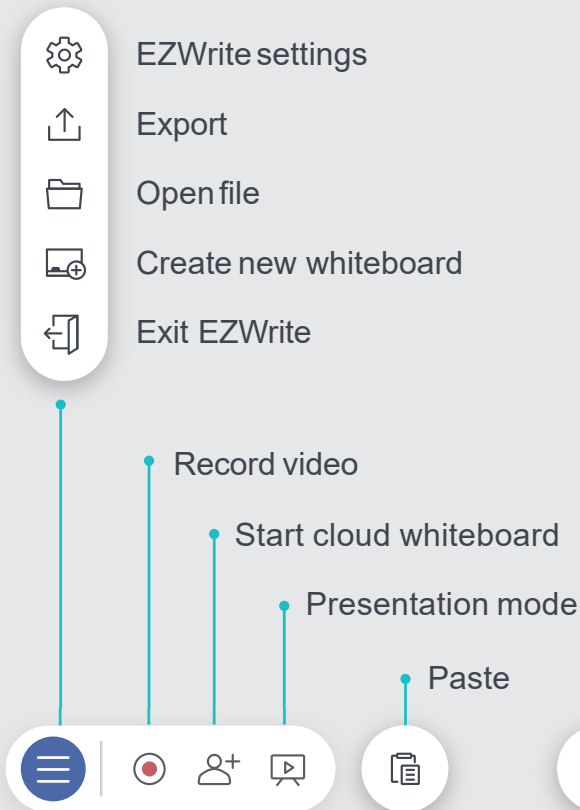


The EZWriteWorkspace

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

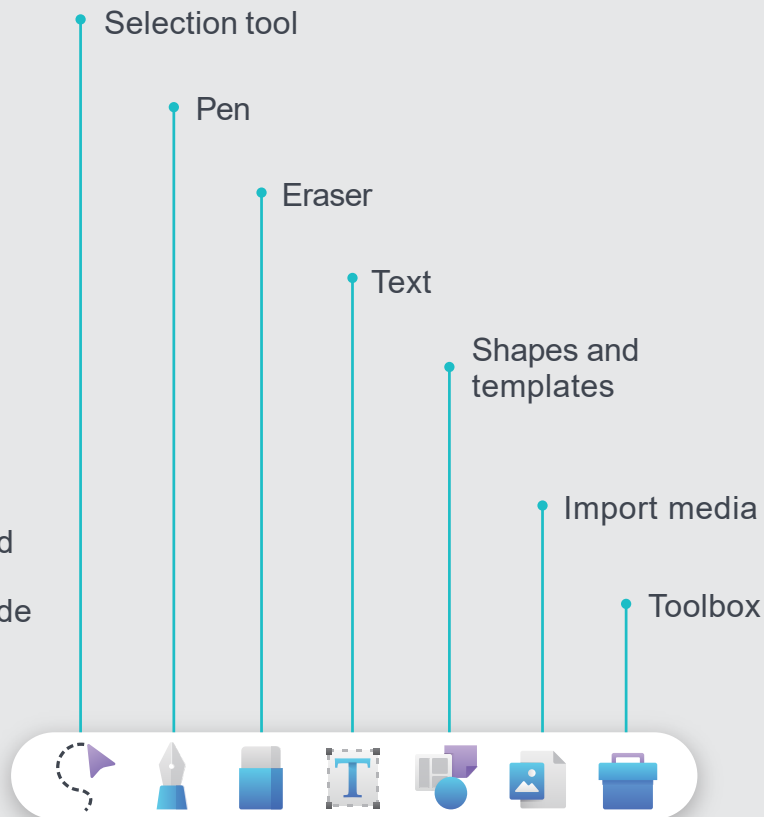
Menu bar

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



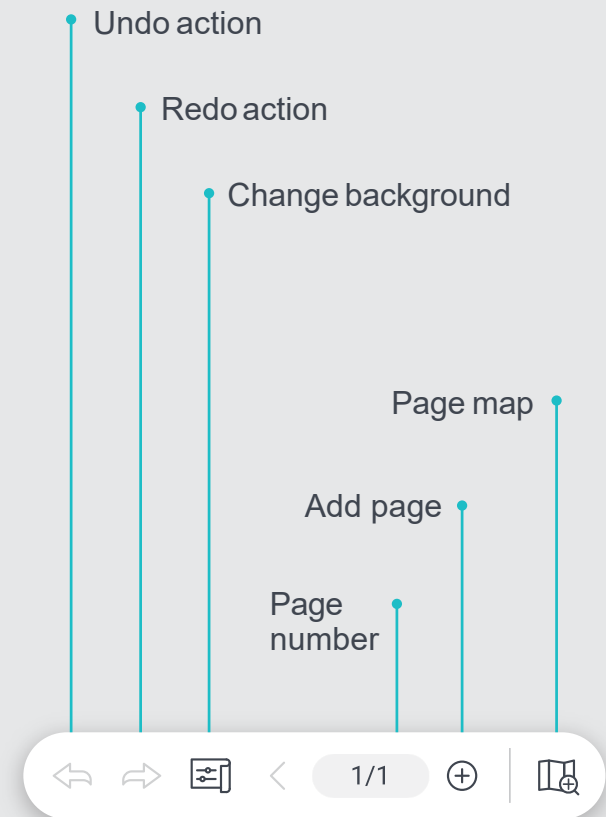
Toolbar

At the bottom-center is the toolbar, which has 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.



Navigation bar

Use this bar to add new pages, view the page map, and navigate to other pages. It's located at the bottom-right corner of the screen.

Default area



Everytime you open a new whiteboarding session or create a new page, you automatically begin at the default area in the center, which you can outline as a reference point.

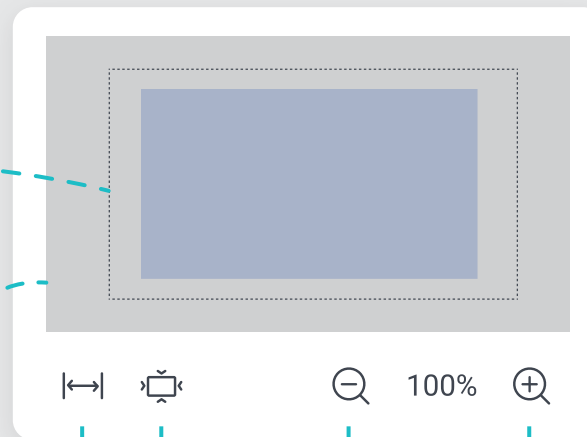
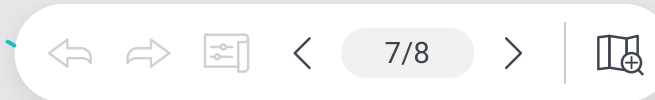
Outline the default area

1. Tap  then .
2. Enable Outline default area.

How do I move around the page?

There are two ways to do this:

- 1  Tap and drag the page using two fingers.
- 2  Use the page map on the navigation bar.



100%



Reset

Go back to the default area.

Zoom out




Zoom in

Fit to screen

Show all contents on the page.

How do I add new pages?

There are two ways to do this:


- 1 Add a new page at the end
Tap  on the navigation bar.
- 2 Add a new page in the middle
 1. Tap the page number on the navigation bar.
 2. Tap one of the pages on the list.
 3. Tap  then .



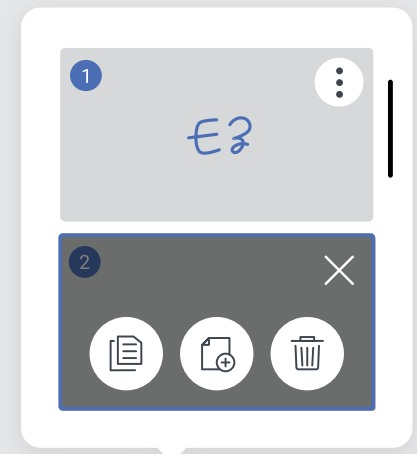
Tip

From here, you can also:

 Duplicate

 Delete

Did you know?
You can add up to 999 pages.



Hand Gestures

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



Select an object
Tap it with one finger

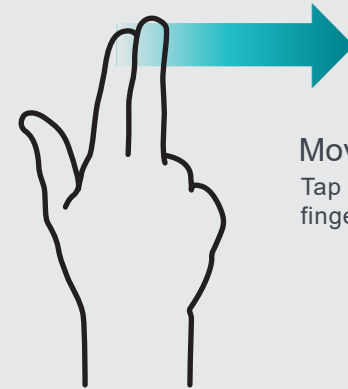
Open lock menu
Tap and hold object



Move object
Tap and drag object

Write or draw
With the pen tool selected,
drag your finger on the screen

Finger erase
With the eraser tool selected,
drag your finger on the screen



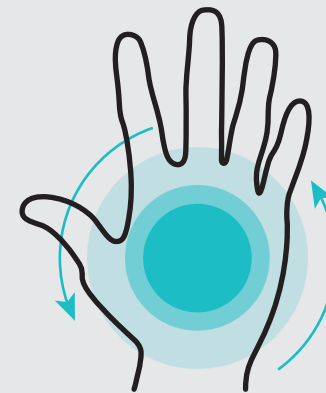
Move around page
Tap and drag with two fingers



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.



Tip

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



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.



Unlock

If an object is already locked, tap and hold it for at least two seconds to reveal the unlock button. Tap the button to unlock it.



Delete

Tap this button to delete the object from the page.



Rotate

Tap and drag this button to rotate the object.



Show more

Tap this button to show more object controls.



Bring to front

Tap this to bring the object in front of all other objects on the page.



Send to back

Tap this to move the object behind all other objects on the page.



Add link

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



Duplicate

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



Copy

Tap this to add the object to the clipboard.



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.

Penmodes



Default

Write and draw using one or multiple pens.



Highlighter

Highlight objects on the page for emphasis.



Paintbrush

When using a paintbrush, this mode replicates the thickness and angle of your strokes as if you were painting on an actual canvas.



Dual pen

Write in two different colors, depending on which tip of the BenQ Board pen you are using.

Single pen

When this mode is enabled, only one user can write on the board at a time. Both Dual pen and Paintbrush modes are disabled.

You can use any of the following with the pen tool:

BenQ Board pen

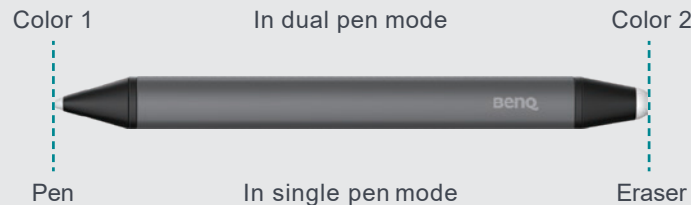
A paintbrush

Your fingers



Dual pen vs. Single pen mode

The thin and thick tips of the pen have different functionalities depending on the mode you are using.



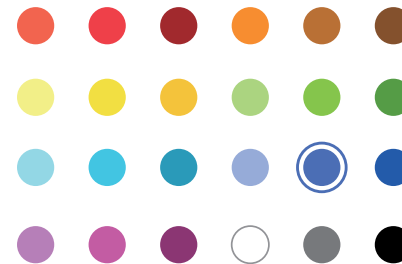
In single pen mode, using the thin tip automatically switches to the pen tool even if another tool is selected.



Tip

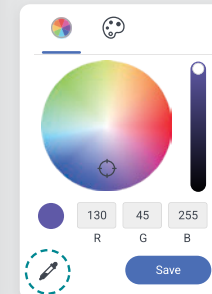
Tapping and holding any object with the pen tool also allows you to move that object around the page. You can enable or disable this in the EZWrite settings under Tap and drag.

Single pen mode

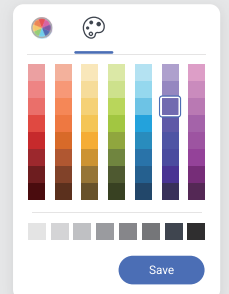


You can add colors using the picker or swatches.

Color picker



Color swatches



Eyedropper



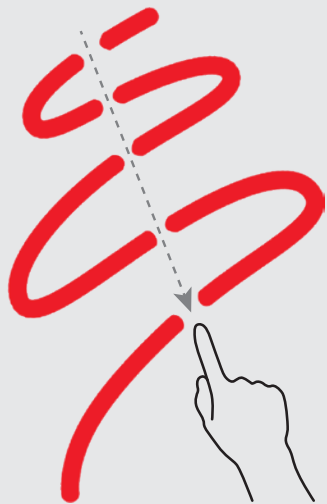
Eraser

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



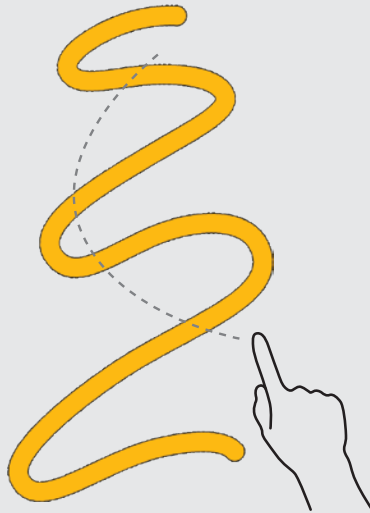
Finger

Erases parts of the pen stroke that your fingers touch



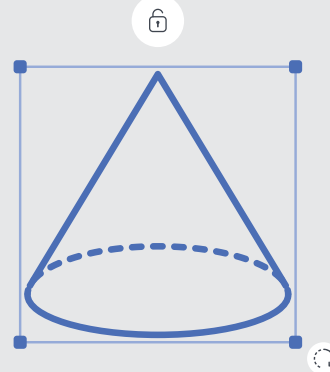
Strikethrough

Erases the entire pen stroke or object that you strike through



Erase all

Erases all unlocked content on the page with one tap



You can use any of the following with the erasertool:

BenQ Board pen



BenQ Board eraser



Your hand



Did you know?

You can also use your palm to erase pen strokes and objects any time.



Enabling the palm eraser

1. Tap then .
2. Tap Enable palm eraser.



Tip

To prevent accidental erasures while you're writing, you can also Enable palm rejection.

Import Media

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



Camera

Stream live video from a camera and take screenshots.

See Live camera for more details.



Image files

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



Video files

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



Whiteboard files

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



Office files or PDFs

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



Links

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



Google Drive

Add lesson materials from your Google Drive to the whiteboard.



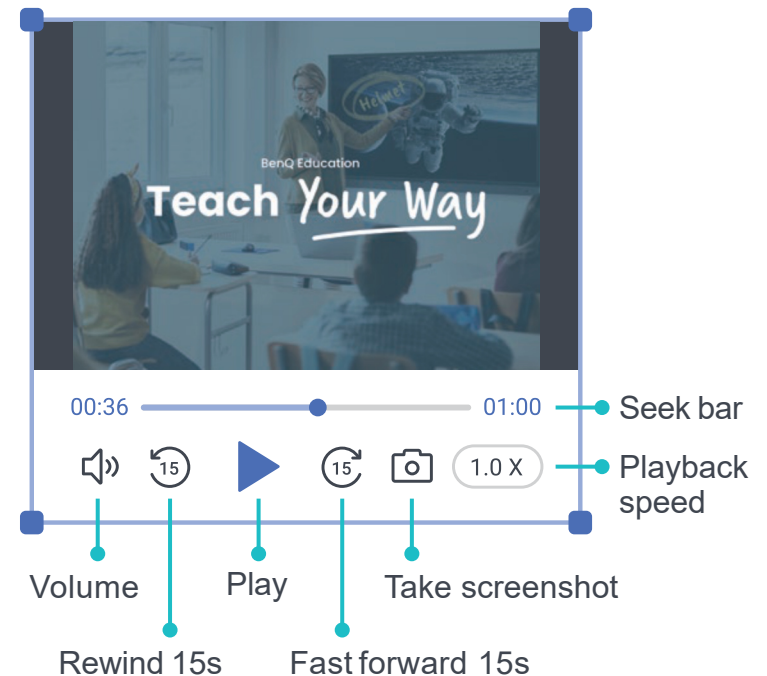
YouTube videos

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



Audio files

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



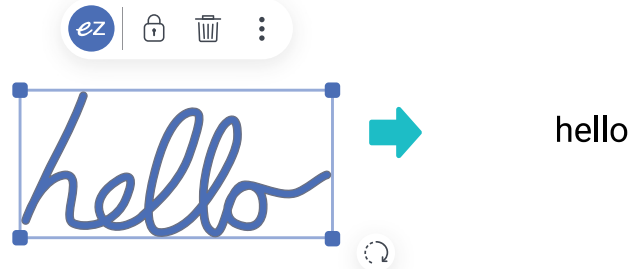
AI Recognition Tools




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 **ez**.




 **AI recognition setup**
To configure any of the AI tools settings, tap  then  to access their menus.

Optical character recognition (OCR)


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

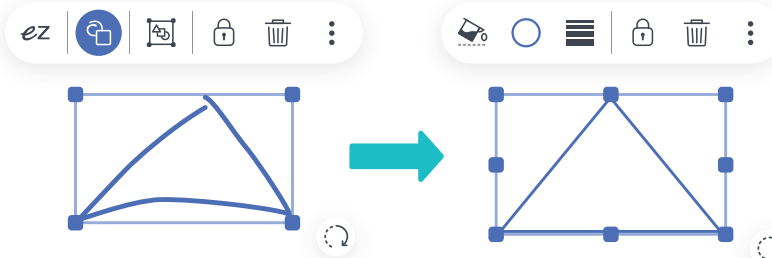


Tip


Hold **ez** or  for more than two seconds to bring up their settings.


Shape recognition


Convert hand-drawn geometric shapes into editable, perfect shapes. Draw a shape, select it using the selection tool, then tap .




Text Box




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


**Text-to-speech (TTS)**
Have the board read your text aloud in a natural voice.


**Translate text**
Translate text into various languages with Google Translate.


**Edit text**
Edit the selected text.


36 ▼
Font size
Change the font size.

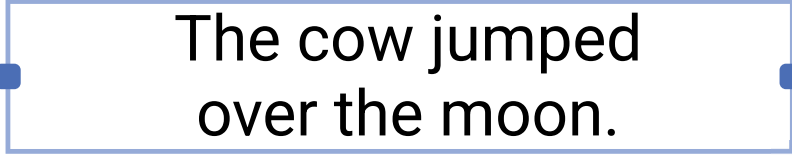
**Tip**
Hold  or  for two seconds to bring up their respective settings.

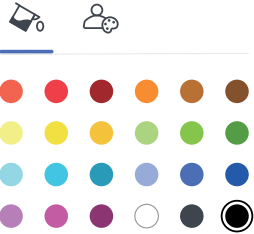
**Font color**
Change the font color.


**Font style**
Choose from bold, italic, and underline.

**Text alignment**
Choose from left align, center, and right align.











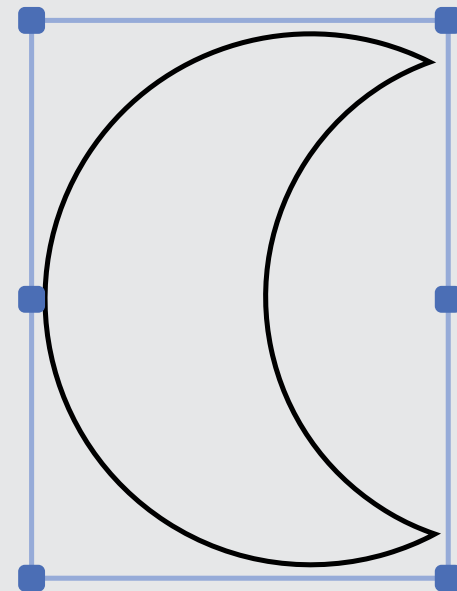
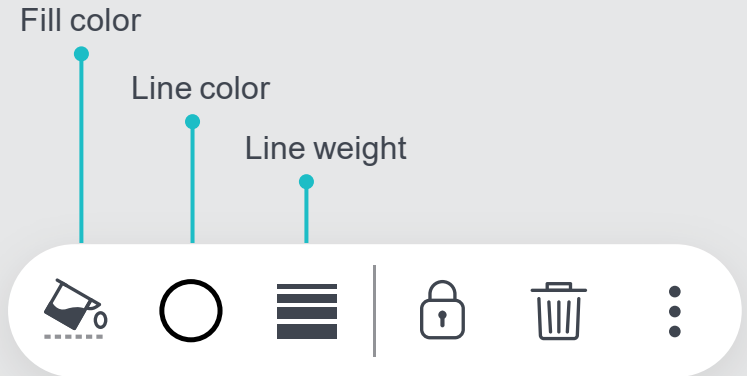
Shapes

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  on the toolbar, then tap  to pull up the available shapes.


2D Shapes



3D Shapes



Backgrounds

Change the background of your pages to match your lessons. You can access the background options by tapping  on the navigation bar. Choose from any of the preloaded background patterns or images.

Background patterns



Graph for easy creation of charts and graphs.



Ruled and Wide ruled for guided handwriting.



Dotted for easy creation of tables and graphs.

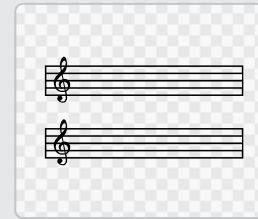


Isometric for easy drawing and 3D shapes.

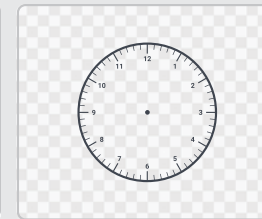
Background images

Choose from a collection of backgrounds or tap  to add your own.

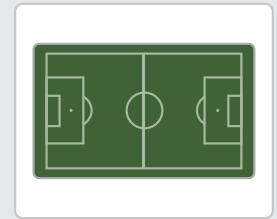
Popular backgrounds



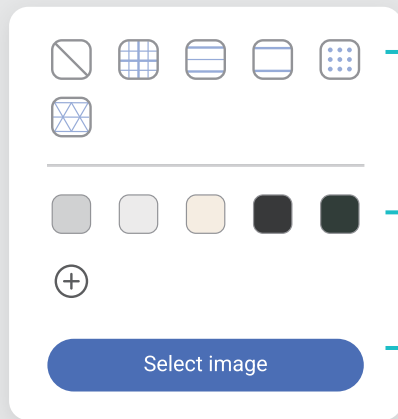
Sheet music



Blank clock



Tactical board

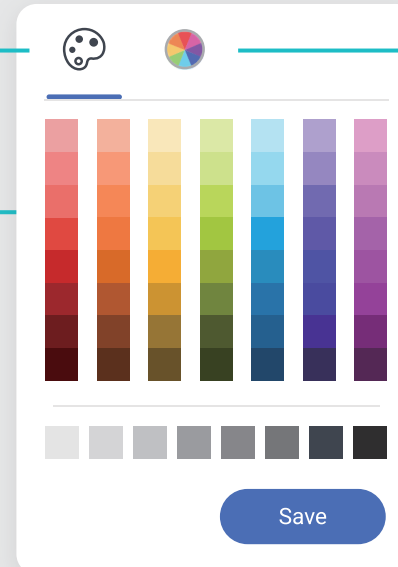


Pattern

Color

Image

Color swatches



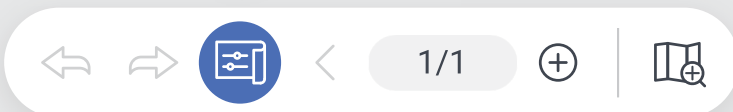
Color wheel




Tip

Newly chosen colors will appear here after you tap Save.

Save



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 .

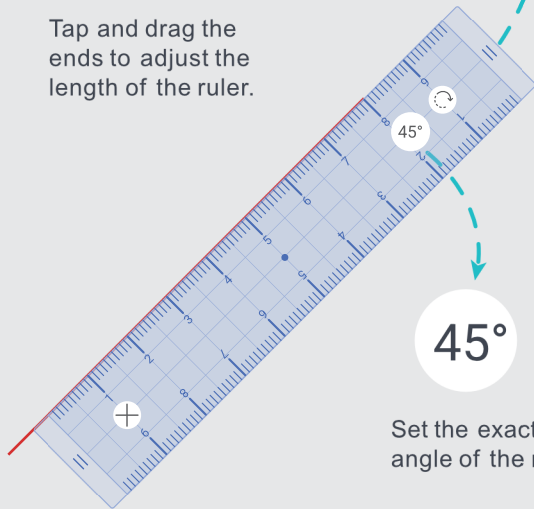


Ruler

Draw straight lines every time.



Tap and drag the ends to adjust the length of the ruler.



45°

Set the exact angle of the ruler.



Close the tool

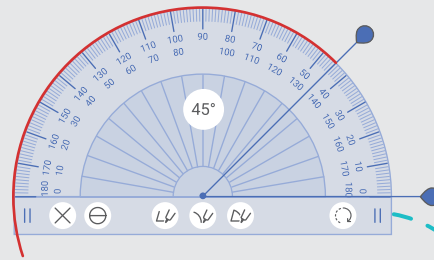


Rotate the tool



Protractor

Measure and draw angles, arcs, segments, and even perfect circles.



Tap and drag the points to manually set the size of the angle or enter the exact value.



360°



180°

Use either the 360° or 180° protractor.



Tap and drag the ends to adjust the size of the protractor.



Angle



Arc

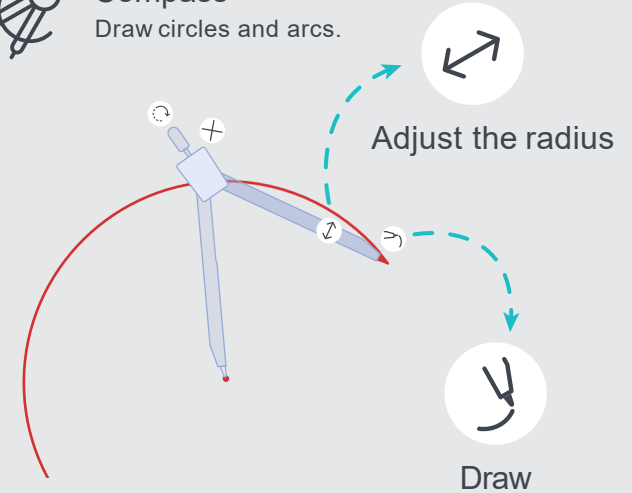


Segment



Compass

Draw circles and arcs.



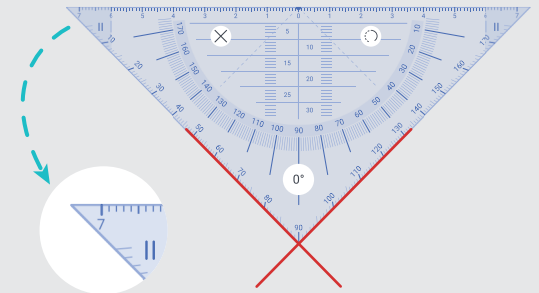
Adjust the radius

Draw




Set square (Geodreieck)

Draw straight lines and measure angles.



Tap and drag the corners to adjust the size of the set square.

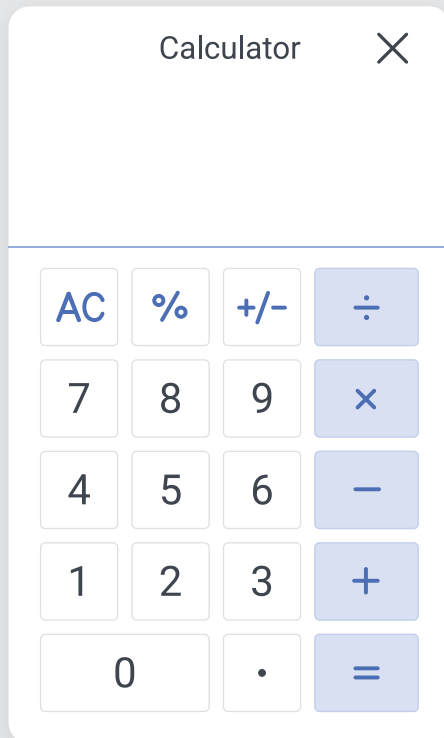
Math Tools

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.



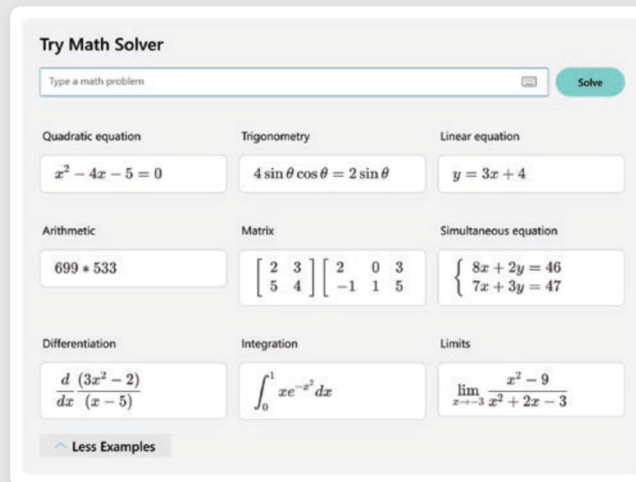
Calculator

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



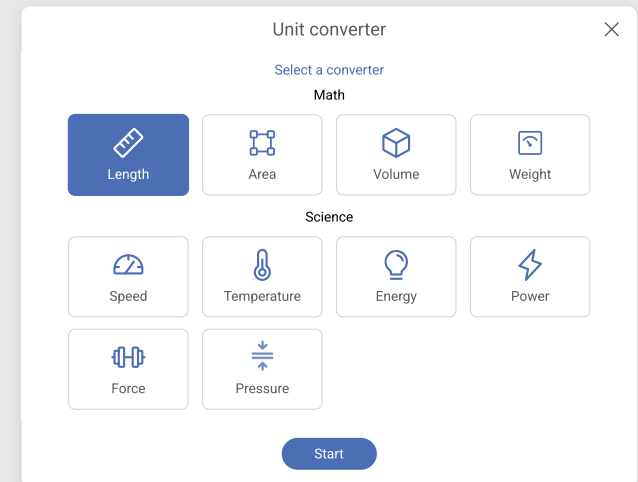
Math Solver

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




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.



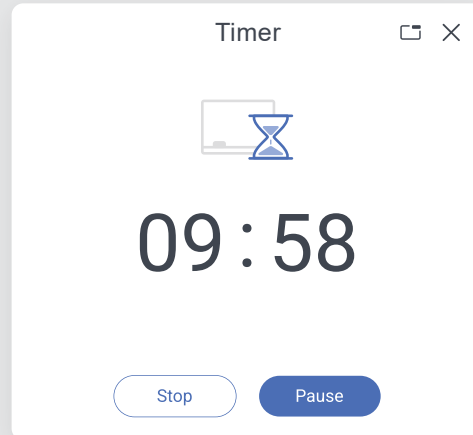
Activity Tools: Timer, Stopwatch & Scoreboard

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



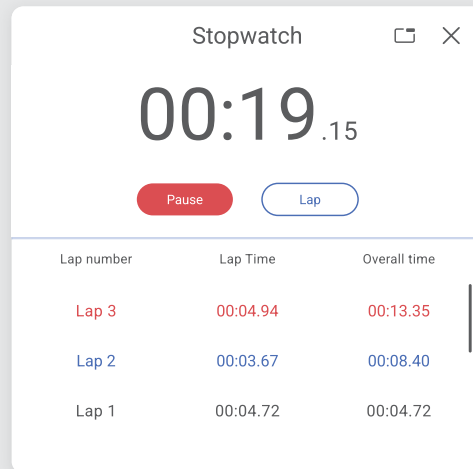
Timer

Set a custom countdown for up to one hour.



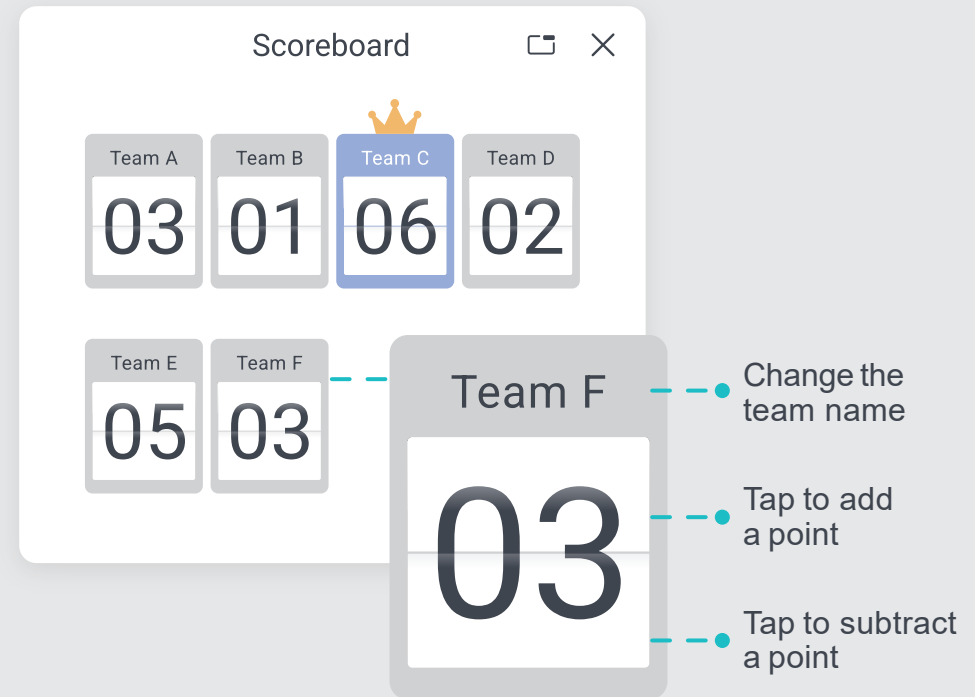
Stopwatch

Use the stopwatch to time classroom activities.




Scoreboard

Keep scores for up to eight teams.




Tip

Tap  to minimize activity tools for more efficient use of space.



09:58

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  on the toolbar.



Random draw

Pick up to 8 random numbers from a range of 1 to 99.

Ex. Draw 4 students from a group of 28.

1. Under Numbers to draw, tap 4.
2. Set the range from 1 to 28.
3. Tap Start.

Random Draw

Numbers to draw
1 2 3 4
5 6 7 8

Range
99 27
01 - 28
02 29

Start

#1 No.28

#2 No.25


#3 No.12

#4 No.26



Spinner

Spin a wheel to randomly pick from a list of up to 10 items. You can use any of the preset lists or create up to 5 custom lists.

Tap  to spin the wheel.

Spinner

Groups

Create List

Name

Effects
☒ None ☐ Celebration ☐ Bad luck

Color
☒ Default ☐ Warm ☐ Cold

Item List

Import CSV file

Export an example CSV file

+ Add item 3 / 10

Cancel Save


When creating a CSV file, list all your items in column A. The filename will be the name of the spinner.

	A
1	Addition
2	Subtraction
3	Multiplication
4	Division



Your spinners are automatically saved to your AMS account.



Tip

Tap  to minimize activity tools for more efficient use of space.

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.

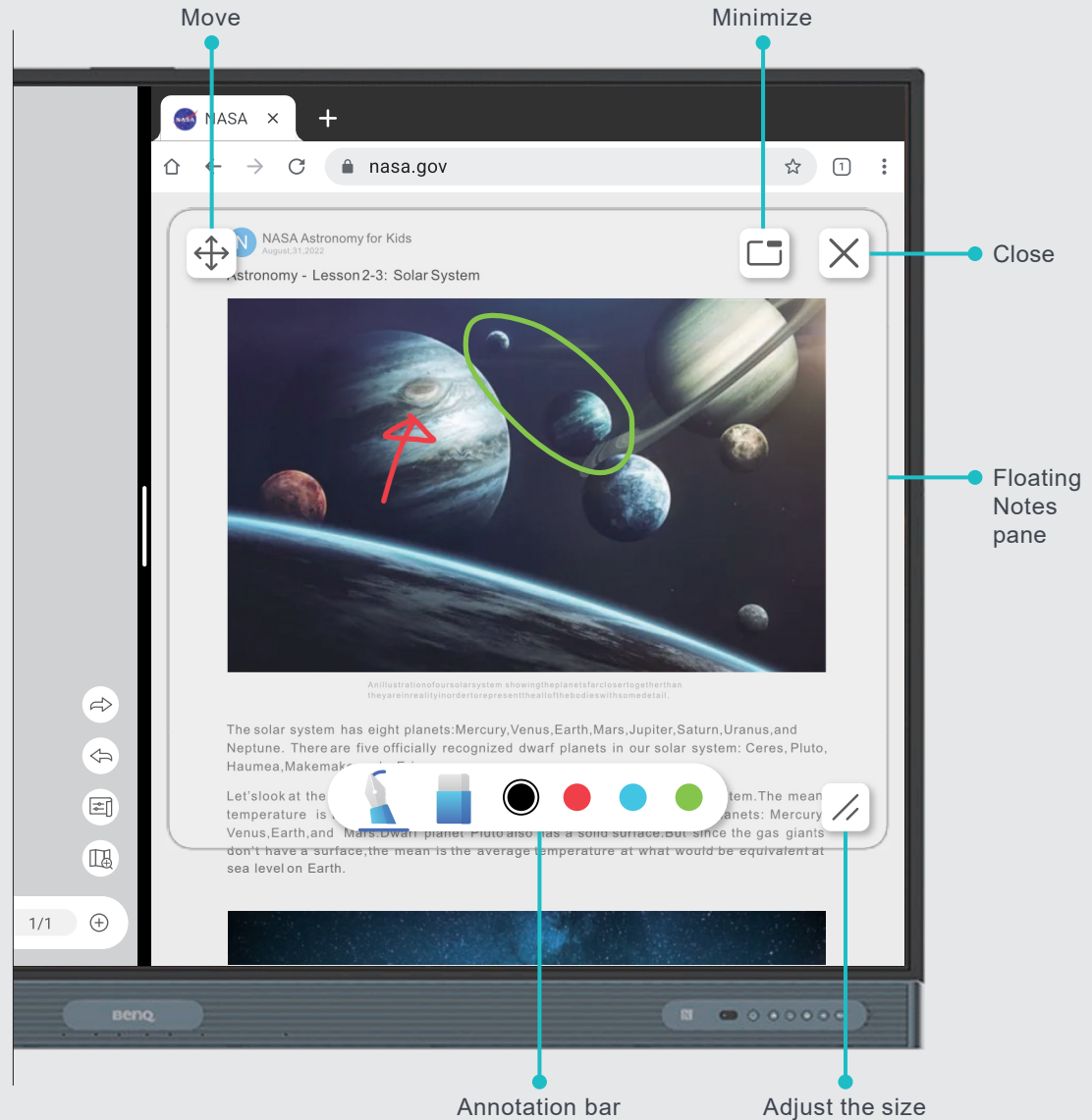


Tips

- 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.

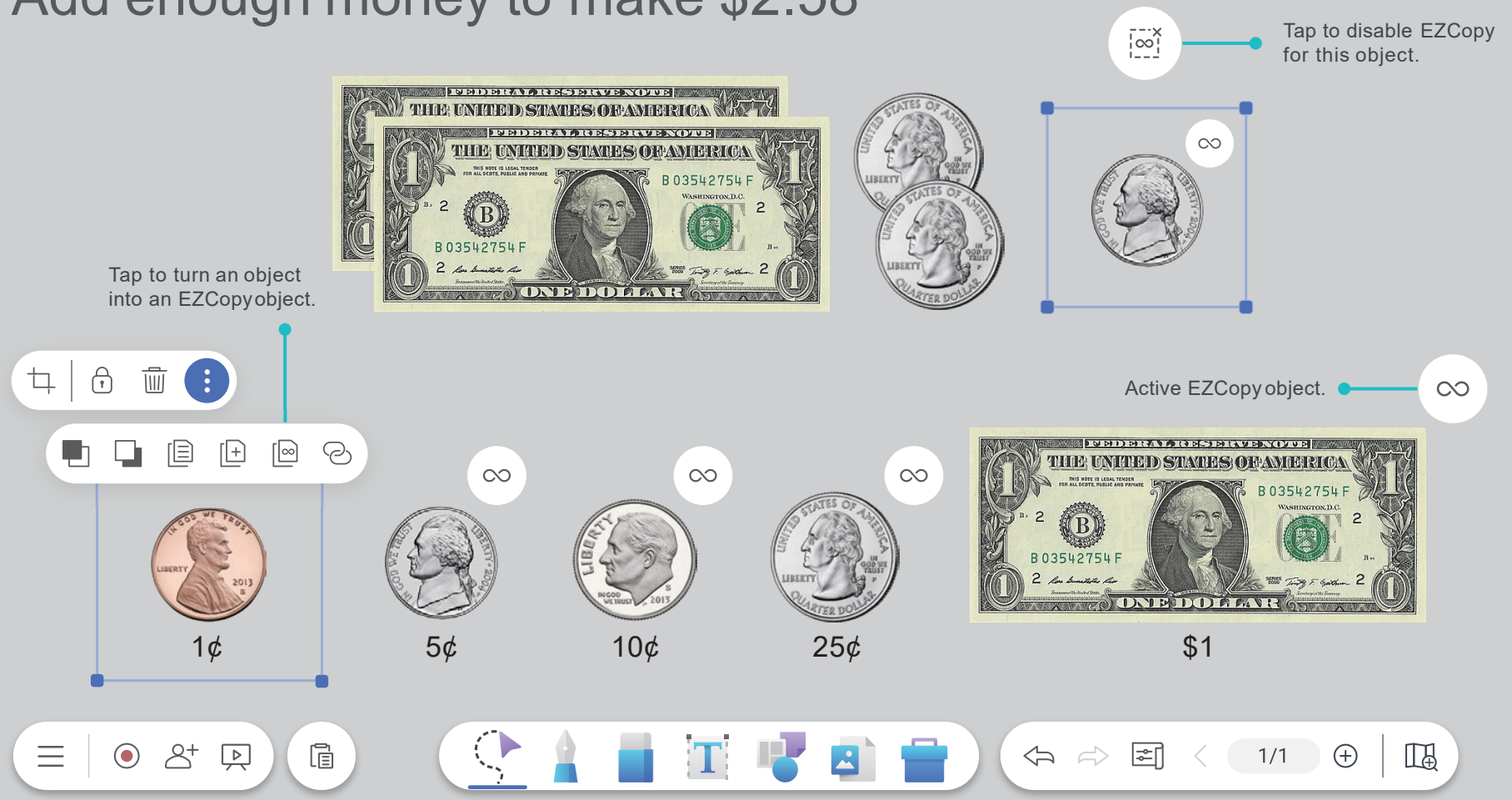
Note

Closing Floating Notes will erase your annotations.




Add enough money to make \$2.58

Add enough money to make \$2.58



Note | EZCopy does not work with grouped objects.

Presentation Mode

Activating the Presentation mode streamlines the EZWriteUI for presentations.
To access this mode, tap  in the menu bar.



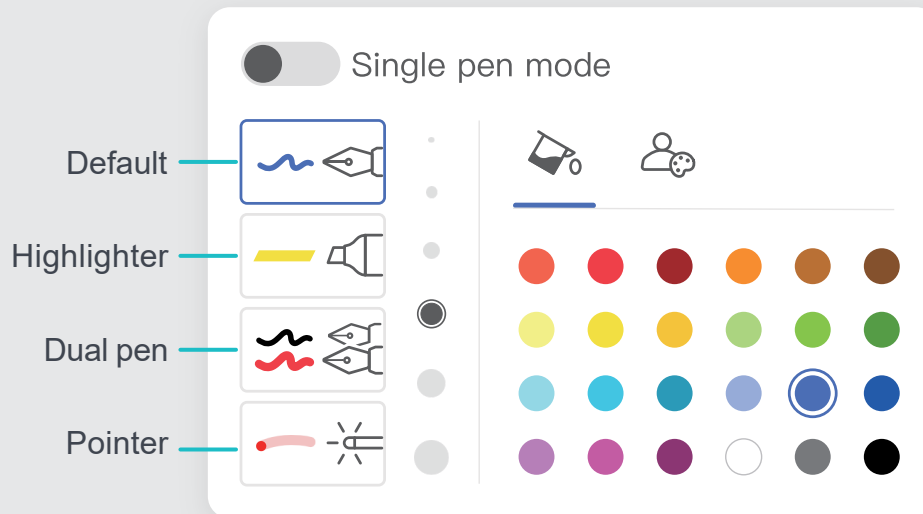
Lectures

Give lectures with a cleaner interface and fewer distractions.




Student presentations

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

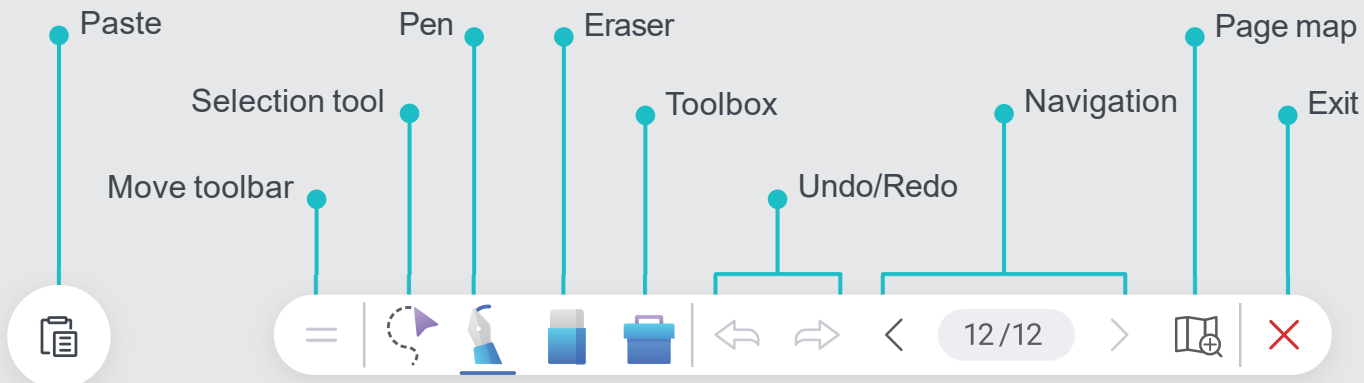


Streamlined menus

You can still access the general objects menu by tapping any object on the page and then tapping .



The text box still also has Translate and Text to speech.



Scroll Mode

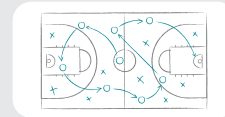
Use a scrolling canvas designed for lessons activities that require repeating backgrounds.



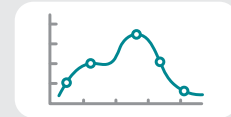
Handwriting practice



Musical notation



Play creation



Graphing

How do I navigate?

There are three ways to do this:



- 1 Use the hand tool to drag the page up and down.
- 2 Toggle the scroll bar.
- 3 Use the navigation bar.

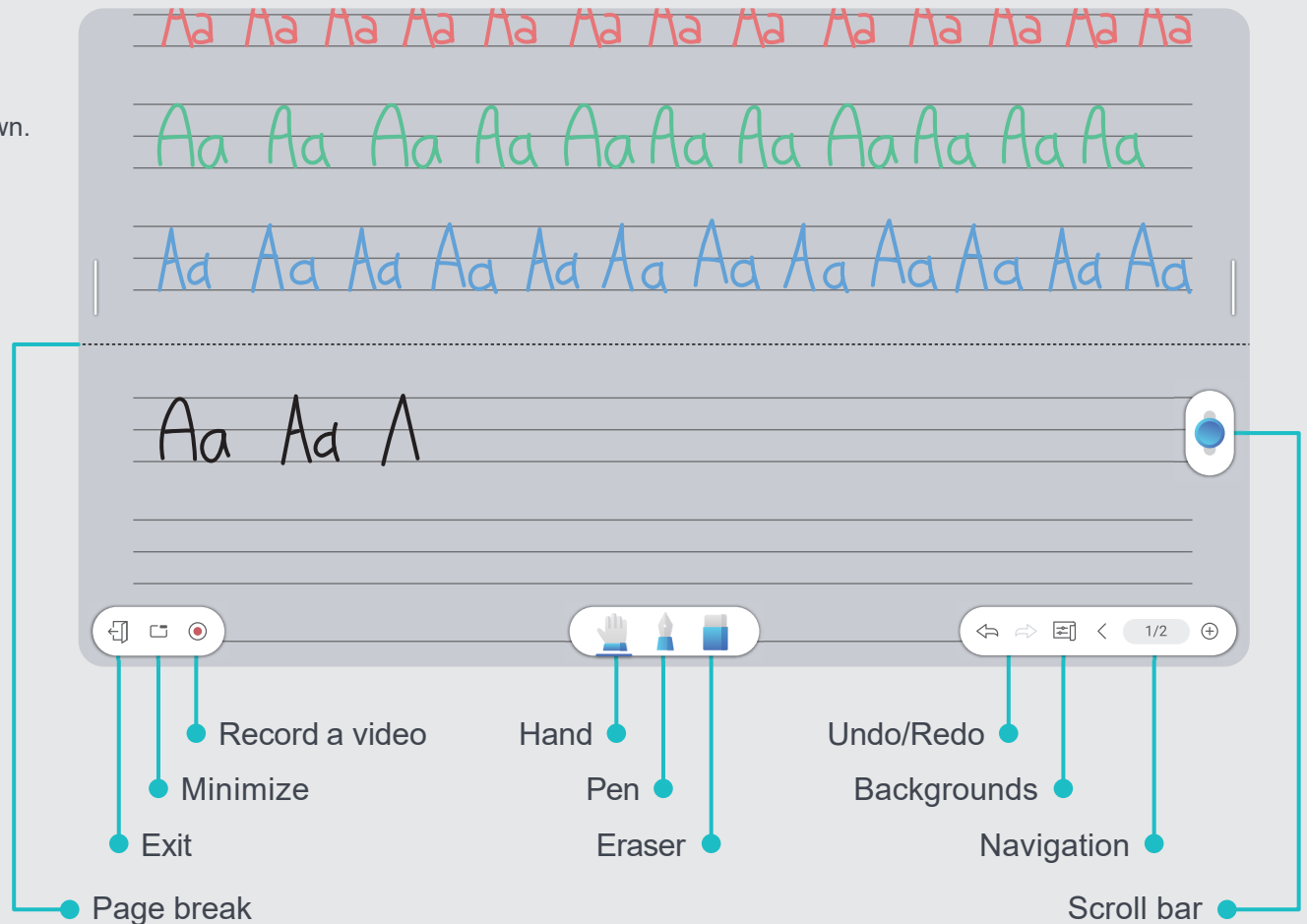
How do I add new pages?

There are three ways to do this:


- 1 Tap (+) on the navigation bar.
- 2 Scroll to the bottom of the page.
- 3 Write at the bottom of the page.

Note: You can add up to 20 pages.

To open Scroll mode, tap  then .



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.

Edit text

Select note color



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



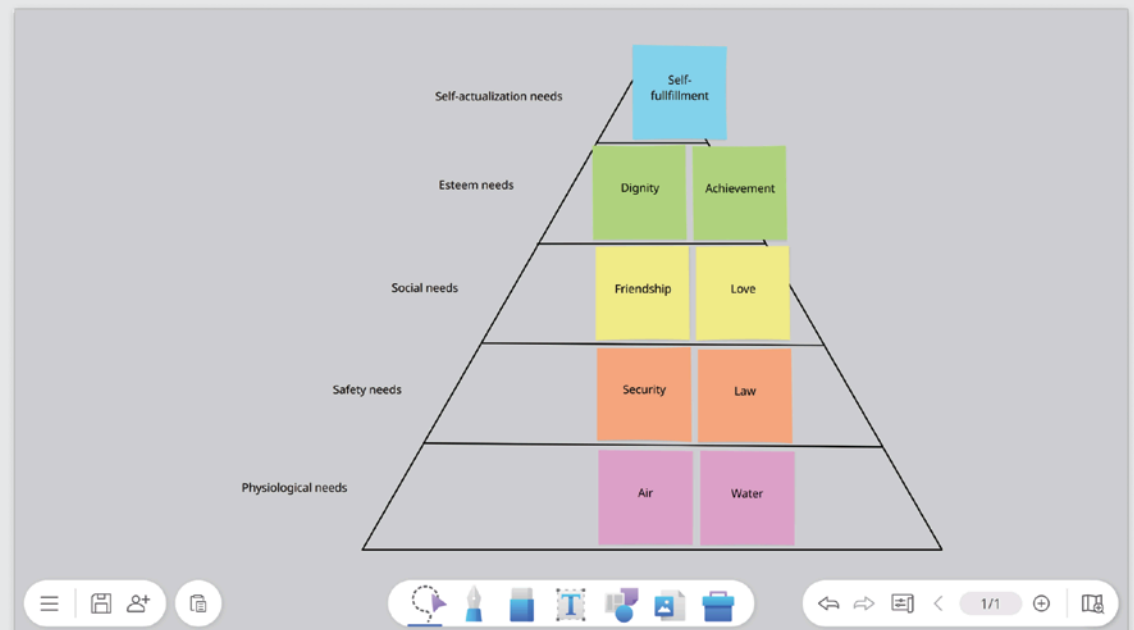
Templates

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.



Tip



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










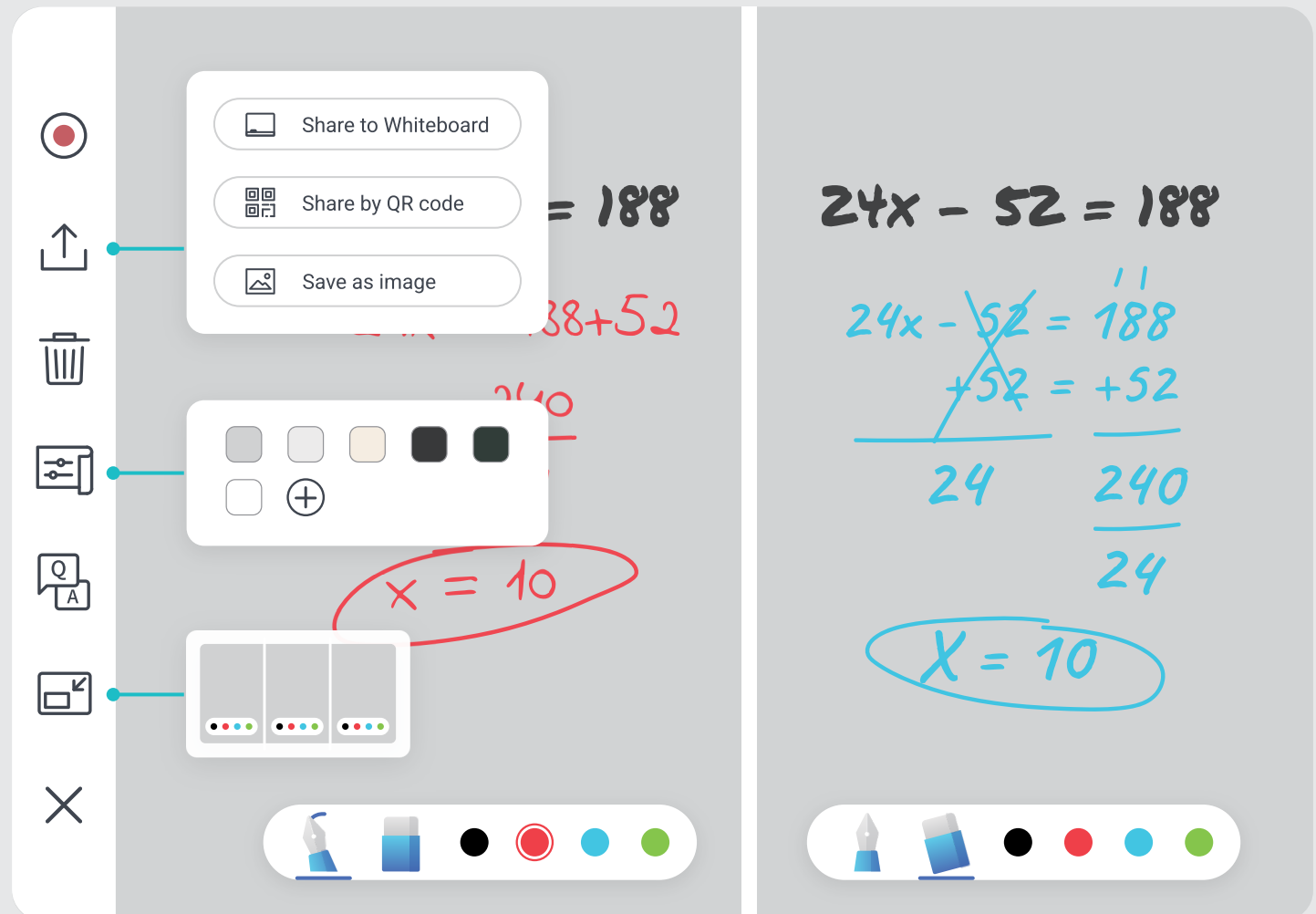
Team Post

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?

1. Tap  then .
2. Select the number of teams.
3. Ask a question.

- Record a video 
- Take a screenshot 
- Clear all content 
- Change the background color 
- Post a question 
- Minimize Team Post on EZWrite 
- Close Team Post 



The screenshot displays the Team Post interface with a math problem and its solution. The problem is $24x - 52 = 188$. The solution shows the equation being solved for x :

$$\begin{array}{r} 24x - 52 = 188 \\ +52 \quad +52 \\ \hline 24 \quad 240 \\ \hline 24 \end{array}$$

The solution is $x = 10$, which is circled in blue. The interface includes a sidebar with various tools and a bottom toolbar with a pen, eraser, and color selection options.

Split-Screen Mode

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

Splitwith 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.

Splitwith Maps

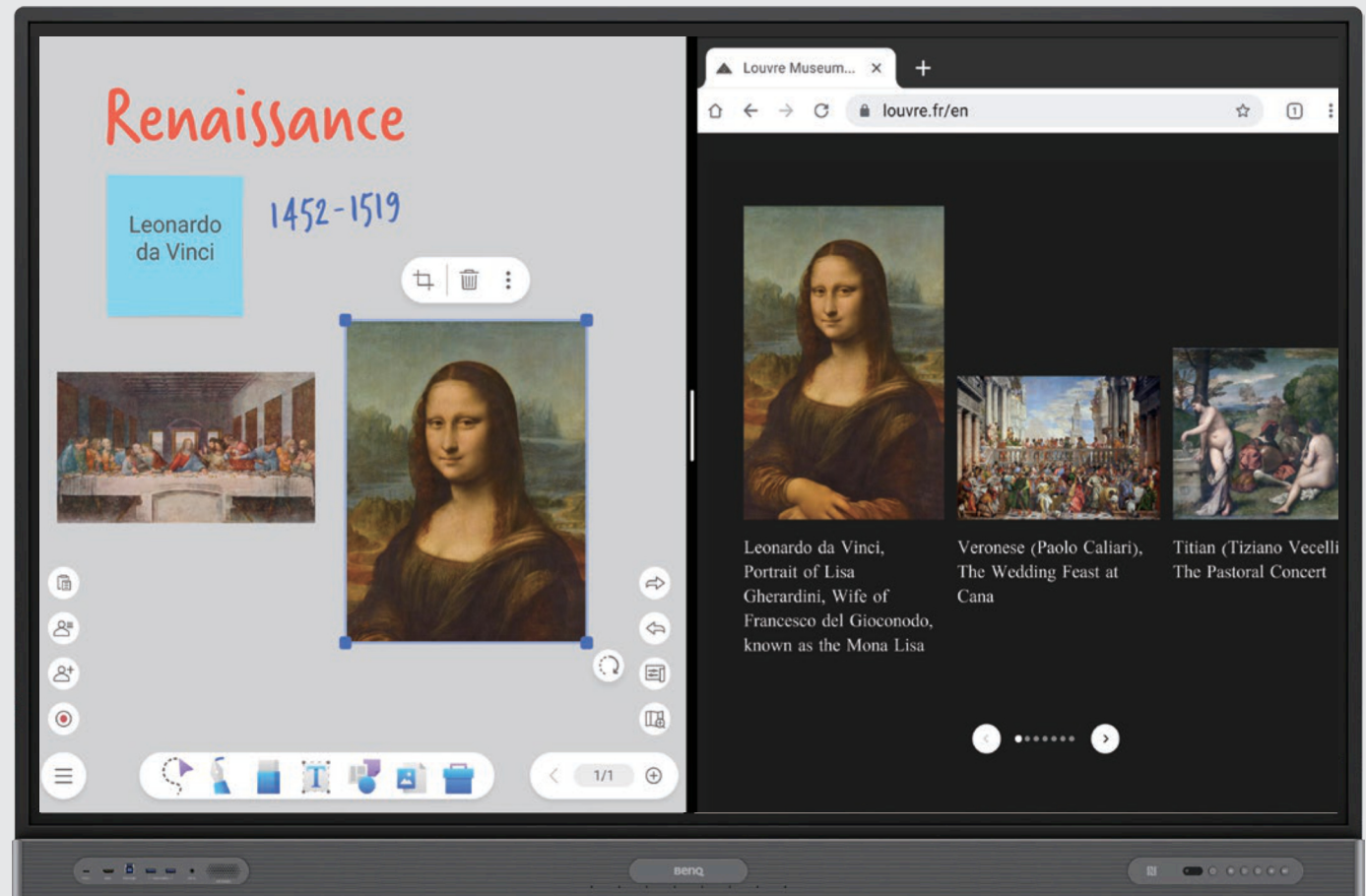
Tap  then .

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



Tip

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 Q&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

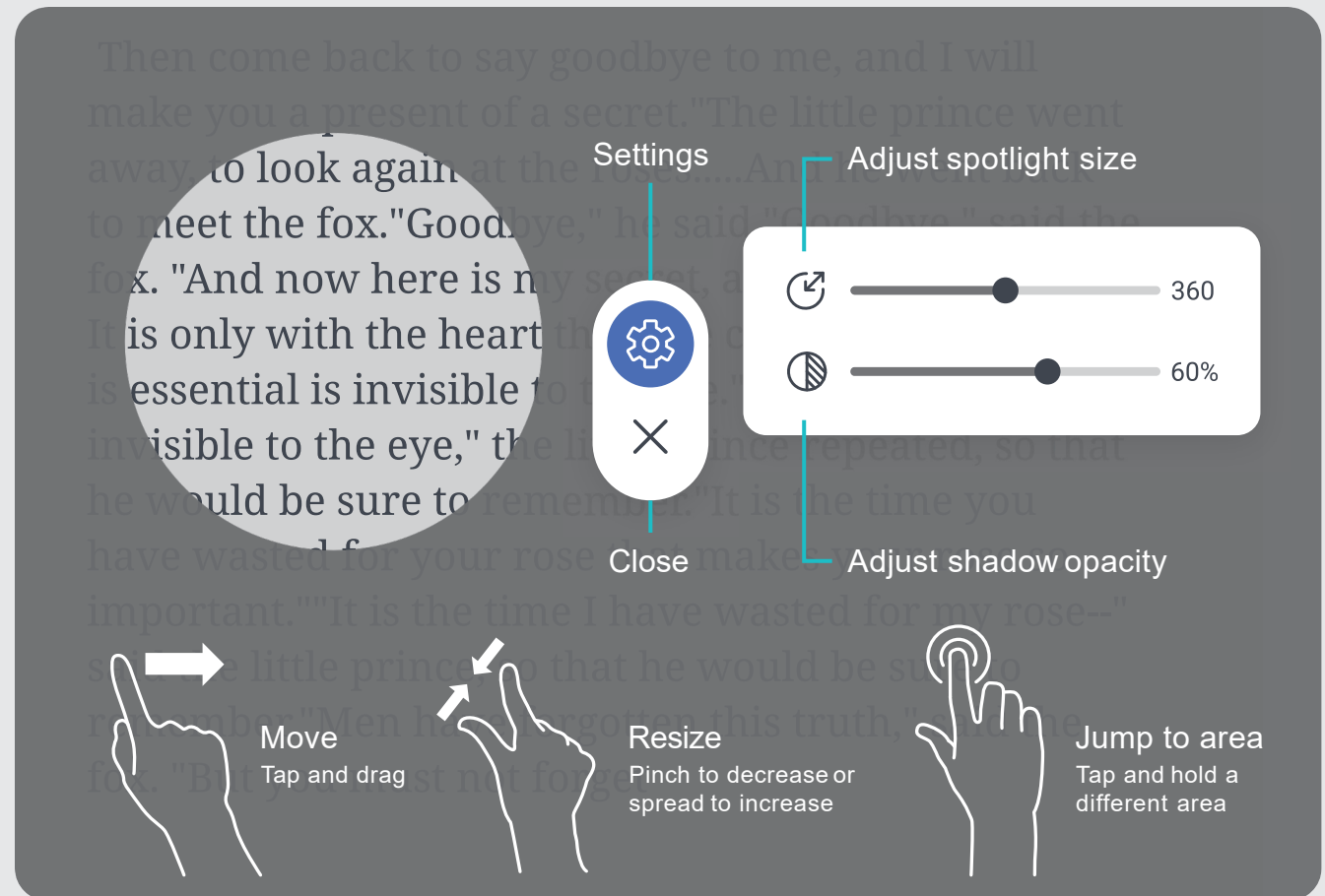
Show a map or diagram portion by portion to discuss parts of a journey or sequence.



Analyze details

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

To open the spotlight, tap  then .



LiveCamera

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  then .


Select camera

EZWrite lists every available camera connected to the BenQ Board.

External USB camera ▼

×

Close



Enlarge/reduce window size

Flip image horizontally

Rotate image 90°

Freeze frame



Take screenshot

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.




Open




To open lesson files in EZWrite, tap  then . Locate your file and then tap it from the list.

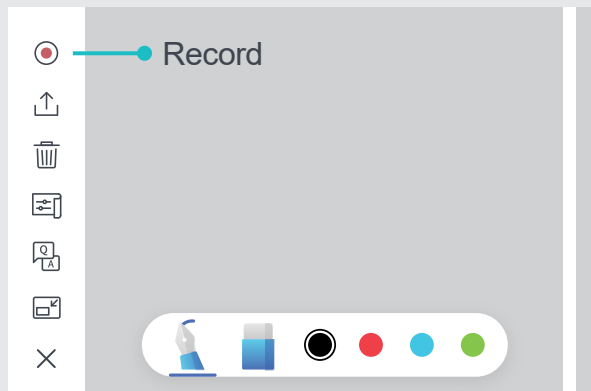


Record

To record a lesson, tap  on the menu bar. You can then save the recording to the board or your connected cloud storage. If your board has built-in or external microphones, your recording will also include sound.

You can also record in Team Post:



 Toolbox >  Team Post >  Record



Team Post



Share and save

You have different options for sharing and saving your lessons on EZWrite. To access them, tap  then .



Share by QR code



Share by e-mail



Save as image



Save as PDF



Save as IWB



Save as EZWrite

Share by QR code



Share lesson by QRcode or e-mail

Both options let you select which pages to share as images or PDFs.

Save as image or PDF

Choose to save your EZWrite pages as images or PDFs to the board or your cloud storage.

Save as IWB or EZWrite

Save your pages as EZWrite or IWB files to the board or the cloud.



Tips

- Save your lessons as EZWrite files for maximum compatibility with BenQ Boards. Only EZWrite files will save your sticky notes, 3D shapes, URLs, and YouTube links.
- You can add timestamps to show when files were shared and saved.

Cloud Whiteboard

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

How do I host a session?

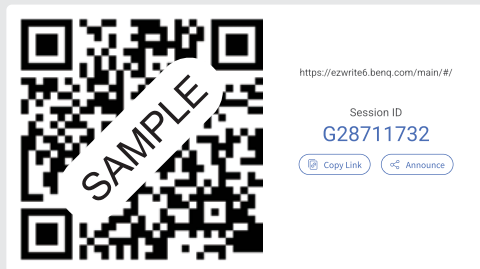
Regular cloud whiteboard

Tap then Start cloud whiteboard.

Google Classroom whiteboard

1. Tap 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.

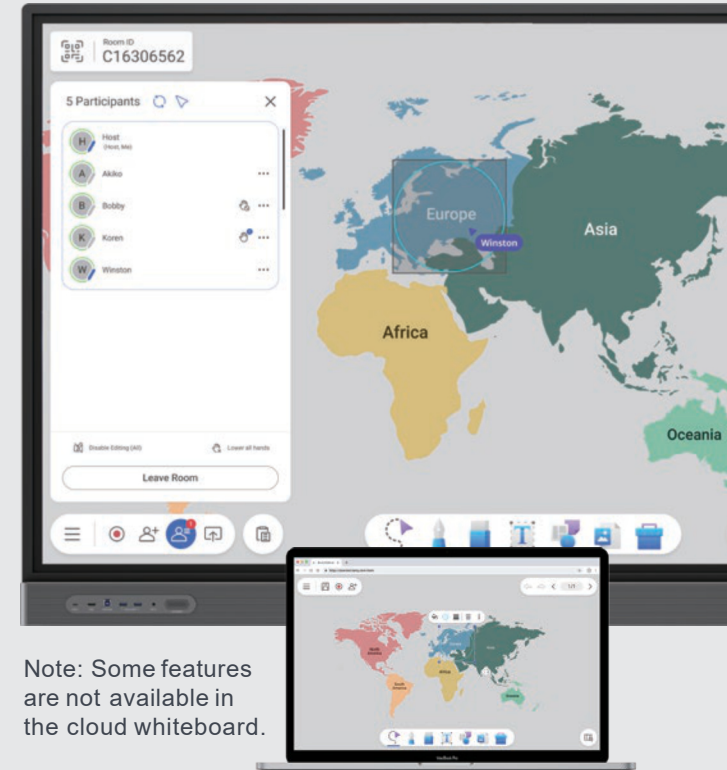
You can join using a laptop, smartphone, or tablet.

How do I moderate the session?

Tap to show the list of participants.

From this window, you can:

- Refresh the list of participants
Tap .
- See who's raising their hands
Check who has beside their names.
Tap to lower their hand.
- Lower all participants' hands
Tap .
- 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
Tap or .
- View or hide what participants are editing
Tap or .
- Remove participants
Tap then Remove.
- End the cloud whiteboarding session
Tap Leave Room.



Note: Some features are not available in the cloud whiteboard.

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 EZWritecloud whiteboard.

How do I host a session?

1. Tap 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:

- 1 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.





Tip

You can tap Google Classroom or then to switch classrooms.

A detailed screenshot of the Google Classroom interface. At the top, there's a blue header with 'Google Classroom' and 'Biology'. Below this, a white box shows the 'Session ID' as 'G28711732'. The main area is divided into two sections: 'Teacher (1/1)' listing 'Jodi Brown (Host, Me)' and 'Student (17/18)' listing several names like 'Akiko Thompson', 'Bobby Drake', etc. At the bottom, there are controls for 'Disable Editing (All)', 'Lower all hands', and a 'Leave Room' button. To the right, a presentation titled 'Chapter 3: Roots, Stems, and Leaves' is displayed. It includes a diagram of a plant and a list of functions for roots, stems, and leaves. Above the presentation, there's a navigation bar with 'plant-organs-pres...', '5/14', and icons for duplicate, lock, and delete. Below the presentation, there's a row of icons for importing files: 'SLIDES', 'DOCS', 'SHEETS', 'PDF', and a general file icon. At the bottom of the interface, there's a toolbar with various drawing and editing tools like a selection tool, eraser, text tool, etc. A 'Tip' box on the right says: 'Once you've imported your Slides, Docs, or Sheets file, you can tap in the object menu to edit the file in split-screen mode.'

EZWrite Settings

Tap  then  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 BenQBoard 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 quality.

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.



Optical Character Recognition (OCR)


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.



Tip

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