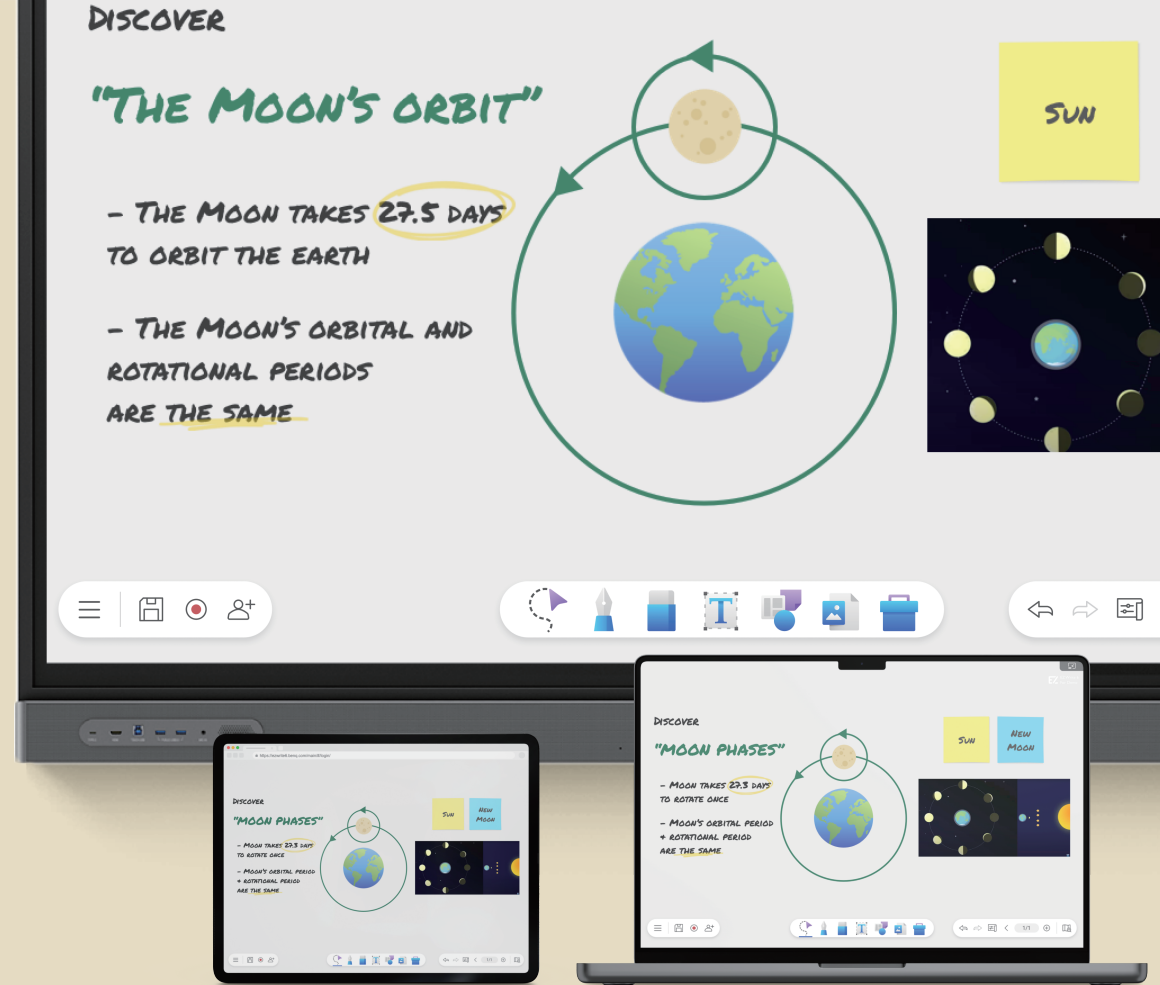


# Teacher's Guide: EZWrite 6

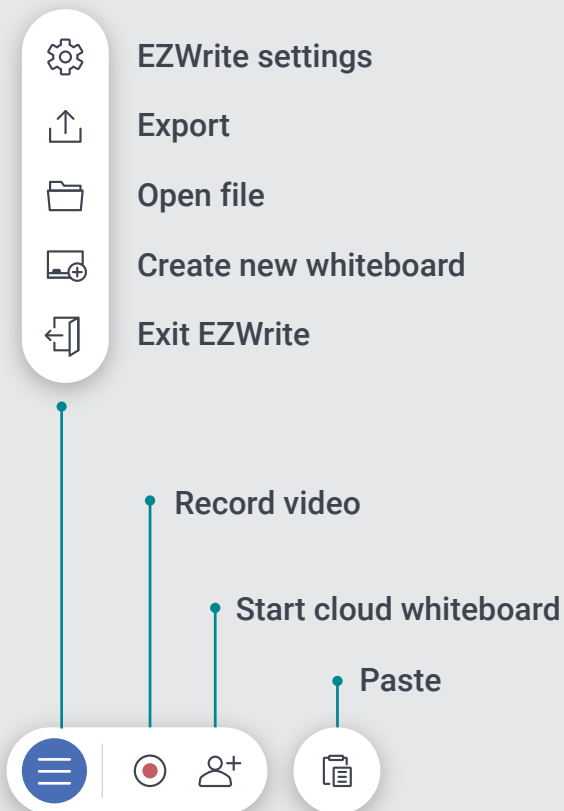


# The EZWrite Workspace

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

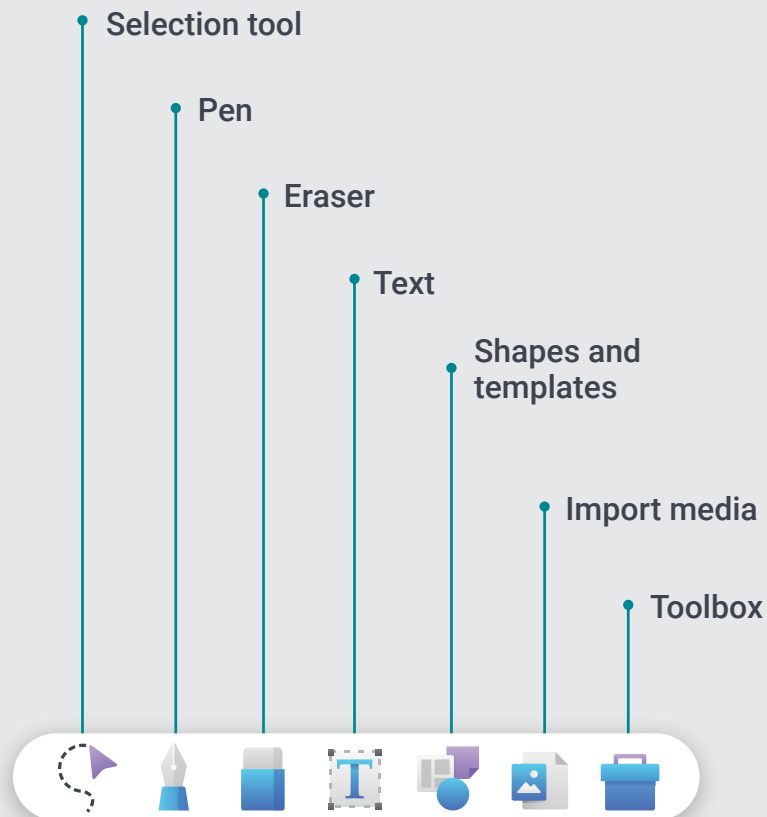
## Menu bar

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



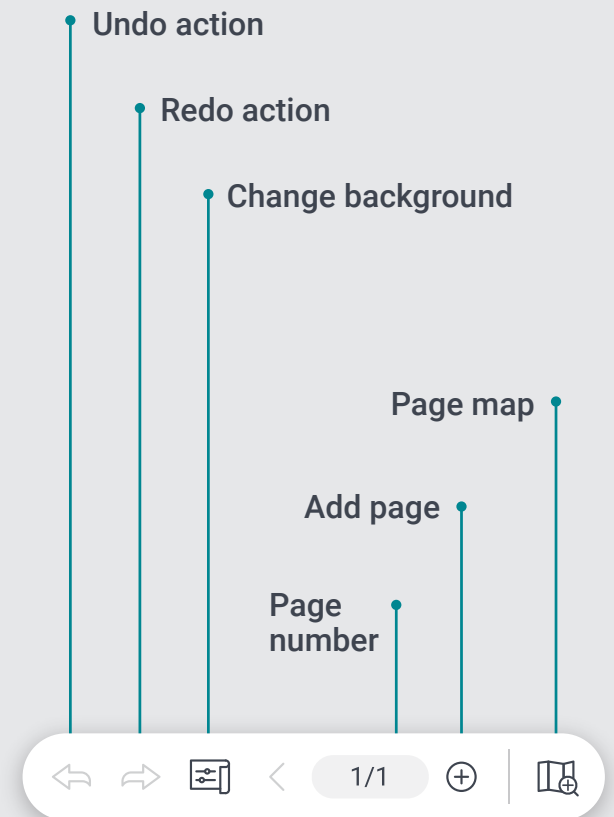
## Toolbar

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



## Navigation bar

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

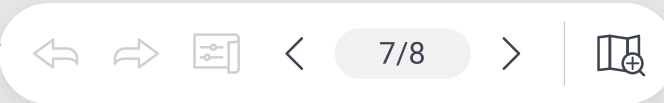


# Page Navigation and Controls

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.

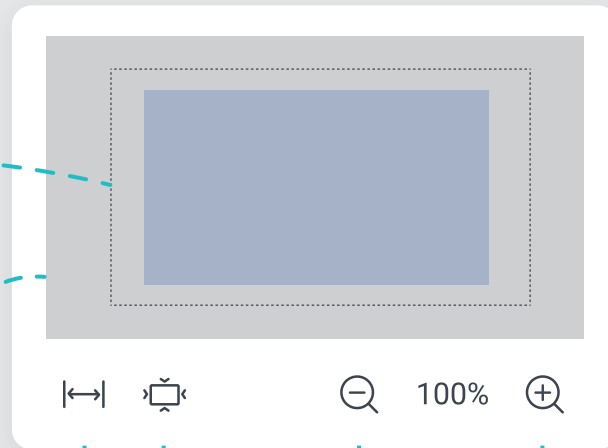
## Navigation bar

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

Every time 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.



Zoom in

Zoom out

**Reset**  
Go back to the default area.

**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 .

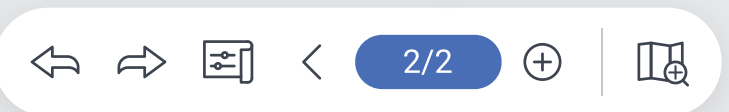
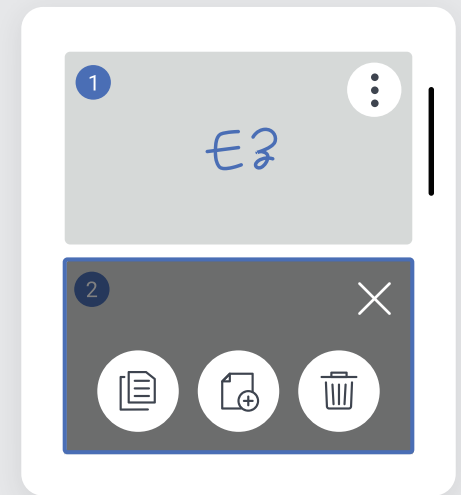
### Tip

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



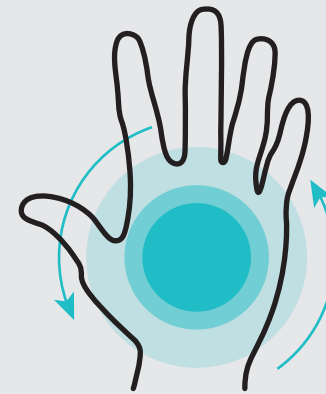
**Move around page**  
Tap and drag with two fingers



**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 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.

## Pen

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

## Highlighter

The highlighter tool allows you to highlight any object on the page for emphasis.

## Paintbrush

The paintbrush tool is sensitive to the thickness of your strokes. If you're using an actual paintbrush on the screen, it will replicate your strokes as if you were painting on a canvas.

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

BenQ Board pen



A paintbrush



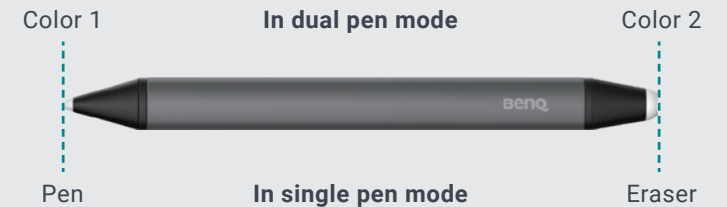
Your fingers



## Dual pen mode

Selecting this mode allows you to write in two different colors, depending on which tip of the BenQ Board pen you are using.

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.

## Single pen mode

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

You can add colors using the picker or swatches.

Single pen mode

Color picker

Color swatches

Eyedropper

130 R 45 G 255 B

Save



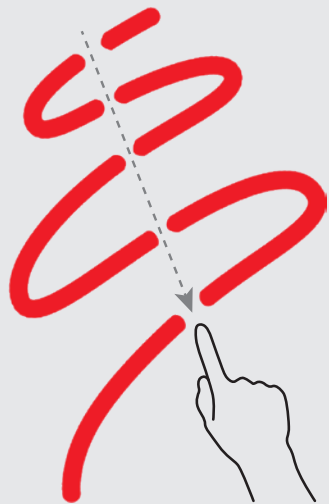
# Eraser

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



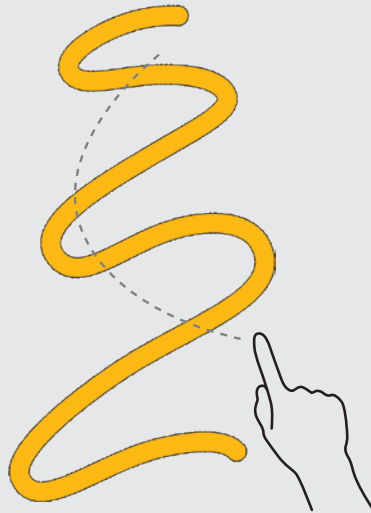
## Finger

Erases parts of the pen stroke that your fingers touch



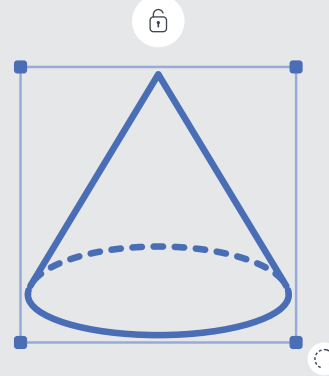
## Strikethrough

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 pen tool:

## BenQ Board pen



## BenQ Board eraser



## Your fingers



## 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.



## 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.



## Audio files

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.

00:36 01:00

Volume Play Take screenshot

15s 15s 1.0 X

Seek bar Playback speed

Rewind 15s Fast forward 15s





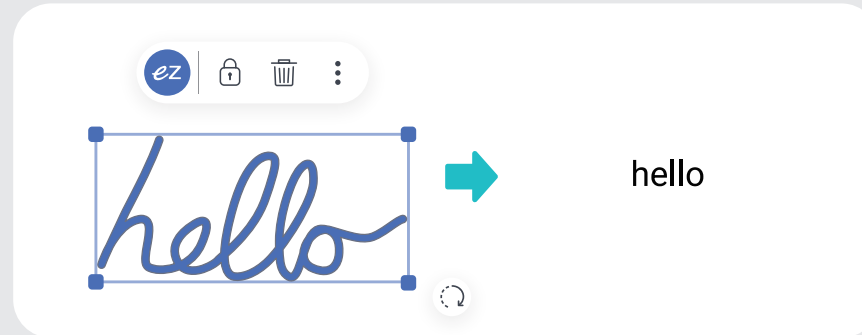
# AI Recognition Tools

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

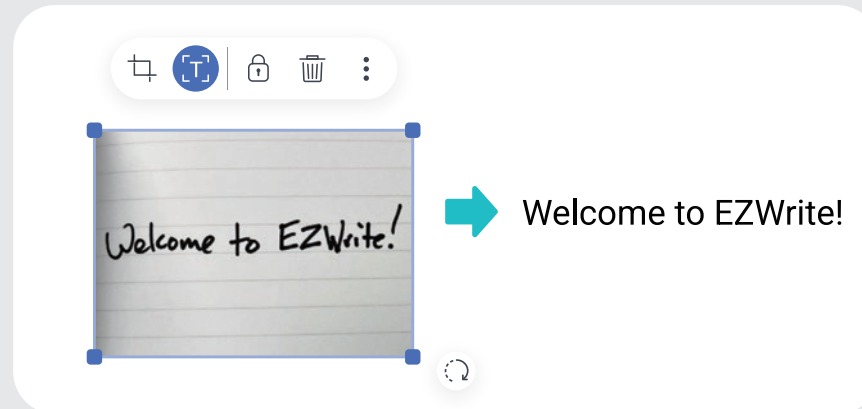
Convert your handwritten text into editable text in dozens of languages.

Write on the board in print or cursive, select it using the selection tool, then tap *ez*.




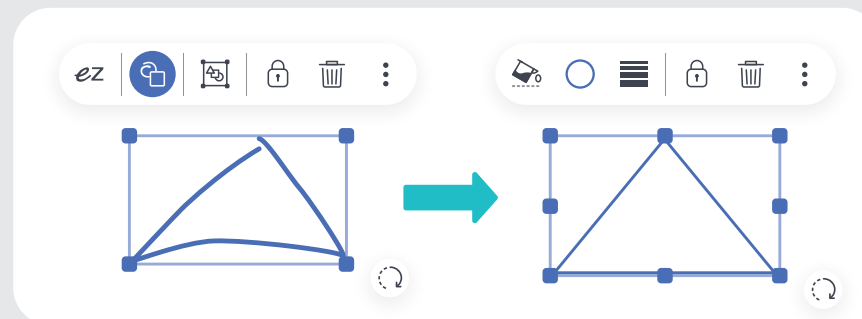
## Optical character recognition (OCR)

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 .




## AI recognition setup

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

## Tip

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

# 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**  
Select the text you want to edit.

36 ▼

**Font size**  
Change the font size.

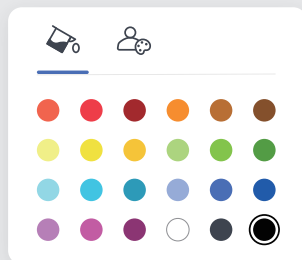


**Tip**

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



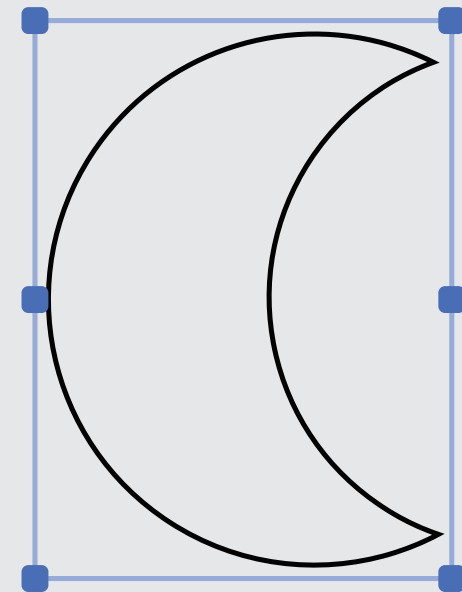
3D Shapes




Fill color

Line color

Line weight



# 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 graphs.



**Ruled** for guided handwriting.




**Dotted** for easy creation of tables and graphs.

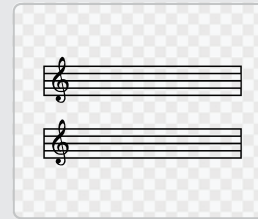


**Isometric** for easy drawing and 3D shapes.

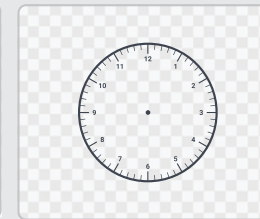
## Background images

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

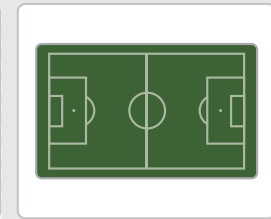
### Popular backgrounds



Sheet music

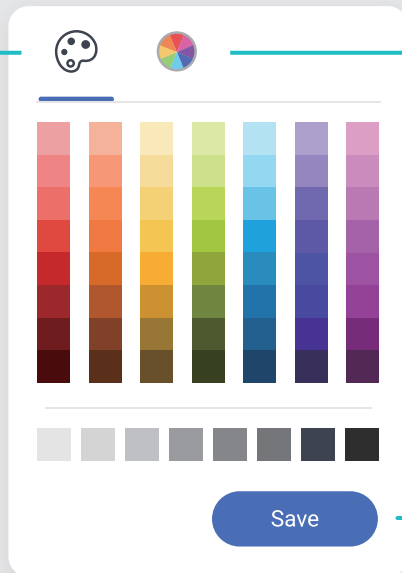


Blank clock



Tactical board

Color swatches



Color wheel



**Tip**

Newly chosen colors will appear here after you tap **Save**.



Pattern



Color



Select image


Image



1/1



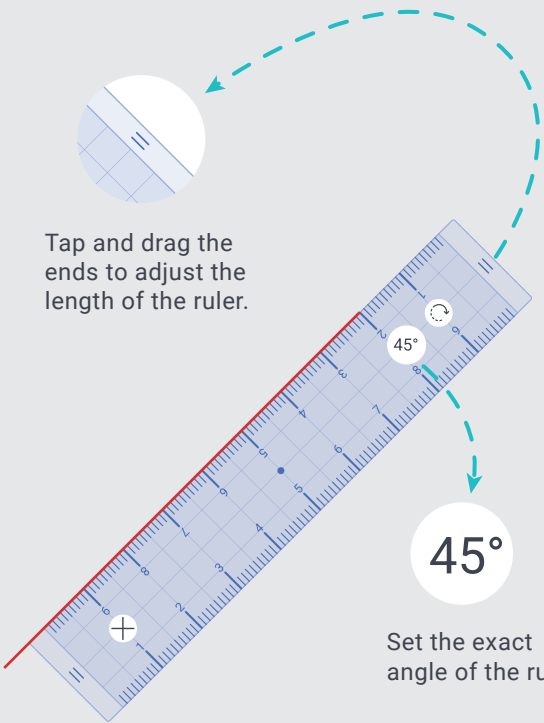
# Geometry Tools

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

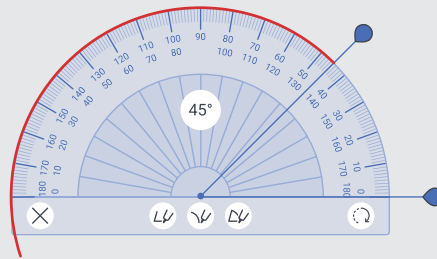


Rotate the tool



## 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.



Angle



Arc

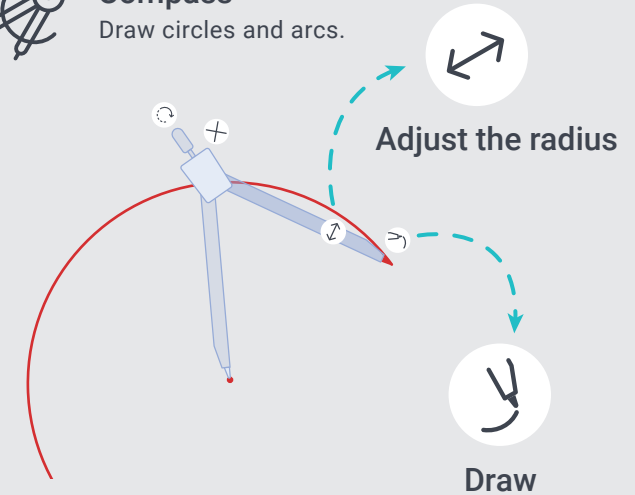


Segment



## Compass

Draw circles and arcs.



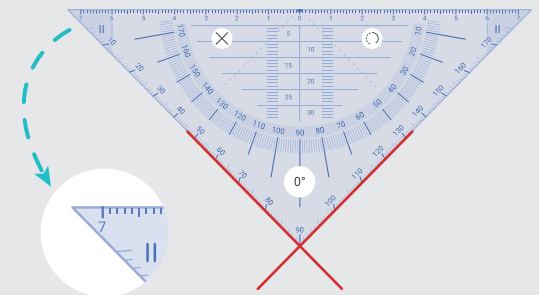
Adjust the radius

Draw




## Set square (Geodreieck)

Draw straight lines and measure angles.



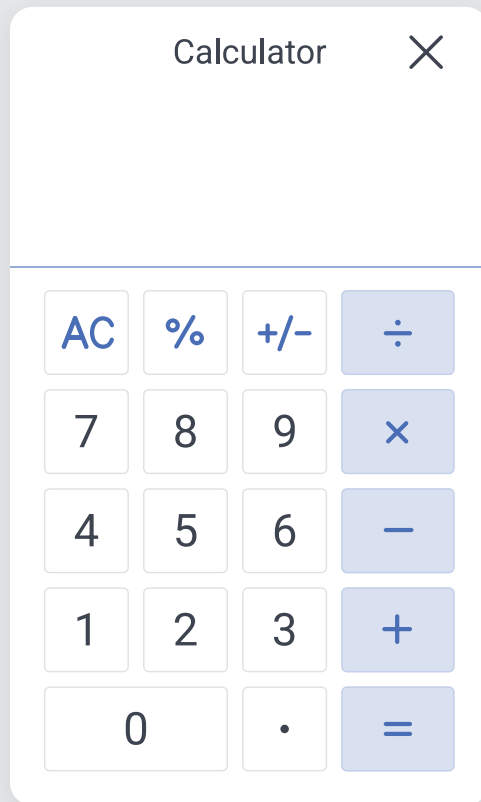
Tap and drag the corners to adjust the size of the set square.

# 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.

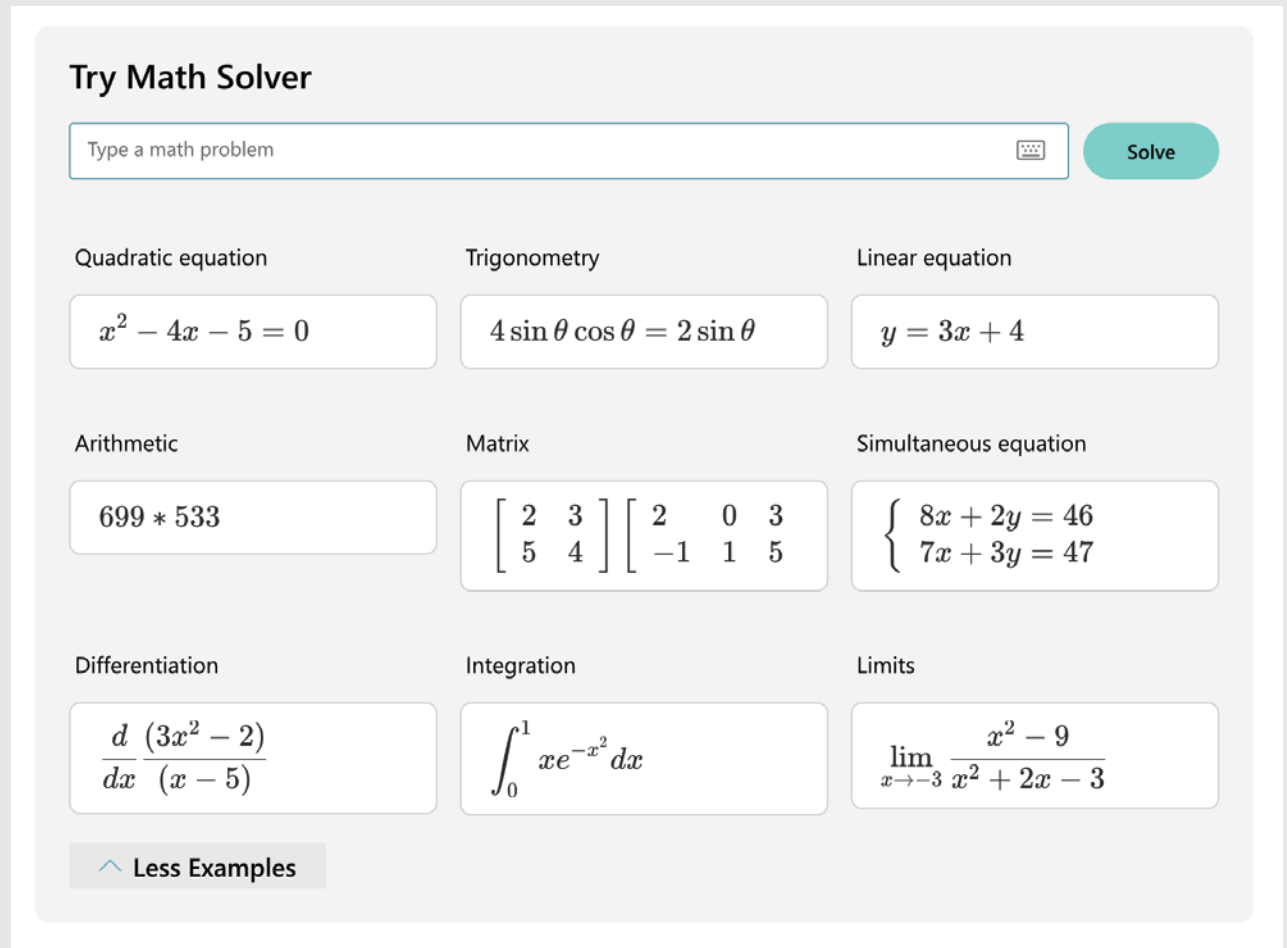
## Calculator

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.



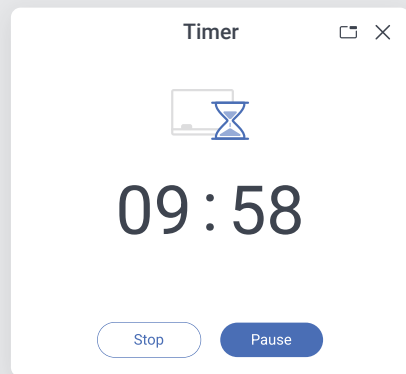
# Activity Tools

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.



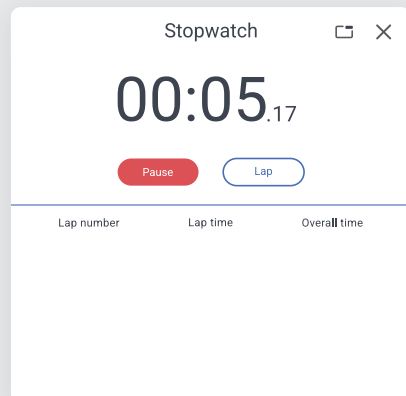
## Timer

Set a custom countdown up to one hour to time activities.



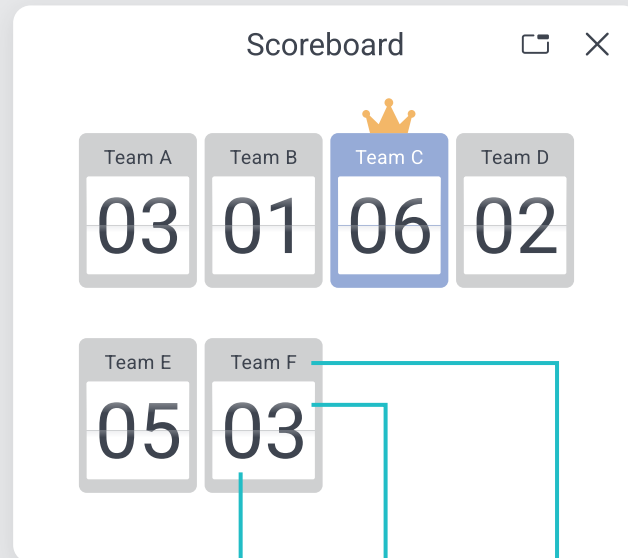
## Stopwatch

Use the stopwatch to time classroom activities.



## Scoreboard

Keep scores for up to eight teams. Tap the top of a team's scorecard to add a point, and tap the bottom to deduct a point. You can even edit team names.




Deduct points

Add points

Edit team name



Tip

Tap  to minimize activity tools for more efficient space usage.

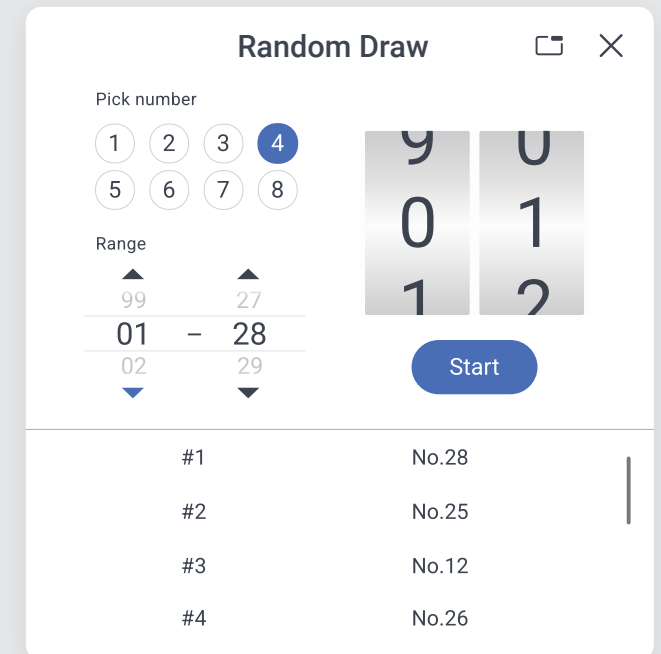


## Random draw


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

Ex. Draw four students from a group of 28.

1. Under **Pick number**, tap 4.
2. Set the range from 1 to 28.
3. Tap **Start**.



# Collaboration Tools

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



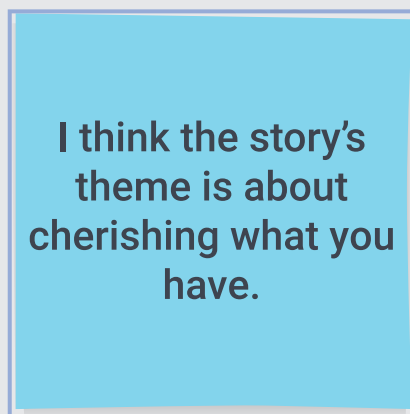
## Sticky Notes

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.

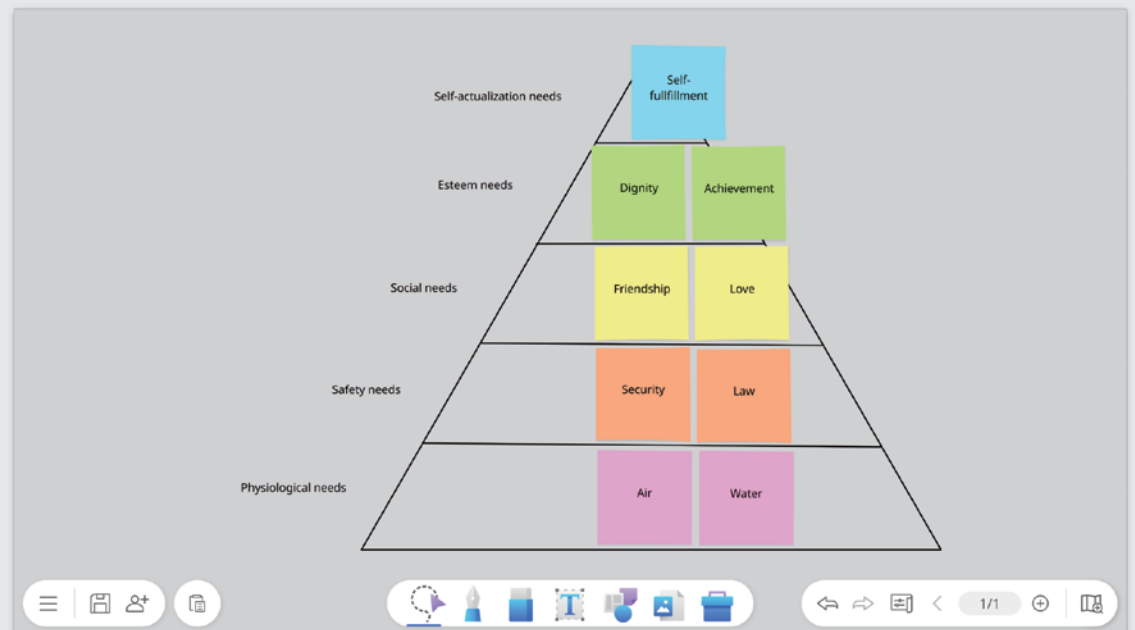
Select and edit text

Select note color



## 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.





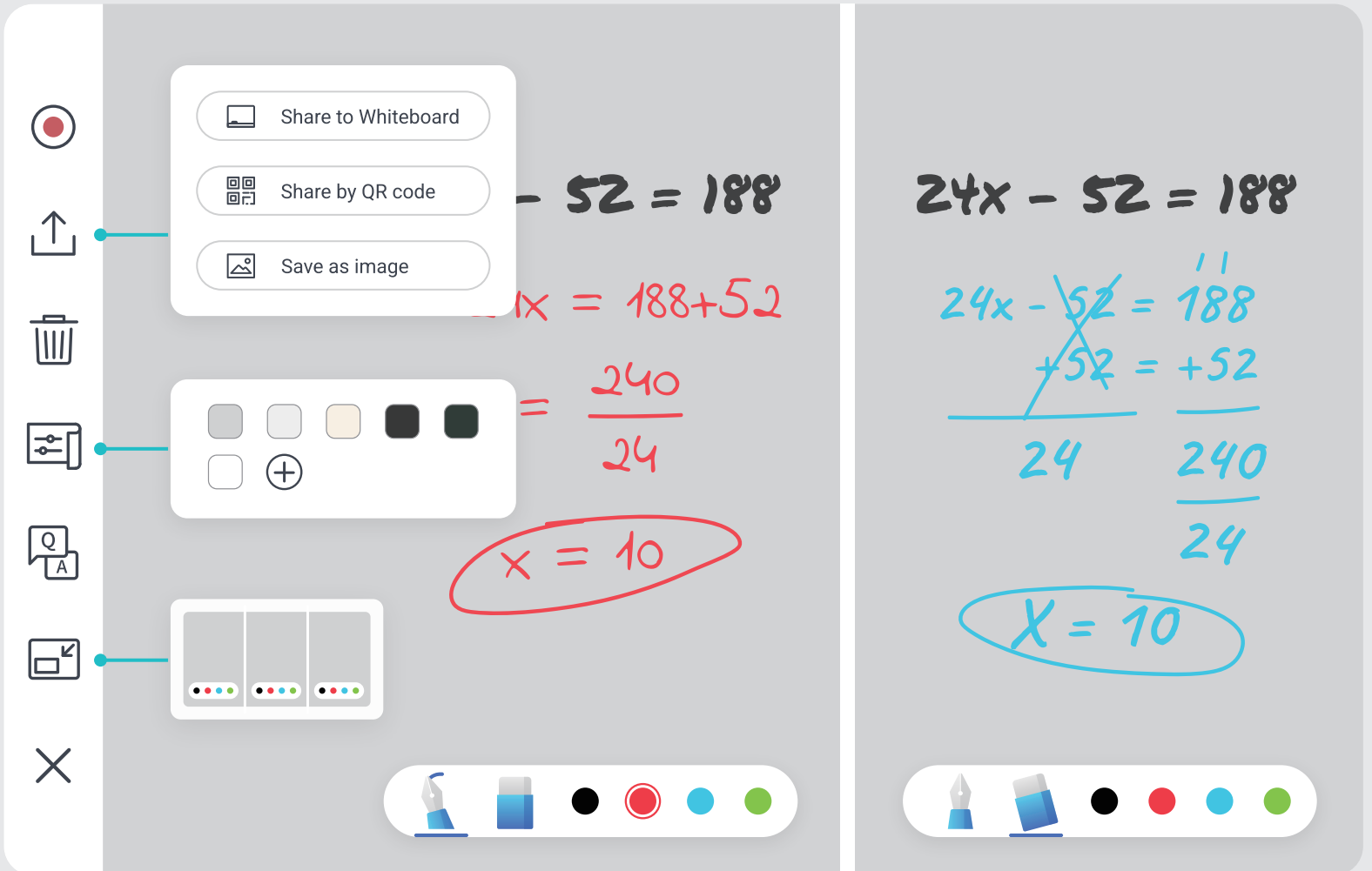


# Team Post

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.



The screenshot displays the Team Post interface. On the left, a vertical menu lists several actions with corresponding icons:

- Record a video (red circle icon)
- Take a screenshot (upload icon) - This action is highlighted with a blue dot and a line pointing to the 'Share by QR code' option in the menu.
- Clear all content (trash icon)
- Change the background color (color palette icon) - This action is highlighted with a blue dot and a line pointing to the color selection menu.
- Post a question (question mark icon)
- Minimize Team Post on EZWrite (EZWrite icon) - This action is highlighted with a blue dot and a line pointing to the EZWrite icon in the menu.
- Close Team Post (close icon)

The main area shows a whiteboard with handwritten math problems. The first problem is  $24x - 52 = 188$ . Below it, the solution is shown in red:  $24x = 188 + 52$ ,  $= \frac{240}{24}$ , and  $x = 10$  (circled in red). The second problem is  $24x - 52 = 188$  with a blue solution:  $24x - \cancel{52} = 188$ ,  $+52 = +52$ ,  $\frac{240}{24} = 240$ , and  $x = 10$  (circled in blue). At the bottom, there is a toolbar with icons for a hand, a blue eraser, a black highlighter, a red highlighter, a blue highlighter, and a green highlighter.

# 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

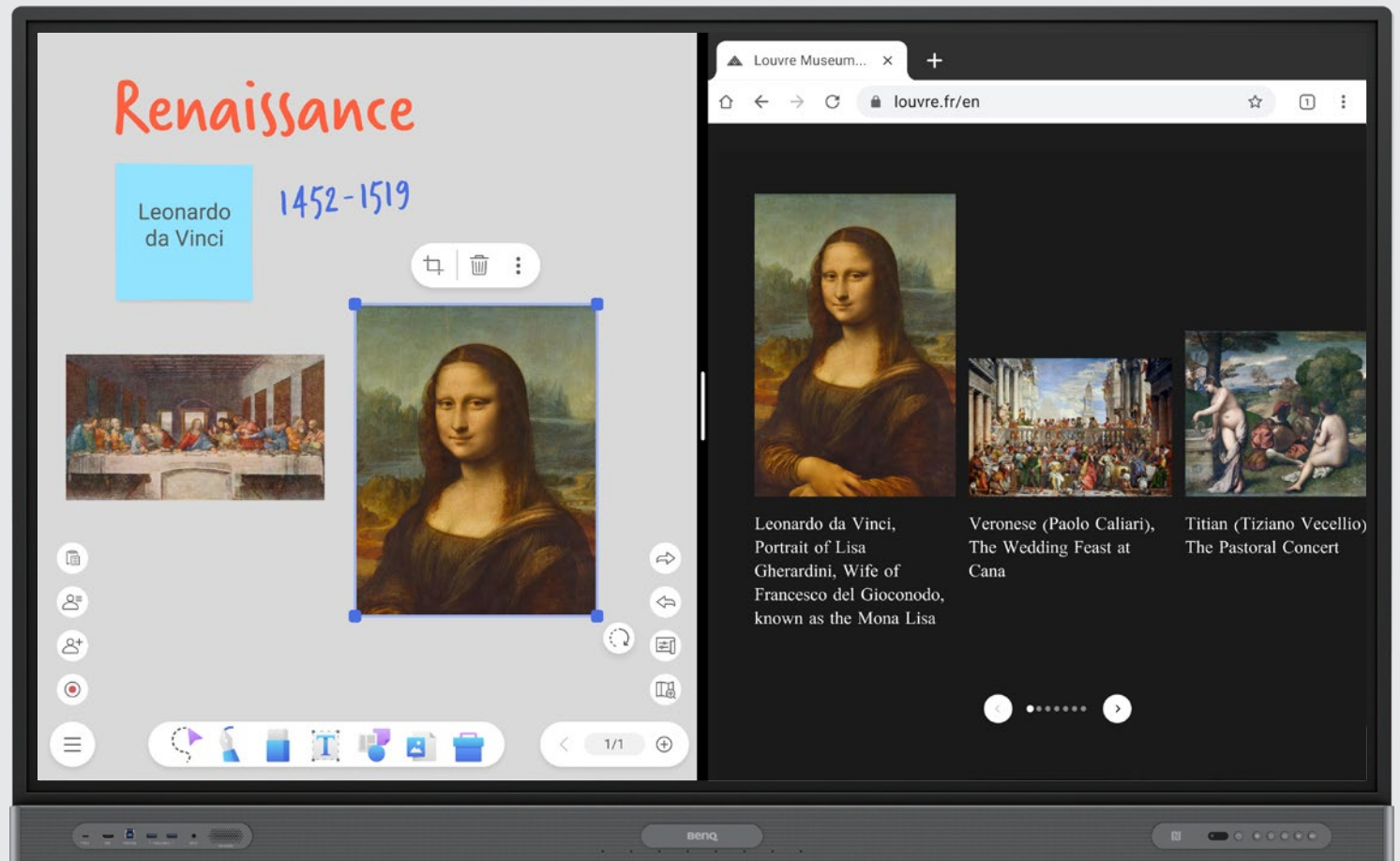
Tap  then .

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



**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 .

The diagram shows a dark grey background with a circular spotlight highlighting a portion of text. A settings menu is open to the right of the spotlight, containing a gear icon, a close button (X), and two sliders. The top slider is labeled 'Adjust spotlight size' and is set to 360. The bottom slider is labeled 'Adjust shadow opacity' and is set to 60%. Below the spotlight, three hand icons illustrate interaction methods: 'Move' (Tap and drag), 'Resize' (Pinch to decrease or spread to increase), and 'Jump to area' (Tap and hold a different area).

# 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.



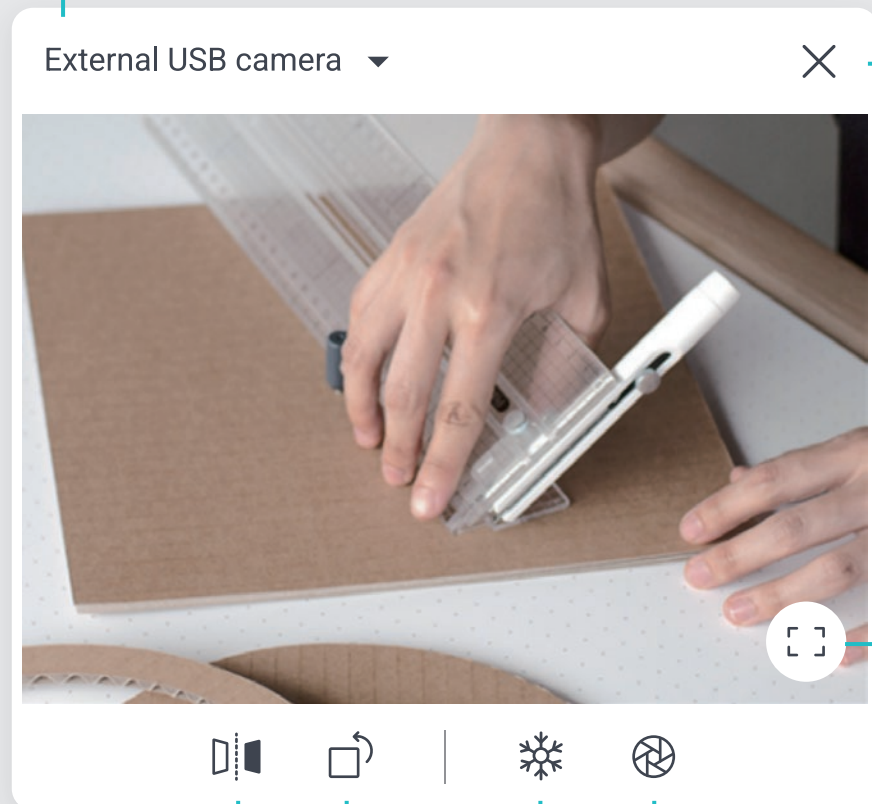
## Examine objects

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

To open the camera, tap  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.



## Share and save

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

## Share by QR code

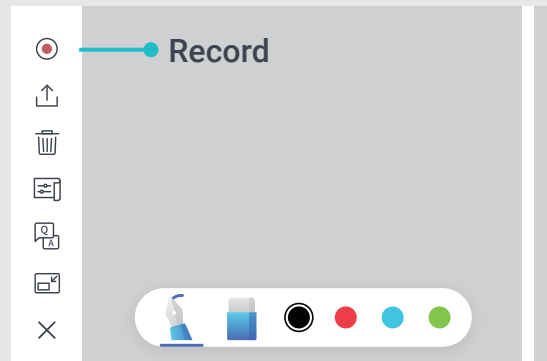


## Record

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 by QR code



Share by e-mail



Save as image



Save as PDF



Save as IWB



Save as EZWrite

## Share lesson by QR code 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.



Tip

- 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?

Tap  then **Start cloud whiteboard**.

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.

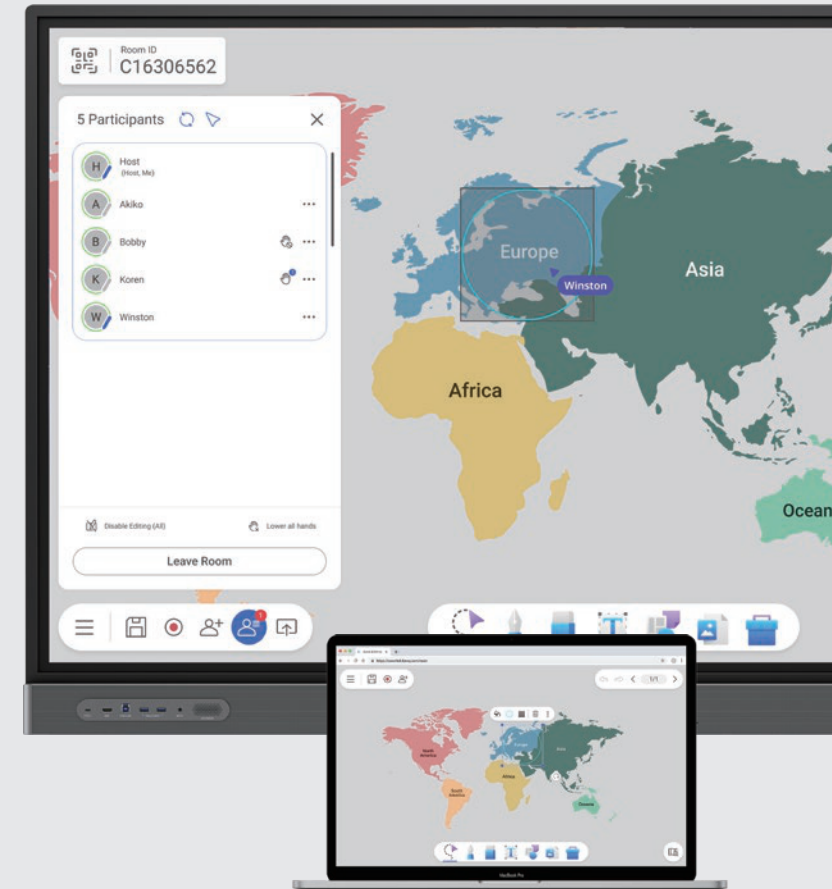
You can join using a laptop, smartphone, or tablet.

## 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**.



Tap  to switch between modes:

- **Presenter mode:** Only you can edit the contents of the board.
- **Collaboration mode:** Other participants can edit as well.

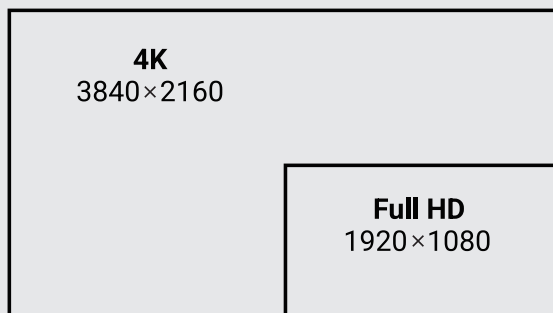
# EZWrite Settings

Tap  then  to modify EZWrite settings.

## Maximum picture quality

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

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



## Keep Floating Tool on screen

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.



## Enable palm eraser

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

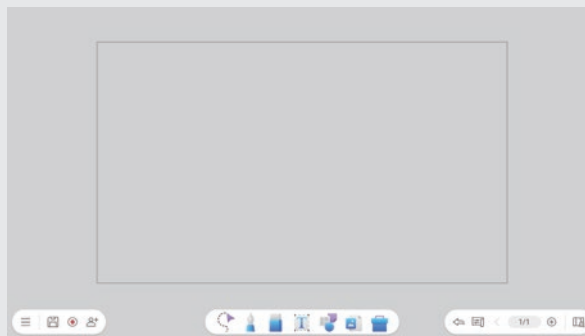


## Enable palm rejection

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

## Show default area

Create an outline to mark your original starting point. This makes it easier to navigate each page.



## Handwriting recognition

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



## Google Translate language

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 your whiteboard before tapping **Update Now**.