

## Introduction to Chalk Box

Chalk Box is a simple, intuitive piece of annotation and whiteboarding software. It allows you to annotate over any open applications, including websites, documents and images, or you can use it as digital whiteboard.

To download Chalk Box, please visit the link below:

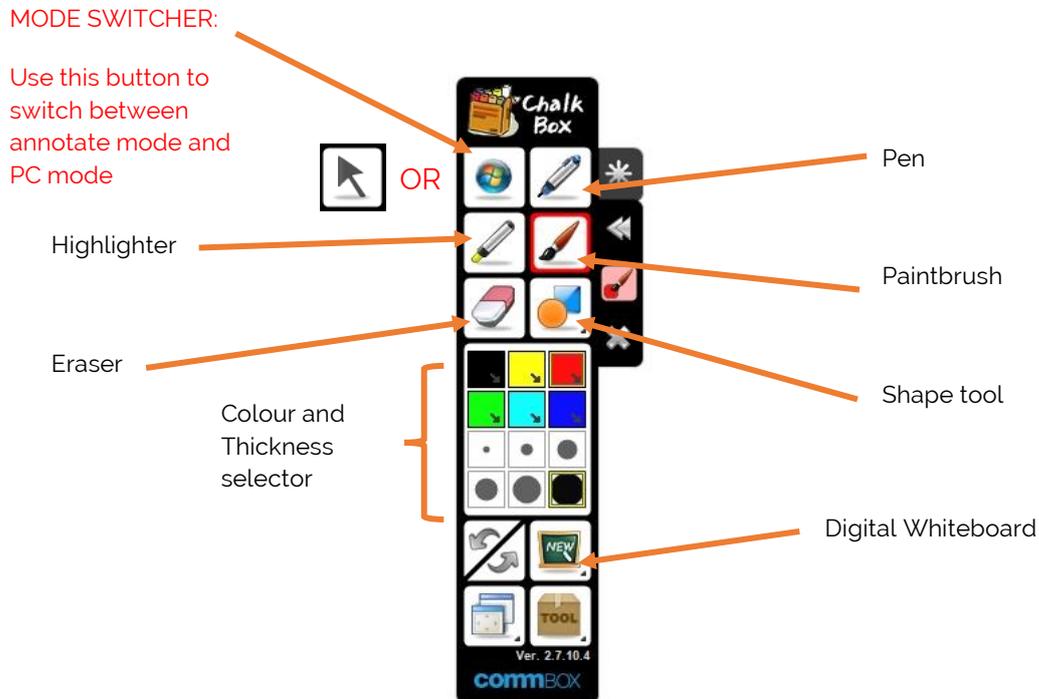
<http://commbox.com.au/interactive/downloads/>

And follow the on-screen instructions.

Once installation is complete, we recommend that users create a shortcut to Chalk Box in their task bar.

### The Chalk Box app:

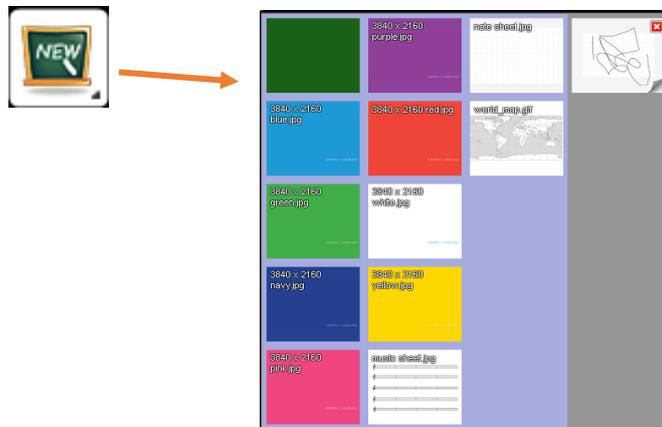
The Chalk Box app will launch to the left hand side of your screen. It provides the following basic tools:



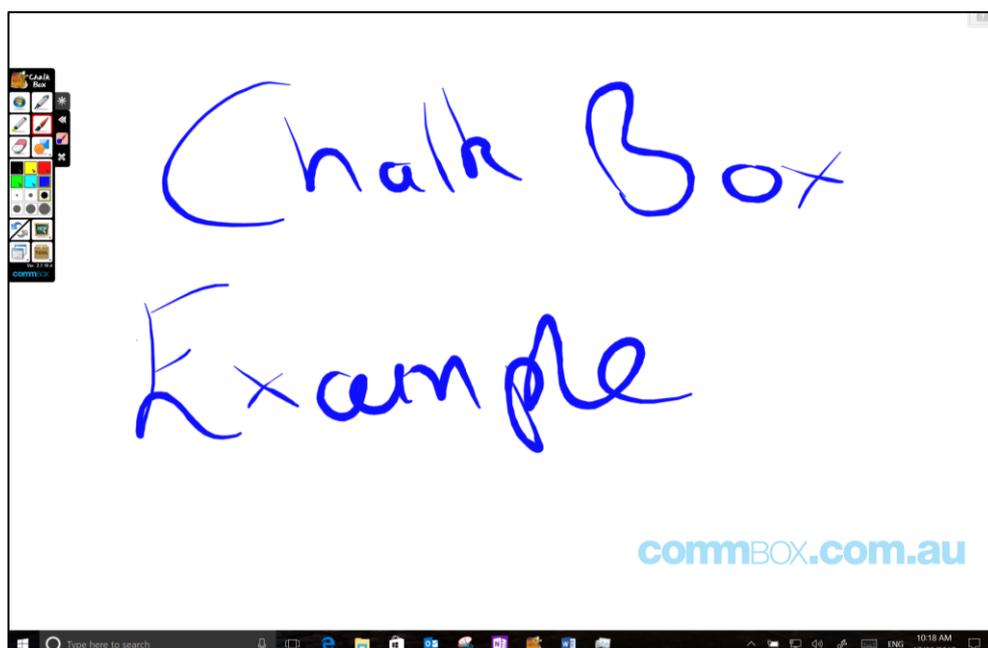
## Using the digital whiteboard:

The digital whiteboard tool allows you to use Chalk Box in place of a convention dry-wipe marker board. This enables you to save your notes electronically and revisit them later, or send them via email.

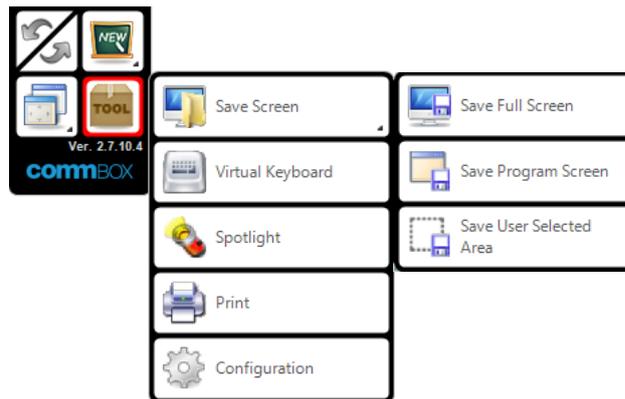
- 1) To access the digital whiteboard tool, select the following icon and choose one of the different backgrounds.



- 2) This will launch a full screen background that you can now use in the same manner as you might use a conventional dry-wipe marker board.



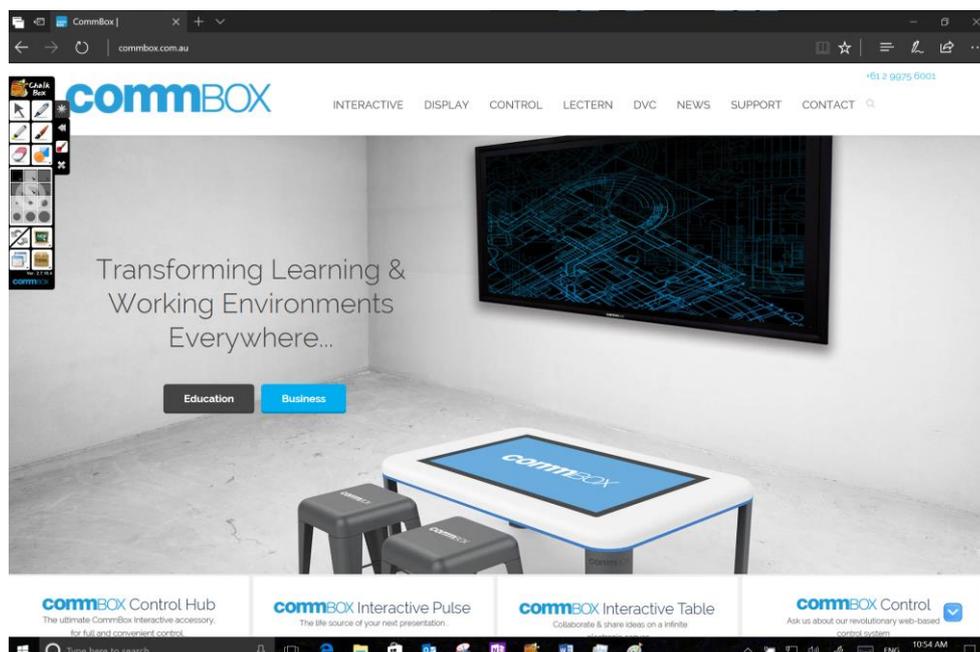
- 3) To save your notes, select the Toolbox icon at the bottom of the app menu, and then choose 'Save Screen'. This will allow you to either save the whole screenshot, or select a specific area.

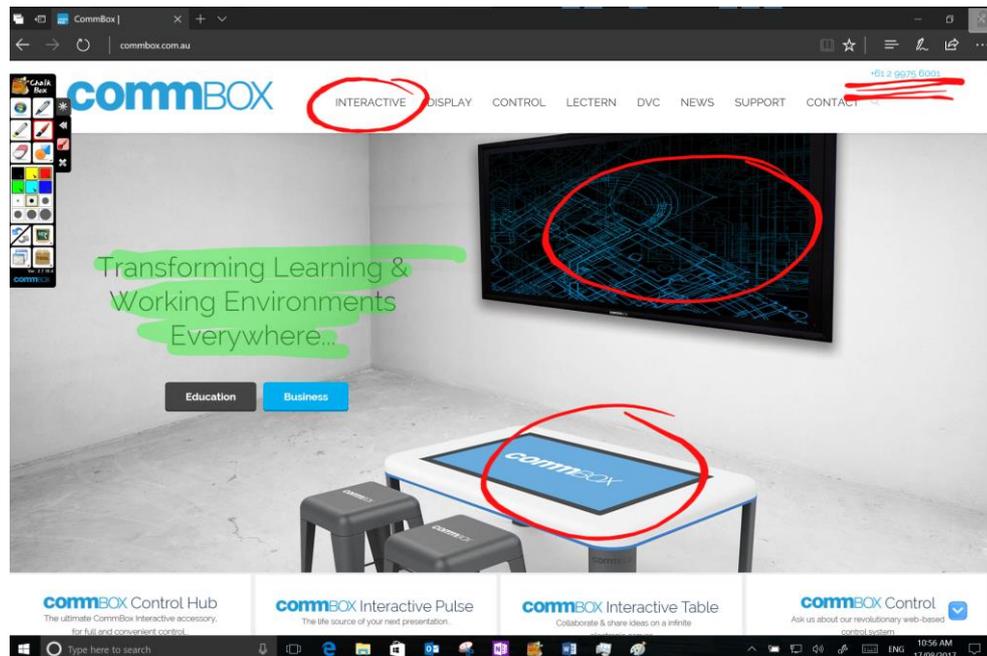


## Using the annotate function:

The annotate function allows you to write or highlight across any document, image or website you may be using.

- 1) To start, open the document, image or web page that you wish to annotate over, then launch Chalk Box. By default, Chalk Box will open in Windows mode allowing you to interact with your PC as normal. To start writing, select the which tool you might want and begin.





- 2) To switch from annotate mode to windows mode (and vice versa), click the 'Mode Switcher' icon.

When you are in annotate mode, the icon will appear as a Windows symbol. Clicking this will switch you to Windows mode and allow you to use your computer as normal.



When in Windows mode, the icon will appear as a cursor symbol. Clicking this will switch you to annotate mode. You can also select one of the writing tools to enter annotate mode.

