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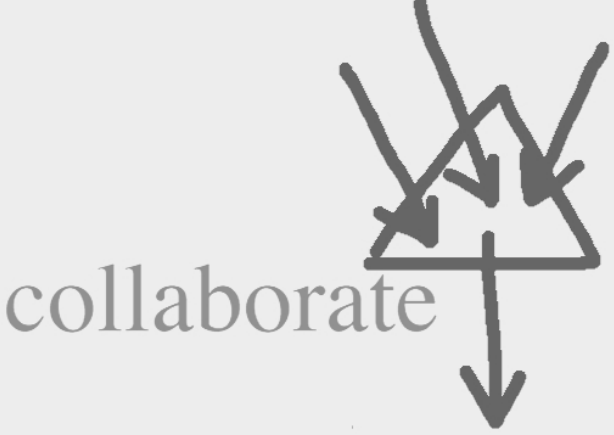

Polaroid

The Whiteboard That Connects To Your PC

User Guide

Ibid Software Release 2.0

Polaroid Whiteboard User Guide

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PREFACE

Audience

This guide assumes that you have already completed the following:

- Installed and configured your Polaroid white-board and **ibid** software
- Begun using the whiteboard and software

This guide also assumes that you are familiar with the basic terminology and functions of the Microsoft® Windows operating system.

Using This Guide

This guide is a reference tool for the Polaroid whiteboard and software. The information is presented based on operations you may perform with **ibid**.

For details about a specific function in the **ibid** software, use the context-sensitive Help built into the application.

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TERMINOLOGY USED IN THIS GUIDE

Term	Meaning
Click	At your PC, press the left mouse button once.
Press	At the whiteboard, press an icon strip button.
Touch	In Projection mode, touch the whiteboard's white surface with your finger or stylus.
Select Edit->Options	Click Edit, then select Options from the dropdown menu.

For your convenience, this guide is installed in your **ibid** directory in Adobe® Acrobat® PDF format. To open the guide, double-click the file called *Manual.pdf*.

If the PDF file does not open, you may need to reinstall Adobe Acrobat Reader (for details, see www.adobe.com).

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1

INSTALLING & CONFIGURING IBID

In This Chapter...

Box Contents ~ 2

System Requirements ~ 2

Mounting Your Whiteboard ~ 3

Connecting Your Whiteboard ~ 4

Installing the ibid Software ~ 5

Configuring More Than One Whiteboard ~ 7

Calibrating LCD Projection ~ 8

Uninstalling ibid ~ 10

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Box Contents

- 1 Polaroid whiteboard
- 1 whiteboard stylus
- 4 markers
- 1 whiteboard eraser
- 1 AC power adapter
- 1 serial port cable
- 1 adapter (9-to-25-pin)
- 2 fasteners for wall-mounting
- 1 wall-mounting template
- 1 **ibid** software CD
- 1 Polaroid Whiteboard User Guide

Report any missing or damaged items to your dealer immediately.

System Requirements

- IBM® compatible PC (120 MHz or higher, 200 MHz or higher for projection)
- Windows® 95, 98 or NT (4.0 or higher)
- 32 MB RAM
- 20 MB available disk space
- CD-ROM drive
- 1 available serial (COM) port

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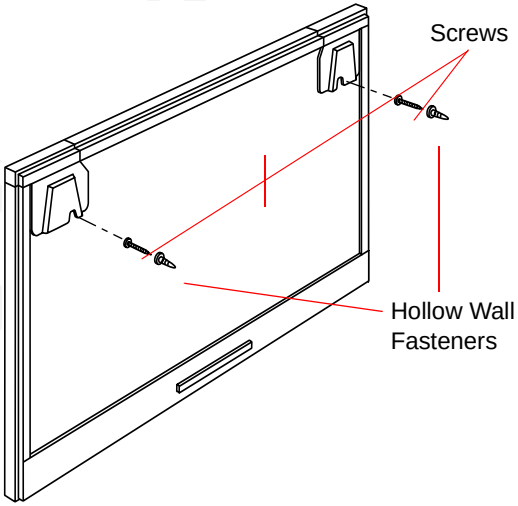
Mounting Your Whiteboard

You will need a screwdriver and a drill.

1. Choose a location with proper access to your PC and any network connections and LCD projector you are using.
2. Use the included wall-mounting template, or the holes in the top of the accessory box, to mark the wall for drill holes.
3. Drill the holes as marked.
4. Insert the two screws partway into the holes.

If you are installing on a hollow wall, tap in the plastic fasteners first, then insert the two screws.



5. Hang the whiteboard on the screws using the slots at the top corners in back.

To mount your whiteboard on an optional stand or easel, see the instructions included with your stand or easel (or visit www.polaroid.com/gethelp).

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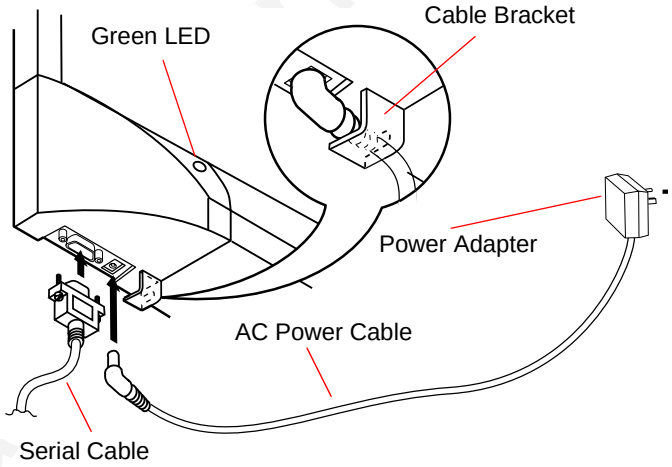
Connecting Your Whiteboard

1. Plug the AC power cable into the connector on the bottom of the whiteboard, next to the serial port.
2. Twist the connector to place the cable behind the cable bracket.
3. Plug the power adapter into an outlet.

To avoid damaging your whiteboard, always plug the power cable into the whiteboard first, then into an outlet.

4. Locate an available 9- or 25-pin male serial port on your PC. (If no serial port is available, install a card with a standard 9-pin or 25-pin connector.)
5. Plug the 9-pin male end of the serial cable into the whiteboard and tighten the screws.



6. Plug the other end into your PC's serial port (if necessary, use the 9-to-25-pin adapter) and tighten the screws.

The maximum serial cable length is 25 feet (7.5 meters).

Installing the ibid Software

1. In Windows, place the **ibid** Software CD in your CD-ROM drive. The setup program starts.

If the setup program does not start, open Windows Explorer and double-click Setup.exe on the CD.

2. Follow the prompts to install the software.
3. The setup program detects the port to which your whiteboard is attached.
4. At the end of the installation, register your whiteboard for warranty purposes and to receive software upgrades and technical support.
5. Restart your PC (if prompted).

Starting ibid

1. Start your PC and launch Windows.
2. Select Start->Programs->**ibid**->**ibid**. The software starts up and detects your connected whiteboard.
3. Use the whiteboard or software tools.

All your annotations are recorded in **ibid** as long as the application is open (even minimized).

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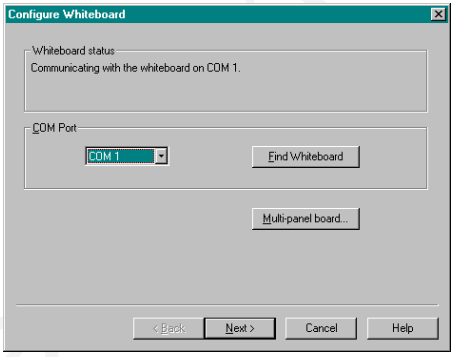
Configuring Your Whiteboard

The **ibid** software detects the Polaroid whiteboard connected to your PC's COM port. You may need to identify the port manually, for example if you:

- Add, move or remove serial devices (such as a modem, laptop, PDA or input device)
- Add whiteboards for tiling

To identify your COM port manually:

1. Make sure the whiteboard is properly connected to your PC.
2. Launch the **ibid** software.
3. Select Edit->Configure Whiteboard. The following dialog appears:



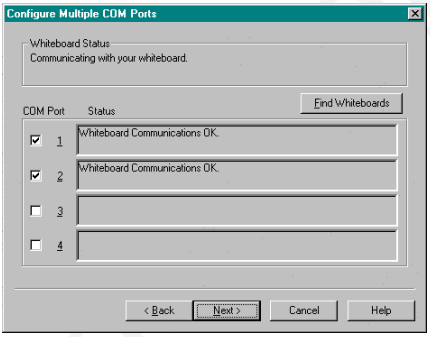
4. Select the COM port to which your whiteboard is connected from the dropdown menu, or click Find Whiteboard. The software locates and displays the COM port.
5. Click Next to save the setting.
6. Click Finish.

Configuring More Than One Whiteboard

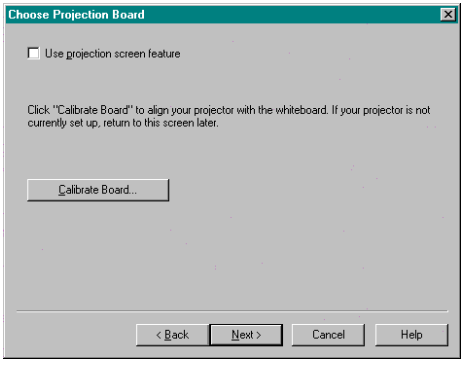
Up to 4 Polaroid whiteboards can be connected to your PC to increase the writing area. You can also use one board as a touchscreen (Projection Mode).

To configure more than one Polaroid whiteboard:

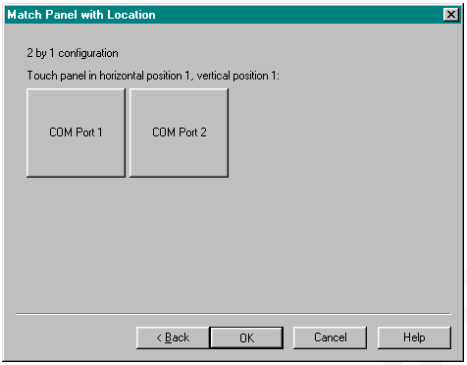
1. In **ibid** select Edit->Configure Whiteboard.
2. Click Multi-panel board. The following dialog appears:



3. Click the COM Port checkboxes to select the ports to be used for your whiteboards (or click Find Whiteboards and let **ibid** detect them). The status is displayed for any ports already in use.
4. Click Next. The following dialog appears:



To use one of your whiteboards for LCD projection, see page 8-13. Otherwise, deselect Use projection screen.



5 Click OK.

For information on working with more than one Polaroid whiteboard, see *Using More Than One Whiteboard* on page 2-13.

Calibrating LCD Projection

Generally, you calibrate LCD projection only the first time you use Projection mode, or after you move the projector or whiteboard.

If you have never used Projection mode before, follow the complete configuration procedure under *Configuring Your Whiteboard* on page 1-6 instead of the steps below.

If you are not in Projection mode

1 Connect an LCD projector to your PC and project the image completely and squarely onto your whiteboard's white area, without covering the icon strip or whiteboard frame.

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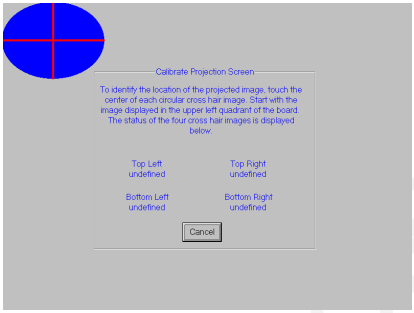
2 Press Projection on the whiteboard or click in **ibid**. The Projection LED on the whiteboard lights and the following dialog appears:



If the dialog does not appear, select Edit->Options. On the Projection Properties tab, uncheck the Use previous calibration points checkbox. Repeat Step 2.

3 Touch the points where the red lines intersect in order as prompted.

If you are already in Projection mode

1 Touch Calibrate on the projected **ibid** Dashboard:

OR

In **ibid**, select Edit->Configure Whiteboard and click Next.

2 Touch the points where the red lines intersect in order as prompted.

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Uninstalling ibid

Uninstalling the **ibid** software removes only the application files. Your **ibid** (.wbd) files are not deleted.

1. On the Windows taskbar, select Start->Programs->**ibid**->Uninstall **ibid**:

2. Click Yes to remove all application components completely.

You may have to delete some application files manually after you uninstall ibid.

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2 ibid Basics

In This Chapter...

How the Polaroid Whiteboard Works ~ 2

Using Whiteboard Icons ~ 4

Viewing Your Whiteboard in ibid ~ 5

Using ibid Annotation Tools ~ 10

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How the Polaroid Whiteboard Works

The Polaroid whiteboard's surface is touch-sensitive. Whenever you write or draw on the whiteboard with dry-erase markers and the **ibid** software is running on a connected PC, each stroke is recorded by the software.

The whiteboard's surface can be damaged by sharp objects, such as ballpoint pens and rulers. Scratches can cause permanent ink stains and data loss due to electrical malfunctions. Use only the recommended markers and erasers.

Recording writing

ibid records writing data by detecting a single point of pressure. Whenever you write on the whiteboard, make sure there is only one point of contact at a time. Press a pen icon on the whiteboard then write in that color using firm, consistent pressure. You can write in only one color at a time.

It is normal for the whiteboard's green LED to glow brighter when you touch or write on the whiteboard.

Recording erasures

Erase functions are based on a calculated circle around a single point of pressure. To erase:

- **Large areas:** Press Wide Erase on the icon strip or click in **ibid** and use the eraser felt side flat against the whiteboard.
- **Small areas:** Press Narrow Erase or click and use your finger or the edge of the eraser.

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Sounds

Audible feedback indicates which tool you are using. By default, the whiteboard emits the following sounds:

- **Fanfare:** on startup and shutdown
- **Beep:** selecting a tool (pen or eraser)
- **Hum:** using an eraser function
- **Clicks:** touching or writing on the whiteboard

Multiple whiteboards

When more than one Polaroid whiteboard is connected to your PC (tiling), a pen color or erase function selected for one board applies to all boards.

For more information on tiling, see *Using More Than One Whiteboard* on page 2-13.

Data recording formats and resolution

Your Polaroid whiteboard uses a vector-based system, recording points as you write and storing those points as a set of “strokes.” The data transfer rate between the whiteboard and your PC is 192 points per second as you move along the whiteboard. Since under most conditions **ibid** records more data than can be displayed or printed, the data is compressed and near identical points are discarded to reduce file size.

ibid can export data in any of the following formats:

- Bitmap (.bmp)
- Windows metafiles (.wmf)
- JPEG (.jpg)
- TIFF (.tif)

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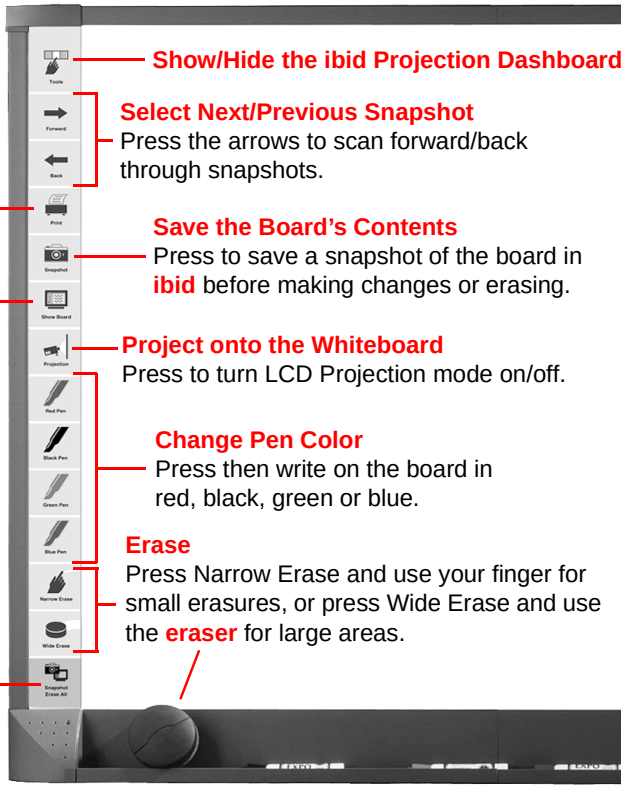
The vector-based data **ibid** records is output at the resolution of the output device, e.g., 72 dpi for a typical monitor or 300 dpi for a 300 dpi printer. Since the data is resolution independent, the higher the resolution of the monitor or printer, the smoother the output.

Using Whiteboard Icons



Show/Hide the ibid Projection Dashboard

Select Next/Previous Snapshot
Press the arrows to scan forward/back through snapshots.

Print the Board
Press to print to your default printer.

Save the Board's Contents
Press to save a snapshot of the board in **ibid** before making changes or erasing.

Show ibid
Press to bring the **ibid** application to the foreground or background.

Project onto the Whiteboard
Press to turn LCD Projection mode on/off.

Change Pen Color
Press then write on the board in red, black, green or blue.

Erase
Press Narrow Erase and use your finger for small erasures, or press Wide Erase and use the **eraser** for large areas.

Erase the Whole Board
Press to save a snapshot of the board's contents in **ibid** and open up a new, blank board. Then use the eraser to erase all the writing on the board.

Viewing Your Whiteboard in ibid

After you launch **ibid**, the software records everything you write on the whiteboard to a file. You can use **ibid** in two ways:

- Connected to a Polaroid whiteboard to record your whiteboard activity.
- Without the whiteboard (or with it disconnected or unplugged) to work with snapshot files.

When using ibid with the whiteboard disconnected or off, no whiteboard activity is recorded. To resume recording whiteboard activity, plug in the whiteboard again.

To customize your use of **ibid**, see Chapter 9.

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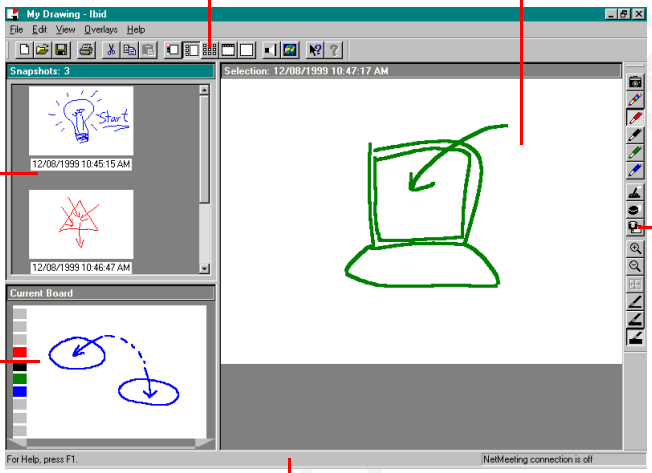
Understanding the ibid main window

The **ibid** main window appears whenever you launch the application. Its main components are:

Snapshot Pane
Shows all snapshots with date/time taken.

ibid Toolbar
Contains file, view, mode and help tools.

Selection Pane
Shows currently selected board or snapshot.



Current Board Pane
Shows contents of current board.

Status Bar
Displays tips (left) and status messages (right).

Annotation Bar
Contains pen, erase and zoom tools.

ibid icon functions are also available in the menus.

Displaying ibid toolbars

The **ibid** Toolbar and Annotation toolbar can be hidden or placed horizontally or vertically along any side of the main window, or anywhere as floating windows. The Status Bar can be hidden or displayed only at the bottom.

- To hide or show a bar (toggle), select View->Toolbar/Annotation Bar/Status Bar.
- To move a toolbar, click its border and drag it to a new location.

The Status Bar cannot be moved.

Viewing images

In addition to using standard Windows® window tools (Restore, Move, Size, Minimize, Maximize, Close), you can view images in **ibid** in different ways.

STANDARD VIEWING OPTIONS

Option	Procedure
Fill the Selection pane with an image	Click a Snapshot or the Current Board.
Activate a different pane	Click the pane or select View->Next/ Previous Pane.
Fill the application window with an image	Double-click the image.
Resize panes	Drag the dividers between the panes.
View Current Board only	Click .
View Snapshots, Current Board and Selection pane (default)	Click or select View->Normal.
View Snapshots only	Click or select View->Snapshots.
View Selection only	Click or select View->Selection.
View Selection full-screen (see *Full-Screen Viewing Options* on page 2-9)	Click or select View->Selection.

STANDARD VIEWING OPTIONS (CONTINUED)

Option	Procedure
Leave full-screen view	Click to bring ibid to the fore-ground or click Esc.
Zoom in on Selection	Click or select View->Zoom In, then click an area in the Selection pane.
Zoom out on Selection	Click or select View->Zoom Out.
Return to original magnification	Click .

In full-screen view, the floating annotation toolbar appears:

You cannot hide the toolbar in full-screen view.

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In addition to standard pen tools, the floating toolbar offers the following viewing options:

FULL-SCREEN VIEWING OPTIONS

Option	Procedure
View the next snapshot	Click .
View the previous snapshot	Click .
Zoom in	Click and click on an area.
Zoom out	Click .
Resize the image to fill the screen (available only in zoom mode)	Click .
View more/fewer tools (toggle)	Click .
Leave full-screen view	Click or .

Keeping ibid displayed

If the **ibid** application is minimized or in the background, you can bring up the application by pressing Show Board on the whiteboard. In Projection mode, this button toggles between showing **ibid** and your current application.

If ibid is running, the main window appears. Otherwise, you must launch the application first.

To keep **ibid** displayed so you can follow how your whiteboard activity is being recorded, disable any screen saver as follows:

1. In **ibid**, select Edit->Option.
2. Click the General tab.
3. Check the Override screen saver checkbox.

Setting this option does not affect **ibid**'s ability to record data. A slight flickering of the cursor with this override activated is normal.

This option does not override a password protected screen saver.

Using ibid Annotation Tools

Annotation consists of writing on the whiteboard or marking up the Selection pane (showing the Current Board or a Snapshot) in **ibid** with the pen/eraser tools. You can take a snapshot of the whiteboard at any time to preserve your annotations or add more later.

Annotations on the whiteboard and in the ibid software are recorded together in the Current Board and Selection panes.

If you are in Projection mode (for more information, see Chapter 8), always use the stylus for annotating, not the markers.

Sample annotation workflow

1. If necessary, display the Annotation toolbar in **ibid** by selecting View->Annotation Bar.
2. Position the toolbar for your convenience.
3. Select a pen color in the toolbar or on the whiteboard.
4. Click the Selection pane in **ibid** to make it the current view. The cursor changes to look like a pen.
5. Mark up the board or Selection pane.
6. Press or click other pen colors as desired.

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7 Press Snapshot or click to record your annotations as desired.

To record a snapshot and continue with an empty whiteboard, press Snapshot/Erase All or click , then clear the whiteboard with the eraser.

8 Save your work in the **ibid** file.

Using the pens

The default pen color at startup is Black, indicated by the lit Black LED on the whiteboard (and the depressed black pen icon in **ibid** when you are in Projection mode). To change the default color at startup, see *Changing Default Pen Options* on page 6-6.

When you select a pen color, the whiteboard beeps. As you write, a click confirms that you are starting to annotate. A selected pen color (or eraser) stays in effect until you select a different one.

By default, ibid switches to the last pen you used after 45 seconds of inactivity to protect your work if you accidentally forget to select a pen again after erasing. To turn this feature off or to change the delay time, see *Changing Default Pen Options* on page 6-6.

In **ibid** (not at the whiteboard), you can select three pen sizes for annotations:

IBID PEN SIZES

Option	Procedure
Small	Click or select Edit->Pen Size->Small.
Medium	Click or select Edit->Pen Size->Medium.
Large	Click or select Edit->Pen Size->Large.

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The pen size applies to all annotations on the current and future selections. You cannot mix pen sizes on the same board or snapshot.

Using the eraser options

Whenever you select an erase option, the whiteboard makes a humming sound as a reminder. There are three erase options in **ibid**:

- To make small erasures, press Narrow Erase or click , then use your finger or the edge of the eraser on the whiteboard.
- To erase large areas, press Wide Erase or click , then use the eraser felt side flat against the whiteboard.
- To erase the entire whiteboard, press Snapshot/ Erase All or click , then erase the board.

You can also use Snapshot/Erase All with an empty current board to place a blank snapshot in ibid.

After using an erase function, it is recommended that you select a pen color to make sure your next annotations are recorded properly.

Taking snapshots

To record your annotations at any time, press Snapshot or click . A snapshot of the current board is recorded, but any annotations are not affected.

You can take as many snapshots as you like. Each is stamped with the date and time it is taken.

For more information on working with snapshots, see Chapter 3.

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Using More Than One Whiteboard

You can use more than one whiteboard at the same time in **ibid** (tiling). Provided you have enough available COM ports on your PC, you can link up to 4 whiteboards to increase the writing space.

When tiling, all the whiteboards must be the same size.

Before using tiling, configure the **ibid** software properly (see *Configuring More Than One Whiteboard* on page 1-7).

You can also have multiple Polaroid whiteboards while in Projection mode. Use one whiteboard as a touchscreen for projection and the other(s) for annotations.

The whiteboard buttons for pen color and erasers activate that function on all tiled Polaroid whiteboards. For example, pressing the Red pen button on one whiteboard selects the red pen color on all whiteboards.

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3 Working with Snapshots

In This Chapter...

Understanding Snapshots ~ 2

Creating Snapshots ~ 2

Viewing Snapshots ~ 4

Selecting Snapshots ~ 5

Copying/Moving Snapshots ~ 5

Renaming Snapshots ~ 7

Deleting Snapshots ~ 8

Annotating Snapshots ~ 8

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Understanding Snapshots

A snapshot is an image of the current state of your Polaroid whiteboard. Taking a snapshot does not change the image; it simply inserts the image in a running list. You can continue to annotate or erase the whiteboard. Snapshots can be:

- Inserted in an **ibid** file to record the progression of annotations
- Sent in E-mail using the Send command
- Exported in bitmap, Windows metafile, JPEG or TIFF file formats
- Published on the Worldwide Web as HTML files.

Snapshots are listed in the order of their creation in the Snapshot pane (top left) of the **ibid** main window. The Snapshot function is enabled only if you have made a change on the whiteboard (erasure or annotation).

Select File->Save to permanently save the data.

Creating Snapshots

With **ibid** running, annotate your whiteboard as desired, then take a snapshot in one of the following ways:

MANUAL SNAPSHOT OPTIONS

Option	Procedure
Take a snapshot and continue working on the same image	Click on the Annotation toolbar, press Snapshot on the whiteboard or select Edit->Snapshot.
Take a snapshot and erase the board's contents	Click on the Annotation toolbar, press Snapshot/Erase All on the whiteboard or select Edit->Erase All.

If you use Snapshot/Erase All, erase the whiteboard with the eraser before starting to annotate again.

Taking automatic snapshots

You can also create snapshots automatically at set intervals. To do so:

1. In **ibid**, select Edit->Options.
2. Click the Auto Actions tab.
3. Check the checkbox next to Take snapshot after the whiteboard is idle.
4. Enter an interval between snapshots.

The default setting for this option is off.

This option does not duplicate snapshots; if no changes are made during the elapsed time, no snapshot is taken.

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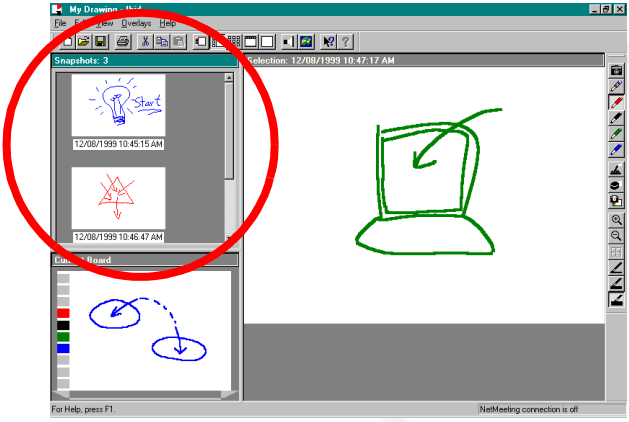
Viewing Snapshots

Recorded snapshots are displayed in the Snapshot pane of the **ibid** main window as a series of thumbnails:



SNAPSHOT VIEWING OPTIONS

Option	Procedure
Scroll through the list of snapshots	Click the Snapshot pane scroll bar.
Fill the Selection pane with a snapshot for better viewing.	Click the snapshot.
Fill the main window with a snapshot	Double-click the snapshot.
View all snapshots only	Click or select View->Snapshots.
Zoom in on a snapshot	Click or select View->Zoom In, then click an area in the Selection pane.
Zoom out on a snapshot	Click or select View->Zoom Out.

Snapshot captions

Each snapshot is named with a caption indicating the date and time it was created. Whenever you print a snapshot, this caption is included.

To change a snapshot caption, see *Renaming Snapshots* on page 3-7.

Selecting Snapshots

You can select snapshots and view, copy, move or export them.

SNAPSHOT SELECTION OPTIONS

Option	Procedure
Select a snapshot	Click the snapshot in the Snapshot pane.
Select a range of sequential snapshots	Click the first snapshot, then press Shift and click the last snapshot.
Select several non-sequential snapshots	Hold down Ctrl and click all desired snapshots.
Select several snapshots	Drag a selection rectangle around the snapshots.

Copying/Moving Snapshots

Snapshots can be copied or moved:

- Within the current **ibid** .wbd file
- Into another **ibid** .wbd file
- Into another application

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Copying/Moving snapshots within ibid

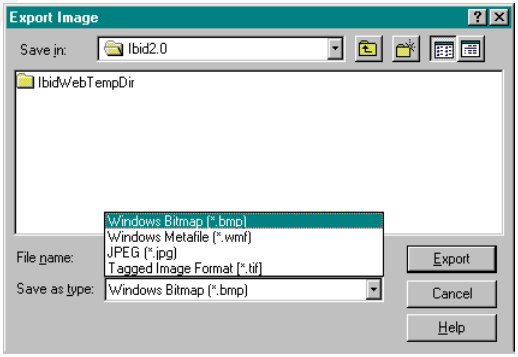
SNAPSHOT COPY/MOVE OPTIONS

Option	Procedure
Move a snapshot in the same file	Click and drag the snapshot to reposition it.
Copy a snapshot in the same file	Click the snapshot and use standard Windows copy and paste commands.
Copy/Move a snapshot to another file	Click and drag the snapshot into any OLE-compliant application or use standard Windows copy/cut and paste commands.
Select a sequence of snapshots	Click the first snapshot, then press Shift and click the last snapshot.
Select non-sequential snapshots	Hold down Ctrl and click all desired snapshots.

Exporting snapshots

Snapshots can be exported for use in other Windows applications as follows:

1. Open the **ibid** file.
2. Select the snapshot(s) (see *Selecting Snapshots* on page 3-5 for details).
3. Select File->Export Images. The following dialog appears:



4. Select a storage location and enter a file name.
5. Select the file type.
6. Click Export.

The snapshots are saved with the file name you provided followed by a sequential number. For example, if you named the export file Myfile, the snapshots are named Myfile1, Myfile2, Myfile3, etc.

Dragging and dropping snapshots

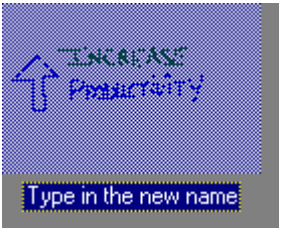
You can drag and drop snapshots directly into any OLE-compliant Windows application as follows:

1. Select the snapshot(s).
2. Press Shift and drag the snapshot(s) to the other application (or to your desktop).

The snapshot(s) remain on the clipboard for use in other applications.

Renaming Snapshots

1. Select the snapshot. The snapshot and caption are highlighted:



2. Click the caption to select the text.
3. Enter the new caption.
4. Press Enter or click anywhere outside the caption.

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Deleting Snapshots

Deleting a snapshot removes only the snapshot. It does not affect the current image.

Snapshot deletion is permanent. There is no undo.

To delete one or more snapshots:

1. Select the snapshot(s).
2. Select Edit->Delete or press Delete on the keyboard.

Annotating Snapshots

1. Click the snapshot in the Snapshot pane to view it in the Selection pane.
2. Using the Annotation toolbar or the whiteboard icon strip, select a pen or eraser.
3. Annotate the snapshot.

The changes are saved in the snapshot.

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4 Working with ibid Files

In This Chapter...

Understanding ibid Files ~ 2

Opening a File ~ 3

Saving a File ~ 4

Creating a New File ~ 5

Closing a File ~ 5

Sending a File via E-mail ~ 5

Using IbidViewer ~ 8

Password Protecting a File ~ 9

Publishing a File as HTML ~ 10

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Understanding ibid Files

An **ibid** file records all pen and eraser strokes, as well as snapshots, made on your Polaroid whiteboard. A session begins when you start writing on the whiteboard with the **ibid** application running and ends when you close the file or exit the application.

All whiteboard activity during a session is recorded in the same file, unless you open a different one. Whenever **ibid** is running, one file (either a saved or untitled file) must be open.

Only one ibid file can be open at a time.

Files are saved in a directory named *Ibid* or at the location you specified during software installation.

Here are some suggestions to keep your files organized:

- Create a folder for each topic and a .wbd file for each session.
- Create a .wbd file for each topic.
- Create a file for each day or time period.

File formats

ibid uses a proprietary, compact, vector-based file format readable only by **ibid** or IbidViewer. For your convenience, the snapshots in **ibid** files can be moved, copied, deleted or renamed. You can also export snapshots from **ibid** files in bitmap (.bmp), Windows metafile (.wmf), JPEG and TIFF formats via the Windows clipboard, or click and drag them into any OLE-compliant application (e.g., Microsoft Word or PowerPoint).

File export via ibid's Send feature is limited to bitmap and Windows metafile formats.

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Opening a File

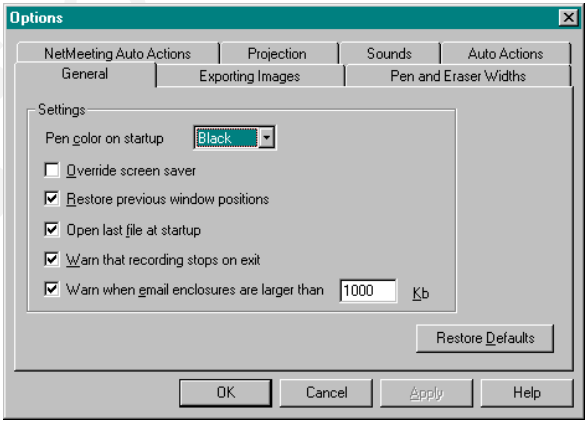
To open an **ibid** file, select File->Open or click , then select the file in the standard Windows file dialog that appears. You can also click one of the recently opened files listed at the bottom of the File menu.

The current file does not need to be closed before you open another one. If there is unsaved data in the current file, you are prompted to save.

Opening your last file at startup

You can set **ibid** to open the file you last worked on whenever you launch the application:

1. Select Edit->Options.
2. Click the General tab.
3. Check the option Open last file at startup:



If you do not check this option, ibid opens an untitled file whenever it is launched.

Saving a File

Keep the following points in mind when saving:

- The default file type is .wbd. If you change the extension, **ibid** cannot read the file.
- The newly named file becomes the open file.
- Save untitled files to store the data permanently.
- Whiteboard activity is recorded as long as **ibid** and the whiteboard are running.
- Creating a snapshot does not save your data. Use File->Save or File->Save As.
- When an unexpected shutdown occurs (e.g., due to power failure), data is not necessarily lost. **ibid** data is stored in a temporary rescue file displayed when the application is restarted.

If your system shuts down without saving your ibid session (for example, during a sudden power outage), ibid saves the data in a log file in the WINDOWS\TEMP directory. The next time you open ibid your data is recovered.

Saving in the same file

To save a file during your **ibid** session, select File->Save or click . When you save a file for the first time, the Save As dialog appears.

Saving in a different file

To specify a new name or location for a file or to rename a file, select File->Save As.

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Creating a New File

To create a new **ibid** file — and start a new session — select File->New or click . If there is unsaved data in the current **ibid** session, you are prompted to save.

Closing a File

To close an **ibid** file — and end the session — select File->Close. If the file contains unsaved data, you are prompted to save it.

Closing an **ibid** file opens a new, untitled file, since Ibid must always have an open file.

The Close option is helpful to carry over the last snapshot from your previous file and continue working on it in the new file.

To close a file and stop using **ibid**, select File->Exit.

Sending a File via E-mail

Directly in the **ibid** application, you can send **ibid** files to others via E-mail in two formats:

- Selected snapshot(s) in bitmap (.bmp) or Windows metafile (.wmf) format
- The complete **ibid** file (.wbd)

ibid or IbidViewer must be installed on the recipient's PC to be able to read the ibid file.

The **ibid** Send option uses your standard MAPI-enabled E-mail application (e.g., Microsoft Outlook) to send the **ibid** files as E-mail attachments.

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Both you and the recipient must use a MAPI-enabled electronic mail application installed on a Windows 95/98 or NT system.

Certain E-mail applications cannot handle large file sizes (e.g., in excess of 1000 KB). If your E-mail system cannot accommodate large files, send several, smaller ones.

You can configure ibid to warn you if the file size exceeds a limit you set (see *Specifying ibid Warnings* on page 6-3).

Each time you send in **ibid**, select from the following options:

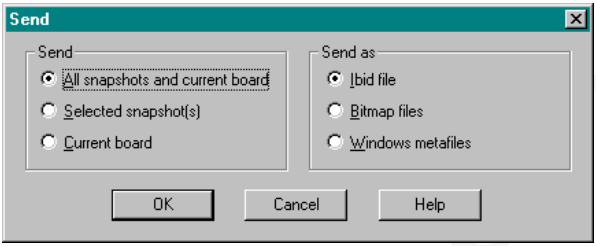
IBID SEND OPTIONS

Option	Description
All snapshots and current board	(Default) Sends the entire current **ibid** file.
Selected Snapshots (grayed out if no snapshots are selected)	Send the selected snapshot(s).
Current board	Sends the contents of the current board (you do not need to take a snapshot).
ibid file	Sends the entire **ibid** (.wbd) file. Recipients must have **ibid** or IbidViewer to read the file.
Bitmap files	Sends .bmp files, which can be opened in any application that can read bitmap files (e.g., Paint).
Windows metafiles	Sends .wmf files, which can be opened in any application that can read metafiles (e.g., Word).

To send all or part of an **ibid** file:

1. Open the **ibid** file.
2. (optional) Select the snapshot(s).

3 Select File->Send. The following dialog appears:



4 Select the sent items: All snapshots and current board or Current board.

5 Select the file type: **ibid** file, Bitmap files or Windows metafiles.

6 Click OK.

7 Select an E-mail application profile (e.g., Microsoft Outlook) or create a new one by clicking New.

For more information on profiles, see your Windows documentation.

8 Click OK. Your standard E-mail new message window appears with the **ibid** file(s) attached.

9 Address and send the E-mail normally.

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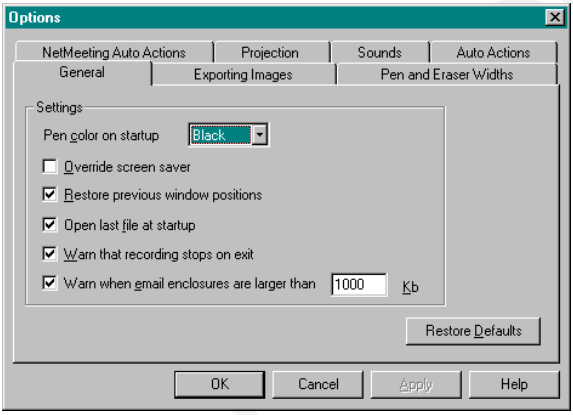
Setting the E-mail file size warning

By default, **ibid** warns you before you send files larger than 1000 KB. You can specify a different maximum file size or deactivate the warning:

1. Select Edit->Options.
2. Click the General tab.



3. Enter a different maximum file size in the file size field.
   OR
   Uncheck the warning option to deactivate it.
4. Click Apply and/or OK to confirm the setting and close the dialog.

Using IbidViewer

IbidViewer is a freely distributable application that is installed along with **ibid**. It is designed to let users who do not have **ibid** view **ibid** files.

Users who do not have ibid cannot edit ibid files.

To send an **ibid** file with IbidViewer:

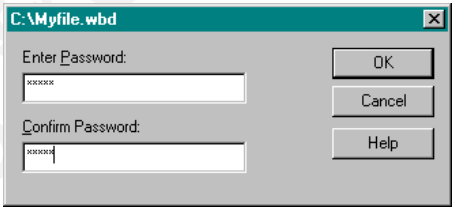
1. Use the Send feature to attach your **ibid** file to an E-mail (see *Sending a File via E-mail* on page 4-5).
2. Attach IbidViewer to the E-mail.
3. Instruct the recipients to double-click Ibidview.exe first to install IbidViewer, then double-click the **ibid** file to view it.

Password Protecting a File

A password protected file can be opened only by entering the correct password.

To password protect a file:

1. Open the **ibid** file.
2. Select File->Password. The following dialog appears:



3. Enter a password.
4. Press Tab and enter the password again as a confirmation.
5. Click OK to apply your password and close the dialog.

The password applies only to the current ibid file.

You can continue working in the file, but once you close it, you must enter the password to open it.

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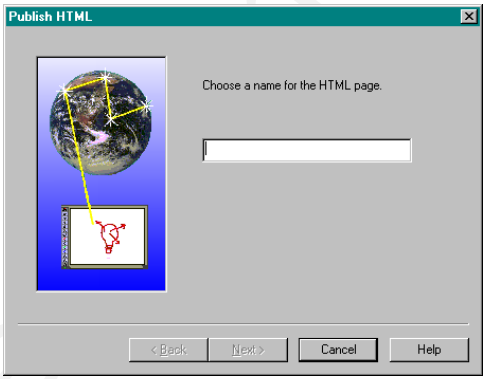
Publishing a File as HTML

You can convert all or part of an **ibid** (.wbd) file to HTML format for posting on the Worldwide Web.

Before using this feature, make sure the Microsoft Web Publishing Wizard is installed on your PC. If necessary, you can download the wizard at www.microsoft.com/windows/software/webpost.

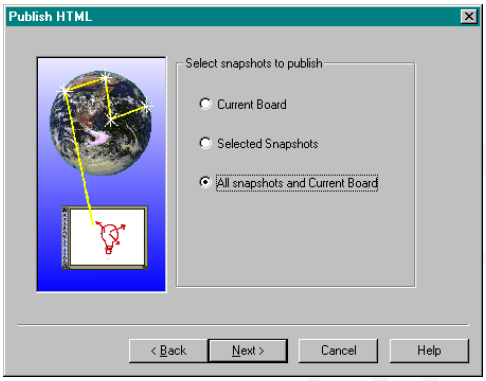
To publish an **ibid** file as HTML:

1. Open the file.
2. (optional) Select the snapshot(s) to be published.
3. Select File->Publish HTML. The following dialog appears:



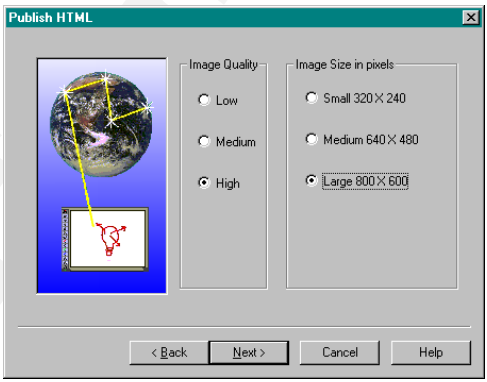
4. Enter a name for the HTML file.

5 Click Next. The following dialog appears:



6 Select the items to be published: Current Board, Selected Snapshots (if you selected snapshots in Step 2) or both.

7 Click Next. The following dialog appears:



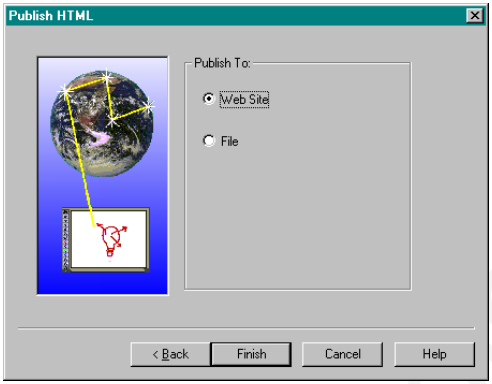
8 Select the image size and quality.

The higher the image quality and image size, the larger the resulting file.

9 Click Next.

10 (optional) Enter a heading to appear on the HTML page.

11 Click Next. The following dialog appears:



12 Select Web Page to post the files to your designated URL, or select File to save the images in an HTML file.

13 Click Finish.

- If you selected File, you are prompted to select a destination for the HTML file. The file and its associated graphics folder are saved at that destination.
- If you selected Web Page, the Web Publishing Wizard starts. Follow the prompts to set up your Web page.

The designated URL is set up in the Microsoft Web Publishing Wizard. See your Windows documentation or contact your network administrator for more information.

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5 PRINTING YOUR WORK

In This Chapter...

Setting Up for Printing ~ 2

Printing from the Whiteboard ~ 2

Printing from the ibid Application ~ 3

Previewing Your Printout ~ 4

Specifying Print Options ~ 5

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Setting Up for Printing

Before you print from **ibid**, set up your printer and certain print options as follows:

1. Make sure at least one printer is installed, connected and powered on.
2. Open an **ibid** file.
3. Select File->Print Setup. The standard Windows Print Setup dialog appears.
4. Select your printer.
5. Select the orientation: Portrait or Landscape.

The default orientation matches your board type.

6. Select the print options (paper size, printer properties, etc.) normally.

Printing from the Whiteboard

At the Polaroid whiteboard, print the current board image by pressing Print. The whiteboard beeps and a snapshot of the current board is printed using the current Print Setup settings.

Pressing Print at the whiteboard does not insert a snapshot into your **ibid** file or affect the image in any way.

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In Projection mode, pressing Print at the whiteboard produces the following results:

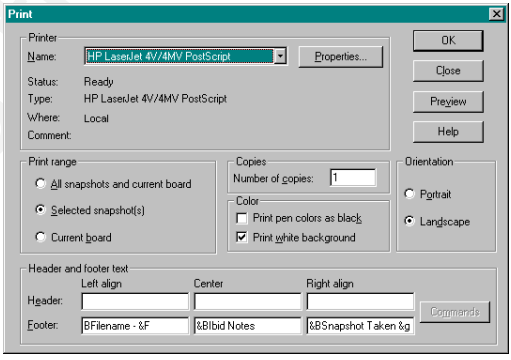
PROJECTION MODE PRINT OUTPUT

Active Application	Print Output
ibid	Selected snapshot (via the Print dialog)
NetMeeting whiteboard	NetMeeting snapshot (via the Print dialog)
Other	Screen contents (no Print dialog)

Printing from the ibid Application

Printing with custom print options

1. Open an **ibid** file.
2. (optional) Select the snapshot(s) to print.
3. Select File->Print. The following dialog appears:



4. Specify your print options. For more information on print options, see *Specifying Print Options* on page 5-5.

5 (optional) Click Preview to check the image before it is printed.

6 Click Print.

Printing with current printer settings

1 Open an **ibid** file.

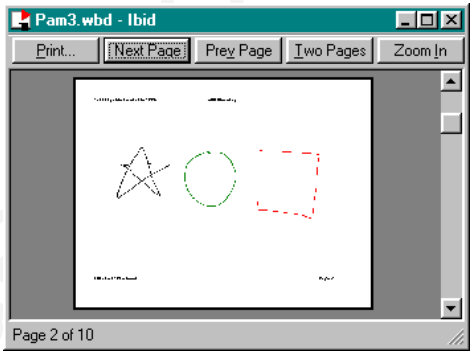
2 Select the snapshot(s) to print.

3 Click .

Previewing Your Printout

To see how your output will appear when printed with the current print settings:

1 In the **ibid** file, select File->Print Preview. The following dialog appears:



2 View your snapshots using the navigation buttons and scroll bar.

3 Click Print to bring up the Print dialog, or click the close box in the upper right corner to close the dialog and return to the **ibid** main window.

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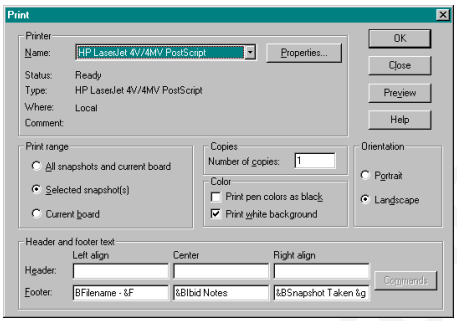
Specifying Print Options

When you select File->Print in **ibid**, the following dialog appears:



Use this dialog to specify the following print settings:

- Printer and printer properties
- Which items to print
- Number of copies
- How to print colors
- Orientation
- Headers and/or footers

Printing colors

Printouts are in color only if you are using a color printer.

In the Color area you can specify two options:

- **Print pen colors as black:** Select this option when printing to a black-and-white printer. Colors are differentiated using shades of gray.
- **Print white background:** If you have changed the background color to anything but white, use this option to print on a white background without resetting the background color for the image or file. If this option is unchecked, your non-white background prints as is.

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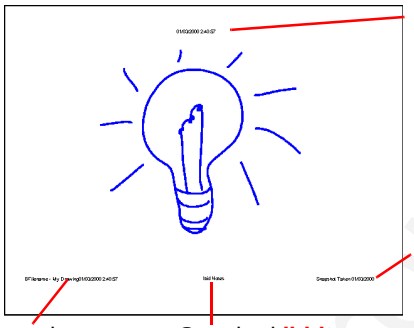
Using headers and footers

By default, **ibid** files are printed with the following boldface header and footer:



The header and footer text can be formatted using commands represented by codes (e.g., &b for boldface). To customize your headers or footers, click a header/footer field, then click Commands (see the table *Header/Footer Commands* on page 5-7 for definitions).

Keep the following in mind when using header/footer commands:

- Always place commands *immediately before* the text to which they apply. For example, to print the word *Company* in bold and italics, enter *&B&ICompany*.
- You can use multiple commands in a field. Place a comma between computer-generated data (e.g., file name, page number) and custom data (e.g., font name, boldface).
- If you use more than one command in a field and the commands conflict, the one closest to the text takes precedence. For example, if you enter *&"Courier"&"Arial"Company*, the word *Company* prints in Arial.

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Note about TrueType fonts: If you specify a large font size in Print Preview for these fonts, the text may appear incorrectly. However, the printout will be correct.

HEADER/FOOTER COMMANDS

Command	Code	Description
Snapshot Date (Short Format)	&g	Inserts the date the snapshot was taken in the format 01/01/00.
Snapshot Date (Long Format)	&G	Inserts the date the snapshot was taken in the format January 1, 2000.
Snapshot Time	&H or &h	Inserts the time the snapshot was taken.
Snapshot Caption	&M or &m	Inserts the snapshot caption.
Current Date (Short Format)	&d	Inserts the current date in the format 01/01/00.
Current Date (Long Format)	&D	Inserts the current date in the format January 1, 2000.
Current Time	&T or &t	Inserts the current time.
Filename	&F or &f	Inserts the filename.
Total Pages	&N or &n	Inserts the total number of pages in the file.
Page Number	&P or &p	Inserts the page number on each page.
Ampersand	&&	Inserts the ampersand character (&).
Bold Text	&B or &b	Formats all the following text in the field in boldface type.
Italic Text	&I or &i	Formats all the following text in the field in italic type.
Underline Text	&U or &u	Underlines all the following text in the field.
Strike Out Text	&S or &s	Strikes out all the following text in the field.

HEADER/FOOTER COMMANDS (CONTINUED)

Command	Code	Description
Default Font	&Z or &z	Returns all the following text to the default font (Arial).
Font Size	&nn	Sets the point size of all the following text to the number you specify in *nn* (e.g., 08, 12, 18).
Font Name	&"font name"	Sets all the following text in the specified font. Include the quotation marks and type the font name exactly as it appears in the Printer install menu in the Program Manager.

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6 CUSTOMIZING IBID

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Restoring Window Positions

When you resize the **ibid** main window and panes, you can set **ibid** to restore those settings the next time you launch the application or create a new .wbd file.

To restore your current window positions:

1. Select Edit->Options.
2. Click the General tab.
3. Check the Restore previous window positions checkbox.
4. Click Apply and/or OK to apply the setting and close the dialog.

Displaying the Last File at Startup

You can set **ibid** to open the last file you were working in the next time you launch the application. To do so:

1. Select Edit->Options.
2. Click the General tab.
3. Check the Open last file at startup checkbox.

To open a new, blank file when you launch ibid, leave this option unchecked.

4. Click Apply and/or OK to apply the setting and close the dialog.

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Specifying ibid Warnings

You can specify whether **ibid** will warn you under the following conditions:

- When exiting **ibid** to remind you that whiteboard activity is no longer recorded when you close the application.
- When you send **ibid** snapshots as E-mail attachments and they exceed a specified size (default: 1000 KB).

To set these warnings:

1. Select Edit->Options.
2. Click the General tab.
3. Check the checkbox for the desired option.
4. Click Apply and/or OK to apply the setting and close the dialog.

Taking Automatic Snapshots

You can set **ibid** to take automatic snapshots at regular intervals as follows:

1. Select Edit->Options.

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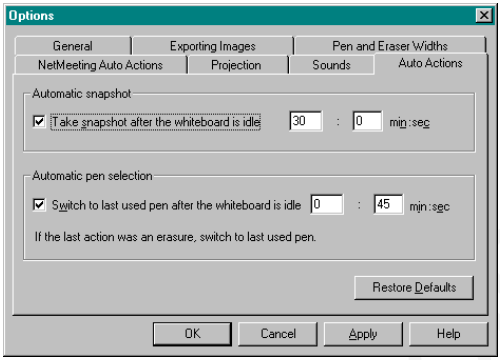
2. Click the Auto Actions tab. The following dialog appears:



3. Check the checkbox next to Take snapshot after the whiteboard is idle.

4. Enter the amount of time to elapse before **ibid** takes a snapshot in minutes and seconds.

5. Click Apply and/or OK to apply the setting and close the dialog.

Customizing ibid Sounds

Audible feedback indicates which tool you are using. By default, the whiteboard emits the following sounds:

- **Fanfare:** on startup and shutdown
- **Beep:** selecting a tool (pen or eraser)
- **Hum:** using an eraser function
- **Clicks:** touching or writing on the whiteboard

You can change the sounds associated with functions or turn them off.

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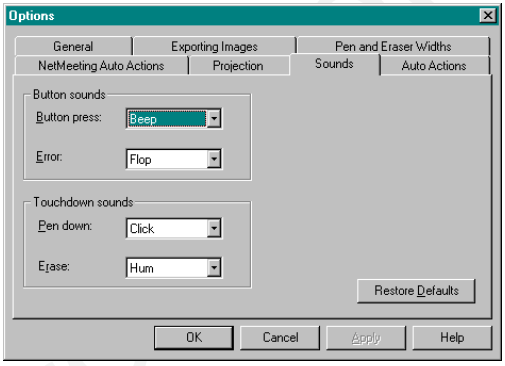
If you turn sounds off, you get no audible feedback that a particular tool is in use, that the whiteboard is communicating with your PC or that an error exists. We recommend that you not customize sound settings until you are thoroughly familiar with ibid.

To customize sound settings:

1. Select Edit->Options.
2. Click the Sounds tab. The following dialog appears:



3. Select a sound for each function (whiteboard button press, error, pen and eraser touch) from the drop-down menus.

To restore the default sounds, click Restore Defaults.

4. Click Apply and/or OK to apply the settings and close the dialog.

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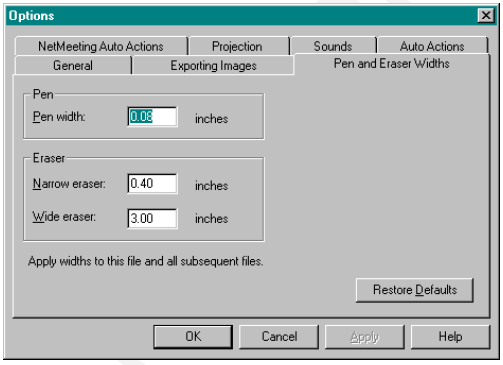
Changing Pen and Eraser Widths

The pen and eraser width values in **ibid** are:

- **Pen:** 0.01 - .15 inches
- **Narrow eraser:** 0.1 - 2.5 inches
- **Wide eraser:** 1 - 5 inches

To change width values in the current and all future files:

1. Select Edit->Options.
2. Click the Pen and Eraser Widths tab. The following dialog appears:



3. Enter the pen and eraser widths in the fields.
4. Click Apply and/or OK to apply the settings and close the dialog.

Changing Default Pen Options

Changing the default pen color

The default pen color in **ibid** is Black. To change the default color:

1. Select Edit->Options.

2 Click the General tab.

3 Select a color from the Pen color on startup drop-down menu.

4 Click Apply and/or OK to apply the setting and close the dialog.

Changing the default pen time

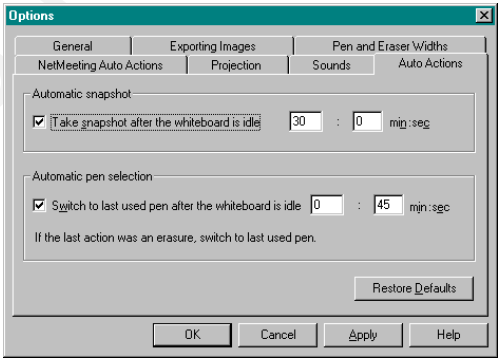
You can set **ibid** to switch to the default pen color after a specified amount of time. This feature protects your work if your last action was an erasure and you forgot to specify a new pen color.

If you do not use this option, the tool you select (pen or eraser) stays in effect until you select a different one.

To set the default pen time:

1 Select Edit->Options.

2 Click the Auto Actions tab. The following dialog appears:



3 Check the checkbox next to Switch to last used pen after the whiteboard is idle.

4 Enter the amount of time to elapse before **ibid** switches to the default pen in minutes and seconds (default is 45 seconds).

5 Click Apply and/or OK to apply the setting and close the dialog.

To specify the default pen color, see *Changing the default pen color* on page 6-6.

Changing ibid Colors

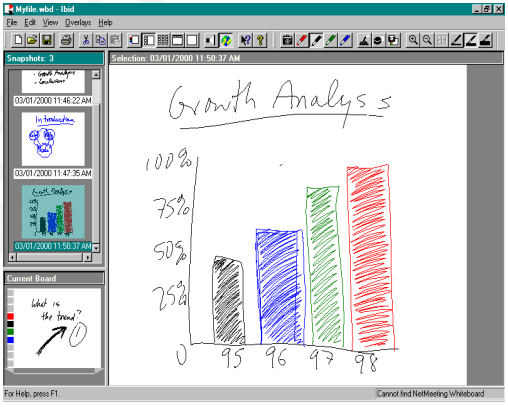
Changing default pen and background colors

The available default colors in **ibid** are:

- **Pens:** Red, Black, Green, Blue
- **Background:** White

These default pen colors are designed to correspond to the colors of the buttons on the whiteboard and the markers supplied with the Polaroid whiteboard.

As an example, the default colors appear as follows in **ibid**:

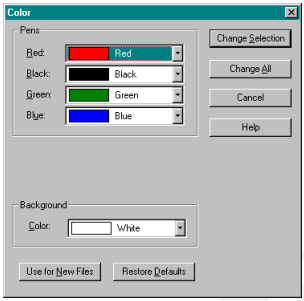


You can select different colors from a palette of 16 additional colors.

The colors you select take the place of the default colors.

To change the default colors:

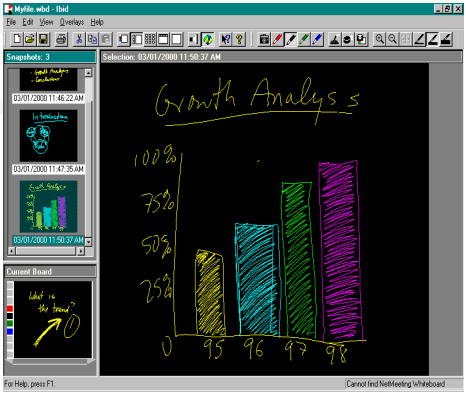
1. Select Edit->Color. The following dialog appears:



2. Select a new pen and/or background color from one or more of the dropdown menus.

3. To apply the new colors to the current file and all future files, click Change Selection or Change All.
   OR
   To apply the new colors to future files only, click Use for New Files.

If you applied the color change to the current file, your new colors take effect immediately. For example:



Restoring default pen and background colors

At any time, return the pen and background colors to the system defaults by clicking Restore Defaults in the Color dialog.

All default colors are restored.

Overriding a Screen Saver

This feature is not available under Windows NT.

When you are at the whiteboard, a screen saver running on your PC may interfere with your ability to monitor the **ibid** application window as you work. You can override your PC's screen saver settings in **ibid** without having to change those settings.

When you activate this option, the cursor on your screen flickers slightly to indicate that the option is activated.

To override your screen saver:

1. Select Edit->Options.
2. Click the General tab.
3. Check the Override screen saver checkbox.
4. Click Apply and/or OK to apply the setting and close the dialog.

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7 USING OVERLAYS

In This Chapter...

How Overlays Work ~ 2

Creating an Overlay ~ 2

Adding an Overlay ~ 5

Removing an Overlay ~ 5

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How Overlays Work

Overlays are files, created in any Windows application or in **ibid**, that are placed onto an **ibid** snapshot. You can use overlays:

- As grids or patterns for repeated use (such as bar charts)
- As forms
- For headers or footers (for example, to incorporate logos)

Using overlays saves time when you create similar images or want to add the same image to multiple snapshots. Overlays can be reused, even after the whiteboard is erased. You can remove an overlay, and only one overlay can be used at a time.

Overlay files can be in any of the formats supported by **ibid** (bitmap, Windows metafile, JPEG or TIFF).

Creating an Overlay

You can create an overlay in **ibid** or in any application that can generate the following formats:

- Bitmap (.bmp)
- Windows metafile (.wmf)
- JPEG (.jpg)
- TIFF (.tif)

ibid creates overlays only in Windows metafile format.

In **ibid**, you create an overlay file from a snapshot or the current board.

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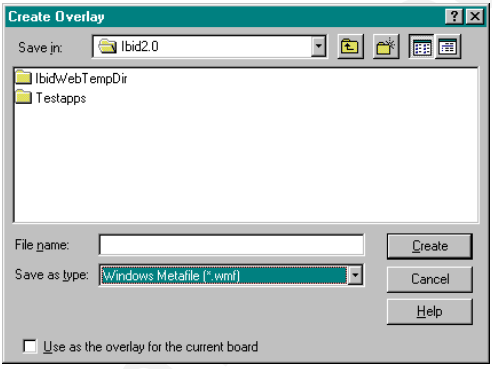
To create an overlay file:

1. Open an **ibid** file.
2. Click the desired image (snapshot or current board) to display it in the Selection pane.
3. Select Overlays->Create Overlay File. The following dialog appears:



4. Select the location to save the overlay and enter a name for the overlay file.
5. (optional) To use the overlay for the current board, check the checkbox.
6. Click Create.

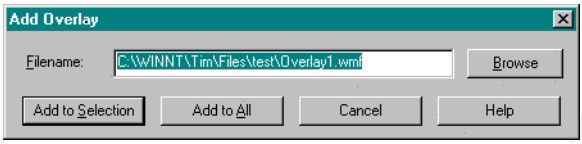
Adding an Overlay

You can add an overlay file to one or more snapshots in your current **ibid** file at any time.

Adding an overlay from a file

1. Open an **ibid** file.
2. (optional) Select the snapshot(s) to which you want to add the overlay.

3 Select Overlays->Add. The following dialog appears:



4 Enter the path and name of a file in a supported **ibid** format or click Browse to select a file from the file dialog.

5 Click Add to Selection to add the overlay to the selected snapshot(s).
OR
Click Add to All to add the overlay to all snapshots in the file.

Adding the current overlay to another snapshot

1 Add an overlay to the current board.

2 Click a snapshot in the Snapshot pane to display it in the Selection pane.

3 Select Overlays->Add from Current Board.

This option is available only if the current board contains an overlay.

Inserting a screenshot as an overlay

You can add the current contents of the screen to a snapshot as an overlay. Use this feature, for example, to annotate:

- Your desktop
- An **ibid** window
- A window from another application

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To insert a screenshot as an overlay:

1. Open an **ibid** file.
2. (optional) Select the snapshot(s) to which you want to add the overlay.
3. Select Overlays->Add from Screen.

To avoid capturing the ibid application, minimize it first.

4. Arrange the screen contents as desired (including opening other applications).
5. Press F11.

Although there is no visible or audible feedback, the screenshot is added to the snapshot(s).

6. View the snapshot with the new overlay in **ibid**.

Removing an Overlay

A snapshot can contain only one overlay at a time. To change overlays, add an overlay to the snapshot. You are prompted to replace the existing overlay.

To remove an overlay from a snapshot:

1. Click the snapshot in the Snapshot pane to display it in the Selection pane.
2. Select Overlays->Remove.
3. Click Yes to confirm the removal.

To remove all overlays from all snapshots, select Overlays->Remove All.

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8

USING PROJECTION WITH IBID

In This Chapter...

Understanding LCD Projection ~ 2

Configuring Projection ~ 2

Customizing Projection Settings ~ 6

Entering and Leaving Projection Mode ~ 8

Projection Mode Basics ~ 8

Annotating in Projection Mode ~ 10

Using Projection with PowerPoint ~ 13

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Understanding LCD Projection

Your Polaroid whiteboard and **ibid** software installed on a PC can be connected to a front-projection LCD projector to provide many useful features:

- Use the whiteboard as a touchscreen to control your PC
- Run slide presentations entirely from the whiteboard
- Capture and annotate all or part of a screenshot.
- Project the **ibid** application onto the whiteboard and use the application tools from the whiteboard
- Use multiple whiteboards (for example, one for projection and a second for writing)

In Projection mode you can use all the **ibid** tools and features and use your finger as a mouse to control your PC. For details, see *Projection Mode Basics* on page 8-8.

Configuring Projection

After you calibrate projection using this procedure, you can set Polaroid to retain the calibration settings (see *Customizing Projection Settings* on page 8-6).

Configuring projection for one whiteboard

1. Connect your Polaroid whiteboard, PC and LCD projector.
2. Turn on the LCD projector and project the image completely and squarely onto your whiteboard's white area, without covering the icon strip or whiteboard frame.

The projected image need not completely cover the white area.

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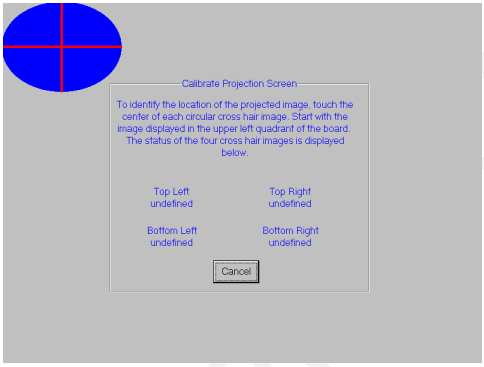
3 Launch **ibid**.

4 Press Projection on the whiteboard.The following appears:



5 On the whiteboard, touch the points where the red lines intersect in order as prompted.

You can also configure projection using the ibid application (see *Calibrating LCD Projection* on page 1-8).

You are now in Projection mode, indicated by the lit Projection LED on the whiteboard and the floating **ibid** Dashboard on the screen.

It is recommended that you use the stylus to annotate in Projection Mode (see *Annotating in Projection Mode* on page 8-10).

Configuring projection with multiple whiteboards

1 Connect your Polaroid whiteboards, PC and LCD projector.

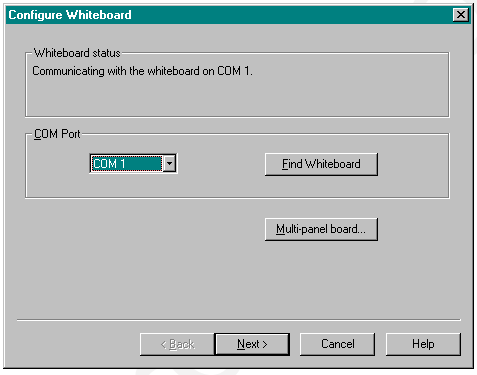
2 Determine which whiteboard will be used for projection.

5 Turn on the LCD projector and project the image completely and squarely onto your projection whiteboard's white area, without covering the icon strip or whiteboard frame.

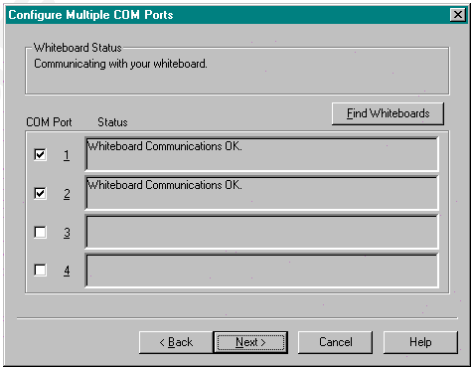
The projected image need not fill the entire whiteboard.

4 Launch **ibid**.

5 Select Edit->Configure Whiteboard. The following dialog appears:

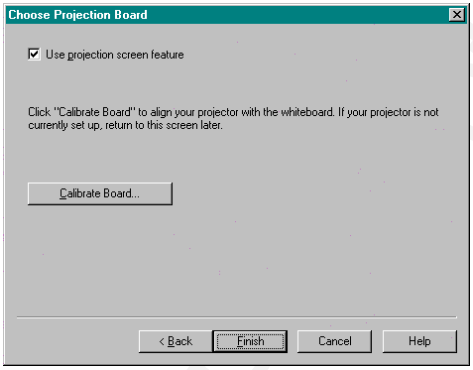


6 If the Whiteboard Status indicates that your PC and whiteboard are communicating, proceed with the next step. Otherwise, click Multi-panel board. The following dialog appears:



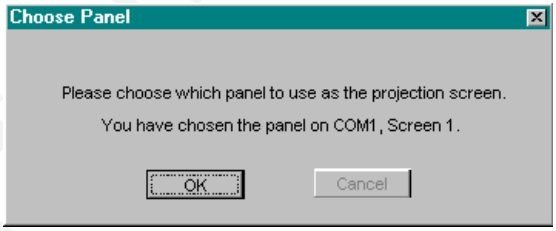
7 Check off the COM ports to which your whiteboards are attached or click Find Whiteboards to let **ibid** locate them.

8 Click Next. The following dialog appears:



9 Check the Use projection screen feature checkbox.

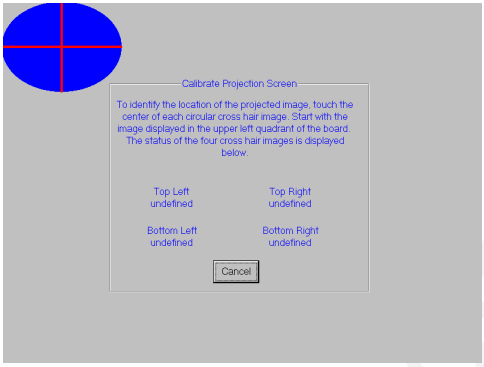
10 Click Finish. The following dialog appears:



11 Touch the whiteboard you are using for projection. The dialog changes to reflect your choice.

12 Click Finish.

13 Click Calibrate Board. The following dialog appears:



14 On the projection whiteboard, touch the points where the red lines intersect in order as prompted.

15 In **ibid**, click Finish.

You are now in Projection mode, indicated by the lit Projection LED on the whiteboard and the floating **ibid** Dashboard on the screen.

You cannot annotate the whiteboard in this mode. For details on annotating in Projection mode, see *Annotating in Projection Mode* on page 8-10.

Customizing Projection Settings

You can customize projection settings in **ibid** as follows:

1 Select Edit->Options.

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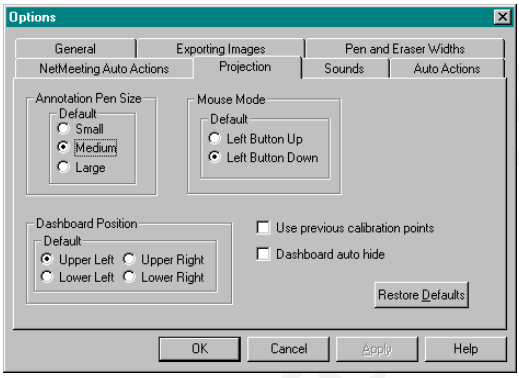
2 Click the Projection tab. The following dialog appears:



3 Select your settings (see the table below).

PROJECTION TAB SETTINGS

Setting	Description
Annotation Pen Size	Set the default pen size for annotating in Projection mode.
Mouse Mode	Set the default as left or right mouse button down. (The Dashboard contains a right mouse click button.)
Dashboard Position	Set the default corner of the screen for the **ibid** Dashboard to appear. You can drag the Dashboard to any position on the screen.
Use previous calibration points	If your whiteboard and projector are in fixed positions, check this box to use the previous calibration points.
Dashboard autoshrink	Reduces the **ibid** Dashboard to the Show Tools button after 10 seconds to save space.

Entering and Leaving Projection Mode

Once you have configured your system for projection (see *Configuring Projection* on page 8-2), you can enter or leave Projection mode in one of three ways:

- On the whiteboard, press Projection.
- In **ibid**, click .
- In **ibid**, select Edit->Projection.

Projection mode is indicated by the lit Projection LED on the whiteboard and the **ibid** Dashboard on screen.

Projection Mode Basics

Controlling your PC

In Projection mode, your finger or the stylus provided with the whiteboard act as a mouse:

These are default settings with the left mouse button down. If you set the right button down as the default (see *Projection Tab Settings* on page 8-7), add an extra tap for each action.

- Tap the whiteboard once to click.
- Tap the whiteboard twice rapidly to double-click.
- Hold your finger or the stylus down and pull it across the surface to simulate a click-and-drag operation (e.g., to move a dialog).

Use only your finger or the stylus in Projection mode, not the markers (see *Annotating in Projection Mode* on page 8-10).

- For a right click, touch Right Click on the **ibid** Dashboard, then tap the whiteboard.

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Using the ibid Dashboard

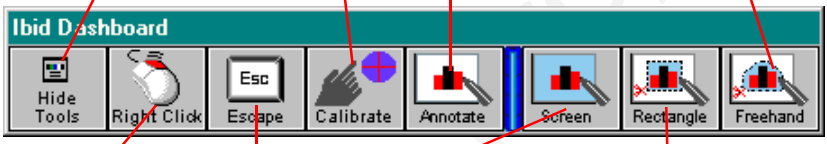
The **ibid** Dashboard appears only in Projection mode and provides the following tools:

Recalibrate the Whiteboard
Touch to calibrate the board if the projector or board has been moved.

Annotate a Custom Area
Touch, then drag to select a custom-shaped area of the projected screen for annotation.

Show/Hide the Tools
Touch Show Tools to expand the Dashboard. Touch Hide Tools to collapse it to save space.

Show Annotation Area Tools
Touch to reveal three annotation area choices.



Right Mouse Click
Touch to make your next tap a right mouse click. (Touch this button before each right click.)

Annotate Full Screen
Touch to "freeze" the entire screen for annotation.

Annotate a Rectangular Area
Touch, then drag to select a rectangular area of the projected screen for annotation.

Use the Escape Key
Touch to perform the same action as the Escape key on the keyboard (for example, to leave full-screen view).

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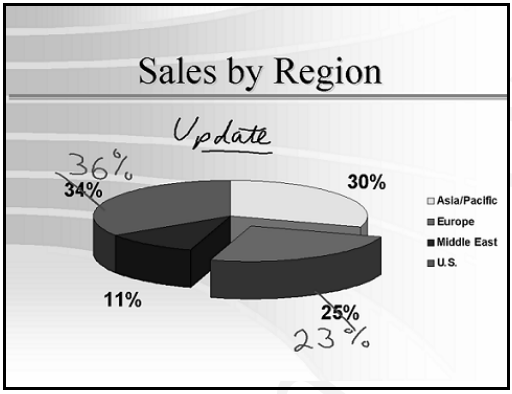
Annotating in Projection Mode

In Projection mode, you can capture all or part of the screen and annotate it using the whiteboard pens. When you are done annotating, you can take a snapshot of the image. This is particularly useful when viewing other applications. For example, you can annotate slides in PowerPoint:



The projected image and any annotations are recorded in ibid, not in the original application file (e.g., PowerPoint).

For more information on using PowerPoint with **ibid**, see *Using Projection with PowerPoint* on page 8-13.

Annotating a full screen

1. Display the desired image on the whiteboard.
2. Press a pen button to begin annotating. The screen "freezes," the pen's LED lights, a pen tool appears in the middle of the screen and the floating annotation toolbar appears on the right side of the screen.
3. Annotate the image as desired.

4 Use the floating annotation toolbar that appears on the right side of the screen to change annotation tools (see *Using the floating annotation tools* on page 8-12 for more information).

5 (optional) Press Snapshot (or touch) to take a snapshot and continue annotating.
OR
Press Snapshot/Erase All (or touch) to take a snapshot and leave Annotation mode.

Annotating a selected area of the screen

You can select an area of the screen to be annotated as follows:

1 Display the desired screen on the whiteboard.

2 Touch Annotate on the **ibid** Dashboard. Three annotation area buttons appear.

3 Touch the button for the shape you want to annotate.

4 Drag your finger around the area to annotate. The area is sized to fill the projection area.

Do not lift your finger until you have selected the entire area.

5 Annotate the image (see Steps 2 through 5 under *Annotating a full screen* on page 8-10).

Toggling between ibid and the current screen

When annotating in Projection mode, you can switch between the current screen and the **ibid** application window to check how **ibid** is recording your annotations and snapshots:

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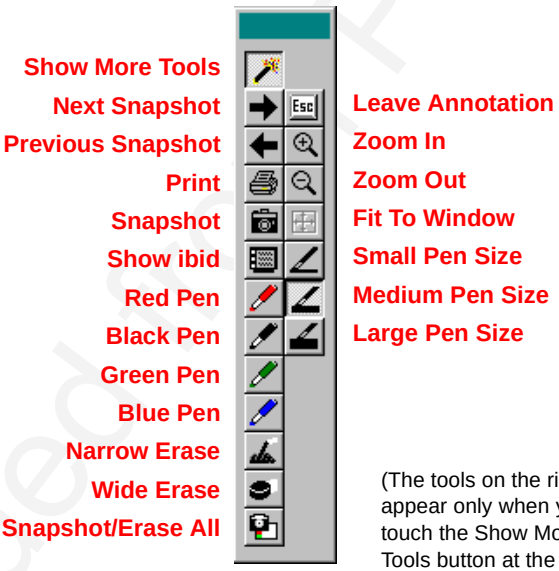
- To bring up the **ibid** application window, press Show Board.
- With **ibid** in the foreground, to return to the application you were most recently in, press Show Board.

Pressing a pen with ibid in the foreground switches the ibid pen to Annotation mode.

Using the floating annotation tools

When annotating in Projection mode, the floating annotation toolbar appears on the right side of the screen. The tools duplicate the whiteboard and **ibid** application functions:



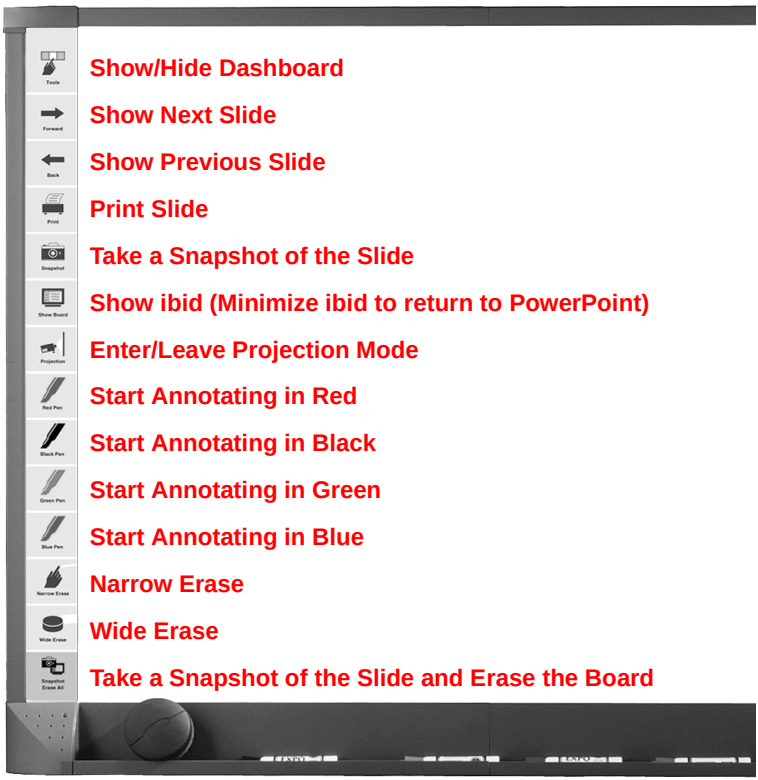
(The tools on the right appear only when you touch the Show More Tools button at the top.)

Using Projection with PowerPoint

You can use **ibid** to control a Microsoft PowerPoint presentation from the whiteboard with no need for a mouse or keyboard to navigate the slides. Slides can also be annotated and saved as snapshots in **ibid**.

To use **ibid** in Projection mode with PowerPoint, enter Projection mode in **ibid** (see *Entering and Leaving Projection Mode* on page 8-8) and start the slide presentation in PowerPoint.

The whiteboard icon strip buttons function as follows with PowerPoint:



To annotate a slide, press a pen button (or touch an icon on the floating annotation toolbar). Press Next, Previous or Snapshot/Erase All to leave Annotation mode.

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9 USING IBID WITH NETMEETING

In This Chapter...

NetMeeting and ibid ~ 2

NetMeeting Requirements ~ 2

Using ibid in a NetMeeting ~ 3

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NetMeeting and ibid

Using Microsoft NetMeeting® you can hold video, voice and data conferencing sessions with remote users via:

- Local or Wide Area Network (LAN/WAN)
- Internet
- Modem-to-modem connection

By sharing the **ibid** application through a NetMeeting conference, all participants can share the whiteboard. The **ibid** annotation and projection tools are fully functional with NetMeeting.

For more information about NetMeeting, visit www.microsoft.com/netmeeting or view the built-in Help system in the application.

NetMeeting Requirements

- PCs running Windows 95, 98 or NT 4.0
- A LAN/WAN, Internet or direct modem connection
- NetMeeting 2.0 or greater
- Any model Polaroid whiteboard running **ibid** 2.0 software

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Using ibid in a NetMeeting

You can use **ibid** with NetMeeting in two basic ways:

Sharing the ibid application in NetMeeting

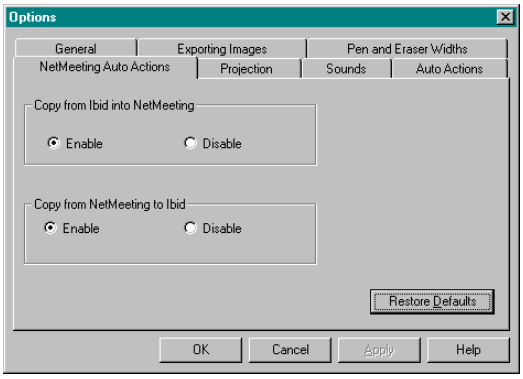
You can share the **ibid** application in NetMeeting, giving all participants the ability to work with the application as follows:

1. Follow the NetMeeting instructions to select **ibid** as a shared application (see the NetMeeting documentation).
2. Make sure the NetMeeting icon on the **ibid** tool-bar is not pressed.
3. Minimize **ibid**.

Using ibid with the NetMeeting whiteboard

You can connect the Polaroid whiteboard and the Net-Meeting whiteboard so all annotations are recorded on both boards as follows:

1. In **ibid**, select Edit->Options.
2. Click the NetMeeting Auto Actions tab. The follow-ing dialog appears:



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5. Click both Enable buttons.

To receive but not participate in a NetMeeting conference, click the Disable button under Copy from Ibid into NetMeeting.

4. Click Apply and/or OK to apply the setting and close the dialog.

5. Start or join a NetMeeting conference (see your NetMeeting documentation).

6. Connect **ibid** to the NetMeeting whiteboard by clicking in **ibid** or selecting Edit->NetMeeting whiteboard. The status bar indicates:

If the status bar indicates "Cannot find NetMeeting Whiteboard," open the NetMeeting whiteboard in NetMeeting.

7. Use the **ibid** pen and erase tools to annotate the whiteboard. All participants see the results on the NetMeeting whiteboard.

Annotations using the NetMeeting shape tools (squares, circles, etc.) are not recorded in ibid.

8. (optional) Use the snapshot tools to record snapshots in **ibid** and scan through them using Forward and Back.

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Using ibid Projection mode with NetMeeting

If you are in Projection mode and connected to a NetMeeting conference, note the following:

- The Show Board button toggles between the NetMeeting whiteboard (not the Polaroid whiteboard) and the current screen.
- To check how **ibid** is recording data, maximize the **ibid** application window, then press Show Board to return to the NetMeeting whiteboard (**ibid** minimizes itself).
- Use the stylus to annotate the whiteboard, not the markers.

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10 TIPS AND HELP

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Getting Online Help

Online Help is available while **ibid** is running, as well as when it is closed:

ACCESSING IBID ONLINE HELP

Option	Procedure
ibid Help file	With **ibid** closed, in the Windows taskbar, select Start->Programs->Ibid->Ibid Help.
Help topics	In **ibid**, select Help->Topics or click .
Context-sensitive Help for a specific feature	In **ibid**, press F1 or click , then click on the feature or dialog.
Context-sensitive Help for a dialog	In the dialog, press F1 or click the Help button.
Brief description of a feature	Hold your cursor over the feature and read the bottom left corner of the **ibid** main window.

Troubleshooting Hardware

Whiteboard

It is normal for your Polaroid whiteboard to make the following sounds:

- **Fanfare:** on startup and shutdown
- **Beep:** selecting a tool (pen or eraser)
- **Hum:** using an eraser function
- **Clicks:** touching or writing on the whiteboard

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WHITEBOARD TROUBLESHOOTING

Problem	Cause	Solution
Green LED off	No power	Plug in the whiteboard power cable.
Green LED blinking	No communication with the **ibid** software	Re-specify the COM port for the whiteboard in **ibid** (see *Troubleshooting Communications* below and *Configuring Your Whiteboard* on page 1-6).
Green LED blinking rapidly	Power supply problem	Unplug the whiteboard power cable and plug it back in.
Green LED very bright	Whiteboard is being touched	Make sure nothing is touching or leaning against the whiteboard.
No sound	Sounds turned off Insufficient pressure while annotating	Turn sounds on (see *Customizing ibid Sounds* on page 6-4). Maintain firm, consistent pressure while annotating.

Troubleshooting Communications

If you cannot establish communications properly with your Polaroid whiteboard, there may be a device conflict with another device connected to your PC. Check the COM ports in use by the whiteboard and other devices.

TYPICAL COM PORT SETTINGS

COM Port	IRQ	Address
COM1	4	3F8
COM2	3	2F8
COM3	4	3E8
COM4	3	2E8

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For more information on troubleshooting COM ports and serial devices, see your Windows documentation.

Troubleshooting ibid Software

Everything you write or draw on the whiteboard is recorded as long as **ibid** is open.

IBID TROUBLESHOOTING

Problem	Cause	Solution
Some annotations not recorded properly	Insufficient pressure while annotating on the whiteboard	Maintain firm, consistent pressure while annotating.
	Moist markers	Let markers dry a little and repeat the annotation.
	Multiple contact points on whiteboard	Contact the whiteboard only with the pen or eraser.
	Improper eraser use	For narrow erasures, maintain firm, consistent pressure. For wide erasures, place the whiteboard eraser felt-side flat on the whiteboard.
	Device conflict with another device	Make sure the IRQs of the whiteboard and other serial device (e.g., modem or PDA) are different.
	Electronic interference	Relocate the board.
Squeaking noise while using a marker	Too much pressure	Use less, but consistent, pressure.
In Projection mode, touching the whiteboard makes a mark	Projection annotation is on	Leave annotation mode by touching to show **ibid** or .

IBID TROUBLESHOOTING (CONTINUED)

Problem	Cause	Solution
Jagged images	Low resolution display or slow computer	Increase your monitor's resolution or view the image on another computer.
Communication error message	Communication problem	Check all cables and restart **ibid**. Check **ibid**'s COM port setting (see *Configuring Your Whiteboard* on page 1-6). Change **ibid**'s COM port.

Troubleshooting ibid and NetMeeting

For details on using **ibid** with Microsoft NetMeeting, see Chapter 9.

NETMEETING TROUBLESHOOTING

Problem	Cause	Solution
Participants cannot see the Polaroid whiteboard	Two-way communication is disabled	Enable communication with NetMeeting (see *Using ibid in a NetMeeting* on page 9-3).
Share Application menu is grayed out	No NetMeeting call set up	Host or join a NetMeeting call.
ibid appears gray or patterned to other users	**ibid** window is overlapped on your desktop	Minimize all windows except **ibid** or exit all programs except **ibid** and NetMeeting.
Cannot save or print in **ibid**	**ibid** is being hosted by another PC	File menu commands are functional only on the PC hosting the **ibid** application.

NETMEETING TROUBLESHOOTING (CONTINUED)

Problem	Cause	Solution
Parts of the **ibid** window are hidden	**ibid** is being hosted by another PC with a higher resolution	Increase your monitor's resolution or ask the **ibid** host to set up scrolling (see *Scrolling in ibid while shared on page 10-6*).

Scrolling in ibid while shared

If your PC has a higher resolution than other PCs in your NetMeeting conference, its scrolling area is limited by the PC with the lowest resolution. Some edge areas of windows may not be visible.

You can set up scrolling in NetMeeting to allow lower resolution PCs to display all **ibid** windows properly as follows:

1. In NetMeeting, select Options->Tools.
2. Click the General tab.
3. Check the Scroll Entire Screen option.

To scroll only the shared windows, check Scroll Shared Windows Only.

Technical Support

If reviewing the above sections fails to resolve your problem with Polaroid hardware or **ibid** software, contact Polaroid Technical Support at:

- **Phone:** 800-432-5355
- **E-mail:** gethelp@polaroid.com
- **Internet:** www.polaroid.com/gethelp

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Care and Maintenance

Caring for the whiteboard

- Wipe the whiteboard with a clean, soft, dry cloth or a duster.
- For additional dust removal, spray the eraser with an anti-static product.
- Clean whiteboard parts with a cloth dampened with mild soap and water or whiteboard cleaner. Remove stains using a whiteboard cleaning solution for dry erase surfaces.

Do not use steel wool, abrasive cleansers or sharp cleaning tools on the whiteboard.

- Use only the dry erase markers and erasers recommended by Polaroid.
- To avoid damage, use only the power supply that came with your Polaroid whiteboard.
- To store your whiteboard for longer periods, place it in a vertical position.
- Keep all shipping cartons for future needs.

Caring for the markers, stylus and eraser

- Cover the markers when not in use.
- Store the markers horizontally (e.g., in the whiteboard tray).
- Clean the stylus with a cloth dampened with mild soap and water.
- Rub the eraser against a towel to remove ink residues. If excessive ink buildup occurs, contact Polaroid for a replacement.

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Whiteboard Warranty

Polaroid Corporation warrants to the original consumer or other end-user purchaser that this product is free from defects in material and workmanship for a period of two years from the date of purchase. During the warranty period, and upon proof of purchase, the product will be repaired or replaced (with the same or similar model) at our option, without charge for either parts or labor. Shipping costs will apply.

Please keep your original sales receipt or delivery invoice for proof of purchase. Without proof of the purchase date, your warranty will be defined as beginning on the date of manufacture, which is recorded by serial number at the factory.

This warranty applies only to the first end-user purchaser and only when the product is used in a country for which it is labeled for sale. Some factory reconditioned parts may be used in the assembly of this whiteboard.

What is not covered

1. Any product that is sold or used outside of North America unless the product was specifically labeled for sale in that country.
2. Any product on which the serial number has been defaced, modified, or removed.
3. Damage, deterioration, or malfunction resulting from, but not limited to:
   - Accident, misuse, abuse, neglect, fire, water, lightening or other acts of nature, unauthorized product modification, or failure to follow instructions supplied with the product.
   - Use of unintended writing implements such as (but not limited to) ball point pens, pencils, fountain pens, or non-dry erase markers.

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- Repair or attempted repair by anyone not authorized by Polaroid.
- Any damage incurred in shipping.
- Removal or installation of the product.
- Any other cause that does not relate to a product defect.

4. Cartons, carrying cases, pens, external cabinets, easels, or any accessories used in connection with the product.

5. Removal and/or installation charges.

6. Costs of initial installation and adjustment. These costs are the responsibility of the Polaroid dealer from whom the product was purchased.

7. Shipping charges to and from our factory or authorized repair depot.

How to get warranty service

If you experience a problem with this product, contact Polaroid Technical Support (800-432-5355) and attempt to resolve the problem. If the product is diagnosed as being defective, return the product to the original place of purchase. If you are directed to return the product directly to Polaroid, you must obtain a Return Materials Authorization (RMA) number from Polaroid. All products returned to Polaroid must have an RMA number assigned, regardless of reason for return. The RMA number must be clearly marked on the outside of the shipping carton; any unit without an RMA number will be returned to the sender. Please call 800-432-5355 to obtain an RMA number. Once you have a valid RMA number, ship the product, prepaid and insured to:

Polaroid Corporation
P.O. Box 438, Wayland, MA 01778-0438

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USE OF THE HARDWARE, IRRESPECTIVE OF WHETHER POLAROID SHALL HAVE BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES AND IRRESPECTIVE OF THE CAUSE OF DAMAGE, INCLUDING NEGLIGENCE. SOME STATES RESTRICT THE RIGHT TO EXCLUDE CERTAIN WARRANTIES, THEREFORE, THE ABOVE EXCLUSIONS MAY NOT APPLY TO YOU.

How state law relates to the warranty

This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

Polaroid products are warranted in accordance with the terms of the applicable Polaroid limited warranty. Product performance is affected by system configuration. Software, the application, customer data, and operator control of products are considered to be compatible with many systems. The specific suitability of a product for a specific purpose or application must be determined by the customer and is not warranted by Polaroid Corp.

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