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### **eBeam Whiteboard Training for Mac (Capture 1.0 Software)**

- 1.) **Download software from [www.adamsbiz.com/gettingstarted](http://www.adamsbiz.com/gettingstarted). Click on the eBeam Capture icon in your doc, and become familiar with the whiteboard pens and eraser.** Practice loading the dry-erase markers into the pen sleeves and replacing the batteries.
  
- 2.) **Calibrate the whiteboard** (Tools, Calibrate Capture Area) **and shortcut strip** (Tools, Calibrate Shortcut Strip). Follow the prompts on your computer.
  
- 3.) **Become familiar with menu bar:** new page, duplicate, delete, print, and meeting icons.
  
- 4.) **Become familiar with the tools available for the participant (left corner of screen):** marker, highlighter, eraser, text box, pointer, magnifying glass, and finger pointer.
  
- 5.) **Playback every page you have created:** Go to View, Toolbars, Replay. Rewind and select a playback speed and then press Play.
  
- 6.) **Practice sharing a web meeting.** Click on Share Meeting. Type in the meeting name, your name, password, and the click Share. Once connected, click on the finger pointer and point to an object on your page. Click on End Meeting (red stop sign on menu bar) to disconnect the meeting.
  
- 7.) **Save your work.** File, Save. Your work will be saved as a whiteboard file with a .wbd ending. To save in a different format, go to File, Export Image. Select the file desired in the drop down "save as" menu.
  
- 8.) **Re-opening your work.** Both the .esb and .wbd files can be opened in either the Scrapbook or Capture Software. If you want to open your existing .wbd file and add to it with your dry-erase markers, open Capture first and choose File, Open, and select your file. If you would like to project your captured notes onto the whiteboard with a projector, open Scrapbook and choose File, Open and select your file. **Note: A .wbd file is set by default to open in Scrapbook.** If you want to change this setting, highlight your existing .wbd file, go to File, Get Info (or command + i), Open with. Choose eBeam Capture as the default application. Choose Change All, to use this application to open all documents like this.