The SMARTHINKING whiteboard is used when interacting with an e-tutor whether in an online session or through submission of a question. The whiteboard allows you and the tutor to enter text, symbols, and drawings that identify and help resolve the questions that have led you to seek tutoring.

**Entering Text**
- Right click with your mouse and type at the point where you want your text to appear on the whiteboard.
- To delete text, place your cursor to the right of the letter (or word) you want to delete and hit the backspace key until you have removed all of the letters/words you want to remove. Each time you hit the backspace key, you will delete the letter to the left of the cursor.

**Setting Text Properties**
The property bar at the top of the whiteboard is used to establish the characteristics of the text you will be entering. You must set the properties before you begin typing. Changes cannot be made to text after it is entered.
- You can set the **font** and **point size** of the text you will be entering, and can determine whether it will appear as standard, **bold**, or **italic** text.
- Available **fonts** include verdana, serif, and symbol. Click on the arrow to the right of the font name and select the one you want from the list that appears.
- **Point sizes** between 8 and 30 may be used. To adjust point size, click on the up or down arrow on the left side of the properties bar.
- Click on the **B** to make your text **bold**, click on **I** to use **italics**.

**Note:** Your text will always be red, and your tutor’s text will always be blue; these colors cannot be changed. This is the way we ensure that you will always be able to tell who typed what on the whiteboard, even when you come back later to review a session.

**Pasting Text from Other Applications**
- Choose **Tools** from the top menu bar.
- Select **Paste Text**.
- Use **CTRL V** to insert the text you want to paste on the whiteboard.
- Click **Paste** to place the text on the whiteboard.

**Using Special Language Characters**
In addition to standard text, the whiteboard includes four special character sets: Math, Greek, Language, and Chemistry. These can be used whenever you use the whiteboard. Just click on the name of the character set you want and a pop-up menu will appear listing the available characters from the selected set. These menus can be moved around on the whiteboard so that they are available for repeated use during a tutoring session. Click on the character you want to use, and it will appear on the whiteboard.
Special Tools
The tools listed below are found at the top of the whiteboard, and are used to change the whiteboard’s contents.

- **Clear Board**: Deletes all content on the current whiteboard page.
- **Copy**: Copies a drawing to the clipboard.
- **Print**: Prints the contents of the whiteboard.
- **Paste**: Places a copy of your drawing on the whiteboard.
- **Cut**: Cuts/deletes drawings from the whiteboard.

*Note: The cut/copy and paste functions only apply to drawings. A separate function (select) is used to move text around on the whiteboard. See below for information on moving text.*

The remaining tools are found along the left side of the whiteboard.

- **Select**: Used to mark text or drawings that you want to move, or drawings whose properties you want to change. Selected items will be placed in a yellow box. Items may be moved around on the whiteboard by holding and dragging the yellow box to the desired location. Drawing items (but not text) can be re-sized and their properties (weight or thickness and color) can be changed when selected.

*Note: Leave at least 4 spaces around the perimeter of the work you want to move to ensure that text and objects are moved together.*

- **Highlighter Tool**: Used to draw attention to drawings and text. You can change the weight (thickness) and color of the highlighting by using the properties menu.

- **Line, Curve, and Freehand Drawing Tools**: Used to create lines, curves, and freehand drawings. Use the properties menu to change the weight (thickness) and color of these drawings.

- **Rectangle and Oval Tools**: Used to create basic shapes. Select these items to reshape or resize them. Use

- **Draw Fractions**: Used to draw fractions on the whiteboard. Select the tool, then click on the whiteboard. Enter the numerator of your fraction and hit enter to move to the denominator.

- **Draw Rectangular Graph Paper**: Used to draw rectangular graph paper on the whiteboard.

- **Parentheses, Root, and Integral Tools**: Used to place these symbols on the whiteboard.

- **MAT button**: Used to choose one of the available math symbols.

- **SCI button**: Used to choose one of the available scientific symbols.

- **Layer Button**: Used to change the order of items that have been placed on top of each other on the whiteboard.