EZWrite 6 Floating Tool

The built-in Floating Tool lets you write on top of any app, website, document, or image. Annotate over content displayed on your BenQboard or from any connected Windows, macOS, iOS, iPad OS, Android, or Chrome OS device.
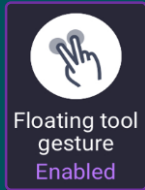
On top of this essential feature, BenQ's Floating Tool is packed with lots of useful tools to make your class more engaging. Learn more below.

Getting Started

Enable the Floating Tool gesture on your BenQboard*

1. Go to **Settings**
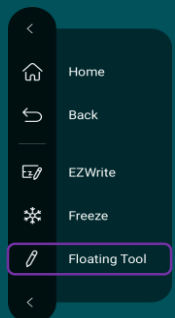2. Tap **System**
3. Tap **Floating tool gesture**

*If you can't access this option, please contact your IT administrator

Floating tool gesture
Enabled

Accessing the Floating Tool

Hold two fingers on the screen for 3 seconds until the wheel appears

You can also tap one of the side bars of your BenQboard and tap **Floating Tool**

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Freeze
Floating Tool

Scan to learn more

Highlighter

Pen
Select the color and thickness of your strokes

Pointer
Use your finger as a "laser pointer" to temporarily highlight details shown on screen

Selection
Tap to hide all the annotations and select objects with ease

Eraser
Erase portions of your annotations or tap twice to access "Clear all"

Screenshot
Take screenshots that you can either save on AMS or send to EZWrite

Save
Import
Full screen
Close

Screen Recording
Tap the button to start recording your screen, including audio from the array mic*, and save a video of your session

Toolbox
Get quick access to useful tools like the calculator, timer, stopwatch, scoreboard, and draw

Tips & tricks

You can tap the center icon to hide all the annotations and minimize the Floating Tool.

To show all the tools on the wheel and reveal all previous annotations, tap the icon again.

To close the Floating Tool, follow the steps below:
1. Open EZWrite 6
2. Tap **Settings**
3. Go to **General**
4. Disable **Keep floating tool on screen**

When it's disabled, the center icon will change to an X.
Tap it to close the Floating Tool and delete all the annotations

*Built-in array mics are available only for certain models. Please confirm with your IT administrator.