Teacher's Guide:
EZWrite 6

BenQ
Education
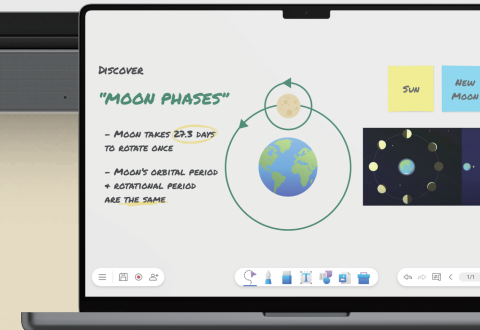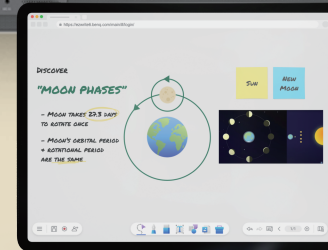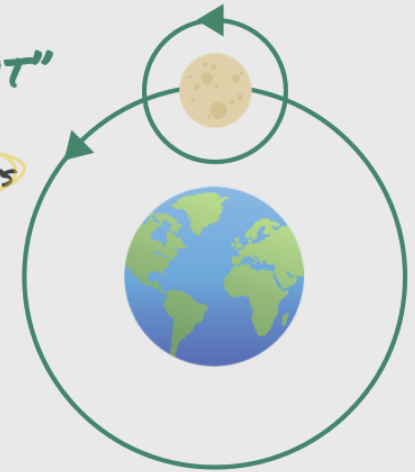
The EZWrite Workspace

When you open EZWrite, you load the workspace and the three main menus.

Menu bar

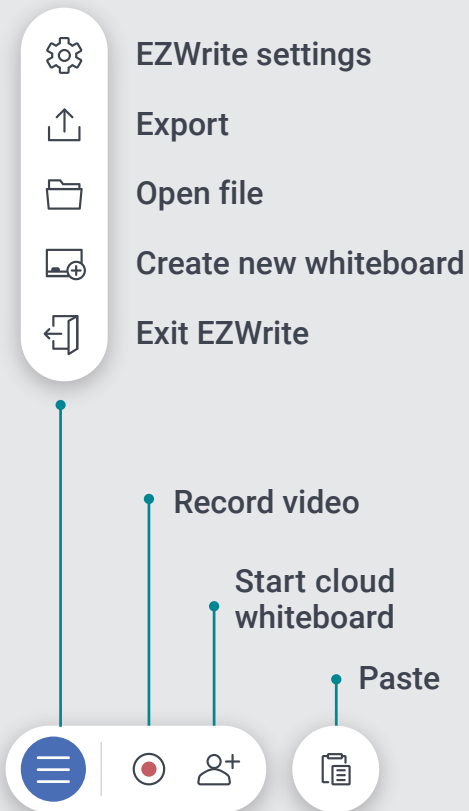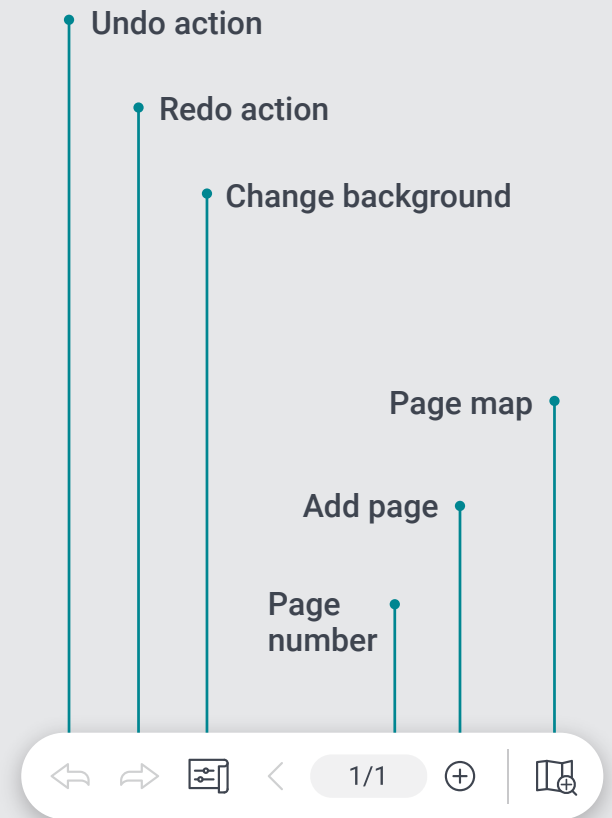Found at the bottom-left corner, the menu bar contains the following:

- EZWrite settings
- Export
- Open file
- Create new whiteboard
- Exit EZWrite

- Record video
- Start cloud whiteboard
- Paste

Toolbar

At bottom-center is the toolbar, which has the all the essential EZWrite whiteboarding tools:

- Selection tool
- Pen
- Eraser
- Text
- Shapes and templates
- Import media
- Toolbox
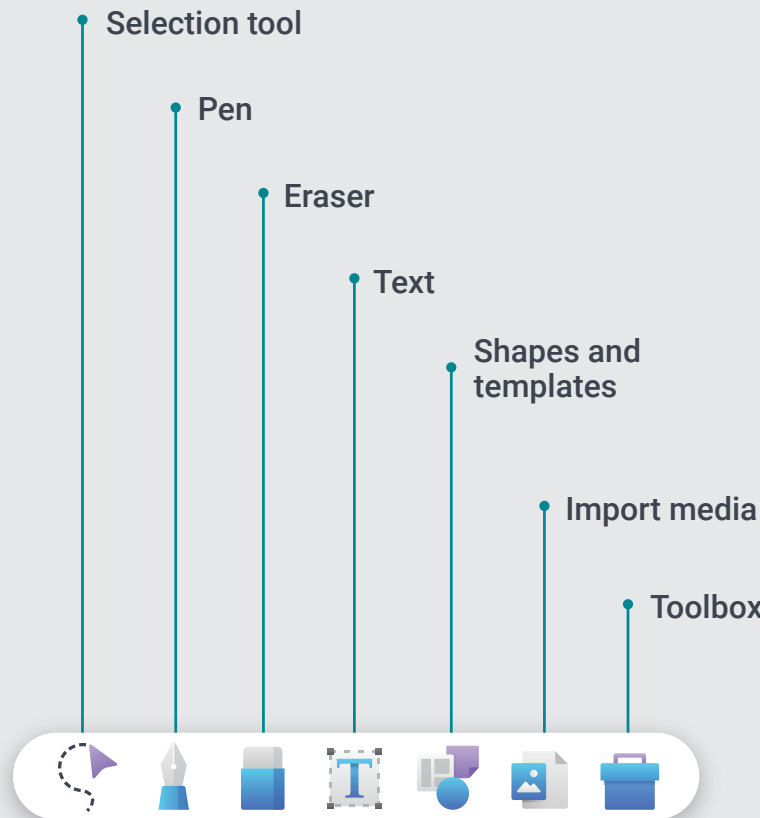
Navigation bar

At bottom-right is the navigation bar, which has the following controls:

- Undo action
- Redo action
- Change background
- Page map
- Add page
- Page number

Page Navigation and Controls

Each page on EZWrite is expansive, allowing you to work on a large blank canvas. If you want more free space, you can easily move to a different area of the page or add new pages.

Navigation bar

Use this bar to add new pages, view the page map, and navigate to other pages. It's located at the bottom-right corner of the screen.

Default area

Every time you open a new whiteboarding session or create a new page, you automatically begin at the default area in the center, which you can outline as a reference point.
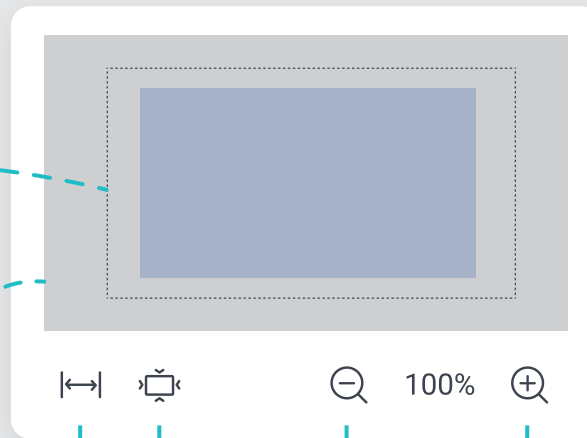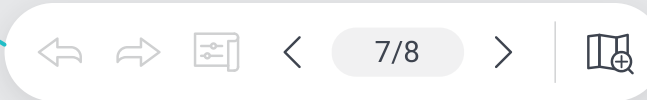
Outline the default area

1. Tap ☰ then ⚙ .
2. Enable **Outline default area**.

How do I move around the page?

There are two ways to do this:

❶ **Tap and drag** the page using two fingers.

❷ Use the **page map** on the navigation bar.

Fit to screen
Show all contents on the page.

Reset
Go back to the default area.

Zoom out

Zoom in

How do I add new pages?

There are two ways to do this:

❶ **Add a new page at the end**

Tap ⊕ on the navigation bar.

❷ **Add a new page in the middle**

1. Tap the page number on the navigation bar.
2. Tap one of the pages on the list.
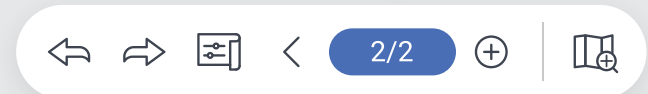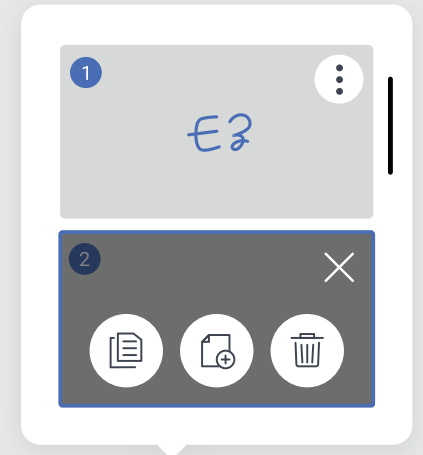3. Tap ⋮ then 🗋⊕ .

Tip

From here, you can also:

📄 Duplicate

🗑 Delete

Did you know?
You can add up to 999 pages.

Hand Gestures

EZWrite lets you use hand gestures to perform different tasks on the page.

Select an object
Tap it with one finger

Open lock menu
Tap and hold object

Move object
Tap and drag object

Write or draw
With the pen tool selected, drag your finger on the screen

Finger erase
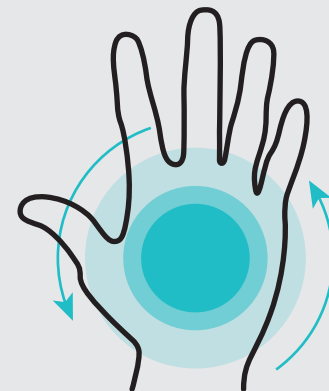With the eraser tool selected, drag your finger on the screen

Move around page
Tap and drag with two fingers

Zoom out
Pinch the screen with two fingers

Zoom in
Hold the screen with two fingers then spread them apart

Palm erase
With the palm eraser enabled and the eraser tool selected, drag your palm on the screen

General Object Controls

What are objects?

An object is any item that you can interact with on the page. They can be pen strokes, shapes, images, and other types of media.

What are object controls?

Object controls are the set of actions you can do with any object on the page. The controls that are common for the majority of objects are called general object controls.

To access the object controls menu, just tap the object you want to modify.

Tip

In case you want to undo or redo a certain action, you can easily tap ⇦ or ⇨ on the navigation bar at the bottom-right corner of the screen.

Lock
You can lock objects in place to prevent accidentally moving or deleting them. Locked objects also remain on the page even if you use **Erase all**.

Unlock
If an object is already locked, tap and hold it for at least two seconds to reveal the unlock button. Tap the button to unlock it.

Delete
Tap this button to delete the object from the page.

Rotate
Tap and drag this button to rotate the object.

Show more
Tap this button to show more object controls.

Bring to front
Tap this to bring the object in front of all other objects on the page.

Send to back
Tap this to move the object behind all other objects on the page.

Add link
You can link an object to a site by tapping this button and adding a URL.

Duplicate
Tap this to instantly create a copy of the object on the page.

Copy
Tap this to add the object to the clipboard.

Paste
Paste the object from the clipboard. This appears beside the main menu.

Pen

The pen tool lets you write or draw on the page.

Highlighter

The highlighter tool allows you to highlight any object on the page for emphasis.

Paintbrush

The paintbrush tool is sensitive to the thickness of your strokes. If you're using an actual paintbrush on the screen, it will replicate your strokes as if you were painting on a canvas.

You can use any of the following with the pen tool:

BenQ Board pen

A paintbrush

Your fingers

Dual pen mode

Selecting this mode allows you to write in two different colors, depending on which tip of the BenQ Board pen you are using.

Single pen mode

When this mode is enabled, only one user can write on the board at a time. Both the Dual pen and Paintbrush modes are disabled.

The thin and thick tips of the pen have different functionalities depending on the mode you are using.

Color 1   **In dual pen mode**   Color 2

Pen   **In single pen mode**   Eraser
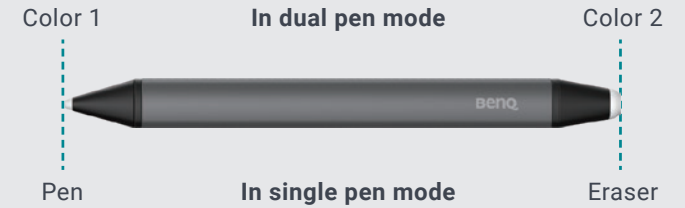
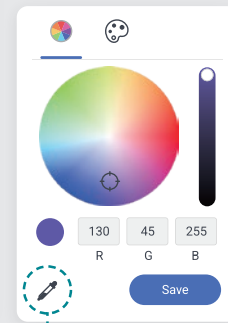In **single pen mode**, using the thin tip automatically switches to the pen tool even if another tool is selected.

Tip | Tapping and holding any object with the pen tool also allows you to move that object around the page.
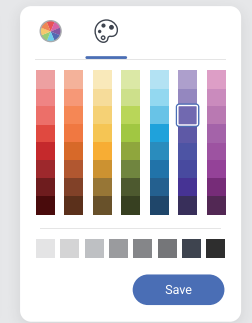
Single pen mode
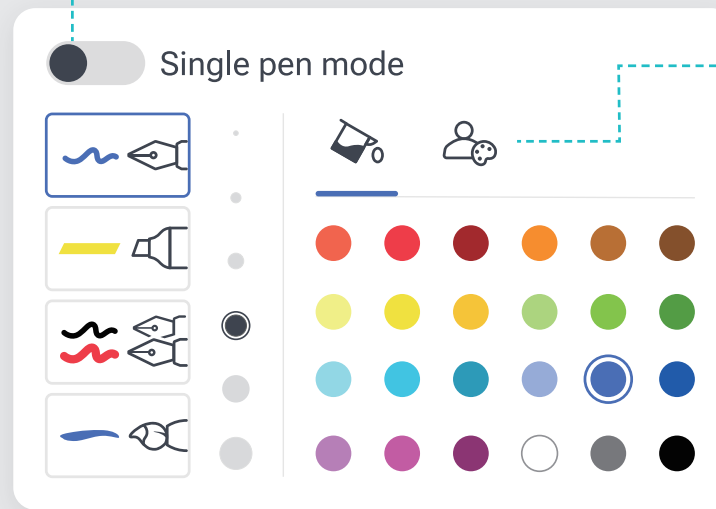
You can add colors using the picker or swatches.

Color picker   Color swatches

130   45   255
R   G   B

Save   Save

Eyedropper

Eraser

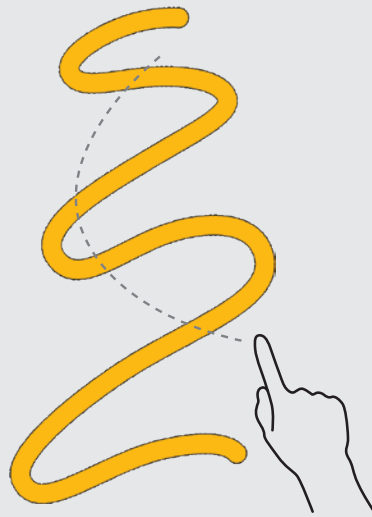The eraser tool lets you erase pen strokes and other content from the page.

Finger
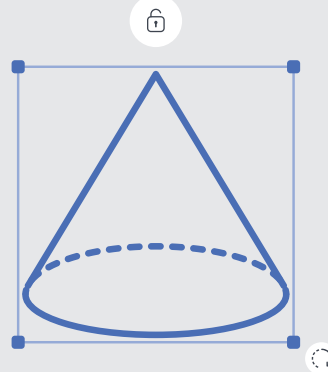Erases parts of the pen stroke that your fingers touch

Strikethrough
Erases the entire pen stroke or object that you strike through

Erase all
Erases all unlocked content on the page with one tap

You can use any of the following with the pen tool:

BenQ Board pen

BenQ Board eraser

Your fingers

Did you know?
You can also use your palm to erase pen strokes and objects any time.

Enabling the palm eraser

1. Tap ≡ then ⚙ .

2. Tap **Enable palm eraser.**

💡 **Tip** To prevent accidental erasures while you're writing, you can also **Enable palm rejection**.

Import Media

EZWrite lets you import various file types and links to add multimedia elements to lessons.

Camera

Stream live video from a camera and take screenshots.

See **Live camera** for more details.

Image files

Import image files in a variety of file formats, including animated GIFs.

Video files

Import video files to play them directly in EZWrite. Pause and annotate over videos, even take screenshots.

Whiteboard files

Import pages from EZWrite, IWB, and NOTEBOOK whiteboard files to use as lesson materials.

Office files or PDFs

Add your existing lesson materials to your whiteboard and select which pages in your file to import.

PPT DOC XLSX PDF IWB

Links

Add a URL to your whiteboard to quickly access useful websites during lessons or for students to review at their pace.

Audio files

Add audio files in MP3 and WAV formats to play them on the page.

YouTube videos

Paste a link to a YouTube video or search for one directly from EZWrite.

BenQ Education

Teach Your Way

00:36   01:00   — Seek bar

1.0 X   — Playback speed

Volume   Play   Take screenshot
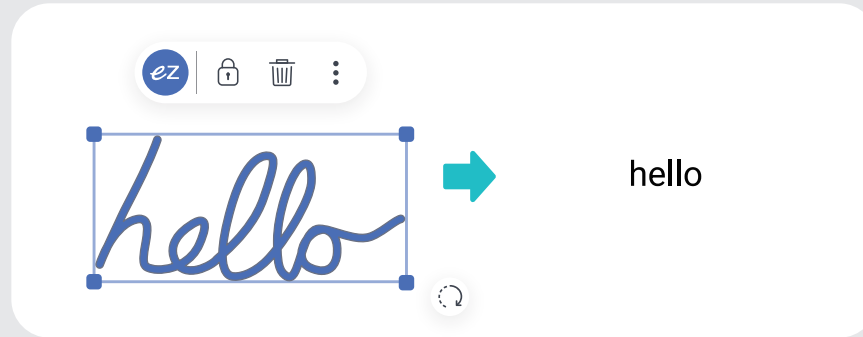
Rewind 15s   Fast forward 15s

AI Recognition Tools

EZWrite has three built-in AI tools that you can use to make handwriting, text, and 2D shapes on the board perfectly legible.

Handwriting recognition

Convert your handwritten text into editable text in dozens of languages.

Write on the board in print or cursive, select it using the selection tool, then tap *ez* .

hello → hello

Optical character recognition (OCR)

Convert text from images and documents into editable text by selecting an image, then tapping ⌈T⌋ .
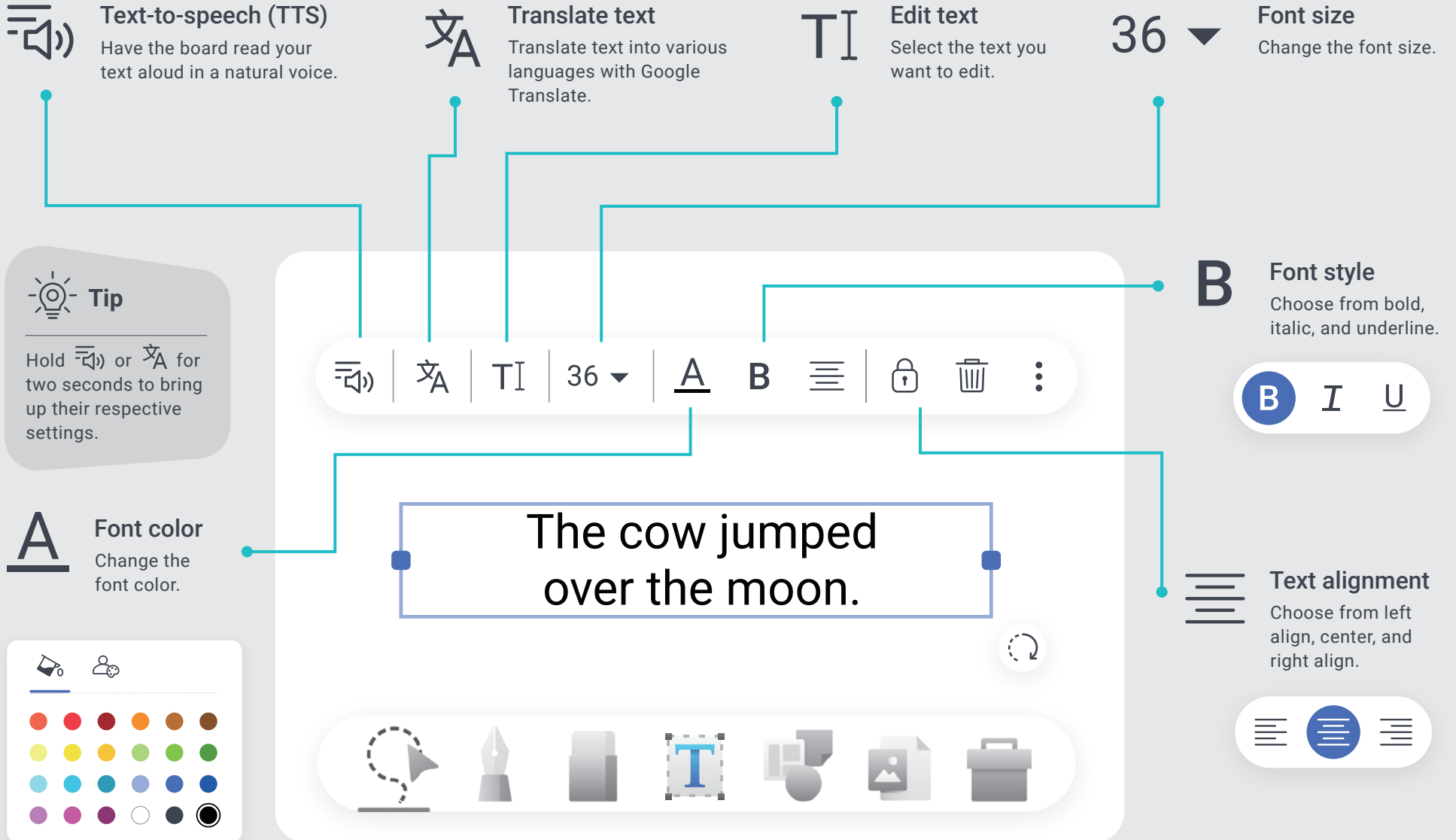

Welcome to EZWrite! → Welcome to EZWrite!

Shape recognition

Convert hand-drawn geometric shapes into editable, perfect shapes. Draw a shape, select it using the selection tool, then tap ⎘ .

AI recognition setup

To configure any of the AI tools settings, tap ☰ then ⚙ to access their menus.

Tip
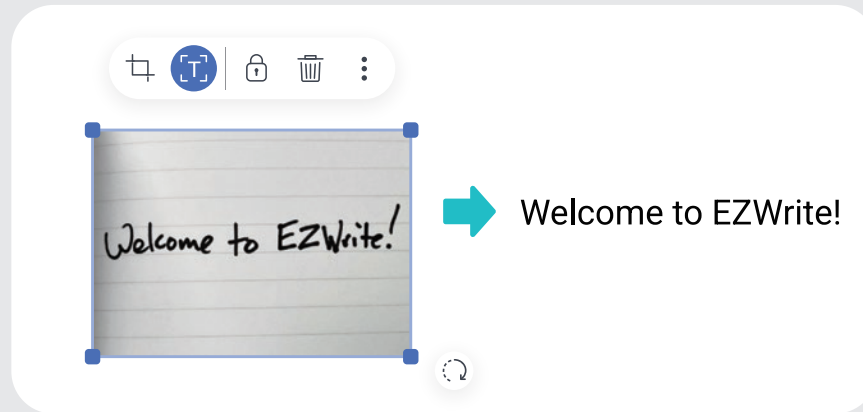
Hold *ez* or ⌈T⌋ for more than two seconds to bring up their settings.
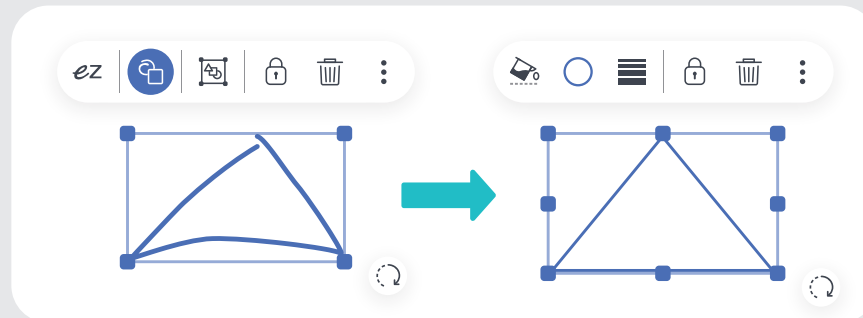
Text Box

Use the Text Box to input, edit, and translate text. You can even have EZWrite read it aloud. To access it, tap T on the toolbar.

Text-to-speech (TTS)
Have the board read your text aloud in a natural voice.

Translate text
Translate text into various languages with Google Translate.

Edit text
Select the text you want to edit.

Font size
Change the font size.

Tip

Hold 🔊 or 🗛 for two seconds to bring up their respective settings.

Font style
Choose from bold, italic, and underline.

Font color
Change the font color.

The cow jumped over the moon.

Text alignment
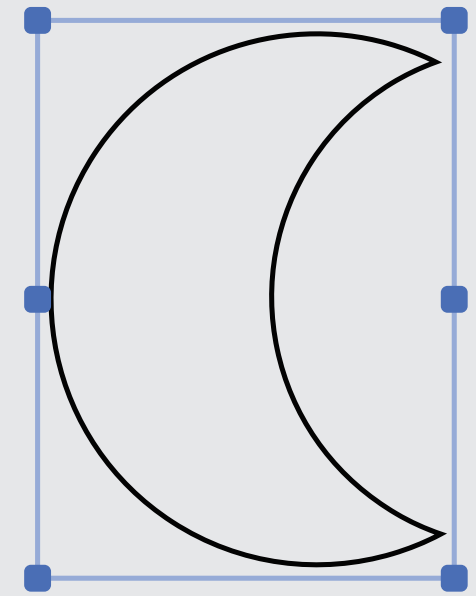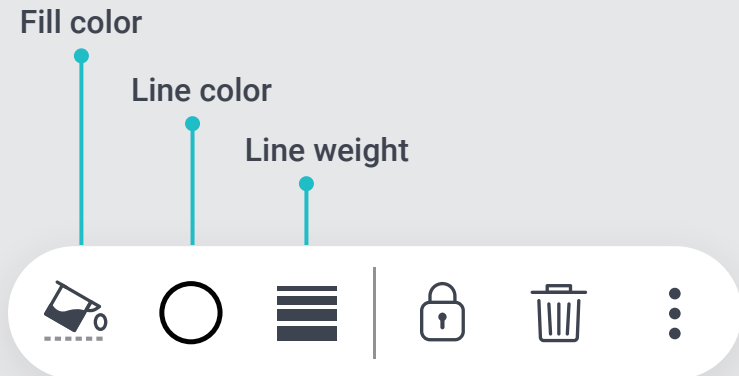Choose from left align, center, and right align.

Shapes

EZWrite has various editable 2D and 3D shapes that you can add to the page for geometry class and more. To insert shapes onto the page, tap [icon] on the toolbar, then tap [icon] to pull up the available shapes.

Fill color

Line color

Line weight

2D Shapes

3D Shapes

Backgrounds

Change the background of your pages to match your lessons. You can access the background options by tapping ⚏ on the navigation bar. Choose from any of the preloaded background patterns or images.

Background patterns

Graph for easy creation of graphs.

Ruled for guided handwriting.

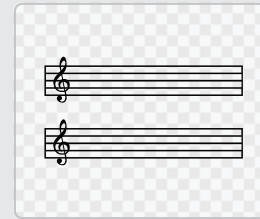**Dotted** for easy creation of tables and graphs.
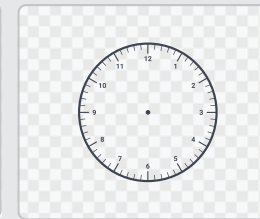
Isometric for easy drawing and 3D shapes.

Background images

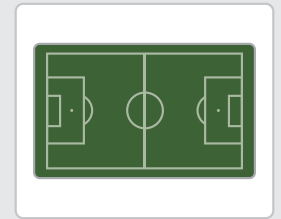Choose from a collection of backgrounds or tap ⊞ to add your own.
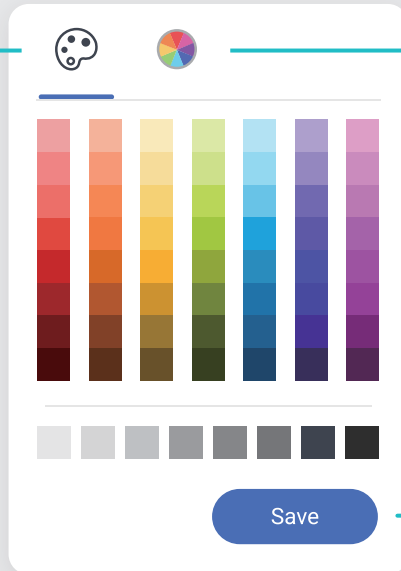
Popular backgrounds

Sheet music

Blank clock

Tactical board

Color swatches

Color wheel

Pattern

Color

Tip

Newly chosen colors will appear here after you tap **Save**.

Image

Save

Select image

1/1

Geometry Tools

EZWrite has a set of built-in geometry tools that you can use to draw precise shapes and lines on the board. You can access all of them from the Toolbox 🧰 .
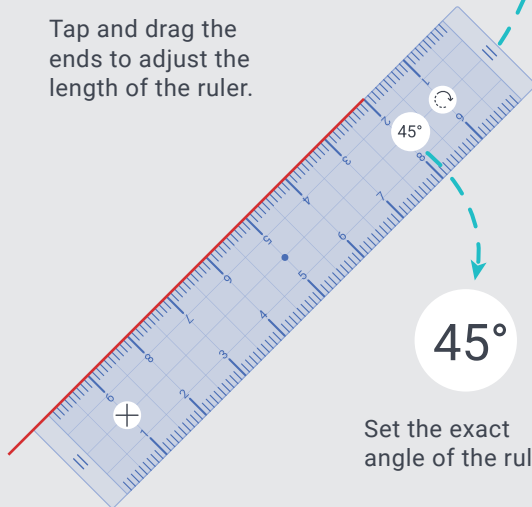
Ruler
Draw straight lines every time.

Tap and drag the ends to adjust the length of the ruler.

45°

Set the exact angle of the ruler.

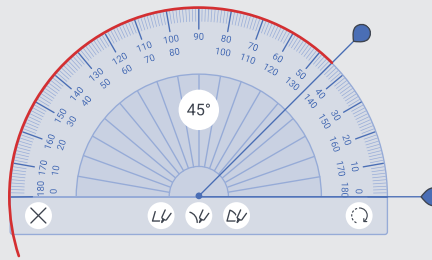**✕**
Close the tool

↻
Rotate the tool

Protractor
Measure and draw angles, arcs, segments, and even perfect circles.

45°

Tap and drag the points to manually set the size of the angle or enter the exact value.
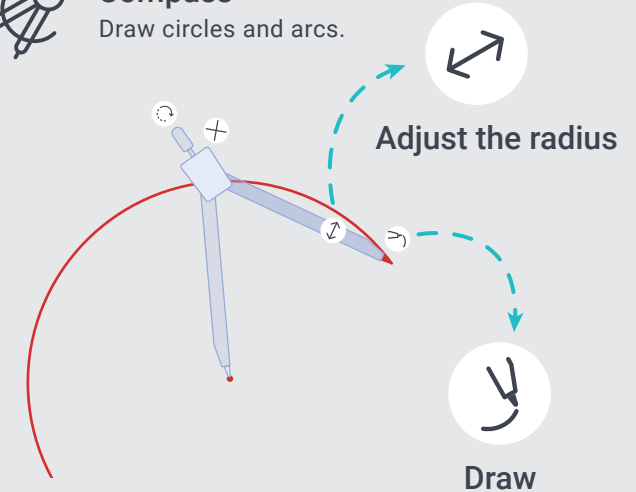
Angle

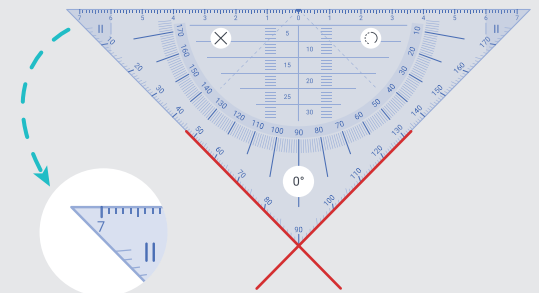**Arc**

Segment

Compass
Draw circles and arcs.

Adjust the radius

Draw

Set square (Geodreieck)
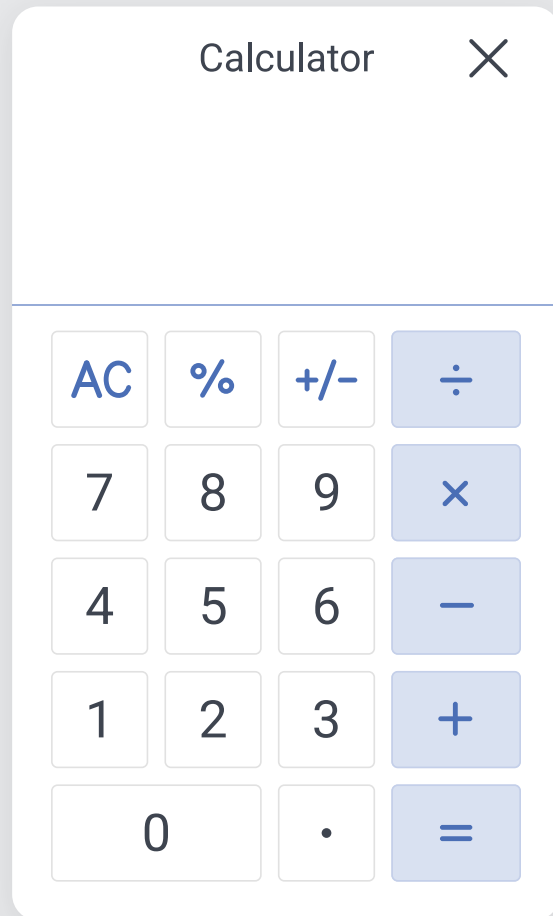Draw straight lines and measure angles.

Tap and drag the corners to adjust the size of the set square.

Math Tools

EZWrite has built-in math tools to help you easily calculate or evaluate computations directly on the board. To access them, tap 🧰 on the toolbar.

Calculator

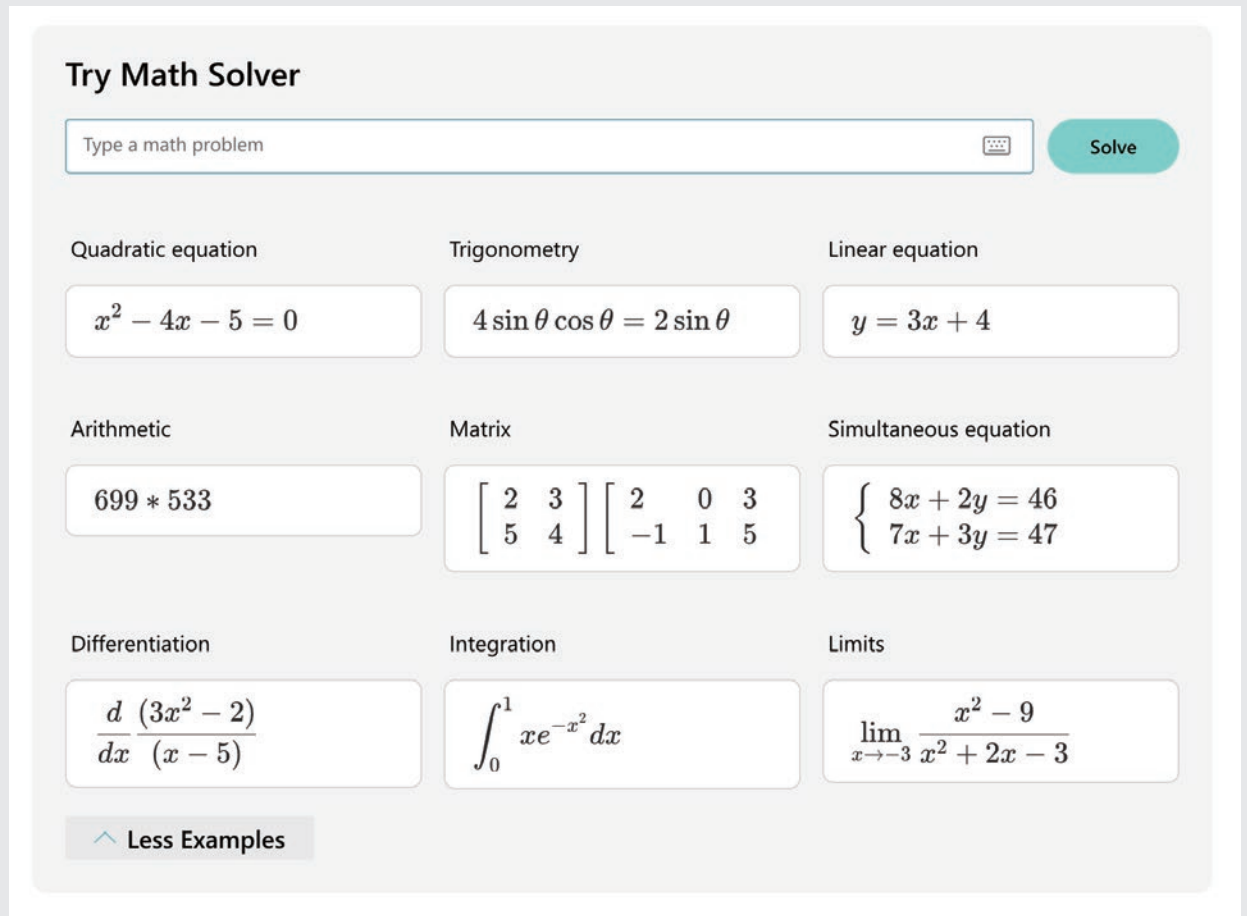Use the calculator to perform simple arithmetic functions such as addition, subtraction, multiplication, and division.

Math Solver

Access Microsoft Math Solver to get step-by-step solutions to math problems for pre-algebra, algebra, trigonometry, and calculus.

Calculator ✕

AC	%	+/-	÷
7	8	9	×
4	5	6	−
1	2	3	+
0		·	=

Try Math Solver

Type a math problem | Solve

Quadratic equation
$$x^2 - 4x - 5 = 0$$

Trigonometry
$$4 \sin \theta \cos \theta = 2 \sin \theta$$

Linear equation
$$y = 3x + 4$$

Arithmetic
$$699 * 533$$

Matrix
$$\begin{bmatrix} 2 & 3 \\ 5 & 4 \end{bmatrix} \begin{bmatrix} 2 & 0 & 3 \\ -1 & 1 & 5 \end{bmatrix}$$

Simultaneous equation
$$\begin{cases} 8x + 2y = 46 \\ 7x + 3y = 47 \end{cases}$$

Differentiation
$$\frac{d}{dx} \frac{(3x^2 - 2)}{(x - 5)}$$

Integration
$$\int_0^1 xe^{-x^2} dx$$

Limits
$$\lim_{x \to -3} \frac{x^2 - 9}{x^2 + 2x - 3}$$
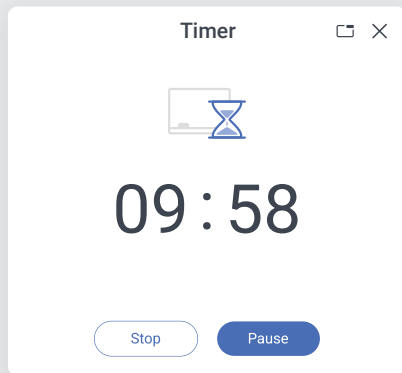
⌃ Less Examples

Activity Tools

EZWrite has built-in activity tools that you can use to make lessons more engaging and help students focus. To access them, tap 🧰 on the toolbar.
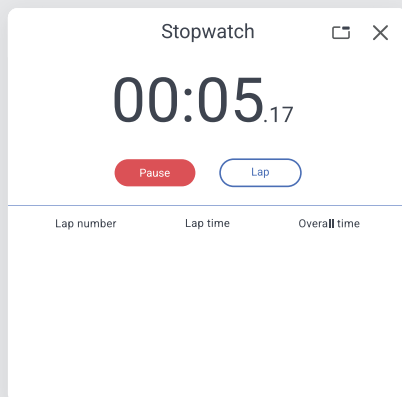
Timer
Set a custom countdown up to one hour to time activities.

Timer

09 : 58

Stop   Pause

Stopwatch
Use the stopwatch to time classroom activities.

Stopwatch

00:05.17

Pause   Lap

Lap number   Lap time   Overall time

Scoreboard
Keep scores for up to to eight teams. Tap the top of a team's scorecard to add a point, and tap the bottom to deduct a point. You can even edit team names.

Scoreboard

Team A	Team B	Team C	Team D
03	01	06	02

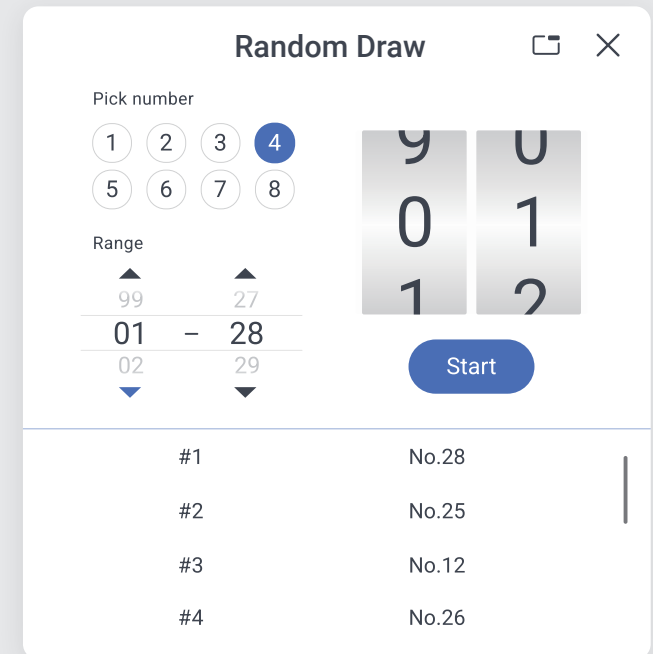| Team E	Team F
05	03
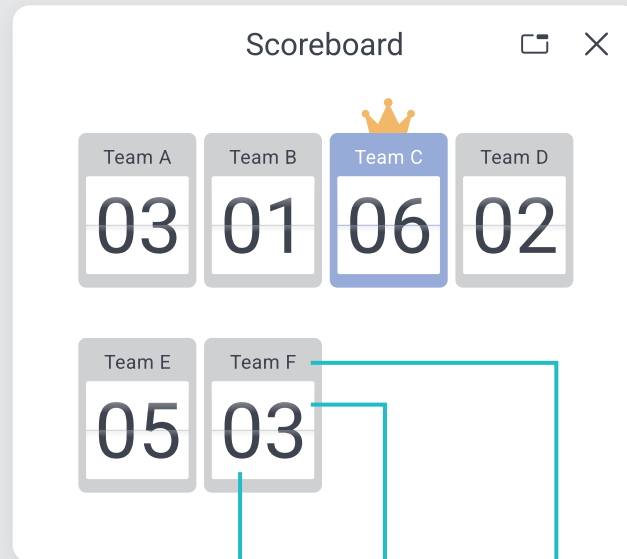
Deduct points   Add points   Edit team name

Random draw
Pick up to eight random numbers from a range of 1 to 99.

Ex. Draw four students from a group of 28.

1. Under **Pick number**, tap 4.
2. Set the range from 1 to 28.
3. Tap **Start**.

Random Draw

Pick number

1 2 3 **4**
5 6 7 8

Range

99   27
01 – **28**
02   29

9 0
0 1
1 2

Start

#1	No.28
#2	No.25
#3	No.12
#4	No.26

💡 **Tip** | Tap 🗗 to minimize activity tools for more efficient space usage.

Collaboration Tools

EZWrite gives you collaboration tools to stimulate discussion and brainstorming. To access them, tap 📑 on the toolbar.

Sticky Notes

Add sticky notes to the board during cloud whiteboarding sessions to brainstorm with students. Let them contribute by typing notes from their devices and sticking them to the shared board.

You can also use sticky notes for activities such as polling, SWOT analysis, and more.

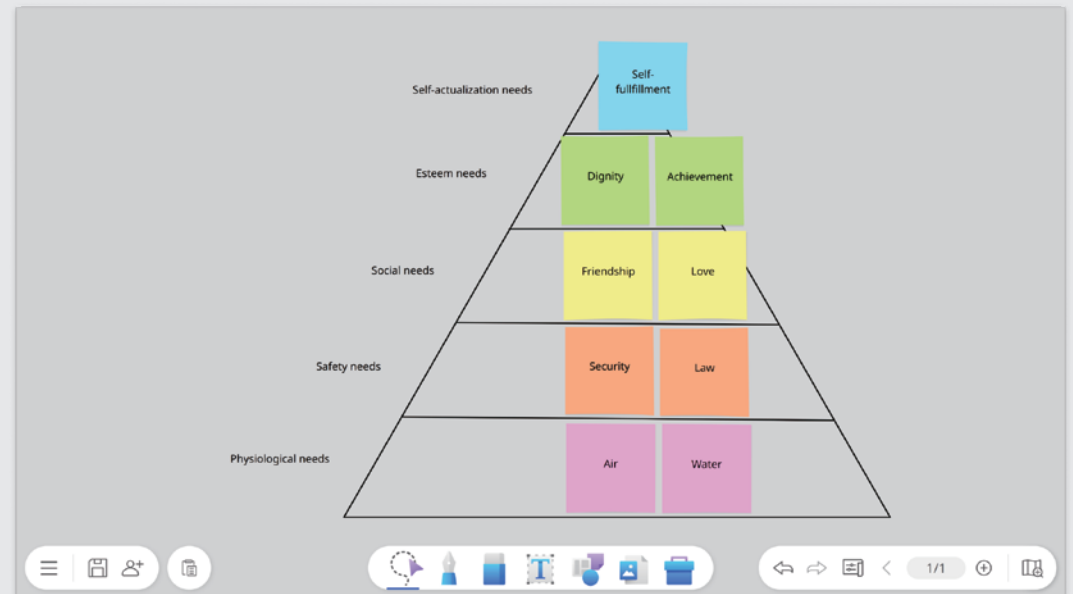Select and edit text

Select note color

I think the story's theme is about cherishing what you have.

Templates

EZWrite includes pre-loaded interactive templates for class collaboration, such as Maslow's Hierarchy and a Venn Diagram. Edit the text, sticky notes, or the templates themselves. You can also add custom templates to further bring discussions to life.

Self-actualization needs — Self-fullfillment

Esteem needs — Dignity, Achievement

Social needs — Friendship, Love

Safety needs — Security, Law

Physiological needs — Air, Water
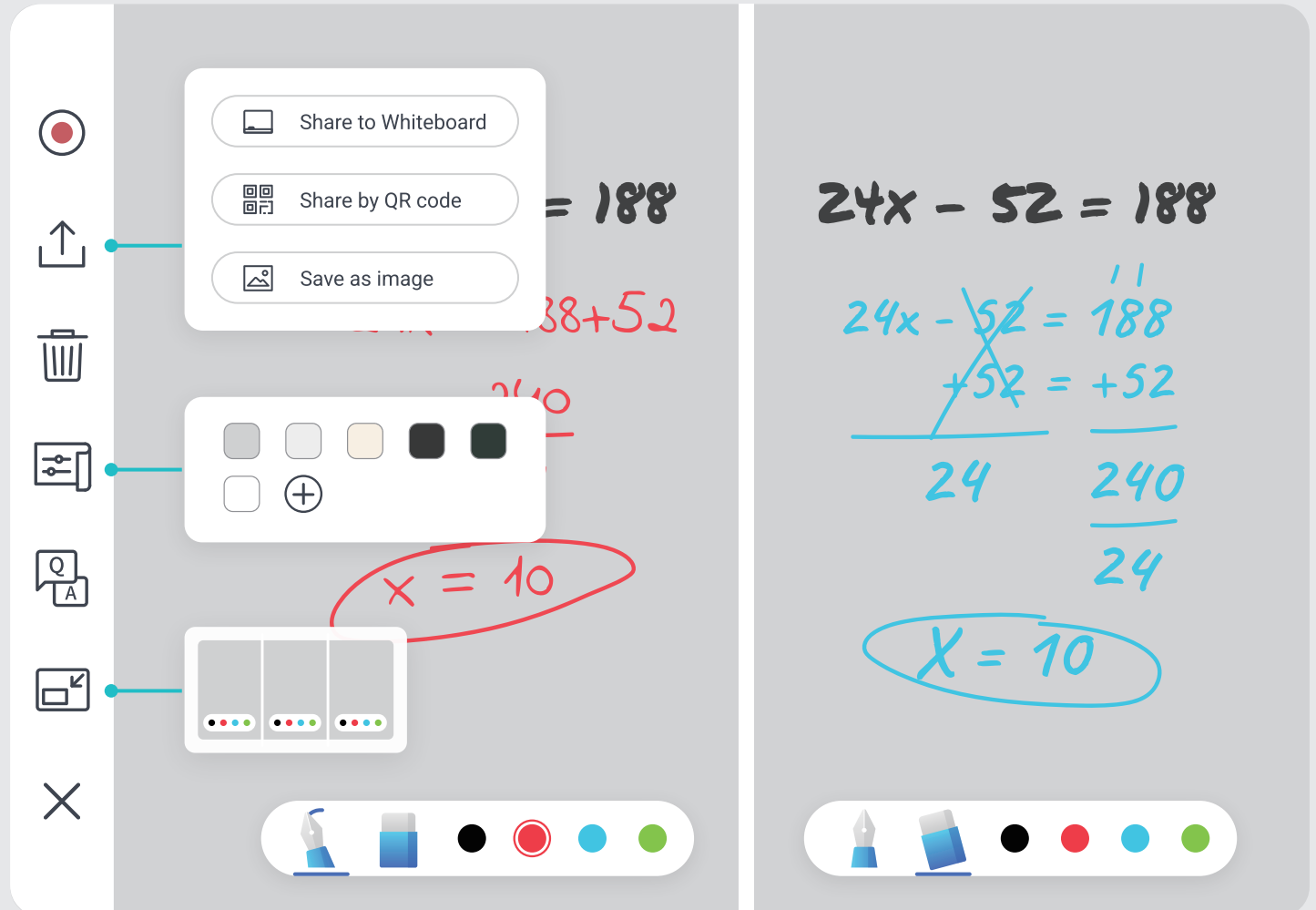
Team Post

Get students to compete against each other, individually or in teams, to test their understanding of the subject matter. Split the board into two or three sections and hold a live quiz right in front of the class.

How do I set up Team Post?

1. Tap 🧰 then ▯▯▯ .

2. Select the number of teams.

3. Ask a question.

Record a video

Take a screenshot

Clear all content

Change the background color

Post a question

Minimize Team Post on EZWrite

Close Team Post

Share to Whiteboard

Share by QR code

Save as image

$24x - 52 = 188$

$38 + 52$

$x = 10$

$24x - 52 = 188$
$+52 = +52$
$\dfrac{24}{24} \quad \dfrac{240}{24}$
$x = 10$

Split-Screen Mode

Activating the split-screen mode from EZWrite allows you to whiteboard while using Google Chrome or Maps.

Split with Chrome

Tap 📁 then 🔴 .

Splitting with Google Chrome conveniently lets you search for information related to your lesson.

Did you know?

You can easily copy text, images, and links to EZWrite by holding it in Chrome for two seconds and then dragging it onto the whiteboard.
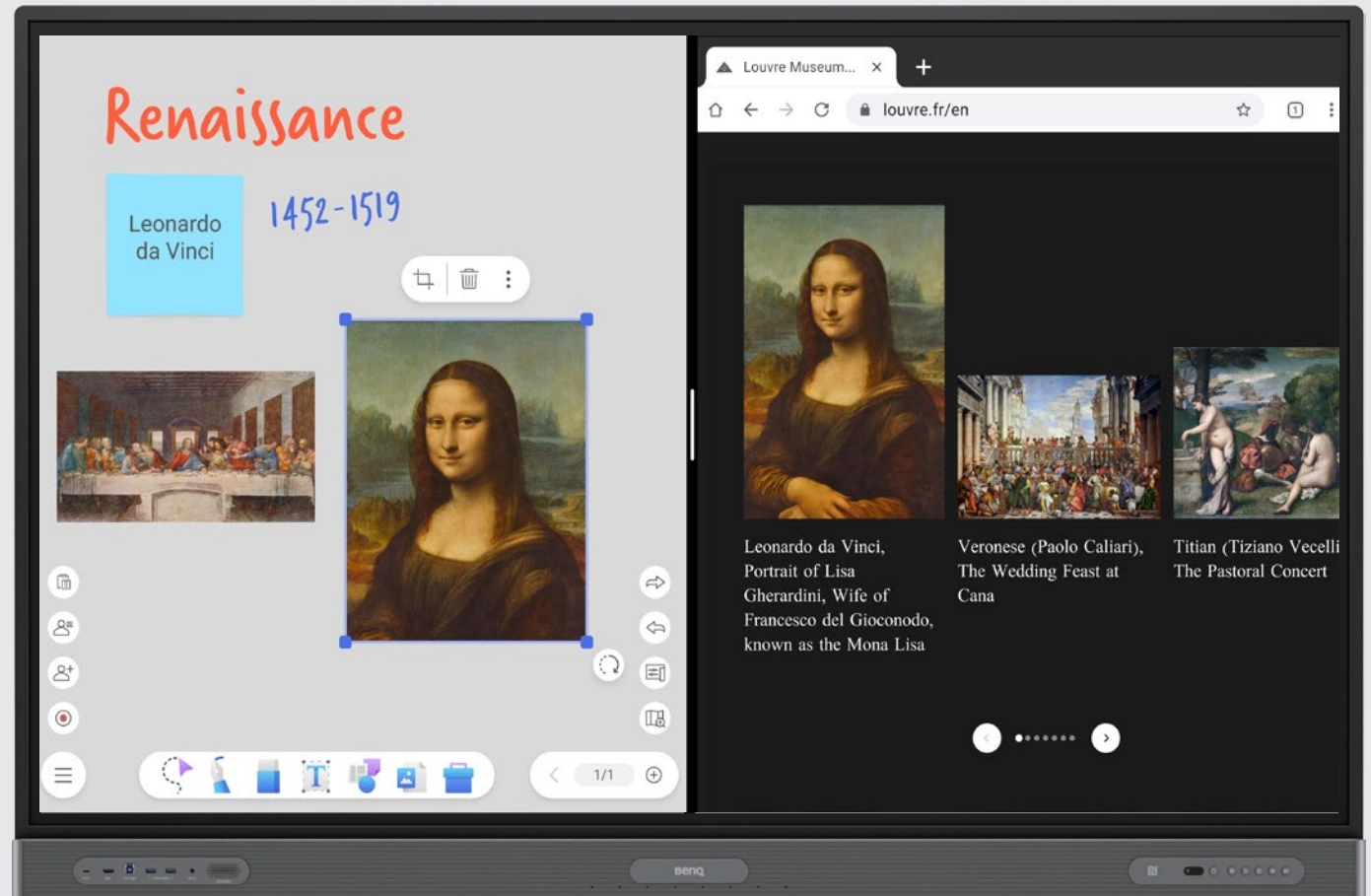
Split with Maps

Tap 📁 then 📍 .

Splitting with Google Maps lets you explore real-world locations that are relevant to the topic at hand.

Tip | Drag the divider to adjust the size of both windows.

Spotlight

Use the spotlight to highlight and hide parts of the screen for more engaging teaching.

Interactive Q&As
Highlight a question on the board then move the spotlight to reveal the answer.

Focus on phrases
Zoom in on specific words or phrases when studying long sections of text.

Reveal a sequence
Show a map or diagram portion by portion to discuss parts of a journey or sequence.

Analyze details
Isolate parts of a busy image to examine noteworthy details that can be easily missed.

To open the spotlight, tap 💼 then 🔦 .

Then come back to say goodbye to me, and I will make you a present of a secret."The little prince went away to look again at the roses....And he went back to meet the fox."Goodbye," he said."Goodbye," said the fox. "And now here is my secret, a It is only with the heart th is essential is invisible to invisible to the eye," the li nce repeated, so that he would be sure to remem. "It is the time you have wasted for your rose t make yo important.""It is the time I have wasted for my rose--" s the little prince o that he would be su remember."Men hav rgotten this truth," d the fox. "But you ust not forge

Settings

Adjust spotlight size

360

60%

Close

Adjust shadow opacity

Move
Tap and drag

Resize
Pinch to decrease or spread to increase

Jump to area
Tap and hold a different area

Live Camera

Present a live camera feed directly on EZWrite so you can zoom in on important details while whiteboarding.

View reference materials

Use a document camera to show text and illustrations from books and other printed materials.

Monitor experiments

Check the status of your students' experiments by magnifying their results on the board.

Demonstrate steps

Show the step-by-step process of an activity so that students can follow closely from their seats.
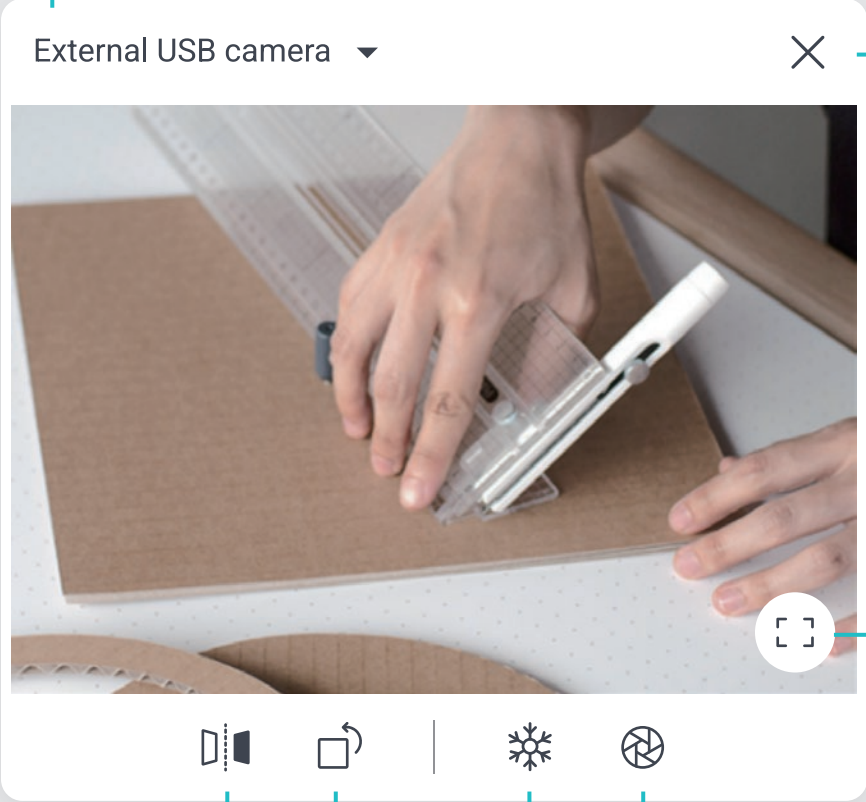
Examine objects

Give students a closer look at fragile artifacts without having to pass them around the room.

To open the camera, tap 🖼 then ⊙ .

Select camera

EZWrite lists every available camera connected to the BenQ Board.

External USB camera ▾

Close

Enlarge/reduce window size

Rotate image 90°

Take screenshot

Flip image horizontally

Freeze frame

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Open, Record, Share, and Save

EZWrite lets you easily use, share, and save your lesson files, whether it's for students or for your own reference.

Open
To open lesson files in EZWrite, tap ☰ then 📁 .
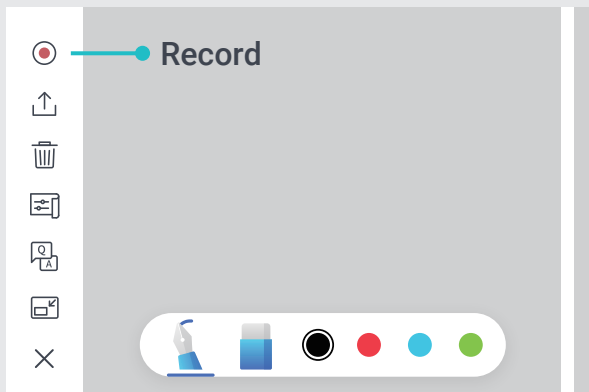Locate your file and then tap it from the list.

Record
To record a lesson, tap ⦿ on the menu bar. You can then save the recording to the board or your connected cloud storage. If your board has built-in or external microphones, your recording will also include sound.

You can also record in Team Post:

🧰 Toolbox > ▯▯ Team Post > ⦿ Record

⦿ — Record

Team Post

Share and save
You have different options for sharing and saving your lessons on EZWrite. To access them, tap ☰ then ↥ .

Share by QR code

Share by e-mail

Save as image

PDF | Save as PDF

IWB | Save as IWB

EZ | Save as EZWrite

Share by QR code

SAMPLE

Share lesson by QR code or e-mail
Both options let you select which pages to share as images or PDFs.

Save as image or PDF
Choose to save your EZWrite pages as images or PDFs to the board or your cloud storage.

Save as IWB or EZWrite
Save your pages as EZWrite or IWB files to the board or the cloud.

💡 **Tip**

- Save your lessons as EZWrite files for maximum compatibility with BenQ Boards. Only EZWrite files will save your sticky notes, 3D shapes, URLs, and YouTube links.

- You can add timestamps to show when files were shared and saved.

Cloud Whiteboard

Enabling the cloud whiteboard feature allows others to join your whiteboarding session remotely from their devices.

How do I host a session?

Tap ⍟ then **Start cloud whiteboard**.

EZWrite will display the room information:

https://ezwrite6-stage.benq.com/main/#/

Room ID
C16306562

📋 Copy link

SAMPLE

How do I join a session?

1. Either scan the QR code or enter the URL.

2. Enter the **Room ID**.

3. Enter a user name.

You can join using a laptop, smartphone, or tablet.

How do I moderate the session?

Tap ⍟ to show the list of participants.

From this window, you can:

- **Refresh the list of participants**
  Tap ⟳ .

- **See who's raising their hands**
  Check who has 🖐 beside their names.
  Tap 🖐 to lower their hand.

- **Lower all participants' hands**
  Tap 🖐ₓ .

- **Enable or disable hand-raising**
  Tap ••• then **Enable** or **Disable hand-raising**.

- **Enable or disable editing for a participant**
  Tap ✎ beside their name.

- **Enable or disable editing for all participants**
  Tap ✎ or ✎̸ .

- **View or hide what participants are editing**
  Tap ▷ or ▷̸ .

- **Remove participants**
  Tap ••• then **Remove**.

- **End the cloud whiteboarding session**
  Tap **Leave Room**.

Tap ⬆ to switch between modes:

- **Presenter mode**: Only you can edit the contents of the board.

- **Collaboration mode:** Other participants can edit as well.

EZWrite Settings

Tap ☰ then ⚙ to modify EZWrite settings.

Maximum picture quality

Select the maximum resolution for imported and exported images. Select **Full HD** for faster loading times and **4K** for better image quality.

Images with resolutions lower than the maximum will remain unchanged, while images with higher resolutions will be compressed.

4K
3840×2160

Full HD
1920×1080
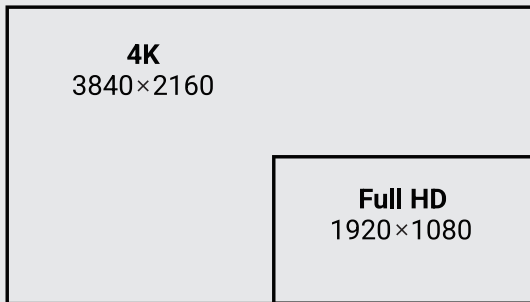
Keep Floating Tool on screen

Have the Floating Tool on the BenQ Board screen when you exit EZWrite, giving you easy access without having to tap and hold the screen.

Enable palm eraser

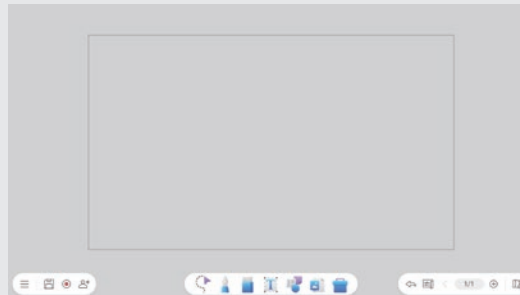This setting allows you to use your palm to erase annotations on the board.

Enable palm rejection

This setting prevents you from leaving marks on the page every time your palm accidentally touches the screen. This disables the palm eraser.

Show default area

Create an outline to mark your original starting point.
This makes it easier to navigate each page.

Handwriting recognition

Download and select a language pack for handwriting recognition and an image library for shape recognition.

Google Translate language

Select the source and target languages.

Optical Character Recognition (OCR)

Select among different OCR language packs.

Text to Speech

Select a language and set the speech rate and pitch of the AI voice.

EZWrite update

Tap ↻ **Check** to see if you are running the latest version of EZWrite.

If an update is available, a pop-up message will appear asking if you want to **Update Now** or **Update Later**.

💡 **Tip** | Although EZWrite automatically saves your work in the background, it is still recommended to save your whiteboard before tapping **Update Now**.