

Top tips for smarter whiteboarding



Want to get more from your whiteboard sessions?
Here's a handy visual guide

The big idea
Whether it's a project name, a problem, or a process, put the reason for the session at the top, or in the center if you're sketching around it.

Keep a record
Circulate notes after the meeting to summarize what's been discussed. With SMART kapp iQ you simply touch the camera symbol on the board to snapshot content, save as a JPEG or PDF, and share.

KISS: keep it simple, stupid
Clean shapes, like arrows, underlines, circles and squares work best. Simple speech bubbles and word clouds are handy tools too.

Annotate display mode content
Write and draw freehand over content shown in display mode—pick apart designs, or scribble notes on PowerPoint slides and web pages. You can even write over live video.

Be neat
Avoid extensive detail—stick to key points and use legible shorthand. Messy handwriting? Try writing in block caps, which forces you to write slower and will read better.

Go big
Write large so everything can be read from a distance. Using SMART kapp iQ? Simply email a URL to remote attendees and they can watch the session unfold on their device—and zoom right in!

Start strong
A compelling start energizes the session and sets the pace. Solving a problem? Write it down and cross it out for dramatic effect. List numbers, like sales targets, and ask the audience to guess what they are.

Back up your reasoning with rich media
Switch instantly to display mode to play relevant Ultra HD video content, discuss PowerPoint slides and web pages, or run applications from your laptop.

Create a multi-way street
Encourage collaboration by inviting others to get involved and openly share ideas. SMART kapp iQ supports simultaneous inking, and lets meeting participants contribute right back on their own device.

Balance writing and speaking
It's tough but try to avoid turning your back for too long while you write and draw. Maintaining eye contact, or talking through what you're writing, keeps the meeting (and the ideas) flowing.



About SMART kapp iQ

SMART kapp iQ™ is the marriage of two things you love, combining the power of an Ultra HD interactive display, with the familiar walk up and use experience of a regular whiteboard. It's the interactive display reimaged, with a host of great features like content capture and sharing to help you work smarter in a connected, mobile world.

To learn more, visit smartkapp.com

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