



# EZWrite 6 User Manual

Interactive Whiteboarding Software

V 6

# Copyright and disclaimer

## Copyright

Copyright 2024 BenQ Corporation. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual or otherwise, without the prior written permission of BenQ Corporation.

## Disclaimer

BenQ Corporation makes no representations or warranties, either expressed or implied, with respect to the contents of this document. BenQ Corporation reserves the right to revise this publication and to make changes from time to time in the contents thereof without obligation to notify any person of such revision or changes.

The screenshots in this document are for reference only and may differ from the actual design.

This document aims to provide the most updated and accurate information to customers, and thus all contents may be modified from time to time without prior notice. Please visit the website for the latest version of this document.

# Table of contents

<b>Copyright and disclaimer</b> .....	<b>i</b>
<b>Introduction</b> .....	<b>1</b>
Access different platforms.....	1
Save personal EZWrite settings with your AMS account .....	2
Interface overview.....	3
<b>Settings</b> .....	<b>4</b>
Import/export file quality.....	4
Check software version .....	4
Report software issues.....	4
Add a watermark to the whiteboard .....	4
<b>Save files</b> .....	<b>6</b>
Quick access to saving files.....	6
Manage saved whiteboard files .....	6
Save and share your project in different formats.....	7
<b>Change background</b> .....	<b>11</b>
Add a custom color.....	11
Remove a custom color .....	12
Add/Remove a custom background .....	12
<b>Edit pages</b> .....	<b>13</b>
Insert, delete or copy a page .....	13
Chang page orders.....	13
<b>Preview canvas</b> .....	<b>14</b>
<b>Annotation</b> .....	<b>15</b>
Add custom colors.....	15
Dual pen mode .....	16

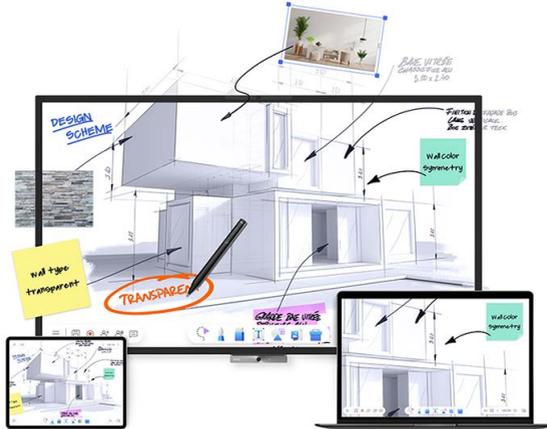
Single pen mode.....	16
Turn on/off palm rejection.....	17
Handwriting recognition .....	18
Shape recognition .....	19
<b>Edit text .....</b>	<b>20</b>
Text to speech.....	20
Text translation language.....	20
<b>Erasers .....</b>	<b>21</b>
Palm eraser .....	21
<b>Insert objects.....</b>	<b>22</b>
Add sticky notes.....	22
Adjust shapes.....	23
Add a template.....	24
<b>Control objects .....</b>	<b>25</b>
Editing tools.....	25
Detect text in an image (OCR).....	26
Lock and unlock an object.....	27
Copy and paste objects .....	28
Add a hyperlink to an object.....	30
Align or distribute objects .....	31
<b>Import files .....</b>	<b>32</b>
Access cloud files from EZWrite.....	33
Document camera.....	34
Add a link/YouTube link.....	35
<b>Toolbox.....</b>	<b>36</b>
Minimize tools .....	37
Geometry tools.....	38

Scoreboard .....	40
Random draw .....	41
Team post.....	42
Browser.....	44
Spotlight.....	45
Calculator .....	46
Chrome browser & Google map .....	47
Scroll .....	48
Spinner.....	49
Unit converter.....	52
<b>Record video.....</b>	<b>54</b>
<b>Presentation mode .....</b>	<b>55</b>
<b>Live stream on YouTube .....</b>	<b>56</b>
Stream settings.....	56
<b>Cloud whiteboard .....</b>	<b>58</b>
Activate cloud whiteboard.....	58
Join cloud whiteboard .....	60
Manage participants.....	63
Engage in class .....	66
<b>Google Classroom in EZWrite 6.....</b>	<b>68</b>
Activate Google Classroom.....	68
Disconnect your Classroom .....	70
Join Google Classroom .....	72
Function table of cloud whiteboard .....	76
<b>EZ Floating Tool.....</b>	<b>78</b>
EZ Floating Tool overview.....	78
Launch EZ Floating Tool .....	78

Keep EZ Floating Tool on/off screen .....	79
Take a screenshot with EZ Floating Tool.....	80
<b>Hot keys.....</b>	<b>81</b>
Copy and paste .....	81
<b>Connect to a second display .....</b>	<b>82</b>
<b>Recommended specifications .....</b>	<b>83</b>
Supported browser version .....	83
<b>Supported file formats .....</b>	<b>84</b>
Import files from local storage.....	84
Import files from Google Drive.....	86
Supported recording formats.....	87
<b>Whitelist of EZWrite 6 .....</b>	<b>88</b>

# Introduction

EZWrite 6 is an interactive whiteboard software solution that allows you to turn your device into a digital canvas. EZWrite 6 supports multi-platforms and allows users to collaborate easily with different devices.



## Access different platforms

### Note

According to different platform limits, the function and interface of EZWrite 6 may vary.

Android (BenQ Board) version	Built-in software in BenQ Board. Or go to <b>BenQ App Store</b> in your BenQ Board to download.
Windows & macOS version	Download the latest version of EZWrite 6 from the <a href="#">EZWrite 6 website</a> . Check out <a href="#">Recommended specifications</a> before downloading the software.
ChromeOS version	In <b>Google Play</b> , search <b>EZWrite 6</b> to install the software.
Web version	Access the Web version of EZWrite 6 from the <a href="#">EZWrite 6 website</a> . Check out <a href="#">Supported browser version</a> before you start.
Android tablet version	In <b>Google Play</b> , search <b>EZWrite 6</b> to install the software.

---

iPadOS version

In **App Store**, search **EZWrite 6** to install the software.

---

## Save personal EZWrite settings with your AMS account

Supported versions: Android (BenQ Board)

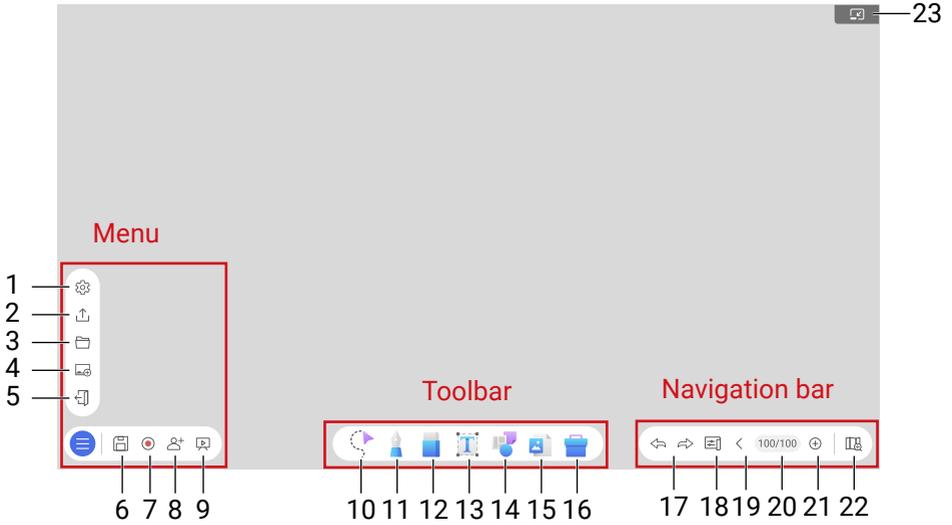
By logging in to the same BenQ Board with your AMS account, EZWrite remembers and saves your personal settings in the software.

Personal settings saved in each account are as follows:

- Whiteboards in the whiteboard list (see [Manage saved whiteboard files](#))
- All settings in EZWrite settings (see [Settings](#))
- Single pen mode on/off (see [Single pen mode](#))
- Customized pen color
- Customized background image and color
- Customized spinner list

# Interface overview

The interface of EZWrite 6 includes three main segments: Menu, Toolbar and Navigation bar.



Menu	Toolbar	Navigation bar
1. <a href="#">Settings</a>	10. <a href="#">Select</a>	17. <a href="#">Undo/Redo</a>
2. <a href="#">Export</a>	11. <a href="#">Pen</a>	18. <a href="#">Change background</a>
3. <a href="#">Open files</a>	12. <a href="#">Eraser</a>	19. <a href="#">Previous/Next page</a>
4. <a href="#">New whiteboard</a>	13. <a href="#">Text</a>	20. <a href="#">Edit pages</a>
5. <a href="#">Exit</a>	14. <a href="#">Insert objects</a>	21. <a href="#">Add a new page</a>
6. <a href="#">Save</a>	15. <a href="#">Import files</a>	22. <a href="#">Preview canvas</a>
Recording		
7. <ul style="list-style-type: none"> <li>• <a href="#">Record video</a></li> <li>• <a href="#">Go Live</a></li> </ul>	16. <a href="#">Toolbox</a>	23. <a href="#">Minimize window*</a>
8. <a href="#">Create cloud whiteboard</a>		
9. <a href="#">Presentation mode</a>		

**Note**

\* Windows version only. See [Launch EZ Floating Tool](#) for details.

# Settings

## Import/export file quality

In  **Menu** >  **Settings** > **Files** > **Maximum import resolution/Maximum export resolution**, select **Full HD** or **4K**.

### Note

For importing or exporting a file, the file smaller than the maximum resolution will remain the same resolution. When exceeding the maximum resolution, it will be compressed to the set value.

## Check software version

Go to  **Menu** >  **Settings** > **General** > **Current version** to check whether the software is up to date.

## Report software issues

- In Windows version, you can submit your problems by selecting  **Menu** >  **Settings** > **Report issues** to export log files.
- For Android version, contact **BenQ Support** for help.

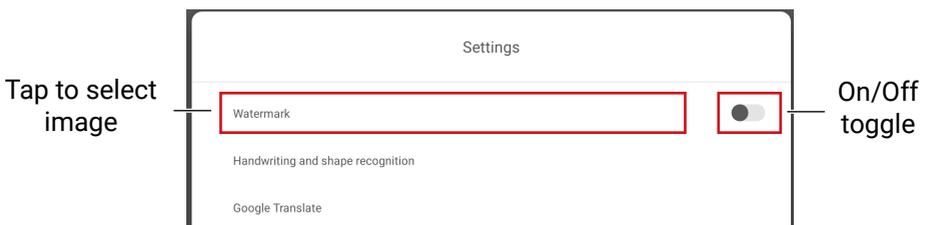
## Add a watermark to the whiteboard

For Android (BenQ Board) version, Android tablet version

### Note

A watermark will not be saved in your project but will be exported when you save your project as image/PDF.

1. Go to  **Menu** >  **Settings** > **Watermark**.
2. Tap **Watermark** to import an image from AMS file manager to the whiteboard.



3. The watermark will always be on the top layer, with its size and position fixed at the center of the whiteboard.



# Save files

## Quick access to saving files

For Windows, macOS, Web, ChromeOS, iPadOS version

Select  **Save** to save the session as .ezwrite.

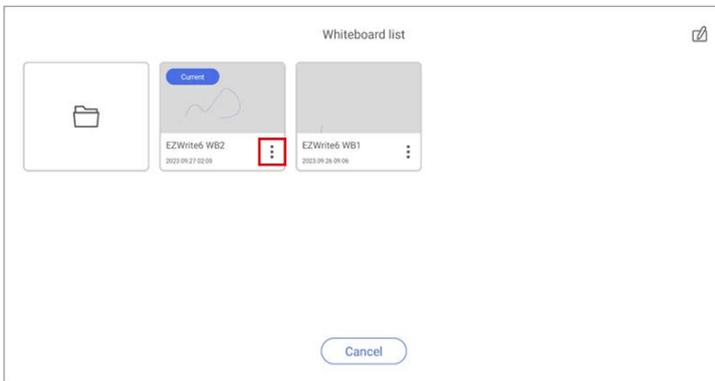


## Manage saved whiteboard files

For Android (BenQ Board), Android tablet version

Select  **Menu** >  **Open files** to find the automatically saved project.

- For each file, select  **More** to rename, delete or save the file as IWB/EZWrite format.



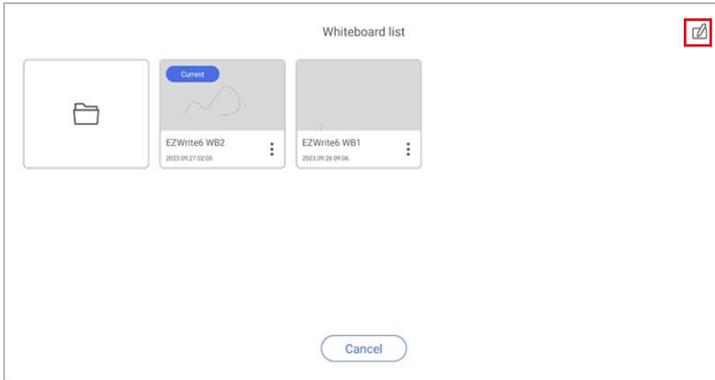
### Tip

To save your file in other formats, go to  **Menu** >  **Export**.

# Delete multiple whiteboard files

To delete multiple projects at once:

4. Select  **Edit**.



5. Select the projects you want to remove from the Whiteboard list.
6. Select **Delete**.

# Save and share your project in different formats

- [Save as IWB/EZWrite](#)
- [Save as image/PDF](#)
- [Share by QR code](#)
- [Share by e-mail](#)
- [Share by print](#)

# Save your project as .iwb/.ezwrite

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS, iPadOS, Android tablet

Select **Menu** > **Export** to save your project as IWB or EZWrite format if you need to edit contents on the whiteboard in the future.

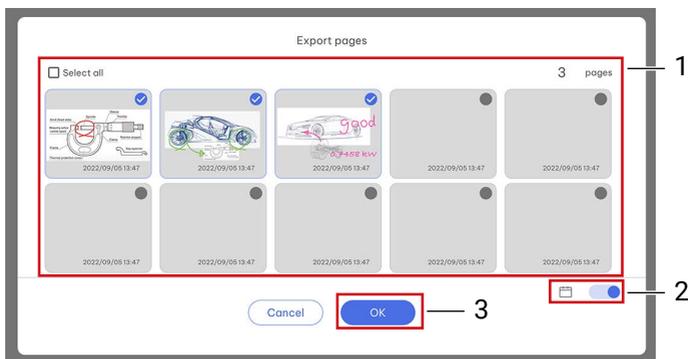
## File differences between IWB & EZWrite format

Format	Description
EZWrite (.ezwrite)	Completely compatible with EZWrite 6.
IWB (.iwb)	Few objects can't be saved and reloaded for future editing: <ul style="list-style-type: none"><li>• Sticky notes and 3D shapes</li><li>• YouTube link</li><li>• URL link (Bookmark)</li><li>• Google Classwork</li></ul>

# Save your project as image/PDF

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS, iPadOS, Android tablet

Select **Menu** > **Export** to save your project as image or PDF.

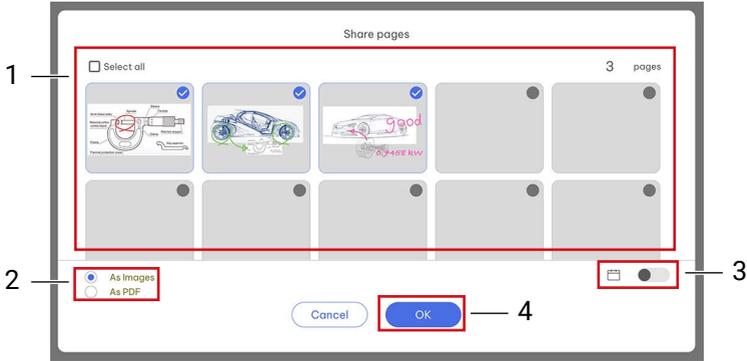


1. Select the pages you want to save.
2. Enable/disable time stamp on your project.
3. Select **OK** to save.

# Share your project by QR code

Supported versions: Windows, macOS, Android (BenQ Board), iPadOS, Android tablet

Select **Menu** > **Export** > **Share by QR code** to save the file in the cloud for download.



1. Select up to 30 pages to share.
2. Choose to save as image or PDF.
3. Enable/disable time stamp on your project.
4. Select **OK** to generate the QR code.



Scan the QR code with a mobile device and the image/PDF will appear on the device's default web browser. Follow the browser's saving procedure to save the file.

## Note

Files shared via QR code are available for download within 30 minutes only.

# Share your project by e-mail

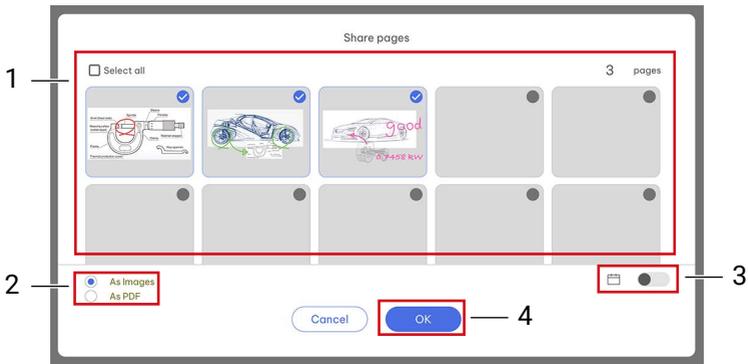
Supported versions: Windows, Android (BenQ Board: EDLA), Android tablet

## Note

Compatible e-mail software:

- Windows version: Microsoft Outlook
- Android (BenQ Board: EDLA) version: Gmail

Select  **Menu** >  **Export** > **Share by e-mail**.



1. Select up to 30 pages to share.
2. Choose to save as image or PDF.
3. Enable/disable time stamp on your project.
4. Select **OK** to open the email application on your device.

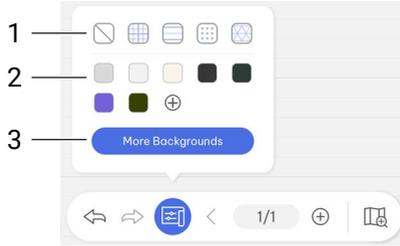
# Share your project by print

Supported versions: Android (BenQ Board: non-EDLA)

Select  **Menu** >  **Export** > **Share by print** to connect with instaQPrint, an app pre-installed on non-EDLA BenQ Board.

# Change background

Select  **Change background** to change the EZWrite background.



## 1. Patterns

Apply background patterns as reference lines. The patterns will not be saved in your project.

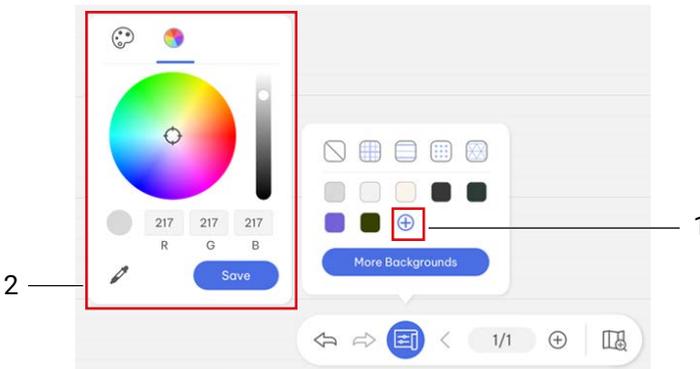
## 2. Colors

Save up to 10 colors for later use. See [Add a custom color](#) and [Remove a custom color](#) for details.

## 3. Background images

Choose from a collection of backgrounds. Or select  to add your own. See [Add/Remove a custom background](#) for details.

# Add a custom color

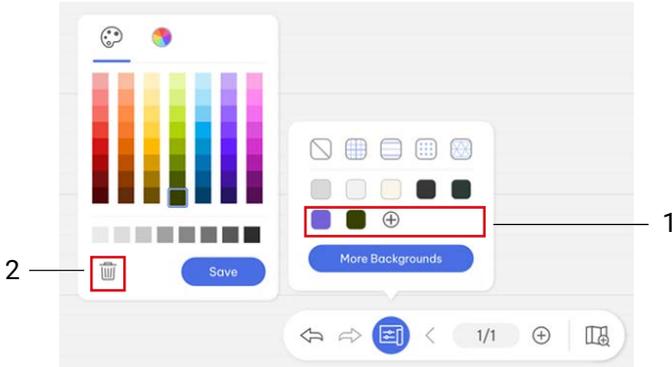


1. Select  **Add custom colors** .

2. Use the color panel to select a color.

3. Select **Save**. The chosen color will appear in the color list.

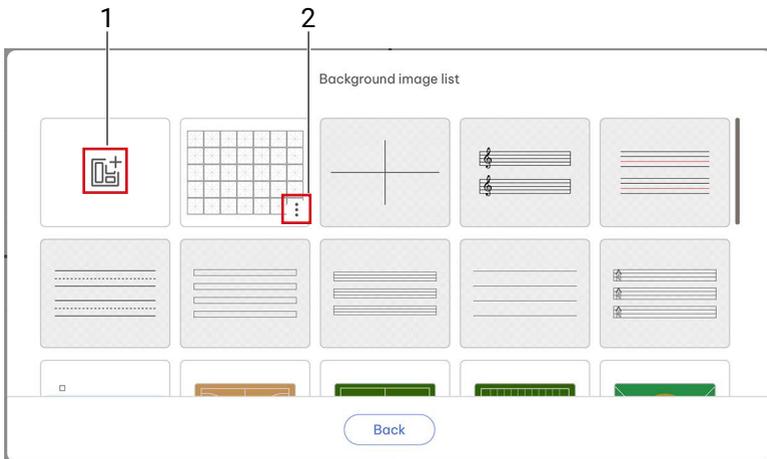
# Remove a custom color



1. Right-click a color from the color list.
2. Select  **Delete** to remove the color.

# Add/Remove a custom background

You can add up to 30 custom backgrounds to the background list for quick access.



1. Select the icon . Choose an image from your local storage.
2. Select the icon  on a custom background to delete the image.

# Edit pages

## Insert, delete or copy a page

1. Select **Page** to view a list of all pages.



2. For the page you want to edit, select **More** for the following options:
  - A. Copy the selected page and its content.
  - B. Insert a new page after the selected page.
  - C. Delete the selected page



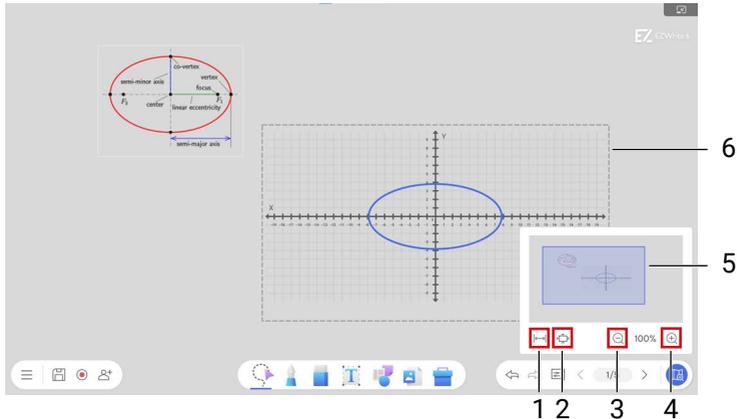
## Change page orders

Select and hold a thumbnail for two seconds. Once the thumbnail turns translucent, it can be moved to the desired position.



# Preview canvas

Select  **Preview canvas** to get a preview of the entire canvas.



## 1. **Fit to screen**

Scales the screen to show all content on the canvas.

## 2. **Default**

Sets the screen back to the original scale and position.

## 3. **Zoom out**

## 4. **Zoom in**

## 5. **Blue rectangle area**

Shows the area visible on the screen.

## 6. **Default area**

Outlines the original scale and position of the whiteboard. To show/hide the default area outline, go to  **Menu** >  **Settings** > **General** > **Outline default area**.

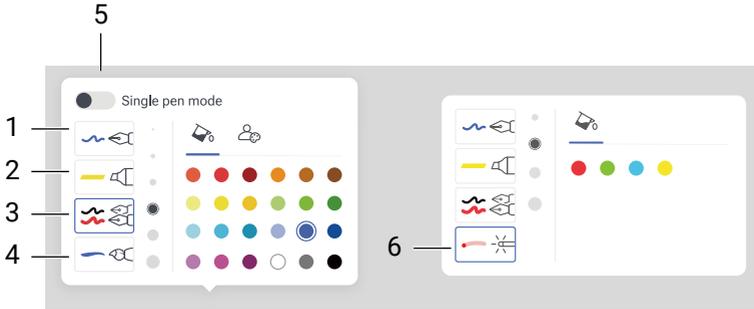
### Tip

[Keyboard shortcuts](#) for Windows

- Mouse scroll wheel: scale canvas
- Space + left mouse button: move canvas

# Annotation

Select  **Pen** to set the pen type, color and thickness. A total of 6 pen types, 24 color options and 6 levels of thickness are available.



1. Pen
2. Highlighter
3. **Dual Pen** (Android only)
4. Brush (Windows\*, macOS\*, and Android only)

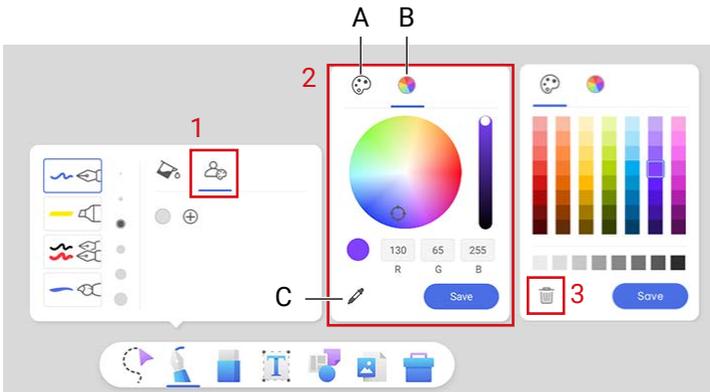
**Note**

\* To write with the brush, make sure to connect your laptop with a drawing tablet.

5. Single pen mode (Android only)
6. Laser pointer (Available in **Presentation mode**)

## Add custom colors

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS, iPadOS, Android tablet



1. Go to  **Custom colors** >  **Add custom colors** to add colors.
2. Use either tools below to choose custom colors and select **Save**.
  - A. Color swatches
  - B. Color wheel
  - C. Color picker

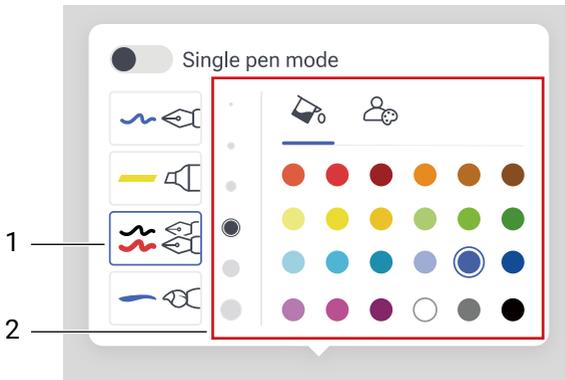
**Note:** Color picker is currently not available in Android (BenQ Board).

3. Right-click a color under  **Custom colors** and select  **Delete** to remove the color from your list.

## Dual pen mode

Supported versions: Android (BenQ Board)

Allows two users to write or draw with different colors simultaneously.



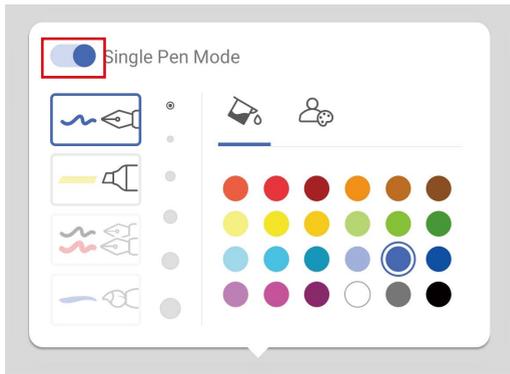
1. Select dual pen mode and check the color of your dual pen here.
2. Choose the color and thickness for each side of the pen.

## Single pen mode

Supported versions: Android (BenQ Board)

When the single pen mode is enabled, only one user can write on the board. Both the Dual pen and Brush modes are disabled.

In Single pen mode, the thin tip of the BenQ Board pen is for writing while the thick tip is used as an eraser.



## Turn on/off palm rejection

Supported versions: Android (BenQ Board)

If you want to avoid your palm or wrist from being recognized as pen, go to **Menu** > **Settings** > **General** > **Palm rejection** to turn on the function. In this way, [palm eraser](#) will be turned off automatically. To turn off the function, go to the same path to disable palm rejection.

# Handwriting recognition

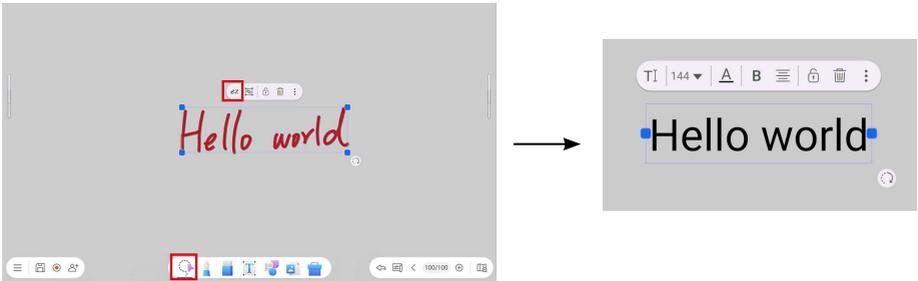
Supported versions: Android (BenQ Board), Android tablet

Handwriting recognition allows you to write letters on the display and easily convert them into editable text.

## Turn writings into editable text

Supported versions: Android (BenQ Board), Android tablet

1. Enter selection mode  to select your writings
2. Select *ez* **Handwriting to text** and wait for the annotation to turn into text.



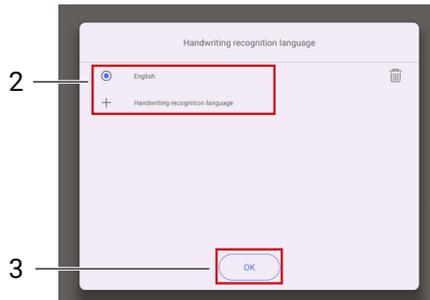
## Handwriting language settings

Supported versions: Android (BenQ Board), Android tablet

1. Enter selection mode  to select your writings
2. In the text frame, long press *ez* **Handwriting to text** to initiate language settings.

**Note:** You can also find the language settings in  **Menu** >  **Settings** > **Handwriting and shape recognition** > **Handwriting recognition language**.

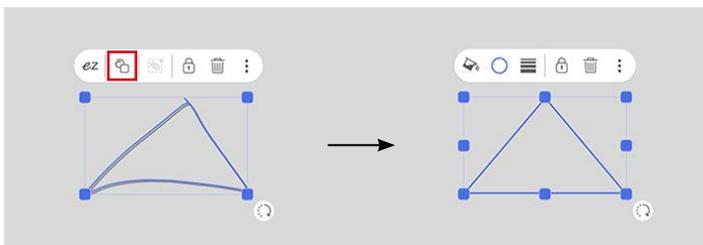
3. Select a language on the list or select **+** to download other languages.
4. Select **OK** to finish the settings.



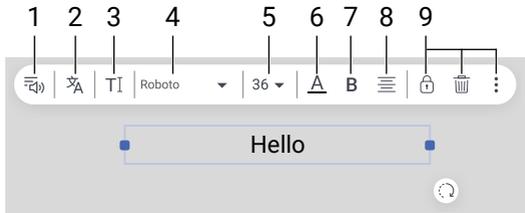
## Shape recognition

Supported versions: Android (BenQ Board), Android tablet

1. Enter selection mode  to select your drawing.
2. Select  **Shape recognition** and wait for the drawing to turn into shapes listed as below.
  - Line
  - Rectangle
  - Circle
  - Triangle
  - Hexagon
  - Star
  - Moon
  - Heart
  - Lightning



# Edit text



Use the editing options listed below:

1. [Text to speech \\*](#)
2. [Translate text \\*](#)

**Note:** \* In Android (BenQ Board) version, long press the icon to initiate the language settings.

3. Select all text
4. Fonts
5. Font size
6. Font color
7. Font style (bold/italic/underline)
8. Text alignment
9. See [Control objects](#)

## Text to speech

Supported versions: Windows, Android (BenQ Board), Web (except Safari), macOS, iPadOS, Android tablet

Manage your voice options and speed in the following path:

- For Windows: Go to **Menu** > **Settings** > **General** > **Text to Speech**.
- For BenQ Board: Go to **System** > **Language & Input** > **Text to Speech**.

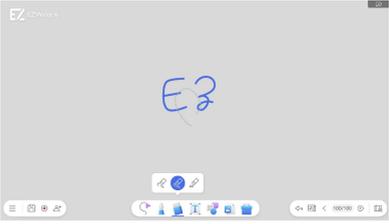
## Text translation language

Supported versions: Android (BenQ Board), Android tablet

1. Go to **Menu** > **Settings** > **Google translate**.
2. Choose the languages to translate to and from.
3. Select **Back** to finish the settings.

# Erasers

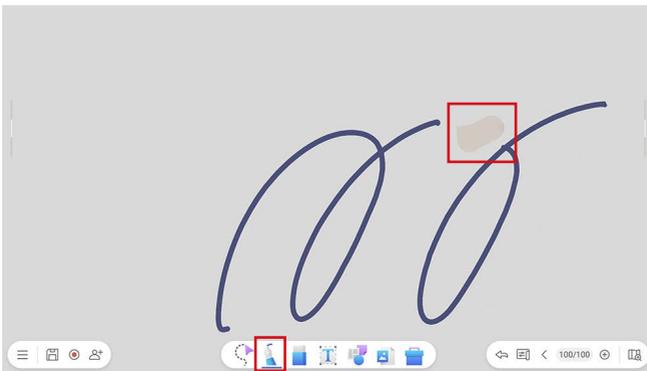
Select  **Eraser** to open the eraser toolbar. Three erase types are available: finger eraser, strikethrough eraser, and erase all.

Icon	Function	Description
	Finger eraser	Erase a path with your finger.
	Strikethrough eraser	Erase an entire segment of handwriting by touching or striking through it. 
	Erase all	Erase all content from the current page.

## Palm eraser

Supported versions: Android (BenQ Board)

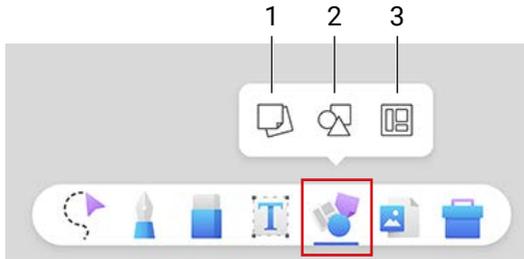
While you are writing, you can touch the BenQ Board with your palm to activate palm eraser.



To disable the function, go to  **Menu** >  **Settings** > **General**.

# Insert objects

Select  **Insert objects** to add sticky notes, shapes, and pre-designed or custom templates.



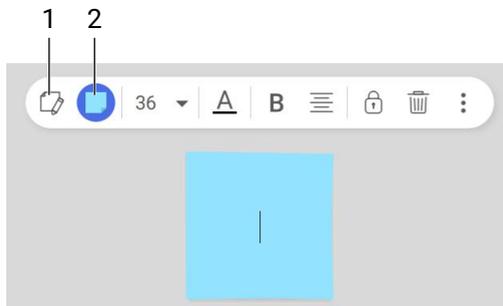
1. [Sticky notes](#)
2. [Shapes](#)
3. [Templates](#)

## Note

Save your file as EZWrite rather than IWB format to keep sticky notes and 3D shapes for future editing.

# Add sticky notes

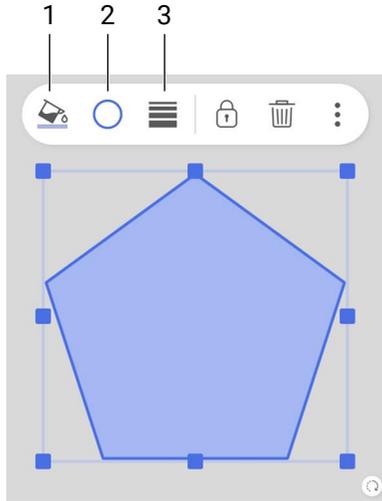
Select  **Insert objects** >  **Sticky notes** to add a sticky note onto the whiteboard.



1. Select text in the sticky note.
2. Change a color for the sticky note.

# Adjust shapes

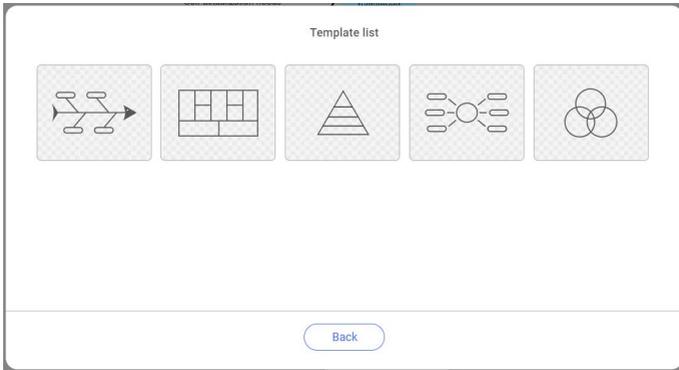
Select  **Insert objects** >  **Shapes** to add a shape.



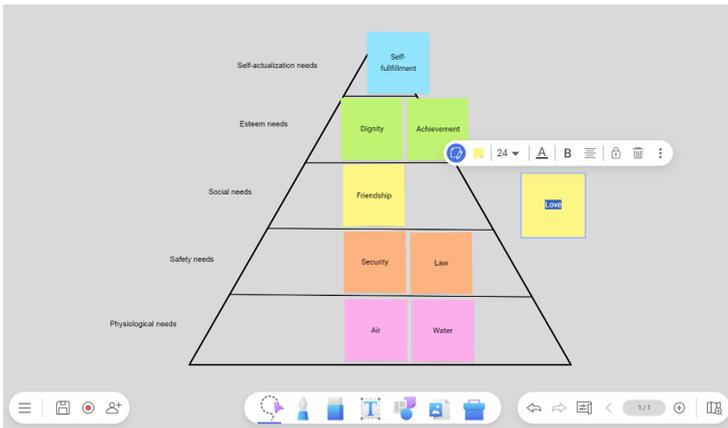
1. Fill a shape with the color.
2. Change the color of the border.
3. Adjust the thickness of the border.

# Add a template

Select  **Insert objects** >  **Template** to add a template.



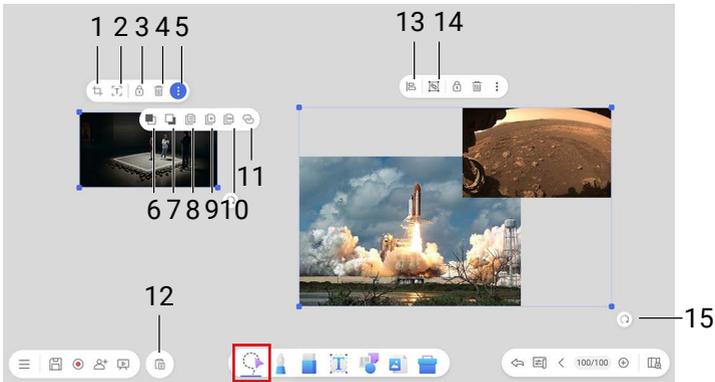
All elements in a template are adjustable. You can customize the content for different scenario.



# Control objects

In selection mode , you can select, rotate, move, duplicate, delete, and scale multiple objects at the same time. You can also adjust object layers by pinning objects to top or bottom layers.

## Editing tools



1. Crop
2. [Detect text](#)
3. [Lock](#)
4. Delete
5. More
6. Bring to front
7. Send to back
8. Copy
9. Duplicate
10. [EZCopy](#)
11. [Add a hyperlink](#)
12. Paste
13. [Alignment](#)
14. Group/Ungroup
15. Rotate

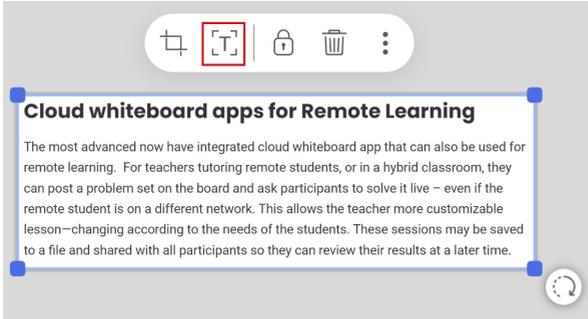
# Detect text in an image (OCR)

Supported versions: Android (BenQ Board), Web, ChromeOS, Android tablet

## Note

In Android(BenQ Board) version, long press  **Detect text (OCR)** to initiate the OCR settings.

Select  **Detect text (OCR)** in the editing tool bar. EZWrite recognizes text in an image based on your language settings in EZWrite.



## Change recognition language

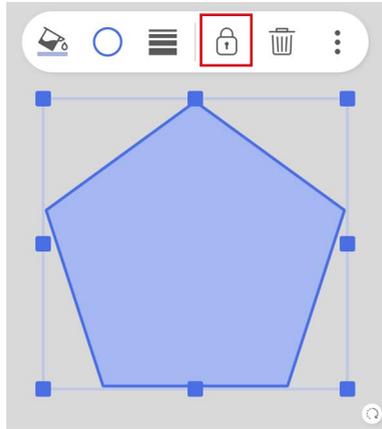
Go to  **Menu** >  **Settings** > **language** for a different language option.

## Note

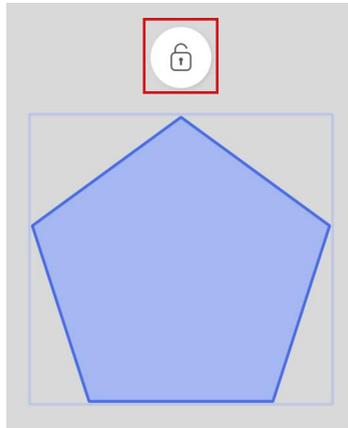
For languages besides English, EZWrite recognizes the selected language + English. For example, if you choose Japanese, the detection language will be Japanese + English.

# Lock and unlock an object

Choose  **Lock** to lock the selected object.



To unlock an object, select the object and hold for 2 seconds. The **Unlock** icon will show up. Select  **Unlock** to unlock the object.



# Copy and paste objects

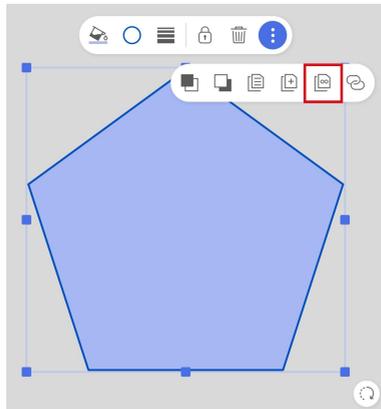
Icon	Function	Description
	Copy	Tap to add the object to the clipboard.
	Paste	Paste the object from the clipboard. This appears beside the main menu. You can copy an object from one page and paste it on other pages.
	Duplicate	Tap to instantly create a copy of the object on the page.
	EZCopy	Repeat click and drag to create multiple copies of an object. See <a href="#">Create multiple copies with EZCopy</a> .

## Create multiple copies with EZCopy

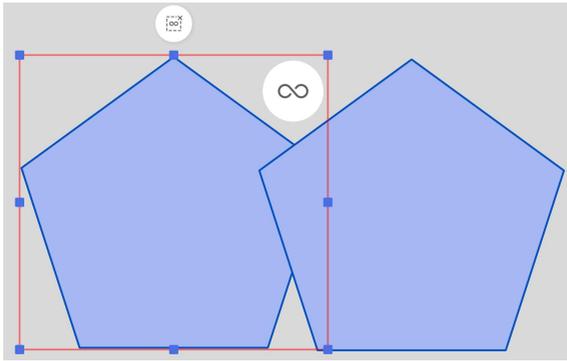
### Note

You can use EZCopy on text, image, 2D/3D shape and sticky note, but not on a grouped object.

1. Select the object you want to duplicate.
2. Tap **More** >  **EZCopy** to turn the object into an EZCopy item.



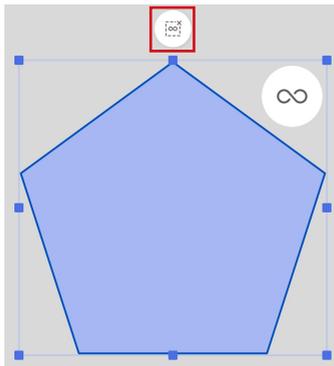
3. Click and drag the object to create a copy of the object. Repeat the steps to add more.



**Note**

While in this mode, you are not allowed to resize or make changes to the object.

4. Select  **Disable EZCopy** to exit EZCopy mode.

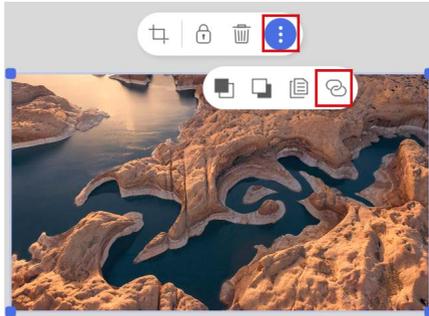


# Add a hyperlink to an object

You can add a hyperlink button to any object and links it to an external webpage when clicked.

To add a hyperlink to an object:

1. Select an object and then select **More** > **Hyperlink** in the object menu.

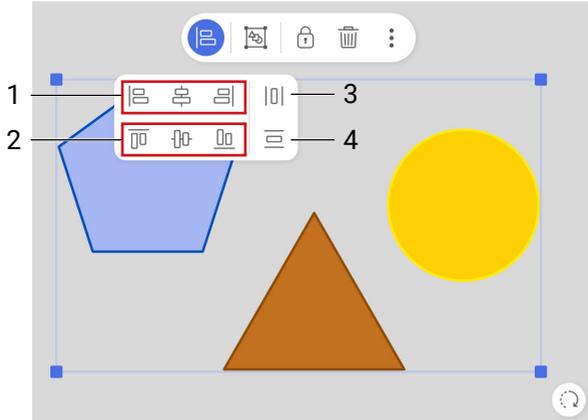


2. Enter the URL for the webpage that you want the object to link to and then select **Confirm**.

# Align or distribute objects

Supported versions: Windows, macOS, iPadOS

With the alignment tools, you can align selected objects vertically or horizontally accordingly.



1. Vertical alignment
2. Horizontal alignment
3. Horizontal distribution
4. Vertical distribution

# Import files

Select  **Import files** to import links, or files stored on your local storage or a connected storage device.

Icon	Function	Available platforms
	See <a href="#">Document camera</a> <sup>1</sup>	<ul style="list-style-type: none"><li>• Windows</li><li>• macOS</li><li>• Android (BenQ Board)</li><li>• Web</li><li>• ChromeOS</li><li>• iPadOS</li></ul>
	Import image files <sup>2</sup>	
	Import .ezwrite, .iwb or .notebook files <sup>2</sup>	<ul style="list-style-type: none"><li>• Windows</li><li>• macOS</li><li>• Android (BenQ Board)</li><li>• Web</li><li>• ChromeOS</li><li>• iPadOS</li></ul>
	Import video files <sup>2</sup>	<ul style="list-style-type: none"><li>• Windows</li><li>• macOS</li><li>• Android (BenQ Board)</li><li>• Web</li><li>• ChromeOS</li><li>• iPadOS</li></ul>
	Import audio files <sup>2</sup>	<ul style="list-style-type: none"><li>• Windows</li><li>• macOS</li><li>• Android (BenQ Board)</li><li>• Web</li><li>• ChromeOS</li><li>• iPadOS</li></ul>
	<a href="#">Import URL links</a>	<ul style="list-style-type: none"><li>• Android tablet</li></ul>
	<a href="#">Import YouTube links</a>	
	Import Office files (as image) <sup>2</sup>	<ul style="list-style-type: none"><li>• Windows</li><li>• Android (BenQ Board)</li><li>• Web</li><li>• ChromeOS</li><li>• Android tablet<sup>3</sup></li></ul>
	<a href="#">Import Google drive files</a>	<ul style="list-style-type: none"><li>• Web</li><li>• ChromeOS</li></ul>
	<a href="#">Import materials from Google Classwork</a> <sup>4</sup>	<ul style="list-style-type: none"><li>• Android (BenQ Board: EDLA)</li><li>• Web</li><li>• ChromeOS</li></ul>

## Note

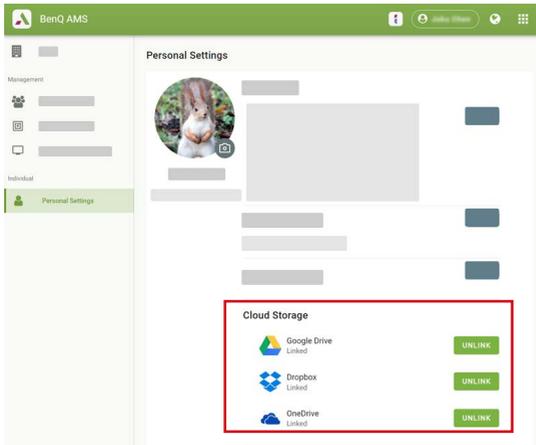
1. Available for devices with camera sources.
2. See [Supported file formats](#) for more information.
3. Only PDF import is available.
4. Available for accounts connected with Google Classroom.

# Access cloud files from EZWrite

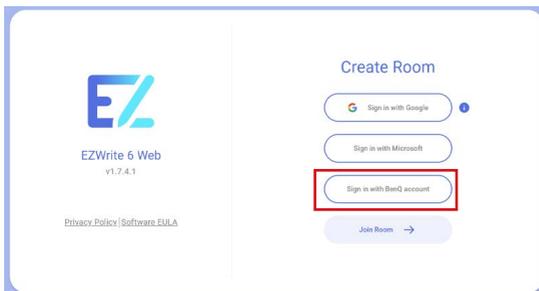
Supported versions: Web, ChromeOS

To access your personal cloud files from EZWrite:

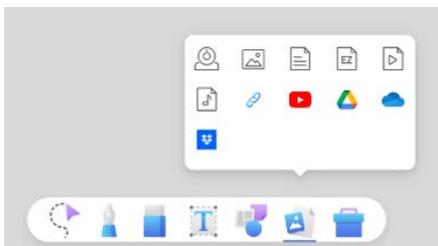
1. Ensure that your BenQ account is linked to your cloud storage in [ams.benq.com](https://ams.benq.com).



2. Log in to EZWrite Web/ChromeOS with your BenQ account.



3. Select  **Import files** to access all synced cloud storage.



# Document camera

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS, iPadOS

Select  **Import files** >  **Document camera** to open the document camera window.



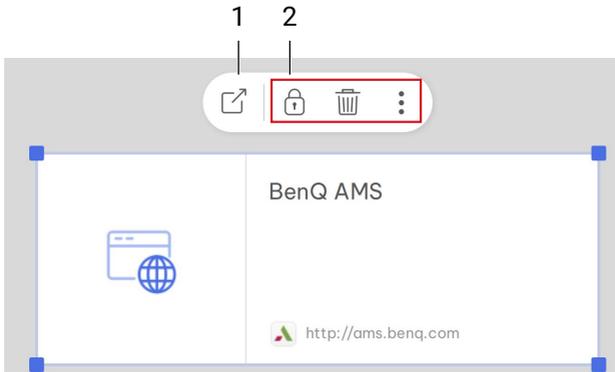
1. Select camera source
2. Mirror
3. Rotate
4. Freeze
5. Take screenshot
6. Brightness \*
7. Zoom in/out \*
8. Resize window
9. Close window

\* Windows, macOS, iPadOS only

# Add a link/YouTube link

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS, iPadOS, Android tablet

Select  **Import files** >  **Link** /  **YouTube** to add a link to whiteboard.



1. Open link in your browser
2. See [Editing tools](#) for details

## Search for a YouTube video

For Android (BenQ Board), Android tablet

1. Go to  **Import files** >  **YouTube**
2. Enter a keyword instead of a link.
3. Tap **OK**.
4. This brings out the YouTube page on your BenQ Board browser. You can then search for the video you want.

# Toolbox

Select  **Toolbox** to open a selection of education and collaboration tools.

Icon	Function
	<a href="#">Ruler</a>
	<a href="#">Protractor</a>
	<a href="#">Compass</a>
	<a href="#">Set square</a>
	Timer
	Stopwatch
	<a href="#">Scoreboard</a>
	<a href="#">Random draw</a>
	<a href="#">Calculator</a>
	Spinner
	Spotlight
	<a href="#">Team post</a>
	<a href="#">Browser</a>
	<a href="#">Windows calculator</a>
	<a href="#">Math input panel</a>
	Chrome browser
	Google map
	Google drive
	Microsoft math solver
	Unit Converter
	Scroll

# Minimize tools

For tools with the **Minimize** icon , you can select the icon to minimize the tool into a movable floating bar for quick access.

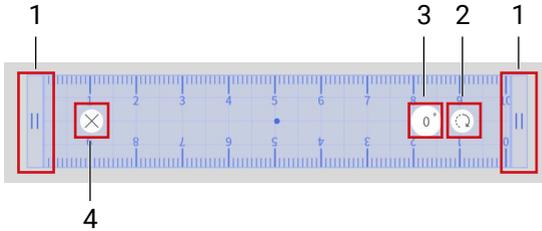


# Geometry tools

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS, iPadOS, Android tablet

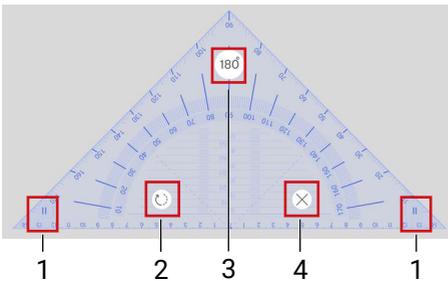
There are four geometry tools available in the toolbox: ruler, protractor, compass and set square.

## Ruler



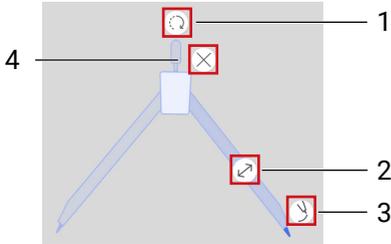
1. Select one end of the tool to adjust the length.
2. Drag the icon to rotate.
3. Enter a number into the angle field to set the tool to the desired angle.
4. Close the tool.

## Set square



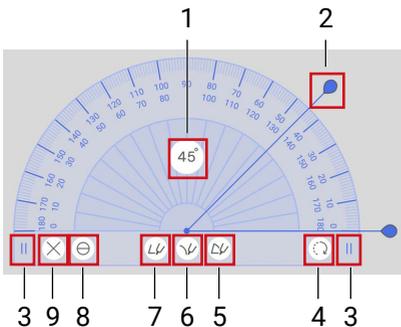
1. Select one end of the set square to adjust its size.  
**Note:** Available for Windows, macOS, Android (BenQ Board).
2. Drag the icon to rotate.
3. Enter a number into the angle field to set the tool to the desired angle.
4. Close the tool.

# Compass



1. Drag to rotate.
2. Drag to adjust the angle of the compass.
3. Drag to draw a circle.
4. Close the tool.

# Protractor



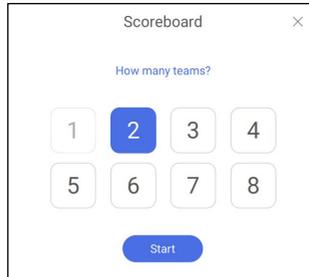
1. Enter a number into the angle field to set the tool to the desired angle.
2. Drag the knob to adjust the angle before drawing.  
**Note:** Available for Windows, macOS, Android (BenQ Board).
3. Select one end of the protractor to adjust its size.
4. Drag to rotate.
5. Draw a sector.  
**Note:** You can click on the sector to change colors of the shape and its border. See [Adjust shapes](#) for details.
6. Draw an arc.
7. Draw a designated angle.
8. Switch between a 180-degree or 360-degree protractor.  
**Note:** Available for Windows, macOS, Android (BenQ Board).
9. Close the tool.

# Scoreboard

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS

The scoreboard keeps track of scores for up to eight teams during collaborative games.

1. Select  **Toolbox** >  **Scoreboard** to add a scoreboard to the whiteboard.
2. Select how many teams will be participating in the game.



3. Once the number of teams is set, the following actions can be performed:



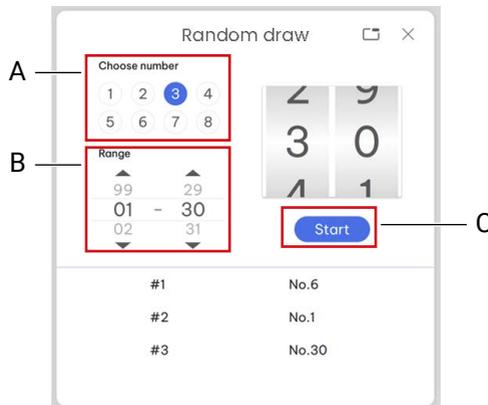
- A. Edit the team name.
  - B. Select the top half of a team score to add a point.
  - C. Select the bottom half of a team score to remove a point.
4. Select  **Close** to close the tool.

# Random draw

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS

The random draw randomly generates numbers for collaborative games.

1. Select  **Toolbox** >  **Random draw** to add the tool to the whiteboard.
2. Follow the steps below to begin a draw:
  - A. In the **Choose number** section, select how many numbers you want to generate at a time.
  - B. In the **Range** section, select the upper and lower limits (from 1 to 99) for the number(s) you want to generate.
  - C. Select **Start** to draw the number(s). Generated numbers appear in the bottom half of the random draw window.



3. Select  **Close** to close the tool.

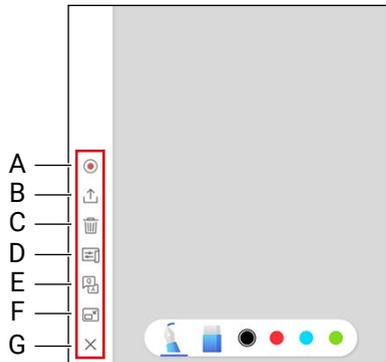
# Team post

Supported versions: Windows, macOS, Android (BenQ Board)

1. Select **Toolbox** > **Team post** to create up to three separate drawing posts for teams-based collaborative games.
2. Select how many teams will be participating in the game. This determines the number of drawing posts.



3. Once the number of teams is set, you can begin drawing using the drawing tools in each post. The side bar on the screen features the following options:



## A. Recording (Record video/Go live)

**Note:** Check out supported platform from [Record video](#) and [Go live](#).

## B. Screenshot

## C. Clear all drawings

## D. Change team post background (BenQ Board only)

## E. Add a question to all team posts

## F. Minimize the team post tool to a floating bar

## G. Exit team post

# Save your team post screen

Select  **Screenshot** and select how you want to save your team post screen.

1. **Share to Whiteboard**

Paste the screenshot onto the EZWrite whiteboard for further annotation.

2. **Save as image**

3. **Share by QR code**

Generate a QR code for each drawing board shown.

**Note**

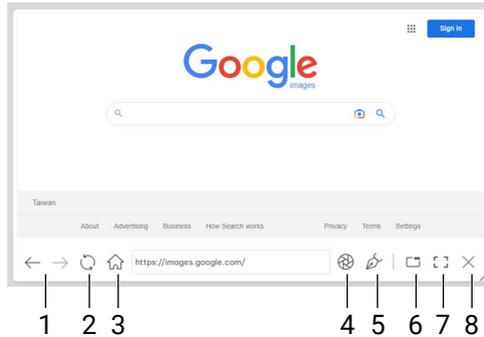
Files shared via QR code are available for download within 30 minutes only.



# Browser

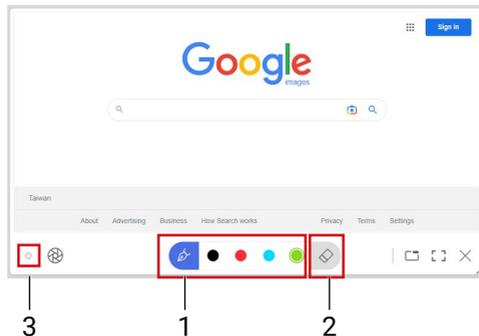
Supported versions: Windows, macOS

Select  **Toolbox** >  **Browser** to open a web browser.



1. Previous/Next page
2. Refresh
3. Home page
4. Screenshot
5. Pen
6. Minimize
7. Maximize/Restore down
8. Close browser

## Annotate on browser

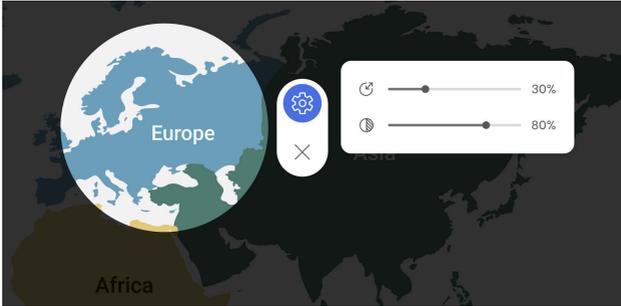


1. Tap to switch different pen colors.
2. Opens the eraser toolbar for different eraser types.
3. Closes the annotation toolbar.

# Spotlight

Supported versions: Windows, Android (BenQ Board), macOS, Web, ChromeOS, Android tablet

Select  **Toolbox** >  **Spotlight** to highlight and hide parts of the screen.



Select  **Settings** to open settings.

-  : Adjust spotlight size
-  : Adjust shadow opacity

Select  **Close** to close spotlight

## Control spotlight by gesture

Supported versions: Android (BenQ Board), Android tablet

For BenQ Board, control spotlight with gesture listed as follows:



1. **Move**  
Tap and drag to move the highlight area.



2. **Resize**  
Pinch to decrease or spread to increase the highlight area.



3. **Jump to area**  
Tap and hold a different area.

# Calculator

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS

EZWrite provides different tools for calculation.



## Calculator

EZWrite built-in calculator



## Windows calculator <sup>1</sup>

Scientific calculator from Windows



## Math input panel <sup>1</sup>

Handwriting panel for math formula. Insert the formula as image to EZWrite.



## Microsoft Math Solver <sup>2</sup>

Answers math questions with step-by-step solutions.



## Unit converter <sup>3</sup>

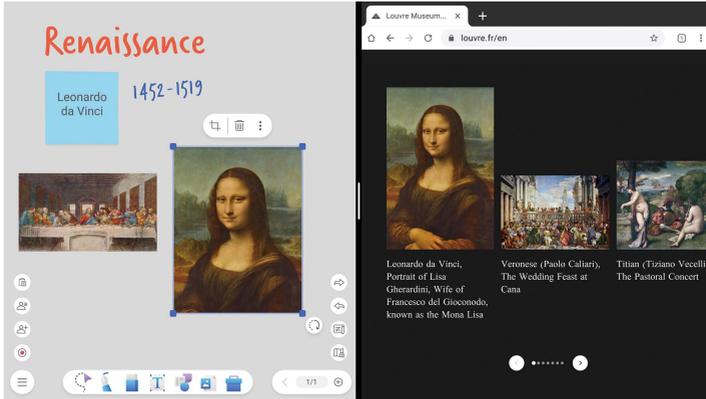
EZWrite built-in unit converter. See [Unit converter on page 52](#).

<sup>1</sup>Windows only; <sup>2</sup>Android (BenQ Board) & Android tablet only; <sup>3</sup>Android (BenQ Board) & Web only

# Chrome browser & Google map

Supported versions: Android (BenQ Board: EDLA), Android tablet

For BenQ Board with EDLA certificates, select  **Toolbox** >  /  to open Chrome/Google map in a split screen.



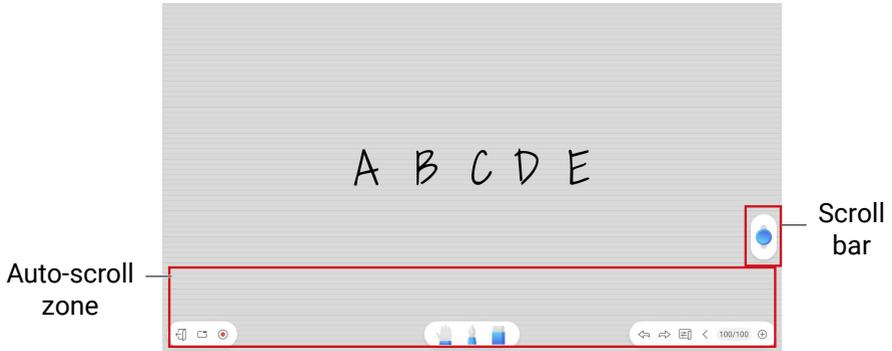
- Control the split-screen size by dragging the divider.
- Hold either items below from the browser and drag it onto the whiteboard directly.
  - Text
  - Image
  - Text with URL
  - URL links

# Scroll

Supported versions: Android (BenQ Board)

Select  **Toolbox** >  **Scroll** to activate the scroll tool.

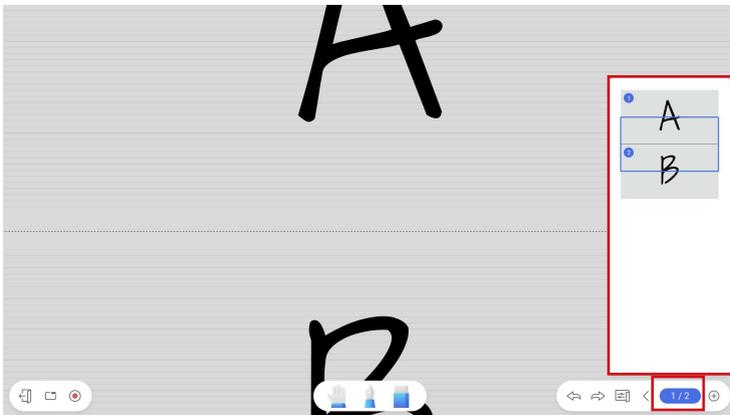
1. Use either method below to add more writing spaces on the scroll.
  - A. Tap and drag the scroll bar downward to manually add more space.
  - B. When writing in the auto-scroll zone, the contents move upward automatically.



2. Select  **Page** to view the entire scroll and pages. The blue rectangle area is the area visible on the screen.

## Note

You can add up to 20 pages in a single scroll.



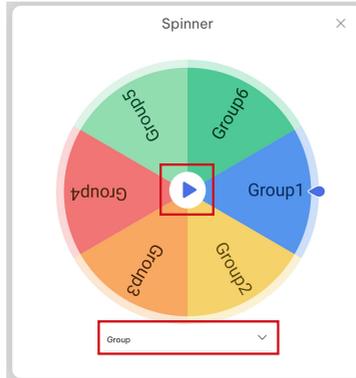
3. Select  to exit. Select  to minimize the tool.

# Spinner

Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS

Select  **Toolbox** >  **Spinner** to pick a random number or name.

1. Select a spinner type and click  in the middle of the spinner to start.



2. The results will show in full circle. Click the circle again to exit the result page and spin again.



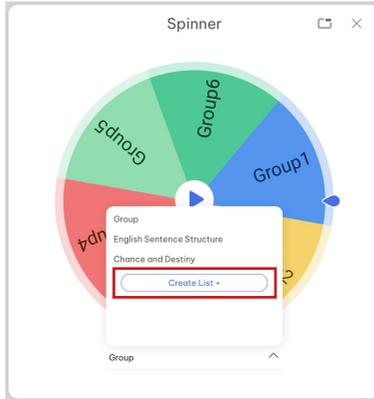
3. You can also create your own list for the spinner. See [Create a list for spinner](#).

# Create a list for spinner

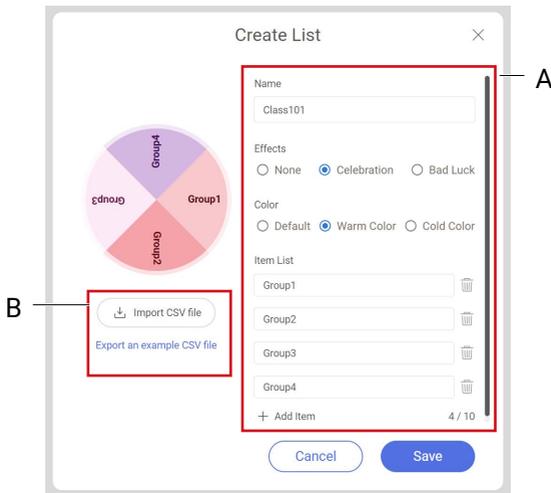
## Note

You can add up to 5 custom lists.

From the spinner list, select **Create List** to add a new category.



1. Use either method below to add new list info.
  - A. Enter the list info manually, and add animation effects or adjust color tone if needed.
  - B. Import a CSV file. Select **Export an example CSV file** and follow the template to enter the item list. The name of the CSV file will be the name of this list.



### Note

You can add up to 10 items for the item list.

- For the item list, drag  to adjust the sequence. Select  to delete an item.

### Note

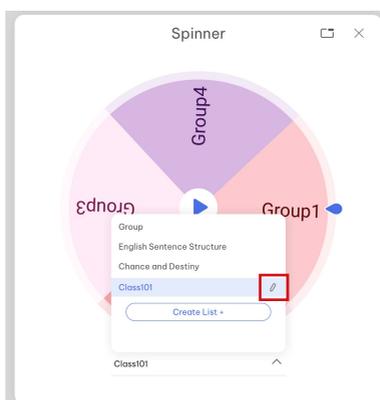
Sequence adjustment is only available on Windows, Android(BenQ Board), macOS.

- Select **Save** to keep the list.

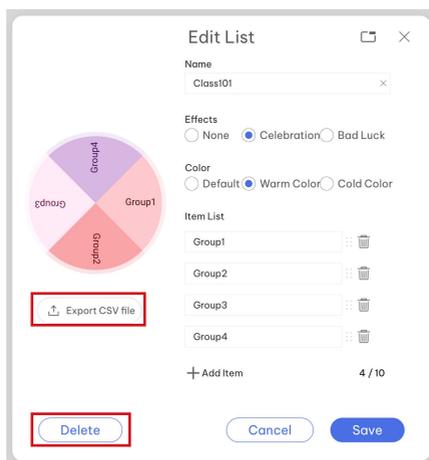
## Export/Delete a custom list

You can export an existed list and save it for future use.

- From the spinner list, find the list you want to export and select .



- Under **Edit List**, select **Export CSV file** to save the custom list. Select **Delete** to remove the list.

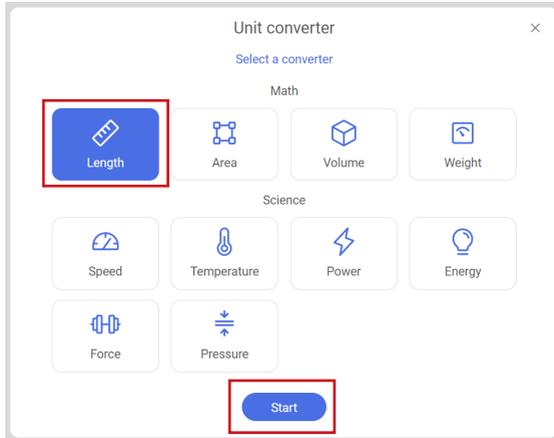


# Unit converter

Supported versions: Android (BenQ Board), Web, ChromeOS

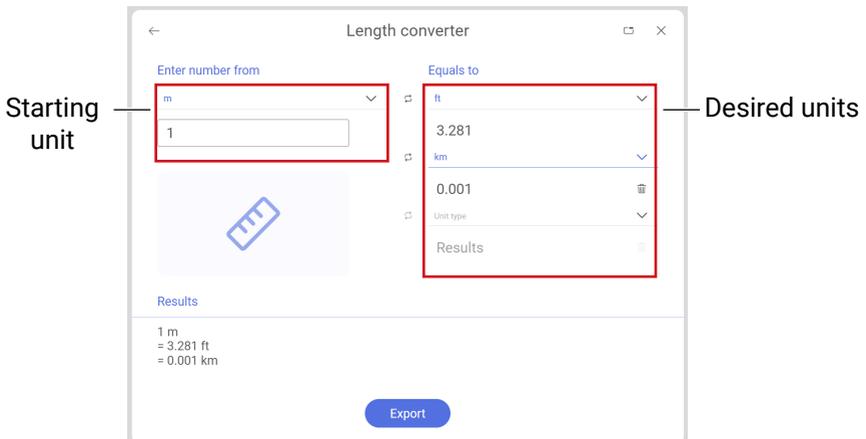
Select  **Toolbox** >  **Unit converter** to convert between commonly used units.

1. Select a converter and select **Start**.

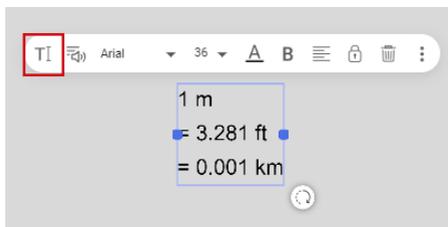


2. Set a unit type as a starting unit and enters a number on the left side. Select up to 3 unit types on the right side. The converted results will show accordingly.

- Select  to remove a unit type.
- Select  before a unit type to swap it with the starting unit.



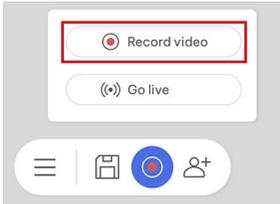
3. The overall results will be shown at the bottom of the window. Select **Export** to add the results as text to the board.
4. To further edit the text, select **Edit**.



# Record video

Supported versions: Windows, Android (BenQ Board), Web, ChromeOS

Select **Recording** > **Record video** to start recording. See [Supported recording formats](#) for details.



You can also find the video recording options in the following path:

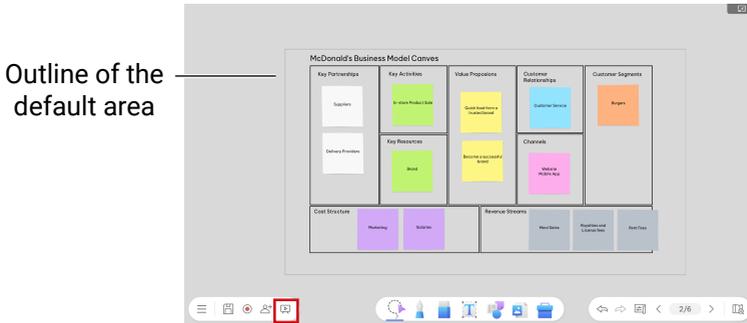
Supported versions: Windows, Android (BenQ Board)

- **Toolbox** > **Team post** > **Recording**  
See [Team post](#) for details.
- **EZ Floating Tool** > **Recording**  
See [EZ Floating Tool](#) for details.

# Presentation mode

**Presentation mode** provides you with a clear interface and a movable toolbar to utilize.

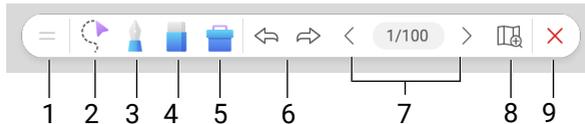
In **Menu**, select  to enter the **Presentation mode**. The content in the default area will be in full screen in this mode.



## Tip

- To view the default area, turn on **Outline default area** in **Settings**. See [Default area on page 14](#).
- While in presentation mode, any content changes will be saved.

## Movable toolbar in presentation mode

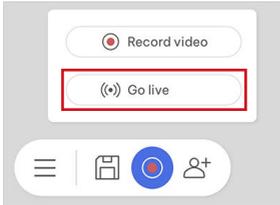


1. Click and drag to move the toolbar.
2. Select
3. **Pen**  
Available pen types including pen, highlighter, dual pen and laser pointer.
4. **Eraser**
5. **Toolbox**
6. Undo/Redo
7. Page  
To add, copy, delete pages in presentation mode is not allowed.
8. **Preview canvas**
9. Exit presentation mode

# Live stream on YouTube

Supported versions: Windows, Web, ChromeOS

Select  **Recording** >  **Go live** to start live streaming.



You can also find the  **Go live** option in the following path:

-  **Toolbox** >  **Team post** >  **Recording** >  **Go live**

See [Team post](#) for details.

Supported versions: Windows

- **EZ Floating Tool** >  **Go live**

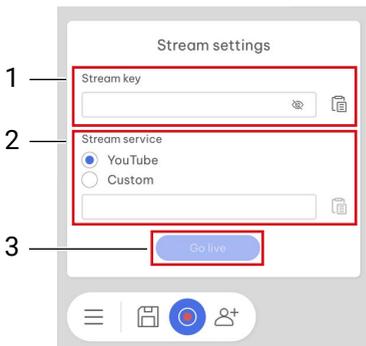
See [EZ Floating Tool](#) for details.

Supported versions: Windows

## Stream settings

Supported versions: Windows, Web, ChromeOS

If it's your first live stream from EZWrite, a stream settings window will show up.



1. In **Stream key**, select  **Paste** to enter your stream key from

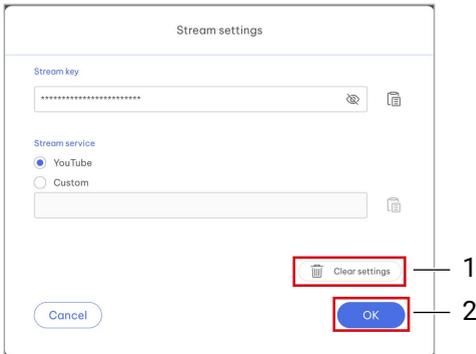
YouTube Studio.

**Note:** [Learn more](#) on where to find the stream key from YouTube.

2. In **Stream service**, select **YouTube** or select **Custom** to paste your **Stream URL** from YouTube.
3. Select **Go live**. The stream will start right after the countdown.

## Reset stream settings

If you've live streamed before, your previous stream settings will be saved in EZWrite. To clear your stream key record, go to **Settings > General > Stream settings**.



1. Select **Clear settings**.
2. Select **OK** to save the changes.

# Cloud whiteboard

Depends on the platform you use, the steps and interface for connecting and joining the cloud whiteboard might vary. Note that for iPadOS and Android tablet version, only joining the cloud whiteboard is supported.

## Activate cloud whiteboard

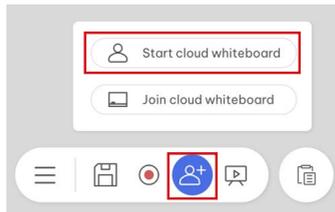
Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS

### Note

1. If your whiteboard exceeds 30 pages, you will be asked to select no more than 30 pages before initiating cloud whiteboard.
2. To activate Google Classroom, see [Google Classroom in EZWrite 6](#).

### 1. Choose one of the following options:

- Windows & Android: Select  **Add participants** > **Start cloud whiteboard** to activate cloud whiteboard.



- Web & ChromeOS: Select  **Add participants** to activate cloud whiteboard.
2. A window will pop up and display necessary information for participants to join the whiteboard.
    - The host can choose **Copy link** to get the link to the room and share it with the participants.
    - Participants can scan the QR code to directly enter the website or go to the URL and enter the Room ID. See [Join cloud whiteboard](#) for details.



3. Tap outside the pop-up window to close the QR code.

# Join cloud whiteboard

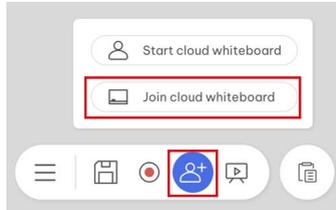
Supported versions: Windows, macOS, Android (BenQ Board), Web, ChromeOS, iPadOS, Android tablet

Depends on the device and platform you use, the steps and interface for joining the cloud whiteboard might vary.

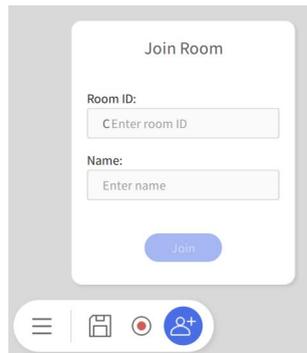
- [For Windows, Android \(BenQ Board\), iPadOS version](#)
- [For Web, ChromeOS version](#)
- [For Android \(BenQ Board: EDLA\) version version](#)
- [For Android tablet version](#)

For Windows, Android (BenQ Board), iPadOS version

1. Select  **Add participants** > **Join cloud whiteboard**.



2. Enter both the **Room ID** and **Name**. Select **Join** to enter the cloud whiteboard.



For Web, ChromeOS version

## Note

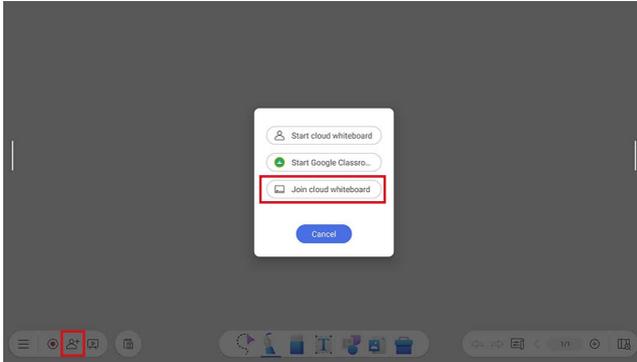
EZWrite Web supports Chrome, Firefox, Safari and Edge. See [Supported browser version](#) for details.

1. Use either options to enter the EZWrite website.
  - Scan the QR code provided by the host to directly enter the website.
  - Go to the [EZWrite website](#) > **Join room** and enter the **Room ID**.

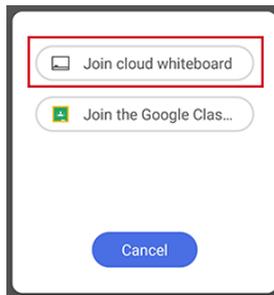
2. On the website, choose to **Join with Google/Join with Microsoft** or **Join as guest**.
  - **Join with Google/Join with Microsoft** : Enter your Google or Microsoft account and password to sign in.
  - **Join as guest**: Enter your name and select **Join** to enter the cloud whiteboard.

For Android (BenQ Board: EDLA) version

1. Select  **Add participants** > **Join cloud whiteboard**.



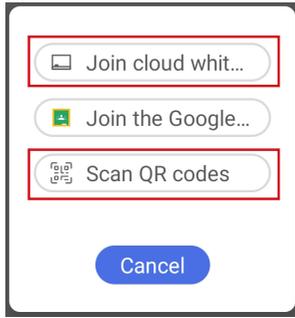
2. Select **Join cloud whiteboard** again.



3. Enter both the **Session ID** and **Name**. Select **Join** to enter the cloud whiteboard.

For Android tablet version

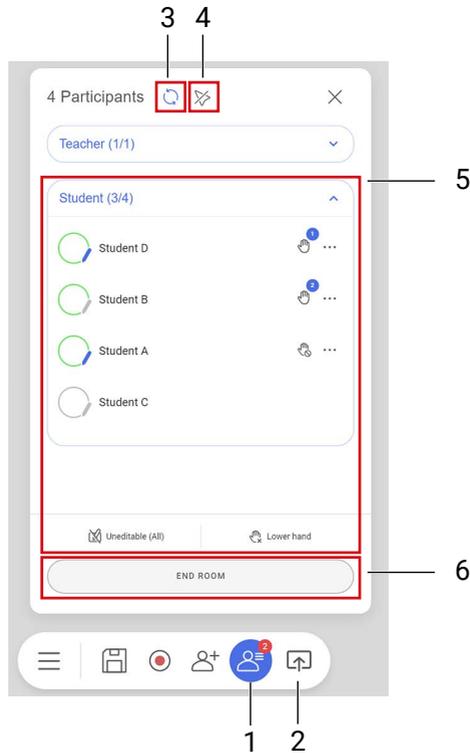
1. Select  **Add participants** > **Join cloud whiteboard**.
2. Use either way to join the cloud whiteboard
  - A. **Join cloud whiteboard**: Enter both the **Session ID** and **Name**. Select **Join** to enter the cloud whiteboard.
  - B. **Scan QR codes**: Scan the QR code shown in the classroom to join.



# Manage participants

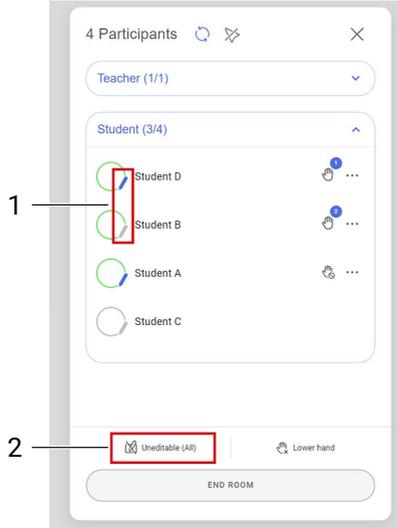
Once cloud whiteboard is activated:

1. Select  **Participants list** to view all participants.
2. Select  **Share screen** to keep all students' whiteboard the same scale and position as the teacher's.
3. Select  **Refresh** to update the member list.
4. Select  **Show users' cursors/Hide users' cursors** to show or hide user names on the whiteboard.
5. Use the control panel to [grant/remove editing permissions](#), [lower hands](#) or [drop out selected participants](#).
6. Select **Leave room** to end the cloud whiteboard. All participants will be dropped out except the host.



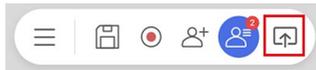
# Grant/Remove editing permissions

1. Select the pencil icon to give editing permissions to students. Select again to remove permissions.
2. Select **Enable editing (All)/Disable editing (All)** to sync the editing permission status.



# Synchronize all participants' screen

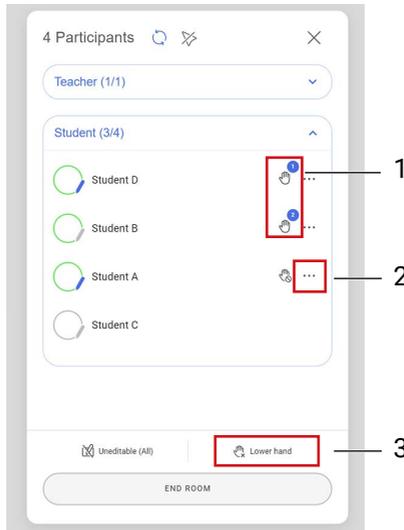
Select  **Share screen** to keep all students' whiteboard the same scale and position as the teacher's. In the meanwhile, students will not be able to edit or control the canvas.



# Lower hands

The hand icon will appear with a number, representing the order in which the student raises their hand.

1. Select  **Lower hand** to lower the student's hand.
2. Select  **More > Disable hand raising** to stop the student from raising their hand.
3. Select  **Lower all hands** to clear all requests.



# Drop out selected participants

- Go to  **Participants list > ... More > Drop out** to remove a participant from the cloud whiteboard.
- In  **Participants list**, select **Leave room** to drop out all participants at a time.

# Engage in class

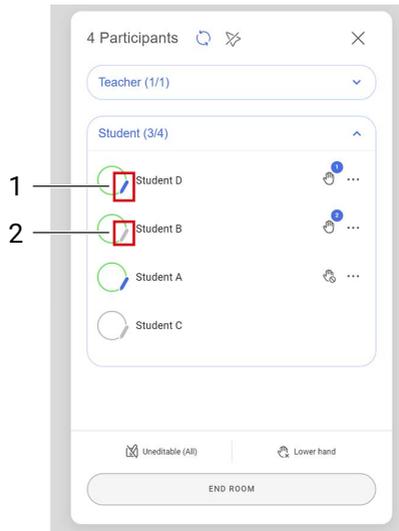
## View and edit the canvas

### 1. **Allow editing**

Students with editing permissions can navigate between different pages on their own and edit contents on the whiteboard.

### 2. **Viewing only**

Students with no editing permissions can select  **Preview canvas** >  **Fit to screen** to scale the screen to show all content on the canvas. See [Preview canvas](#) for details.

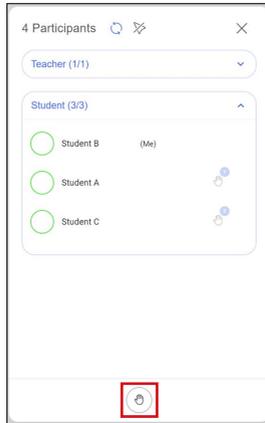


### 3. **Share screen** mode ()

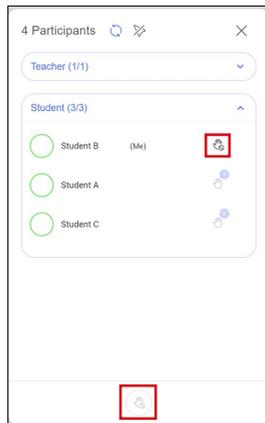
If the teacher selects **Share screen** to synchronize all students' screen, students will not be able to edit or move the canvas.

# Raise hands

1. Students can select  **Raise hand** to interact with the Host.



2. When  **Disable hand-raising** appears, students are not allowed to raise their hand.



# Google Classroom in EZWrite 6

Depends on the platform you use, the steps and interface for connecting and joining the Google Classroom might vary.

- For hosting a session, use Web, ChromeOS, Android (BenQ Board: EDLA) version. See [Activate cloud whiteboard](#) and [Disconnect your Classroom](#).
- To join a session, use the link you received to enter or use the Android tablet version to scan QR code. See [Join Google Classroom](#).

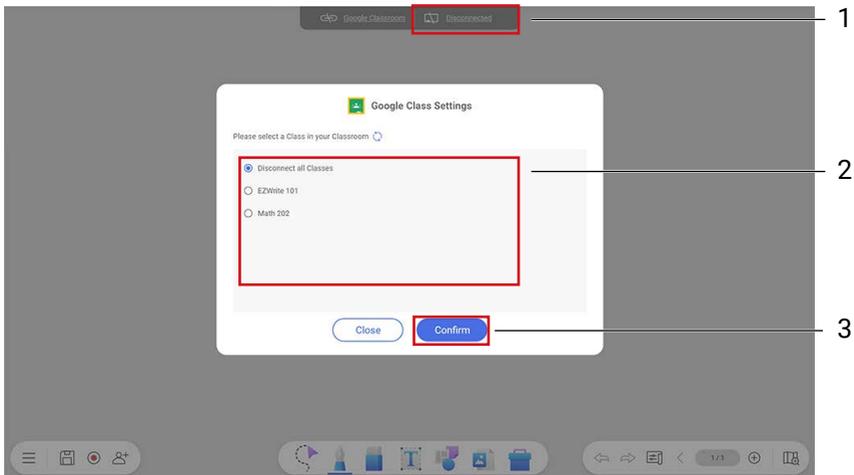
## Activate Google Classroom

For Web, ChromeOS

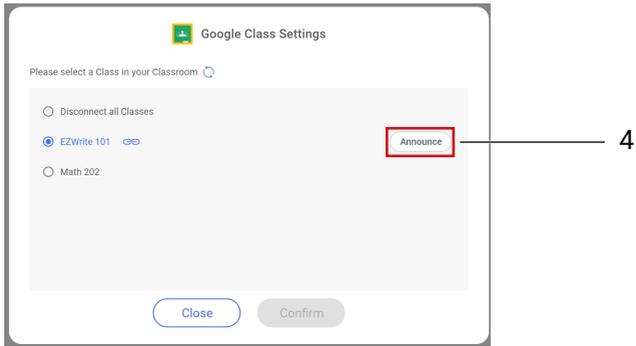
### Note

Make sure you've logged in to EZWrite 6 Web/ChromeOS with the Google account you use for your **Google Classroom**.

1. Select to open **Google Class Settings**.
2. Select a class from the list to connect.
3. Select **Confirm** to connect.

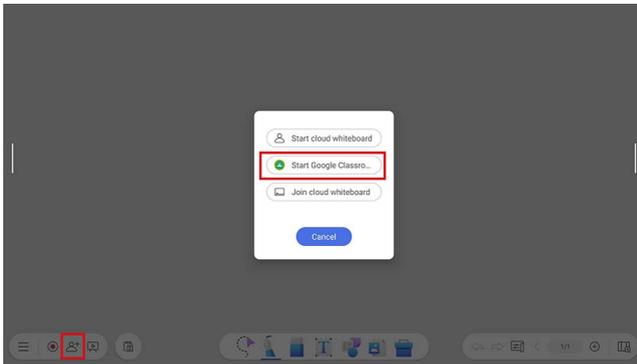


4. Select **Announce** to share the whiteboard link to all participants in the Class.

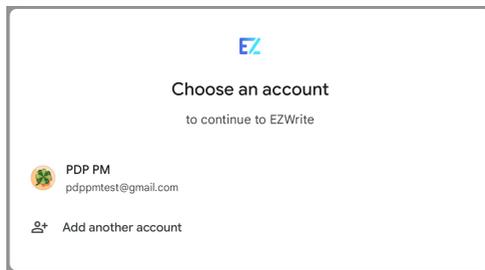


For Android (BenQ Board: EDLA)

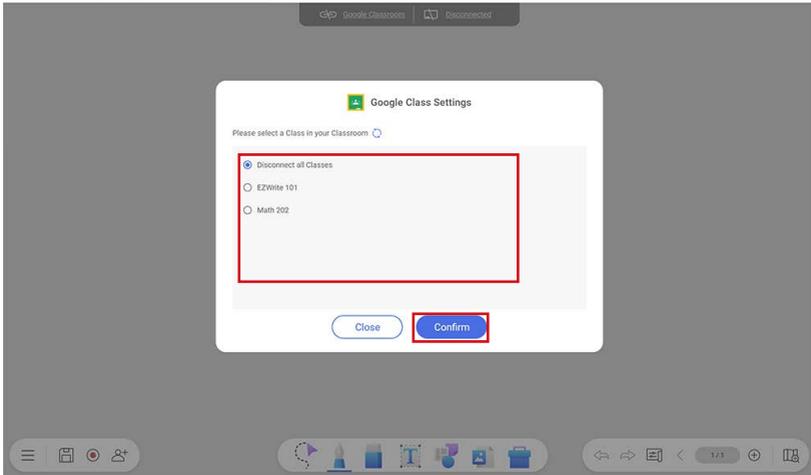
1. Select  **Add participants > Start Google Classroom.**



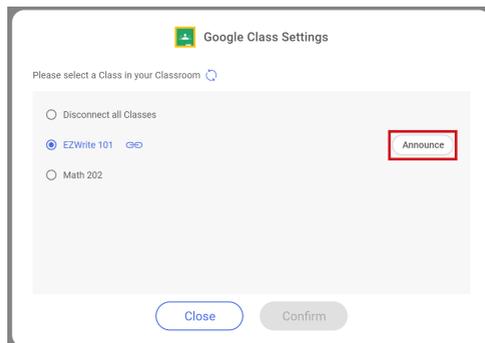
2. Login with the google account you use for your **Google Classroom.**



3. Select a class from the list to connect.



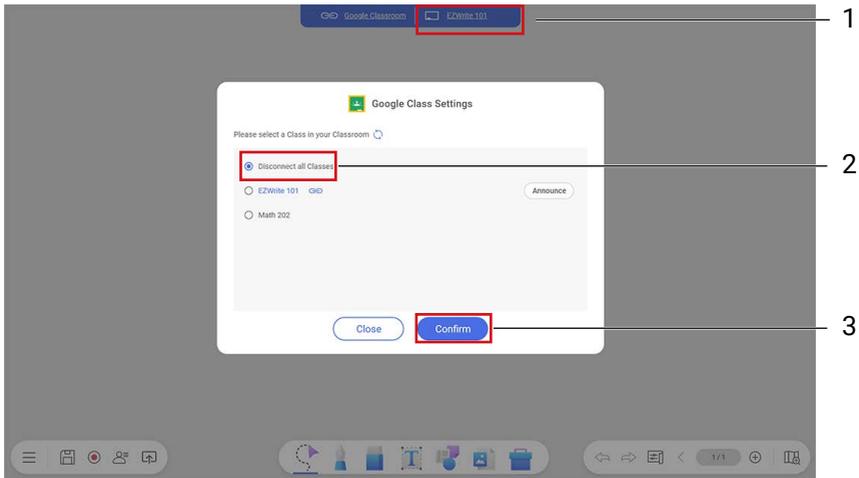
4. Select **Confirm** to connect.
5. Select **Announce** to share the whiteboard link to all participants in the Class.



## Disconnect your Classroom

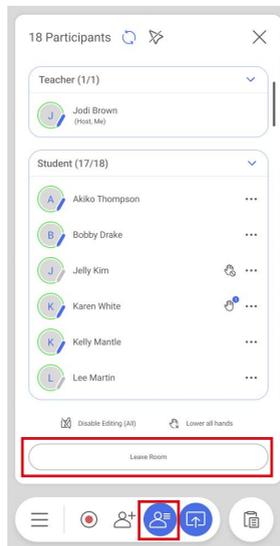
For Web, ChromeOS

1. Click the control bar from the top to open **Google Class Settings**
2. Select **Disconnect all classes in Google Classroom** to disconnect from the current Classroom.
3. Select **Confirm** to end the room.



For Android (BenQ Board: EDLA)

1. Select  **Participants list** to view all participants.
2. Select **Leave room** to end the Google classroom. All participants will be dropped out except the host.



# Join Google Classroom

Use below methods to join your Classroom:

## Join through the shared link

Supported versions: Web, ChromeOS, Android (BenQ Board: EDLA), Android tablet

Once the teacher starts a google classroom and shares the whiteboard link to all participants in the Class, students can join by clicking the shared link sent by email.

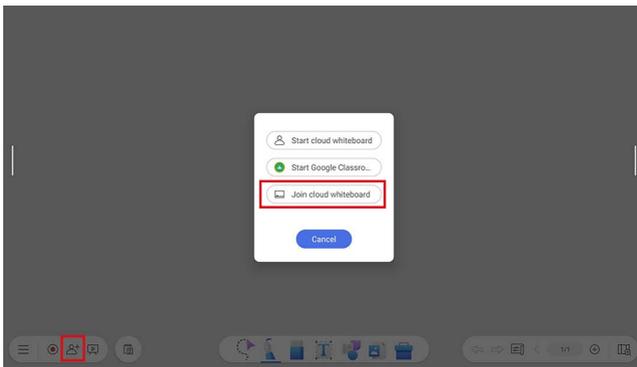
### Note

Make sure to log in to EZWrite 6 with the Google account you use for your **Google Classroom**.

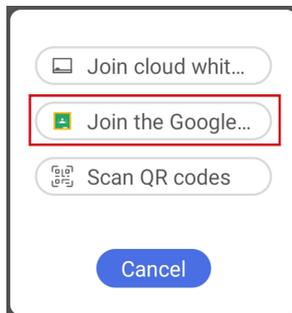
## Join by entering the Session ID

Supported versions: Android (BenQ Board: EDLA), Android tablet version

1. Select  **Add participants** > **Join cloud whiteboard**.



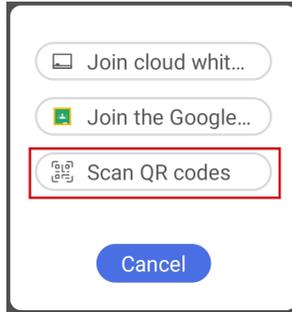
2. Select **Join the Google Classroom**. Then enter the **Session ID** to join.



## Join by scanning the QR code

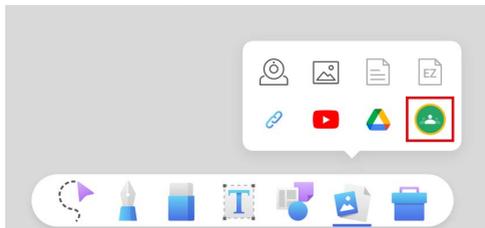
Supported versions: Android tablet version

1. Select  **Add participants** > **Join cloud whiteboard**.
2. Select **Scan QR codes**. Then scan the QR code shown in the classroom to join.

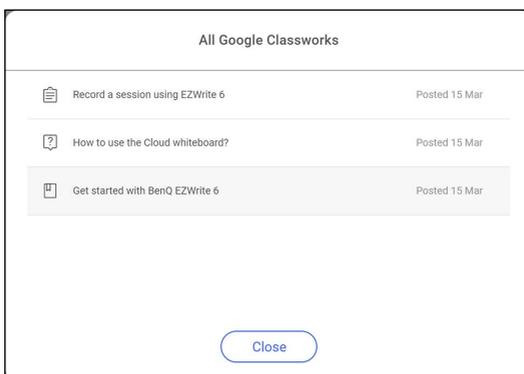


# Import materials from Google Classwork

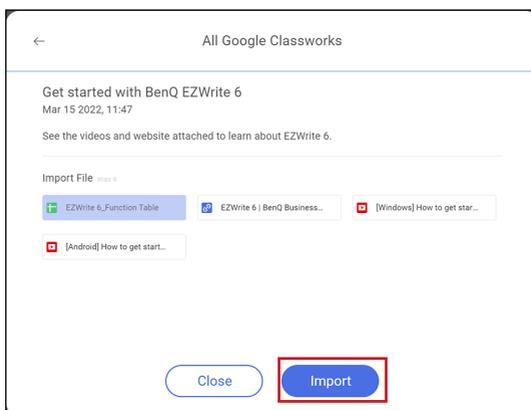
1. Select **Import files** > **Google Classwork** to import files in the **Google Classroom**.



2. Select a Classwork from the list.



3. Choose the materials in your Classwork and select **Import** to add files to the whiteboard.



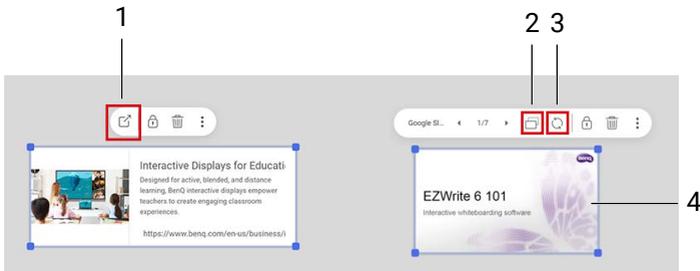
# Supported file list of Google Classwork

	File type	File size
Supported file types	Images	.bmp/.png/.jpg/.jpeg/.gif/.svg
	Documents	Google Docs, Sheets, Slides, PDF
	Links	Website links; YouTube links
Unsupported file types	Others	Google Forms, Drawings

## Note

Save your file as EZWrite rather than IWB format to ensure your Google Classwork can be opened through different EZWrite platforms.

## Editing tools in Google Classwork



1. Open the link in a new tab.
2. Duplicate the current page as an image.
3. Refresh the online document (e.g. Google Slides).

## Note

Not available on Android (BenQ Board: EDLA).

4. Double click the imported Google document to open a pop-up window. Users may edit the online file without leaving EZWrite.

# Function table of cloud whiteboard

## Menu

Function	Host			Participants		
	Windows/ macOS	Android (BenQ Board)	Web/ ChromeOS	Editable	Uneditable	Screen share
Settings	0	0	0	0	0	0
Export	0	0	0	0	0	0
Open files	-	-	-	-	-	-
New whiteboard	0	0	0	-	-	-
Exit	0	0	0	0	0	0
Save	0	Auto save	0	0	0	0
Recording	Windows: 0/ macOS: -	0	0	0	0	0
Create/ Start cloud whiteboard	0	0	0	-	-	-
Participants list	0	0	0	0 (+ raise hand)		
Leave room	0	0	0	-	-	-
Screen share	0	0	0	-	-	-

## Toolbar

Function	Host			Participants		
	Windows/ macOS	Android (BenQ Board)	Web/ ChromeOS	Editable	Uneditable	Screen share
Select	0	0	0	0	-	-
Pen	0	0 (+dual pen)	0	0	-	-
Palm eraser	-	0 in Uneditable (All)	-	-	-	-
Move object in pen mode	-	0 in Uneditable (All)	-	-	-	-

Function	Host			Participants		
	Windows/ macOS	Android (BenQ Board)	Web/ ChromeOS	Editable	Uneditable	Screen share
Eraser	0 • Enable editing(All): finger eraser, strikethrough eraser and erase all • Disable editing(All): strikethrough eraser and erase all			0 (Strikethrough eraser only)	-	-
Text	0	0	0	0	-	-
Import Object	0 (Sticky note/shapes/template)			0 (Sticky note/shapes only)	-	-
Import files	0 (Picture only)			0 (Picture only)	-	-
Toolbox	0	0	0	0	-	-

## Navigation bar

Function	Host			Participants		
	Windows/ macOS	Android (BenQ Board)	Web/ ChromeOS	Editable	Uneditable	Screen share
Undo/Redo	-	-	-	-	-	-
Change background	0	0	0	-	-	-
Add a new page	0	0	0	-	-	-
Page	0	0	0	-	-	-
Preview canvas	0	0	0	0	0	-
Move canvas +Zoom in/out	0	0	0	0	0	-
Edit pages	0	0	0	-	-	-
Next/Previous page	0	0	0	0	-	-
Keyboard hotkey	0	-	0*	0 (Windows & web)	-	-

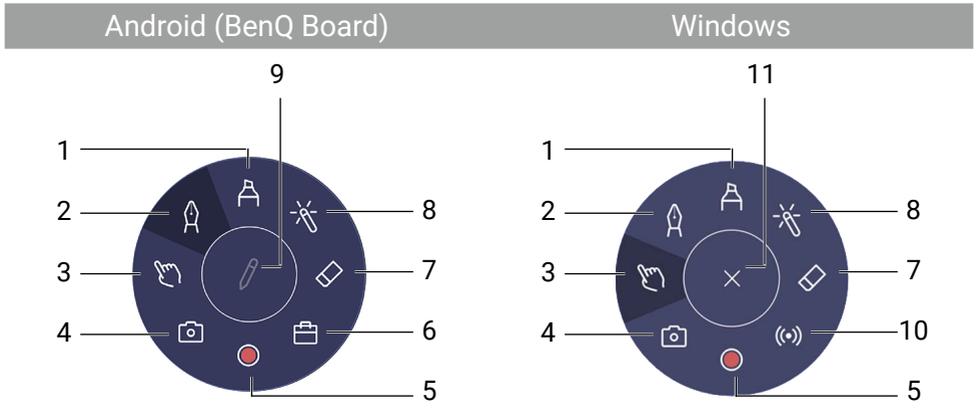
\* Available function: copy and paste external pictures into EZWrite 6 web version.

# EZ Floating Tool

Supported versions: Android (BenQ Board), Windows

EZ Floating Tool allows you to quickly write or create annotations on your display.

## EZ Floating Tool overview



1. **Highlighter**

2. **Pen**

3. **Operation mode**

Hide all the annotations and operate the main interface.

4. **Screenshot**

5. **Record video**

6. **Toolbox**

Calculator, timer, stopwatch, scoreboard, random number generator, spotlight, unit converter, spinner.

7. **Eraser**

8. **Laser pointer**

9. **Minimize/Restore**

10. **Go live**

11. **Return to EZWrite**

## Launch EZ Floating Tool

For Android (BenQ Board) version

To access the **EZ Floating Tool**, use either one of the following methods:

- Tap the pencil icon (  ) in the side toolbar of your BenQ Board.
- Touch and hold two fingers spaced about 20 – 50 mm apart on the screen for more than two seconds to launch the Floating Tool menu.

For Windows version

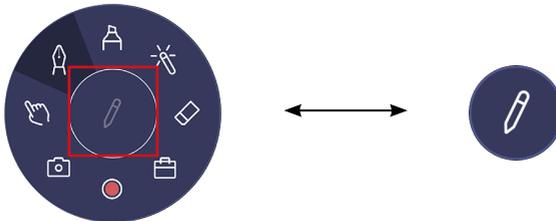
Select the minimize icon (  ) at the top right corner of EZWrite. The EZ Floating Tool will show.

To close the EZ Floating Tool, go to  **Menu** >  **Settings** > **General**. Switch **Keep floating tool on screen** to **Off** to disable the function.

## Keep EZ Floating Tool on/off screen

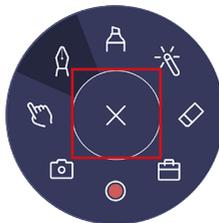
For Android (BenQ Board) version

**EZ Floating Tool** can be minimized and shown on screen as a pencil icon (  ) by default. You can always tap on the icon to minimize or restore the tool.



If you don't want to keep **EZ Floating Tool** on screen:

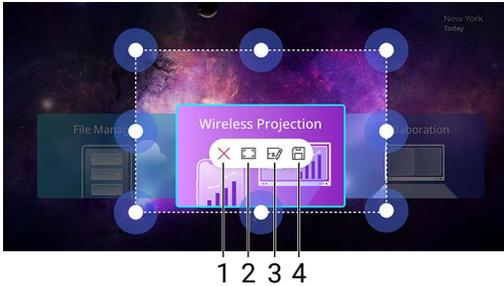
1. In the EZWrite 6 app, go to  **Menu** >  **Settings** > **General**.
2. Switch **Keep floating tool on screen** to **Off** to disable the function.
3. The icon at the center of the tool becomes a **Close** icon. Tap the icon to close the **EZ Floating Tool** after use.



# Take a screenshot with EZ Floating Tool

Supported versions: Android (BenQ Board), Windows

Select  **Screenshot** to take a screenshot of the screen, including handwritings. Screenshots can be saved or imported to the EZWrite main page.



1. Close screenshots
2. Full screen
3. Import screenshots to EZWrite
4. Save screenshots

## Tip

To adjust screenshot size in BenQ Board, scale the frame with two fingers of both hands.

# Freeze screen and annotate on BenQ Board

Supported versions: Android (BenQ Board)

Select  **Screenshot** >  **Freeze** to freeze current screen. An annotation bar will show.



1. Closes the annotation toolbar.
2. Select to take a screenshot.
3. Tap to switch different pen colors.
4. Opens the eraser toolbar for different [eraser types](#).

# Hot keys

Supported versions: Windows

The following table provides hot keys for general commands when using EZWrite 6.

Hot key	Behavior
Space + Left mouse button	Move canvas
Up & Left key/Page Up	Previous page
Down & Right key/Page Down	Next page
Mouse wheel	Scale canvas (zoom in/zoom out)
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + S	Save
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + D	Copy and paste
Ctrl + G	Group
Ctrl + Shift + G	Ungroup
Delete/Backspace	Delete

## Copy and paste

Supported versions: Windows, Web

You can copy and paste images or text

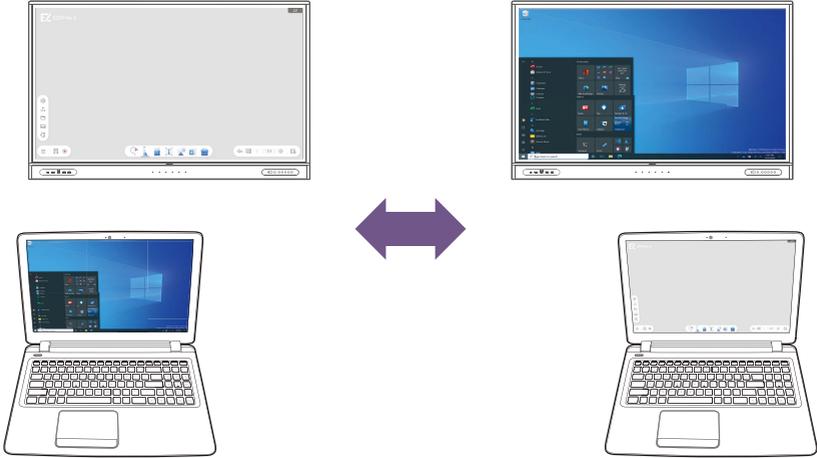
- from one page to another page within EZWrite, or
- from other folders or App (e.g. PowerPoint or Browser) to your EZWrite whiteboard.

# Connect to a second display

Supported versions: Windows

Connecting a second display while running EZWrite on a PC opens a pop-up window that allows you to view EZWrite on the secondary display.

To view EZWrite on your PC screen again, disconnect the second screen.



## Tip

Once you've decided not to show EZWrite on a second display or you want to change a selection, you will need to restart EZWrite for the changes to take place.

## Note

Recording is not supported if the user extends the display to a second display.

# Recommended specifications

## For Windows version

	Recommended	Minimum
<b>Processor</b>	8th Generation Intel® Core i5 (e.g. i5-8265U)	4th Generation Intel® Core i3 (e.g. i3-4010U)
<b>RAM</b>	8 GB	4 GB
<b>Operating system</b>	<ul style="list-style-type: none"><li>• Windows 11 (64 bits)</li><li>• Windows 10 Pro (64 bits)</li></ul>	Windows 10 Pro (64 bits)
<b>Disk drive</b>	SSD	HDD/SSD

## For macOS version

<b>Operating system</b>	<ul style="list-style-type: none"><li>• macOS version 14 (Sonoma)</li><li>• macOS version 13 (Ventura)</li><li>• macOS version 12 (Monterey)</li></ul>
<b>Supported models</b>	MacBook Air (13-inch, Early 2015) ~ MacBook Pro M2 (2022)

## For iPadOS version

<b>Operating system</b>	iPadOS 14 or later.
-------------------------	---------------------

# Supported browser version

## For Web version

Device \ Browser	Chrome	Firefox	Safari	Edge
<b>Windows</b>	95+	94+	-	101+
<b>Mac</b>	95+	94+	14+	101+
<b>iOS</b>	95+	40+	14+	-
<b>Android</b>	95+	94+	-	-
<b>Chromebook</b>	95+	94+	-	-
<b>Linux (x86)</b>	95+	94+	-	101+

# Supported file formats

## Note

- Max. pages/file size varies according to hardware/model/system status and memory size.
- In Windows version, MS Office needs to be installed on the PC to import Office files.

## Import files from local storage

For Windows, macOS, Android (BenQ Board), Web, ChromeOS version

File type	File formats	Limitations
Images	.pdf	<ul style="list-style-type: none"><li>• Windows &amp; MacOS: Max. 500 pages, file size &lt; 100 MB</li><li>• Android: Max. 90 pages, file size &lt; 100 MB</li><li>• Web &amp; ChromeOS: file size &lt; 100 MB</li></ul>
	.ppt/.pptx	<ul style="list-style-type: none"><li>• Windows: Max. 150 pages, file size &lt; 100 MB</li><li>• macOS &amp; Web: not supported</li></ul>
	doc/.docx	<ul style="list-style-type: none"><li>• Android: Max. 90 pages, file size &lt; 100 MB</li></ul>
	.xls/.xlsx	<ul style="list-style-type: none"><li>• Windows &amp; Android: File Size &lt; 100 MB</li><li>• Web &amp; ChromeOS: not supported</li></ul>
	.png/.jpg/.jpeg/.bmp/.svg	<ul style="list-style-type: none"><li>• Windows &amp; Android: &lt; 50 MB</li><li>• Web &amp; ChromeOS: File Size &lt; 10 MB</li></ul>
	.gif	<ul style="list-style-type: none"><li>• For all versions: file size &lt;10MB</li><li>• Motion effect only in Windows/Android/Mac</li><li>• Crop &amp; OCR function is not allowed.</li></ul>
Video*	.avi/.wmv/.mpeg/.mov/.mkv	<ul style="list-style-type: none"><li>• For all versions: file size &lt;50MB</li></ul>
Audio*	.mp3/.wav	<ul style="list-style-type: none"><li>• For all versions: file size &lt;20MB</li></ul>
Interactive whiteboard**	.ezwrite	<ul style="list-style-type: none"><li>• For all versions: Max. 999 pages</li><li>• Android cloud whiteboard: Max. 30 pages</li></ul>
	.iwb	<ul style="list-style-type: none"><li>• For all versions: Max. 999 pages</li><li>• Android cloud whiteboard: Max. 30 pages</li></ul>
	.notebook (limited support)	<ul style="list-style-type: none"><li>• For all versions: File Size &lt; 100 MB</li></ul>
	.flipchart (limited support)	<ul style="list-style-type: none"><li>• Windows &amp; MacOS: File Size &lt; 100 MB</li><li>• Android &amp; Web &amp; ChromeOS: not supported.</li></ul>

\* 1. This file type cannot be saved as IWB or be reloaded for future editing; 2. See [Supported import video format \(codec\)](#) for details.

\*\* IWB & Notebook file limitations: (1) Flash and animation files are not supported, (2) exclusive proprietary features from 3rd party vendors are not supported, (3) EZWrite 6 does not guarantee that all objects can be display accurately.

# Supported import video format (codec)

For Windows, macOS, Android (BenQ Board) version

Codec	Extension	Windows	MacOS	Android	Google Play
H.264	.avi	O	X	O	O
	.webm	X	X	X	X
	.mkv	O	X	O	O
	.mov	O	O	O	O
	.mp4	O	O	O	O
H.265	.mkv	X	X	O	O
	.mov	X	X	O	O
	.mp4	X	X	O	O
VP8	.webm	X	X	O*	O
	.mkv	X	X	O	O
VP9	.webm	O	X	O	O
	.mkv	X	X	O	O
	.avi	O	X	O**	O**
MPEG1	.mp4	O	O	O	O
	.mov	X	X	X	X
	.mp4	X	X	X	X
MPEG4	.mkv	O	X	O	O
	.mov	O	O	O	O
	.mp4	O	O	O	O

\* .webm file (VP8 +opus) is not supported on RM03 series (Android 9), while .webm file ( VP8 + Vorbis & VP9 + opus) are supported on RM03 series.

\*\* Video files may play without audio due to audio codec.

For Web, ChromeOS version

Codec	Extension	Chrome	Safari	Edge	Firefox
H.264	.avi	X	X	X	X
	.webm	X	X	X	X
	.mkv	X	X	X	X
	.mov	X	X	X	X
	.mp4	O	O	O	O
H.265	.mkv	X	X	X	X
	.mov	X	X	X	X
	.mp4	X	X	X	X

Codec	Extension	Chrome	Safari	Edge	Firefox
VP8	.webm	O	X	O	O
	.mkv	X	X	X	X
VP9	.webm	X	X	X	X
	.mkv	X	X	X	X
	.avi	X	X	X	X
	.mp4	O	O	O	O
MPEG1	.mp4	X	X	X	X
	.mov	X	X	X	X
MPEG4	.mkv	X	X	X	X
	.mov	X	X	X	X
	.mp4	X	X	X	X

## Import files from Google Drive

For Web, ChromeOS version

File type	File formats	Limitations
Google documents	Google sheet	<ul style="list-style-type: none"> <li>File Size &lt; 10 MB (limitation from Google export API)</li> </ul>
	Google Slides	
	Google Docs	
	PDF	<ul style="list-style-type: none"> <li>File Size &lt; 100 MB (limitation from Google download API)</li> </ul>
Images	.png/.jpg/.jpeg/.bmp/.svg	<ul style="list-style-type: none"> <li>File Size &lt; 10 MB (limitation from Google download API)</li> </ul>
Interactive whiteboard	.ezwrite	<ul style="list-style-type: none"> <li>File Size &lt; 100 MB</li> <li>Max. 999 pages.</li> <li>Import is not allowed in cloud whiteboard mode</li> </ul>
	.iwb*	
Video & audio	-	<ul style="list-style-type: none"> <li>File Size &lt; 10 MB (limitation from Google download API)</li> <li>Import is not allowed in cloud whiteboard mode</li> </ul>
Form & Drawings	Not supported	

# Supported recording formats

EZWrite version	File formats	Limitations
Windows	.mkv	<ul style="list-style-type: none"><li>• The resolution of the recorded video depends on the default resolution of the display.</li><li>• Recording is not supported if the user extends the display to a second display.</li></ul>
Android (BenQ Board)	.mp4	Maximum resolution: 1080p
Web	.webm	On your mobile devices, recording on EZWrite Web is not supported due to the security polices.

## Web browsers and OS supporting video recording

Device \ Browser	Chrome	Firefox	Safari	Edge
Windows	0	0	-	0
Mac	0	0	0	0
iOS	X	X	X	X
Android	X	X	-	X
Chromebook	0	X	-	-

# Whitelist of EZWrite 6

URL/DNS	Description	Inbound/Onbound	Port
*-ats.iot.eu-central-1.amazonaws.com	IoT	N/A	443
https://cognito-identity.eu-central-1.amazonaws.com	Cognito	N/A	443
https://benq-ezwrite-eu.s3.eu-central-1.amazonaws.com	S3	N/A	443
https://sns.eu-central-1.amazonaws.com	SNS	N/A	443
https://sqs.eu-central-1.amazonaws.com	SQS	N/A	443
https://ezwrite6.benq.com	Portal	N/A	443
https://ezwrite6-api.benq.com	EZWrite 6 API	N/A	443
https://ezwrite.benq.com	EZWrite 5 API	N/A	443
https://service-portal.benq.com	IAM	N/A	443
https://accounts.google.com	Google OAuth	N/A	443
https://www.googleapis.com	Google API	N/A	443
https://classroom.googleapis.com	Google Classroom API	N/A	443
https://matomo.benq.com	Matomo	N/A	443
https://www.youtube.com	Youtube	N/A	443
https://youtu.be			
https://d2fqxlpnusiysx.cloudfront.net	EZWrite5 & EZWrite6 apk OTA URL	N/A	443
http://qspublic.s3.amazonaws.com	APK download server	N/A	http (80)
http://qspublic.s3.ap-southeast-1.amazonaws.com			
https://qspublic.s3-ap-southeast-1.amazonaws.com/	OTA file server	N/A	https (443)