


## Using the On-Screen Keyboard

The On-Screen Keyboard is in the Format Toolbar and in the Tools Menu under More Tools.

Use the On-Screen Keyboard to add text into your flipchart (or other applications) while presenting at the board.

With the Text Tool selected, and a text box open:

1. Click on On-screen Keyboard  

The keyboard opens. It contains the standard keyboard layout and keys. What it looks like depends on your computer's operating system.



2. To move the keyboard, click anywhere in the Titlebar of the On-Screen Keyboard, and drag and drop it elsewhere on your display.
3. To add text, with a text box open, click on any of the keys.
4. To close the keyboard when you have finished adding text, click on the **X** key.