

Clevertouch & interactive screens | Medium | 2 min read

Saving and sharing whiteboard files on a Clevertouch screen

Please note: independent guidance. Vision Tech is not affiliated with the maker. Menus differ between models and software versions, so check the manual or on-screen help.

Anything you write on the whiteboard can be lost when the screen is restarted or someone else uses it. Saving takes only a moment.

Ways to save

There are several ways to save. Which ones you see depends on your model and software version.

- **Save** keeps the file in the whiteboard's own format so you can edit it later. On many versions, tap the menu button at the far left and choose **Save**.
- **Export** turns your work into an image or PDF that other computers can open. It is usually in the same menu.
- **QR code** creates a code that you scan with a phone. The file then downloads through the phone's browser. This is a handy option because it usually needs no login.
- **Cloud storage** options may be offered. Some versions can upload to Google Drive. This needs an account and a network connection.

Saving to a USB stick

1. Plug a memory stick into a USB port on the screen.
2. Choose **Save** or **Export**.
3. Choose the USB stick as the place to save.
4. Type a file name and confirm.
5. Wait for the message that it has saved before you take the stick out.

This is a general approach. Your screen may word the steps differently.

Sharing with pupils or colleagues

Export as a PDF or image, then share it using your school's normal system, such as a shared area or learning platform. Do not post pupil information somewhere public.

Staying safe

- Do not sign in to personal email or cloud accounts on a shared screen. Avoid personal logins on the touch screen. If you must, sign out completely afterwards.
- Do not leave files with pupil names on a memory stick that could be lost.
- Follow your school's rules on where files are stored.

When to get more help

If you cannot find the save menu, the QR code does not work, or cloud sign-in fails, ask your IT team. Sharing may be limited by network or security settings. If the screen is managed by your school or company, some settings may be locked. Your IT team or the supplier you bought the screen from can help with warranty, firmware and admin-locked settings.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.