

Clevertouch & interactive screens | Medium | 2 min read

Split screen, screenshots and annotating on an interactive 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.

Interactive screens often let you show two things side by side, capture what is on the screen, or write over the top of other content. The exact buttons vary by model and software version.

Find the side toolbar

Many Clevertouch screens have a small toolbar that slides in from the edge of the screen. The side toolbar may have options such as Recent apps and a crop button. If you cannot see yours, try swiping in from the left or right edge. If that does not work, check the manual for your model.

Split screen

On many screens the steps are:

1. Open an app.
2. Open the side toolbar and choose **Recent apps**.
3. Tap the **split screen** button on the app you want.
4. Choose another app for the other half.
5. Drag the divider in the middle to change the sizes.

Not every app supports it, and not every screen can do it.

Taking a screenshot

There may be a **Crop** button on the side toolbar. After tapping it you can adjust the area, and then choose to save it as an image, send it to the whiteboard, or capture the whole screen. Look at the options shown on your own screen.

Writing over the top (annotating)

Some versions have an annotate tool, usually a pen or pencil icon in the toolbar, which lets you write over whatever is on the screen.

1. Open the toolbar.
2. Tap the annotate or pen icon.
3. Write or draw.
4. Use the eraser or close annotate when finished.

Check whether your annotation can be saved. Often it can be sent to the whiteboard as an image.

Tips

- Use screenshots to capture a worked answer for later.
- Avoid capturing pupil data, messages or emails.

When to get more help

If the toolbar will not appear or the buttons are missing, restart the screen. Some features depend on the software version, so IT or the supplier can tell you what your version supports. 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.