

Clevertouch & interactive screens | Easy | 2 min read

Writing, erasing and choosing pen colours 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.

Writing on an interactive screen feels much like using a marker pen. The main skill is knowing which tool you are holding and how to switch colours and erase quickly.

Writing

1. Open the whiteboard or turn on the annotation tools from the side toolbar.
2. Pick up a pen and touch it to the screen. Many Clevertouch screens also let you write with a finger.
3. Choose the pen tool in the toolbar if nothing appears. Some tools, such as the pointer or select tool, move things instead of writing.

Changing colour and thickness

Touch the pen icon in the toolbar to see the colour options. Many screens show a row of colour swatches and a way to make the line thinner or thicker. Pick a colour, then write again.

Some screens have pens that are tied to a colour, so touching the screen with a particular pen gives that colour. Others use one pen and let you change colour in the software. Try both on your own screen and see which you have.

Erasing

- Choose the eraser tool in the toolbar and rub over your writing.
- Many screens also have a physical eraser or let you use a larger touch, such as the side of your hand or fist, to wipe. This depends on the model and software, so test it with something unimportant first.
- Use **Undo** to take back your last action. This is quicker than rubbing out.
- Look for a **Clear** or bin option to wipe the whole page, and be careful, as it may not ask you to confirm.

Tips for neat writing

- Rest your hand lightly. Pressing hard does not help.
- Write larger than you would on paper, so the back of the room can read it.
- Use contrasting colours. Pale yellow is hard to read on a white background.

When to get more help

If the pen draws in the wrong place, only part of the line appears, or the eraser does nothing, ask IT. Say whether it happens with pens, fingers or both, and in which app.

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.