

Stormboard User Manual

- **Create a Board**

A board is called as 'Storm' in Stormboard. To create a storm click on 'Click on Storm' on the dashboard (shown in figure 1)

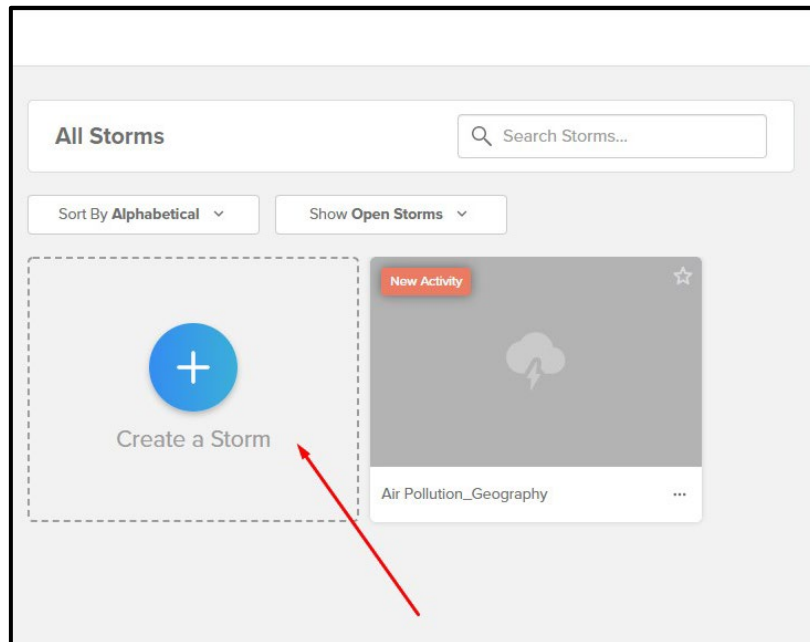


Figure 1

A dialog box will appear on the screen as shown in figure 2. Enter the name of the board in the space given (pointed by the arrow in figure 2). Select 'Educator' (highlighted in figure 2) in the storm type option to invite unlimited users to collaborate in the board. The third option, 'Templates' allows to select the layout of the board. To have a plain blank board click on 'Create a Basic Storm' or to have a different type of board layout click on 'Choose a Template'

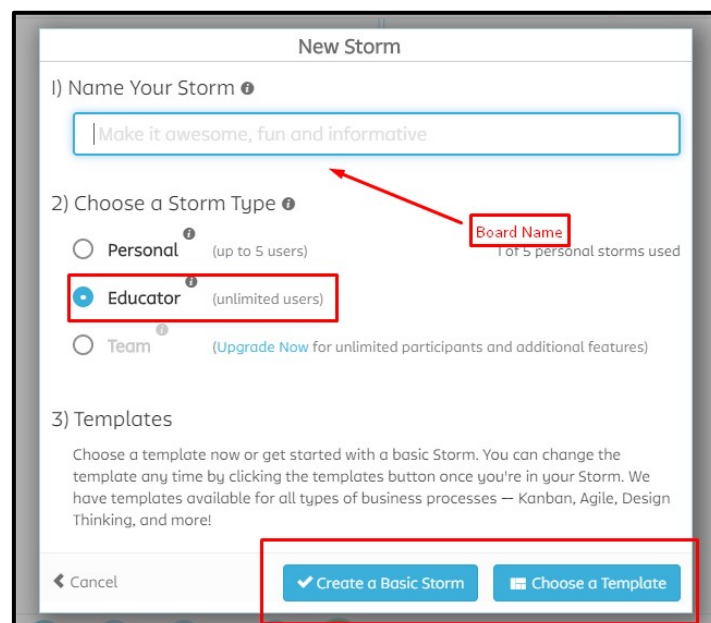
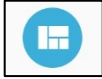


Figure 2

- **Templates**

A storm can have different layout as per educators need, there are various different types of templates by Stormboard available for the educators. To view and select these

templates click on 'Choose a Template' shown in figure 2 or click on  in the toolbar at the bottom of the board.

A dialog box will appear as displayed in figure 3.

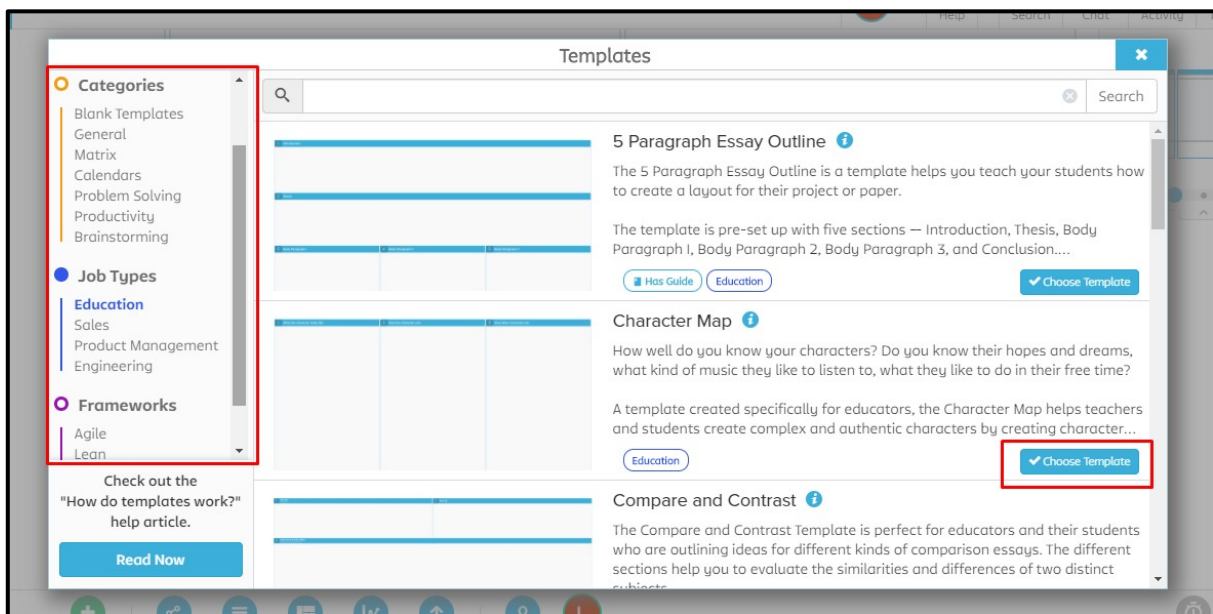


Figure 3

The left side of the box displays various types of options of the templates (highlighted in figure 2.3). Select the type of option that is required. In the right side of the box displays different types of templates available in that option. To select the template click on 'Choose Template' button in the right corner of the template (highlighted in figure 3)

- **Storm**

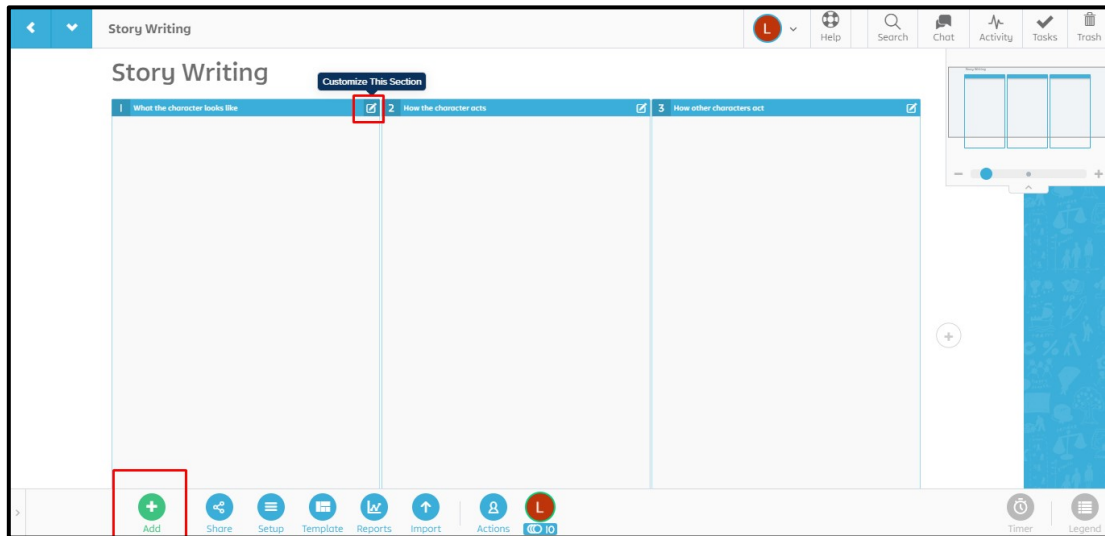



Figure 4

Figure 4 displays the screen after the template is selected. There are various options available to edit and work on the storm.

→ Section

The layout of a storm is generally divided into columns or rows that are called as

sections. These sections can be edited by clicking on the edit button  that appear in the header of the section (highlighted in figure 4) A drop box (shown in figure 5) appears that gives options to customise the section. Click on 'Edit' to have more options to edit the section. As shown in figure 6 the colour, number of the section, title and style can be edited and saved by clicking 'Save Changes'

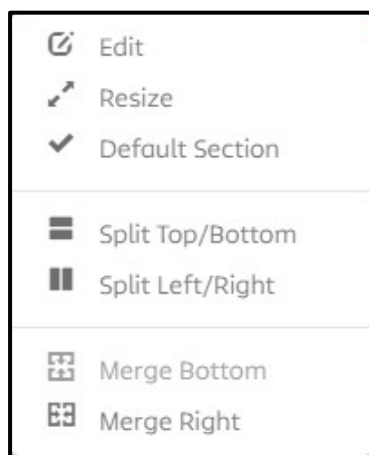


Figure 6

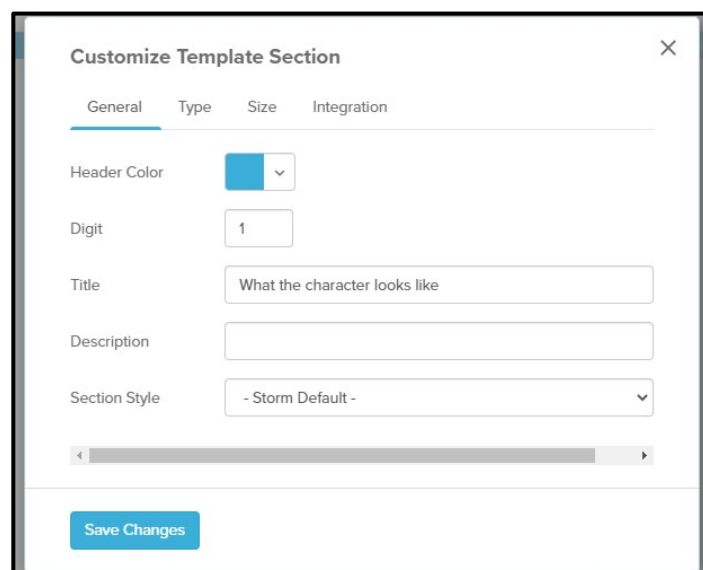
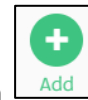
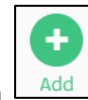


Figure 5

→ Sticky Notes



A sticky note can be added on the storm. To add a sticky click on  in the toolbar at the bottom of the screen (as shown in figure 4). A box will appear like it is shown in figure 7. Different types on content can be added using sticky notes, which are highlighted in figure 7

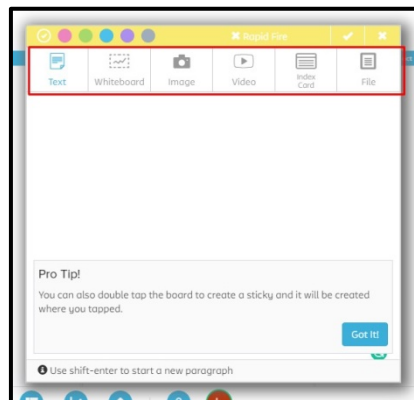


Figure 7

Figure 2.8 shows how to add the content in the sticky notes.

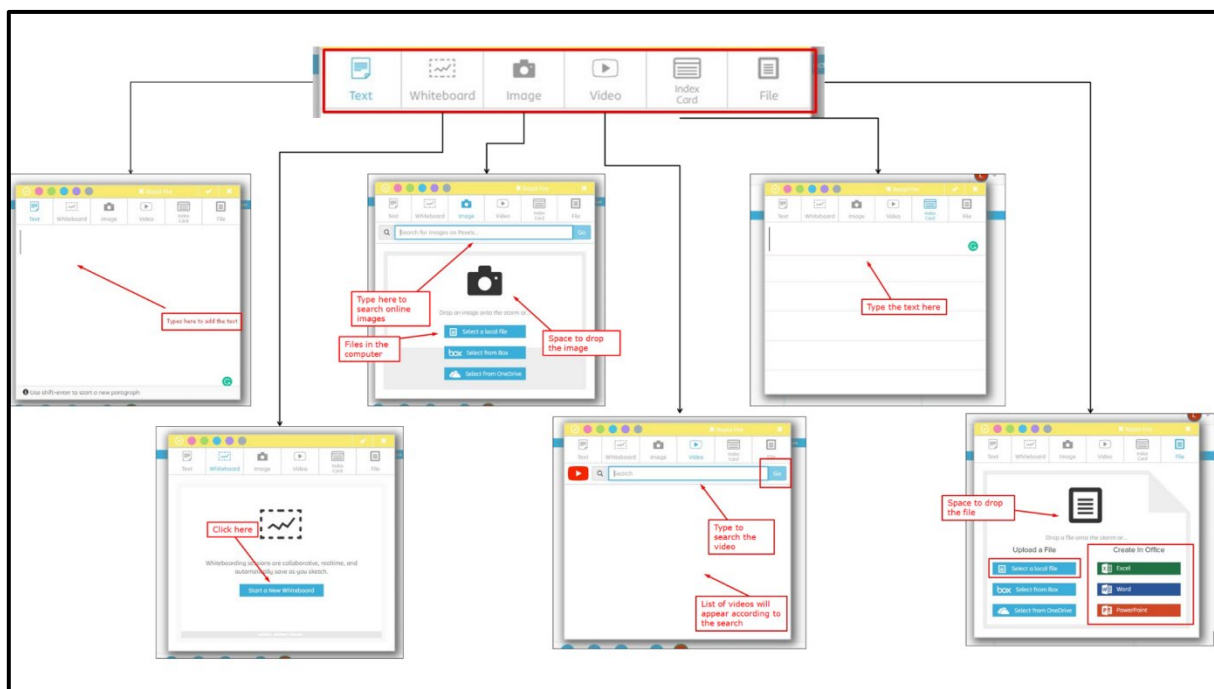


Figure 8

After adding the content according to the need, click the enter key on the keyboard. A sticky note will appear on the board (as shown in figure 9).

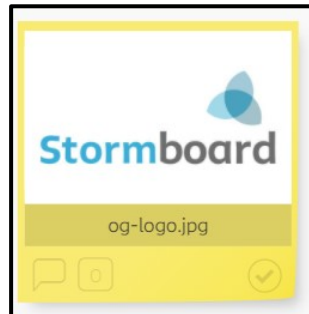


Figure 9

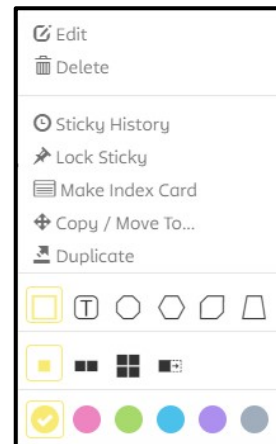


Figure 10

To edit the sticky note following steps can be followed

- Click on the sticky note, a drop box will appear as shown in figure 10
- To edit the sticky note click on the first option i.e. Edit
- Click on 'Sticky History' to know about the time, movement and name of the creator
- To lock the sticky note on the storm click on 'Lock Sticky'
- To change the shape of the sticky note, select the shapes displayed in the



list

- To resize the sticky note click on the size available in the list



- To change the colour of the sticky note, select the colour displayed in the



list

Reference for text and images- <https://stormboard.com>