**Department of Information Technology**

USING THE INTERACTIVE PENS

- Projector comes with 2 pens that have different color ends

- Each pen uses one AA battery

- When you turn the pen on the light comes on briefly, if the battery is low the light will flash.

- The pen will go into a sleep mode after 20 seconds of inactivity

- The pen will wake up from this mode by simply tapping the pen tip or by toggling the power switch on and off.

- When using the pen hold it perpendicular to the board.
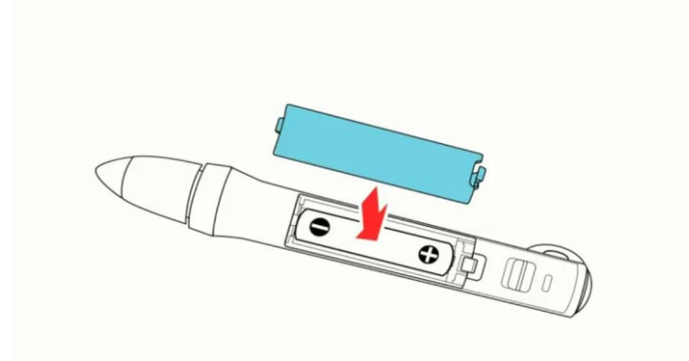
USING THE INTERACTIVE PENS

- When using the pen hold it perpendicular to the board.

- To move the curser, just hover over the board without touching it.

- To left click on something tap the pen on the board.

- To double click on something tap the board twice.

- To right click on something press the tip of the pen against the board for 3 seconds.

- To click and drag something, tap and drag with the pen pressed against the board.

- Don't forget to turn off the pen when you are done.
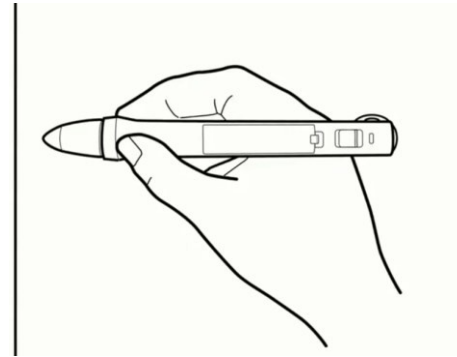
EASY INTERACTIVE TOOLS

There are two modes of tools:

- Easy Interactive Tools <u>Interactive Mode</u>

- Easy Interactive Tools <u>Whiteboard Mode</u>

EASY INTERACTIVE TOOLS: <u>INTERACTIVE MODE</u>

- The interactive mode has a projected toolbars that lets you use the pen as a mouse to open applications and access links.

- You can also annotate anything displayed from the computer.
  - This annotations can be saved and printed.
- To begin using this mode tap the annotation icon on the top toolbar.

  - '

  - To use the pen as a mouse select it from the side toolbar.

- The annotation tools are in the bottom half of the tool bar.
 - There are 3 annotation tools
    - Pens (There are 4 pens- 3 predefined and 1 custom)
    - Highlighter (customizable)
    - Eraser (There are 2 erasers- partial erase and clear full screen)
    - Tab on the desired tool to activate it.
- Tab the mouse button to return to use the pen as a mouse.

EASY INTERACTIVE TOOLS: <u>INTERACTIVE MODE</u>

- Touch/click the save button to save your annotations.

- Choose the location to save as you normally would.

- Use the on screen keyboard to name the file.

- Click on the save as option to choose the type of file.
    - You can say as a PDF, BMP, PNG, JPG and EIT
        - Eit file type allows you to go back and edit the annotations.

- To print touch/click the <u>other tools button</u> and then <u>the print button</u>.
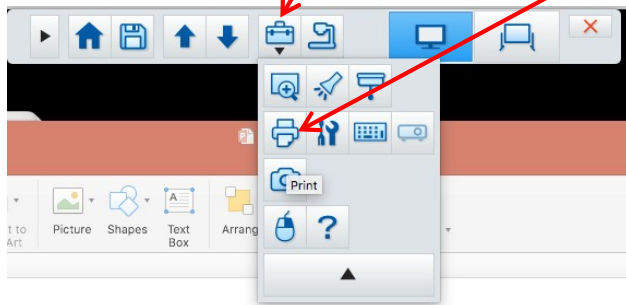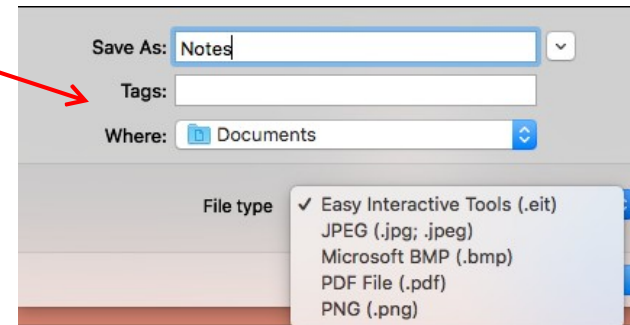
EASY INTERACTIVE TOOLS: <u>OTHER TOOLS</u>
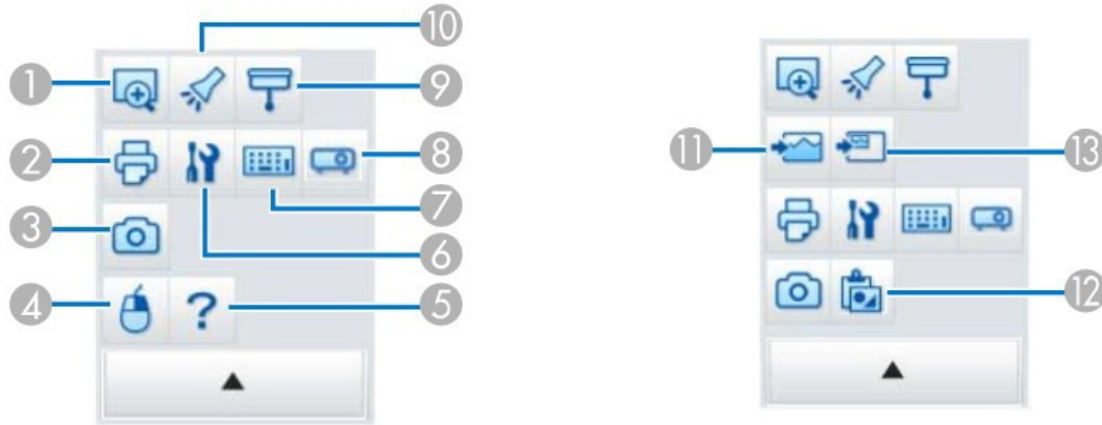
1 Enlarge Area: Displays an enlarged view of the image. Drag the cursor over the area you want to enlarge.

2 Print: Prints the current screen. In Whiteboard mode, all pages are printed. You can also select the pages you want to print on the print settings screen.

3 Capture: Captures the current screen and copies it to the clipboard. The clipboard holds only one item at a time. In Whiteboard mode, any drawings outside the current window frame are not copied.

4 Right click: (Annotation mode mouse operations only) Allows one pen click to operate as a right mouse click. The pen click returns to a normal click afterwards.

5 Help: (Annotation mode mouse operations only) Displays help information.

6 Settings: Opens the Settings screen.

7 Input panel: Displays a virtual keyboard you can use to enter characters and control the computer from the screen.

EASY INTERACTIVE TOOLS: <u>OTHER TOOLS</u>
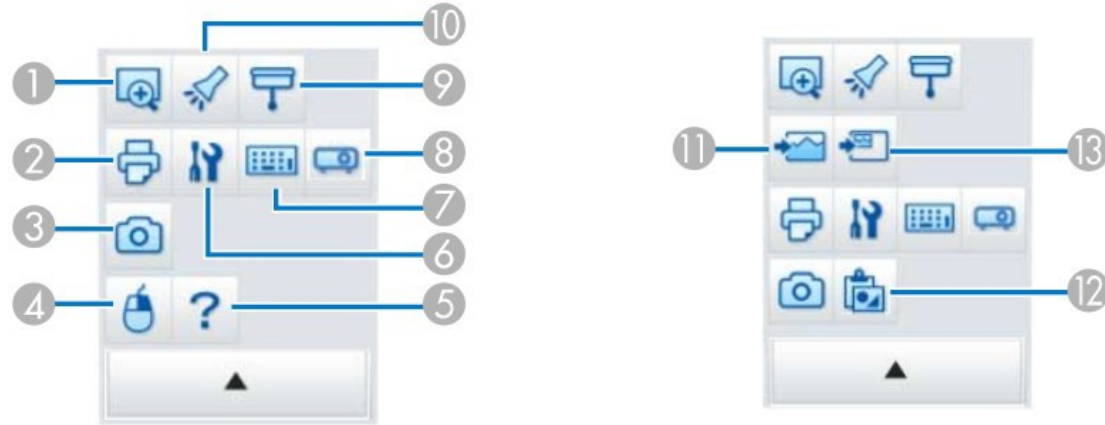
8 Projector control: Lets you use the buttons to control the projector.

9 Shade: Covers the display with a shade. Drag the sides of the shaded area to size it. Click to delete the shade.

10 Spotlight: Emphasizes a portion of the display using a spotlight effect. Drag the spotlight frame to select the area of emphasis. Click to delete the spotlight.

11 Select background: (Whiteboard mode only) Lets you select one of the following as a background image:
      One of nine provided patterns
      A still image of the computer desktop
      An image file
      A document camera image

12 Paste: (Whiteboard mode only) Pastes data from the clipboard to the currently displayed page.

13 Insert image: (Whiteboard mode only) Lets you select a .jpg, .bmp, or .png image file to insert into the currently displayed page.

EASY INTERACTIVE TOOLS: <u>WHITEBOARD MODE</u>

- To begin using Whiteboard mode tap the icon at the top right of the toolbar.

- Whiteboard Mode stars with a toolbar in a blank background
  - A background image or pattern can be used instead of a blank ai

- In this mode you can
  - Write or Draw with a pen
  - Add images (#13)
  - Save as a file
  - Print

- Select the background button from other tools (#11).

- Once a background is selected (or not) tap close to continue.

- The annotation tools are the same as in the interactive mode.
  - There are 3 annotation tools
    - Pens (There are 4 pens- 3 predefined and 1 custom)
    - Highlighter (customizable)
    - Eraser (There are 2 erasers- partial erase and clear full screen)
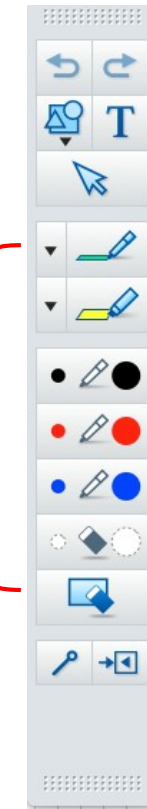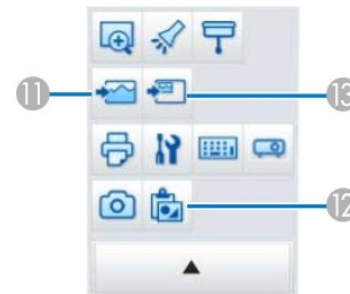
EASY INTERACTIVE TOOLS: <u>WHITEBOARD MODE</u>

- Whiteboard Mode allows you to work with multiple pages
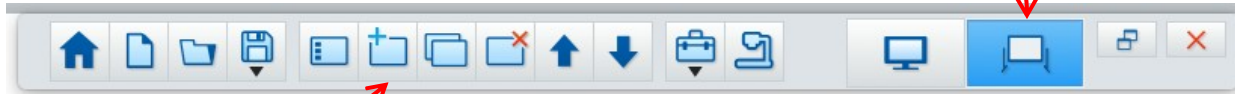
Tap the New page button to add a new page.

- You will see the page number on the top right corner

To see all the pages created tap on the page list button.

- You will see the pages on a column on the left.

EASY INTERACTIVE TOOLS: <u>WHITEBOARD MODE</u>

- Tab the save button to save your pages

- Choose the location to save as you normally would.
- Use the on screen keyboard to name the file.
- Click on the save as option to choose the type of file.
  - You can say as a EIT, PDF, BMP, PNG, JPG