



Interwrite Workspace

Quick Reference Guide



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Introduction to Workspace

- Teach as with a traditional chalkboard, vary the pace of your presentations and deliver practical training sessions.
- Write and draw, then erase, just as you normally would.
- Save your pages as a flipchart file, then retrieve them for use with a different class, or in another classroom.
- Add pictures, movies and sounds to your lesson's flipchart pages.
- Quickly structure your lesson content and timing to match your lesson plan.
- Add text, for ex. from Microsoft Word[®], or directly from the Internet. WorkSpace can even recognize your writing and convert it to text.
- Use simple but effective tools to stimulate thought, engage your students and focus their attention.

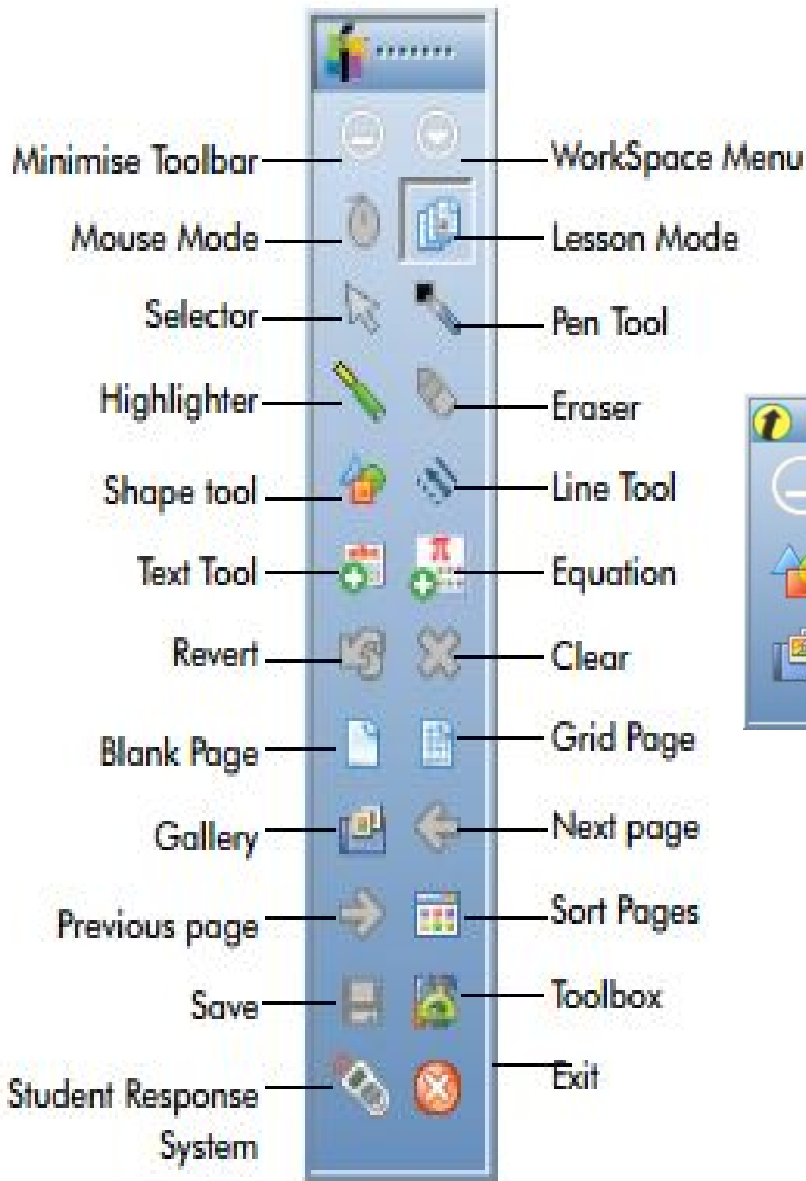
Calibrating Your Board

Keeping your board calibrated is always important for the pen to track correctly at the board.

Make sure to go to the bottom right hand corner of your screen and look for the einstruction device Manager icon.



Interwrite Toolbars



Toolbars

Tidbits of information

- To move the toolbar: • Position the cursor at the top of the toolbar near the WorkSpace icon and then click and drag to the desired location.
 - To resize the toolbar: • Position the cursor at the edge of the toolbar until a double-headed arrow appears and then click and drag to resize.
 - The WorkSpace toolbar will become transparent if not in use. Click anywhere on the toolbar to reactivate it.
-

Workspace Modes

WorkSpace allows you to capture text, graphics, or virtually any image from any application that you can project from your computer. The software is categorized into six "modes," each consisting of different capabilities.



By default, WorkSpace opens in **Lesson Mode**. In Lesson Mode, WorkSpace takes a screenshot of the desktop allowing you to annotate over the static image - write, draw, insert images, highlight, interact with, and annotate over prepared material. A blank page can be used as a whiteboard in a lesson without leaving the WorkSpace presentation.



In **Mouse Mode**, the internet can be accessed using the Mouse tool. Additionally, select any of the annotation tools while in Mouse Mode to change/return to Lesson Mode.



By selecting **Annotate Over Desktop Mode**, the desktop is turned into a canvas. Use the Annotation Tools, Page Tools or Capture Tools to write and draw on the desktop.



Multi-User Mode allows two or more participants to interact with Turning Technologies whiteboards using collaborative (shared) or defined (one person per defined area) space. Multiple Mobi devices can be displayed on the whiteboard at the same time.

Workspace Modes

 Open and interact with Microsoft Office applications directly from the WorkSpace software in **Office Mode**.

Whiteboard Mode... All notes made on the whiteboard can be captured and saved as pages within WorkSpace for distribution, without the use of the projector in **Whiteboard Mode**.

Workspace Window Continued

- 1** The **Toolbar** displays when WorkSpace is opened in Lesson Mode. The default toolbar scheme is set to Intermediate.
- 2** The **Page Navigation Toolbar** displays the tools used to navigate through the presentation file, including the Pan Page, Previous Page, Page Counter, Next Page and Multi-User Mode tools.
- 3** Click the **Extend/Scroll Page** arrows to extend the page.
- 4** The **Properties Bar** provides options to change the properties of the selected annotation tool (pen, highlighter, shape). For example, the pen tool Properties Bar includes color, width, transparency, line ends and line styles. The Properties Bar also contains the **Page Properties**, including backgrounds, color and transparency, which can be accessed by clicking the Selection tool on the WorkSpace Toolbar.

Workspace Window Continued

- 5** To the left of the Properties Bar is the **Layers Toolbar**. The Layers window appears when using the Layers Toolbar. By default, all annotations on a page are arranged in a single layer. Add, delete, show, hide, and arrange different layers.
- 6** Use the **Recycle Bin** to delete selected objects from the page. Drag the selected object and drop it in the Recycle Bin. Click the Undo tool to retrieve objects dropped into the Recycle Bin.

Workspace Main Menu

The WorkSpace toolbar **Main Menu**  icon reveals a list of sub-menus. The following provides an overview of each available menu.



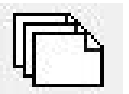
The **File Menu** provides options for saving and distributing WorkSpace presentation files.



The **Edit Menu** provides options for the WorkSpace editing tools. The tools are only active when WorkSpace is in Annotation Mode and when the Selection tool is active.



The **Tools Menu** is displayed when the Toolbox is selected. It displays the less frequently used tools.



The **Pages Menu** includes the page creation tools such as Create Blank Page, Create Grid Page, Create Image Page, Create Calendar Page, Gradient Page, Create Duplicate Page and New Page Setup.



The **Help Menu** opens the *WorkSpace for PC User Guide* and the following options: Check for Updates, Register Online and About.

File Menu

- **New** - Create a new presentation file.
- **Open** - Open an existing presentation file.
- **Save** - Save the current presentation file. You will be prompted to save the presentation when you close the file or exit WorkSpace. The Save function is also available on the DualBoard Features Menu.
- **Save As** - Save the presentation file with a different file name.
- **Close** - Close the presentation file.
- **Print** - Print the presentation file.
- **Export** - Export the current presentation file to a WorkSpace file (GWB) or a common file format (IWB). For more information, refer to [Distributing Files](#).
- **E-mail** - E-mail a presentation file. Before the message form is displayed, you are given the option to e-mail the selected file either as a GWB file, or as a PDF file. The recipient must have Interwrite WorkSpace installed in order to view a GWB file. Make your selection and click the E-mail icon to display an e-mail message form with the attachment already in place.
- **Export PDF File** - Export the currently opened presentation file to PDF. By default, the PDF file is saved in the Documents\Interwrite WorkSpace\Export folder.

NOTE

Presentation files are automatically saved and titled as the current date and lesson number: e.g., August 1, 2016_1.GWB

Edit Menu

- **Undo** - Use this option to undo the most recently performed action.
- **Redo** - Use this option to redo the last undo action. The tool is unavailable until something has been undone.
- **Cut** - Remove the selected object or objects with the Cut option. Cut is only available when one or more objects have been selected. Objects that are cut are moved to the Clipboard, making them available for pasting. Alternatively, press Ctrl + X on the keyboard to cut an object or objects.
- **Copy** - The Copy option duplicates a selected object or objects. Copy is only available when one or more objects have been selected. Alternatively, press Ctrl + C on the keyboard to copy an object or objects.
- **Paste** - Paste the copied or cut object or objects onto the current page. Paste is only available when an object has been cut or copied to the Clipboard. Text pasted into a presentation file from another application, such as Word, retains the text attributes of the first character of the pasted text. Those attributes will be applied to the characters of the pasted text. Alternatively, press Ctrl + V on the keyboard to paste an object or objects.
- **Select All** - Use this option to select all of the objects on the current page. Alternatively, press Ctrl + A on the keyboard to select all objects on the current page.
- **Clear** - Delete the selected object or objects. If nothing is selected on the page, the Clear Page tool deletes everything on the page.
- **Change Authorizations** - Enter a valid Authorization Code for WorkSpace (if applicable)

Pages Menu

- **Create Blank Page** - Add a blank page to the presentation.
- **Create Grid Page** - Add a grid page to the presentation.
- **Create Image Page** - Add an image page to the presentation.
- **Create Duplicate Page** - Add a duplicate of the current page in the Annotation Window to the presentation. The duplicate page is added to the presentation file immediately following the original page.
- **Create Calendar Page** - Add a new page with a calendar to the presentation.
- **Create Gradient Page** - Add a page with a Gradient element. See [Changing a Gradient](#).
- **Open ExamView File** - Access ExamView files from your computer or network.
- **Annotate Over Desktop** - Access the Annotate Over Desktop function within WorkSpace.
- **Import from a Device** - Save images or documents from a device, such as a scanner or digital camera, to WorkSpace.
- **Previous Page** - Go to the previous page in the presentation. This tool is unavailable when the first page of the presentation is in the Annotation Window.
- **Next Page** - Go to the next page in the presentation file. This tool is unavailable when the last page in the is in the Annotation Window.
- **Page Sorter** - View thumbnails of the pages in a presentation. Additionally, select a page by clicking on it, click and drag a page to a different location within the presentation, or use the Up and Down arrows to move pages around the presentation.

Help Menu

- **Help** - Opens the current WorkSpace user guide.
- **Check for Updates** - Checks for WorkSpace software updates. If the text is gray in color, the software is up-to-date.
- **Register Online** - Opens the Product Registration page, where you can submit your registration information.
- **About** - This window provides contact information, a copy of the End User License Agreement (EULA) and copyright information.

Annotate Over desktop & Lesson Mode



Pen- Use the Pen tool to write or draw on a blank page.



Multi-Color pen -Has two different styles: Gradient - The properties to the left of the Gradient Style button define the starting color, while the properties to the right define the ending color. Color on Color - The properties to the left of the Gradient Style button define the outside border color, while the properties to the right define the inside color.



Picture Pen-Draw a path of images with the Picture Pen tool. The selected picture is displayed on the left side of the properties bar.



Line-Use this tool to draw lines on a blank page.



Freehand Text-Convert handwritten text into typed text and insert the typed text into a blank page or an active application, such as Excel, PowerPoint, Word (in Office Mode).



Free hand shape-Convert an object drawn freehand, such as a rectangle, into a true rectangle with 90 degree corners and straight perimeter lines with the Freehand Shape tool.



Highlighter-Highlight anything on the current page with the Highlighter tool.

Annotate Over desktop & Lesson Mode



Shapes-Draw different shapes - including squares, circles and triangles - with the Shapes tool.



Flash Player-Adding SWF files to the presentation:
Click the Flash Player icon from the toolbar and select a file from the directory.

Click the green arrow to activate the flash file.

Use the Selection tool to move, resize or delete the flash file.

Only two flash files are permitted per page.



Type Text-Adding typed text to the presentation:

Click the Type Text tool. Change font properties prior to typing.

Click to insert a Text box and begin typing.

When you have finished typing, click the Selection tool. The Text box closes and the text is placed on the page.



Stamper-Use the Stamper tool to add stamps. Personalize the Stamper by adding images to the Documents\Interwrite

WorkSpace\User Stamps folder. The images must be in a BMP, GIF, JPEG, TIFF or PNG format. If images are added to the User Stamps folder while WorkSpace is open, the stamps will not be available for use until WorkSpace is closed and re-opened.

Annotate Over desktop & Lesson Mode



Video Files-Add video files to the presentation. The following file types are supported: AVI, WMV, MOV, and MPG.



Audio Files-Add audio files to the presentation file. WorkSpace supports WAV, MP2, MP3, MPA, MPEG, SND and WMA files. Audio files made with the Record and Playback tool, and those downloaded from other sources (e.g., iTunes), are also supported.



Pan Page-Use the Pan Page tool to move the page around in the *Annotation* window.



Selection-Select and size, move, cut, copy, paste, delete, reorder, rotate, group, ungroup export objects with the Selection tool. Additionally, objects can also be moved to the background and added to the Gallery.



Eraser-From the toolbar, click the Eraser icon to erase annotated content.



Zoom-Magnify the page with the Zoom tool.



Blank page-Add a blank page to the presentation file.



Duplicate page-Add a duplicate of the current page to the presentation file directly after the current page.

Annotate Over desktop & Lesson Mode



Calendar page-Add a calendar page to the presentation file. Select and preview a one week or one-, two-, three-, or four-month calendar. Indicate a starting month and year (the current month and year is the default) and choose a background color for the calendar.



Grid page-Add a grid page to the presentation.



Image page-Add an image page to the presentation.



Gallery-The Gallery contains an extensive collection of images and interactive Flash simulations called Interwrite Sims.



Page Sorter-Use the Page Sorter to view thumbnails of pages in a presentation file. To select a page, simply click the page you wish to view. The Page Sorter also allows you to click and drag a page to a different location in the presentation file.

(not available in Annotate Over Desktop mode)



Previous Page-Go to the previous page in the presentation file.



Next Page-Go to the next page in the presentation file.



Clear-Delete the selected object or objects. If nothing is selected on the page, the Clear tool deletes everything on the page.



Save-Save the current presentation file. By default, the Auto Save feature automatically saves the presentation file every five minutes. Disable Auto Save or change the frequency in the Preferences window.

Annotate Over desktop & Lesson Mode



On-Screen Keyboard-Use the On-screen Keyboard to type characters on the desktop.



LockPads-Lock all connected devices (clickers or tablets), preventing them from providing input to the current session. Locked devices remain connected unless they are turned off. Click the Unlock icon that appears in its place to reactivate connected devices.



Internet browser-Open an internet browser to the web page indicated in the Preferences window.



Page Up-Go to the previous page in a PowerPoint slide show while saving the annotated page in the Annotation window to the presentation file.



Page down-Go to the next page in a PowerPoint slide show while saving the annotated page in the Annotation window to the presentation file.



Curtain-Hide the current page, or hide the current desktop screen, with the Curtain tool.



Insert Media-Insert any type of media file including BMP, JPEG, GIF, EMF, WMF, TIFF PNG, ICO, audio files, video files and Flash files.

Annotate Over desktop & Lesson Mode



Capture-Capture a snapshot of the full screen, a selected window or a selected portion of the screen.



Undo-Undo the most recent action.



Redo-Redo the last Undo action.



Preference-Open the Preferences window to configure settings for many of the WorkSpace tools and functions.



Freehand recognition-Convert handwritten text into typed text and insert the typed text into an active application, such as Word or Excel. The Freehand Text Recognition Window provides a spell checker.



Freehand equation pen-Convert any written numeric characters into typed text.



Equation-Adding typed equations to the presentation:

1. Click the Equation icon. Click where the *Equation* window is to display and begin typing.
2. When you have finished typing, select Insert Equation. The *Equation* window closes and the equation is placed on the page.

Annotate Over desktop & Lesson Mode



PDF File-Export the current presentation file to a PDF format. By default, the PDF file is saved in the Documents\Interwrite WorkSpace\Export folder.



Email PDF-Export the current presentation file to a PDF format and automatically attach it to an e-mail message.



Timer-Use the Timer tool to time classroom activities, exams, or quizzes



Ruler-Demonstrate how to use measurements between two points with the Ruler tool.



Triangle-Demonstrate triangle measurements with the Triangle tool



Protractor-Demonstrate angle measurements with the Protractor tool.



Compass-Demonstrate circles and arcs, and measure distances with the Compass tool.



New page setup-sets the page options for a new page.



Fill-Fill any object with color, or change the background of the page if no object is selected, with the Fill tool.

Annotate Over desktop & Lesson Mode



Gradient page-Add a gradient page to the presentation.



Exit-Close WorkSpace.



Toolbox-Display all available WorkSpace tools. Customize the organization of the tools on this menu and on the toolbar in the Preferences window.



Device Manager-Click the Device Manager icon to open the Device Manager application.



Minimize toolbar-Minimize or restore the toolbar to full size.



Workspace menu-Open the WorkSpace Main Menu.

The End