



INTERWRITE
L E A R N I N G TM

Changing How the World Learns

Interwrite Workspace 8.5

Getting Started

Technology Department

09

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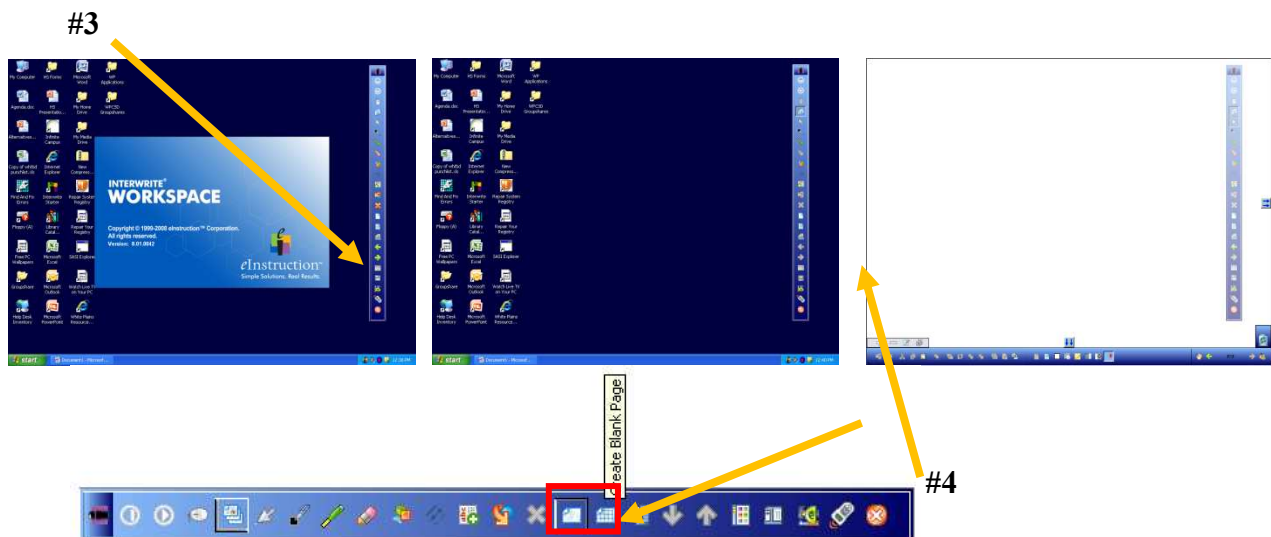
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Opening Interwrite Workspace 8.5

1. Double-click on the **Interwrite Starter** icon on your desktop.
2. Click on the **eInstruction Tools** icon at the bottom right corner of your desktop and select **Workspace...**


























3. The (default) Intermediate toolbar will appear on your desktop (in vertical view).

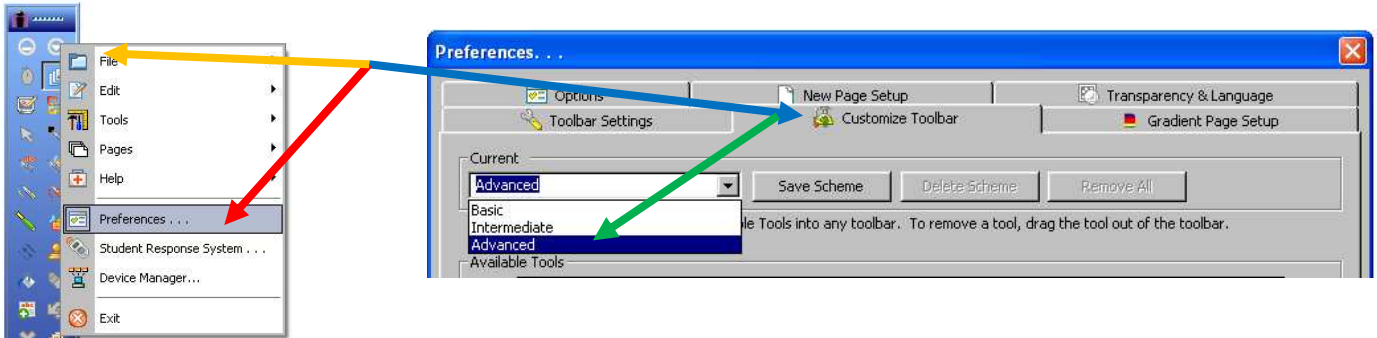



















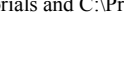
4. Click on the **Create Blank Page icon** (about the 14th icon from the top of the toolbar) to create a new page.

Interwrite Workspace Toolbar Overview (Default Intermediate)

Icon	Tool Name	Description	Application
	Minimize Toolbar	Shows or hides the main toolbar	
	Workspace Menu	Offers quick access to the options most often used	
	Mouse Mode	Switches modes and displays the desktop	Opens items on the desktop
	Lesson Mode	Is the primary operational mode	Uses mouse & annotation tools
	Selection	Selects the desired target, text, or image	Grabs and manipulates items
	Pen	Creates freehand annotations	Writes or draws on the page
	Highlighter	Emphasizes important passages in text	Highlights anything
	Eraser	Removes selected information	Clears selected text/objects
	Shapes	Draws a variety of geometric shapes	Creates shapes ○ △ ☆ □
	Line	Draws different types of line styles, width, & colors	Draws lines on the page —
	Text	Adds a text box to the page	Adds typed-text
	Undo	Reverses the last or series of operations/entries	Undoes the latest operation
	Clear	Removes text and images on the current page	Deletes selected object(s)
	Create Blank Page	Adds a new page to the presentation file	Creates a new page
	Create Grid Page	Adds a new grid page to the workspace file	Creates a new grid page
	Gallery	Contains teaching resources, images, and simulations	Inserts selected images/SIMS
	Previous Page	Selects the previous page	Goes to the previous page
	Next Page	Selects the next page	Goes to the next page
	Page Sorter	Displays thumbnail images of all pages within the file	Duplicates, deletes, merges, views, renames, exports pages
	Save	Saves the currently open file to the selected directory	
	Toolbox	Displays tools not available on the main toolbar	Contains seldomly used tools
	Student Response System Functions	Displays when a student response system (clicker) is installed	Creates, poses, and edits questions to use with clickers
	Exit	Exits Interwrite Workspace	Closes Interwrite Workspace

Quick Overview: Click on the Workspace Menu icon and select the following: Preferences, Customize Toolbar, Current, and Advanced.



		Lesson Mode
Mouse Mode		Workspace Menu
Minimize Toolbar		Office Mode
Annotate Over Desktop		Pen
Selection		Freehand Shape
Freehand Text		Picture Pen (Add Picture)
Multicolor Pen		Shapes
Highlighter		Stamper (Add picture)
Line		Eraser
Fill		Undo
Text		Capture (Freeform)
Clear		Gallery (Exam View, Special Needs, Video & Lessons)
Curtain		Compass
Record and Playback		Protractor
Ruler		Create Blank Page
Triangle		New Page Setup (Create Gradient page)
Create Grid page		Next Page
Previous Page		Save
Page Sorter		
Toolbox		Student Response System Functions
Link History		Import from Devices
Exit		*New Tool or Icon

Please note that your toolbar fades to be less obstructive

More on Customizing Your Toolbar

Use this *Preferences* selection to organize, add, and remove tools on your Toolbar and in your Toolbox. The **Current** pane lists the tools in the selected scheme. The tools are listed as they would display in the tool, preferences, and the right-click toolbar.

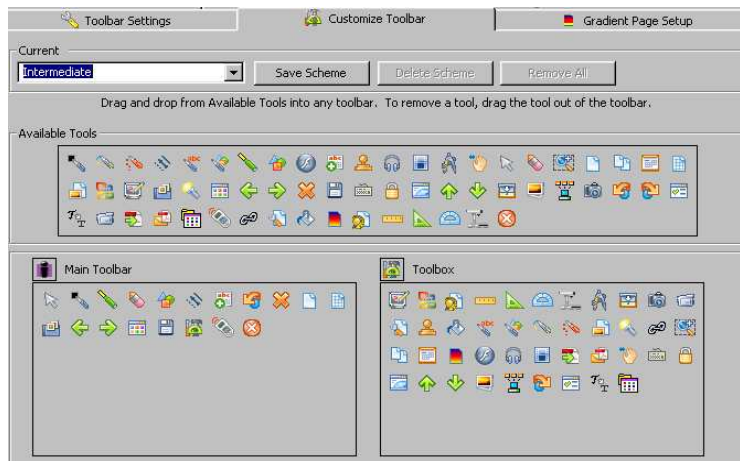
The table below describes the toolbar scheme options.

Toolbar Scheme	Description
Basic	Basic set of commonly used tools
Intermediate	Default setting. Includes the most commonly used pens and set up options on the toolbar
Advanced	Includes more graphically oriented options on the toolbar

Adding Tools

Complete the following steps to add a tool from the Main Toolbar, the Toolbox, or the Right-Click Toolbar.

1. Locate the tool you want to add in the *Available Tools* field.



2. Select the tool with the mouse or Interwrite Pen.
3. Drag the tool to the location you require. Repeat until you are finish adding or moving the tools you need. Click **OK**. The tools are saved in their new location.



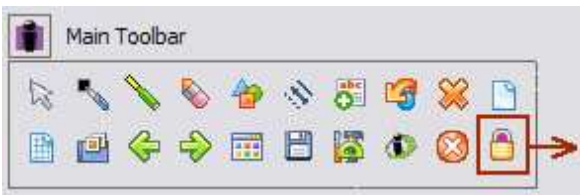
Removing Tools from a Toolbar

Complete the following steps to remove a tool from the Main Toolbar, the Toolbox, or the Right-Click Toolbar.

1. Select the tool to be removed with the mouse or Interwrite Pen.



2. Drag the tool away from the box where it is displayed. Repeat until you are finish removing the tools.



3. Click the **Remove All** button if you want to delete all the tools from the **Current Tools** list.
4. Click **OK**. The tools are removed from the Toolbar, Toolbox or right-Click Toolbar.



Custom Schemes

After moving tools to the desired locations, you can save it to a custom scheme.

Saving a Custom Scheme

Click **Save Scheme**. The *Enter Name* window opens.

Type the name of the new scheme and click **OK**.




The new scheme is added to the *Scheme* drop-down list.

Deleting a Custom Scheme

Select the custom scheme to be deleted from the Scheme drop-down list. Click **Delete Scheme**. The custom scheme is deleted.

Calibrating the Board

There are **three ways** to calibrate your Interactive board. Calibrate your board when you wish to **align the position of the pen** relative to the projected image on the surface of the Interwrite board.

1. Click on the “**Calibrate**” hot spot on the right side of your Interactive board and tap on each of the nine bull’s eye target . (See Figure 1)
- 2.
3. Double-click on the *eInstruction Tools* icon . Select *eInstruction Device Manager...*, click on the *Calibrate* icon , and use the Interwrite pen to tap each red calibration point as it becomes visible on the blue screen.

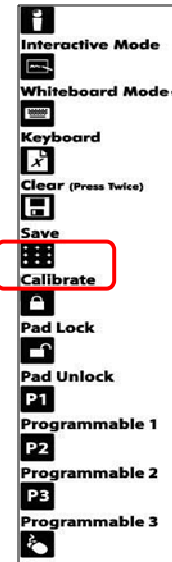
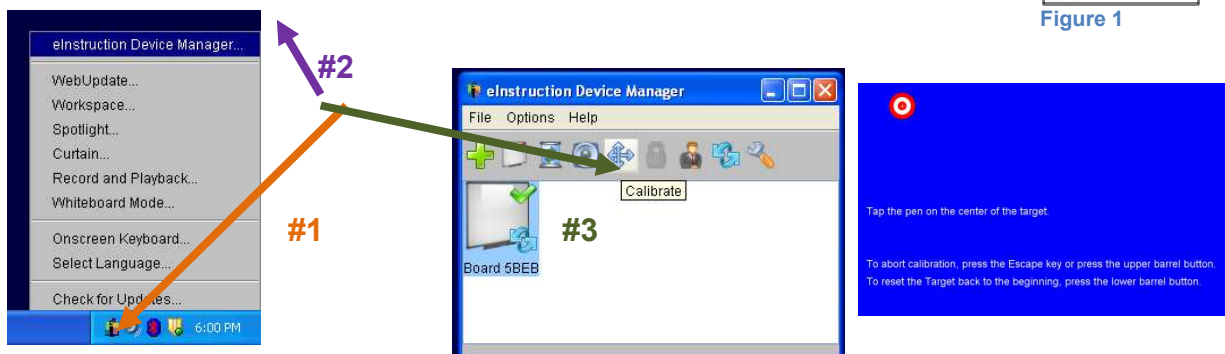



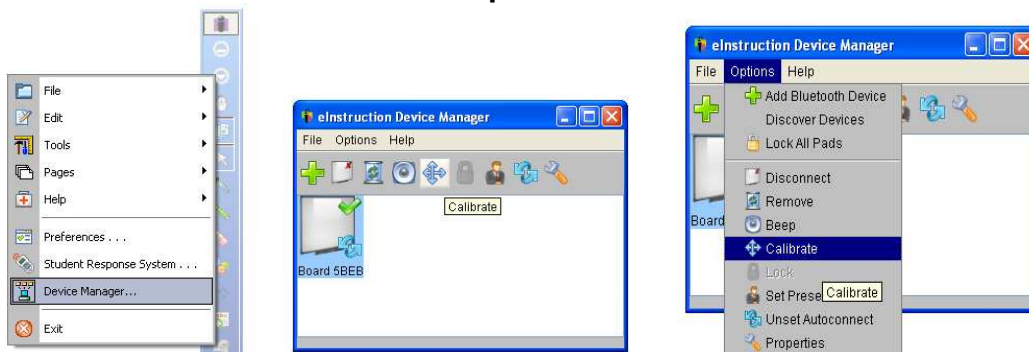


Figure 1



4. Click on the Workspace Menu . Select Device Manager... . Click on the *Calibrate* icon  or select **Options** and **Calibrate...**

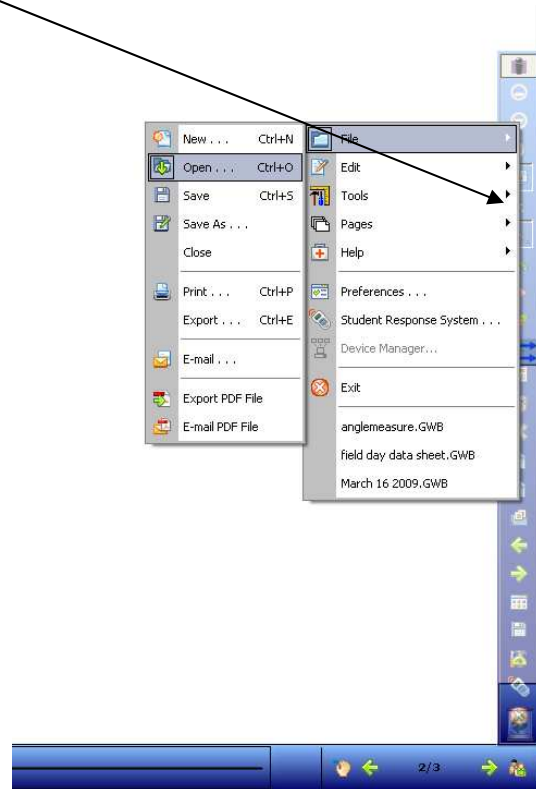


Recalibration is required when either the Interwrite Board or the projector has been move

Opening an Existing Document

If this does not work...

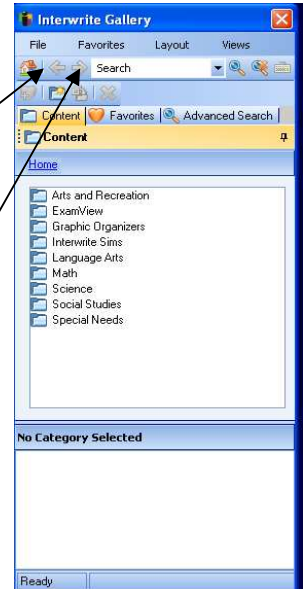
5. Once the **Workspace** is opened, either
6. Right click on the **menu toolbar**
OR
7. Click on the **Workspace menu** (3rd icon on the menu bar)
8. Click on **File**
9. Then click on **Open** and navigate to the folder that has your Interwrite file(s)



Personalizing Your Picture Gallery

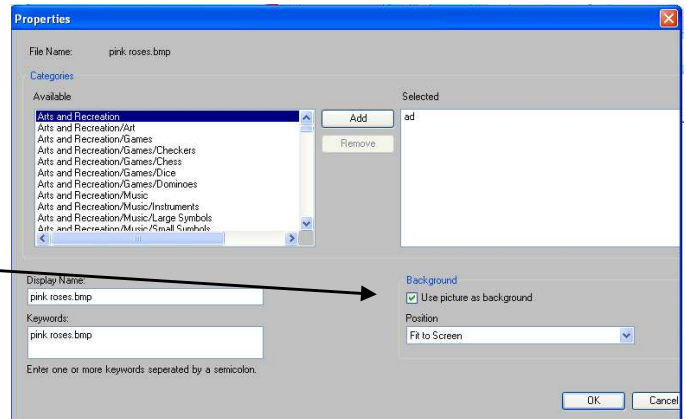
You can add your own images and backgrounds to the **Gallery**. Your pictures will be immediately available from the main toolbar. Your frequently used pictures, graphs, charts, tables and organizers should be considered for placement in the **Gallery**. Interwrite supports the following file formats: JPG, JPEG, BMP, GIF, DIB, RLE, EMF, WMF, TIFF, and PNG. Compressed pictures work best.

- Open the **Gallery** from the Interwrite Workspace toolbar.
- Select a **Category**. This is where you want the picture to be stored.
 - *Note:* You can add a new category. Click on the **New Category** button. Type the name of the new category and hit the **enter** key or right-clicking an existing category.
- Select **Add Files to Category** button. The Add File(s) to Gallery window will open.
- Find and select the picture you would like to add to the Gallery.
- Click on **Open** to add the picture to the category.
- Your image will now be a part of the Interwrite Workspace **Gallery** and can be accessed directly from your toolbar.



To use a picture as a background:

- Right click the picture that you would like to use as a background.
- Select **Properties**.
- Click the box **Use picture as background**.
- Click on **OK** to close the window. The right corner of the image will now be turned down to indicate that it is a background picture.



You can add an image or Workspace Page to the Gallery. Click on the **Add to Gallery** icon on the *bottom* of the Workspace toolbar. Select **Add Current Page to Gallery** to add the entire page or select **Add Selection to Gallery** to add a selected image.

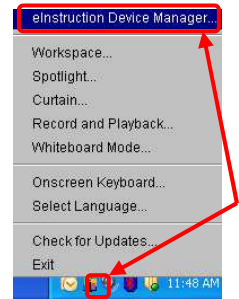


Using eInstruction Device Manager

Device Manager

To open the Device Manager main window, select the *eInstruction Tools* icon on the far right bottom of your computer and select *eInstruction Device Manager*.

The Device Manager main window allows you to connect devices, view properties, lock or unlock pads, identify connected devices, and perform other management functions.



The following menu options are available from this window.

File Menu

- Setting Preferences
- Exiting Device Manager



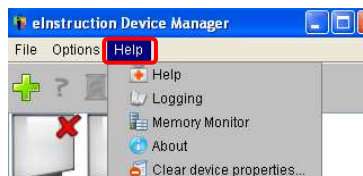
Options Menu

- Add Bluetooth
- Discover
- Lock All Pads
- Connect
- Remove Device
- Beep
- Calibrate
- Set Presenter
- Set Autoconnect
- Properties



Help Menu










- Setting Logging Options
- Viewing the About Window



Using Device Manager Icons

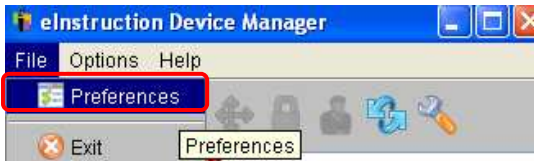


Add Bluetooth	Connect or Disconnect Device	Remove Device	Beep	Calibrate Board	Lock or Unlock Device	Select or Deselect Device	Automated Device	Properties
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Icon	Name	Used To
	Add Bluetooth	Locate and connect Bluetooth devices to the Workspace software.
	Connect or Disconnect Device	Disconnect the device or devices from communicating with Workspace. The icon changes depending on which device is selected.
	Remove Device	Removes device from the Device Manager.
	Beep	Identify a specific Interwrite Device listed but not given a unique name. Select a device in the Devices list window. Click Beep to make the device beep.
	Calibrate Board	Align the Interwrite Pen position relative to the projected image on the Interwrite Board's surface. Use the Interwrite Pen to tap each white calibration point as it appears on the blue screen. Recalibration is required when either the Interwrite Board or the projector has been moved.
	Lock or Unlock Device	Prevents all connected devices from inputting to the current session. Locked Pads remain connected unless they are powered off. This tool is a toggle. As the Unlock Pads tool, it can be used to activate, or unlock, the locked Pads.
	Select or Deselect Presenter	Allows for a specific device to control the interaction of Workspace and has control over the other connected Interwrite Devices in a session. Select a device in the Devices list window. Click Select Presenter to activate the device.
	Autoconnect Device	Connects pre-selected devices when Device Manager is activated. Any device that does not connect after three attempts must be manually connected using the Connect button. Select the checkbox next to each Bluetooth-enabled device to connect automatically.
	Properties	Opens the Properties window for the selected Interwrite Device.

File Menu

- Setting Preferences and Exiting Device Manager



The Preferences window determines the default language for Workspace, as well as Bluetooth connection defaults and novice settings.



Use the table to determine your preferences.

Field	Action
Language	Use the drop-down list box to select the language you need Workspace to display.
Clear Bluetooth Devices List	Selecting this checkbox clears all Bluetooth connected devices after each Workspace session. When Workspace is reopened, you will have to rediscover and reconnect all devices.
Show First Look window at Startup	If selected, displays a window that helps novice Workspace users with connecting devices to the Device Manager.

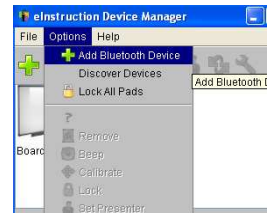
Exiting Device Manager

- Right-click the eInstruction Device Manager icon. The *Device Manager Menu* opens. Select Exit. The Device Manager application closes and removes the Device Manager icon from the Task Bar. To Exit Device Manager from the Main Device Manager Menu

- While in the Device Manager Main window, select **File>Exit**. The Device Manager application closes and removes the Device Manager icon from the Task Bar.

Options Menu

- Add Bluetooth, Discover, Lock All Pads, Connect, Remove Device, Beep, Calibrate, Set Presenter, Set Autoconnect, and Properties



Connecting Devices to Workspace

1. Go to **Options>Add Bluetooth Device** or click **Add**. The *Add Bluetooth Device* window opens.



2. Type the **last four characters of the device to connect**.
OR Click **Scan for Devices**.

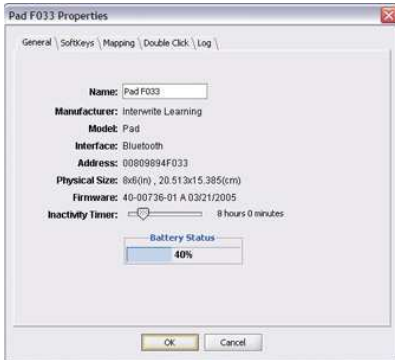
Device Manager scans for Bluetooth-enabled devices. Once items are located, they are displayed in the drop-down list box, and the scan is finished.



3. Select the device needed from the drop-down list.
4. Click **Connect**. The *Device Manager* window displays and attempts to connect to the Bluetooth-enabled device. The Bluetooth-enabled device connects, and displays in the main window. All available menu options become active. The device now can be used in conjunction with Interwrite Workspace.



Using Device Manager General Properties



The following tabs access the SoftKey Preferences for the selected Interwrite Device: SoftKeys, Mapping, Double Click, and Log.

The following table describes the features of the General Properties page:

Field	Description
Name	<i>Name of Pad, Board, or Panel. The default name is the last four characters of the Bluetooth address. Type in the field to create a unique name for the device.</i>
Manufacturer	<i>Maker of hardware device currently being used.</i>
Model	<i>Type of device being used.</i>
Interface	<i>The method the device is using to communicate with Workspace.</i>
Address	<i>Full Bluetooth address of device.</i>
Physical Size	<i>Actual size of device. While panels and pads are the same size, Boards can vary in size.</i>
Firmware	<i>The version of computer program that is embedded in the</i>


	<i>hardware device.</i>
Inactivity Time	<i>The amount of time set before a device shuts itself off automatically. Slide the cursor to adjust the time.</i>
Battery Status	<i>Amount of power left before the device requires charging.</i>

Using Page Sorter

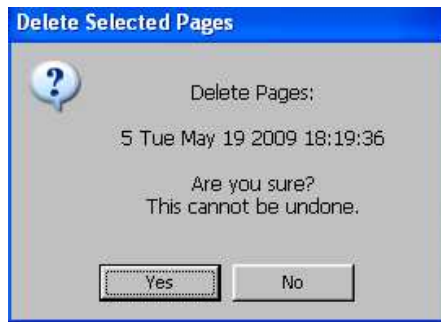
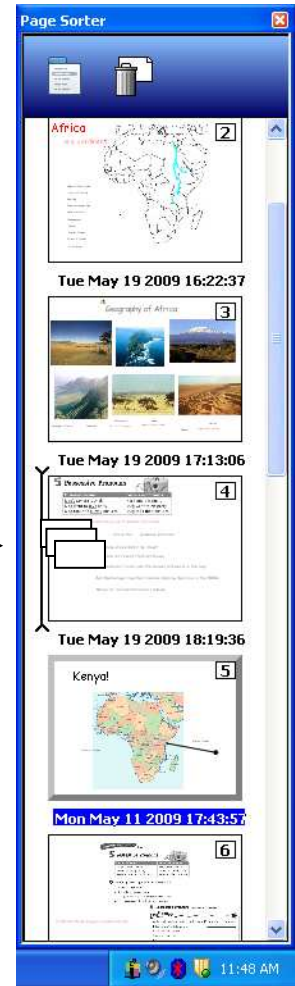
Sorting, saving, and deleting Interwrite files and pages

Use the *Page Sorter* to view thumbnails of the pages in a file. To open, click on the Page Sorter icon on the Toolbar. The thumbnail list will appear on the right.



To rearrange a presentation, click and drag  to a different location within the presentation. A black cursor and pages icon will sit in the space where the page will be moved.

To delete, click on the page or pages; a gray border will appear around the pages. Click the Trash Can on the top bar, or press “delete” on your keyboard. A warning will appear with the page numbers of all pages selected. You can not undo this option.

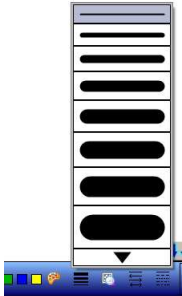
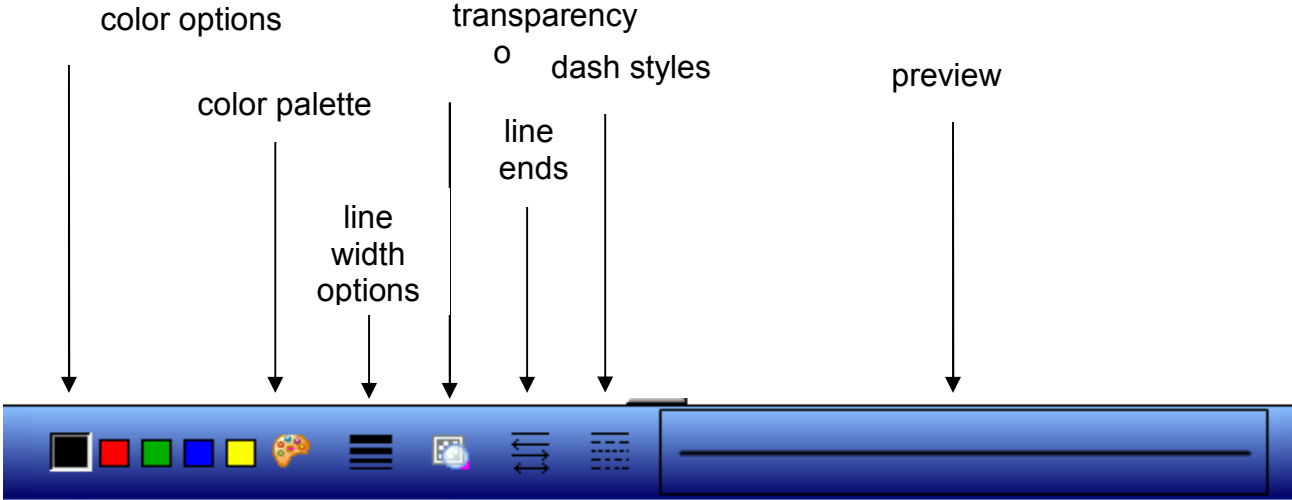


To Save:
Pull down the Workspace Menu from the Interwrite Toolbar, go to File, then Save. Other file options are available.

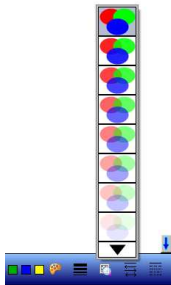
Using the Pen Tool



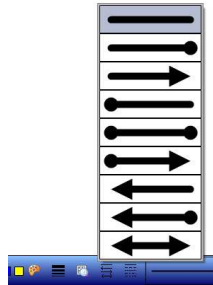
The pen allows you to write in many colors, line widths and forms as well as different levels of transparency.



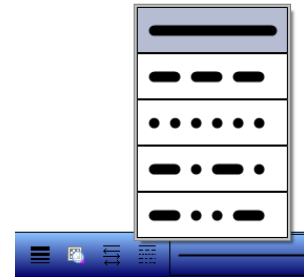
line width



transparency options



line ends



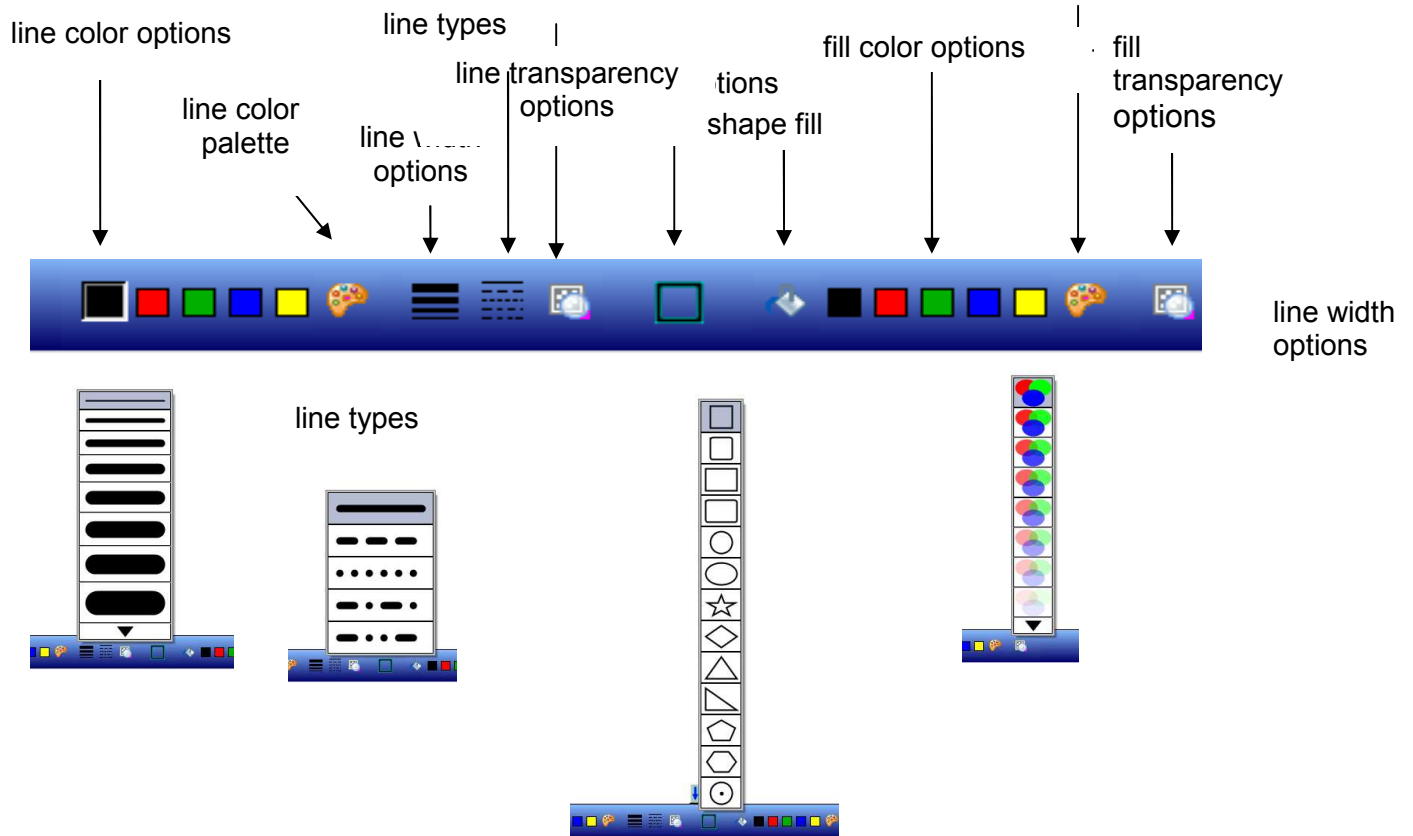
dash styles

Option	Function
Line color	Selection of pen color
Color palette	Selection of alternate colors on the spectrum
Line width	Selection of line width
Line transparency	Selection of transparency of lines drawn with the pen tool
Line ends	Selection of lines, line segments and arrows
Dash styles	Selection of filled or dashed line options
Preview	Allows viewer to see all selected options

Using the Shapes Tool



Draw shapes with this tool. Click on the Shapes button in the middle of the Properties Bar and select a shape from the menu. The settings on the left side of the Properties Bar affect the line attributes of the shape. The settings on the right side affect the fill attributes of the shape. The currently selected shape and its line and fill attributes are reflected on the Shapes button.

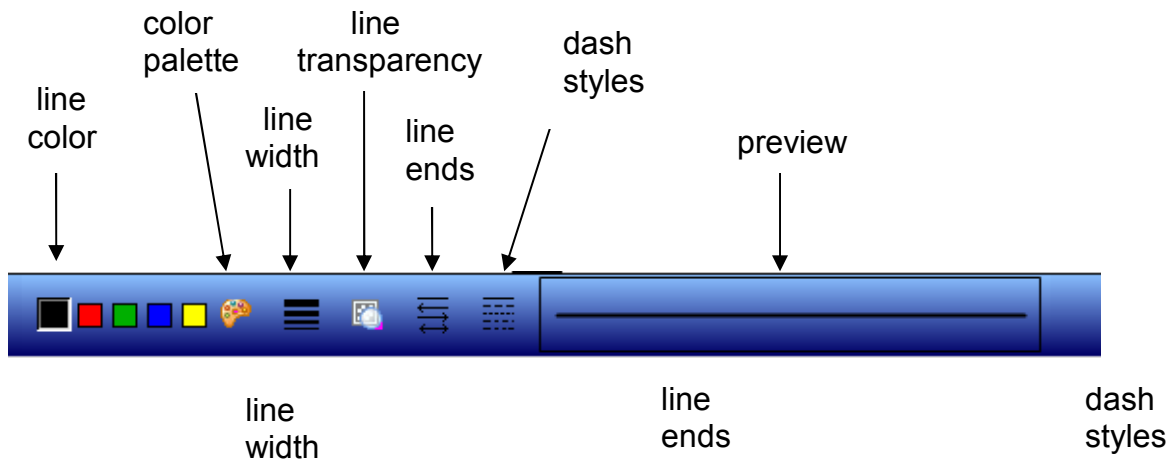


Option	Function
Line color	Selection of shape outer line color
Line color palette	Selection of alternate colors on the spectrum
Line width	Selection of line width options
Line types	Selection of filled, dashed, or dotted lines
Line transparency	Selection of transparency of outer line of shape
Shape Selection	Selection of thirteen different shapes
Shape fill	Selection of shape fill color
Shape fill color palette	Selection of alternate colors on the spectrum for shape fill
Shape fill transparency options	Selection of transparency of shape fill

Using the Line Tool



Use the Line tool to draw lines on the page in the Annotation Window. The settings options for the Line tool are found on the Properties bar. The selected tool settings are displayed in the preview window. Click on a feature on the Properties bar to learn more about it.



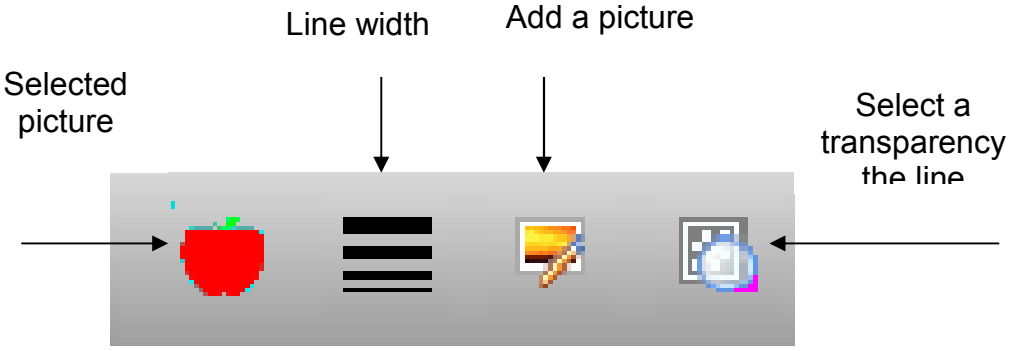
Option	Function
Line color	Selection of pen color
Color palette	Selection of alternate colors on the spectrum
Line width	Selection of line width
Line transparency	Selection of transparency of lines drawn with the pen tool
Line ends	Selection of lines, line segments and arrows
Dash styles	Selection of filed or dashed line options
Preview	Allows user to view all selected options

Using the Picture Pen



Use the Picture Pen to draw a path of images on a page in the Annotation Window. The Picture Pen is a useful tool for graphs, frames and borders. It is located in the tool box.

- The currently selected picture is displayed on the left side of the Properties Bar. Click on it to access a menu of pictures.
- Click on the line width property to select a size for the images on the path.
- You can add a new picture to the picture menu. Click on the change Picture button. By default, the Program Files/InterWrite Learning/InterWrite Workspace/stamps directory is opened. You can select a picture from this directory, or you can navigate to another location. Images used for the Picture Pen tool must be in a *BMP*, *GIF*, *JPEG*, *TIFF* or *PNG* format. **The new picture will replace the currently selected picture on the picture menu.**
- You can also change the background color of the selected picture.
- You can also change the background color of the selected picture.



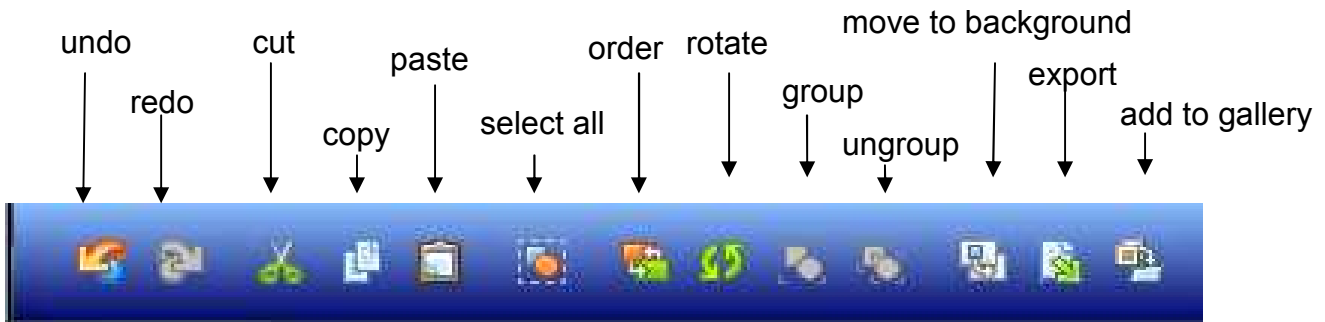
Option	Function
Select picture	Choose different pictures
Line width	Expand or minimize lines
Add a picture	Use your own pictures
Select line transparency	Make lines more or less visible

Using the Selection Tool

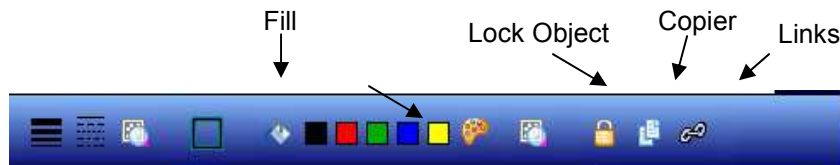


Use the Selection tool to select entities – text, shapes, images, etc. – on the current page. Selected entities can be modified. Click on an entity to select it. Select multiple entities by clicking and dragging the Selection tool boundary around the entities. The Selection tool is an editing tool and can be accessed from the Workspace toolbar.

The selection options listed above can be accessed from the Selection tool options on the bottom of the Workspace as shown below.



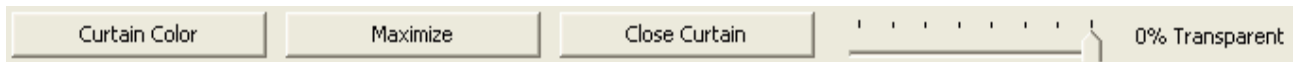
Option	Function
Undo	Removes the last action completed
Redo	Completes the last action removed
Cut	Removes selection from page
Copy	Copies selection from page
Paste	Adds previously copied or cut selection to page
Select All	Allows selection of all entities on page
Order	Allows selected entities to be placed at different locations on the page
Rotate	Allows for the rotation of the selected entity
Group	Allows for multiple entities to be grouped as a single item
Ungroup	Allows for items to be permanently placed in the page background
Move to background	Allows for items to be permanently placed in the page background
Export	Allows for selected entities to be exported as image files
Add Files to Gallery	Allows for selected entities to be added to the InterWrite Gallery as images
Fill	Changes page color or color of selected area
Lock Object	Moves object to background temporarily
Copier	Copies selected area; deselect to stop making copies
Link	Select area may be linked to internet, other pages, video



Using Presentation Tools: Curtain and Spotlight

The Curtain tool is used to hide the pages of a Workspace presentation or to hide the desktop screen if you are in Mouse Mode. Handles on all four sides of the Curtain make it possible to reveal a section or all of a display in the Workspace, while still covering some of the display.

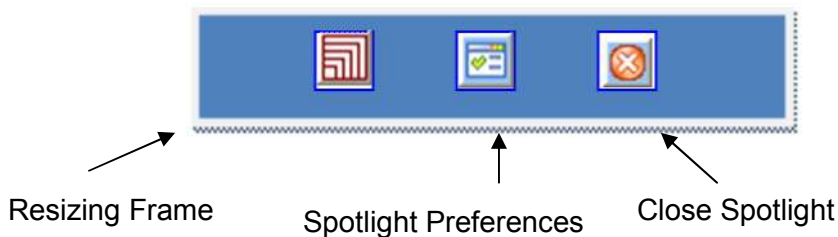
1. The Curtain can be opened from the Toolbox or the Windows operating toolbar on the bottom of your monitor.
2. The default color is black. Click on the Curtain Color button to change the curtain's color.
3. Click and drag the Transparency slider to the left to add transparency.



Use the Spotlight tool to draw attention to an area on the screen. It can be used in Mouse Mode or Lesson Mode.

1. Select the Spotlight tool from the Toolbox or the Windows operating toolbar on the bottom of your monitor.
2. A circle appears in the center of a black curtain. This circle is a transparent opening that reveals what is directly beneath it on the screen.
3. Click and drag the cursor to move the spotlight around the screen.

The default circle shape, the screen color, and the transparency of the screen can be changed using the Spotlight Preferences toolbar - bottom, middle of screen.

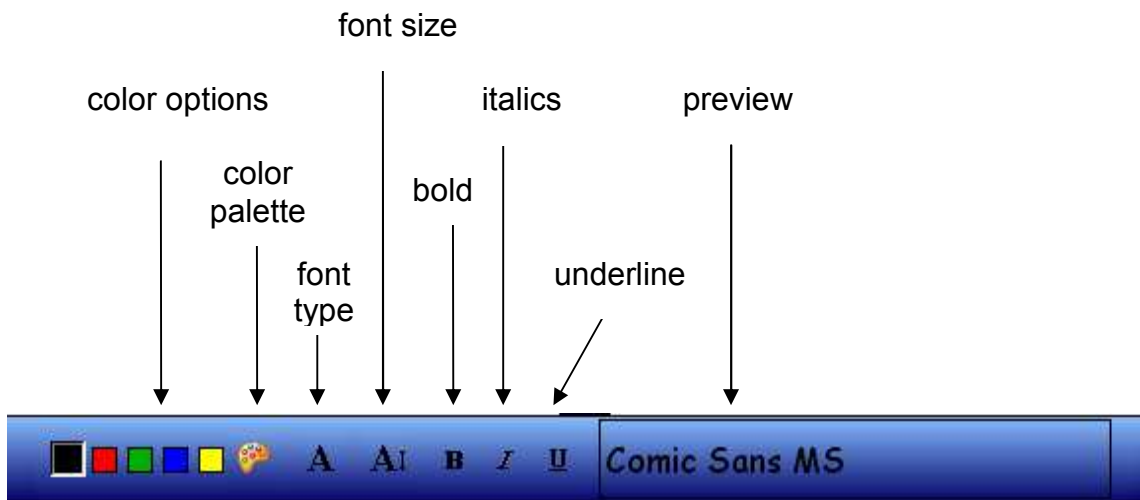


Using the Text Tool



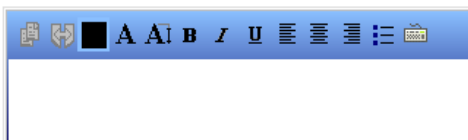
Use the Text tool to add typed text on the pages in your presentation file.

- Select the Text tool from the toolbar.
- Change font properties before you begin typing. The font and attributes you selected will display in the preview window.
- Click where you want the Text Window to display and begin typing.
- When you have finished typing, select the Selection tool. The Text Window closes and the text is placed on the page.



Option	Function
Text color	Selection of text color
Color palette	Selection of alternate colors on the spectrum
Font type	Selection of font type options
Font size	Selection of font size options
Other text	Selection of bold, italics, and underline for text
Text linking	Selection text links to documents, media files, and web pages

Using the “Clone Text” tool, any text can be duplicated in the InterWrite workspace.



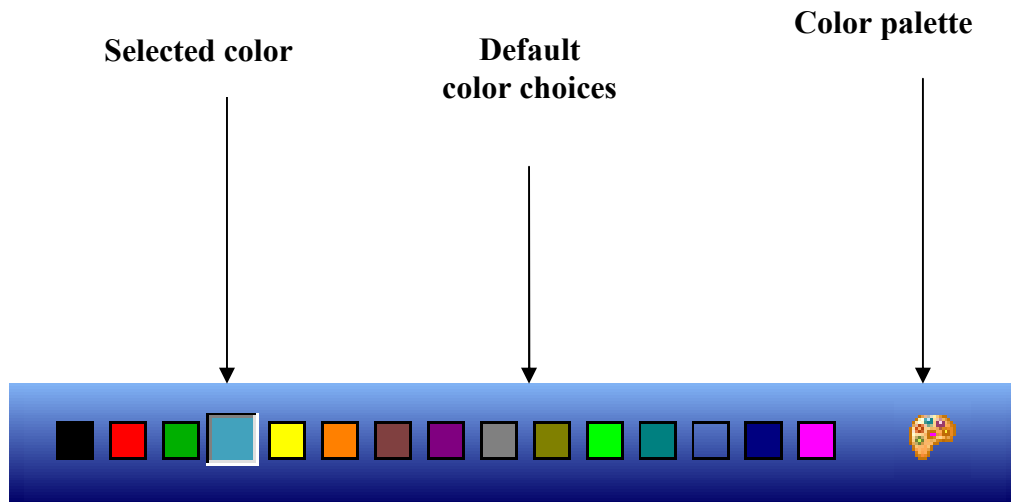
Using the “Split Sentence into Words” tool, any sentence typed with the text tool will be split into words and each individual word can be moved or annotated.

Using the Fill Tool



Another option for changing the background color of your page is to use the Fill Tool. This tool can also be used to change the color of each individual page or an object such as a closed shape or graphic you have drawn.

Proceed to the Toolbox and select Fill.

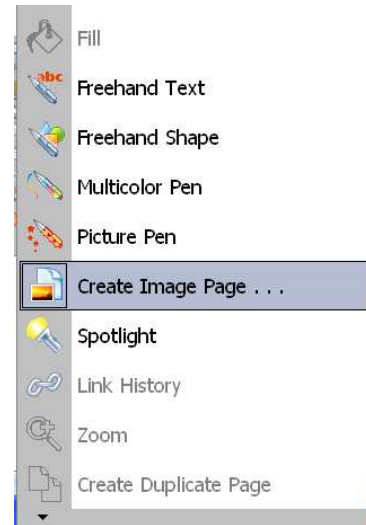
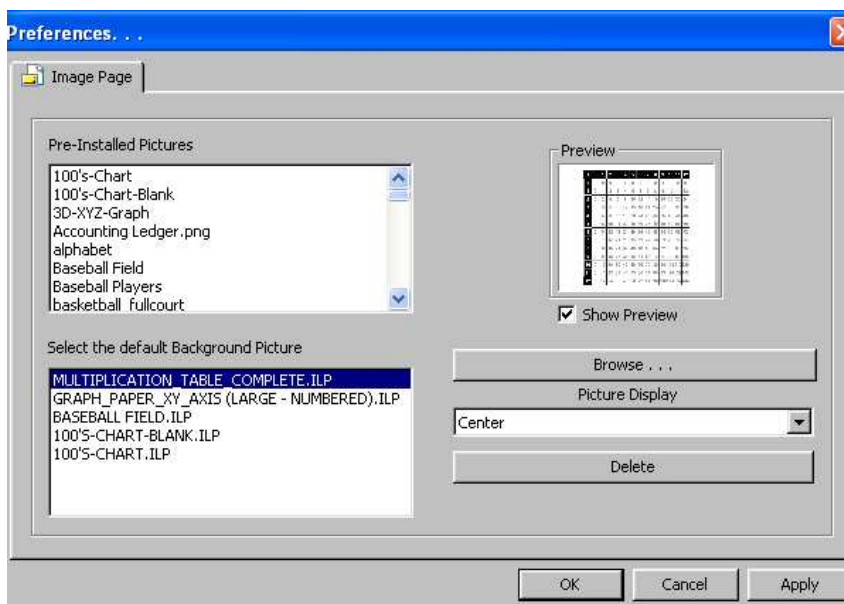


Use the color selection bar or the palette to choose your color. A paint bucket will appear on the screen. Click and the page will turn to the color you selected. You will need to do this for each individual page. You can do the same for objects.

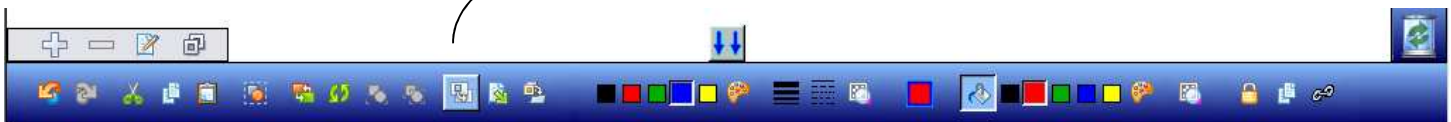
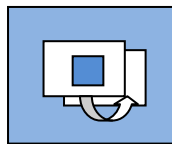
Moving Images to Background

Interwrite has several Background Image pages that may be selected from the Image Gallery: Toolbox. Image Gallery. Or, Workspace Menu, Tools, Image Gallery.

The Image Gallery includes graph “paper” background, multiplication tables, music “paper” and a chess board, among other applications. Select and click apply.



Any image can be set to background. On your Interwrite page, select the image to be moved to background. On the bottom toolbar, select the Move to Background icon. A question will appear. This action can not be undone, but it can be redone.

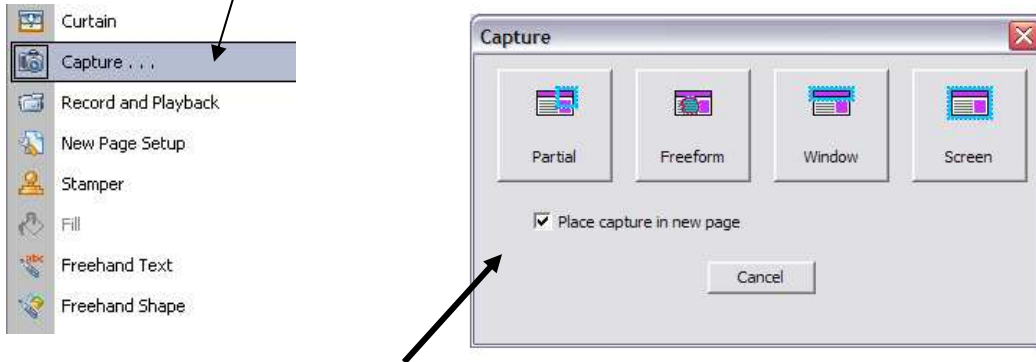


Using the Capture Tool

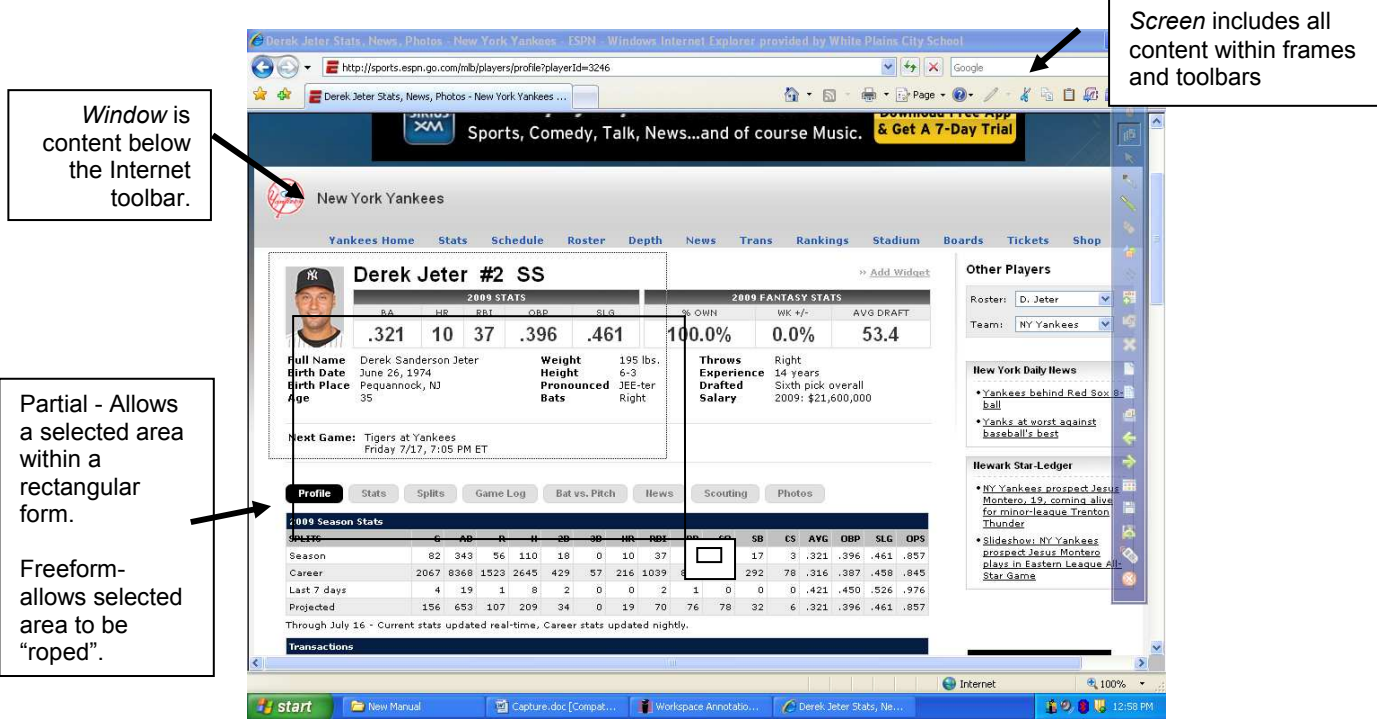


To capture is to make a snapshot of the full screen, the window or a selected part of the screen. Text, illustrations and pictures can be captured from the Internet and from pages within the Workspace document. This invaluable tool is used often.

The Capture Tool is in the Workspace toolbox; the icon is a *camera*.



Find the image or selection to capture. To capture a *section* of a page, select Partial or Freeform. To capture the screen, click Window or Screen. Check the Place capture in new page box if you want the image to be placed on a new Workspace page. If the page you want is already open, uncheck the box.



Window is content below the Internet toolbar.

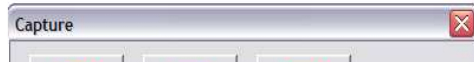
Screen includes all content within frames and toolbars

Partial - Allows a selected area within a rectangular form.

Freeform- allows selected area to be "roped".

2009 STATS													2009 FANTASY STATS		
BA	HR	RBI	OBP	SLG	% OWN	WK +/-	AVG DRAFT								
.321	10	37	.396	.461	100.0%	0.0%	53.4								

You can capture or crop areas within Interwrite. When capturing in Lesson Mode, three selections are available. Use the Freeform or Partial selections to crop or capture sections of the page.



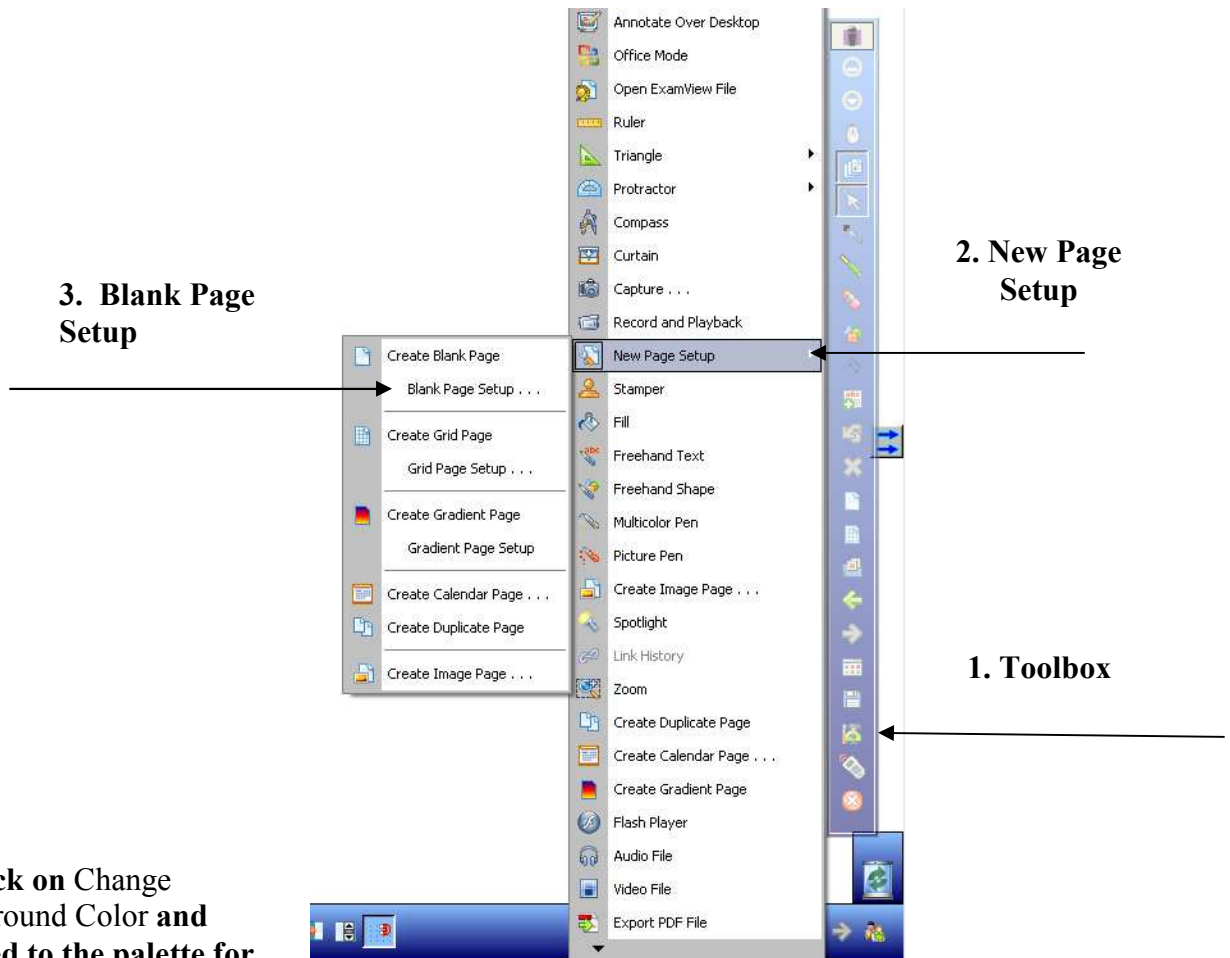
Creating a Blank Page



Use a blank page for your work. The default background color is white. To change the color of your page, go to the toolbox and proceed to New Page Setup. Then click on Blank Page Setup...

Check the box if you want the image in a new page.

son. You can set a background color for your page. The default background color is white. To change the color of your page, go to the toolbox and proceed to New Page Setup. Then click on Blank Page Setup...



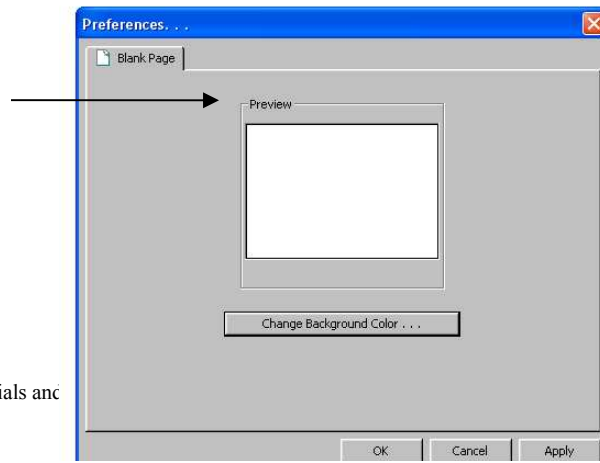
1. Toolbox

2. New Page Setup

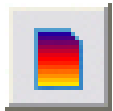
3. Blank Page Setup

4. Click on Change Background Color and proceed to the palette for many color choices. Click OK and then click Apply.

All future pages will be this color for this session.

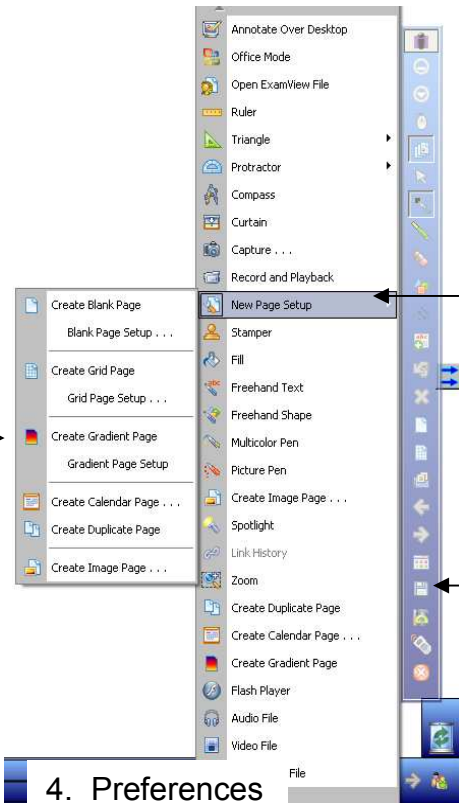


Create Gradient Page

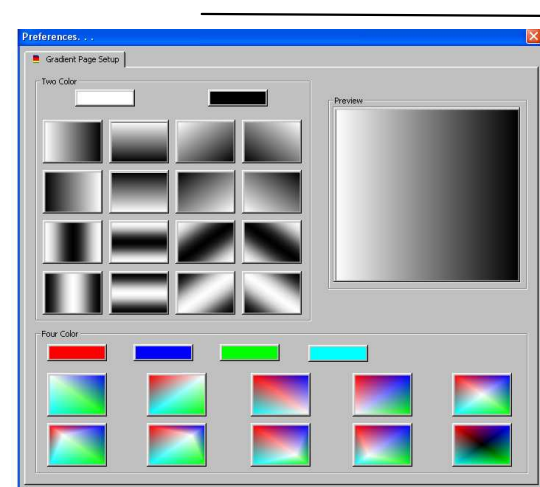


Use this option to configure a gradient background for your interactive pages. You can choose from a two color or four color gradient background.


2. New Page Setup



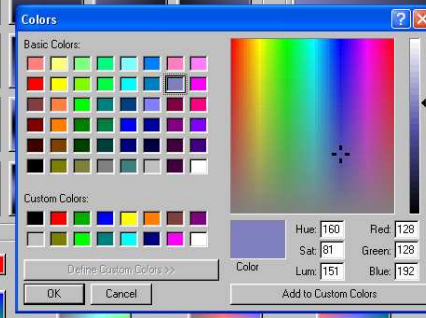
3. Gradient Page Setup



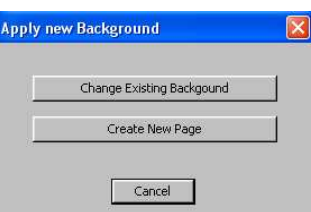
4. Preferences

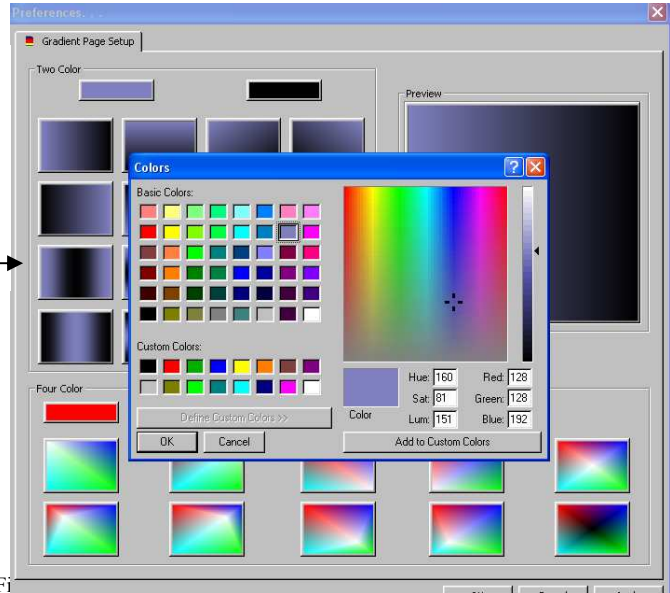


5. Click on the solid color boxes to select your color choices. The colors window will open. Make your selection and click **OK. The new color will appear on the window. Then click Apply.**



6. Make the choice to change the current background or make a new page.





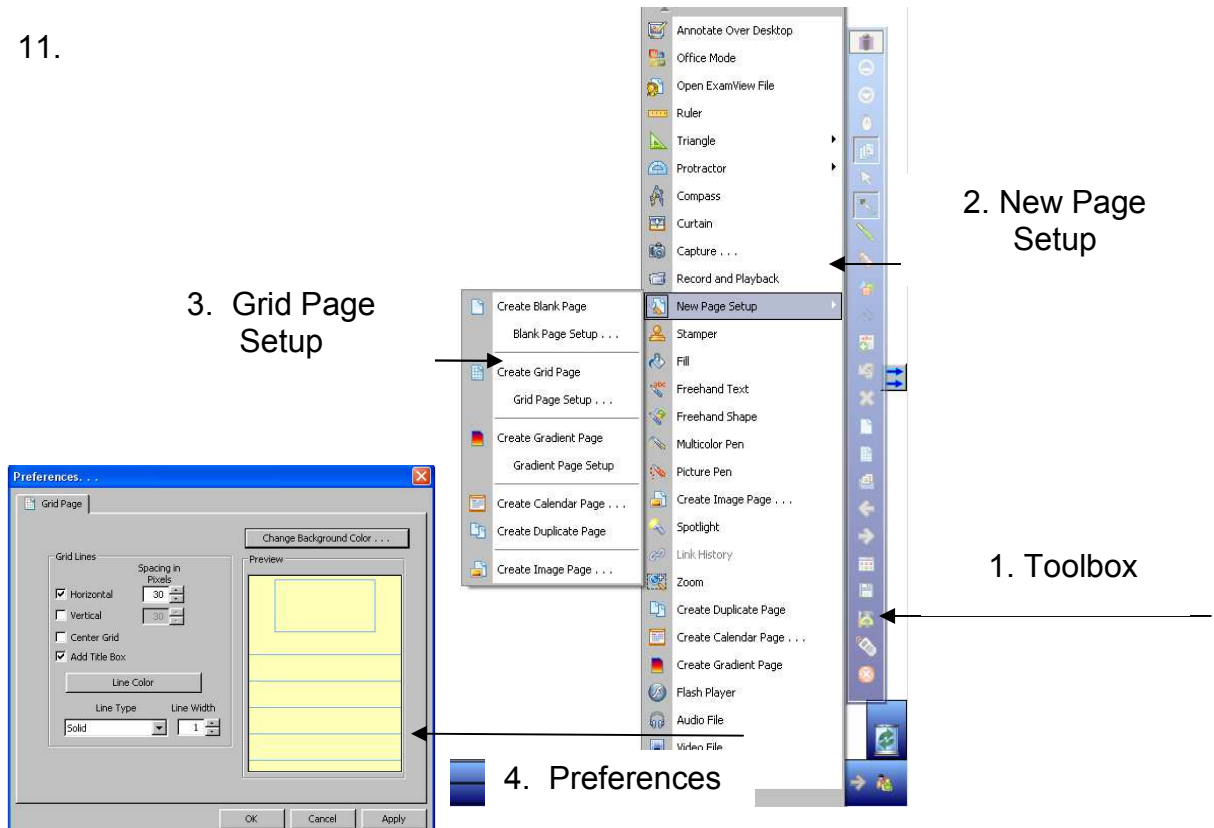


Creating a Grid Page



Use this option to configure your grid pages. You can configure lined grid pages, pages with columns, and true grid pages with both horizontal and vertical lines. You need to go to the Toolbox, then New Page Setup and then Grid Page Setup.... Preferences will allow you to make your choices.

11.



The diagram illustrates the steps to create a grid page:

- 1. Toolbox:** The vertical toolbar on the right side of the interface.
- 2. New Page Setup:** A menu option located in the 'New Page Setup' submenu of the Toolbox.
- 3. Grid Page Setup:** A sub-menu option under 'New Page Setup'.
- 4. Preferences:** The 'Grid Page' dialog box, which allows configuration of grid lines (Horizontal, Vertical, Center Grid, Add Title Box), line color, line type, line width, and background color. A preview window shows the resulting grid.

Preferences	Options
Horizontal	Set the amount of space between lines or no lines.
Vertical	Set the amount of space between lines or no lines.
Center Grid	For centered grids on the page.
Add Title Box	For use if you want a title or not.
Change Line Color	Change the color of the lines.
Line Type/Width	Use the drop-down for options.
Change Background Color	Use color choices.

Using the Eraser Tool



The Eraser tool is used to remove part or all of the annotations (text, drawings, and highlights) on the current page. Some entities, such as solid rectangles and typed text, cannot be erased. Those entities must be selected with the Selection tool and deleted or cut.



You can configure the width of the Eraser tool on the slider tool (shown above). Click on the Eraser width slider to increase or decrease the Eraser width.

You can also erase with the felt disk at the end of the large electronic pen (if that is the pen accompanying your whiteboard system). Another option for that pen is to hold down the left button and move the pen tip over the annotation.

pen eraser

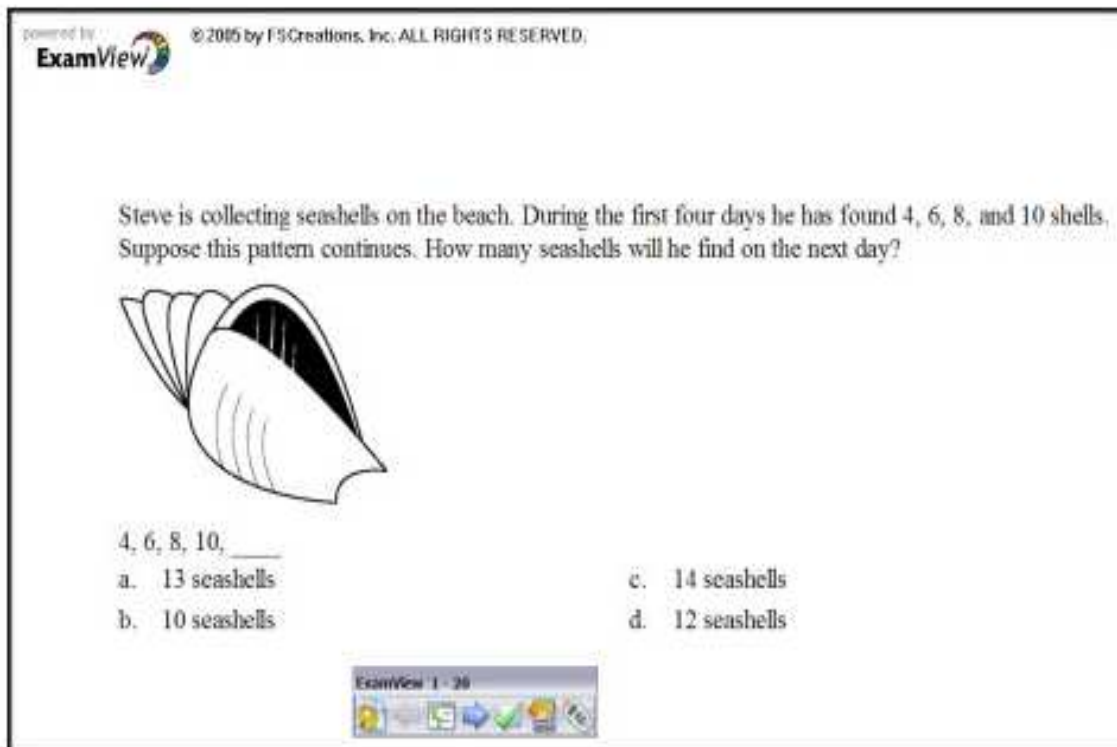


Using Exam View

The Exam View Learning Series is a collection of over 9,500 questions that work in conjunction with Workspace, CPS, and Response.


To Open **ExamView** Test Files Within Workspace

1. Click Open ExamView.
The *Open Exam View File* window opens.
2. Browse to the ExamView file needed.
3. Click OK
The ExamView file loads, the first question loads and displays in the Workspace Annotation window.



powered by ExamView © 2005 by FSCreations, Inc. ALL RIGHTS RESERVED.

Steve is collecting seashells on the beach. During the first four days he has found 4, 6, 8, and 10 shells. Suppose this pattern continues. How many seashells will he find on the next day?



4, 6, 8, 10, ____

a. 13 seashells c. 14 seashells

b. 10 seashells d. 12 seashells








ExamView 1 - 20

4. Use the ExamView toolbar to navigate through the ExamView Question file.

The ExamView Toolbar



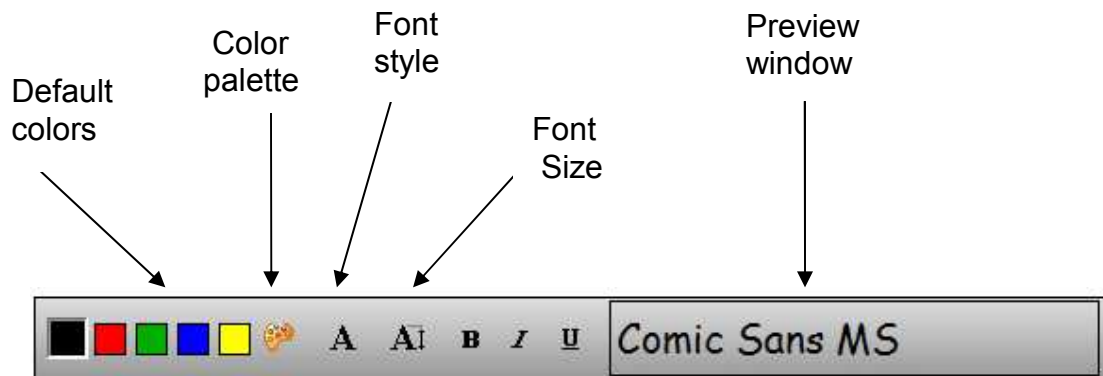
The ExamView Toolbar controls the ExamView Question file. The following table describes the functions of the Toolbar:

Tool	Option	Use to
	ExamView	Opens an ExamView test file.
 	Previous Question/ Next Question	Advances to the previous or next question within the ExamView file.
	Select Question by Title	Opens the Question Selection window. Clicking the numbers within the window advances through the questions in the file.
	Show Answer	Shows the answer to the current question.
	Recalculate Question	Changes the parameters of a question but not the concept.
	Start SRS	Launches your active SRS , marks the ExamView question as a question within Workspace, and opens the Session Options window.

Using the Freehand Text





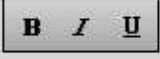


All alphanumeric characters written with this tool are automatically converted into typed text using the font displayed in the preview window on the tool's Properties Bar. Select a different font, change the font size, the font style, and the font color from the Properties Bar **before** you begin writing. Your selections are displayed in the preview window.

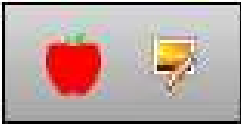




Special care should be given to how your letters are formed, as the system may not recognize broken strokes

The use the stamper to add stamps to the current page in the Annotation Window. The pre-installed stamp selections are displayed on the Stamper Properties Bar. You can personalize the Stamper by adding your images to the My Documents/Interwrite Workspace/User Bar. If you add new stamp images to the User Stamps folder while Workspace is running, the stamps will not be available for use until you exit Workspace and re-open it.

	Select a font color.
	Choose additional colors from the Color Palette.
	Choose a font from the list of fonts on the computer. The selected font displays in the field.
	Select a font size.
	Select a different font style. By default, the style of the text is <i>Regular</i> .

Using the Stamper Tool



Use	To
	Select a picture for the stamper.
	Select another picture from your computer.

Using the Interwrite Workspace Gallery

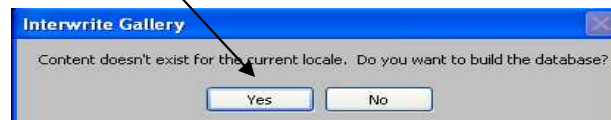


The **Gallery** contains thousands of images, backgrounds and simulations that can be used across the curriculum. Use the **Gallery** to find maps, math tools and tables, science tools and tables, graphic organizers, and interactive games and lessons. The icon for the Gallery is on the toolbar.

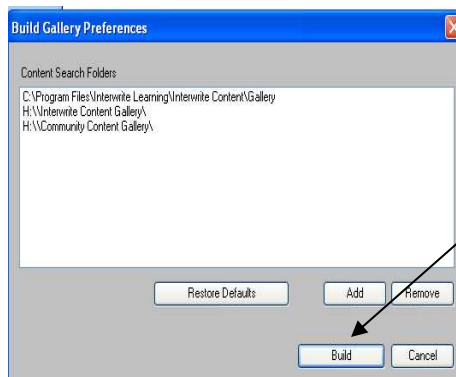
Please Note: The first time that the Gallery icon is selected all gallery images will load. This will take a few minutes and will only happen the first time.

To load the Gallery for the first time:

1. Select the **Gallery** icon from the Workspace toolbar.
2. An **Interwrite Gallery** window will open, along with a message to build the gallery database. Click on **Yes** to begin loading the Gallery database.



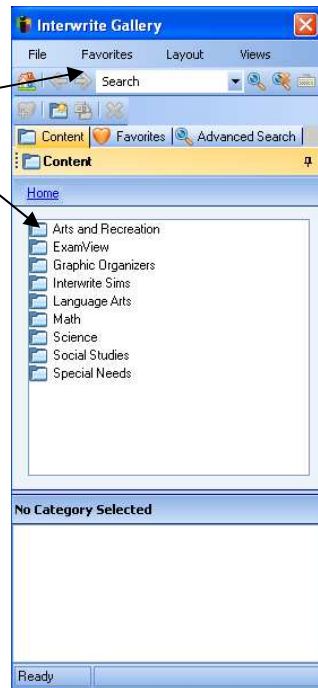
3. The Build Gallery Preferences window will open. Select **Build** to begin loading the Gallery.



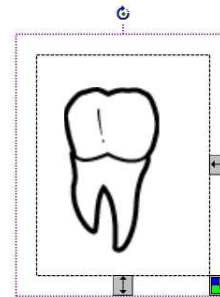
4. When the Gallery database is built you will see the Interwrite Gallery window populated.

Finding Images in the Gallery

Search the **Gallery** by subject or enter key words to **search**.

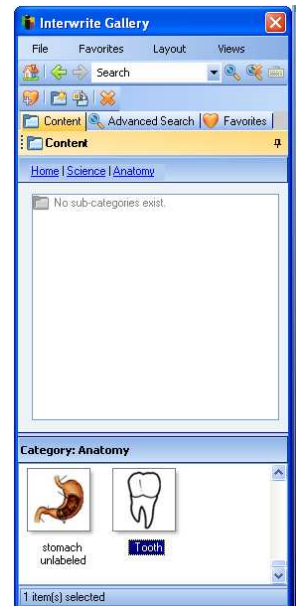


Use the selection tool to highlight and grab the **Gallery** image. Slide the image out to a *blank Workspace page**. Resize by grabbing the handle on the bottom right hand corner with the selection tool.




chalkboard_1... chalkboard_... notebook_pa...

***Gallery** icons with turned down upper right corners are *Background Images* and will fill the workspace page.



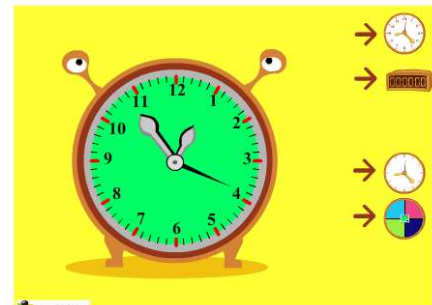
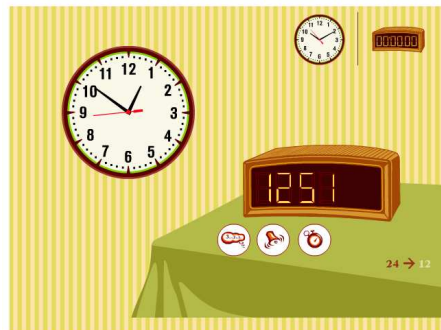
Using SIMS

SIMS, which are interactive Flash simulations, are pre-made activities in various areas of the curriculum. Use a Sims as a warm-up exercise, to provide additional practice, to integrate into a lesson, or to just make learning more fun. Some important teacher tools are provided including a protractor, ruler, calculator and spinner. SIMS activities can be accessed through the Gallery.

The SIMS activities are marked with an F symbol.  Drag the activity out of the Gallery, resize and play using the Selection tool. SIMS activities will work when placed in the background.

The TIMER

Three timers are available. The Interwrite Timer can be found in the Toolbox. Drag it to the desktop or to a Lesson presentation. Set it as a timer or stop watch.

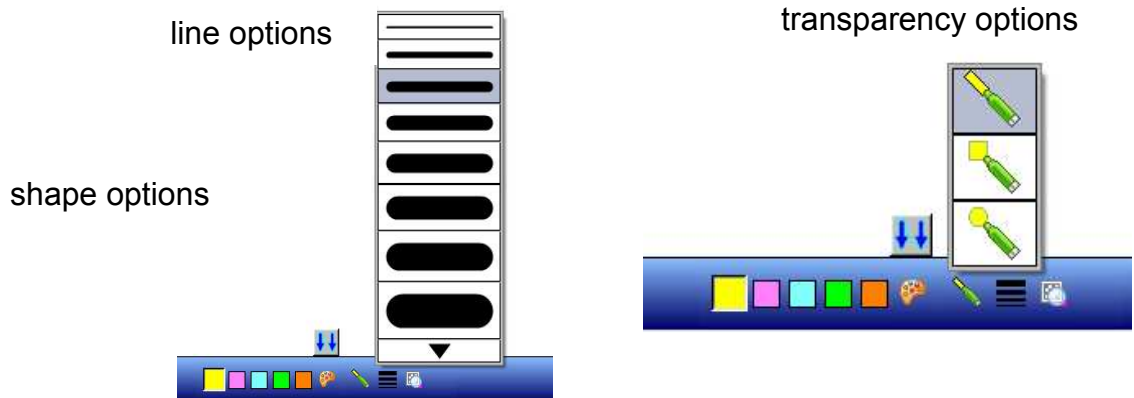
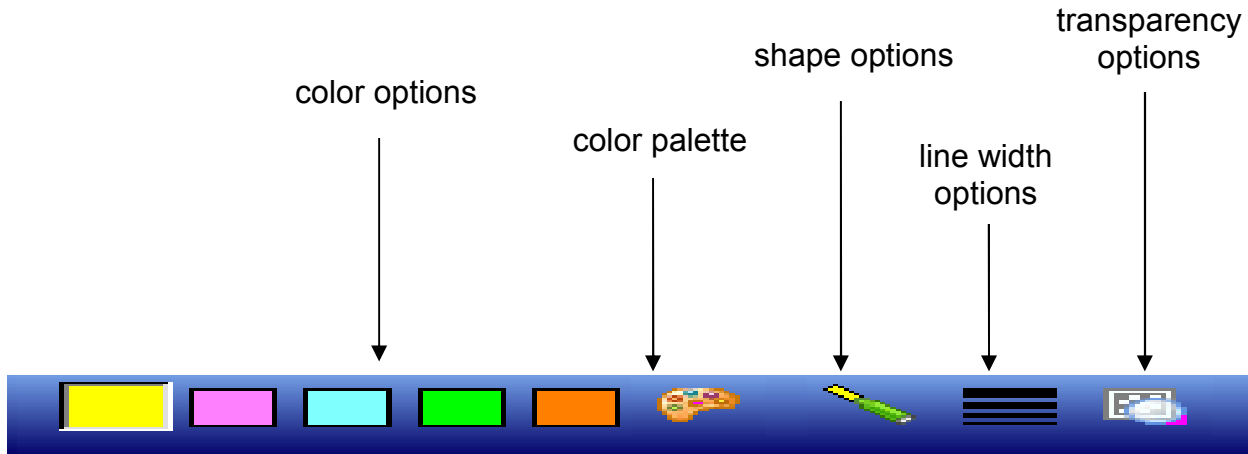


The SIMS clocks are timers as well as clocks that keep local time. You can find these timers in the Gallery under Interwrite SIMS, Math.

Using the Highlighter Tool



Use the tool to highlight anything on the current page. Select tool attributes from the Properties Bar at the bottom of the page. Click on the properties to view a description.



Option	Function
Highlighter	Selection of highlighter color
Color palette	Selection of alternate colors on the spectrum
Shape options	Selection of freehand, rectangular, or round shape options
Line width options	Selection of line width
Line transparency options	Selection of transparency of lines drawn with the pen tool

Using Layers

Interwrite Workspace pages may be set up as layers. This will allow for manipulation of foreground images without moving all layers to background.




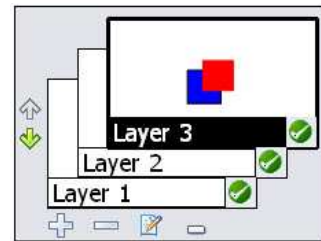
← Layer bar – bottom left, (above lower toolbar)

A Workspace page will offer a Layers application. This will allow you to organize, list and move between pages and objects. Examples would be using a ruler image over a map to measure the scale of miles.

By default, each new Workspace page is organized in a single parent layer. Create new layers to move items into them, or move items from one layer to another at any time.

Working with Layers

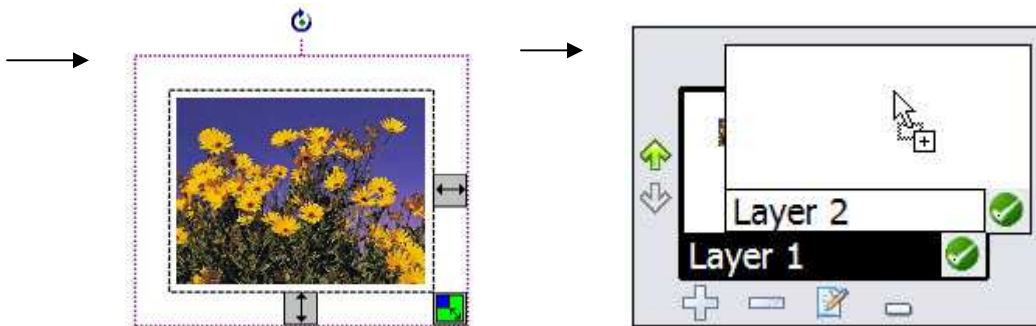
- Open a new page within Lesson Mode
- Add a picture, draw or annotate the page
- Click Add Layer 



A new layer is added to the page. Continue to annotate and add layers by clicking the Add Layer button. The active layer is highlighted in black.

To move an object from one layer to another

- Select the object you want to move to the other layer.
- Drag the object to the wanted layer. The plus sign indicates the layer has been moved and will be added to the display in the toolbar.



Using Various Modes in Interwrite Workspace

Office Mode



Mouse Mode



Interactive Mode



Using Interactive Mode

Whiteboard Mode:

The communication in Whiteboard Mode is **one-way** between the Interwrite Board and computer. When Whiteboard Mode is selected, all notes made on a whiteboard can be captured and saved as pages within Workspace for distribution. No projector is involved, **computer input is not communicated back onto the Interwrite Board.**

Workspace Mode (“Lesson Mode”):

Lesson Mode has a two-way communication. The computer desktop image projects onto the Interwrite Board’s surface and the input is mirrored on the projected image.

LESSON MODE

The primary operational mode of Interwrite.
Within Lesson Mode there are two functions:

Annotation and Mouse

Using Annotate Over Desktop Mode

Workspace Mode	Use To
Mouse Mode	Select and run applications and perform all the functions you would normally perform with your computer mouse and keyboard. The Mouse Mode cursor on the Toolbar will be grayed out when you are in Mouse Mode.
Annotation Mode	Write and draw on the page with the Annotation Tools. The Page Tools create additional pages and the Multimedia Tools add a variety of multimedia files to the pages in the presentation file.

Annotate Over Desktop

The Annotation Over Desktop tool is used like the [Annotation Window](#), however your desktop is **underneath and can be accessed for use**. The Annotation Tools, Page Tools, or Capture Tools are usable and can be selected. Elements of the desktop can be called out and highlighted for interactive use.

Using Annotate Over Desktop

The following picture displays an example of a web page in Annotate Over Desktop mode. You can select any of the Annotation tools to illustrate features of the desktop, such as the Pen, Shapes, or Highlighter tool.

In the example, elements of the page have been highlighted and circled. You can continue to another web page, and the annotations will remain, but you do not have to exit out of Interactive Mode to advance to another web page, or application within your desktop.

If you would like to manipulate any of the windows or applications on the desktop, choose the **select tool** on the *Workspace Toolbar*.










Using Office Mode









OFFICE MODE










Allows you to work within a PowerPoint, Word or Excel file. Be warned: Annotations are saved as part of the native file. You can switch between *office*, *lesson* and *annotate over desktop* mode by clicking the corresponding icon.



	Office Tools	Launch Microsoft Office applications.
	Insert Annotations	Insert all the annotations into the current PowerPoint slide, Word page, or Excel spreadsheet.
	Insert Selected Annotations	Insert the selected annotations into the current PowerPoint slide, Word page, or Excel spreadsheet.
	Add Blank Slide	Add a blank slide to the currently running PowerPoint Slide Show. It is available only when a PowerPoint Slide Show is running.
	Insert Slide in PowerPoint	Save the current annotated screen as a slide in the open PowerPoint presentation. The slide will be added to the end of the PowerPoint file.
	Clear	Clear all annotations from the current screen.
	Delete Selection	Delete the selected annotations.

Using Office Mode Tools

Button	Name	Use To
	Menu	Access the Office Mode Menu .
	Mouse	Activates the mouse.
	Lesson Mode	Accesses the Lesson Mode Toolbar.
	Annotate Over Desktop	Accesses Annotate Over Desktop.
	Office Mode	Activates Office Mode and displays the Office Mode tools.
	Pen	Write or draw within the page in the Microsoft file. Settings options are found on the Tool Settings Toolbar, accessed by clicking on the Down Arrow.
	Highlight	Highlight anything on the current page. Click on the Down Arrow to display the Tool Settings Toolbar.
	Eraser	Erase annotations.

	Office Tools	Launch Microsoft Office applications.
	Insert Annotations	Insert all the annotations into the current PowerPoint slide, Word page, or Excel spreadsheet.
	Insert Selected Annotations	Insert the selected annotations into the current PowerPoint slide, Word page, or Excel spreadsheet.
	Add Blank Slide	Add a blank slide to the currently running PowerPoint Slide Show. It is available only when a PowerPoint Slide Show is running.
	Insert Slide in PowerPoint	Save the current annotated screen as a slide in the open PowerPoint presentation. The slide will be added to the end of the PowerPoint file.
	Clear	Clear all annotations from the current screen.
	Delete Selection	Delete the selected annotations.
	Insert Question	Add a question while using a Student Response System .
	Exit	Exit Office Mode.

Using the Multi User Functionality



The Multi User feature allows for two more people to interact with the InterWrite products. With the InterWrite DualBoard, two people can write on the board at the same time.

In addition, you can set up multiple InterWrite Mobis and InterWrite Pads to display Products. With the InterWrite DualBoard, two people can write on the board at the same time. This function is backwards compatible with InterWrite Pads.

Setting Up Multi User Functionality in Workspace

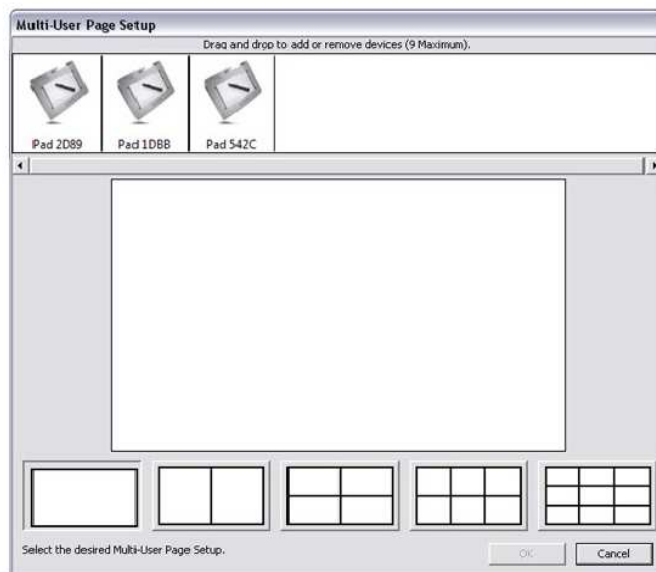


1. While in the *Annotation Window*, click the Multi User icon in the bottom right corner. The *Multi User Page Setup* window opens.
2. If you have not already done so, connect the devices you need to Workspace. You can add up to 9 devices.

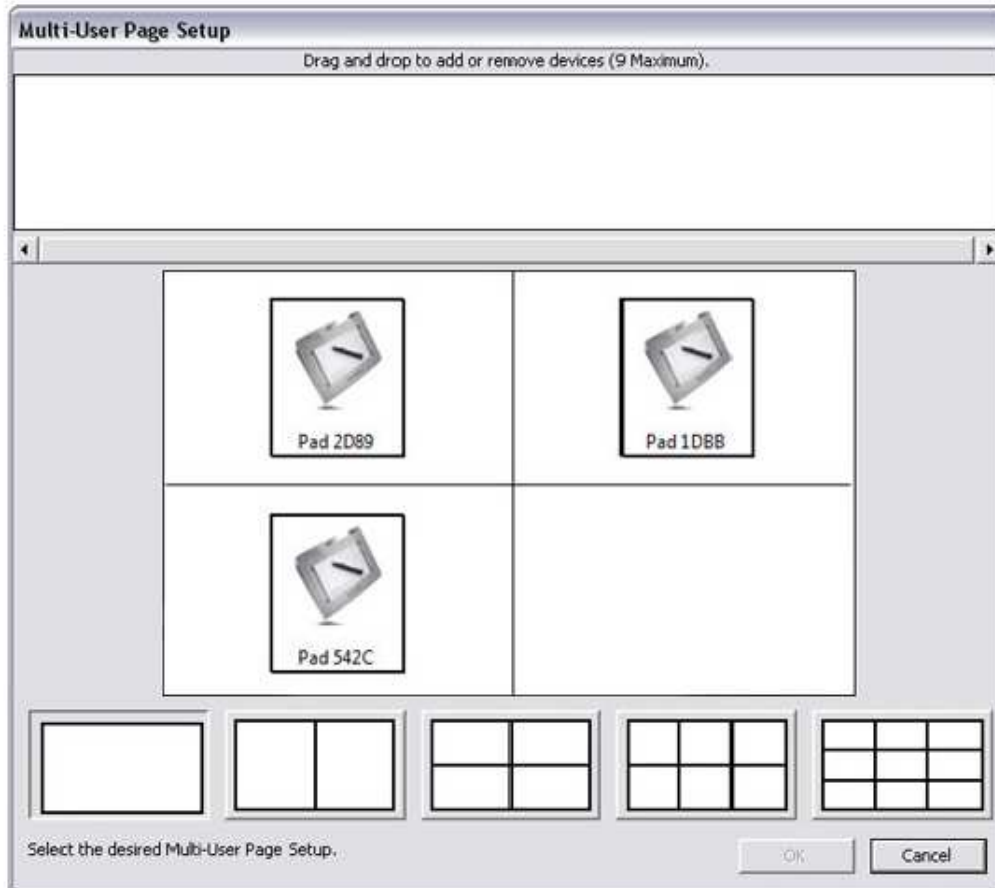


Do NOT add the table you need for controlling the Main Toolbar and the other devices. If you do, the only way can maintain control over all the multi-user devices is form the computer or the mouse.

The connected devices display in the Available Devices Area.



3. Select the **Multi User Page Setup** you want to use. Determine if you want to use **Collaborative** or **Defined** areas.
4. Select the device and drag it to the area needed.

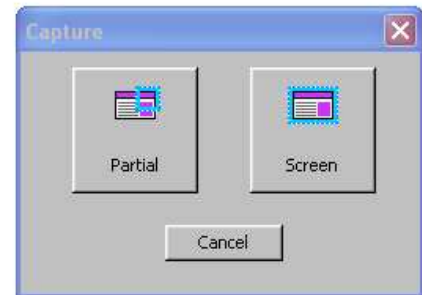


The Device will be able to be view within the area displayed within the Multi User Page Set Up Window.

Using Record and Playback

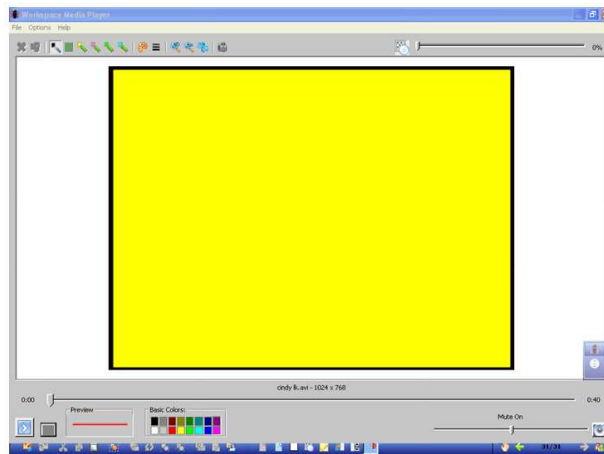
Use the Record and Playback tool to record and play interaction with the whiteboard. It records sound and screen events and stores them in an AVI file for play in a presentation or separately on a media player. The Record and Playback tool is in the Toolbox.

Click on the icon.



1. The recorder opens; move this dialogue box to an unobtrusive corner of the presentation and click Ready.
1. The Capture Window opens.
2. Select Partial or Screen. Selecting Screen allows for the full page to be captured.
3. Click Stop when the recording is complete.
4. A Save window will open in the User Recordings file in Interwrite Workspace. Name the recording for ease in identification and retrieval.

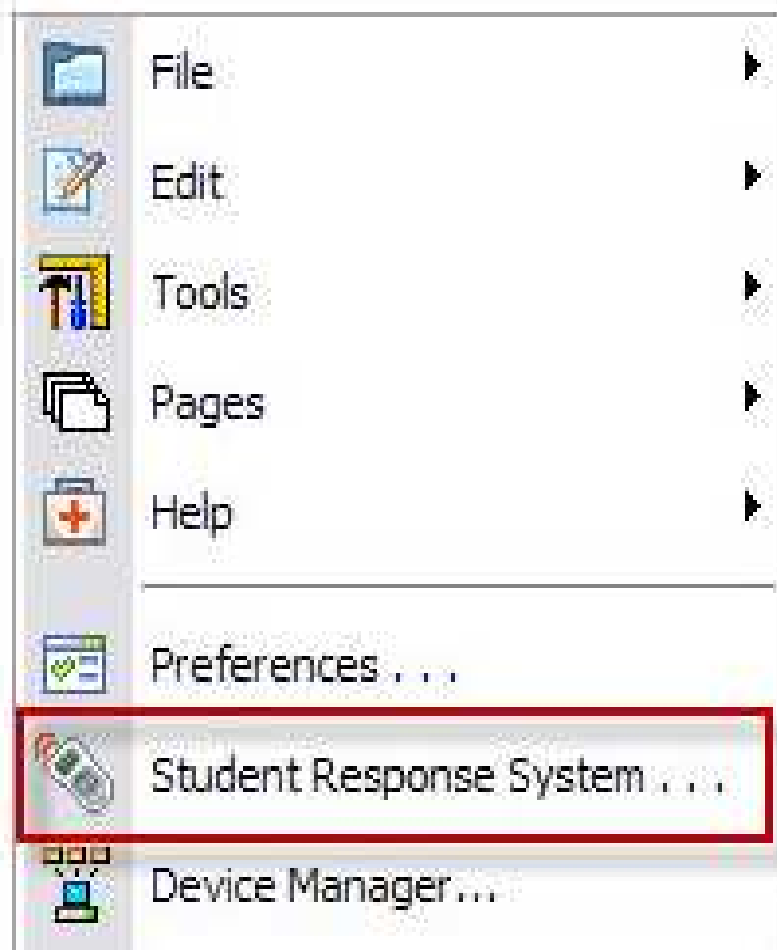
This file can be inserted in a presentation or lesson and annotated and critiqued using the tools provided. It may also be played separately.



Using the Student Response Menu

Interwrite Workspace is enabled for Student Response System (SRS) connections, allowing for more interactivity between you and your students. You can create, edit, and pose questions during a session and your students will be able to respond using the clickers available.

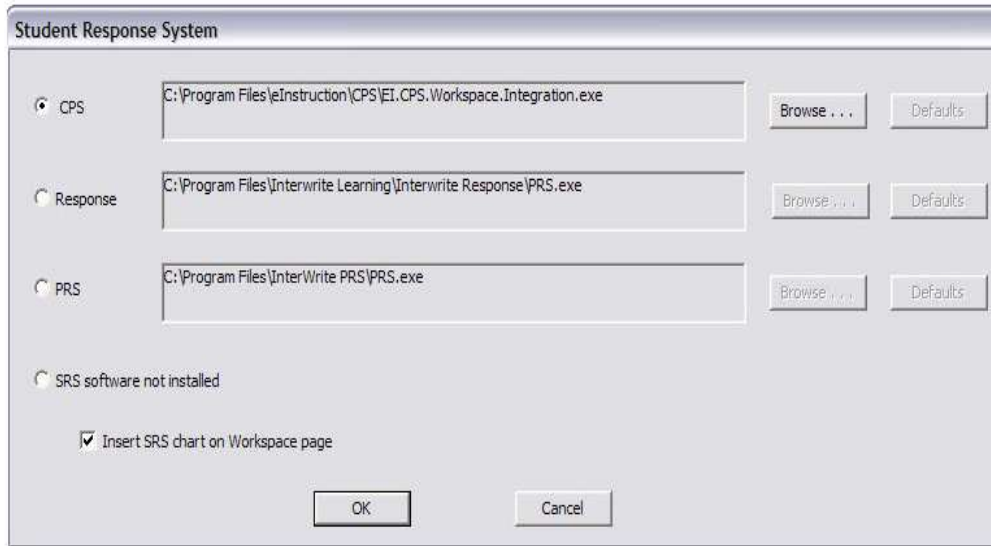
The SRS window displays all the Student Response options that interact with Workspace.



After selecting the Student Response System option, the *Student Response System* window opens.

Selecting an SRS

1. Exit Workspace, and install the SRS needed, following the instructions for that product's installation.



2. Restart **Workspace**.
3. Go to **File>Student Response System**.
The Student Response System window opens. The installed SRS is active, and pres-selected. If you have more than one, the top one will be selected.



If you have more than one Student Response System, those options will be active and able to be selected. If you do not have a particular SRS, you will be unable to select it.

Locating the SRS Within the Toolbar

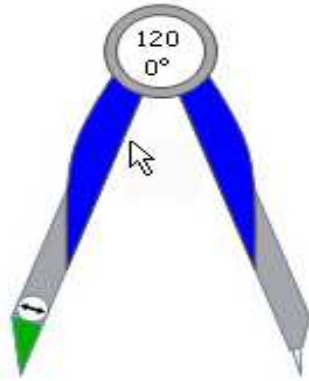


The executable file shows as the location where it was installed. If you have it installed to another location, you must use the Browse button to navigate to it.



Using the Compass

The compass allows you to demonstrate how to draw circles, arcs, and measure distances within the Annotation Window.



You can move, size, and rotate the Compass. The Compass resizes itself to scale within the Annotation window. The Colored tip draws the circle or arc within the Annotation Window. The Clear tip remains stationary so the arc or the circle can be drawn.

To change the radius of the compass, move your cursor to the colored tip until the compass displays the arrow. You can then drag that end to the desired radius.

Using the Compass

1. Click the Compass icon. The Compass opens within the Annotation Window.
2. Click the top of the Compass to move it around the Annotation Window.
3. To change the color of the pen tip, select from the Workspace palette at the bottom of the Annotation Window.
4. Click on the Compass icon to close the Compass and remove it from the Annotation Window.

Drawing an Arc with the Compass

1. Move your cursor to the colored tip until the Compass displays the arrow.



2. Click and drag the tip to the desired area. The tip changes back to the draw cursor.








3. Move the cursor to draw the arc.



Workspace displays the arc within the Annotation Window.

Compass Cursors

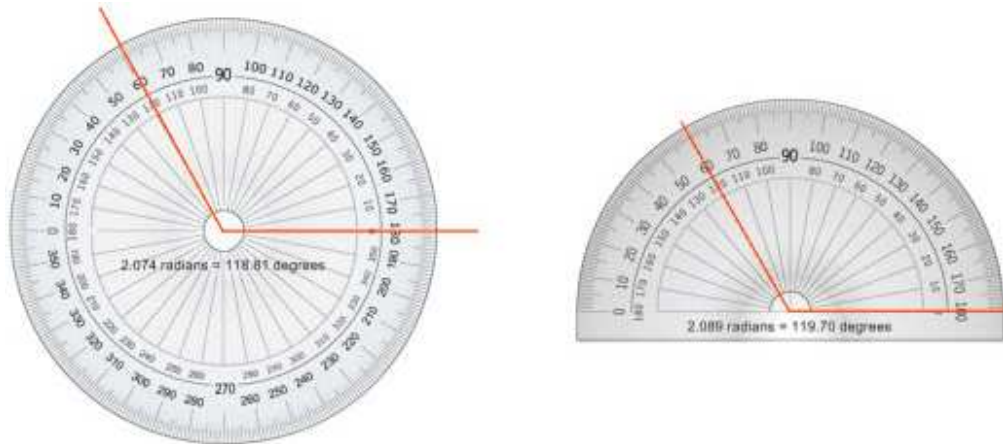
The Compass has special cursors indicating how to use it.

Feature	Use To
	Show the angle of the compass and radius of the circle or arc drawn.
	Expand or contract the compass to create a larger or smaller circle/arc.
	Draw the circle or arc with the Compass in the Annotation Window.
	Move the Compass to any place within the Annotation Window.
	Resize the Compass within the Annotation Window.

Using the Protractor







The Protractor allows you to demonstrate how to use angle measurement within the Annotation Window. The Protractor displays the angle in degrees within the tool.



You can move, size, and rotate the Protractor.

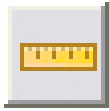
Opening and Closing the Protractor

1. Click on the Protractor icon.
2. Select **180 Degrees** or **360 Degree**.
The selected Protractor opens within the Annotation Window.
3. Use as needed. Refer to the following table to move the Protractor.

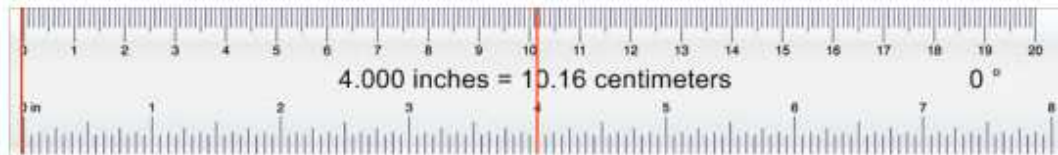
Feature	Use To
	Move the red bars to measure the angles of an object within the Annotation Window. There are two bars on the Protractor.
	Select the Protractor. The Rotate cursor displays at the top when the cursor is moved to the top of the Protractor. Rotate the Protractor to another angle.
1.433 radians = 82.13 degrees	Show the angle and radian of the Protractor after the measurement bars have been moved to the correct angle.
	Move the Protractor to any place within the Annotation Window.
	Resize the Protractor within the Annotation Window.

- Click the Protractor icon to close the Protractor and remove it from the Annotation Window.

Using the Ruler








The ruler allows you to demonstrate how to use measurement between two points within the Annotation Window.



You can move, size, and rotate the ruler. The ruler resizes itself to scale within the Annotation window.

Opening and Closing the Ruler

- Click the Ruler icon.
The Ruler opens in the annotation window.
- Use as needed. Refer to the following table to move the ruler. Click the Ruler icon when finished.

Feature	Use To
	Move the red bars to measure an object within the Annotation Window. There are two bars on the ruler.
	Rotate the ruler to another angle.
	Show the angle of the ruler after it is rotated.
	Move the ruler to any place within the Annotation Window.
	Resize the ruler within the Annotation Window.

Using the Triangle





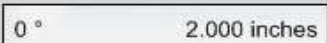


The Triangle tool allows you to demonstrate how to measure within the Annotation Window.



You can move, size, and rotate the Triangle. The triangle resizes itself to scale within the Annotation Window.



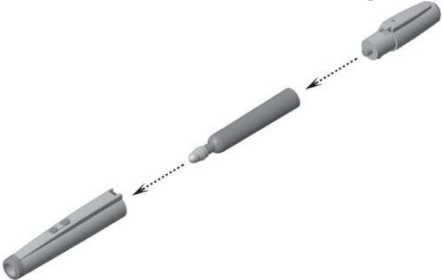
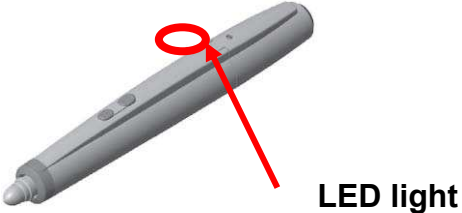

Opening and Closing the Ruler





1. Click the Triangle icon.
2. Select Left Facing or Right Facing.
The selected Triangle opens within the Annotation Window.
3. Use as needed. Refer to the following table to move the Triangle.

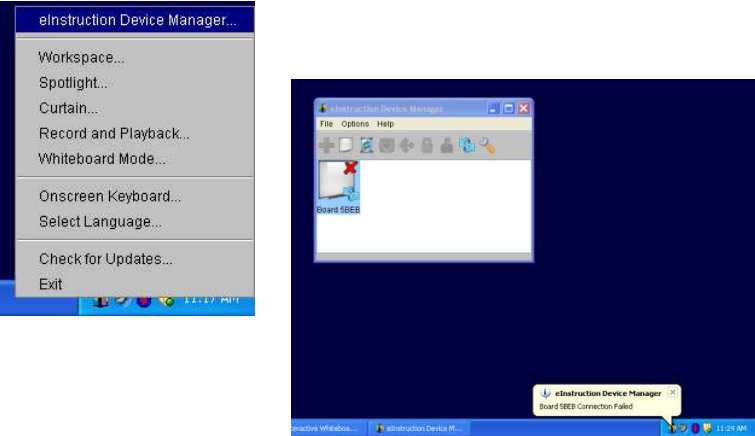


Feature	Use To
	Rotate the Triangle to another angle.
	Move the red bars to measure an object within the Annotation Window. There are two bars on the triangle.
	Displays the angle between the two bars and the length of the tool.
	Move the ruler to any place within the Annotation Window.
	Resize the ruler within the Annotation Window.

4. Click the Triangle icon to close the Triangle and remove it from the Annotation Window.

Interactive Whiteboard Troubleshooting Checklist


<p>_____</p>	<p>Does the pen have a working 'AAA' battery? Or has pen been recharged in the charger?</p> 
<p>_____</p>	<p>Is the battery polarity correct, with the positive (+) and negative (-) ends of the battery inserted into the appropriate ends of the battery compartment?</p>  <p>Eraser Positive End (+) Negative End (-)</p>
<p>_____</p>	<p>Are the two ends of the pen connected correctly? <i>Note: Please be careful when connecting the two ends of the pen, as the small electronic pins are bendable and can be permanently damaged.</i></p> 
<p>_____</p>	<p>Is the battery charged? If you disconnect the two ends of the pen and reconnect them, do you see a series of four flashing lights on the LED (indicating that the battery has a charge)?</p>  <p>LED light</p>
<p>_____</p>	<p>Is the whiteboard plugged into a wall socket?</p> 

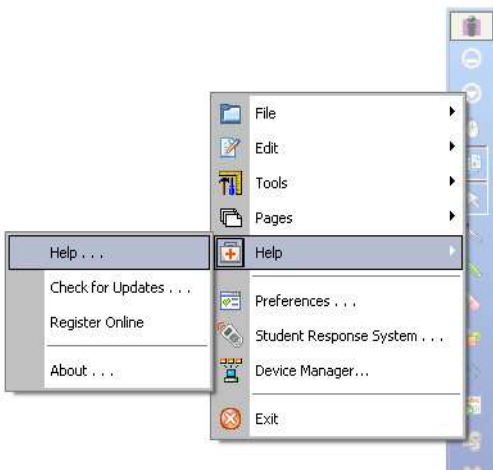
<p>_____</p>	<p>Is the Bluetooth device on the CPU plugged in completely in the USB port and the green LED light is on?</p> 
<p>_____</p>	<p>Is the Bluetooth device on the whiteboard connected with all plugs connected tightly?</p> 
<p>_____</p>	<p>Is the power switch on the whiteboard in the “ON” position <u>and</u> the green LED light is on and visible?</p> 
<p>_____</p>	<p>Did you correctly start the Interwrite program (multicolored square icon) by clicking the icon then going to “Workspace”?</p>  <p>and</p>

<p>_____</p>	<p>In the eInstruction Device Manager, have you noticed whether the Bluetooth icon is ‘not connected’?</p> 
<p>_____</p>	<p>If the Bluetooth is not connected and the name of the whiteboard is not visible, did you go to Options and then Discover Devices?</p> 
<p>_____</p>	<p>Have you gone to the Interwrite Device Manager and checked that the correct device is selected and is selected and connected?</p> 
<p>_____</p>	<p>Have you held the pen to the board for 5-10 seconds to get rid of the straight lines that appear? (This problem usually occurs when a board has a Bluetooth connection to the computer)</p>
<p>_____</p>	<p>Have you tried closing and restarting the Interwrite program?</p>

_____	Have you tried shutting down and restarting the computer?
_____	If you have checked all of the items on this list, please contact your building level technical support (CLT or Computer TA). You may want to place a Helpdesk call. Please see the Helpdesk instructions.

Using Workspace Online HELP

To access additional help and learn more about the Interwrite Workspace features, click on the  **Workspace Menu**, **Help**, and **Help...**



More Online Assistance:

Interwrite Workspace Tutorials: <http://iwl.einstruction.com/support/wstutorials.html#vids>

Workspace Icon Guide:

http://www.einstruction.com/support_downloads/interactive_teaching/workspace/Workspace%20Icon%20Guide.pdf

Moving My Gallery Content Into Workspace:

http://www.einstruction.com/support_downloads/interactive_teaching/workspace/Moving%20My%20Gallery%20Content.pdf

References

Interwrite Workspace Tutorials. Retrieved on July 15, 2009, from http://www.einstruction.com/support_downloads/interactive_teaching/workspace/Workspace%20Icon%20Guide.pdf

Adapted from the Interwrite Workspace Tutorials and C:\Program Files\Instruction\Interwrite Workspace\Help\wsENU\workspace.htm

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