

# Help Document

## **[Cursor]**

- Clicking the cursor, unselects everything else. This allows you to click and drag without drawing.

## **[Pen]**

- Clicking the pen enables drawing mode, basically allows you to draw and write handwritten notes. When you right click the board, it will resize the pen.

## **[Eraser]**

- Holding left click on the eraser displays a menu that allows you to erase in two modes: one by object, and other like a standard eraser.

## **[Highlighter]**

- Clicking the highlighter allows you to highlight text and draw with a highlighter. When you right click the board, it will resize the highlighter

## **[Line]     (Currently not functional, has not been implemented)**

## **[Select]     (Currently not functional, has not been implemented)**

## **[Text]**

1. On the left hand of the screen, click on the 'Text' button
2. Once clicked an interactable text box should appear on the bottom of the screen
3. Double click the box to drag it, resize it, or type in it
4. Right click the box when text is highlighted to access a menu to change color of text, change the font of the text, make the text bold, italicize the text, underline the text, and delete the text box

## **[Video Button]**

1. On the left-hand sidebar of the screen, click on the 'Video' icon
2. A new window will open up with the title 'Media Player'
3. To choose a video go to File>Load
4. This opens another window file explorer window where you can search for a video to choose to play
5. After selecting a video, press the 'Play' button at the bottom of the window to start the video.

6. While a video is playing, you can press 'Pause' to pause it and 'Stop' to stop the video
7. You must close the video player in addition to the main window for the whole program to stop

## [Menu Bar]

The menu bar is the very top of the window of the application that says, File, Edit, Collab, and Help.

- **File:** When you click File, it brings to a drop-down menu:
  - o **New:** This creates a new notebook/tab.
  - o **Load:** Allows you to open a notebook from a saved file.
  - o **Save:** Allows you to save your notebook in where you choose, it also allows you to name the notebook's file.
  - o **Export:** Allows you to export a notebook in different formats, such as pdf, png, and jpg. **(Currently not functional, has not been implemented)**
  - o **Import:** Allows you to import files into your notebook. **(Currently not functional, has not been implemented)**
  - o **Exit:** Exits the BestNotes application.
- **Edit:** When you click Edit, it brings to a drop-down menu:
  - o **Templates:** Shows you 6 preset of templates/styles for the application that you can select. It also allows you to create and make your own template. **(Currently not functional, has not been implemented)**
  - o **Cut:** Cuts the element(s) from one place, allowing you to paste it in another. **(Currently not functional, has not been implemented)**
  - o **Copy:** Copies the element(s) from one place, allowing you to paste it in another. **(Currently not functional, has not been implemented)**
  - o **Paste:** Pastes down whatever you copied or cut. **(Currently not functional, has not been implemented)**
  - o **Select All:** Selects all the elements in your notebook. **(Currently not functional, has not been implemented)**
  - o **Clear:** Allows you to delete elements from the notebook.
- **Collab:** When you click Collab, it brings to a drop-down menu: **(WIP)**
  - o **Host:** A window will pop up, allowing you to configure host settings, and whitelists.
  - o **Join:** A window will pop up allowing you to join someone that is hosting if you are on their whitelist.

- **Chat:** A moveable chat box that allows you to text messages to your collaborator.
- **Help:** When you click Help, it brings to a drop-down menu:
  - **Document:** A document of information, aka where you are now.

### **[Image Button]**

1. On the left hand of the screen, click the 'Image' button. Your File Explorer/Finder window will open.
2. In the window, navigate to the image you wish to upload.
3. Select the image and press 'OK.'
4. Your image should be uploaded onto the canvas.

### **[Logging in]**

1. To login to the application, you must run the login.py file within the Collab Functionality folder. Once you run it, you will be redirected to the login screen.
2. First time users can enter the credentials they want and hit register to register as a user and enter the whiteboard.
3. Return users can enter their credentials to access a whiteboard