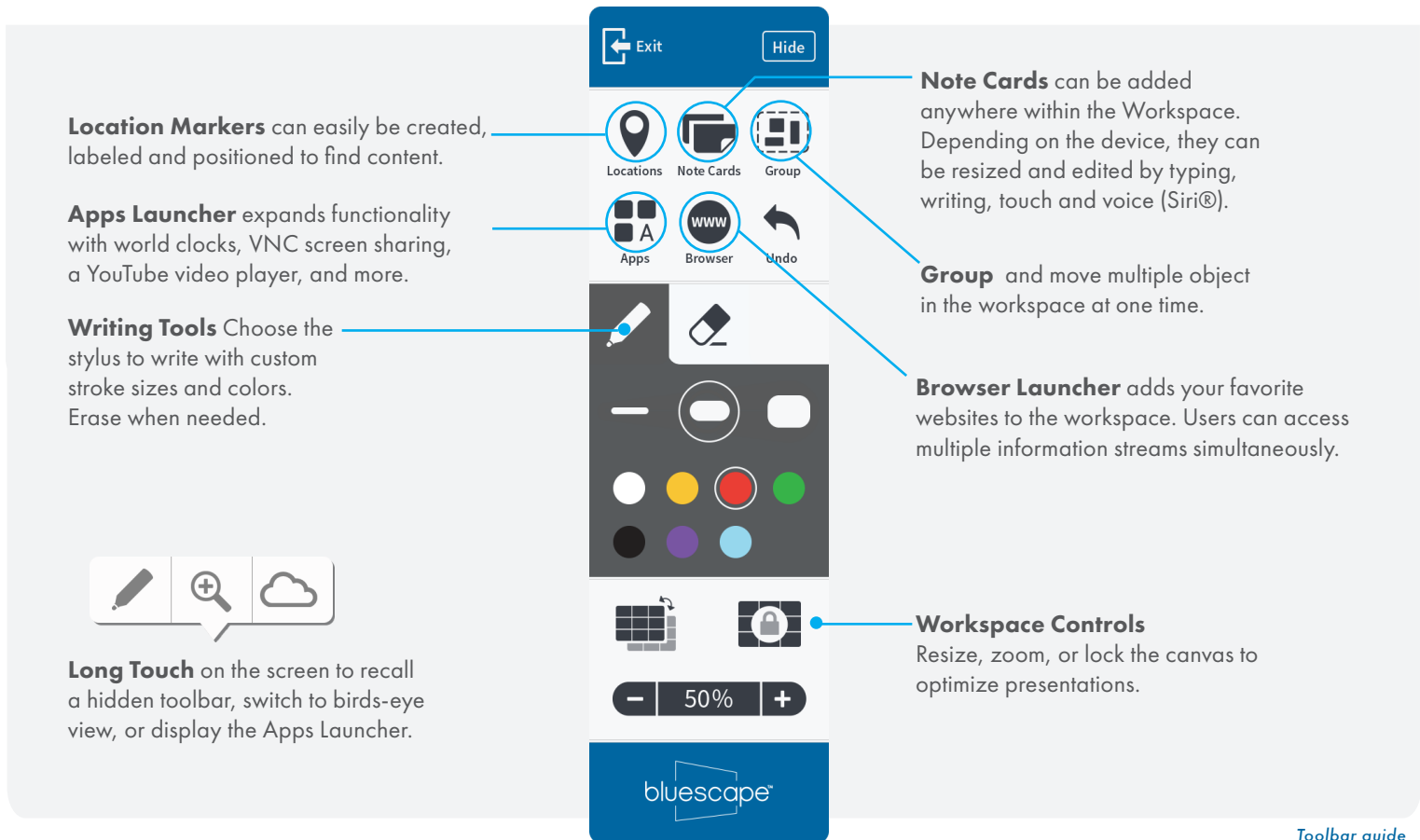


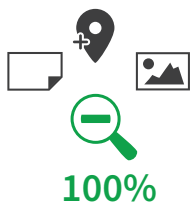
# Wall Quick Start Guide



Bluescape™ is a persistent cloud-based platform for real time collaboration, making it easy for individuals and teams to create, interact with, and share content on different devices.

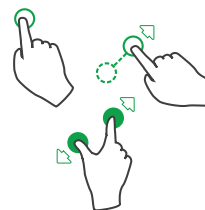


## Best practices for working on the wall



### Optimal writing and content sizing

Before writing, adding a new location marker, notecard, or content from a computer, be sure to zoom all the way in on the canvas. This will ensure that content is viewed optimally and provide greater control of where items are placed on the canvas.



### Gestures

Use only one or two fingers at a time on the wall. If using one finger, keep the rest of your hand closed. The sensors detect all finger touches so a closed hand will ensure wall objects move as intended. This also applies to your elbows when drawing and shoulders if you lean in too close to the wall.



### Multiple users at the wall

If multiple users are at the wall at the same time, let your team know when you plan to pan the canvas; otherwise, everything that they are working on will move. Only one person at a time can do a "long-touch."



### Hand jewelry

Wearing large or oversized rings or watches can scratch the screens and confuse the touch sensors.

# Quick Start Guide



## 1. Sign In

Access Bluescape with a Chrome® browser on any computer or the iOS App on an iPad® or iPhone®. If your device defaults to another browser such as Internet Explorer, see how to change it in the tips section below.

A link to the Invitation page was sent in an email. Here you can create a password and automatically sign in to Bluescape.

After reviewing the online Quick Start Guide, the 'My Dashboard' page will appear to provide easy navigation for entering workspaces.

## 2. Create & Share

Click the 'New Workspace' button to create, name and describe a workspace.

Invite others to your workspace under the 'Sharing' column. New collaborators are added by entering a user's email address and clicking the 'Share' button.

- For optimal performance, please enter one collaborator's email address at a time. Once a user is added, they will receive an email invitation to the workspace.
- Easily edit information about your workspace by clicking 'Settings.' This will enable you to change a Workspace name and who the workspace is shared with.
- Enter a workspace by selecting the workspace name.
- To check if others are present in a workspace, click the 'user icon' to see a list of participants. Multiple users can work within the space at the same time.

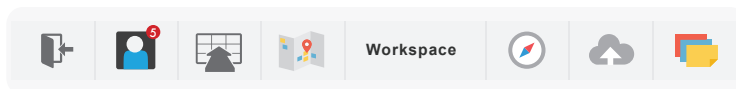
Navigate the workspace using a finger touch, click-and-drag or keystrokes.

Zoom in and out using +/- buttons on the lower right hand corner of the workspace.

## 3. Add Content

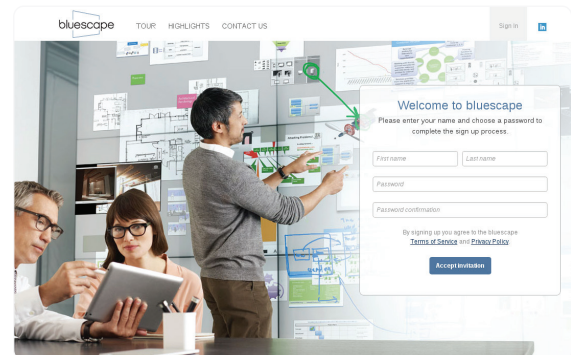
Content can be added from your computer or iPad/iPhone (even Siri®).

- The user's computer, iPad or iPhone each displays a content menu. Once the 'upload icon' is clicked, a window will open, showing files that can be added to the workspace.

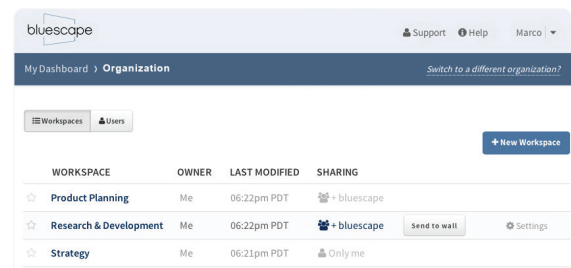


Bluescape Navigation Bar

- To add a JPG, PNG, GIF or PDF, select the file and hit enter - or drag and drop the file to the workspace from the desktop. See the tips on the right to learn how to add a different file format.
- Siri converts speech to text that can be added to the workspace as a Notecard.



Invitation Page



My Dashboard

## Helpful Tips

- To reset the browser, click the Chrome menu ☰ on the browser toolbar. Select 'Settings.' In the default browser section, click 'Make Google Chrome' my default browser.
- An administrator should have invited the user to collaborate. If not, please contact the administrator.
- If content is not in a JPG, PNG, GIF or PDF format, the file can be converted. Simply open the file and 'Save As' a JPG, PNG, GIF or PDF.
- Take a photo with an iPad and instantly add it to the workspace using the navigation bar.
- Practice the workspace zoom feature as images can easily be resized when the user zooms in. Content is easily moved when the user zooms out from the workspace.
- Close icons on the navigation bar by re-clicking the icon.
- To place content, click the intended workspace area before selecting the 'upload icon.'
- Like a bookmark, location markers identify and remember where content is placed.